

**THE STANDARDS AND METROLOGY  
INSTITUTE FOR ISLAMIC COUNTRIES  
(SMIIC)**

**THE CONCEPT OF  
PARTNERSHIP/LIAISONHIP WITH  
REGIONAL/INTERNATIONAL  
ORGANIZATIONS/INSTITUTIONS**

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## **A- GENERAL ACKNOWLEDGE:**

SMIIC aims to cooperate with regional or international institutions and organizations with the aim of encouraging implementation of its standards and to reduce work overlaps, other than its Members in its field of activities pursuant to the Article 8 of the SMIIC Statute and the Clause 4.15 of the SMIIC Rules of Procedure.

### Article 8 of the Statute:

*“8.1 The Institute encourages to cooperate with other international and regional organizations interested partially or wholly in standardization or related activities.*

*8.2 The Secretary General shall be responsible for carrying out this cooperation.”*

### Clause 4.15 of the Rules of Procedure:

*“International Islamic Organizations and Muslim Community Organizations that are not headquartered in the OIC Member States yet eminent and officially recognized in their respective States, having interest in the SMIIC’s fields of activity may be granted liaison organization status by the SMIIC General Secretariat to be able to attend the Technical Committee and other relevant committee meetings.”*

SMIIC is fully committed to cooperating with key bodies for the development of sound partnership relations aimed at meeting the scope and mission of SMIIC. These partnerships are developed taking into account the complementary roles of each partner and are respectful of the different levels at which such cooperation may take place Organization of Islamic Cooperation (OIC) level or international level.

The four categories of Partner Organizations within SMIIC are:

- General Cooperation
- Liaison Organization
- Memorandum of Understanding (MoU) Signatories
- Informal Cooperation

It is aimed to establish cooperation between SMIIC and partner organizations (e.g. Cooperation Agreements, Memorandum of Understanding, Framework Cooperation Agreements, etc.) in joint or coordinated action for a common purpose. It involves a relationship where all parties make a contribution to the output and the achievement of the mutual objectives.

Partnerships to be established within the scope of cooperation agreements and/or memorandum of understanding are designed to proceed at the managerial level. This enables Partner Organization to receive invitations to attend General Assembly meetings of SMIIC which will allow the partner organization to get information on the main issues and strategic matters affecting the Institute. Participation of partner organization in these meetings is as observer status and without voting rights.

Partnership may also be established through informal cooperation without signing any formal agreement. Informal cooperation with relevant stakeholders (e.g. sister OIC institutions and other organizations) is aimed at creating synergies as well as partnerships for mutual assistance and recognition in conducting their respective activities.

A partner organization shall have a sufficient degree of representability within its defined area of competence within a sector or subsector of the relevant technical or industrial field. The desirability of partner organization shall be taken into account at an early stage of the work.

SMIIC Technical Committees, Subcommittees, Working Groups (TC/SC/WG) and other organs (Councils or Committees) maintain liaisons with a number of Organizations. In order to be effective, liaison operates in both directions, with suitable reciprocal arrangements.

Liaison organizations (manufacturer associations, commercial associations, industrial organizations, user groups and professional and scientific societies etc.) may make an effective contribution to the work of the TC or SC for questions dealt with by this TC or SC. Such organizations are given access to all relevant documentation and are invited to meetings. They may nominate experts to participate in a WG as full members.

A liaison organization shall accept the requirements of SMIIC Directives and other regulations. The liaison organization accepts the policy based on the SMIIC Directives concerning copyright whether owned by the liaison organization or by other parties. The statement on copyright policy is provided to the liaison organization with an invitation to make an explicit statement as to its acceptability. The cooperating organization is not entitled to make any charges for documents submitted.

TCs or SCs shall review all their liaison arrangements on a regular basis, and shall inform the Standardization Management Council (SMC) about the liaison organizations. The outcomes of the contribution of liaisons shall be reported to the General Secretariat via the committee secretariats. If necessary, SMC reserves the right to withdraw the participation of the liaison organization in a TC when it clearly emerges that the liaison organization is not contributing to the corresponding work.

The procedure defined in this document shall also apply for the liaison in SMIIC Committee on Standards for Conformity Assessment (SMIIC/CCA) and other SMIIC organs.

## **B- ACCEPTANCE CRITERIA:**

The partner organizations shall be international or broadly based regional organizations working or interested in similar or related fields.

Technical committees and subcommittees shall seek the full and, if possible, formal backing of the organizations having partner status for each document in which the latter is interested.

Liaison organizations shall be multinational (in their objectives and standards development activities) with individual, company or country membership and may be permanent or transient in nature.

International Islamic Organizations and Muslim Community Organizations that are not headquartered in the OIC Member States yet eminent and officially recognized in their respective States, having interest in the SMIIC's fields of activity may be granted liaison organization status to be able to attend the Technical Committee and other relevant committee/organ meetings.

### **C- GUIDANCE FOR PARTNERSHIP/LIAISONSHIP:**

Delegations and experts are appointed by the partner organization, in some cases this will be staff members and in others, the organization members.

All members of a liaison organization delegation to an SMIIC TC/SC/WG meeting should be expected to speak with one voice to advocate for the liaison organization's consensus comments.

Experts to an SMIIC WG should be selected on the basis of their relevant technical expertise.

Experts should be nominated and selected through the partner organization. Though selected for their individual technical knowledge and expertise, such experts should be aware of the views of the stakeholders in order to minimize conflict as the project progresses. WG experts should regularly report to their liaison organization on the progress of work within the WG.

Where applicable, partner organizations may wish to fund the participation of their experts via fund-raising programs or events to promote the activity. All delegation or WG experts with a financial need should have fair and equitable access to, and consideration for, such funding.

Delegations and experts should maintain close communication, which should include a debriefing by the delegation members or experts to the partner organization following the international meeting. Partner organizations should provide their delegates and experts with guidance concerning how much negotiating flexibility they have regarding their consensus comments at an SMIIC TC, SC or WG meeting. In addition, partner organizations should advise the delegates and experts as to their positions and negotiating flexibility in relation to positions and comments of other national standards bodies (NSBs) and liaison organizations.

Members of delegations and WG experts should have sufficient language skills to effectively communicate in the environment of the particular SMIIC committee or WG.

Delegations and experts should be selected from the members of the partner organization and be actively engaged in the work of the partner organization.

Liaison/Partner organizations should be committed to informing and seeking input from a broad range of their relevant stakeholders on any new SMIIC projects once they are approved by the SMIIC member bodies.

Liaison/Partner organizations should establish an appropriate process to develop consensus comments on SMIIC work, as well as to determine the partner organizations' representation at SMIIC meetings.

Liaison/Partner organizations should not make any suggestions and/or take any actions that are not in line with the interests and policy of any SMIIC Member States.

#### **D- PROCEDURAL ASPECTS:**

SMIIC General Secretariat negotiates the most appropriate agreement in order to provide such a status to the relevant organization (e.g. Cooperation Agreements, Memorandum of Understanding, Framework Cooperation Agreements, etc.).

On the other hand, liaisons are established by the SMIIC General Secretariat in consultation with the secretariat of the technical committee or subcommittee concerned.

SMIIC General Secretariat, within the framework of policies established by the Institute, shall have responsibility for the general management of the coordination of the liaisons.

The outcomes of the agreements with regional/international organizations shall be reported to SMIIC General Assembly in regular basis.

The updated list of the organizations in cooperation with SMIIC shall be published on the official website of SMIIC.

The agreements shall enter into force as of the date of signed by both parties.

The agreement may be terminated by either party upon the failure to comply with any relevant statutory or regulatory requirement of the partnership cooperation.

The agreement will be immediately terminated by SMIIC General Secretariat with the partners/liaisons that act improperly with the policy and strategy of SMIIC and/or take any actions against the objectives and projects of the SMIIC and its organs.

Cooperation with the partners will be based on the sample protocol given in the Annex.

**ANNEX 1: SAMPLE PROTOCOL**

**COOPERATION AGREEMENT  
BETWEEN  
THE STANDARDS AND METROLOGY INSTITUTE FOR ISLAMIC COUNTRIES  
(SMIIC)  
AND**

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**THE PARTIES TO THIS AGREEMENT**, the General Secretariat of the Standards and Metrology Institute for Islamic Countries (hereinafter “SMIIC”) an intergovernmental organization, with headquarters at İstanbul Dünya Ticaret Merkezi A1 Blok No: 437-438 K:14 Yeşilköy, Bakırköy-İstanbul/TURKEY, 34149, represented by its Secretary General, Mr. \_\_\_\_\_, and \_\_\_\_\_ (hereinafter “\_\_\_\_\_”), a \_\_\_\_\_ organization (*here, set out the legal/juridical nature of the organization*), located at \_\_\_\_\_, represented by \_\_\_\_\_, \_\_\_\_\_,

**CONSIDERING:**

That (*here, set out the reasons that give rise to and justify the entering into of this agreement in as many “considering” clauses as may be necessary*);

That \_\_\_\_\_ the objectives of \_\_\_\_\_ are (*here, describe the objectives of the entity with which the agreement is being entered into*); and

That the SMIIC is affiliated to the Organization of Islamic Cooperation (OIC) and a mechanism for harmonization of standards among the OIC Member States and for preparation of new ones, aims at realizing harmonized standards in the Member States and eliminating technical barriers to trade, whilst developing intra-OIC trade and aiding to take further part in international trade;

**HAVE AGREED** to enter into this Agreement.

**ARTICLE 1  
OBJECTIVES**

The Two Parties seek to accomplish the following goals:

- i- To promote communication between the Two Parties.
- ii- To promote cooperation and exchange of information about standardization and related activities between the Two Parties.

- iii- To coordinate stances in regional and international arenas in relation to issues of common interests in the field of standardization and its related activities.
- iv- To promote mutual understanding of the roles, functions and specialization of each Party.
- v- To avoid duplication of work efforts where possible.
- vi- To promote awareness in the field of standardization and related activities.
- vii- To exchange the documents and specific information in relation to work programs that are of interest to each of the Parties.
- viii- To coordinate joint meetings to address matters of common interest.
- ix- To organize and implement joint projects.

## **ARTICLE 2 SCOPE OF COOPERATION**

- i- The Two Parties undertake to harmonize, as far as possible, in line with International Standards, the standard of the products and services.
- ii- Exchanging catalogue of the standards and technical regulations that are published by each Party.
- iii- Exchanging information about the annual programs and plans of standard specifications and technical regulations to be prepared by the standards technical committees of the Parties.
- iv- Exchanging information about the activities of developing standards specifications and technical regulations by each Party.
- v- Considering the standard specifications issued by the Two Parties as a main reference when preparing standards by the Two Parties in case similar international or regional standards are not available.
- vi- Providing publications on matters having relation to joint programs, projects and activities.
- vii- The Parties agree to cooperate and assist each other in the field of standardization and related activities at regional and international level.



**ARTICLE 3**  
**TRAINING, WORKSHOPS AND EXCHANGE OF INFORMATION**

The Two Parties undertake to cooperate in the following fields:

- i- Organizing seminars, workshops, field visits, exchange of experiences and training courses in the fields of standardization, metrology, conformity assessment, accreditation and quality.
- ii- Exchange of information about information technology programs and solutions, training programs and awareness campaigns in the field of standardization and related activities including bulletins, periodicals, studies and statistics.

**ARTICLE 4**  
**EXCHANGE OF EXPERTS**

The Two Parties agree to exchange experts with a view to enhance the objective of the MOU to boost the activities relating to standards, conformity assessment, quality, metrology and accreditation.

**ARTICLE 5**  
**EXPENSES**

- i- Under this MOU all internal transport and subsistence of experts will be covered by the host Party whereas international travel of experts will be covered by the sending Party for the bilateral relations between Parties. For the participation in the meetings, each Party shall cover all expenses of its delegation on their own.
- ii- Without prejudice to what the Parties may provide in the supplementary agreements, memoranda of understanding and/or exchange of letters entered into pursuant to this Agreement for the joint implementation of programs, projects and/or activities, this Agreement in and of itself does not create obligations of a financial nature for either of the Parties.

**ARTICLE 7**  
**GENERAL PROVISIONS**

- i- This MOU shall come into effect from the date of signature and shall remain in effect for three (3) years, and is automatically renewable for a similar period or periods unless one of the Parties requests in writing its termination giving six (6) months' notice.
- ii- Any issues arising from the interpretation or implementation of this MOU will be settled through consultations between the Parties or such other means as they may mutually decide.

- iii- The Parties agree to regularly review this Memorandum of Understanding (Statement of Technical Cooperation) in order to ensure that it meets its goals, and that MOU may be amended and supplemented by mutual agreement for furthering the cooperation.
- iv- No amendments to this MOU are allowed by the Parties without the prior written agreement of the other Party.
- v- Each Party shall designate liaison officer who shall be responsible for communication continuation on this MOU.
- vi- This MOU is signed in two (2) original copies in English.

This MOU was signed at ..... on ... / ... / 20..

**FOR \_\_\_\_\_ :**

**FOR THE STANDARDS AND METROLOGY INSTITUTE FOR ISLAMIC COUNTRIES:**

\_\_\_\_\_

\_\_\_\_\_

Secretary General

Place:

Place:

Date:

Date: