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

STANDARDIZATION MANAGEMENT COUNCIL (SMC)

TERMS OF REFERENCE (ToR)

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1. LEGAL BASIS

Article 6.3.4 of the SMIIC Statute states that the method and principles of the administration of Standardization Management Council (SMC) shall be defined in Rules of Procedure and SMC shall operate according to a Terms of Reference document which shall be approved by the Board of Directors. This document has been prepared with this purpose.

2. AUTHORITATIVE SOURCES

The following are the relevant authoritative sources for the SMC:

- The SMIIC Statute (Article 6.3.)
- The SMIIC Rules of Procedures (Clause 4)
- The Terms and Reference of SMC

3. TASKS AND RESPONSIBILITIES

The tasks of the SMC are contained in the following articles of the SMIIC Statute and the clauses of the SMIIC Rules of Procedure. These tasks are followed by details on the practical actions taken by the SMC to implement these Articles of the Statute and the clauses of the Rules of Procedures:

3.1 Tasks defined in the Articles of SMIIC Statute

“6.3.1 Standardization Management Council is the organ assigned the task of development of OIC/SMIIC standards in cooperation with Member States.

6.3.2 Standardization Management Council shall coordinate and oversee the performance of the Technical Committees.

6.3.5 SMC performs standardization activities in the fields of product and service sector with special emphasis on Member States’ requirements and any other activity determined by the Board of Directors.

6.3.6 SMC shall constitute the Technical Committees as it might deem necessary in line with their work programs and fields of responsibility.

6.3.7 SMC shall prepare annual work plan in line with the SMIIC Strategic Plan and report the progress to the Board of Directors.”

3.2 Tasks defined in the Clauses of SMIIC Rules of Procedure

“4.1 Standardization Management Council (SMC), within the framework of policies established by the Institute, shall have responsibility, in the context of the roles and responsibilities defined in the Statute, for the general management of the technical committee structure. It shall approve the establishment and dissolution of technical committees, and revisions of the directives for the work of the technical committees. It shall deal with all matters of strategic planning, coordination, performance, and monitoring of technical committee activities.

4.3 SMC shall hold at least two meetings each year. The decisions shall be taken on consensual

basis and may be taken by correspondence or by electronic voting. Secretariat facilities shall be provided by General Secretariat.

4.4 General decisions of the SMC shall be circulated to Member States and Observers.

4.5 The primary duty of a Technical Committee is the development and systematic maintenance of the OIC/SMIIC Standards.”

3.3 Responsibilities

The SMC:

- a) examines proposals for new fields of technical activity, and decides on all matters concerning the establishment and dissolution of technical committees;
- b) assesses existing SMIIC and other work in relevant areas, defines the areas to conduct gap analyses if needed, and determines how to introduce and/or integrate needed work into the SMIIC work program ;
- c) monitors the work of technical committees;
- d) approves titles, scopes and programmes of work of individual technical committees
- e) allocates or re-allocates secretariats of technical committees, in case of there being more than one candidate, allocates or re-allocates secretariats of subcommittees,
- f) appoints chairpersons of technical committees ;
- g) oversees the development of Guides and other OIC/SMIIC deliverables for SMIIC technical work ;
- h) approves Strategic Business Plans of Technical Committees;
- i) resolves technical coordination issues between SMIIC technical committees and, other international organizations, and regional organizations;
- j) on behalf of SMIIC, keeps the SMIIC Directives for the technical work under review, examines and coordinates all proposals for amendments and approves appropriate revisions.
- k) may establish temporary task force groups or ad hoc groups as deemed necessary by SMC to accomplish its responsibilities

NOTE: The SMC will define the following elements for each group it establishes:

- Mandate (expected outcomes and deliverables)
- Term (timeframe for completion of work, including milestones for key deliverables)
- Secretariat
- Chairmanship (either person, role or profile)
- Membership (either persons, role or profiles and who nominates and approves)
- Observers (either persons, role or profiles and whether these are possible and participation rights)

4. STRUCTURE AND PRINCIPLES

4.1 The membership and the composition of SMIIIC SMC is defined in Article 6.3.3 of the SMIIIC Statute and Clause 4.2 of the SMIIIC Rules of Procedure and SMIIIC SMC consists of 9 SMIIIC Member States.

4.2 The chair of SMC, which shall be one of the Vice-Chairmen of Board of Directors, shall be assigned by the Board of Directors.

4.3 The secretary of SMC shall be appointed by Secretary General among the General Secretariat staff.

4.4 Each member state serving on the SMC (SMC Member) shall be represented by a “Member Representative (a person)”, whose name shall be notified to the General Secretariat upon appointment or election of that member state for the duration of its term.

4.5 Members of the SMC, taking into account all aspects related to the duties that they have towards their respective national constituencies, must be free to participate and take decisions as individuals elected to represent SMIIIC’s interest. Members of the SMC should act as representatives of all SMIIIC members, giving them opportunities to bring issues to the attention of the SMC.

4.6 In the spirit of providing helpful assistance at either the international or national levels, SMC members may be actively engaged and responsive at meetings and via correspondence to inquiries and may provide helpful input related to the SMIIIC Directives and their interpretation, practical guidance on SMIIIC technical committee operations, SMC decisions and/or their rationale, subject to all SMC members being committed to the following principles:

- a) In relation to SMC decisions and their rationale or the SMC Directives and their interpretation, SMC members should only express collective SMC decisions and rationale to the best of their understanding, and should not convey their personal and individual positions and views on such matters.
- b) In case of doubt on an SMC decision and its rationale or the interpretation of a provision of the SMC Directives, SMC members should seek confirmation and clarity by consulting other SMC members and the SMC Secretary.
- c) Individual SMC members should not comment authoritatively on behalf of the SMC on any issue that has not been the subject of discussion and agreement within the SMC.
- d) Speculation on how the SMC might address an issue that has not been discussed or decided to date should be avoided to the extent possible. It may be possible to provide such speculation only if there is clearly a past SMC precedent with similar dynamics that could support such speculation. In addition, it must be clearly communicated that such speculation is just that and not a definitive SMC response.
- e) In relation to providing practical suggestions or guidance on aspects of SMIIIC technical committee operations, individual SMC members should make it clear that their

interventions are provided from their individual experience and do not represent a suggestion based on SMC discussion and decision.

- f) When necessary, SMC members are strongly encouraged to inform parties at the international or national levels that they would be willing to facilitate bringing issues to the SMC as a whole for discussion and decision to provide the best service to those parties.

5. ROLE AND RESPONSIBILITIES OF SMC CHAIR AND SMC MEMBER REPRESENTATIVES

5.1 SMC Chair

SMC Chair,

- a) Chairs the deliberations/meetings of SMC;
- b) Finalizes the items of the agenda in coordination with the secretary;
- c) Ensures transparency, equity and impartiality;
- d) Presents the SMC Activity Report prepared by the SMC Secretary to the SMIIC BOD and GA;
- e) May represent SMC in international/regional organisation events/meetings in consultation with SMIIC Secretary General.

5.2 SMC Member Representatives

An effective SMC member representative:

- a) Represents SMIIC's interests, works cooperatively and not to "win" a national or regional position;
- b) Understands and can make informed comment and ask key questions, as well as contribute actively to decisions on the technical and strategic issues that are brought to the SMC;
- c) Can effectively represent SMC and the decisions taken to SMIIC members and stakeholders;
- d) Understands SMIIC Statute, Rules of Procedure and other internal documents;
- e) Supports and is involved in planning of the SMC's work and the implementation of those plans;
- f) Works cooperatively, sharing the burden of the work and actively participating in SMC activities;

- g) Is active in constructive debate and effective decision-making of the SMC, and is willing and able to negotiate on issues that may occasionally be divisive with a view to resolving such items quickly and efficiently;
- h) Works cooperatively with other SMC members for the good of SMIC;
- i) Commits to work to agreed deadlines and works on SMC issues for timely, accurate and comprehensive results, and comes to SMC meetings well prepared;
- j) Liaises with other SMIC members to understand and represent their views on the issues discussed in the SMC.

6. DECISION TAKING MECHANISMS AND MEETINGS

6.1 According to the clause 4.3 of SMIC Rules of Procedure, SMC shall hold at least two meetings each year. If decided by SMC Members, it may hold only one meeting in a year as well. The decisions shall be taken on consensual basis and may be taken by correspondence or by electronic voting. Secretariat facilities shall be provided by General Secretariat.

6.2 SMIC Information System and its relevant tools shall be used for taking decision by electronic voting and either for physical meetings or correspondence and electronic voting, in case of doubt, two-thirds majority of votes casted in favour shall be deemed as consensus.

6.3 The working language shall be English.

6.4 In consultation with members of the SMC, the Chair will decide on the date and place of meetings of the SMC. The meetings shall be held in one of the SMIC Member States or at SMIC Headquarters.

6.5 When the SMC meets, each member state serving on the SMC shall be represented by its member representative. Under exceptional circumstances approved by the SMC Chair, an SMC member state representative may be accompanied by an expert observer.

6.6 If a member state serving on the SMC is suspended during the term for which it was appointed or elected, the Secretary-General shall declare the SMC seat vacant after the suspension has continued for six months and shall proceed to fill the vacancy in accordance with the relevant rules.

6.7 A provisional agenda and meeting documents shall be sent to all SMC member representatives and invited observers at least one month before the date of the meeting.

6.8 Final draft agenda shall be sent to all SMC member representatives and invited observers at least two weeks before the date of the meeting, and all agenda items subject to decisions shall be specified in the agenda.

6.9 A simple majority of the members of the SMC shall constitute a quorum.

6.10 Resolutions are considered and approved at the meetings and published immediately after the meetings.

6.11 Draft minutes of meetings shall be circulated to SMC member representatives and invited observers within one month following the meetings.

6.12 Comments on the draft minutes shall be sent to the Secretariat within one month after circulation of the draft minutes.

6.13 The confirmed minutes shall be circulated after the feedbacks of the members of the SMC are reflected into the minutes.

6.14 SMC meeting minutes, SMC Resolutions, SMC ToR may be communicated openly to the all SMIIC community and beyond.

6.15 SMC working documents other than confidential ones, may be shared upon request of SMC members to the extent needed to seek the input of stakeholders. Relevant working documents may also be shared with concerned individuals or groups. Confidential information (e.g. details of SMC votes) will not be shared.

6.16 Documents being shared should be specified at the time of communication. The deliberations and debates in SMC physical meetings will remain confidential. SMC minutes are drafted to reflect the consensus decisions of the SMC (unless otherwise expressly requested by an SMC member state) and should be cited when reporting on the details of a discussion that has taken place at a meeting.

6.17 E-mail exchanges in the context of discussions between physical meetings are confidential.

6.18 SMC member or the SMIIC General Secretariat may at any time share confidential information/documents with other SMC members. For the avoidance of doubt, the confidential nature of the information/documents being shared should be specified at the time of communication/circulation.

6.19 SMC shall define during the meetings which type of document(s)/discussion(s)/information to be confidential.

7. VALIDITY OF THE SMC TERMS OF REFERENCE

7.1 This Term of Reference may be amended by the decision of the SMC and subject to the approval of the SMIIC Board of Directors.

7.2 This Term of Reference is effective from the date of its adoption by the SMIIC Board of Directors.