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September 30, 1998

**CCBFC/PTCBS Joint Task Group on the Model Codes
Review and Development Process**

Report of the Seventh Meeting

27, 28 July 1998

Edmonton Alberta, Alberta.

Members present

Chair: Bruce Clemmensen

Ann Borooah

Mike Dwyer

Serge Goulet

Tom Makey

Rick McCullough

Dick Miller

Fred Nicholson

Krystyna Paterson

Ross Rettie

Jack Robertson

Ted Ross

Chris Tye

Members absent:

Chris Fillingham

IRC Staff:

John Berndt

Richard Desserud

Visitors:

Malcolm Sharp – Alberta Safety Codes
Council

Rod McPhee- CWC

Guy Gosselin- NRC

Terry Robinson- CMHC

John Sanders- Alberta Safety Codes
Council

Joan Maisonneuve- Alberta Home
Builders Association

Fadi Nabhan- NRC

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REPORT OF THE 6TH MEETING

The report of the Sixth meeting was approved. (The final version is posted on the Task Group Web Site)

PRESENTATIONS BY VISITORS

There were no presentations.

DISCUSSION OF RECOMMENDATIONS AND COMMENTS MADE AT THE 6TH MEETING

The Task Group reviewed the presentations made at the 6^h meeting with the view to identifying recurring themes, new viewpoints and reinforcing ideas.

CANADIAN HOME BUILDERS' ASSOCIATION

2.0 Principles

2. 1. Uniformity and Flexibility

The CHBA supports the concept of a "core code" which would apply in all jurisdictions and would address health, safety and structural sufficiency matters. As is currently the case, it would be flexible enough to respond to Canada's various geographical and climatic conditions. Should the government of one or more provinces wish to address other objectives through the code system, progeny documents should be developed under the auspices of the CCBFC. Additional, ad hoc amendments should be discouraged.

Task Group Comments. The concept of a nationally adopted core code, with ancillary parts and prodigy documents, has the support of the Task Group. The scope of such a core code will be determined by the Objective-based code discussions, however, it seems likely that it would go beyond health, safety and structural sufficiency and include items such as barrier-free access.

However, it is not practical to suggest that the CCBFC address all issues raised by the provinces. Only where there is sufficient interest nationally should the CCBFC become involved. It is inevitable that some time individual provinces and territories will have to act on their own.

2.2. Consensus by Users

The CHBA believes that the consensus of volunteers, representing all interests in building construction, is the cornerstone of the National Code System. Individuals, selected for their knowledge, experience and expertise should be responsible for the development of national model codes. **The CCBFC, which embodies this principle, should remain responsible for the National Model Codes.**

Task Group Comments. The concept of a broad-based consensus process involving individuals as described by CHBA, has the support of the Task Group. However, it is too early for the Task Group to conclude that the CCBFC act as the Decision-Making Body. (see the subsequent discussion on the June Straw Model)

2.3. Provincial Accountability

Provinces have the constitutional jurisdiction for building regulation. **Provincial code adoption should remain distinct from the National Code Development Process.** Provincial stakeholders should be able to make direct representation to their provincial governments with regard to regulatory concerns. Responsibility for interpretation and enforcement of uniform standards should remain in place at the provincial level.

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Task Group Comments. The Task Group was unclear over the concept of an “adoption distinct from the National Code Development Process.” It was assumed that this meant that the integrity of the national process would not be altered recognizing that the P/T acceptance of the codes, and the need for local variations were a fact of life. It was feared that CHBA wants to be assured that there will be an opportunity to challenge the final results whereas the goal of the Task Group is for full industry involvement during development, with acceptance of the results. Dick Miller agreed to obtain clarification.

The Task Group agreed that the issue of formal interpretations has to remain with the provinces/territories.

2.4. Timeliness

Provincial governments should revise their codes in response to changes to the National Model Code, promptly and within an **agreed time frame**. There should be an official statement of intent by the Provinces to do so.

Task Group Comments. The Task Group agreed in principle, but the P/T cannot commit given political realities.

2.5. Public Consultation

There should be **one public consultation on building code changes** rather than separate national and provincial consultation processes. The opportunity for stakeholders to make their views known to their provincial governments on matters of health, safety and structural sufficiency should occur through the same process used by the CCBFC and its committees. Separate provincial consultation processes on these matters does not achieve the cost effectiveness and efficiencies that all participants would like to achieve.

Task Group Comments. The Task Group noted that this comment seemed to support the approach taken in the proposed models..

2.6. Transparency

The National Model Code Development **Process must be open and transparent** to assure provincial governments that due process has been followed.

Task Group Comments. No disagreement.

2.7. Cost Effectiveness

The CHBA supports the CCBFC Strategic Plan objective of **taking cost implications into account for all new or revised model code requirements**. It should fall to the proponent to provide the necessary documentation to the Commission as to why a change should be considered rather than on the Commission to say why not. This objective has already been addressed under the current arrangements.

Task Group Comments. The Task Group noted that this is already CCBFC policy, and there was no intention to propose a change. It was noted that a degree of flexibility and judgement in application would be necessary given that not all proposals required a detailed cost analysis and that some proponents were not in a position to have one prepared. It was also noted that in some cases cost effectiveness would not be the deciding factor.

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3.0 Process

3.1 Entry

Stakeholders should have the **opportunity to submit proposals for changes to the Code to the CCBFC or to their respective provincial governments** at any time and should be able to expect prompt attention should it be warranted.

Assuming the continuation of a five year reassessment regime, **a cut-off date for proposed changes to the National Model Code should be widely announced.** Provincial governments, particularly those which have conducted separate public consultations in the past, should advise stakeholders that they are accepting proposals for change until the same date. Proponents should have the option of entering the process through either or both routes.

Task Group Comments. The Task Group noted that this comment did not recognize that a single system is being proposed, and from the proponents point of view, the result would be the same once the proposal is in the door. National bodies, such as CHBA, would be expected to send proposals directly to the Secretariat.

The comment on cut-off dates did not seem to account for the more “continuous” review process being contemplated. A more frequent public review process would lessen the need for such cut-off dates.

It was agreed, however, that discussion was needed on the frequency and schedule for public consultation, and on publishing and use of the results.

3.2 Technical Review

Provinces should have the option of reviewing proposals before forwarding them to the CCBFC which in turn would provide them to the appropriate Standing Committee for review after dealing with matters of policy with provincial representatives. The consultation document resulting from the work of the Standing Committees should separate "core" and "non-core" matters. Provinces should review and comment on the consultation document prior to its issuance. Separate provincial sections may be required.

Task Group Comments. The Task Group noted that this comment seemed consistent with the approach taken in the proposed models.

3.3 Consultation

Respondents should have the choice of submitting written briefs to either the CCBFC or provincial departments or both.

Task Group Comments. The Task Group noted that this comment seemed to undermine the concept of a core code acceptable to all. Respondents should participate in a single development system, and provide input before the Decision Making Body passes judgement.

3.4 Decision

The process of working through the submissions, and assembling the revision package should remain with the Standing Committees. **Provinces should have the opportunity to comment on the changes recommended by the Standing Committees prior to their consideration by the CCBFC. No additional level of decision making should be required.**

Task Group Comments. The Task Group noted that this comment seemed consistent with the approach taken in the proposed models.

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NOVA SCOTIA HOME BUILDERS' ASSOCIATION

PRINCIPLES AND CONCERNS

UNIFORMITY

- Future agreements and processes, ..., should ... vigorously encourage each provincial authority to adopt the same model code
- The review and development process should also facilitate uniformity within the province
- Authorities should be obliged to base their interpretation on nationally recognized code commentaries and to consider the rigorous technical analysis that has been part of the national model code development process.
- National and provincial authorities ... should more actively support, encourage and advance the principle of uniformity.

Task Group Comments. The Task Group noted that the issue of uniformity within the provinces and territories, where municipalities had the powers to amend the codes, was problematic and needed to be addressed in the final report. It was noted, however that this matter was really a legislative issue within the powers of the P/T, and not the same in every P/T. The Task Group, therefore, should flag the issue without necessarily providing recommendations to solve it.

The comment regarding obliging the P/T to base interpretations on national commentaries of technical analysis, was interpreted by the Task Group as meaning that such interpretations shouldn't be arbitrary, but take into account all technical information available.

TRANSPARENCY

- Proponents of a code change should be able to enter their proposal at specific stages in the process on either the provincial or national levels.
- They should be obliged to support their proposal with evidence that a problem exists and must be addressed, and that their proposal is a cost-effective solution to the problem.
- The proposed code change should be subject to review for technical merit and from industry peers.
- The review should culminate in a recommendation of an appropriate action to be undertaken by the body formulating the model code.
- ...assurance that all sectors of the industry can observe and participate in the code process

Task Group Comments. The Task Group noted that these points seemed consistent with the approach taken in the proposed models.

ACCOUNTABILITY.

- federal government giving leadership and support in the development of model national codes.
- provincial governments giving their cooperation and participation in the coordinated development and review process.
- the provincial governments using the process in the context of their constitutional jurisdiction for building codes and regulations.

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- Adoption, interpretation and enforcement are provincial responsibilities. These responsibilities have to be carried out with a careful balance between national cooperation and provincial obligations. The final authority rests with the provincial governments, the final accountability lies within the provincial system.

Task Group Comments. The Task Group noted that these points seemed consistent with the approach taken in the proposed models.

OBJECTIVE BASED CODE

- The Nova Scotia Home Builders' Association supports the traditional scope and objectives of the national model building code....Any amendment proposed for them must be subject to rigorous national review.
- The objective based code contains a second half which delineates the prescriptive requirements by which the objectives can be met. Proposed amendments can be divided into three classes: additions, deletions and alterations.
Most changes to this portion of the code will likely be additions to the code, granting permission or enabling the use of new designs, systems or materials. Those additions may be numerous and their adoption ought to be swift, with regard to technical review and due process. The proponent of an addition should be obliged to demonstrate how the new element meets the established objectives, and the jurisdiction accepting the addition should be obliged to accept the customary liability that is part of their authority.
- Where changes to the prescriptive portion of the code are substantive alterations or deletions, those changes should be subject to the national review process.
- Where proposed changes affect the scope and objectives of the code, those changes too should be subject to the national review process. If there is sufficient interest for the change, that process may start with the development of an accessory document (or progeny model code) that can stand alone and, where approved, be added to the provincial edition of the national code.

Task Group Comments. The Task Group noted that most of these points seemed consistent with the approach taken in the proposed models, but that others, such as the issue of the liability of regulators and accepting agencies, was beyond the jurisdiction of this Task Group..

“STRAW” CODE REVIEW AND DEVELOPMENT MODEL

The June 1998 Straw model for a new code development system was discussed (A revised version reflecting the Task Group discussions is attached as Appendix A).

Points discussed included:

Role of NRC

It was agreed that as a result of history, performance, national presence, reputation and availability of resources, there is no reason to recommend any significant changes to NRC's role in the process. The Task Group would recommend that NRC would act as the “Secretariat” and provide technical and administrative support to the “Technical Review Process.” It would also continue to appoint membership of the “Decision-Making Body.”

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Technical Review Process

It was agreed to amend the 6th bullet in the box describing the "Technical Review Process" to read "Similar to CCBFC process."

Appointment to the "Decision-Making Body."

It was recognized that arriving at an appropriate matrix, and choosing appropriate members while maintaining geographic and sector balance, is a difficult task, requiring a fair degree of independence.

It was duly noted that the existing process for appointment to the CCBFC was through NRC's governing council (not NRC staff) on the recommendation of the CCBFC Chair. The CCBFC Policies and Procedures provided for a Chair's Selection Committee, which included a representative of a provincial/territorial authority.

However, it was agreed that there would be value in enhancing the role of the provinces and territories in the process. For example, by having the provinces and territories take a lead (but not exclusive) role in soliciting members for the "Decision-Making Body", the pool of candidates would increase, and a greater provincial/territorial face would be put on the new process.

It was also agreed that the provinces and territories would have greater comfort in the selection process if the provincial/territorial "Boards" had the opportunity to comment to the Chair's Selection Committee on the matrix and the proposed membership of the "Decision-Making Body" prior to submission to NRC.

It was also agreed that there is a need to ensure that the process remains detached from the political process, but it was also acknowledged that there seemed to be enough checks and balances in place to keep the risk to a minimum.

Appointment to Technical Committees

The existing process for appointment to a CCBFC Standing Committee was through the CCBFC Nominating Committee (not NRC staff) on the recommendation of the Standing Committee Chair. The Nominating Committee consists of CCBFC members.

It was agreed that the process described above for P/T involvement in appointments to the "Decision-Making Body" could apply to matrices and appointments for technical committees, except the comments from provinces and territories would be directed to a nominating committee, for ultimate decision by the "Decision-Making Body."

Provincial/Territorial Board

It is expected that the Provincial/Territorial Board would act at a policy/political advisory level rather than focus on technical matters. As such, membership should be able to represent their provinces on which issues should be addressed by regulation and be able to discuss the impact of codes on industry and the regulatory community in their jurisdiction.

At the same time, there is a need for a forum such as the Provincial/Territorial Committee on Building Standards (PTCBS) where solutions to technical and enforcement problems can be shared.

The Task Group came to the conclusion that the level of representation of such a board would have to be at the discretion of individual provinces and territories according to local priorities and capabilities.

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A single body that could perform this advisory role would be the most desirable arrangement. However, differences in departmental organization and responsibilities at the provincial/territorial level suggest that the only practical arrangement at the outset would be to create 3 separate boards for each of the building, fire and plumbing codes.

Technical Advisory Committee

This group would consist of the Standing Committee Chairs and Technical representatives from provinces and territories.

It would give the provinces/territories an opportunity to access to Standing Committees via the Chairs. Participation is optional.

All Standing Committee actions following public consultation would be circulated to the Provinces and territories, with any changes clearly marked.

The Committee would only convene to discuss issues raised by the provinces and territories and only P/T personnel affected by these issues would have to attend meetings. The Decision-making body and the appropriate P/T Board would be advised of unresolved issues regarding the Standing Committees decisions.

The Decision-making body would have to rule on unresolved issues in consultation with the appropriate P/T Board.

Pre-consultation Process

Some provinces have a need to obtain “permission to consult” from government before releasing proposed changes for public consultation. Therefore, proposed changes would need to be circulated to P/T prior to wide release which would not occur until all provinces have given the go-ahead.

It was clarified that such permission would be based on significant issues only, and not on the specific wording of all or part of a change package. This activity, therefore, could occur concurrently with committee, editing and translation work, thus reducing any delays. However, a 6 month window should be built in to the process to permit provinces and territories to perform this activity. Concerns raised by provinces and/or the inability of an individual province to receive such permission to consult, will be referred to the Decision-Making Body to deal with in consultation with the appropriate P/T Board. The Straw Model should be changed to reflect this.

Such pre-consultation activities should occur according to an agreed-upon schedule.

Code Cycle

There is no obvious consensus nationally over an ideal code cycle. Benefits of a shorter cycle include responsiveness to innovation, fewer revisions to absorb and retrain. Liabilities include political resistance to more frequent legislative change and industry concerns over instability.

A “continuous” process whereby no new editions are published and revisions are released as they are completed, presents problems to adopting authorities in establishing legislative agendas, and could result in legal difficulties in the future should there be disputes over which requirements apply to older buildings.

Codes, however, should be more stable if all agree with the concept of core codes. As well, objective-based codes offer opportunities so that legislative revisions could be reduced in favour of some other mechanism to

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recognize new acceptable solutions. It is clear, however, that there will be a need for the foreseeable future to continually improve the existing (1995) set of requirements which will form the bulk of the first set of acceptable solutions (Part B).

It is recognized that code technical development should continue in a continuous mode, but a timed cycle would be necessary for public consultation and adoption.

Given uncertainties over the move to Objective-based codes, the Task Group agreed that it would be inappropriate at this time to recommend any particular code cycle be used in the long term. Given that new model codes were due in about 2003, and that technical updating of the present requirements will be necessary between now and then, it was agreed that a time line for review and development be prepared, using the procedures set out in the “final” recommended co-ordinated model, between now and an anticipated adoption date of 2003. This would allow the CCBFC and its committees to schedule technical development and public review, and allow provincial and territorial governments to plan their regulatory and consultative agendas.

Recommendations regarding a more permanent cycle, if necessary, will have to wait until the impact of Objective-based Codes is clearer, however the Task Group final report should provide some conjecture.

Name for Decision-Making Body

The Task Group agreed that it seemed logical to continue to use “Canadian Commission on Building and Fire Codes (CCBFC).”

Fast Track for Urgent Changes

As exists with the national and P/T code development processes, there is a need for the new system to include a mechanism to quickly deal with urgent issues, such as health or safety issues, and undue restrictions placed on industry by existing code requirements. Such processes usually by-pass, or lessen the level, of public consultation.

While this is often handled as a local issue, an effective national mechanism would reduce pressure to introduce local amendments, and thus strengthen the national process.

Such procedures should provide flexibility to appropriately deal with the issue at hand. In some cases, notification to the provinces and territories may be sufficient, and in others a degree of stakeholder consultation might be more appropriate.

It was agreed that a fast track model be developed for the next meeting.

Provincial/Territorial Differences on Core Code Issues

While the straw model addresses revisions to the core codes, there presently exists many technical differences between the national codes and provincial codes on what can be expected to be core code issues. In order to achieve a true core code acceptable to all, some effort will have to be made to resolve these differences. Additional P/T material not included in the national codes are considered to be non-core issues, and need not be addressed at this time.

The Task Group is of the belief that an opportunity now exists to make some commitment to eliminating these differences. It is recognized that resource limitations and differences in approach may make it impossible to completely achieve this goal in time for the next codes, however, this does not mean it should not be tried. It is

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anticipated that industry, and other national organizations such as CMHC (a CMHC representative gave an expression of support) and the CWC, would see the value of this goal and contribute towards its achievement.

It was agreed that the final report would recommend that a joint effort among code users be initiated with the goal of eliminating differences between provincial, territorial, municipal and national codes and the establishment of core code contents acceptable to all.

It was also agreed, in the spirit of not encouraging P/T changes to the core codes, to revise the chart on the coordinated public review process to remove reference to such amendments. (the revised chart is attached as Appendix B)

TASK GROUP PRESENTATION TO THE DEPUTY MINISTERS

Since the final report of the Task Group has not been prepared, the contents of the presentation will have to be determined at the next meeting. It was agreed, however, that the presentation should focus on the benefits of the new process, highlight improvements over the existing system, and request endorsement of a number of principles that will guide further development of the system.

It was agreed to prepare a list of benefits and principles identified so far, and circulate these to the Task Group and to other members of the PTCBS as soon as possible.

TIMING OF ADOPTION OF CODES AND REFERENCED STANDARDS

There are differences in approach among jurisdictions over how to deal with new standards proposed for referencing, and with updates to existing referenced standards. This results in differences as some provinces and territories recognize these and others don't.

New standards proposed for referencing should be treated as a technical change and be subject to the complete process as with any proposal for change. The CBFC publishes a list of updates to reference standards annually after consultation with its technical committees. Not all provinces and territories formally adopt these updates.

It was agreed that the final report will recommend that a mechanism be created to address the issue of standards updating in the provinces and territories.

RESOURCE ISSUES

Guy Gosselin of IRC presented an initial assessment of the impact of the new process on resources and revenues. (Attached as Appendix C). He also outlined the present situation with regards to how most P/T make contributions to the CCBFC process through sales of the national codes in their jurisdiction, by having NRC publish provincial codes, or by making a direct contribution to NRC on the basis of sales of provincial codes. This is not universal, however, and Ontario agreed to consider how it could participate in a similar manner.

This first cut indicates a possible increase in resources necessary to service the new system although there are possibilities for additional revenues and resource sharing should the use of the core code become universal. Uncertainties over Objective-Based Codes and the code cycle make precise estimates impossible at this time.

The Task Group agreed, however, that the final report will recommend that all provinces and territories, and NRC, endorse the principles of user pay and revenue sharing for the codes development and distribution system.

Members agreed to give thought to funding ideas in time for the next meeting.

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FORMAT AND CONTENTS OF THE TASK GROUP FINAL REPORT

The contents of the final report were discussed. A proposed table of contents is attached as Appendix D

COMMUNICATIONS

A proposed article for IRC's newsletter "Construction Innovation" describing the Task Group's work was discussed. Since the article will appear in the issue to be released in late October or early November, it is necessary to anticipate the Task Group conclusions. It was agreed to update the communiqué to reflect this meeting, and to circulate it to the Task Group, and the PTCBS for comment with a 2 week time limit.

TIMING AND SCHEDULE

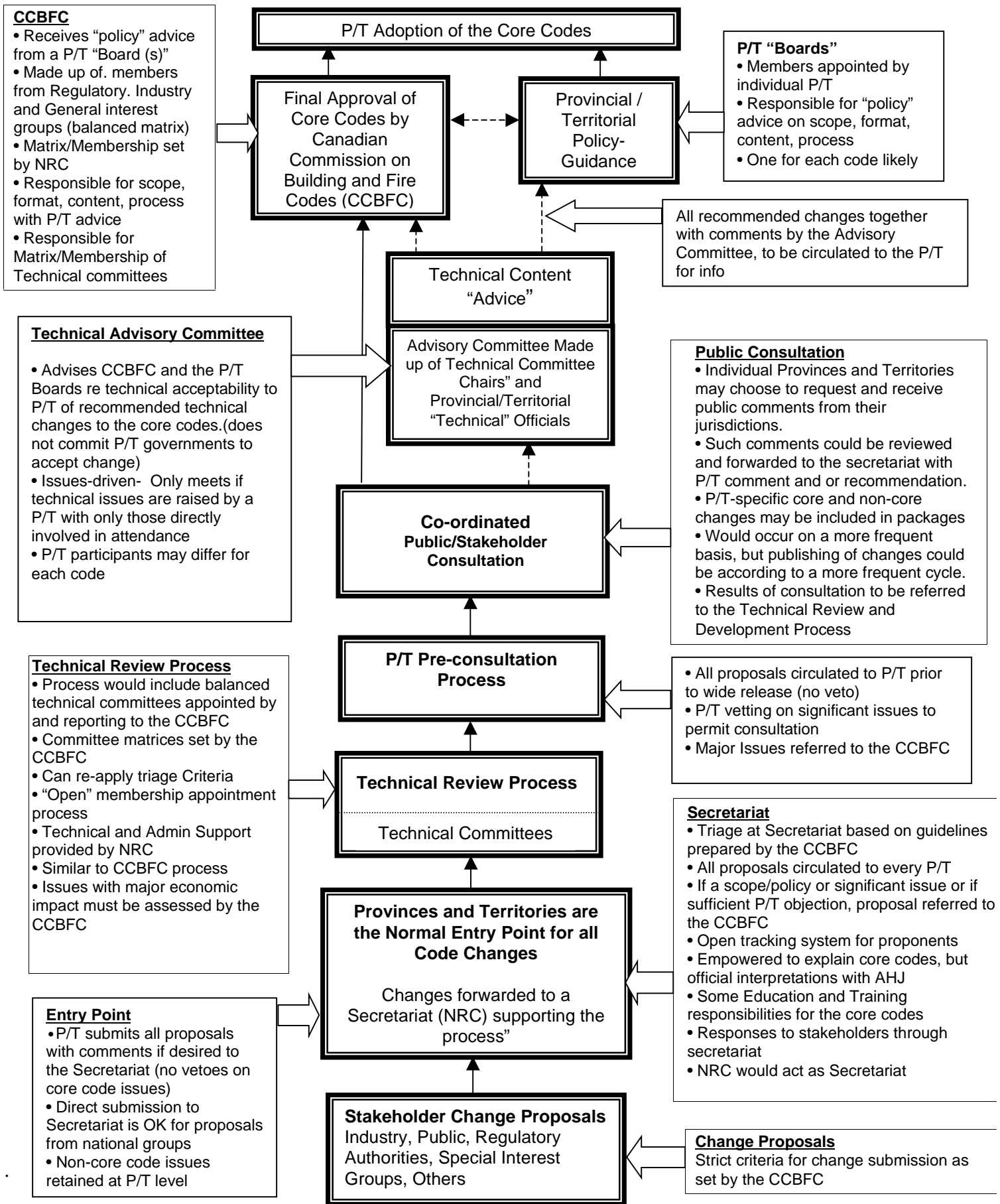
Key meetings to work around are;

1. CCBFC Executive Committee – September 16 1998
2. CCBFC Meeting - October 4 & 5, 1998
3. PTCBS Meeting - Nov 16 & 17, 1998

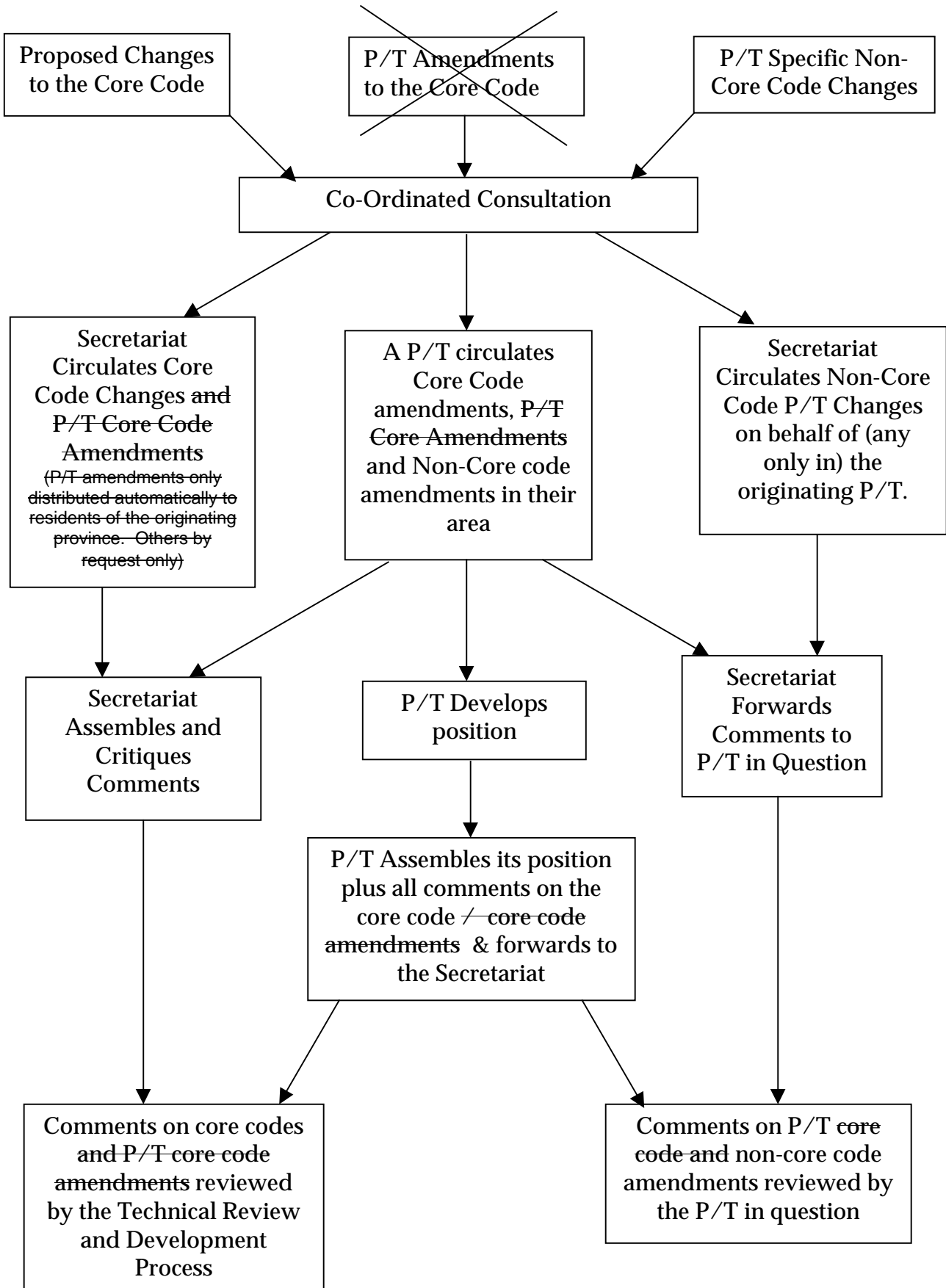
FUTURE MEETINGS

The next meeting is scheduled for September 14 and 15 in Regina.

**“Straw” Code Development and Review Process
August 1998**



Appendix B Coordinated Public Review Process



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Appendix C CODE DEVELOPMENT RESOURCES (ANNUAL)

STAGE	TYPE OF SERVICE	BY WHOM	EFFORT Δ
1. Entry Point	<ul style="list-style-type: none"> Administrative support 	<ul style="list-style-type: none"> P/T 	Depends on P/T
2. Secretariat	<ul style="list-style-type: none"> Triage Duplication/distribution Tracking system & support Code opinion service Education & training 	<ul style="list-style-type: none"> NRC NRC NRC NRC NRC 	<ul style="list-style-type: none"> None anticipated Δ $\Delta ++$ $\Delta?$ $\Delta?$
3. Technical Review Process (and development work)	<ul style="list-style-type: none"> Committees Technical & administrative support 	<ul style="list-style-type: none"> Volunteers NRC 	<ul style="list-style-type: none"> None anticipated None anticipated
4. P/T Pre-consultation Process	<ul style="list-style-type: none"> Compilation Duplication/distribution 	<ul style="list-style-type: none"> NRC NRC 	Δ is a function of provincial feedback
5. Public Consultation (coordinated)	<ul style="list-style-type: none"> Administrative support Publication & distribution: <ol style="list-style-type: none"> Core Content* Revised Core Content Non-Core Content <p>(* Common core of National Codes including model energy codes)</p>	<ul style="list-style-type: none"> NRC NRC NRC & P/T P/T 	<ul style="list-style-type: none"> Δ^{**} Δ on compilation Δ on publication Δ on distribution <p>(** Assumes NRC providing service to all P/T except Alberta and Ontario)</p>
6. Technical Advisory Committee	<ul style="list-style-type: none"> Participation Administrative support 	<ul style="list-style-type: none"> P/T, NRC and Volunteers NRC 	<ul style="list-style-type: none"> Δ Δ
7. P/T “Board”	<ul style="list-style-type: none"> Participation Administrative support 	<ul style="list-style-type: none"> P/T & NRC NRC 	<ul style="list-style-type: none"> Δ depends on meeting frequency Δ depends on meeting frequency
8. “Decision-Making Body”	<ul style="list-style-type: none"> Participation Technical & admin support Communication Publication and distribution 	<ul style="list-style-type: none"> NRC and Volunteers NRC 	<ul style="list-style-type: none"> None anticipated Δ depends on meeting frequency Δ None anticipated

Legend:

P/T: Provincial and territorial authorities

NRC: National Research Council

Δ (Delta): Refers to change (increment) in level of effort

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1. Current Development and Production Costs

Wages and overhead	\$3.5 Million	
Admin and committee support costs	\$500 K	
Document production costs	\$500 K	
Total Development and Production Costs		\$4.5 Million

2. Current Sources of Funding

Federal Government (NRC)	\$2.5 Million	
	<i>Sales and royalty revenues</i>	<i>\$2 Million</i>
Total Current Funding		\$4.5 Million

3. Estimated Incremental Costs

Wages and overhead (3 PYs)	\$450 K	
Admin and committee support costs	\$400 K	
Document production costs	\$150 K	
Anticipated incremental effort		<u>\$1 Million</u>
Anticipated shortfall in funding		\$1 Million

4. Additional Funding Possibilities

Discussion is needed on possible ways to account for the incremental impacts on resources created by the new system.

Appendix D

Task Group Final Report

Proposed Table of Contents

1. Executive Summary
(To include benefits and principles)
2. Background
 - CCBFC Strategic Plan
 - Benefits of Uniformity
3. Terms Of Reference
 - Membership
 - Method of Operation
 - Communications
 - Differences between and within provinces and territories
4. Existing Situation
 - Roles and responsibilities
 - Memorandum of Understanding
 - National Process
 - Provincial Process
5. Input from Code Users
 - Presentations, briefs and recommendations
6. Obstacles and Opportunities to improve uniformity
 - political accountability
 - P/T participation
 - Stakeholder consultation
 - Core Code
7. a) Stages in the Process
 - Point of Entry
 - Technical Review
 - Public Review
 - Decision
- b) Proposed Process
 - P/T entry
 - Secretariat
 - Technical Committees
 - Co-ordinated Consultation
 - Permission to Consult
 - Responsibilities
 - Decision-Making Body
 - Technical Advisory Committee
 - P/T Advisory Board(s)
8. Resources, Revenues and Funding
 - User pay
 - Revenue sharing
 - Distribution, printing
9. Objective-based Codes
10. Code Cycle
11. Standards Updating
12. Conclusions and Recommendations
 - Benefits
 - Better documents
 - Better P/T participation
 - Better Stakeholder consultation
 - Etc
 - Principles
13. The Next Steps
 - Consultation on recommendations and conclusions
 - Resolution of technical differences
 - Amendments to the MOU?