



SMC/DIR-EDT2/001  
07/04/2019  
For SMIC use only

**SMIC DIRECTIVES, PART 1**  
**PROCEDURES FOR THE TECHNICAL WORK**  
(SECOND EDITION, April 2019)  
**THE STANDARDS AND METROLOGY**  
**INSTITUTE FOR ISLAMIC COUNTRIES**  
(SMIC)

## Contents

Foreword .....	iv
<b>1 Organizational Structure and Responsibilities for the Technical Work .....</b>	<b>1</b>
<b>1.1 Role of the Standardization Management Council .....</b>	<b>1</b>
<b>1.2 Role of the Secretary General .....</b>	<b>1</b>
<b>1.3 Establishment of Technical Committees .....</b>	<b>1</b>
<b>1.4 Establishment of Subcommittees .....</b>	<b>4</b>
<b>1.5 Participation in the Work of Technical Committees and Subcommittees .....</b>	<b>4</b>
<b>1.6 Chairmen of Technical Committees and Subcommittees .....</b>	<b>5</b>
<b>1.7 Secretariats of Technical Committees and Subcommittees .....</b>	<b>7</b>
<b>1.8 Project committees .....</b>	<b>11</b>
<b>1.9 Working Groups .....</b>	<b>11</b>
<b>1.10 Ad hoc groups .....</b>	<b>13</b>
<b>1.11 Task Forces .....</b>	<b>13</b>
<b>1.12 Liaison Between TCs .....</b>	<b>13</b>
<b>1.13 Liaison with Other Organizations .....</b>	<b>14</b>
<b>2 Development of OIC/SMIIC Standards .....</b>	<b>17</b>
<b>2.1 The Project Approach .....</b>	<b>17</b>
<b>2.2 Preliminary Stage .....</b>	<b>21</b>
<b>2.3 Proposal Stage .....</b>	<b>22</b>
<b>2.4 Preparatory Stage .....</b>	<b>23</b>
<b>2.5 Committee Stage .....</b>	<b>24</b>
<b>2.6 Enquiry Stage (DS Stage) .....</b>	<b>26</b>
<b>2.7 Approval Stage .....</b>	<b>28</b>
<b>2.8 Publication Stage .....</b>	<b>29</b>
<b>2.9 Maintenance of Standards .....</b>	<b>30</b>
<b>2.10 Corrections and Amendments .....</b>	<b>30</b>
<b>2.11 Direct Adoption of Standards .....</b>	<b>31</b>
<b>2.12 Copyright .....</b>	<b>31</b>
<b>2.13 Reference to Patented Items .....</b>	<b>31</b>
<b>3 Development of Other Deliverables .....</b>	<b>31</b>
<b>3.1 Technical Specifications .....</b>	<b>31</b>
<b>3.2 Technical Reports .....</b>	<b>32</b>
<b>3.3 Guides .....</b>	<b>33</b>
<b>4 Meetings .....</b>	<b>33</b>
<b>4.1 General .....</b>	<b>33</b>
<b>4.2 Procedure for Calling a Meeting .....</b>	<b>33</b>

<b>4.3 Languages at Meetings</b> .....	34
<b>4.4 Cancellation of Meetings</b> .....	35
<b>5 Appeals</b> .....	35
<b>5.1 General</b> .....	35
<b>5.2 Appeal Against a Subcommittee Decision</b> .....	35
<b>5.3 Appeal against a Technical Committee Decision</b> .....	36
<b>5.4 Appeal Against an SMC Decision</b> .....	36
<b>5.5 Progress of Work During an Appeal Process</b> .....	36
<b>Annex A</b> .....	37
<b>Numbering of Documents</b> .....	37
<b>A.1 Working documents (including committee drafts)</b> .....	37
<b>A.2 Working drafts (WD), committee drafts (CD), draft standards (DS), final draft OIC/SMIIC Standards (FDS) and OIC/SMIIC Standards</b> .....	37
<b>Annex B</b> .....	38
<b>Review and Maintenance</b> .....	38
<b>B.1 Definitions</b> .....	38
<b>B.2 Review</b> .....	38
<b>B.3 Maintenance</b> .....	39
<b>B.4 Review and Stability Dates</b> .....	39
<b>Annex C</b> .....	40
<b>Options for development of a project</b> .....	40
<b>C.1 Simplified diagram of options</b> .....	40
<b>C.2 Fast-track procedure</b> .....	41
<b>Annex D</b> .....	43
<b>Project committees</b> .....	43
<b>D.1 Proposal stage</b> .....	43
<b>D.2 Establishment of a PC</b> .....	43
<b>D.3 First meeting of a PC</b> .....	44
<b>D.4 Preparatory stage</b> .....	44
<b>D.5 Committee, enquiry, approval and publication stages</b> .....	44
<b>D.6 Disbanding of a PC</b> .....	44
<b>D.7 Maintenance of standard(s) prepared by a PC</b> .....	45
<b>Annex E – Standardization Stage Codes</b> .....	46

## Foreword

The Standards and Metrology Institute for Islamic Countries (SMIIC) is affiliated to OIC and it is a sound mechanism to realize OIC/SMIIC standards in Member States and to eliminate factors relating to the standards covering products, processes and systems, likely to affect adversely the trade among Member States. Standards, which are prepared and published by SMIIC, are called OIC/SMIIC Standards. Simultaneously, SMIIC is preparing OIC/SMIIC Standards that are aiming at enabling the Member States to reap a maximum benefit from the economic advantages to be brought about by the standards.

SMIIC's mandate is directly related with the objective of OIC stated in its Charter as "To strengthen intra-Islamic economic and trade cooperation; in order to achieve economic integration leading to the establishment of an Islamic Common Market"

SMIIC is the platform that can help the capacity building of the OIC Member States, especially the Least Developed Countries (LDCs), which have no quality infrastructure in their respective countries in line with another OIC objective states in its Charter as "To enhance and develop science and technology and encourage research and cooperation among Member States in these fields;"

Standards are not developed by the standardization organization itself, as is the case in SMIIC. Standardization is handled by various Technical Committees (TCs). The TCs are the key bodies that drive the standardization and are comprised of experts from the members and the work of TCs is a completely voluntary effort. And the technical work of the TCs is conducted according to the rules defined in the SMIIC Directives, which are issued by the Standardization Management Council (SMC).

The SMIIC Directives are published in two parts:

- Part 1: Procedures for the technical work
- Part 2: Rules for the structure and drafting of OIC/SMIIC documents

This part sets out the procedures to be followed within SMIIC in carrying out its technical work: primarily the development and maintenance of OIC/SMIIC Standards through the activities of technical committees.

Following the first edition of the SMIIC Directives, which were approved by SMIIC on 04 May 2012, this second edition of the SMIIC Directives were prepared by taking into account the amendments of the SMIIC Internal Documents and latest developments of the international practices of the standard preparation procedures and approved by SMC during its meeting held on 7 April 2019 in İstanbul, the Republic of TURKEY.

These procedures have been established by SMIIC in recognition of the need for OIC/SMIIC Standards to be cost-effective and timely, as well as widely recognized and generally applied. In order to attain these objectives, the procedures are based on the following concepts.

### **a) Current technology and project management**

Within the framework of these procedures, the work may be accelerated and the task of experts and secretariats facilitated both by current technology (e.g. SMIIIC Information System) and project management methods.

### **b) Consensus**

Consensus, which requires the resolution of substantial objections, is an essential procedural principle and a necessary condition for the preparation of OIC/SMIIIC Standards that will be accepted and widely used.

### **c) Discipline**

SMIIIC Member States need to ensure discipline with respect to deadlines and timetables in order to avoid long and uncertain periods of “dead time”. Similarly, to avoid re-discussion, Member States have the responsibility of ensuring that their technical standpoint is established taking account of all interests concerned at national level, and that this standpoint is made clear at an early stage of the work rather than, for example, at the final (approval) stage.

### **d) General principles for voting and decisions**

The committee secretariat shall ensure that all decisions taken by the committee, whether at a plenary meeting or by correspondence, are recorded and in SMIIIC, by committee resolutions.

For votes by correspondence or during a committee meeting, a simple majority of the P members voting is required for approval unless otherwise specified in the Directives.

The committee leadership shall ensure that votes submitted in writing, in advance of a committee meeting, are considered at the meeting.

In all votes, abstentions are not counted.

### **e) Specific procedures for committees**

In cases where a committee feels the SMIIIC Directives do not at all address a specific operational issue, the committee may develop a specific procedure, based on the practices of the other regional and international standardization organizations, including a clear rationale for the procedure, and submit it for the approval of SMC who will make every effort to respond quickly to the request.

## **i) Terminology used in this document**

Wherever appropriate in this document, for the sake of brevity the following terminology has been used.

Organization of Islamic Cooperation (OIC)
Standards and Metrology Institute for Islamic Countries (SMIIC)
Member States
Board of Directors (BOD)
Standardization Management Council (SMC)
Secretary General
General Secretariat

In addition, the following abbreviations are used in this document.

<b>TC</b>	Technical Committee
<b>SC</b>	Subcommittee
<b>PC</b>	Project Committee
<b>WG</b>	working group
<b>PWI</b>	preliminary work item
<b>NP</b>	new work item proposal
<b>WD</b>	working draft
<b>CD</b>	committee draft
<b>DS</b>	draft standard
<b>FDS</b>	final draft standard
<b>TS</b>	Technical Specification
<b>TR</b>	Technical Report

## **1 Organizational Structure and Responsibilities for the Technical Work**

### **1.1 Role of the Standardization Management Council**

Standardization Management Council (SMC) of the Institute is responsible for the overall management of the technical work and in particular for:

- a) establishment of technical committees (TCs);
- b) appointment of chairmen of TCs;
- c) allocation or re-allocation of secretariats of TCs and, in some cases, subcommittees (SCs);
- d) approval of titles, scopes and programs of work of TCs;
- e) ratification of the establishment and dissolution of SCs by TCs;
- f) allocation of priorities, if necessary, to particular items of technical work;
- g) coordination of the technical work, including assignment of responsibility for the development of standards regarding subjects of interest to several TCs, or needing coordinated development.
- h) monitoring the progress of the technical work with the assistance of the SMIIC General Secretariat and taking appropriate action;
- i) reviewing the need for, and planning of, work in new fields of technology;
- j) maintenance of the OIC/SMIIC Directives and other rules for the technical work;
- k) consideration of matters of principle raised by member states, and of appeals concerning decisions on new work item proposals (NPs), on committee drafts (CDs), on draft standards (DSs) or on final draft standards (FDSs).

NOTE For detailed information about the role and responsibilities of the SMIIC Standardization Management Council, see the Terms of reference of the SMC.

### **1.2 Role of the Secretary General**

The Secretary General of the Institute is responsible, *inter alia*, for implementing the OIC/SMIIC Directives and other rules for the technical work. For this purpose, the General Secretariat arranges all contacts between the TCs and the SMC.

Deviations from the procedures set out in the present document shall not be made without the authorization of the Secretary General or the Standardization Management Council.

### **1.3 Establishment of Technical Committees**

#### **1.3.1 TCs are established and dissolved by SMC.**

**1.3.2** SMC 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 state;
- a TC or SC;
- SMC;
- 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 General Secretariat.

**1.3.5** The General Secretariat shall ensure that the proposal is properly developed in accordance with requirements of the stipulated in 1.3.4 and provides sufficient information to support informed decision making by member states. The General Secretariat shall also assess the relationship of the proposal to existing work, and may consult interested parties, including the SMC or committees conducting related existing work. Any comments and recommendations by the Secretary General resulting from the consultations with interested parties shall be added to the proposal form.

Proposers are strongly encouraged to conduct informal consultations with other member states in the preparation of proposals.

**1.3.6** The proposal shall be circulated by the General Secretariat to all member states 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 electronic balloting tool in the SMIIC Information System. Replies not using the electronic balloting tool will be counted if received before closing of the voting time.

**1.3.7** SMC evaluates the replies and either

- decides the establishment of a new TC, provided that
  - 1) a simple majority of the member states 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.

Agreement of the title and scope of the technical committee requires approval by simple majority of the P-members voting of TC.

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 by the Secretary General to SMC for approval.

Ideally, all SMIIC members should align their own processes with SMIIC so that approved OIC/SMIIC Standards can also be simultaneously adopted as national standards in their countries. Therefore, upon the establishment of a new TC in SMIIC, the members of the committee are recommended to harmonize their national technical work (any on going or new project) in the same scope with the SMIIC TC's technical work.

**1.3.11** SMC 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 SMC.

**1.3.12** "Stand-by" – a technical committee or subcommittee is said to be in a "stand-by" status when it has no tasks on its work programme but retains its title, scope and secretariat so that it can be reactivated should a new task be assigned to it.

The decision to put a committee on stand-by or to reactivate it is taken by SMC on a proposal from the committee in question.

## **1.4 Establishment of Subcommittees**

**1.4.1** SCs are established and dissolved by simple majority decision of the P-members of the parent committee voting, subject to ratification by SMC. A SC may be established only on condition that a member state has expressed its readiness to undertake the secretariat.

**1.4.2** At the time of its establishment, a SC shall comprise at least 5 members of the parent TC having expressed their intention to participate actively in the work of the SC.

**1.4.3** SCs of a TC shall be designated in sequence in the order in which they are established. If a SC is dissolved, its designation shall not be allocated to another SC, unless the dissolution is part of a complete restructuring of the TC.

**1.4.4** The title and scope of a SC shall be defined by the parent TC and shall be within the defined scope of the parent TC.

**1.4.5** The secretariat of the parent TC shall inform the General Secretariat of the decision to establish a SC, using the appropriate form. The General Secretariat shall submit the form to the SMC for ratification of the decision.

**1.4.6** As soon as possible after ratification of the decision to establish a new SC, any liaisons deemed necessary with other bodies shall be arranged.

## **1.5 Participation in the Work of Technical Committees and Subcommittees**

**1.5.1** All member states have the right to participate in the work of TCs and SCs.

In order to achieve maximum efficiency and the necessary discipline in the work, each member state shall clearly indicate to the General Secretariat, with regards to each TC or SC, if it intends

- to participate actively in the work, with an obligation to vote on all questions formally submitted for voting within the TC or SC, on NPs, DSs and FDSs, and to contribute to meetings (**P-members**), or
- to follow the work as an observer, and therefore to receive committee documents and to have the right to submit comments and to attend meetings (**O-members**).

NOTE Observers of SMIC may also participate in the work of TC and SC as O-members without right to vote at any stage of standardization process.

A member state may choose to be neither P-member nor O-member of a given committee, in which case it will have neither the rights nor the obligations indicated above with regard to the work of that committee. Nevertheless, all member states irrespective of their status within a TC or SC have the right to vote on DSs and on FDSs.

Member states have the responsibility to organize their national input in an efficient and timely manner, taking account of all relevant interests at their national level.

**1.5.2** Membership of a SC is open to P- and O-members of the parent technical committee. O-members of a TC may be granted P-membership in a SC without changing their status in the parent TC.

Members of a TC shall be given the opportunity to notify their intention to become a P- or O-member of a SC at the time of its establishment.

Membership of a TC does not imply automatic membership of a SC; notification is required of the intended status of any interested member of the TC.

**1.5.3** A member state may, at any time, begin or end membership or change its membership status in any TC or SC by informing the General Secretariat and the secretariat of the committee concerned.

**1.5.4** A TC or SC secretariat shall notify the Secretary General if a P-member of that TC or SC

- has been continuously inactive and has failed to make a contribution to 2 consecutive meetings, either by direct participation or by correspondence,
- or has failed to vote on questions formally submitted for voting within the TC or SC.

Upon receipt of such a notification, the Secretary General shall remind the member state of its obligation to take an active part in the work of the TC or SC. In the absence of a satisfactory response to this reminder, the member state shall automatically have its status changed to that of O-member. A member state having its status so changed may, after a period of 12 months, indicate to the Secretary General that it wishes to regain P-membership of the committee, in which case this shall be granted.

**1.5.5** If a P-member of a TC or SC fails to vote on a DS or FDS prepared by the respective committee, the Secretary General shall remind the member state of its obligation to vote. In the absence of a satisfactory response to this reminder, the member state shall automatically have its status changed to that of O-member. A member state having its status so changed may, after a period of twelve months, indicate to the Secretary General that it wishes to regain P-membership of the committee, in which case this shall be granted.

## **1.6 Chairmen of Technical Committees and Subcommittees**

### **1.6.1 Appointment**

Chairmen of TCs shall be nominated by the secretary and be appointed by SMC for a period of 3 years, and maybe re-appointed for successive terms. However, for a newly established TC, the first chairman may be appointed for an initial term of 6 years.

Chairmen SCs shall be nominated by secretariat of the SC and be appointed for a period of 3 years and maybe re-appointed for successive terms by the technical committee. Approval criteria for both appointment and extension is a simple majority vote of the P-members of the technical committee. However, for a newly established SC, the first chairman may be appointed for an initial term of 6 years.

### **1.6.2 Procedure**

6 months before the end of the term of office of a TC or SC chairman, the General Secretariat requests the TC or SC secretariat to indicate whether it wishes to nominate another candidate as chairman or extend the term of office of the current chairman. For the appointment of chairmen and extension of their term of office, the following procedure is applied:

- a) All P-Members of TC or SC are informed of the vacancy and invited to submit nominations to the secretariat within a period of 1 month.
- b) The Secretariat of the TC or SC evaluates and nominate one candidate for the approval of SMC or the parent TC in case of SC.
- c) The chairman of TC or SC is officially appointed with approval of SMC or the parent TC in case of SC.

### **1.6.3 Responsibilities**

The chairman of a TC is responsible for the overall management of that TC, including any SCs and working groups (WGs).

The chairman of a TC or SC shall

- a) act in a purely intra-OIC capacity, divesting himself/herself of a national position; thus he or she cannot serve concurrently as the delegate of a member state in his or her own committee;
- b) guide the secretary of that TC or SC in carrying out his or her duty;
- c) conduct meetings with a view to reaching agreement on CD by consensus of the members,
- d) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- e) ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;
- f) take appropriate decisions at the enquiry stage;
- g) advise SMC on important matters relating to that TC via the TC secretariat. For this purpose he or she shall receive reports from the chairmen of any SCs via the SC secretariats;
- h) ensure that the policy and strategic decisions of SMC are implemented in the committee;
- i) ensure the appropriate and consistent implementation and application of the committee's strategic business plan to the activities of the technical committee's or subcommittee's work programme;

In case of unforeseen unavailability of the chair at a meeting, during the opening session, upon the proposal of the secretary, a session chair may be assigned by the participants.

## **1.7 Secretariats of Technical Committees and Subcommittees**

### **1.7.1 Secretariat**

A member state that has been assigned to the secretariat post, by mutual agreement, has the responsibility for providing technical and administrative services to a TC or SC.

Secretary is the person appointed by the secretariat to manage the technical and administrative services provided.

### **1.7.2 Resources of a secretariat**

A member state to which a secretariat has been assigned, shall recognize that, no matter what arrangements it makes in its country to provide the required services, it is the member state itself that is ultimately responsible for the proper functioning of the secretariat.

The secretariat shall therefore have adequate administrative and financial means or backing to ensure:

- a) facilities for word-processing in English and/or French, and/or in Arabic for providing texts in electronic environment, and for any necessary reproduction of documents;
- b) preparation of adequate technical illustrations;
- c) identification and use, with translation where necessary, of documents received in the official languages;
- d) updating and continuous supervision of the structure of the committee and its WGs, if any;
- e) reception and prompt dispatch of correspondence and documents;
- f) adequate communication facilities by telephone, telefax and electronic mail;
- g) access to the Internet;
- h) arrangements and facilities for translation, interpretation and services during meetings, in collaboration with the host member body, as required;
- i) attendance of the secretary at any meetings requiring his/her presence, including TC and/or SC meetings, WG meetings and consultations with the chairman when necessary;
- j) access by the secretary to the related standards and documents.
- k) access by the secretary, when necessary, to experts capable of advising on technical issues in the field of the committee.

Whilst the Secretary General endeavours to send his representative to the first meeting of a TC, to meetings of TCs with new secretariats, and to any TC or SC meeting where such presence is desirable for solving problems, the General Secretariat cannot undertake to carry out the work for a secretariat, on a permanent or temporary basis.

### **1.7.3 Requirements of a secretary**

The individual appointed as secretary shall

- a) have sufficient knowledge of English and/or French, and/or Arabic;
- b) be familiar with the Statutes and Rules of Procedure, as appropriate, with the SMIIC Directives and other official documents;
- c) be in a position to advise the committee on any point of procedure or drafting, after consultation with the General Secretariat if necessary;
- d) be aware of any SMC decision regarding the activities of the TCs in general and of the committee for which he is responsible in particular;
- e) be a good organizer and have training in and ability for technical and administrative work, in order to organize and conduct the work of the committee and to promote active participation on the part of committee members and subsidiary bodies, if any;
- f) be familiar with the documentation supplied by the General Secretariat.

### **1.7.4 Allocation**

The secretariat of a TC shall be allocated to a member state by SMC.

The secretariat of a SC shall be allocated to a member state by the parent TC. However, if two or more member states offer to undertake the secretariat of the same SC, SMC shall decide on the allocation of the SC secretariat. For both TCs and SCs, the secretariat shall be allocated to a member state only if that member state

- a) has indicated its intention to participate actively in the work of that TC or SC, and
- b) has accepted that it will fulfill its responsibilities as secretariat and is in a position to ensure that adequate resources are available for secretariat work.

Once the secretariat of a TC or SC has been allocated to a member state, the latter shall appoint a qualified individual as secretary.

TC/SC secretariats, at intervals of 5 years, shall normally be subject to reconfirmation by SMC.

If, during a year when a particular TC/SC secretariat is due for reconfirmation, TC/SC productivity data show the committee to be experiencing difficulties, this will be drawn to the attention of SMC for decision as to whether a reconfirmation enquiry should be conducted. The allocation of those secretariats not notified for detailed examination will be reconfirmed automatically.

A reconfirmation enquiry may also be initiated at any time at the request of the Secretary-General or of a P member of a committee. Such requests shall be accompanied by a written justification and shall be considered by SMC which will decide whether to conduct a reconfirmation enquiry.

The enquiry shall be conducted amongst the P members of the committee to determine whether the P members are satisfied that sufficient resources are available to the secretariat and that the performance of the secretariat is satisfactory. Any P member responding negatively shall be invited to indicate whether it is willing itself to accept the secretariat of the committee.

The enquiry shall be conducted by SMC in the case of TC secretariats, and by TC secretariats in the case of SC secretariats. However, in cases where the same member state holds both the TC and SC secretariat, the enquiry shall be conducted by SMC.

If there are no negative responses, the secretariat allocation shall be reconfirmed. All negative responses concerning both TC and SC secretariats shall be referred to SMC for decision.

### **1.7.5 Responsibilities**

The member body to which the secretariat has been allocated shall ensure the provision of technical and administrative services to its respective TC or SC.

The secretariat is responsible for monitoring, reporting, and ensuring active progress of the work, and shall use its utmost endeavour to bring this work to an early and satisfactory conclusion. These tasks shall be carried out as far as possible by correspondence.

The secretariat is responsible for ensuring that the SMIIC Directives and the decisions of SMC are followed.

A secretariat shall act in a purely intra-OIC capacity, divesting itself of a national point of view.

The secretariat is responsible for the following to be executed in a timely manner:

a) Working documents:

i) Preparation of CD, arranging for their distribution and the treatment of the comments received;

ii) Preparation of DSs and text for the circulation of the FDS or publication of OIC/SMIIC Standards;

iii) Ensuring the equivalence of the English, French and Arabic texts, if necessary with the assistance of other member states that are able and willing to take responsibility for the language versions concerned;

iv) Searching international standard projects to ensure international compatibility;

v) Searching copyrights and patent declarations to prevent legal and commercial conflicts and taking the relevant acts.

b) Project management

i) Assisting in the establishment of priorities and target dates for each project;

ii) Notifying the names, etc. of all WG and Maintenance Team (MT) convenors and project leaders to the General Secretariat;

iii) Proposing proactively the publication of alternative deliverables or cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support;

c) Meeting, including:

i) Establishment of the agenda and arranging for its distribution;

ii) Arranging for the distribution of all documents on the agenda, including reports of WGs, and indicating all other documents which are necessary for discussion during the meeting;

iii) Resolutions taken in a meeting and making these resolutions available in writing for confirmation during the meeting;

iv) Posting the resolutions within 48 hours after the meeting in the committee's electronic folder in SMIIC Information System.

v) Preparation of the minutes of meeting to be circulated within 3 months after the meeting;

vi) Preparation of annual reports to SMC (TC secretariat), or to the parent committee (SC secretariat);

d) Providing advice to the chairman, project leaders, and convenors on procedures associated with the progression of projects.

In all circumstances, each secretariat shall work in close liaison with the chairman of its TC or SC.

The secretariat of a TC shall maintain close contact with the General Secretariat and with the members of the TC regarding its activities, including those of its SCs and WGs.

The secretariat of a SC shall maintain close contact with the secretariat of the parent TC and as necessary with the General Secretariat. It shall also maintain contact with the members of the SC regarding its activities, including those of its WGs.

The secretariat of a TC or SC shall update in conjunction with the General Secretariat the record of the status of the membership of the committee and maintain a register of the membership of its WGs.

If a member state having a TC secretariat wishes to change the secretary, it shall notify SMIIC General Secretariat in a timely manner. After his/her assignment as the new secretary of TC, the information of the new secretary shall be announced to TC Members SMIIC General Secretariat.



### **1.7.6 Change of secretariat of a technical committee**

If a member state wishes to relinquish the secretariat of a TC, the member state concerned shall immediately inform the Secretary General declaring technical arguments and giving a minimum of 6 months notice. SMC decides on the transfer of the secretariat to another member state.

If the secretariat of a TC continuously fails to fulfill its responsibilities as set out in these procedures, the Secretary General or a member state may have the matter placed before SMC, which may review the allocation of the secretariat with a view to its possible transfer to another member state.

### **1.7.7 Change of secretariat of a subcommittee**

If a member state wishes to relinquish the secretariat of a SC, the member state concerned shall immediately inform the secretariat of the parent TC, declaring technical arguments and giving a minimum of 6 months notice.

If the secretariat of a SC persistently fails to fulfill its responsibilities as set out in these procedures, the Secretary General or a member state may have the matter placed before the parent TC, which may decide, by majority vote of the P-members, that the secretariat of the SC should be re-allocated.

In either of the above cases an enquiry shall be made by the secretariat of the technical committee to obtain offers from other P-members of the SC for undertaking the secretariat.

If two or more member state offer to undertake the secretariat of the same SC or if, because of the structure of the TC, the re-allocation of the secretariat is linked with the re-allocation of the TC secretariat, SMC decides on the re-allocation of the SC secretariat. If only one offer is received, the parent TC itself proceeds with the appointment.

## **1.8 Project committees**

Project committees (PCs) are established by SMC to prepare individual standards not falling within the scope of an existing technical committee.

NOTE Such standards carry one reference number but may be subdivided into parts.

Procedures for PCs are given in Annex D.

PCs wishing to be transformed into a technical committee shall follow the process for the establishment of a new technical committee (see 1.3).

## **1.9 Working Groups**

**1.9.1** TCs or SCs may establish WGs for specific tasks. A WG shall report to its parent TC or SC through a convenor appointed by the parent committee.

Working group convenors shall be appointed by the committee for up to three-year terms ending at the next plenary session of the parent committee following the term. Such appointments shall be confirmed by the Member State (or liaison organization). The convenor may be reappointed for additional terms of up to three-years. There is no limit to the number of terms.

Responsibility for any changes of convenors rests with the committee and not with the Member State (or liaison organization).

The convenor may be supported by a secretariat, as needed.

A WG may comprise restricted number of experts individually appointed by the P-members and liaison organizations, brought together to deal with the specific task allocated to the WG. The General Secretariat may also appoint expert(s) in coordination with the convenor of the related WG. P-members' experts act in a personal capacity and not as the official representative of the P-members. But liaison organizations' experts act vice versa. However, it is recommended that they keep close contact with that P-member or organization in order to inform them about the progress of the work and of the various opinions in the WG at the earliest possible stage.

It is recommended that WGs be reasonably limited in size. The TC or SC may therefore decide upon the total number of experts and also upon the maximum number of experts appointed by each P-member.

Once the decision to set up a WG has been taken, P-members and liaison organizations shall be officially informed in order to appoint expert(s).

WGs shall be numbered in sequence in the order in which they are established.

When a committee has decided to set up a WG, the convenor or acting convenor shall immediately be appointed and shall arrange for the first meeting of the WG to be held within 3 months. This information shall be communicated immediately after the committee meeting to the P-members of the committee and liaison organizations, with an invitation to appoint experts within 6 weeks. Additional projects may be assigned, where appropriate, to existing working groups.

**1.9.2** The composition of a WG (names, addresses, phone and fax numbers and e-mail addresses) shall be made available by the committee secretary to the WG convenor prior to the first meeting of the WG. The names of the members may also be made available to the other members and the members of the parent committee.

**1.9.3** Continuously inactive experts, meaning absence of contributions through attendance to WG meetings or by correspondence shall be removed by the General Secretariat at the request of the TC or SC secretary, from WGs after consultation with the P member or the liaison organization.

**1.9.4** On completion of its task(s) — normally at the end of the enquiry stage of its last project — the WG shall be disbanded by the decision of the committee, the project leader remaining with consultant status until completion of the publication stage.

**1.9.5.** WG convenor is responsible for distribution of internal documents to TC or SC Secretariat and to the WG experts.

## **1.10 Ad hoc groups**

TCs or SCs may establish ad hoc groups, the purpose of which is to study a precisely defined problem on which the group reports to its parent committee at the same meeting, or at the latest at the next meeting.

The membership of an ad hoc group shall be chosen from the delegates present at the meeting of the parent committee, supplemented, if necessary, by experts appointed by the committee. The parent committee shall also appoint a rapporteur.

An ad hoc group shall be automatically disbanded at the meeting to which it has presented its report.

## **1.11 Task Forces**

TCs may decide to allocate tasks to TC Members or to task forces that comprises of TC Members in cases such as:

- Upon the approval of an NP, if the committee decides not to establish a working group for the preparation of a working draft to be registered as the initial committee draft, the committee may decide to allocate tasks to a Member (usually the originator of NP) or a task force in order to prepare initial committee draft (CD).
- Editing, translation, etc.

One of the task force members shall be assigned as the “Task Force Coordinator” by TC.

## **1.12 Liaison between TCs**

**1.12.1** TCs and/or SCs working in related fields shall establish and maintain liaison. Liaisons shall also be established, where appropriate, with TCs responsible for basic aspects of standardization (e.g. terminology, graphical symbols). Liaison shall include the exchange of basic documents, including new work item proposals and working drafts.

**1.12.2** The maintenance of such liaison is the responsibility of the respective technical committee secretariats, which may delegate the task to the secretariats of the SCs.

**1.12.3** A TC or SC may designate an observer, or observers, to follow the work of another TC with which a liaison has been established, or one or several of its SCs. The designation of such observers shall be notified to the secretariat of the committee concerned, which shall communicate all relevant documents to the observer or observers and to the secretariat of that TC or SC. The appointed observer shall make progress reports to the secretariat by which he has been appointed.

**1.12.4** Such observers shall have the right to participate in the meetings of the TC or SC whose work they have been designated to follow but shall not have the right to vote. They may contribute to the discussion in meetings, including the submission of written comments, on matters within the competence of their own technical committee. They may also attend meetings of working groups of the TC or SC if they so request.

## **1.13 Liaison with Other Organizations**

### **1.13.1 General requirements applicable to all categories of liaisons**

In order to be effective, liaison shall operate in both directions, with suitable reciprocal arrangements.

The desirability of liaison shall be taken into account at an early stage of the work.

The liaison organization shall accept the policy based on the SMIIIC Directives concerning copyright (see 2.12), whether owned by the liaison organization or by other parties. The statement on copyright policy will be provided to the liaison organization with an invitation to make an explicit statement as to its acceptability. The liaison organization is not entitled to charge a fee for documents submitted.

A liaison organization shall be willing to make a contribution to the technical work of SMIIIC. A liaison organization shall have a sufficient degree of representativity within its defined area of competence within a sector or subsector of the relevant technical or industrial field.

Liaison organizations shall accept the requirements of 2.13 on patent rights.

### **1.13.2 Different categories of liaisons**

#### **1.13.2.1 At the technical committee/subcommittee level (Category A and B liaisons)**

The categories of liaisons at the technical committee/subcommittee levels are:

- **Category A:** Organizations that make an effective contribution to the work of the technical committee or subcommittee for questions dealt with by this technical committee or subcommittee. Such organizations are given access to all relevant documentation and are invited to meetings. They may nominate experts to participate in a WG.
- **Category B:** Organizations that have indicated a wish to be kept informed of the work of the technical committee or subcommittee. Such organizations are given access to reports on the work of a technical committee or subcommittee, and can attend TC/SC Meetings only as observers.

Organizations that make a technical contribution to and participate actively in the work of a working group, but cannot be convenor or Project Leader. This can include manufacturer associations, commercial associations, industrial consortia, user groups and professional and scientific societies.

### **1.13.3 Eligibility**

#### **1.13.3.1 At the technical committee/subcommittee level (Category A and B liaisons)**

When an organization applies for a liaison with a technical committee/subcommittee, the General Secretariat will check with the member state in which the organization is located. If the member state does not agree that the eligibility criteria have been met or the applicant organization is not located in a member state, the matter will be defined by the General Secretariat.

The General Secretariat will also ensure that the organization meets the following eligibility criteria:

- it is not-for-profit;
- is a legal entity — the General Secretariat will request a copy of its statutes;
- it is membership-based and open to members worldwide or over a broad region (for Category A only);
- through its activities and membership demonstrates that it has the competence and expertise to contribute to the development of OIC/SMIIC Standards or the authority to promote their implementation; and
- has a process for stakeholder engagement and consensus decision-making to develop the input it provides.

#### **1.13.4 Acceptance (Category A and B liaisons)**

Agreement to establish category A and B liaisons requires approval of the application by TC/SC.

Committees are urged to seek out the participation of all parties at the beginning of the development of a work item.

If it is deemed necessary by SMC or General Secretariat, SMIIC Partner Institutions and, the organisations that have formal relation with General Secretariat (having signed MoUs, OIC Organs and Institutions...etc.) can be accepted as Category A or B liaison status in relevant technical committees and working groups.

### 1.13.5 Rights and obligations

Given in Table 1.

**Table 1- Liaison categories**

<b>Category</b>	<b>A</b>	<b>B</b>
<b>Purpose</b>	To make an effective contribution to the work of the committee.	To be kept informed of the work of the committee.  To make a technical contribution to drafting standards in a Working Group.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Not for profit</li> <li>• Legal entity</li> <li>• Membership based (worldwide or over a broad region)</li> <li>• Relevant competence and expertise</li> <li>• Process for stakeholder engagement and consensus decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Not for profit</li> <li>• Legal entity</li> <li>• Relevant competence and expertise</li> <li>• Process for stakeholder engagement and consensus decision-making</li> </ul>
<b>Level</b>	TC/SC	TC/SC
<b>Participation</b>	Participate in TC/SC meetings, access to documents, may appoint experts to WGs and these experts may serve as convenors or Project Leaders.	To be kept informed of the work only (access to documents).  Full participation as a member of the WG (but cannot be convenor or Project Leader).
<b>Rights and obligations</b>	No voting rights, but can comment (comments are given the same treatment as comments from member states).  Can propose new work items	No voting rights, but can comment (comments are given the same treatment as comments from member states).  Experts can attend committee meetings, but only as observers.  Cannot propose new work items.

## **2 Development of OIC/SMIIC Standards**

### **2.1 The Project Approach**

#### **2.1.1 General**

The primary duty of a TC or SC is the development and maintenance of OIC/SMIIC Standards. However, committees are also strongly encouraged to consider publication of intermediate deliverables as described in Clause 3.

OIC/SMIIC Standards shall be developed on the basis of a project approach as described below.

#### **2.1.2 Strategic business plan**

Each TC shall prepare a strategic business plan for its own specific field of activity,

- a) taking into account the business environment in which it is developing its work programme;
- b) indicating those areas of the work programme which are expanding, those which have been completed, and those nearing completion or in steady progress, and those which have not progressed and should be deleted;
- c) evaluating revision work needed
- d) giving a prospective view on emerging needs.

The strategic business plan shall be formally agreed upon by the TC and be included in its report for review and approval by SMC on a regular basis.

SMC approves the first strategic business plan only and committees are responsible for ensuring regular updates and revisions.”

#### **2.1.3 Project description and acceptance**

A project is any work intended to lead to the issue of a new, amended or revised OIC/SMIIC Standard. A project may subsequently be subdivided.

A project shall be undertaken only if a proposal has been accepted in accordance with the relevant procedures determined by SMC.

Table 2 shows the sequence of project stages through which the technical work is developed, and gives the name of the document associated with each project stage.

See Annex C for options for project development.

**Table 2 - Project stages and associated documents**

Project Stage	Associated document	
	Name	Abbreviation
Preliminary stage	Preliminary work item	PWI
Proposal stage	New work item proposal	NP
Preparatory stage	Working drafts	WD
Committee stage	Committee drafts	CD
Enquiry stage	Draft Standard	DS
Approval stage	Final draft OIC/SMIIC standard	FDS
Publication stage	OIC/SMIIC Standard	OIC/SMIIC

See Annex E for Standardization Stage Codes.

### **2.1.4 Programme of work**

**2.1.4.1** The programme of work of a TC or SC comprises all projects allocated to that TC or SC, including maintenance of published standards.

**2.1.4.2** In establishing its programme of work, each TC or SC shall consider sectoral planning requirements as well as requests for OIC/SMIIC Standards initiated by sources outside the TC, i.e. other TCs, and organizations outside SMIIC.

**2.1.4.3** Projects shall be within the agreed scope of the TC. Their selection shall be subject to close scrutiny in accordance with the policy objectives and resources of SMIIC.

**2.1.4.4** Each project in the programme of work shall be given a number (see Annex A) and shall be retained in the programme of work under that number until the work on that project is completed or its deletion has been agreed upon.

The TC or SC may subdivide a number if it is subsequently found necessary to subdivide the project itself. The subdivisions of the work shall lie fully within the scope of the original project; otherwise, a NP shall be made.

**2.1.4.5** The programme of work shall indicate, if appropriate, the SC and/or WG to which each project is allocated.

**2.1.4.6** The agreed programme of work of a new TC shall be submitted to SMC for approval.

### **2.1.5 Target dates**

**2.1.5.1** The TC or SC shall establish, for each project on its programme of work, target dates for the completion of each of the following steps:

- completion of the first working draft (WD) (in the event that only an outline of a working document has been provided by the originator of the NP);
- circulation of the first CD;



- circulation of the DS;
- circulation of the FDS (in agreement with the General Secretariat);
- publication of the OIC/SMIIC Standard (in agreement with the General Secretariat).

NOTE Committees may decide to skip CD stage. FDS can be skipped by default if DS is approved without any negative votes and technical changes.

These target dates shall correspond to the shortest possible development times, taking into account the need to produce OIC/SMIIC Standards rapidly and shall be reported to the General Secretariat, which distributes the information to all member states.

In establishing target dates, the relationships between projects shall be taken into account. Priority shall be given to those projects intended to lead to OIC/SMIIC Standards upon which other OIC/SMIIC Standards will depend for their implementation. The highest priority shall be given to those projects having a significant effect on intra-OIC trade and recognized as such by SMC.

The following time limits may be used as guidance when establishing target dates (following approval of the work item):

- availability of WD (if not supplied with the proposal): 6 months;
- availability of CD: 12 months;
- availability of DS: 24 months;
- availability of approval draft: 33 months;
- availability of published standard: 36 months.

SMC may also instruct the secretariat of the TC or SC concerned to submit the latest available draft to the General Secretariat for publication as TS.

All target dates shall be kept under continuous review and amended as necessary, and shall be clearly indicated in the programme of work. Revised target dates shall be notified to the SMC. SMC may cancel all work items which have been on the work programme for more than 5 years and have not reached the approval stage.

**2.1.5.2** When a proposed new project is approved (whether for a new deliverable or for the revision of an existing deliverable), when submitting the results to the General Secretariat the committee secretariat shall also indicate the selected standards development track (SDT), as follows (all target dates are calculated from the date of adoption as an approved project, (approved work item), stage 10.99):

NOTE The deadlines for the various stages within the development tracks shall be established on a case-by-case basis.

SDT 12 standards development track — 12 months to publication  
SDT 18 standards development track — 18 months to publication  
SDT 24 standards development track — 24 months to publication  
SDT 36 standards development track — 36 months to publication  
SDT 48 standards development track — 48 months to publication

See Annex C.2 for “fast track procedure”.

Committee secretariats are reminded to perform risk assessments during project planning in order to identify potential problems in advance and set the target dates accordingly. The target dates shall be kept under continuous review by committee secretariats, which shall ensure that they are reviewed, and either confirmed or revised at each committee meeting.

### **2.1.6 Project management**

The secretariat of the TC or SC is responsible for the management of all projects in the programme of work of that TC or SC, including monitoring of their progress against the agreed target dates.

If target dates are not met and there is insufficient support for the work (that is, the acceptance requirements for new work are no longer met), the committee responsible shall cancel the work item.

### **2.1.7 Project leader**

For the development of each project, a project leader (the WG convenor, a designated expert or, if appropriate, the secretary) shall be appointed by the TC or SC, taking into account the project leader nomination made by the originator of the NP. It shall be ascertained that the project leader will have access to appropriate resources for carrying out the development work. The project leader shall act in a purely intra-OIC capacity, divesting himself/herself of a national point of view.

The project leader should be prepared to act as consultant, when required, regarding technical matters arising at the proposal stage through to the publication stage.

The secretariat shall communicate the name and address of the project leader, with identification of the project concerned, to the General Secretariat.

### **2.1.8 Progress control**

Periodical progress reports to the TC shall be made by its SCs and WGs. Meetings between their secretariats will assist in controlling the progress. The General Secretariat shall monitor the progress of all work and report to SMC.

To enable General Secretariat to monitor the progress of all work and to report periodically to SMC, the committee secretariat shall ensure that the General Secretariat is notified each time a new document is distributed.

### **2.1.10 Responsibility for keeping records**

The responsibility for keeping records concerning committee work and the background to the publication of OIC/SMIIC Standards and other OIC/SMIIC deliverables is divided between committee secretariats and the General Secretariat. The maintenance of such records is of particular importance in the context of changes of secretariat responsibility from one member state to another. It is also important that information on key decisions and important correspondence pertaining to the preparation of OIC/SMIIC Standards and other OIC/SMIIC deliverables should be readily retrievable in the event of any dispute arising out of the provenance of the technical content of the publications.

The secretariats of committees shall establish and maintain records of all official transactions concerning their committees, in particular reference copies of approved minutes of meetings and resolutions. Copies of working documents, results of ballots etc. shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after the publication of the related OIC/SMIIC Standards or other OIC/SMIIC deliverable.

The General Secretariat shall keep reference copies of all OIC/SMIIC Standards and other OIC/SMIIC deliverables, including withdrawn editions, and shall keep up-to-date records of member state votes in respect of these publications. Copies of draft OIC/SMIIC Standards (DS) and of final draft OIC/SMIIC Standards (FDS), including associated reports of voting, and final proofs shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after publication.

## **2.2 Preliminary Stage**

**2.2.1** TCs or SCs may introduce into their work programmes, by a simple majority vote of their P-members, preliminary work items (PWI) (for example, corresponding to subjects dealing with emerging technologies), which are not yet sufficiently mature for processing to further stages.

Such items may include, for example, those listed in the strategic business plan giving a prospective view on emerging needs.

**2.2.2** The preliminary stage shall be applied for work items where no target dates can be established.

**2.2.3** All preliminary work items shall be subject to regular review by the committee. The committee shall evaluate the resources required for each such item.

**2.2.4** This stage can be used for the elaboration of a NP and the development of an initial draft.

**2.2.5** Before progressing to the preparatory stage, all such items shall be subject to approval in accordance with the procedures described in 2.3.

## **2.3 Proposal Stage**

### **2.3.1 NP is a proposal for:**

- a new standard;
- a new part of an existing standard;
- revision of an existing standard or part;
- an amendment to an existing standard or part;
- a TS

### **2.3.2 A NP within the scope of an existing TC or SC may be made in the respective organization by**

- a member state;
- the secretariat of that TC or SC;
- another TC or SC;
- an organization in category A liaison
- SMC
- the Secretary General.

### **2.3.3 Each NP shall be presented using the appropriate form, and shall be fully justified.**

The originator of the NP shall

- make every effort to provide a first WD for discussion, or shall at least provide an outline of such a WD;
- nominate a project leader.

Copies of the completed form shall be circulated to the members of the TC or SC for P-member voting and to the O-members for information.

The proposed date of availability of the publication and if any, international copyrights and patent declarations shall be indicated on the form.

A decision upon an NP may be taken either by correspondence or at a meeting of a TC or SC.

If a decision upon an NP is to be taken at a meeting, the proposal shall be put on the agenda, according to the relevant conditions described in the directive.

Votes shall be returned within 3 months via SMIIC Information System/electronic means/voting form or at the meeting at which the decision is to be taken.

P-members agreeing to participate actively in the work shall nominate (an) expert(s) on the appropriate form.

#### **2.3.4 Acceptance requires,**

a) a commitment to participate actively in the development of the Project, i.e to make an effective contribution at the preparatory stage, by nominating technical experts and by commenting on working drafts, by at least 3 member states voted in favor,

b) approval of the work item by a simple majority of the P-members of the TC or SC voting.

**2.3.5** Once a NP is accepted, it shall be registered in the programme of work of the relevant TC or SC as a new project with the appropriate priority and shall be registered by the General Secretariat. The agreed target dates shall be indicated on the appropriate form.

**2.3.6** The inclusion of the project in the programme of work concludes the proposal stage.

### **2.4 Preparatory Stage**

**2.4.1** The preparatory stage covers the preparation of a WD conforming to the OIC/SMIIC Directives, Part 2.

**2.4.2** When a new project is accepted the project leader shall work with the experts nominated by the P-members during the approval (See 2.3.4 a).

**2.4.3** The secretariat may propose to the TC or SC, either at a meeting or by correspondence, to create a WG, the convenor of which will normally be the project leader.

Such a WG shall be set up by the TC or SC, which shall define the task(s) and set the target date(s) for submission of draft(s) to the technical committee or SC. The WG convenor shall ensure that the work undertaken remains within the scope of the balloted work item.

**2.4.4** In responding to the proposal to set up a WG those P-members having agreed to participate actively shall each confirm their technical expert (s). Other P-members or A- or B- liaison organizations may also nominate expert(s).

**2.4.5** The project leader is responsible for the development of the project and will normally convene and chair any meeting of the WG. He may invite a member of the WG to act as its secretary.

**2.4.6** If possible, any effort should be made to prepare an English, a French, and an Arabic version of the text in order to avoid delays in the later stages of the development of the project.

**2.4.7** The preparatory stage ends when a WD is available for circulation to the members of the TC or SC as a first CD and is registered by the the General Secretariat. The recommended time for the preparation of the WD is 6 months.

**2.4.8** Following consultation with WG Experts to prove consensus, Convenor/Project Leader may propose to the parent technical committee to skip the CD Stage and proceed to DS Stage.

The final decision should then be taken by the parent committee by consensus through a 4 week Committee Internal Ballot or at a meeting.

## **2.5 Committee Stage**

**2.5.1** The committee stage is the principal stage at which comments from member states are taken into consideration, with a view to reaching consensus on the technical content. Member states shall therefore carefully study the texts of CD and submit all pertinent comments at this stage.

Committees may decide to skip the CD stage (See 2.4.8)

**2.5.2** As soon as it is available, a CD shall be circulated to all P-members and O-members of the TC or SC for consideration, with a clear indication of the latest date for submission of replies.

A period of 2, 3 or 4 months as agreed by the TC or SC shall be available for member states to comment.

The default for CD circulation is 8 weeks.

Comments shall be sent for preparation of the compilation of comments, in accordance with the instructions given.

Member states shall fully brief their delegates on the national position before meetings.

**2.5.3** No more than 4 weeks after the closing date for submission of replies, the secretariat shall prepare the compilation of comments and arrange for its circulation to all P-members and O-members of the TC or SC. When preparing this compilation, the secretariat shall indicate its proposal, made in consultation with the chairman of the TC or SC and, if necessary, the project leader, for proceeding with the project, either

a) to discuss the CD and comments at the next meeting, or

b) to circulate a revised CD for consideration, or

c) to register the CD for the enquiry stage.

In the case of b) and c), the secretariat shall indicate in the compilation of comments the action taken on each of the comments received. This shall be made available to all P-members, if necessary by the circulation of a revised compilation of comments, no later than in parallel with the submission of a revised CD for consideration by the committee (case b)) or simultaneously with the submission of the finalized version of the draft to the General Secretariat for registration for the enquiry stage (case c)).

If, within 2 months from the date of dispatch, 2 or more P-members disagree with proposal b) or c) of the secretariat, the CD shall be discussed at a meeting.

**2.5.4** If a CD is considered at a meeting but agreement on it is not reached on that occasion, a further CD incorporating decisions taken at the meeting shall be distributed within 3 months for consideration. A period of 2, 3 or 4 months as agreed by the TC or SC shall be available to member states to comment on the draft and on any subsequent versions.

**2.5.5** Consideration of successive drafts shall continue until consensus of the P-members of the TC or SC has been obtained or a decision to abandon or defer the project has been made.

**2.5.6** The decision to circulate a DS shall be taken on the basis of the consensus principle.

It is the responsibility of the chairman of the TC or SC, in consultation with the secretary of his committee and, if necessary, the project leader, to judge whether there is sufficient support bearing in mind the definition of consensus given as below;

*"consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.*

*NOTE Consensus need not imply unanimity."*

The following applies to the definition of consensus:

In the process of reaching consensus, many different points of views will be expressed and addressed as the document evolves. However, "sustained oppositions" are views expressed at minuted meetings of committee, working group (WG) or other groups (e.g. task forces) and which are maintained by an important part of the concerned interest and which are incompatible with the committee consensus. The notion of "concerned interest(s)" will vary depending on the dynamics of the committee and shall therefore be determined by the committee leadership on a case by case basis. The concept of sustained opposition is not applicable in the context of member body votes on CD, DS or FDS since these are subject to the applicable voting rules.

Those expressing sustained oppositions have a right to be heard and the following approach is recommended when a sustained opposition is declared:

- The leadership shall first assess whether the opposition can be considered a "sustained opposition", i.e. whether it has been sustained by an important part of the concerned interest. If this is not the case, the leadership will register the opposition (i.e. in the minutes, records, etc.) and continue to lead the work on the document.
- If the leadership determines that there is a sustained opposition, it is required to try and resolve it in good faith. However, a sustained opposition is not akin to a right to veto. The obligation to address the sustained oppositions does not imply an obligation to successfully resolve them.

The responsibility for assessing whether or not consensus has been reached rests entirely with the leadership. This includes assessing whether there is sustained opposition or whether any sustained opposition can be resolved without compromising the existing level of consensus on the rest of the document. In such cases, the leadership will register the opposition and continue the work.

Those parties with sustained oppositions may avail themselves of appeals mechanisms as detailed in the Directives.

In case of doubt concerning consensus, approval by a two-thirds majority of the P-members of the TC or SC voting may be deemed to be sufficient for the CD to be accepted for registration as a DS; however every attempt shall be made to resolve negative votes.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

The secretariat of the TC or SC responsible for the CD shall ensure that the DS fully embodies decisions taken either at meetings or by correspondence.

**2.5.7** When consensus has been reached in a TC or SC, its secretariat shall submit the finalized version of the draft in electronic form suitable for distribution to the member states for enquiry to the General Secretariat (with a copy to the TC secretariat in the case of a SC) within a maximum of 4 months.

**2.5.8** The committee stage ends when all technical issues have been resolved and a CD is accepted for circulation as a DS and is registered by the General Secretariat. Texts that do not conform to the OIC/SMIIC Directives, Part 2 shall be returned to the secretariat with a request for correction before they are registered.

**2.5.9** If the technical issues cannot all be resolved within the appropriate time limits, TCs and SCs may wish to consider publishing an intermediate deliverable in the form of a Technical Specification pending agreement on an OIC/SMIIC Standard.

## **2.6 Enquiry Stage (DS Stage)**

**2.6.1** At the enquiry stage (DS Stage), the DS shall be circulated by the General Secretariat within 4 weeks to all member states for a 3 months vote.

Member states shall be advised of the date by which completed ballots are to be received by the the General Secretariat.

At the end of the voting period, the Secretary General shall send within 4 weeks to the chairman and secretariat of the TC or SC the results of the voting together with any comments received, for further speedy action.

**2.6.2** Votes submitted by member states shall be explicit: positive, negative or abstention.

A positive vote may be accompanied by editorial or technical comments, on the understanding that the secretary, in consultation with the chairman of the TC or SC and project leader, will decide how to deal with them.

If a member state finds a DS unacceptable, it shall vote negatively and state the technical reasons. It may indicate that the acceptance of specified technical modifications will change its negative vote to one of approval, but it shall not cast an affirmative vote which is conditional on the acceptance of modifications.



In the case where a member state has voted negatively without submitting a justification, the vote will not be counted.

In the case where a member state has voted negatively and has submitted comments that are not clearly of a technical nature, the committee secretary shall contact the General Secretariat within 2 weeks of the ballot closure.

**2.6.3** A DS is approved if

- a) a two-thirds majority of the votes cast by the P-members of the TC or SC are in favour, and
- b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

Comments received after the normal voting period are submitted to the TC or SC secretariat for consideration at the time of the next review of the OIC/SMIIC Standard.

**2.6.4** On receipt of the results of the voting and any comments, the chairman of the TC or SC, in cooperation with its secretariat and the project leader, and in consultation with the General Secretariat, shall take one of the following courses of action:

- a) when the approval criteria of 2.6.3 are met and no technical changes are to be included, to proceed directly to publication;
- b) when the approval criteria of 2.6.3 are met, but technical changes are to be included, to register the enquiry draft, as modified, as a final draft international standard;
- c) when the approval criteria are not met;
  - 1) to circulate a revised DS for voting or

NOTE A revised DS will be circulated for a voting period of 2 months, which may be extended up to 3 months at the request of one or more P-members of the committee concerned.

- 2) to circulate a revised CD for comments, or
- 3) to discuss the DS and comments at the next meeting.

**2.6.5** Not later than 3 months after the end of the voting period, a full report shall be prepared by the secretariat of the TC or SC and circulated by the General Secretariat to the member states.

The report shall

- a) show the result of the voting;
- b) state the decision of the chairman of the TC or SC;

c) reproduce the text of the comments received; and

d) include the observations of the secretariat of the TC or SC on each of the comments submitted.

Every attempt shall be made to resolve negative votes.

If, within 2 months from the date of dispatch, two or more P-members disagree with decision 2.6.4 c) 1) or 2.6.4 c) 2) of the chairman, the draft shall be discussed at a meeting.

Committees are required to respond to all comments received.

**2.6.6** When the chairman has taken the decision to proceed to the approval stage or publication stage, the secretariat of the TC or SC shall prepare, within a maximum of 4 months after the end of the voting period a final text and send it to the General Secretariat for preparation and circulation of the FDS.

The secretariat shall provide the General Secretariat with the text in a revisable electronic format and also in a format which permits validation of the revisable form.

Texts that do not conform to the OIC/SMIIC Directives, Part 2 shall be returned to the secretariat with a request for correction before they are registered.

**2.6.7** The enquiry stage (DS Stage) ends with the registration, by the General Secretariat, of the text for circulation as an FDS or publication as an OIC/SMIIC Standard, in the case of 2.6.4 a) and b).

## **2.7 Approval Stage**

**2.7.1** At the approval stage, the FDS shall be distributed by the General Secretariat within 3 months to all member states for a 2 months vote.

Member states shall be advised of the date by which ballots are to be received by the General Secretariat.

**2.7.2** Votes submitted by member states shall be explicit: positive, negative or abstention.

A member state may submit comments on any FDS vote.

If a member state finds an FDS unacceptable, it shall vote negatively and state the technical reasons. It shall not cast an affirmative vote that is conditional on the acceptance of modifications.

In the case where a member state has voted negatively without submitting a justification, the vote will not be counted.

In the case where a member state has voted negatively and has submitted comments that are not clearly of a technical nature, the committee secretary shall contact the General Secretariat within 2 weeks of the ballot closure.

**2.7.3** An FDS having been circulated for voting is approved if

- a) a two-thirds majority of the votes cast by the P-members of the TC or SC are in favour, and
- b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

**2.7.4** The secretariat of the TC or SC has the responsibility of bringing any errors that may have been introduced in the preparation of the draft to the attention of the General Secretariat by the end of the voting period; further editorial or technical amendments are not acceptable at this stage.

**2.7.5** All comments received will be retained for the next review and will be recorded on the voting form as “noted for future consideration”. However, the Secretary along with the General Secretariat may seek to resolve obvious editorial errors. Technical changes to an approved FDS are not allowed.

Within 2 weeks after the end of the voting period, the General Secretariat shall circulate to all member states a report showing the result of voting and indicating either the formal approval by member states to issue the OIC/SMIIC Standard or formal rejection of the FDS.

**2.7.6** If the FDS has been approved in accordance with the conditions of approval, it shall proceed to the publication stage.

**2.7.7** If the FDS is not approved in accordance with the conditions of approval, the document shall be referred back to the TC or SC concerned for reconsideration in the light of the technical reasons submitted in support of the negative votes.

The committee may decide to:

- resubmit a modified draft as a CD, DS or FDS;
- publish a TS;
- cancel the project.

**2.7.8** The approval stage ends with the circulation of the voting report stating that the FDS has been approved for publication as an OIC/SMIIC Standard, with the publication of a TS or with the document being referred back to the committee.

## **2.8 Publication Stage**

**2.8.1** Within 6 weeks, the General Secretariat shall correct any errors indicated by the secretariat of the TC or SC, and print and distribute the OIC/SMIIC Standard.

**2.8.2** The publication stage ends with the publication of the OIC/SMIIC Standard.

## **2.9 Maintenance of Standards**

The procedures for the maintenance of standards are given in Annex B.

## **2.10 Corrections and Amendments**

### **2.10.1 General**

A published OIC/SMIIC Standard may subsequently be modified by the publication of

- a corrected version;
- an amendment, or
- a revision (as part of the maintenance procedure)

NOTE In case of revision a new edition of the OIC/SMIIC Standard will be issued

Corrections and amendments are published as separate documents, the edition of the OIC/SMIIC Standard affected remaining in print.

### **2.10.2 Corrections**

A correction is only issued to correct an error or ambiguity, inadvertently introduced either in drafting or in publishing and which could lead to incorrect or unsafe application of the publication.

Corrections are not issued to update information that has become outdated since publication.

Suspected errors shall be brought to the attention of the secretariat of TC or SC. After confirmation by the secretariat and chair, if necessary in consultation with the project leader and P-members of TC or SC, the secretariat shall submit to the General Secretariat a proposal for correction, with an explanation of the need to do so.

The Secretary General shall decide, in consultation with the secretariat of TC or SC, and bearing in mind both the financial consequences to the organization and the interests of users of the publication, whether to publish a corrected version of the existing edition of the publication. The secretariat of the committee will then inform the members of the committee of the outcome.

The corrections are mentioned in the Foreword of the corrected version.

In general, a correction will not be issued for a publication that is older than 3 years.

### **2.10.3 Amendments**

An amendment alters and/or adds to previously agreed technical provisions in an existing OIC/SMIIC Standard. An amendment is considered as a partial revision: the rest of the OIC/SMIIC Standard is not open for comments.

The procedure for developing and publishing an amendment shall be as described in 2.3.

At the approval stage, the Secretary General shall decide, in consultation with the secretariat of the TC or SC, and bearing in mind both the financial consequences to the organization and the interests of users of the OIC/SMIIC Standard, whether to publish an amendment or a new edition of the OIC/SMIIC Standard, incorporating the amendment.

NOTE Where it is foreseen that there will be frequent additions to the provisions of an OIC/SMIIC Standard, the possibility should be borne in mind at the outset of developing these additions as a series of parts.

#### **2.10.4 Avoidance of proliferation of modifications**

No more than 2 separate documents in the form of corrections or amendments shall be published modifying a current OIC/SMIIC Standard. The development of a third such document shall result in publication of a new edition of the OIC/SMIIC Standard.

#### **2.11 Direct Adoption of Standards**

See Annex C.

#### **2.12 Copyright**

All OIC/SMIIC standards and SMIIC deliverables such as publications are protected by copyright and the ownership of this copyright is SMIIC. This copyright extends to all SMIIC content published online. Any unauthorized use such as copying in whole or in part, scanning or distribution, printing, online sale or transfer to websites is prohibited and would require written permission from SMIIC.

The procedure related to Copyright is given in official related SMIIC Documents.

#### **2.13 Reference to Patented Items**

A document shall not be published until the statements of the holders of all identified patent rights have been received.

### **3 Development of Other Deliverables**

#### **3.1 Technical Specifications**

**3.1.1** TSs may be prepared and published under the following circumstances and conditions.

**3.1.1.1** When the subject in question is still under development or where for any other reason there is the future but not immediate possibility of an agreement to publish an OIC/SMIIC Standard, the TC or SC may decide, by following the procedure set out in 2.3, that the publication of a TS would be appropriate. The procedure for preparation of such a TS shall be as set out in 2.4 and 2.5. The decision to publish the resulting document as TS shall require a two-thirds majority vote of the P-members voting of the TC or SC. The reasons for publishing the TS, and an explanation of its relationship to the expected future OIC/SMIIC Standard, shall be given in the foreword.

When a TS is used for “pre-standardization purposes”, the following text, completed as appropriate, shall be included in the Foreword:

“This document is being issued in the Technical Specification series of publications—as a “prospective standard for provisional application” in the field of ... because there is an urgent need for guidance on how standards in this field should be used to meet an identified need.

This document is not to be regarded as an “OIC/SMIIC Standard”. It is proposed for provisional application so that information and experience of its use in practice may be gathered. Comments on the content of this document should be sent to the General Secretariat.

A review of this TS will be carried out not later than 3 years after its publication with the options of: extension for another 3 years; conversion into an OIC/SMIIC Standard; or withdrawal.”

**3.1.1.2** When the required support cannot be obtained for a FDS to pass the approval stage, or in case of doubt concerning consensus, the TC or SC may decide, by a two-thirds majority vote of P-members voting, that the document should be published in the form of a TS. The reasons why the required support could not be obtained shall be given in the foreword to the TS.

**3.1.2** When the P-members of a TC or SC have agreed upon the publication of a TS, the draft specification shall be submitted by the secretariat of the TC or SC to the General Secretariat within 4 months for publication.

**3.1.3** TSs shall be subject to review by the TC or SC not later than 3 years after their publication. The aim of such review shall be to re-examine the situation which resulted in the publication of a TS and if possible to achieve the agreement necessary for the publication of an OIC/SMIIC Standard to replace the TS.

## **3.2 Technical Reports**

**3.2.1** When a TC or SC has collected data of a different kind from that which is normally published as an OIC/SMIIC Standard (this may include, for example, data obtained from a survey carried out among the member states, data on work in other international organizations or data on the "state-of-the-art" in relation to standards of member states on a particular subject), the TC or SC may decide, by a two-thirds majority vote of P-members voting, to request the Secretary General to publish such data in the form of a TR. The document shall be entirely informative in nature and shall not contain matter implying that it is normative. It shall clearly explain its relationship to normative aspects of the subject which are, or will be, dealt with in OIC/SMIIC Standards related to the subject. The Secretary General, if necessary in consultation with SMC, shall decide whether to publish the document as a TR.

**3.2.2** When the P-members of a TC or SC have agreed upon the publication of a TR, the draft report shall be submitted by the secretariat of the TC or SC to the Secretary General within 4 months for publication.

**3.2.3** It is recommended that TRs are regularly reviewed by the committee responsible, to ensure that they remain valid. Withdrawal of a TR is decided by the TC or SC responsible.

### **3.3 Guides**

SMIIC Board of Directors and the SMIIC Councils may issue Guides to facilitate specific work according to their approved official documents.

## **4 Meetings**

### **4.1 General**

**4.1.1** TCs and SCs may use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. A meeting of a TC or SC should be convened only when it is necessary to discuss CD or other matters of substance which cannot be settled by other means.

**4.1.2** The TC secretariat may advise to look ahead with a view to drawing up, in consultation with the General Secretariat, a planned minimum 2-year programme of meetings of the TC and its SCs and, if possible, its WGs, taking account of the programme of work.

**4.1.3** In planning meetings, account should be taken of the possible advantage of grouping meetings of TCs and SCs dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by delegates who participate in several TCs or SCs.

**4.1.4** In planning meetings, account should also be taken of the advantages for the speedy preparation of drafts of holding a meeting for editing drafts immediately after the meeting of the technical committee or subcommittee and at the same place.

### **4.2 Procedure for Calling a Meeting**

#### **4.2.1 Technical committee and subcommittee meetings**

**4.2.1.1** The date and place of a meeting shall be subject to an agreement between the chairman and the secretariat of the TC or SC concerned, the Secretary General and the member state acting as host. In the case of a SC meeting, the SC secretariat shall first consult with the secretariat of the parent TC in order to ensure coordination of meetings.

**4.2.1.2** A member state wishing to act as host for a particular meeting shall contact the Secretary General and the TC or SC secretariat concerned. The member state shall first assure that there are no restrictions imposed by its country to the entry of representatives of any P-member of the TC or SC for the purpose of attending the meeting.

The hosting organizations are advised to verify and provide information on access means to meeting facilities. This includes availability of lifts or ramps at the meeting location as well as accessible public transport to the meeting facilities.

**4.2.1.3** The secretariat shall ensure that arrangements are made for the agenda to be circulated by the secretariat with a copy to the General Secretariat at the latest 4 months before the date of the meeting. All other basic documents, for example NPs, shall be distributed by the same deadline.

Only those CDs for which the compilation of comments will be available at least 6 weeks before the meeting shall be included on the agenda and be eligible for discussion at the meeting.

Any other working documents, including compilations of comments on drafts to be discussed at the meeting, shall be distributed not less than 6 weeks in advance of the meeting.

The agenda shall clearly state the starting and estimated finishing times.

In the event of meetings over running the estimated finishing time, the Chair shall ensure that the P-members are willing to take voting decisions. However if P-members leave, they may request the Chair not to take any further voting decisions.

Any decisions made after the estimated finishing time of the meeting and after any P-members have left shall be confirmed by correspondence after the meeting.

NOTE Attendees should take the estimated meeting time into consideration when booking their travel.

#### **4.2.2 Working group meetings**

**4.2.2.1** WGs may use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. When a meeting needs to be held, notification by the convenor of the meetings of a WG shall be sent to its members and to the secretariat of the parent committee, at least 6 weeks in advance of the meeting.

Arrangements for meetings shall be made between the convenor and the member of the WG in whose country the meeting is to be held. The latter member shall be responsible for all practical working arrangements.

**4.2.2.2** If a working group meeting is to be held in conjunction with a meeting of the parent committee, the convenor shall coordinate arrangements with the secretariat of the parent committee. In particular it shall be ensured that the working group members receive all general information for the meeting, which is sent to delegates to the meeting of the parent committee.

**4.2.2.3** Either the WG leader or the Secretary of the relevant committee shall notify member states secretariats of any WG meeting held in their country.

#### **4.3 Languages at Meetings**

While the official languages are Arabic, English and French, meetings are conducted in English by default.

The member state acting as host provides all interpretation and translation facilities when needed.

The chairman and secretariat are responsible for dealing with the question of language at a meeting in a manner acceptable to the participants following the general rules of SMIIC.



## **4.4 Cancellation of Meetings**

Every possible effort shall be made to avoid cancellation or postponement of a meeting once it has been convened. Nevertheless, if the agenda and basic documents are not available within the time required by 4.2.1.3, then the Secretary General has the right to cancel the meeting.

## **5 Appeals**

### **5.1 General**

#### **5.1.1** Member states have the right of appeal

- a) to the parent TC on a decision of a SC;
  - b) to SMC on a decision of a TC;
  - c) to the SMIIC Board of Directors on a decision of SMC,
- within 3 months of the decision in question.

The decision of the BOD on any case of appeal is final.

**5.1.2** A P-member of a TC or SC may appeal against any action, or inaction, on the part of the TC or SC, when the P-member considers that such action or inaction is

- a) not in accordance with
  - the Statute and Rules of Procedure;
  - the OIC/SMIIC Directives; or
- b) not in the best interests of international trade and commerce, or such public factors as safety, health or environment.

**5.1.3** Matters under appeal may be either technical or administrative in nature. Appeals on decisions concerning NPs, CD, DSs and FDSs are only eligible for consideration if

- questions of principle are involved, or
- the contents of a draft may be detrimental to the reputation of SMIIC.

**5.1.4** All appeals shall be fully documented to support the P-member's concern.

### **5.2 Appeal against a Subcommittee Decision**

**5.2.1** The documented appeal shall be submitted by the P-member to the secretariat of the parent TC, with a copy to the Secretary General.

**5.2.2** Upon receipt, the secretariat of the parent TC shall advise all its P-members of the appeal and take immediate action, by correspondence or at a meeting, to consider and decide on the appeal, consulting the Secretary General in the process.

**5.2.3** If the TC supports its SC, then the P-member which initiated the appeal may either

- accept the TC decision, or
- appeal against it.

### **5.3 Appeal against a Technical Committee Decision**

**5.3.1** Appeals against a TC decision may be of 2 kinds:

- an appeal arising out of 5.2.3 above, or
- an appeal against an original decision of a TC.

**5.3.2** The documented appeal shall, in all cases, be submitted to the Secretary General, with a copy to the chairman and secretariat of the TC.

**5.3.3** The Secretary General shall, following whatever consultations he/she deems appropriate, refer the appeal together with his/her comments to SMC within one month after receipt of the appeal.

SMC shall decide whether the appeal shall be further processed or not. If the decision is in favour of proceeding, SMC shall form a conciliation panel.

The conciliation panel hears the appeal and tries to resolve the difference of opinion as soon as possible. The conciliation panel shall give a final report within 3 months. If the conciliation panel fails to resolve the difference of opinion, it submits its report with recommendations on how the matter should be solved to the Secretary General.

The Secretary General shall make the final decision under the guidance of the report.

### **5.4 Appeal against an SMC Decision**

An appeal against a decision of SMC shall be submitted to the Secretary General with full documentation on all stages of the case.

The Secretary General shall refer the appeal together with his comments to the BOD after receipt of the appeal. The BOD shall make its decision if possible by correspondence within 12 weeks or at its next meeting.

### **5.5 Progress of Work during an Appeal Process**

When an appeal is against a decision respecting work in progress, the work shall be continued, up to and including the approval stage.

## **Annex A Numbering of Documents**

### **A.1 Working documents (including committee drafts)**

Each document relating to the work of a SMIIC TC or SC circulated to all or some of the member states shall have a “N-number” generated by the system that appears at the top of the pages. The first page of the document shall also bear, immediately under the reference number, the date.

Once a reference number is used for a working document, it cannot be used again for a document with differing wording and/or different contents. The same number may be used for a proposal and a voting form (optional). If a document replaces an earlier one, the system generates a new N-number on the first page of the new document.

The N-number is made up of the following two parts separated by the letter N:

- 1) the number of the technical committee (TC) and, when applicable, the number of the subcommittee (SC) to which the working document belongs;
- 2) an overall serial number.

As an example, the reference number will look as follows: **SMIIC/TC a/SC b Nn**

### **A.2 Working drafts (WD), committee drafts (CD), draft standards (DS), final draft OIC/SMIIC Standards (FDS) and OIC/SMIIC Standards**

When a new project is registered by SMIIC General Secretariat, the latter will allocate an SMIIC reference number to the project. The number allocated will remain the same for the ensuing WD, CD, DS and FDS and for the published OIC/SMIIC Standard. The number allocated is purely a registration and reference number and has no meaning whatsoever in the sense of classification or chronological order. The number allocated to a withdrawn project or OIC/SMIIC Standard will not be used again.

If the project represents a revision or amendment of an existing OIC/SMIIC Standard, the registered project will be allocated the same number as the existing OIC/SMIIC Standard (with, in the case of an amendment, a suffix indicating the nature of the document).

If, however, the scope is substantially changed, the project shall be given a different number.

Successive WDs or CDs on the same subject shall be marked “first working draft”, “second working draft”, etc., or “first committee draft”, “second committee draft”, etc., as well as with the working document number in accordance with A.1.

Successive DS on the same subject will carry the same number but will be distinguished by a numerical suffix (.2, .3, etc.).

## **Annex B Review and Maintenance**

### **B.1 Definitions**

#### **B.1.1 Stability period**

Period over which a publication remains unchanged.

#### **B.1.2 Review**

Evaluation of the usage of a publication and need for maintenance.

#### **B.1.3 Review date**

Date when the review of a publication has been completed.

#### **B.1.4 Maintenance of documents**

Keeping existing OIC/SMIIC Standards, TS and TR updated, whilst respecting industries' needs for stable publications.

#### **B.1.5 Maintenance team**

Group of experts designated to keep a publication or set of publications up to date.

#### **B.1.6 Stability date**

End of the stability period, when the committee's decision (withdrawal, confirmation, amendment, revision) has been implemented.

#### **B.1.7 Review report**

Form, which has the committee's decision after the review of a publication.

### **B.2 Review**

Each publication shall be reviewed to assess whether it has an acceptable usage prior to evaluating if maintenance is needed.

If the committee concludes that the publication does not have an acceptable usage, then it shall decide to either withdraw it or confirm it for another stability period.

If the committee concludes that the publication has an acceptable usage, then it shall decide if there is a need for maintenance. In such cases, when there are insufficient resources for maintenance, the committee shall take the decision to confirm the publication for another stability period. If there are sufficient resources for maintenance, the procedures of B.3 apply.

## **B.3 Maintenance**

### **B.3.1 Establishment of maintenance team**

Each committee should set up one or more maintenance teams (MTs), comprised of groups of experts, designated by the P-members of the committee, by correspondence or during a TC/SC meeting and whose task is to keep a publication or a set of publications up to date.

Its members may be the same or different from those who developed the original publication.

The convenor shall be appointed by the TC/SC either by correspondence or at a meeting.

For other requirements relating to MTs, the procedures for WGs apply.

### **B.3.2 Maintenance procedure**

The MT shall be activated once the committee has decided that there is a need for maintenance. The MT shall be responsible for, revising or amending publications subject to the maintenance procedure. It shall implement a project plan to enable the maintenance work to be completed by the end of the stability period.

The stability date shall be agreed by the committee. It shall be included in the CD and also in the FDS.

Stability periods should be as long as possible based on an assessment of the maturity of the technology and future, foreseen changes due to development or maintenance of associated publications. Typically stability periods shall be between 3 and 12 years.

Individual proposals for changes may be distributed for information only and kept in hand by the TC/SC secretary until the next scheduled review.

If a committee needs to process an amendment or revision before the review date, it may decide to advance the review date and modify the stability date accordingly.

The steps for revision or amendment of a publication are the same as those for preparation of a new publication without the need to pass via the NP stage (CD (optional for the maintenance procedures), FDS, as appropriate) and shall include the establishment of target dates for the completion of the relevant stages.

A new maintenance project may be started at the earliest when the current project is at the enquiry stage (i.e. circulation of the CD).

Fragmented CDs (multiple documents with a single vote on each document) may be used where considered appropriate for maintenance projects, however a consolidated document consisting of the approved fragments shall be submitted for the next stage in the project.

## **B.4 Review and Stability Dates**

Review and stability dates shall be included with the Report to SMC and will be subject to its approval.

## Annex C Options for development of a project

### C.1 Simplified diagram of options

Project stage	Normal procedure	Draft submitted with proposal	“Fast-track procedure”	Technical Specification	Technical Report
<b>Proposal stage</b>	Acceptance of proposal	Acceptance of proposal	Acceptance of proposal	Acceptance of proposal	
<b>Preparatory stage</b>	Preparation of working draft	<i>Study by working group</i>		Preparation of draft	
<b>Committee stage</b>	Development and acceptance of committee draft	<i>Development and acceptance of committee draft</i>		Acceptance of draft	Acceptance of draft
<b>Enquiry (Draft Standard) stage</b>	Development and acceptance of draft standard	Development and acceptance of draft standard	Acceptance of draft standard		
<b>Approval stage</b>	<i>Approval of FDS</i>	<i>Approval of FDS</i>	<i>Approval of FDS</i>		
<b>Publication stage</b>	Publication of OIC/SMIIC Standard	Publication of OIC/SMIIC Standard	Publication of OIC/SMIIC Standard	Publication of Technical Specification	Publication of Technical Report
<p>Stages in <i>italics</i>, enclosed by dotted circles may be omitted.</p> <ul style="list-style-type: none"> <li>- According to the result of the vote on the new work item proposal, both the preparatory stage and the committee stage may be omitted.</li> <li>- FDS May be omitted if the enquiry draft was approved without negative votes.</li> </ul>					

## C.2 Fast-track procedure

C.2.1 Proposals to apply the fast-track procedure may be made as follows.

C.2.1.1 Any P-member or category A liaison organization of a concerned technical committee or subcommittee may propose that an **existing standard from any source** be submitted for vote as a DS. The criteria for proposing an existing standard for the fast-track procedure are a matter for each proposer to decide.

C.2.1.2 An international/regional standardizing body recognized by SMIIC may propose that a **standard developed by that body** be submitted for vote as an FDS.

C.2.1.3 An organization having entered into a formal technical agreement with SMIIC may propose, in agreement with the appropriate technical committee or subcommittee, that a **draft standard developed by that organization** be submitted for vote as a DS within that technical committee or subcommittee.

C.2.1.4 SMC or General Secretariat may propose a reference document to be adopted as an OIC/SMIIC Standard. In this case the document shall be submitted for vote as an FDS to member states.

C.2.2 The proposal shall be received by the Secretary General, who shall take the following actions:

- a) settle the copyright and/or trademark situation with the organization having originated the proposed document, so that it can be freely copied and distributed to Member States without restriction,
- b) for cases C.2.1.1 and C.2.1.3, assess in consultation with the relevant secretariats which technical committee/subcommittee is competent for the subject covered by the proposed document; where no technical committee exists competent to deal with the subject of the document in question, the Secretary General shall refer the proposal to SMC, which may request the Secretary General to submit the document to the DS stage and to establish an ad hoc group to deal with matters subsequently arising;
- c) ascertain that there is no evident contradiction with other OIC/SMIIC Standards;
- d) distribute the proposed document as a DS (C.2.1.1 and C.2.1.3), or as an FDS (case C.2.1.2 and C.2.1.4), indicating (in cases C.2.1.1 and C.2.1.3) the technical committee/subcommittee to the domain of which the proposed document belongs.

C.2.3 The period for voting and the conditions for approval shall be as specified in the Directive for DS and for FDS. In the case where no technical committee is involved, the condition for approval of an FDS is that not more than one-quarter of the total number of votes cast are negative.

C.2.4 If, for DS, the conditions of approval are met, the draft standard shall progress to the approval stage. If not, the proposal has failed and any further action shall be decided upon by the technical committee/subcommittee to which the document was attributed in accordance with C.2.2 b).

The committee leadership can decide whether or not to skip the FDS vote, and go straight to publication.

If, for an FDS, the conditions of approval are met, the document shall progress to the publication stage. If not, the proposal has failed and any further action shall be decided upon by the technical committee/subcommittee to which the FDS was attributed in accordance with C.2.2 b), or by discussion between the originating organization and the General Secretariat if no technical committee was involved.

If the standard is published, its maintenance shall be handled by the technical committee/subcommittee to which the document was attributed in accordance with C.2.2b), or, if no technical committee was involved, the approval procedure set out above shall be repeated if the originating organization decides that changes to the standard are required.



## **Annex D**

### **Project committees**

#### **D.1 Proposal stage**

A new work item proposal not falling within the scope of an existing technical committee shall be presented using the appropriate form and fully justified by one of the members authorized to make new work item proposals.

The General Secretariat may decide to return the proposal to the proposer for further development before circulation for voting. In this case, the proposer shall make the changes suggested or provide justification for not making the changes. If the proposer does not make the changes and requests that its proposal be circulated for voting as originally presented, SMC will decide on appropriate action. This could include blocking the proposal until the changes are made or accepting that it be balloted as received.

In all cases, the General Secretariat may also include comments and recommendations to the proposal form.

It shall be submitted to the secretariat of SMC which shall arrange for it to be submitted to all Member States for voting.

Proposers are also encouraged to indicate the date of the first meeting of the PC.

If the proposal was not submitted by a member state, the submission to the member states shall include a call for offers to assume the secretariat of a PC.

Votes shall be returned within 12 weeks.

Acceptance requires:

- approval by a simple majority of the member states voting;
- a commitment to participate actively by at least five member states that approved the new work item proposal and nominated technical experts.

#### **D.2 Establishment of a PC**

SMC shall review the results of voting on the new work item proposal and if the approval criteria are met, shall establish a PC (the reference number shall be the next available number in the technical committee/PC sequence).

The secretariat of the PC shall be allocated to the member state that submitted the proposal, or SMC shall decide on the allocation amongst the offers received if the proposal did not originate from a member state.

Member States that approved the new work item proposal and nominated (a) technical expert(s) shall be registered as P-members of the PC. Member states that approved the new work item proposal but did not make a commitment to participate actively shall be registered as O-members. Member states that voted negatively, but nevertheless indicated that they would

participate actively if the new work item was approved, shall be registered as P-members. Member states voting negatively without indicating a wish to participate shall be registered as O-members.

The General Secretariat shall announce to the member states the establishment of the PC and its membership.

Member states will be invited to confirm/change their membership status by informing the General Secretariat.

The secretariat will contact any potential liaison organizations identified in the new work item proposal or in member states comments thereon and will invite them to indicate whether they have an interest in the work and, if so, which category of liaison they would be interested in.

Requests for liaison will be processed according to the existing procedures.

### **D.3 First meeting of a PC**

The procedure for calling a PC meeting shall be carried out in accordance with Clause 4, with the exception that a six weeks' notice period may be used if the date of the first meeting was communicated at the time of submission of the proposal.

The chair of the PC shall be the project leader nominated in the new work item proposal or shall be nominated by the secretariat if no project leader was nominated in the new work item proposal.

The first meeting shall confirm the scope of the new work item. In case revision is necessary (for purposes of clarification but not extension of the scope), the revised scope shall be submitted to SMC for approval. It shall also confirm the development track and decide on any substructures needed to carry out the work.

If it is determined that the project needs to be subdivided to produce two or more publications, this is possible provided that the subdivisions of the work lie fully within the scope of the original new work item proposal. If not, a new work item will need to be prepared for consideration by the technical management board.

NOTE PCs are exempted from the requirement to establish a strategic business plan.

### **D.4 Preparatory stage**

The preparatory stage shall be carried out in accordance with 2.4.

### **D.5 Committee, enquiry, approval and publication stages**

The committee, enquiry, approval and publication stages shall be carried out in accordance with 2.5 to 2.8.

### **D.6 Disbanding of a PC**

Once the standard(s) is/are published, the PC shall be disbanded.

### **D.7 Maintenance of standard(s) prepared by a PC**

The member state, which held the secretariat, shall assume responsibility for the maintenance of the standard(s) according to the procedures given in 2.9 unless the PC has been transformed into a technical committee (see 1.8) in which case the technical committee shall be given the responsibility for the maintenance of the standard.

## Annex E Standardization Stage Codes

STANDARDIZATION STAGE CODES							
STAGE	SUBSTAGE						
				<b>90</b> Decision			
	<b>00</b> Registration	<b>20</b> Start of main action	<b>60</b> Completion of main action	<b>92</b> Repeat an earlier phase	<b>93</b> Repeat current phase	<b>98</b> Abandon	<b>99</b> Proceed
<b>00</b> Preliminary stage	<b>00.00</b> Proposal for new project received	<b>00.20</b> Proposal for new project under review	<b>00.60</b> Close of review			<b>00.98</b> Proposal for new project abandoned	<b>00.99</b> Approval to ballot proposal for new project
<b>10</b> Proposal stage	<b>10.00</b> Proposal for new project registered	<b>10.20</b> New project ballot initiated	<b>10.60</b> Close of voting	<b>10.92</b> Proposal returned to submitter for further definition		<b>10.98</b> New project rejected	<b>10.99</b> Approval to New project approved
<b>20</b> Preparatory stage	<b>20.00</b> New project registered in TC/SC work programme	<b>20.20</b> Working draft (WD) study initiated	<b>20.60</b> Close of comment period			<b>20.98</b> Project deleted	<b>20.99</b> WD approved for registration as CD
<b>30</b> Committee stage	<b>30.00</b> Committee draft (CD) registered	<b>30.20</b> CD study/ballot initiated	<b>30.60</b> Close of voting/ comment period	<b>30.92</b> CD referred back to Working Group		<b>30.98</b> Project deleted	<b>30.99</b> CD approved for registration as DS
<b>40</b> Enquiry stage	<b>40.00</b> DS registered	<b>40.20</b> DS ballot initiated: 12 weeks	<b>40.60</b> Close of voting	<b>40.92</b> Full report circulated: DS referred back to TC or SC	<b>40.93</b> Full report circulated: decision for new DS ballot	<b>40.98</b> Project deleted	<b>40.99</b> Full report circulated: DS approved for registration as FDS
<b>50</b> Approval stage	<b>50.00</b> Final text received or FDS registered for formal approval	<b>50.20</b> Proof sent to secretariat or FDS ballot initiated: 8 weeks	<b>50.60</b> Close of voting. Proof returned by secretariat	<b>50.92</b> FDS or proof referred back to TC or SC		<b>50.98</b> Project deleted	<b>50.99</b> FDS or proof approved for publication
<b>60</b> Publication stage	<b>60.00</b> OIC/SMIIC Standard under publication		<b>60.60</b> OIC/SMIIC Standard published				
<b>90</b> Review stage		<b>90.20</b> OIC/SMIIC Standard under periodical review	<b>90.60</b> Close of review	<b>90.92</b> OIC/SMIIC Standard to be revised	<b>90.93</b> OIC/SMIIC Standard confirmed		<b>90.99</b> Withdrawal of OIC/SMIIC Standard proposed by TC or SC
<b>95</b> Withdrawal stage		<b>95.20</b> Withdrawal ballot initiated	<b>95.60</b> Close of voting	<b>95.92</b> Decision not to withdraw OIC/SMIIC Standard			<b>95.99</b> Withdrawal of OIC/SMIIC Standard