



Role of a Key Person

Key Persons are appointed by the Working Group on Priorities to act as the focal point in agreed priority areas. Their primary responsibilities are to:

- Exchange information with other consumer representatives interested in the subject area
- Report annually to COPOLCO on matters of consumer interest, activities and progress relevant to international standardization in their priority area.
- Monitor progress within their area of responsibility and to report to the Working Group on Priorities. No rigid procedure is specified, although Key Persons will be expected to report against the criteria and should identify any new consumer issues that have arisen during the report period.

Progress is to be monitored by the Key Person responsible for the priority area as follows:

- Progress of the work within the technical committee(s) through the ISO or IEC project stages
- Progress in meeting consumer concerns that have been identified at the outset and as the work develops Work progress monitoring will indicate how the committee work is developing, whilst the focus on consumer issues will provide evidence of the success or otherwise in developing international standards which meet consumer needs and evidence of when the priority area may be removed from the COPOLCO Priorities Programme. Reporting to the Working Group on Priorities will normally be carried out annually in January/February, although the Working Group may request a report at any time. A report form will be supplied by the Working Group on Priorities to assist in uniform presentation of reports from all Key Persons.

Key Persons are encouraged to:

- Be directly/closely involved at a national or international level in the relevant standards work of the priority area
- Establish, and act as, the focal point for an information network between the consumer representatives
- Co-ordinate and promote consumer activities in the area
- Raise, where appropriate, any major issue that may require COPOLCO's direct input, with the Working Group on Priorities
- Report changes in the scope of ISO/IEC committees, which would affect the priority programme.

Note: It is recognized that Key Persons are volunteers and may have limited resources. Where appropriate, for example where the work is split into more than one specialist subject or where the workload is high, the Key Person may share their responsibilities with other participants