

Process for ICCR Observer to transition to ICCR Steering Committee Member

Scope:

The process below describes the steps for a Regulatory authority to transition from Observer to ICCR Steering Committee (SC) member.

Process:

1. A formal letter to the current Chair of the ICCR SC is sent by the Observer regulator, requesting a change from Observer status to SC member. This request is to be received no later than 6 months following the previous ICCR Annual Meeting. The letter is to include a completed “Request to Transition to ICCR Steering Committee Member Form” (see attached form) and should be signed by the person who has the regulatory responsibility for cosmetics in the jurisdiction.
2. The time to transition to a member of the ICCR SC may depend on the level of participation by the Observer jurisdiction, and the length of time it takes for a WG to complete its deliverable.
3. If an observer applies for membership during the same cycle when a working group is expected to finalize its deliverable, and they have met all the necessary requirements, their membership can be approved within that same cycle.
4. The ICCR SC will review and discuss the Observer regulator’s request during the same ICCR cycle and reach a consensus response.
5. The current Chair of the ICCR SC will inform the Observer regulator and Industry counterpart of the outcome of their request, either at the ICCR annual meeting or before the first quarterly call of the next cycle, at the latest. The outcome may be one of the following:
 - a. **Approved:** The regulatory authority will receive a formal letter from the current Chair welcoming the participant to the ICCR SC. New members will be announced on the ICCR website.
 - b. **Not approved:** The regulatory authority will receive a formal letter from the current Chair outlining the gaps to transition. The regulatory authority may remain as an Observer and may make another request to transition in subsequent ICCR cycles.

Request to Transition to ICCR Steering Committee Member Form

Criteria	Evidence
1. The Member must have a regulatory structure in place for cosmetics, including a definition of “cosmetic” that is aligned with that of current ICCR Steering Committee members. This will allow for easier interaction on issues included in discussion and for acceptance at ICCR.	
2. The Member has a recognized cosmetic Industry Trade Association(s) to liaise with regarding the topics addressed by the ICCR.	
3. The Member, along with its ITA, has been an Observer for at least two consecutive cycles, as an active and regular participant at: ➤ annual meetings¹; ➤ quarterly Regulator and Industry teleconferences.	
4. The Member actively participates in a work deliverable ^{2, 3} of two or more Working Groups, and demonstrates contribution. Active participation includes: ➤ providing meaningful input and sharing information by a variety of different means (including written response by email) before, during, or after the teleconference(s); ➤ contributing with comments and feedback, in a timely manner, to the report/outcome prepared by the Working Group. For clarity, in general, the above is demonstrated from the beginning to the end of a Working Group (WG) final deliverable, so	

¹ In case of unforeseen circumstances where the Observer regulator and/or its ITA could not attend the annual meeting for a reason beyond their control while their active participation throughout the cycle was demonstrated, a clear rationale/justification with evidence is to be presented to the ICCR SC.

² The deliverable refers to the ones described in a Working Group(s) Term of Reference (ToR).

³ Working Group(s) with deliverable(s) related to the update of previous documents are not considered to meet this criterion.

that all aspects of the WG deliverable process are experienced.	
5. The Member has the necessary resources and commitment to actively participate on all Working Groups.	
6. New SC members must have the necessary resources and commitment to serve as Chair and Secretariat throughout an entire ICCR Chairmanship cycle ⁴ , and demonstrate, along with their industry association, their ability to host ⁵ the ICCR annual meeting within 3 years after becoming a SC member.	
7. The Member's senior leadership accepts the ICCR Terms of Reference (TOR), the standard operating procedures (SOP), and acknowledges existing ICCR documents.	

⁴ Reference document entitled "Requirements for Chairing an ICCR Cycle" is available on the ICCR website.

⁵ In case of unforeseen circumstances where the new SC member could not host the annual meeting, refer to Section 2.1.2 of the ICCR SOP.