

## My Role in SMIIC

What should I know as a delegate or an expert?

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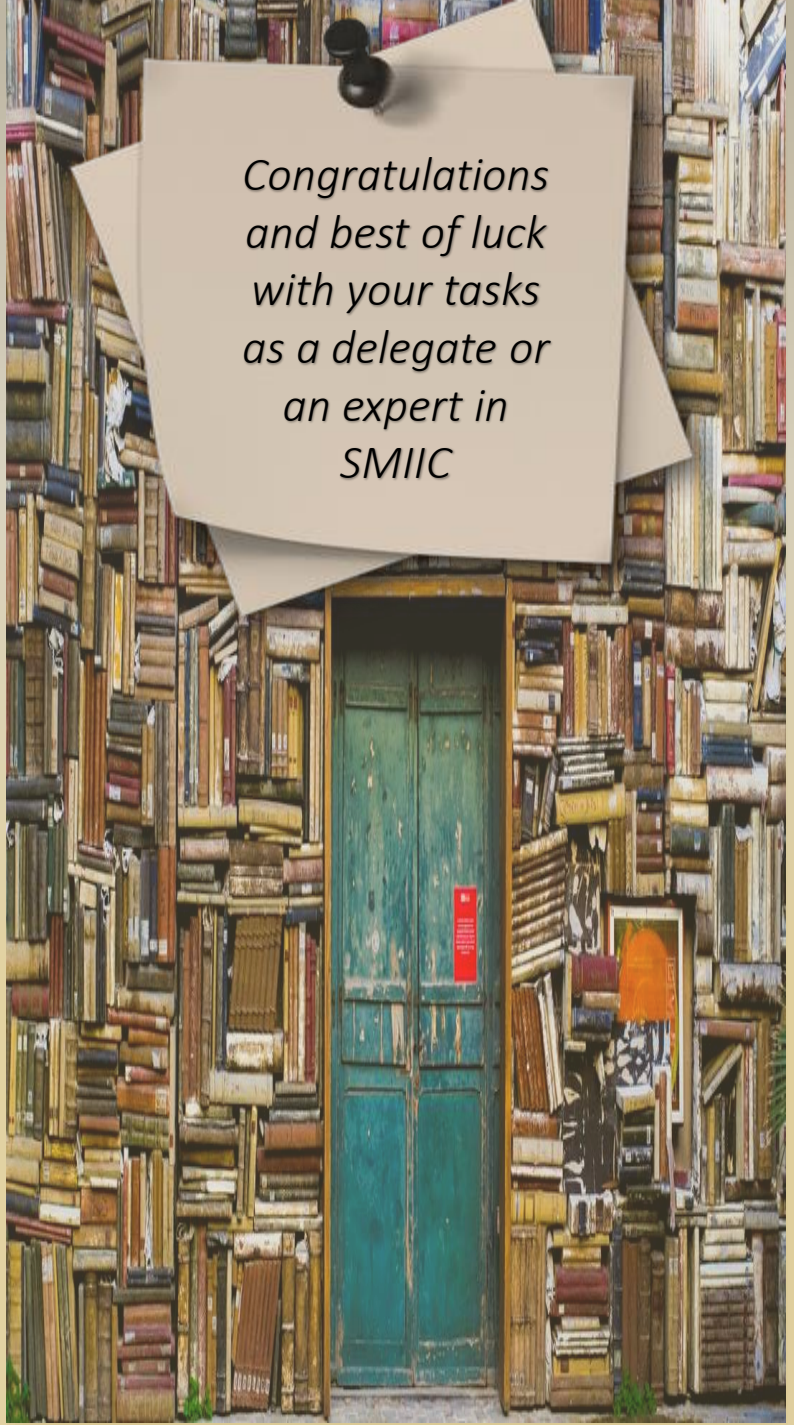
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# Introduction

This booklet is to assist you in understanding your role in SMIIC.

**Section 1** introduces SMIIC. *(If you already know background of SMIIC well, you may skip this section)*

**Section 2** focuses on the OIC/SMIIC standards. *(We strongly advice you to read this section to see how standards are developed)*

**Section 3** demonstrates what delegates and experts need to know about their role in SMIIC. *(This section is essential to read and act accordingly)*

Also note that <http://www.smiic.org> is at your disposal.

# My Role in SMIIC



## Section 1: SMIIC in Brief

- History and general information
- Organizational chart
- SMIIC Councils and Committees

## Section 2: Developing OIC/SMIIC standards

- Main documents for standards development
- Principles of developing standards

## Section 3: Expectations from you

- Involve in decision-making process
- Use SMIIC IS System
- Prepare for meetings and meet deadlines
- Promote SMIIC, respect copyright and stay connected

# Section 1: SMIIC in Brief

## History and general information



The Standards and Metrology Institute for Islamic Countries (SMIIC) as an affiliated institution to the Organization of Islamic Cooperation (OIC), was established in 2010 in Istanbul, Republic of Turkey.



SMIIC develops OIC/SMIIC standards in order to eliminate technical barriers to trade and facilitate exchange of materials, manufactured goods and products among Member States.



SMIIC also aims at achieving uniformity in metrology, laboratory testing and standardization activities among Member States and providing training for their personnel in standardization and metrology fields by making the most efficient use of existing resources and sharing accumulated information and experience.



# **SMIIC: A Quick Glance**

## **What SMIIC is?**

A treaty based intergovernmental organization whose main fields of activities are standardization, metrology and accreditation.

## **What SMIIC is not?**

Not a certification body and does not carry out conformity assessment activities.

## **SMIIC's legitimacy?**

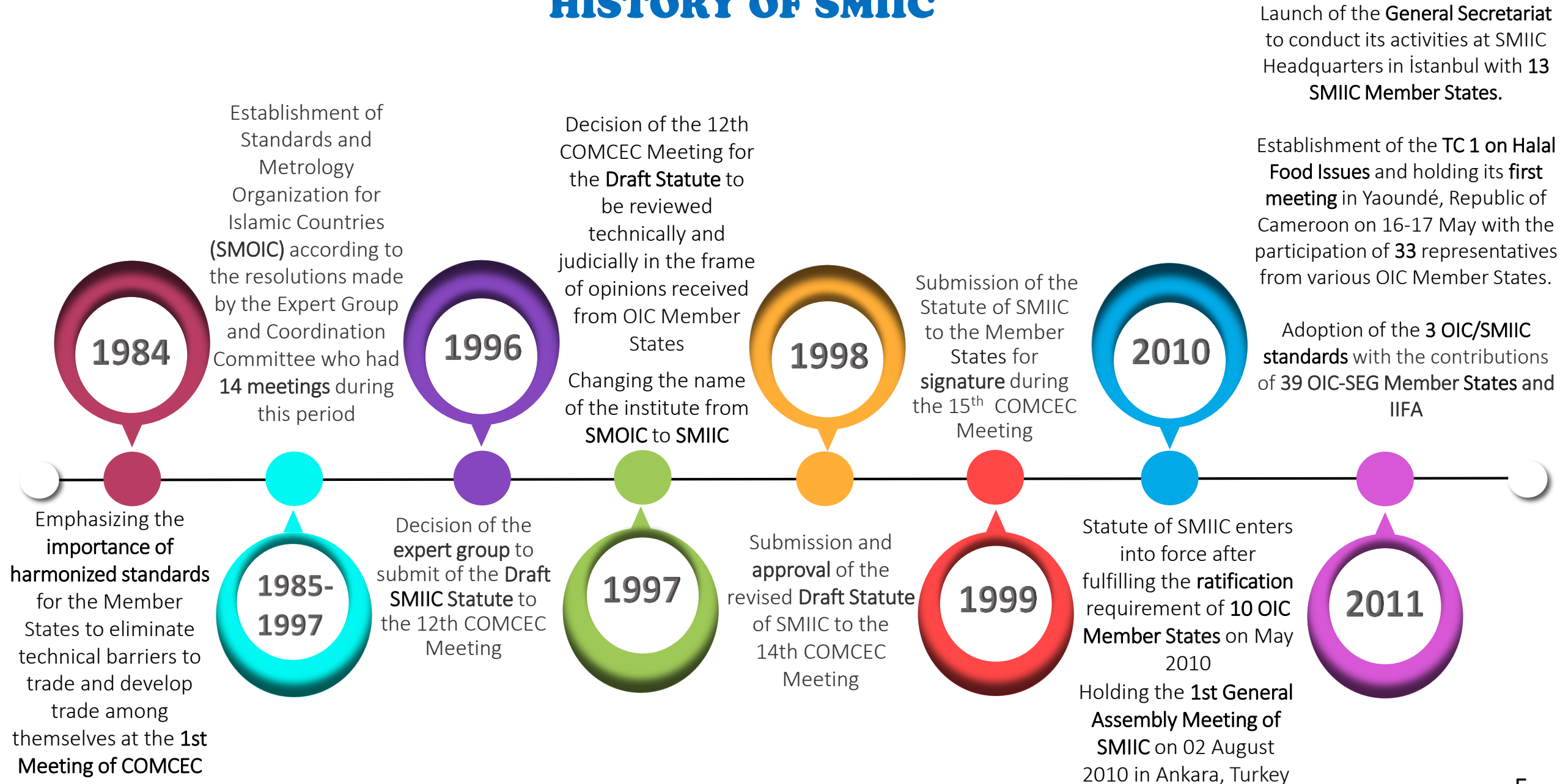
SMIIC, as an OIC institution, takes its legitimacy from its Statute (as a treaty of establishment) and the OIC and OIC/SMIIC standards are developed with the contribution of Member States, liaisons and also relevant OIC institutions.

## **Development of OIC/SMIIC standards?**

SMIIC's system of standards development aligns with the international practices and SMIIC works in cooperation with the international, regional and national stakeholders to have widely accepted standards for common use.



# HISTORY OF SMIIC



## Launch of SMIIC IS

Establishment of **Strategy and Action Plan Committee** Adoption of **SMIIC Strategy Plan 2016-2020**

Establishment of new Committees:

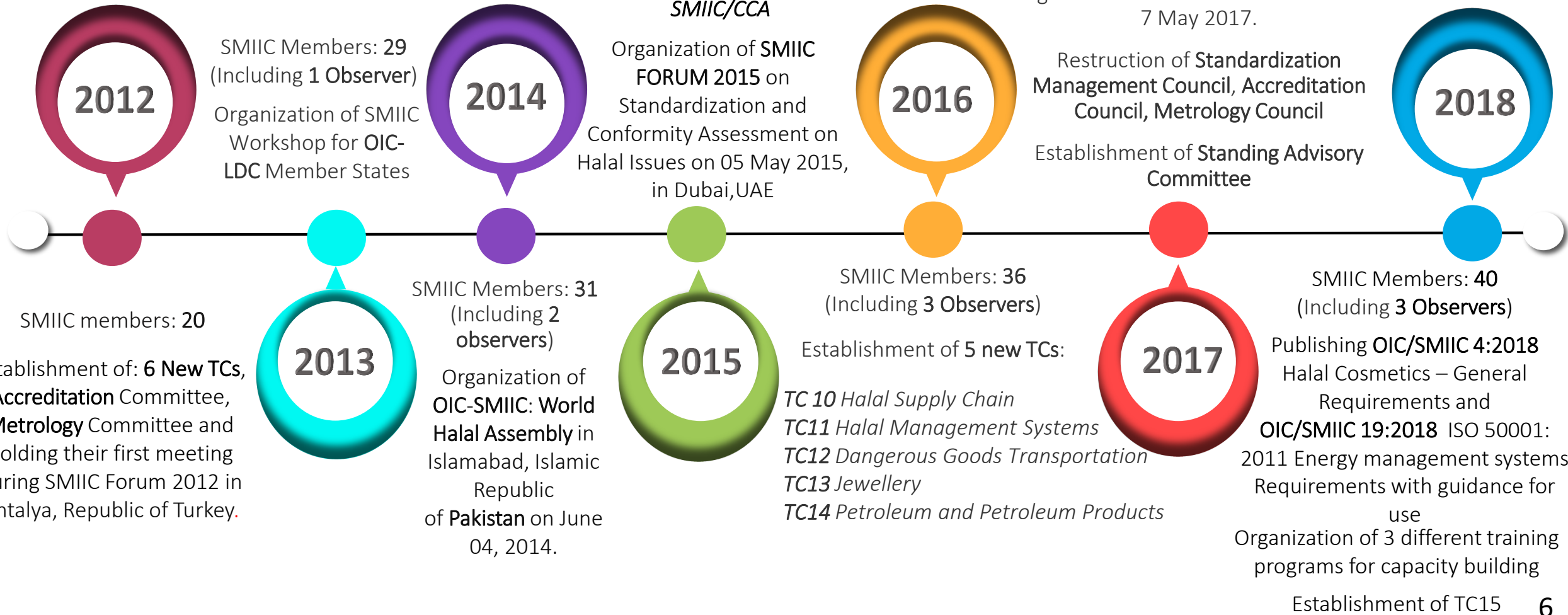
*TC8 Leather and Tanning Material*  
*TC9 Textiles and Related Products*  
*SMIIC/CCA*

Publishing **OIC/SMIIC 5** General Guidelines on OSH

Revision of **SMIIC Internal Regulations** (*Statute, Rules of Procedure, Financial Regulations and Staff Regulation*) New organizational structure effective from 7 May 2017.

Restruction of **Standardization Management Council, Accreditation Council, Metrology Council**

Establishment of **Standing Advisory Committee**







## Mission

To develop common standards and other relevant specific standards through a voluntary standardization process to expedite exchange of goods and services among Member Bodies/States targeting uniformity in metrology and laboratory services, standardization, and accreditation activities supporting sustainable economic growth, within the frame of health and environmental protection, promotion of innovation and ensuring safety issues.



## Vision

To become a leading actor by making key contribution to the economic improvements and to the welfare of its Member States by means of aiding in developing and establishing quality infrastructure and high quality standards.



According to SMIIC Statute, SMIIC Members are **States** yet not bodies and only OIC Member States can be SMIIC Members

The Member State is an OIC Member State represented by its nominated national body most broadly representative of standardization or metrology or accreditation in the OIC Member State.

Member States take an active role in the development of OIC/SMIIC standards by participating and voting in technical and senior management meetings.

Status of the observer may be granted to the national bodies most broadly representative of standardization or metrology or accreditation in the OIC Observers.

The Observers follow the development of the OIC/SMIIC standards by attending technical and senior management meetings and have no right to vote in the organs of the Institute.

- ❖ Relevant bodies of each Member State on standardization, metrology and accreditation are represented in relevant organ of SMIIC.
- ❖ Member States and Observers can adopt and sell OIC/SMIIC standards nationally.

# Cooperation network

- SMIIIC aims to cooperate with regional or international institutions and organizations interested partially or wholly in standardization or related activities with the aim of encouraging implementation of its standards and reducing work overlaps. The Secretary General shall be responsible for carrying out this cooperation.

*Such as:*

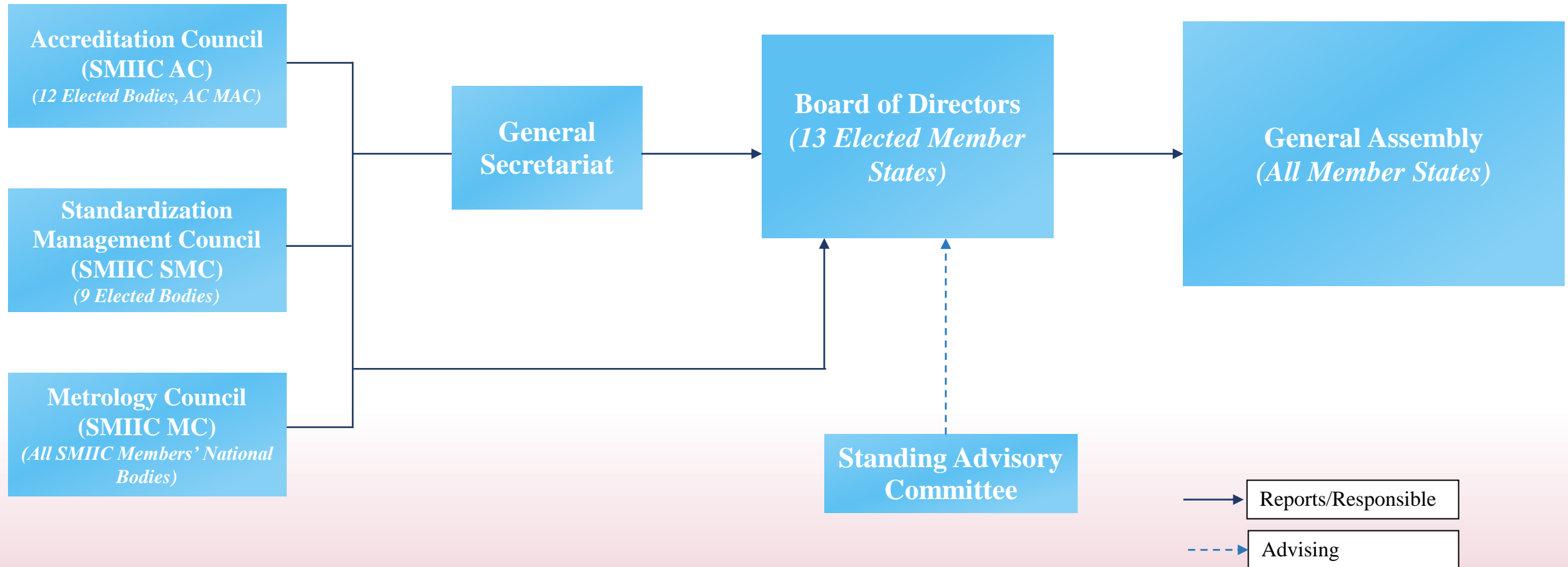
- GCC Standardization Organization (GSO)
- Arab Industrial Development and Mining Organization (AIDMO)
- International Trade Centre (ITC)
- African Organisation for Standardisation (ARSO)

- You may find the other relevant partners on SMIIIC website and also **The Concept of Partnership/ Liaisonship with Regional/ International Organizations/Institutions** for further information.
- See <https://www.smiic.org/en/organisations> for the list of SMIIIC Partners.





# Organizational Chart



- The General Secretariat is responsible for the programs, plans and decisions of the SMIIC and headed by the Secretary General of the Institute .

## General Assembly

The General Assembly is the supreme decision-making organ of the SMIIC and composed of all Member States and Observers. The General Assembly meets at least once each year in an ordinary session at the Headquarters of the SMIIC or at any other venue as it may be agreed by Member States. General Assembly makes decisions stated in the Statute and operates in accordance with the Rules of Procedure.

## Board of Directors

The Board of Directors of the SMIIC is responsible for the supervision of the execution of the programs, plans and activities of the Institute. The Board of Directors comprises of thirteen members, including the host country as the permanent member, elected by the General Assembly for a term of three years. Any member of the Board may be re-elected for successive terms.

The Board elects a chairman and three vice-chairmen among its members for a term of three years and re-electable for successive terms.

The Board of the Directors holds at least two meetings every year and is responsible before the General Assembly.

Board of Directors operates and makes decisions in line with the Statute, Rules of Procedure and Terms of Reference of Board of Directors.

## **Chairman of the Board of Directors**

Chairman of the Board of Directors runs the meetings of the Board of Directors and General Assembly with complete impartiality.

Chairman of the Board of Directors assumes his/her responsibilities within the framework of Statute, Rules of Procedures, Terms of Reference and Job Descriptions and conducts the meetings of the Board of Directors and General Assembly.

Chairman of the Board of Directors provides necessary support to the General Secretariat.

## **Vice-Chairmen of the Board of Directors**

Vice-Chairmen of the Board of Directors are responsible for steering meetings of the Permanent Strategy or Finance Committees or Councils to which they are designated.

They also maintain impartiality while conducting these meetings or assisting the Chairman in running the Board of Directors and General Assembly meetings.





## Secretary General

Secretary General is elected by the General Assembly for a period of three years and re-electable for successive terms. Overall management of SMIIC's daily activities are headed by Secretary General who is responsible for reporting to the Board of Directors on progress of implementing the Strategic Plan and achievement of Councils and overall activities of the General Secretariat. Responsibilities of the Secretary General can be summarized as:

- Formulating and recommending policies to the General Assembly and the Board of Directors and implementing the approved policies.
- Developing implementation and operating plans that reflect the key strategic objectives and priorities highlighted in SMIIC Strategic Plan
- Assisting SMIIC Member States to develop OIC/SMIIC standards.
- Representing the Institute at international fora and meetings, establishing working relationships and maintaining contacts with the Member States and Observers as well as with other international organizations and institutions.
- Signing the official documents, protocols, reports, minutes of the meetings, agreements, contracts, MoU's, Notes, etc. on behalf of SMIIC.
- Bearing full responsibility for the management of fiscal resources of the General Secretariat, ensuring the proper and timely allocation of funds, supervising the preparation of the budget of the General Secretariat and submitting it to the General Assembly for its approval.



## SMIIC Strategic Plans

SMIIC's activities are projected and carried out in accordance with its five-year Strategic Plans which are approved by SMIIC General Assembly. Implementation of SMIIC Strategic Plans is monitored by the SMIIC Board of Directors.

Five main strategic objectives are for the 2016-2020 term:

1. Develop high-quality standards that can be used regionally and internationally
2. Enhance society confidence and quality infrastructure
3. Improve connectivity and integration between members
4. Develop networking for success
5. Develop and improve utilization of resources and capabilities

# WHO APPROVES WHAT?

## GENERAL ASSEMBLY

SMIIC Internal Regulations  
*(Statute, Rules of Procedure,  
Financial&Staff Reg.)*



## GENERAL ASSEMBLY

Calculation of Mandatory Contribution



## GENERAL ASSEMBLY

SMIIC Strategy and  
Supplementary documents



## BOARD OF DIRECTORS

Terms of References of SMIIC  
Councils and Approval of Councils'  
Chair and Vice Chair Elections



## GENERAL ASSEMBLY

Budget Proposals



## BOARD OF DIRECTORS

Membership  
Applications to SMIIC



## GENERAL ASSEMBLY

Financial Reports of the  
External Auditor Company



## SMIIC COUNCILS

-SMIIC Directives  
-Guides, Regulations and Reports







### **Metrology Council (MC)**

Metrology Council (MC) is responsible for making cooperation in all types of metrology activities and policies among SMIIC Member States and consists of a Chair and members from national metrology institutes of the Member States and Observers of SMIIC.

### **Accreditation Council (AC)**

AC is carrying out activities to establish an accreditation scheme in the OIC Member States and is responsible for implementing OIC/SMIIC accreditation standards, performing peer assessment. Accreditation Council (AC) consists of members from national accreditation bodies authorized by Member States and Observers of SMIIC.

MC and AC prepare their annual work plans in line with the SMIIC Strategic Plan and report the progress to the Board of Directors. The chairs of MC and AC are elected by their members and approved by the Board of Directors.

# SMIIC Committee on Conformity Assessment (SMIIC/CCA)

SMIIC/CCA is responsible for the preparation of policies and standards (including guidelines, criteria, technical specifications etc.) for bodies involved in testing, calibration, certification, inspection, accreditation, and other related standards especially halal conformity assessment and accreditation.

SMIIC/CCA may propose relevant globally recognized regional or international standards to SMIIC General Secretariat for direct adoption.

Membership of SMIIC/CCA is open to all interested Member States of SMIIC as participating (P) or observer (O) members, to Observer States as observer (O) members and to interested liaison organizations active in conformity assessment.

SMIIC/CCA is composed of Chair, Secretary, P-members, O-members and liaison organizations and can set up WGs if deemed necessary. SMIIC/CCA holds at least one annual meeting unless otherwise agreed by the SMIIC/CCA.

The committee shall prepare, systematically review and revise OIC/SMIIC deliverables in accordance with SMIIC Directives and other related SMIIC documents.



## Standardization Management Council (SMC)

Standardization Management Council is responsible for the general functioning and coordination of technical committees along with the development/revision of SMIIC Directives and OIC/SMIIC standards in cooperation with Member States. Standardization Management Council consists of a Chair and 9 Member States appointed or elected by the Board of Directors.

The Chair of SMC as one of the Vice-Chairmen of Board of Directors, is assigned by the Board of Directors.

The Secretary of SMC is appointed by Secretary General among the General Secretariat staff. SMC prepares annual work plan in line with the SMIIC Strategic Plan and report the progress to the Board of Directors and may meet at least once in a year.





## Structure of SMIIC Technical Committees - Essential Principles

The development and maintenance of OIC/SMIIC standards and other deliverables are carried out by technical committees (TCs) or their subcommittees or project committees.

TCs and project committees are established by the Standardization Management Council while subcommittees are established by the TCs. Project committees cannot establish subcommittees unless they become a TC.

Scope of a subcommittee must be in line with the scope of its parent technical committee.

Project committees act like TCs while developing standards yet they are established to develop one specific standard and upon the publication of the standard, project committees are disbanded unless they are transformed into a TC, as needed.

Technical committees, subcommittees and project committees can set up **working groups** which are comprised of experts to study and concentrate on particular projects.

In working groups, the experts act in a personal capacity and not as the official representative of the P member or a liaison organization.

### Committees:

Technical Committees

Subcommittees

Project Committees

## Structure of SMIIIC Committees - Essential Principles

**Ad hoc groups** can be also set up to assist technical works should the need arise and they are automatically disbanded upon the completion of their assigned task. **Task force groups** may also be set up to give tasks to P-members for the editing, translation etc. and initial drafts if the committee decides not to establish a working group for that project.

Meetings of these committees are attended by P-members, O-members and relevant liaison organizations.

TCs must conduct their activities in line with their scope and strategic business plans which also refer to the activities of their subcommittees.

Strategic business plans are prepared by taking into account the business environment and aimed to give a prospective view on emerging needs.

SMIIIC Committees work on project-basis to lead to the issue of a new, amended or revised OIC/SMIIIC Standard.

# Management of Technical Committees

## The Committee Secretariat and Secretary

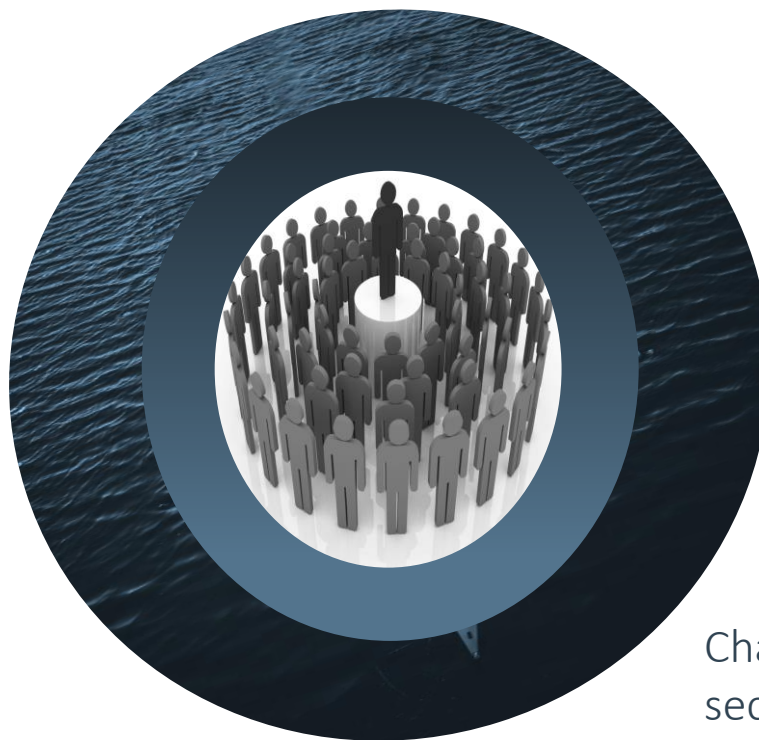
All SMIIC technical committees have a secretariat post to which a member state is assigned by mutual agreement and has the responsibility for providing technical and administrative services.

Member States holding the secretariat of a committee is also by default a participating member (p-member) in the committee.

Secretary is the person appointed by the member state -secretariat - to manage the required services of the committee and acts impartial by divesting him/herself of a national position.

The secretariat is responsible for ensuring that the SMIIC Directives and the decisions of the Standardization Management Council are followed and implemented.

Secretaries should conduct all committee activities by correspondence as much as possible and keep committee active.



## The Committee Chair

Chairs of technical committees are nominated by the secretariat of a committee and approved by the Standardization Management Council for a specific period.

Chairs ensure the implementation of policy and strategic decisions of the SMC.

Chairs advise SMC on important matters relating to that TC via TC secretariat.

Chairs of the SCs are nominated by secretariat of the SC and appointed by the parent technical committee for a specific period.

Chairs are expected to conduct meetings with complete impartiality and reach consensus while taking decisions. Chairs cannot serve concurrently as the delegate of a member body state in this committee.

**□ Secretary and Chair work together in conducting committee activities.**





## **Committee members**

(Technical Committee, Subcommittee and Project Committee)

All SMIIC Member States have the right to participate in the work of SMIIC committees either as a Participating-member (P-member) or an Observer-member (O-member).

Observers of SMIIC may also participate in the work of SMIIC Committees as O-members.

### **P-members**

SMIIC Member States who actively participate in the work of SMIIC committees and are obliged to vote on all official committee ballots and contribute to meetings by identifying experts who may contribute to TC activity.

### **O-members**

SMIIC Member States and observers who wish to follow the work as an observer; receiving committee documents and submitting comments, and attending meetings without right to vote at any stage of standardization process.

**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.**

## Working Groups

It is recommended that Working Groups be reasonably limited in size in terms of membership. Restricted number of experts individually appointed by the P-members and liaison organizations, will work more effectively in dealing with the specific task allocated to the Working Group.

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 experts keep close contact with their P-member or organization in order to inform them about the progress of the work and various opinions in the Working Group at the earliest possible stage.





## Working Group Convenors

Working group convenors are appointed for up to three-year terms by the parent committee which may be a technical committee, project committee or subcommittee.

Appointment of the convenor is confirmed by the Member State (or liaison organization). The convenor may be reappointed for additional terms of up to three-years.

The convenor is responsible for steering the experts in the WG and the committee towards consensus.

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

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

**For further information on Secretary, Chair and WG Convenor, please see SMIIC Directives Part 1.**



## Ad hoc groups

TCs or SCs may establish ad hoc group 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 is given to delegates who are present at the meeting of the parent committee and supplemented, if necessary, by experts appointed by the committee.

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

## 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.



## Meetings

Committees may use modern electronic ways to conduct their work (e-mail, groupware and teleconferencing) wherever possible.

Committees hold meetings only when it is necessary to discuss Committee Draft or other issues which cannot be resolved by any other means.

Meetings can be reviewed under two headings:

- Committee meetings (technical and project committees, subcommittee)
- Working group meetings

While planning committee meetings, the possibility to organize meeting weeks –including a number of committees with different subjects - can be taken into account.

Online meetings can also be organized by SMIIIC General Secretariat through the Zoom, a software for video conferencing .



Although the official working languages of SMIIIC are Arabic, English and French, meetings are conducted in English by default.

## **Committee (technical and project committees, subcommittee) Working Group (WG) Meetings Meetings**

Committee meetings are attended by the members of the committee.

The secretariats of the committees must send the agenda and all other basic documents (NPs etc.) to the delegates and General Secretariat at least 6 weeks before the date of the meeting.

The date and place of a committee meeting is subject to agreement between the Chairman, the Secretary, the SMIIC 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.

A member state wishing to act as host for a particular meeting shall contact the SMIIC Secretary General and the TC or SC secretariat concerned.

WG meetings are attended by the experts assigned by P-members and liaison organizations.

WGs may use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. Zoom can be used for online meetings.

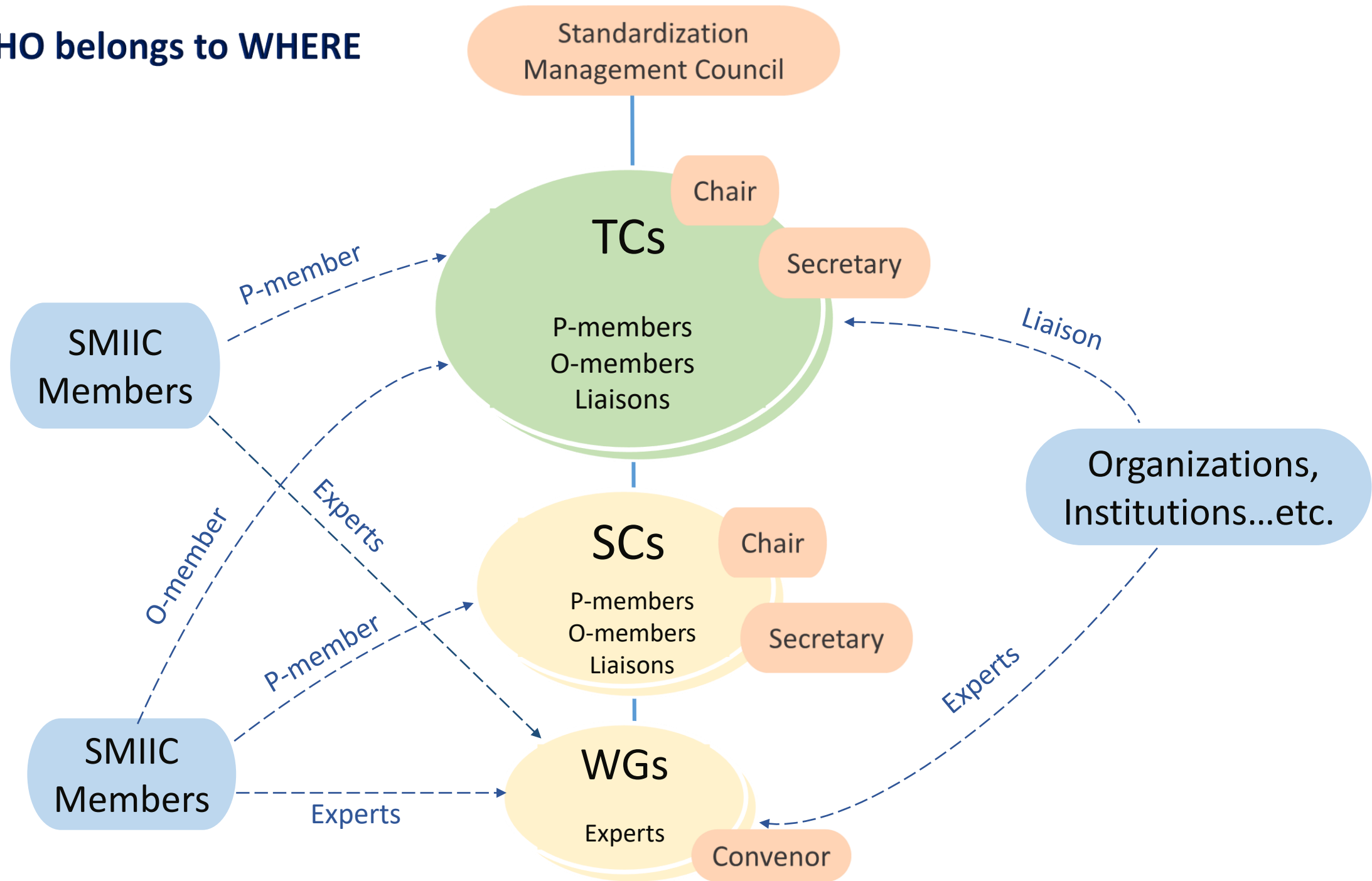
When a meeting needs to be held, notification of the meeting must be sent to its members and to the secretariat of the parent committee by the convenor at least 6 weeks before the meeting.

Arrangements for meetings shall be made between the convenor and the member of the WG in whose country the meeting is to be held.





# WHO belongs to WHERE



## Section 2: Developing OIC/SMIIC standards

### Main Documents for Standards Development Directives (Part 1 and Part 2)

Standardization is handled by Technical Committees (TCs). The TCs are the key bodies that drive the standardization and are comprised of experts from the members. The technical work of the TCs is conducted according to the rules defined in the SMIIC Directives (Second Edition) which are issued by the SMC on 07 April 2019.

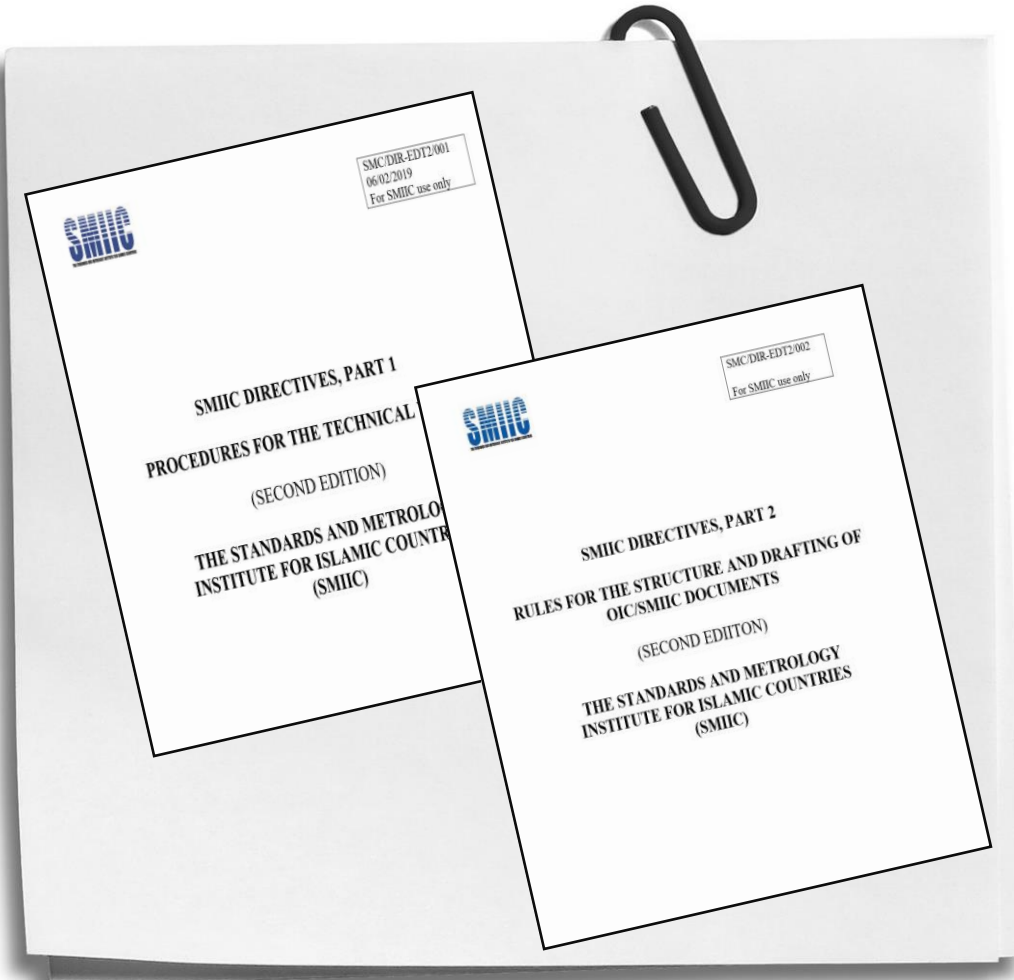
The SMIIC Directives are published in two parts:

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

**Directive Part 1** sets out the procedures to be followed within SMIIC in carrying out its technical work: primarily the development and maintenance of OIC/SMIIC Standards according to the required stages specified in the document.

**Directive Part 2** includes rules for the structure and drafting of OIC/SMIIC standards in order to ensure that format is consistent and statements are precise.

All experts, secretaries and chairmen must learn these documents very well to act in line with the rules.

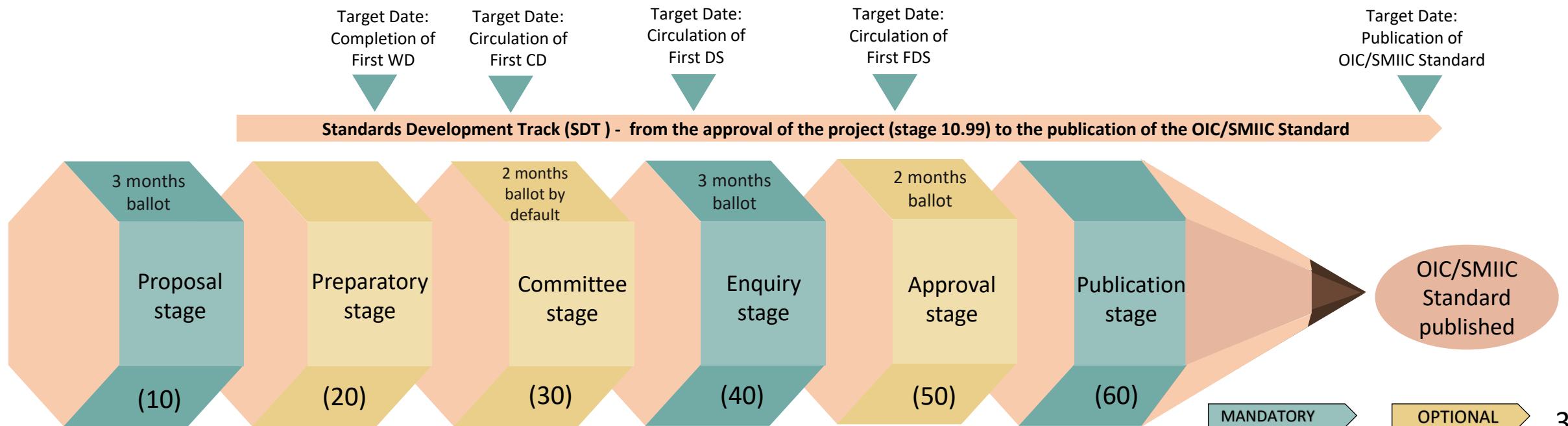


*For more information, please visit*  
<https://www.smiic.org/en/directives-1>

# Principles of developing standards

## Stages for standards development

- A **project** is any work intended to lead to the issue of a new, amended or revised OIC/SMIIC Standard.
- OIC/SMIIC Standards are developed on the basis of a **project approach** and through a sequence of **project stages**. These stages are summarized below and detailed information is given to have a general overview.
- The **programme of work (or work programme)** of a TC or SC comprises all projects allocated to that TC or SC, including maintenance of published standards.
- Whenever a new proposal is approved as a new project in the programme of work, the TC or SC shall select a **standards development track (SDT)** for 12, 18, 24, 36 or 48 months and shall establish the **target dates** for the completion of first working draft (WD), circulation of the first Committee Draft (CD), first draft standard (DS), Final Draft Standard (FDS) and the publication of OIC/SMIIC Standard. 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.
- 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. 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.





## Stages for standards development

### Proposal Stage

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 or a TS can be proposed as a **New Work Item Proposal (NP)** by a Member State, Secretariat of that TC or SC, another TC or SC, an organization in category A liaison, SMC or the Secretary General.

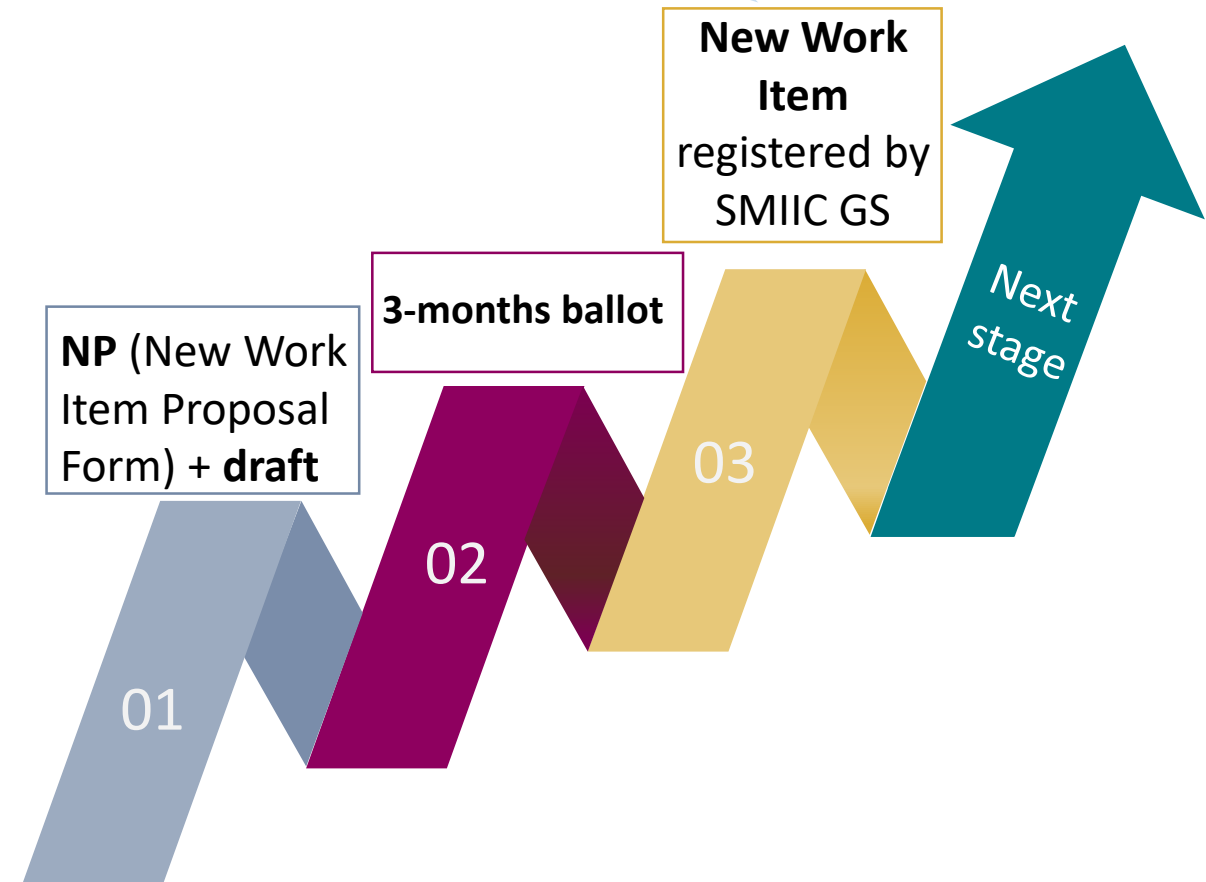
Each NP is submitted to the committee for vote in electronic balloting portal using appropriate form.

Once a NP is accepted, it is registered in the programme of work of the relevant TC or SC as a new project and upon the inclusion of the project in the programme of work, the proposal stage ends.

This stage is **mandatory** for developing new standards, however in case of amendment or revision to existing OIC/SMIIC standards, this step can be skipped.

When the proposal is approved;

- 1- Select the Standards Development Track
- 2- Set the target dates
- 3- Assign the project leader



## Stages for standards development

### Preparatory Stage

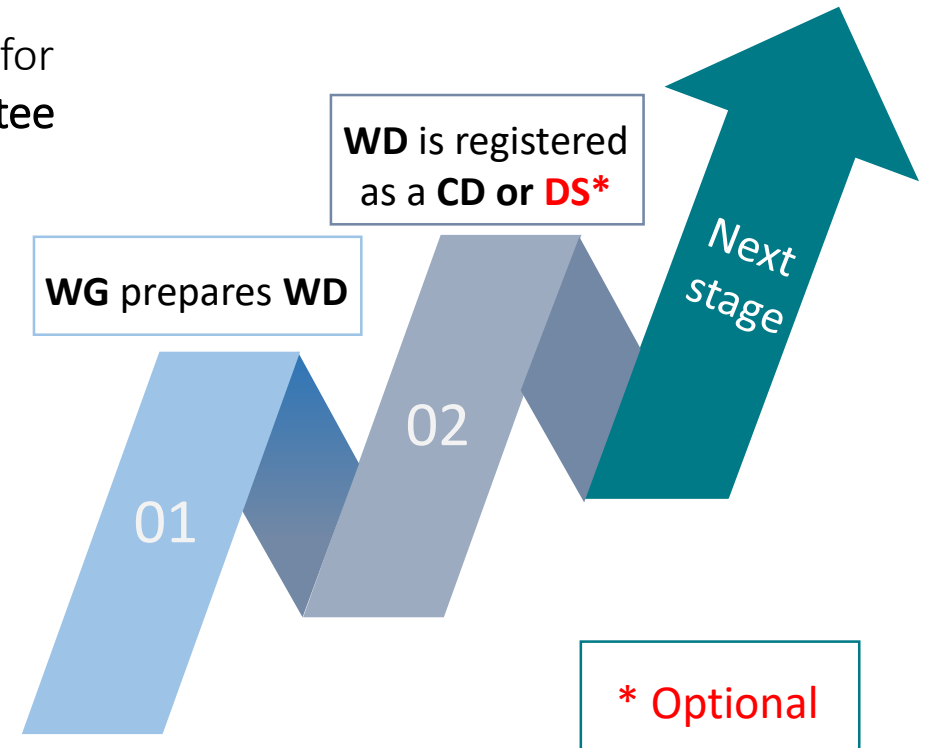
The preparatory stage covers the preparation of a **Working Draft (WD)** conforming to the Directives, Part 2.

Parent committee either at a meeting or by correspondence set up a Working Group, the convenor of which will normally be the project leader.

This Working Group defines the tasks and sets the target dates for submission of drafts to the parent committee.

The preparatory stage is optional and ends when a WD is available for circulation to the members of the parent committee as a first **Committee Draft (CD)**.

Following consultation with WG Experts, Convenor/Project Leader may propose to the parent technical committee to skip the CD Stage and proceed to Draft Standard (DS) Stage. The final decision is taken by the parent committee by consensus through a 4 week Committee Internal Ballot or at a meeting.



## Stages for standards development

### Committee Stage

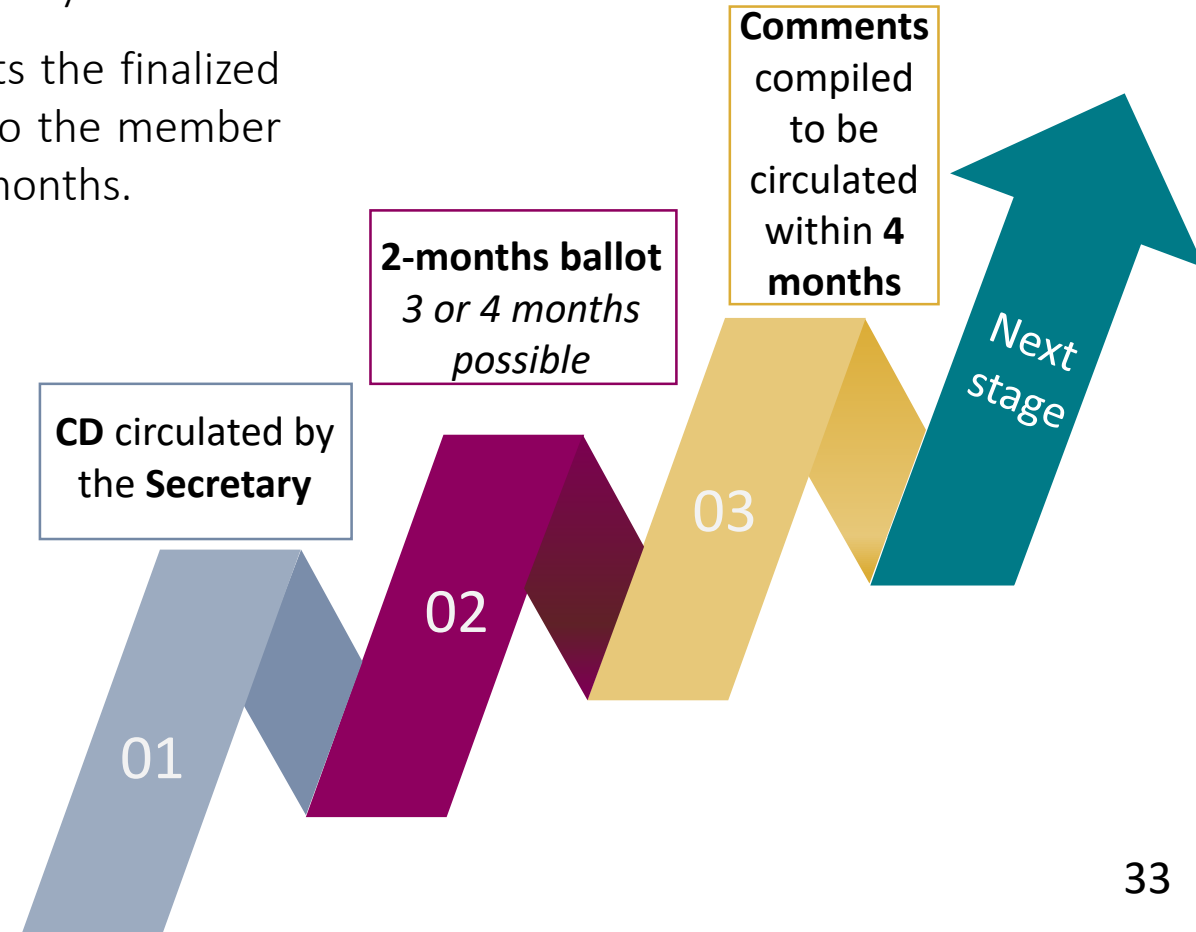
The committee stage is the principal stage at which comments from member states are taken into consideration, with a view to reaching consensus on the technical content. Member states are expected to carefully study the texts of CD and submit all pertinent comments before the deadline.

Successive CDs can be re-circulated until the consensus is reached by the P-members.

When consensus is reached in a TC or SC, its secretariat submits the finalized version of the draft in electronic form suitable for distribution to the member states for enquiry to the General Secretariat within maximum 4 months.

The committee stage ends when all technical issues are resolved and a CD is accepted for circulation as a **Draft Standard (DS)** and is registered by the General Secretariat.

*How to skip the CD Stage: Proposal by WG and Project Leader or Confirmed by a committee decision (1 month CLB or at a meeting)*



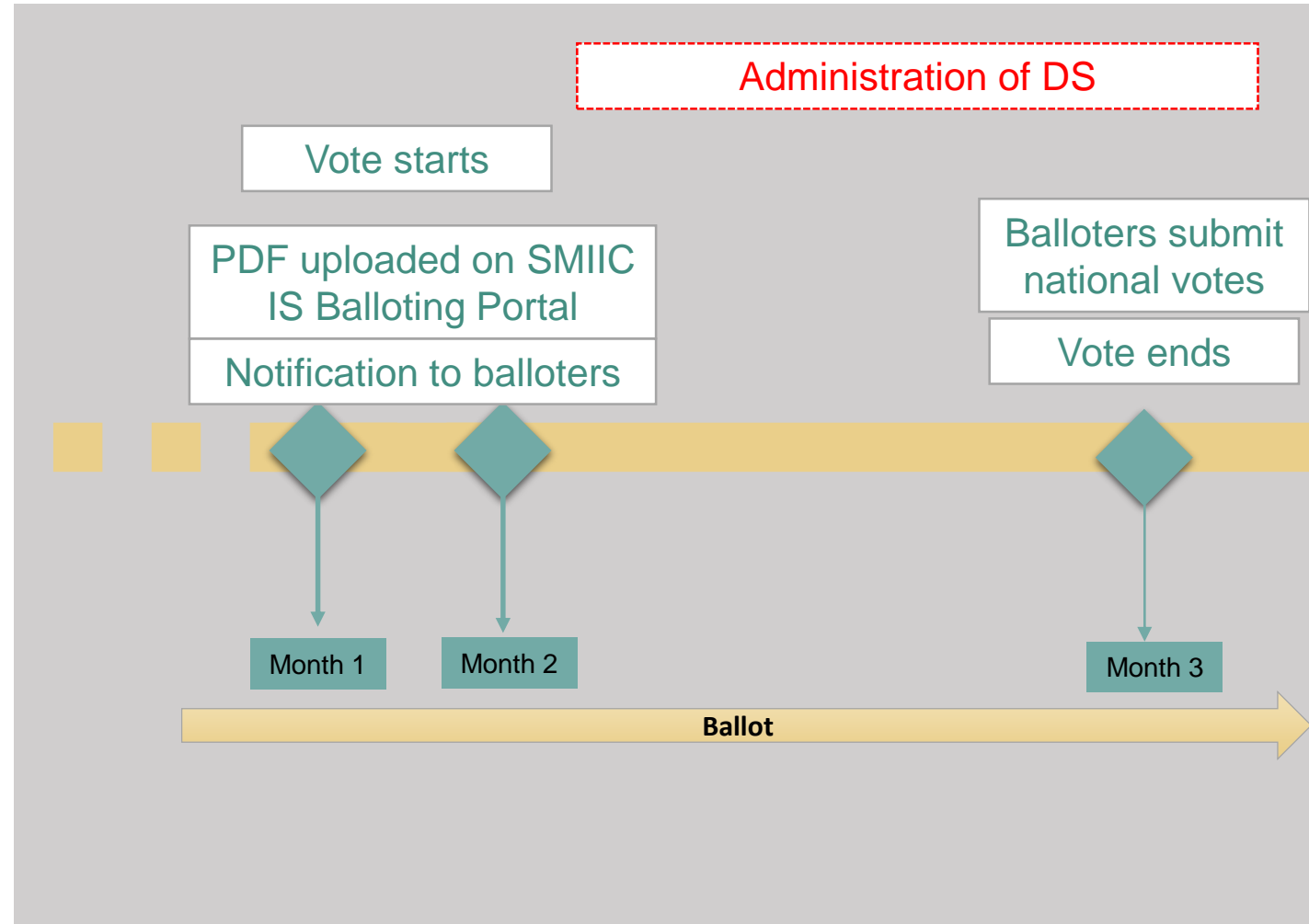
## Stages for standards development

### Enquiry Stage

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

A DS is approved if two-thirds majority of the votes cast by the P-members of the TC or SC are in favour, and not more than one-quarter of the total number of votes cast are negative.

The enquiry stage (DS Stage) ends with the registration, by the General Secretariat, of the text for circulation as a **final draft standard (FDS)** if needed or publication as an OIC/SMIIC Standard.





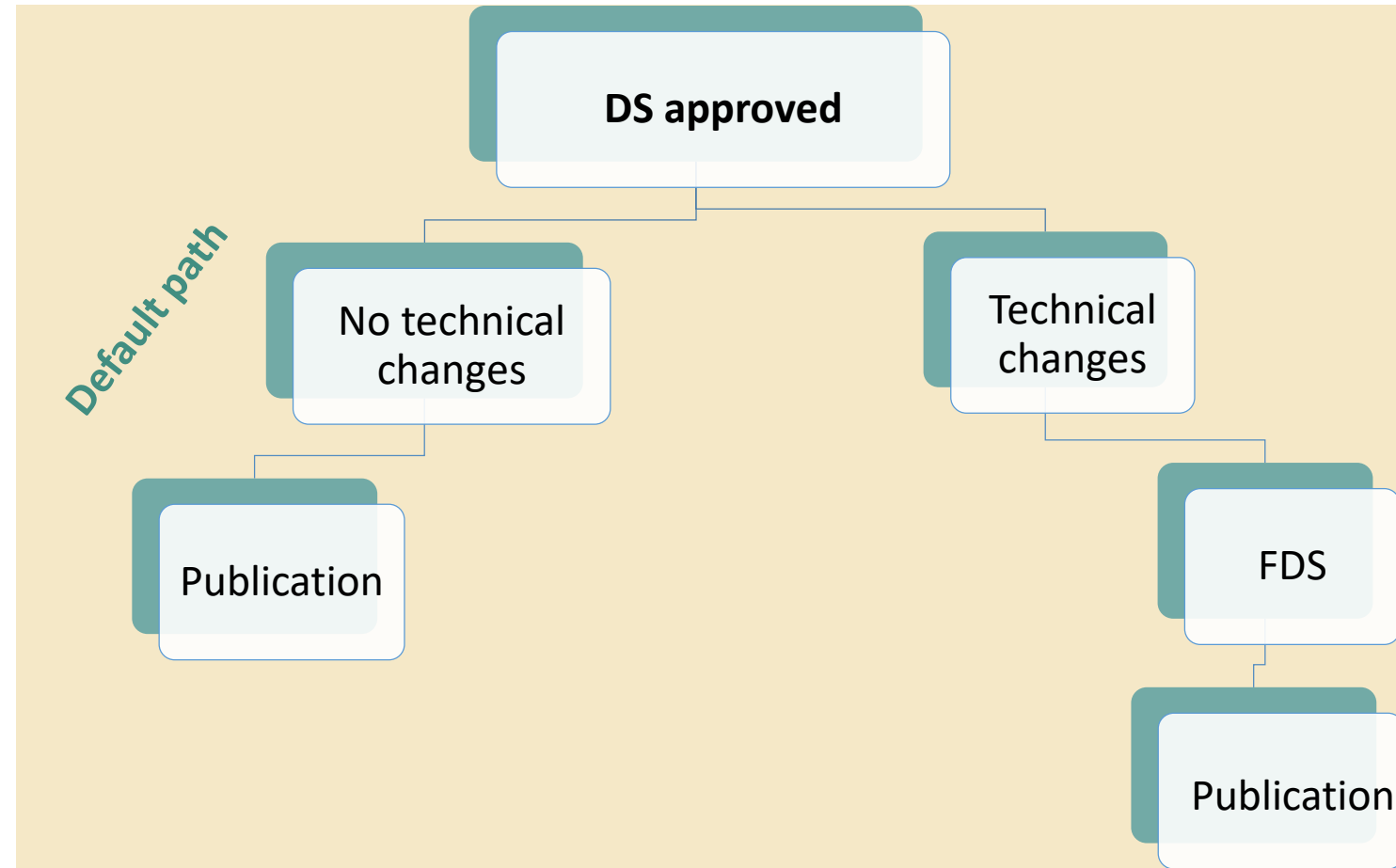
## Stages for standards development

### Approval Stage

This stage is optional and will be automatically skipped if the DS is approved. This means; DS meets the necessary approval criteria and no technical changes are made to the document.

If there are major technical changes, Final Draft Standard (FDS) is distributed by the General Secretariat within 3 months to all member states for a 2-month vote.

An FDS having been circulated for voting is approved if a two-thirds majority of the votes cast by the P-members of the TC or SC are in favour, and not more than one-quarter of the total number of votes cast are negative.

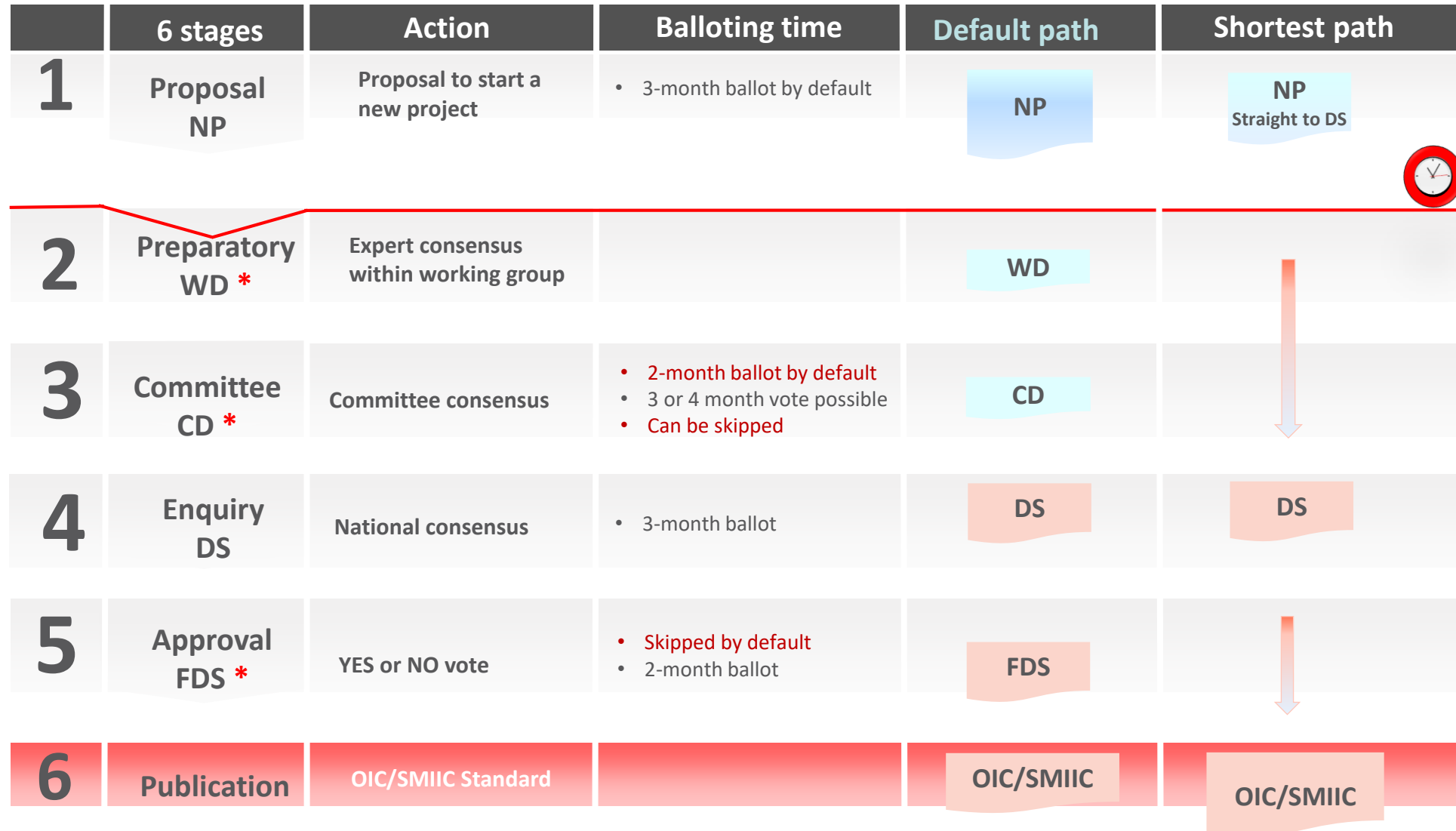


### Publication Stage

Within 6 weeks, the General Secretariat by taking into account the editorial comments on FDS, corrects any errors and print and distribute the OIC/SMIIC Standard. The publication stage ends with the publication of the OIC/SMIIC Standard.



# Development of OIC/SMIIC standards



\* OPTIONAL

TC Sec. Admin. (CIB)

GS Admin.

## Other SMIIC Deliverables

### Technical Specifications (TS)

Technical Specifications are normative documents which refer to technical work under development and not requiring immediate action to be converted into a standard. Consensus in a committee is necessary to make decision.

### Technical Reports (TR)

Technical Reports are informative documents which may refer to collected data of a different kind from that is normally published as an OIC/SMIIC Standard including 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.

### Guides

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



## Section 3: Expectations from you

### **Involve in decision-making process**

As a delegate or an expert, SMIIIC needs your commitment and devotion to actively participate in meetings –BOD, GA, all committee and WG meetings- and fulfill the responsibilities that you are expected of.

As in international practices, you are the key actors in developing standards and by ensuring effective representation, you are assumed to adhere to the principles and obligations that your engagement in SMIIIC brings along.

In SMIIIC committees, decisions are taken by consensus and by vote of which procedures are given in detail in Directive Part 1. For those eligible, voting is an obligation and has different kinds of approval criteria according to used ballots.

**ONLY ONE VOTE PER MEMBER MAY BE CAST**





## Use SMIIC Information System (IS)

SMIIC IS is designed to support the standard development process in an electronic collaborative environment for the work of SMIIC's committees. Use of SMIIC IS will harmonize and simplify the registration and management of data concerning the individuals who act representatives of SMIIC member states in **technical committees**, **subcommittees** and **working groups**.

### SMIIC IS Dashboard

Users  
Committees  
Project Portal  
Balloting Portal  
Members



Via IS you may access :

- Member list
- E-mails and notifications
- Links to meetings and ballots
- Working area for SMIIC TCs, SC, and WGs

**Easy Access to the documents of  
SMIIC General Secretariat and  
Technical Committees**

**SMIIC IS** has various tools to make your job easier and faster!

All you need is to stay connected and utilize notes, documents and guides etc. and follow the developments in Technical Committees and all other activities.

### **USERS' Directory**

Administrative application for managing experts and their roles, Committees, and permissions etc.

### **Committees**

Project Management tool for the Committee Secretary that offers detailed information about Standards development projects.

### **Meeting Management**

A database of meetings and their outcomes.

### **Project Portal**

Online document management and collaboration for Committees and specifically developed to aid the standards development process.

### **eBalloting**

Electronic platform used by NSBs to vote on SMIIC committee projects and documents.



A top-down view of a wooden desk. In the top left, a portion of a laptop keyboard is visible. Below it is a smartphone displaying a list of messages. To the right of the phone is a large calendar sheet with a grid showing days of the week and dates. Further right is a white mug filled with dark coffee. Below the mug is a black alarm clock. In the bottom left, there's a small potted plant. The background is a dark wooden surface. A large white diagonal line cuts across the image from the top left towards the bottom right.

## Prepare for meetings and meet deadlines

Attending meetings with proper **preparation** is very important to follow and actively involve. Notice of the meeting, the agenda and all the necessary documents are circulated to the delegates before the meeting by the General Secretariat. Reading these documents thoroughly will enable you to make valuable inputs during the meetings.

All delegates should regularly check SMIIC IS for the new documents and make preparations in this regard. This responsibility belongs to all delegates.

As delegates in senior official or technical committee meetings, you are expected to have consulted the responsible body in your country before the meeting and reflect its approach in these platforms.

Another important thing is **being consistently on time** for casting vote for all kinds of ballots in **SMIIC IS** and sending your comments for the documents to be discussed during the meetings. You can do your share by meeting deadlines which will save a lot of time and energy and reduce extra work.



## Promote SMIIC



Promote SMIIC by adopting and implementing OIC/SMIIC standards and contributing to its world-wide recognition. SMIIC needs your support at national level.

## Respect copyright



OIC/SMIIC standards, drafts and other SMIIC deliverables are all copyright-protected and Members are expected to protect SMIIC's interests and act accordingly.

## Stay connected



**SMIIC IS** is at your disposal for an easy access to all types of documents which will help you to know your role and responsibilities. You may also follow the most latest activities on social media accounts.



## Useful links

SMIIC Directive Part 1

<https://www.smiic.org/mysql/upload/files/201904/5caf6b83915b2-1555000195.pdf>

SMIIC Directive Part 2

<https://www.smiic.org/mysql/upload/files/201904/5caf6b8d2cbb7-1555000205.pdf>

SMIIC Strategic Plan

<https://www.smiic.org/en/smiic-strategic-plan>

List of SMIIC Members

<https://www.smiic.org/en/members>

SMIIC Partners

<https://www.smiic.org/en/organisations>

SMIIC GUIDE-1 GUIDE ON ADOPTION OF OIC/SMIIC STANDARDS

<https://www.smiic.org/mysql/upload/files/201612/5853b5d0302c4-1481881040.pdf>

