

Guidelines for Non-Agency Participation in ISECG Meetings

ISECG Participating Agencies recognize that participation in certain elements of the ISECG Work Plan by non-agency participants (that is, the involvement in ISECG activities of individuals from entities other than Participating Agencies) could be valuable to provide advice and guidance, or to help resolve a particular issue. Non-agency participants include:

- (a) department, ministry or other type of government entity, referred to below as government participants; and
- (b) all other entities.

ISECG Participating Agencies also recognize that it is desirable, when envisaging non-agency participation, to avoid generating both real and perceived conflicts of interest, which, among other issues, could have an impact on future procurement actions.

Recalling that the ISECG Terms of Reference (TOR) provide as follows:

III.2.1. ISECG Composition

Each Participating Agency will designate authorised representatives to the ISECG. These representatives are expected to be staff of the designating Participating Agency. In all cases, conflicts of interests will be avoided.

Any ISECG Participating Agency may request by invitation the presence at an ISECG meeting of appropriate experts to provide advice and guidance, or to help resolve a particular issue. In all cases such advisors will be considered part of the delegation that issued the invitation, for the duration of the meeting. Delegations intending to invite an advisor will notify the ISECG Secretariat in a timely fashion.

The TOR also provide as follows:

III.2.2. ISECG Operating Procedures

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ISECG operates by consensus among Participating Agencies

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The non-agency participation guidelines are as follows:



1. It is expected that government participants, as defined in introductory paragraph 1(a), will be allowed to participate in all ISECG activities. A written notification from a Participating Agency of its intention to include government participants should be sent in a timely manner to the ISECG Secretariat for distribution to all the Participating Agencies in advance of the date of the first meeting for which such participation is envisaged..

2. Other entities' participation will generally be limited to working groups and working-level workshops, subject to the guidelines (a) to (e) below. While a Participating Agency should not unreasonably object to such participation, such participation is expected to be on an exceptional basis.

a. A notification from a Participating Agency of its intention to include non-agency participants in its delegation to provide advice and guidance will be considered by the ISECG Participating Agencies on a case-by-case basis.

b. Such a notification will (a) contain sufficient details about the proposed non-agency participants and (b) be sent to the ISECG Secretariat in writing in a timely manner, ideally no less than three weeks, in advance of the date of the first meeting for which such participation is envisaged.

c. Upon receipt of the notification, the ISECG Secretariat will distribute it to all the Participating Agencies. This will provide sufficient time for any of the other Participating Agencies to express, through the ISECG Secretariat or verbally during an ISECG meeting, the concerns it may have, with a view to having these concerns addressed by the originator of the notification in a timely manner.

d. Failing consensus, such participation will not be allowed.

e. Absent objection in writing within a week of the Secretariat's distribution or absent objection during an ISECG meeting as reflected in the minutes, the participation as proposed will be considered agreed by consensus.

3. Each Participating Agency will take the necessary steps to ensure that information and data communicated through whatever means to non-agency participants in its delegation in the frame of the execution of ISECG activities will not be divulged to third parties (including persons in its own entity) without the authorization of that Participating Agency.

4. These Guidelines will be posted on the public section of the ISECG website and a Participating Agency whose delegation includes non-agency representatives will inform its non-agency representatives of these guidelines.