

## 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 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 ICCR SC will review and discuss the Observer regulator’s request during the same ICCR cycle, and reach a consensus response.
3. The current Chair of the ICCR SC will inform the Observer regulator and industry counterpart of the outcome 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 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 a request to transition in subsequent ICCR cycles.

**Request to Transition to ICCR Steering Committee Member Form**

Criteria	Evidence
<p>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.</p>	
<p>2. The Member has a recognized cosmetic industry trade association(s) to liaise with regarding the topics addressed by the ICCR.</p>	
<p>3. The Member has been an Observer for at least two consecutive cycles, as an active and regular participant at:</p> <ul style="list-style-type: none"> <li>➤ annual meetings;</li> <li>➤ quarterly regulator and industry teleconferences.</li> </ul>	
<p>4. The Member actively participates in a work objective/deliverable<sup>1,2</sup> of two or more Working Groups, and demonstrates contribution.</p> <p>Active participation includes:</p> <ul style="list-style-type: none"> <li>➤ providing meaningful input and sharing information by a variety of different means (including written response by email) before, during, or after the teleconference(s);</li> <li>➤ contributing with comments and feedback, in a timely manner, to the report/outcome prepared by the Working Group.</li> </ul> <p>For clarity, in general, the above is demonstrated from the beginning to the end of a Working Group (WG) task, so that all aspects of the WG deliverable process are experienced.</p>	

<sup>1</sup> The work objective/deliverable refers to the ones described in a Working Group(s) Term of Reference (ToR).

<sup>2</sup> Working Group(s) with deliverable(s) related to the update of previous documents are not considered to meet this criterion.

<p>5. The Member has the necessary resources and commitment to actively participate on all Working Groups.</p>	
<p>6. New SC members must have the necessary resources and commitment to serve as Chair and Secretariat throughout an entire ICCR Chairmanship cycle, and be prepared to host the ICCR annual meeting within 3 years after becoming a SC member.</p>	
<p>7. The Member's senior leadership accepts the ICCR Terms of Reference (TOR), the standard operating procedures (SOP), and acknowledges existing ICCR documents.</p>	

Note: the time to transition to a member of the ICCR SC may be longer, depending on the level of participation by the Observer jurisdiction.