**FORM 5 - NEW FIELD OF TECHNICAL ACTIVITY PROPOSAL FORM**

|  |  |
| --- | --- |
| **Circulation date:** Click here to enter text.**Closing date for voting:** Click here to enter text. | **SMIIC Reference number:** Click here to enter text.(to be given by SMIIC General Secretariat)**Proposer** (e.g. SMIIC Member State or A liaison organization)Click here to enter text. |

**IMPORTANT NOTICE**

The proposal shall be made using the appropriate form, which covers

a) The proposer;

b) The subject proposed;

c) The scope of the work envisaged and the proposed initial programme of work;

d) A justification for the proposal;

e) If applicable, a survey of similar work undertaken in other bodies;

f) Any liaisons deemed necessary with other bodies.

The form shall be submitted to the Standardization Management Council via the General Secretariat.

**PROPOSAL***( to be filled by the proposer )*

**Title of the new proposed committee**

(The title shall indicate clearly yet concisely the new field of technical activity which the proposal is intended to cover.)

**Scope of the proposed committee**

(The scope shall precisely define the limits of the field of activity. Scopes shall not repeat general aims and principles governing the work of the organization but shall indicate the specific area concerned.)

**Proposed initial programme of work (if any)**

(The proposed programme of work shall correspond to and clearly reflect the aims of the standardization activities and shall, therefore, show the relationship between the subjects proposed.

**Purpose and justification of the proposal**

**Commitment of the proposer to hold the secretariat position of the new committee in case of approval**

**If any, relevant documents**

Please list any known relevant documents (such as standards at international, regional or national level), regardless of their source

**If any, liaisons**

**Remarks**

**Annex(es)**

Please list all annexes attached to the proposal.

**Name and/or signature of the proposer:**

**Comments of the SMIIC General Secretariat** *(to be completed by SMIIC General Secretariat)*

**IMPORTANT NOTICE FROM SMIIC DIRECTIVES PART 1**

1.3.1 TCs are established and dissolved by the Standardization Department.

1.3.2 The Standardization Department may transform an existing SC into a new TC, following consultation with the TC concerned.

1.3.3 A proposal for work in a new field of technical activity which appears to require the establishment of a new TC may be made in the respective organization by

• one or more member bodies;

• a TC or SC;

• the Standardization Department;

• the Secretary General

• an organization outside the Institute.

1.3.4 The proposal shall be made using the appropriate form, which covers

a) the proposer;

b) the subject proposed;

c) the scope of the work envisaged and the proposed initial programme of work;

d) a justification for the proposal;

e) if applicable, a survey of similar work undertaken in other bodies;

f) any liaisons deemed necessary with other bodies.

The form shall be submitted to the Standardization Department via the General Secretariat.

1.3.5 The Assistant Secretary General shall consult interested parties, immediately after such a proposal is received. Any comments and recommendations by the Assistant Secretary General resulting from the consultations shall be added to the proposal form.

1.3.6 The proposal shall be circulated by the Standardization Department via the General Secretariat to all member bodies of the Institute, asking whether or not they

a) support the establishment of a new TC, and

b) intend to participate actively in the work of the new TC.

The replies to the proposal shall be made using the appropriate form within 3 months after circulation.

Voting shall be made in accordance with Article 5.1 of the SMIIC Statute.

1.3.7 The Standardization Department evaluates the replies and either

• decides the establishment of a new TC, provided that

1) a simple majority of the member bodies voting are in favour of the proposal,

2) at least 5 member bodies have expressed their intention to participate actively, and allocates the secretariat, or

• assigns the work to an existing TC, subject to the same criteria of acceptance.

1.3.8 TCs shall be numbered in sequence in the order in which they are established. If a TC is dissolved, its number shall not be allocated to another TC.

1.3.9 As soon as possible after the decision to establish a new TC, the necessary liaisons shall be arranged.

1.3.10 A new TC shall agree on its title and scope as soon as possible after its establishment, preferably by correspondence or at its first meeting. The scope is a statement precisely defining the limits of the work of a TC. The definition of the scope of a TC shall begin with the words "Standardization of …" or "Standardization in the field of …" and shall be drafted as concisely as possible. The agreed title and scope shall be submitted to the Standardization Department for approval.

1.3.11 The Standardization Department or TC may propose modification of the latter's title and/or scope. The modified wording shall be established by the TC for approval by the Standardization Department.