



# MY TC TASKS



A Useful Guide to Technical Committee (TC) works in understanding the roles and responsibilities of TC officers and all others involved.





# TABLE OF CONTENTS

<b>TC/SC Structure</b> <i>Technical Committees (TCs)</i> <i>Sub-Committees (SCs)</i> <i>Participation in TC/SC</i> <i>TC/SC responsibilities</i> <i>Project Committees</i> <i>Working Groups (WGs)</i> <i>Role of Working Group Convenor</i> <i>Ad hoc Groups</i> <i>Task Forces</i> <i>Liaisons</i>	<b>1</b>
<b>Roles of the Secretary General &amp; General Secretariat</b>	<b>7</b>
<b>Roles of the Standardization Management Council</b>	<b>8</b>
<b>TC/SC Chairman</b> <i>Appointment of the Chairman</i> <i>Roles of the Chairman</i>	<b>9</b>
<b>TC/SC Secretariat</b> <i>General requirements</i> <i>Appointment of the Secretary</i> <i>Roles and responsibilities of the TC/SC Secretary</i>	<b>11</b>
<b>Main Documents</b>	<b>15</b>
<b>Rules for developing standards – the basic principles</b> <i>Project Stages</i> <i>Standards Development Track (SDT) – Setting Target Dates</i>	<b>17</b>
<b>SMIC Information System (IS)</b>	<b>19</b>
<b>Important tasks with deadlines</b>	<b>20</b>

# Tc/sc structure

## *Technical Committees Sub-Committees*

### Technical Committees (TCs)

TCs are established and dissolved by the SMC:

- a simple majority of the member states voting are in favor of the proposal
- at least 5 member bodies have expressed their intention to participate actively, and allocates the secretariat,

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

TCs report to the SMC on a regular basis.

TCs are identified by their title and scope and work in accordance with their business plans.

### Sub-Committees (SCs)

SCs are established and dissolved by the 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.

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

SCs report to their parent committee.





## *Participation in TC/SC*

### Participation in TC/SC

Member States may choose to participate in TCs either as participating member or observer (P- or O-member) by informing General Secretariat as well as Committee Secretariat. SMIIC Observer States can only be observers of the TC/SCs.

P-members agree to participate actively in the TC/SC 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.

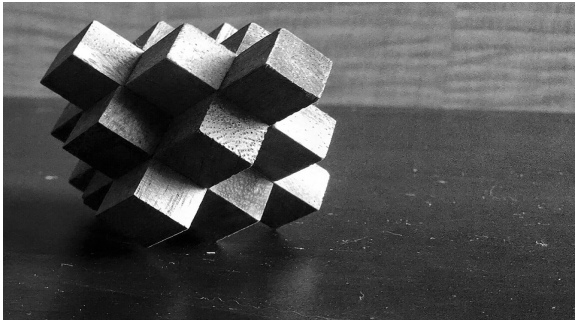
O-members agree to follow the work as an observer, and therefore to receive committee documents and to have the right to submit comments and to attend meetings.

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.

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.

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.





## TC/SC responsibilities

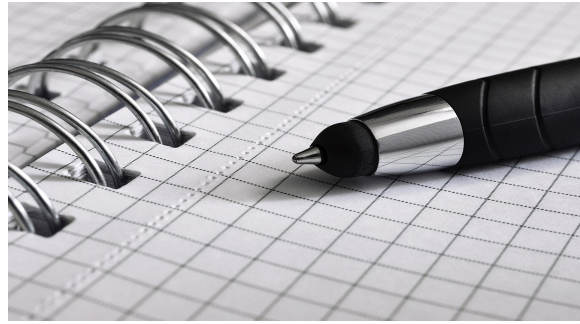
TCs or SCs may establish WGs for specific tasks.

TCs may decide to allocate tasks to TC Members or to task forces that comprises of TC Members.

TCs and/or SCs working in related fields establish and maintain liaison.

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

TC or SC may decide a project/subject to be published as a Technical Specification if there is not an immediate possibility of an agreement to publish an OIC/SMIIC Standard on this topic.



## Project Committees

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

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

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

PCs are disbanded – automatically – on completion of the project.



## Working Groups (WGs)

TCs or SCs may establish WGs for specific tasks.

A WG reports to its parent TC or SC through a convenor appointed by the parent committee.

A WG may comprise restricted number of experts individually appointed by the P-members and liaison organizations.

It is recommended that WGs be reasonably limited in size.



## Role of Working Group Convenor

Working group convenors are 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 supported by a secretariat, if needed and is responsible for:

- Managing the development of the project or maintenance of the publication(s)
- Organizing and chairing the WG meetings
- Preparing the meetings agendas, minutes and working drafts at least 6 weeks in advance of the meeting
- Reporting to the TC/SC secretary and chairman on any significant problem affecting the project
- Preparing drafts of all working documents related to the project





## 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 members of an ad hoc group are chosen from the delegates present at the meeting of the parent committee, supplemented, if necessary, by experts appointed by the committee.

The parent committee appoints a ***rapporteur***.

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.

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



## 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 and these experts may serve as Convenors or Project Leader,
- 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.

# Roles 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:

- establishment of technical committees (TCs);
- appointment of chairmen of TCs;
- allocation or re-allocation of secretariats of TCs and, in some cases, subcommittees (SCs);
- approval of titles, scopes and programs of work of TCs;
- approval of the first strategic business plan only;
- ratification of the establishment and dissolution of SCs by TCs;
- allocation of priorities, if necessary, to particular items of technical work;
- 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.
- monitoring the progress of the technical work with the assistance of the SMIC General Secretariat and taking appropriate action;
- reviewing the need for, and planning of, work in new fields of technology;
- maintenance of the OIC/SMIC Directives and other rules for the technical work;
- 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).
- transforming an existing SC into a new TC in consultation with the TC concerned.
- establishment of Project committees (PCs) and allocation of the secretariat of the PC to a member state amongst the offers received if the proposal did not originate from a member state.





*SMC may propose a reference document to be adopted as an OIC/SMIIC Standard. In this case the document is submitted for vote as an FDS to member states.*

*SMC approves the establishment and dissolution of technical committees, and revisions of the directives for the work of the technical committees. It deals with all matters of strategic planning, coordination, performance, and monitoring of technical committee activities.*

## **Roles of the Secretary General and General Secretariat**

- Secretary General of the Institute is responsible for implementing the OIC/SMIIC Directives and other rules for the technical work.
- General Secretariat arranges all contacts between the TCs and the SMC.
- Secretary General submits the agreed title and scope of TCs to SMC for approval.
- General Secretariat evaluates the eligibility criteria of the organization applying for a liaison with a TC/SC by consulting the member state in which the applicant is located.
- General Secretariat keeps reference copies of all OIC/SMIIC Standards and other OIC/SMIIC deliverables, including withdrawn editions, and keeps up-to-date records of member state votes in respect of these publications.
- 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.
- General Secretariat may decide to return the proposal to the proposer for further development before circulation for voting.
- General Secretariat announces the establishment of the PC and its membership to the member states.

A hand is shown writing the word "Standards" in a large, elegant cursive script on a chalkboard. The chalkboard has a textured, slightly mottled appearance with various shades of grey and white. The hand is holding a black marker and is in the process of finishing the letter 's'. The background is a blurred image of a person's face, suggesting a classroom or meeting setting.

# TC/SC Chairman

## Appointment of the Chairman

Chairman of TCs is nominated by the secretary.

Chairman of TCs is appointed by SMC for a period of 3 years, and maybe re-appointed for successive terms.

For a newly established TC, the first chairman may be appointed for an initial term of 6 years.

Chairman of SCs is nominated by secretariat of the SC.

Chairman of SCs is appointed for a period of 3 years and maybe re-appointed for successive terms by the TC.

Approval criteria for both appointment and extension is a simple majority vote of the P-members of the technical committee.

For a newly established SC, the first chairman may be appointed for an initial term of 6 years.

## Roles of the Chairman

The chairman of a TC or SC shall:

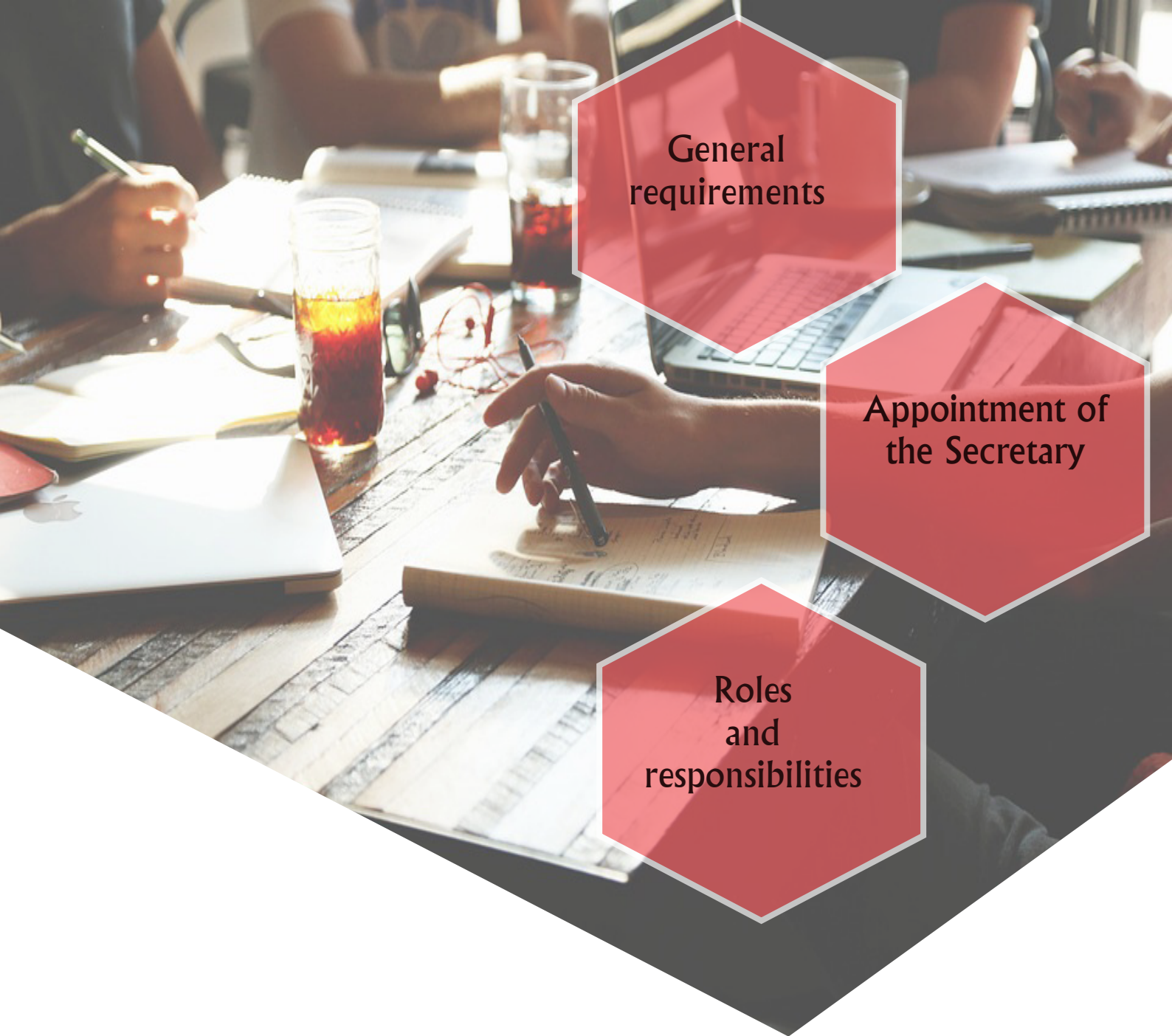
- act in a purely intra-OIC capacity, divesting himself/herself of a national position; thus he or she cannot serve concurrently as the delegate of a member state in his or her own committee;
- guide the secretary of that TC or SC in carrying out his or her duty;
- conduct meetings with a view to reaching agreement on CD by consensus of the members,
- ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;
- take appropriate decisions at the enquiry stage;
- 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;
- ensure that the policy and strategic decisions of SMC are implemented in the committee;
- 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;

*TC/SC Chairmen have critical roles and responsibilities for the continuation of the technical work and should work in harmony with the TC Secretaries.*









**General  
requirements**

**Appointment of  
the Secretary**

**Roles  
and  
responsibilities**

## **TC/SC Secretariat**

### **General requirements**

The secretary shall;

- 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;
- have sufficient knowledge of English and French, and/or Arabic;
- be familiar with the documentation supplied by the General Secretariat;
- have access to the internet and adequate communication facilities (telephone, telefax and electronic mail);

### **Appointment of the Secretary**

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.

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

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

The secretariat of a SC is allocated to a member state by the parent TC unless there is another offer.

If a member state wishes to relinquish the secretariat of a TC, it shall inform the General Secretariat by giving a minimum of 6 months notice.

A Committee cannot undertake any formal or informal activity if there is no secretary.

# Roles and responsibilities of the TC/SC Secretary

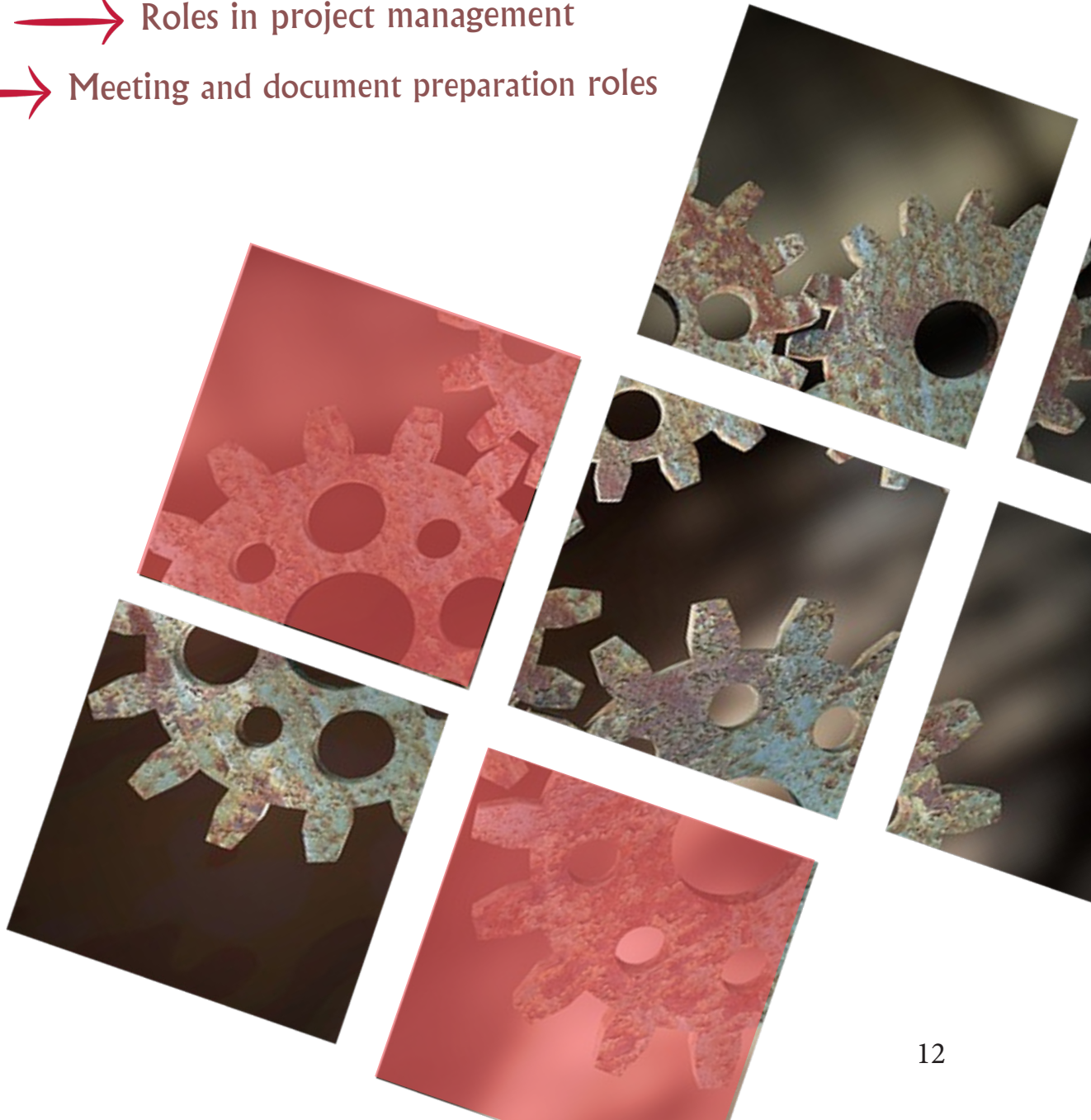
The secretariat is responsible for the following to be executed in a timely manner and the secretary shall;


- be impartial
- be familiar with the Statute and Rules of Procedure, as appropriate, with the SMIC Directives and other official documents;
- ensure SMIC Directives and SMC decisions are followed;
- be in a position to advise the committee on any point of procedure or drafting, after consultation with the General Secretariat if necessary;
- 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;
- make continuous supervision of the structure of the committee and its WGs if any;
- know the stages of projects to help in discussions;

→ IS roles

→ Roles in project management

→ Meeting and document preparation roles





TC Secretary is the key figure for the activities of a technical committee and willingness and devotion of the Secretary will certainly have an effect on the quality and efficiency of the conducted work.

## Roles and responsibilities of the TC/SC Secretary

### Meeting and Document Preparation Roles

**Announcing meetings**, meeting **preparation** and assisting to set meeting **dates** and **locations**;

**Preparing the agenda** which shall clearly state the starting and estimated finishing times and arranging for its distribution;

**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;

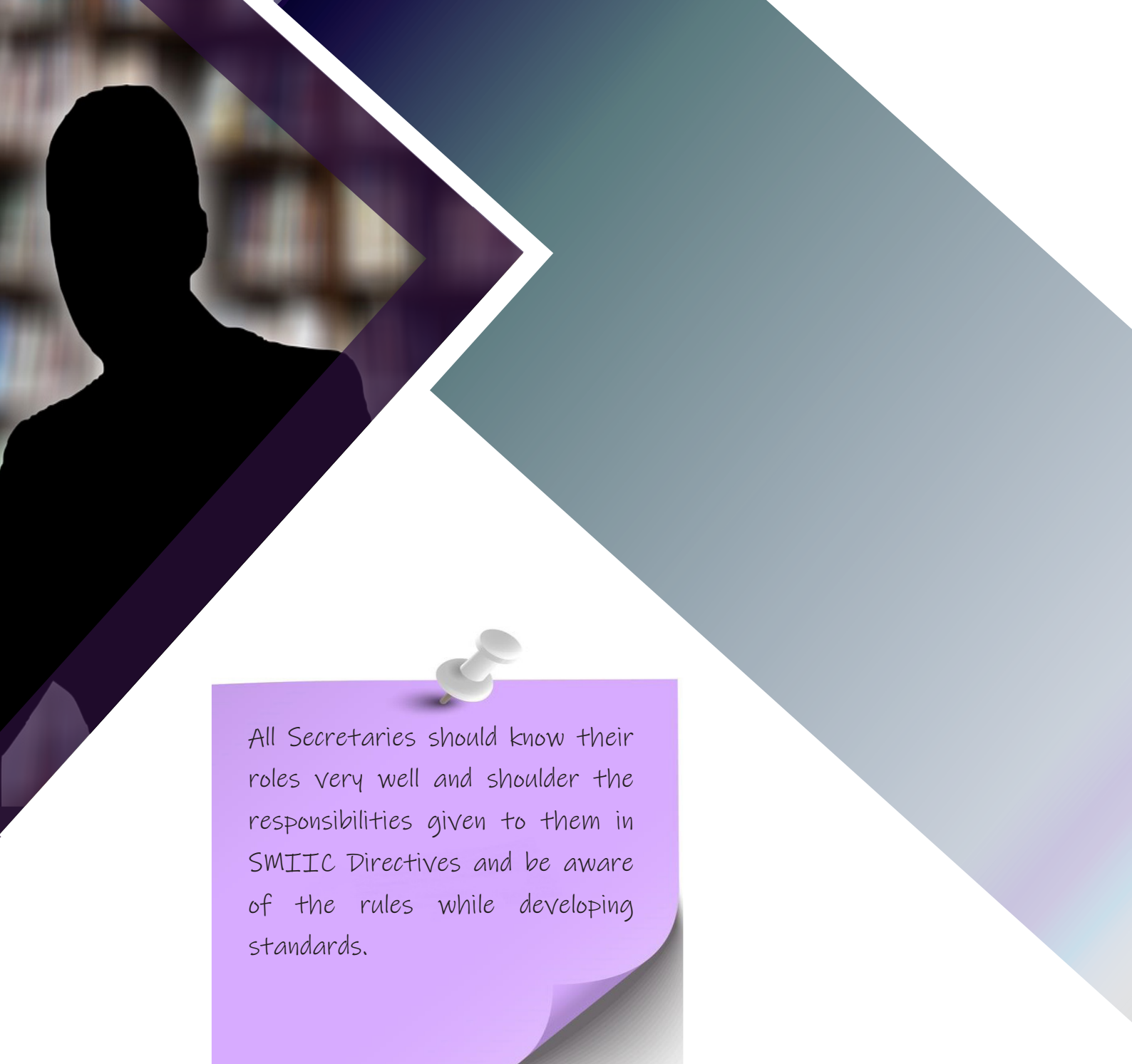
**Making the resolutions of meetings available** in writing for confirmation during the meeting;

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

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

**Giving N-number** to each document when distributing them to the TC/SC;





All Secretaries should know their roles very well and shoulder the responsibilities given to them in SMIIC Directives and be aware of the rules while developing standards.

## SMIIC IS Roles

Using SMIIC IS on regular basis to **increase members' productivity**;

Informing members regarding the **changes/status of the projects** studied in that TC;

Managing documents in the **working area** for SMIIC Technical Committees;

E-mailing and circulating **notifications**;

Keeping **member list** updated;

Managing **links to meetings and ballots**;

## Roles in Project Management

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

Be responsible for **correction of obvious errors** in final draft Standards;

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

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

**Notifying the names**, etc. of all working group to the General Secretariat;

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



# Main Documents

## Directives

### Part 1: Procedures for the Technical Work

This part sets out the procedures to be followed within SMIIIC while conducting its technical work. It describes the roles and responsibilities of the key figures such as Secretary, Chairman etc. and covers the rules for the development and maintenance of OIC/SMIIIC Standards through the activities of technical committees.

### Part 2: Rules for the Structure and Drafting of OIC/SMIIIC Documents

This document gives more detailed authoring and editorial rules for OIC/SMIIIC deliverables to ensure that they are clear, precise and unambiguous. These rules are important to maintain the effective contribution of the documents to the values and knowledge produced by SMIIIC.

### SMIIIC Guide 1: Guide on Adoption of OIC/SMIIIC Standards

This guide provides methods and information about the adoption of OIC/SMIIIC standards as national/regional standards.

### SMIIIC Guide 2: Guiding Rules for the Distribution and Sales of OIC/SMIIIC Standards

This document sets out the policy for the distribution and sales of all OIC/SMIIIC standards by protecting the SMIIIC copyright. It is a useful guide for Members showing their right to distribute, translate and sell the OIC/SMIIIC standards within their own territory.



*All standardization activities are conducted in compliance with SMIC directives issued by SMIC.*

*All technical committees should observe the rules stated in these documents.*

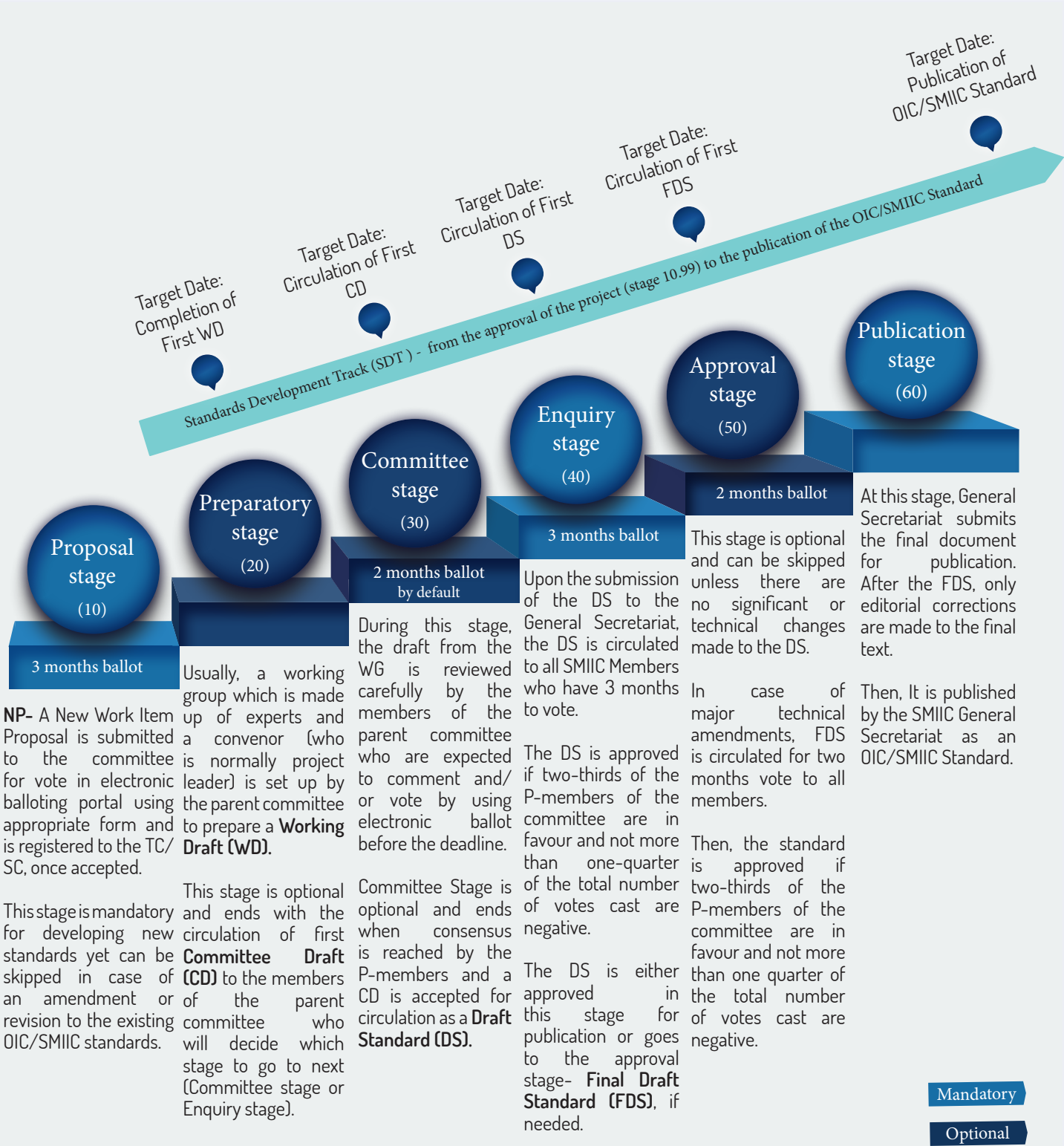
*All secretaries, chairmen and convenors should act in accordance with these main documents while engaging in standardization activities.*



# Rules for developing standards - the basic principles

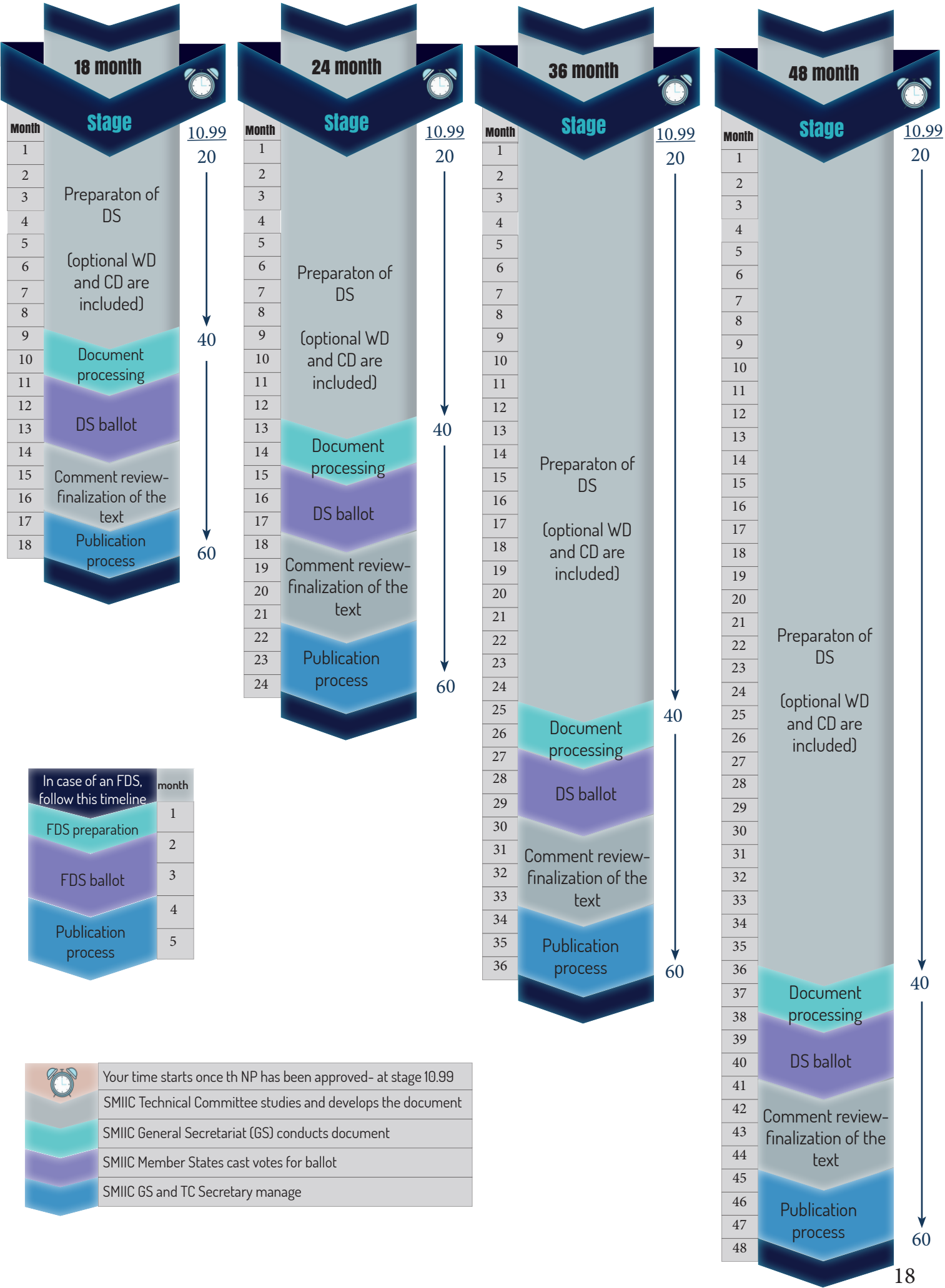
## Project Stages

SMIIC Technical Committees follow **project approach** while developing or revising OIC/SMIIC standards as applied in international practices. Following table is the summary of **project stages** and shows the target dates and stages which are mandatory and can be skipped (optional). All TCs and SCs should adopt this **work programme** for the better management of standards projects and to be able to adhere to a timetable. For each project, a **project leader** (WG convenor, designated expert or, if appropriate, the secretary) is appointed by the TC or SC and acts as consultant for technical issues from proposal to publication stage.



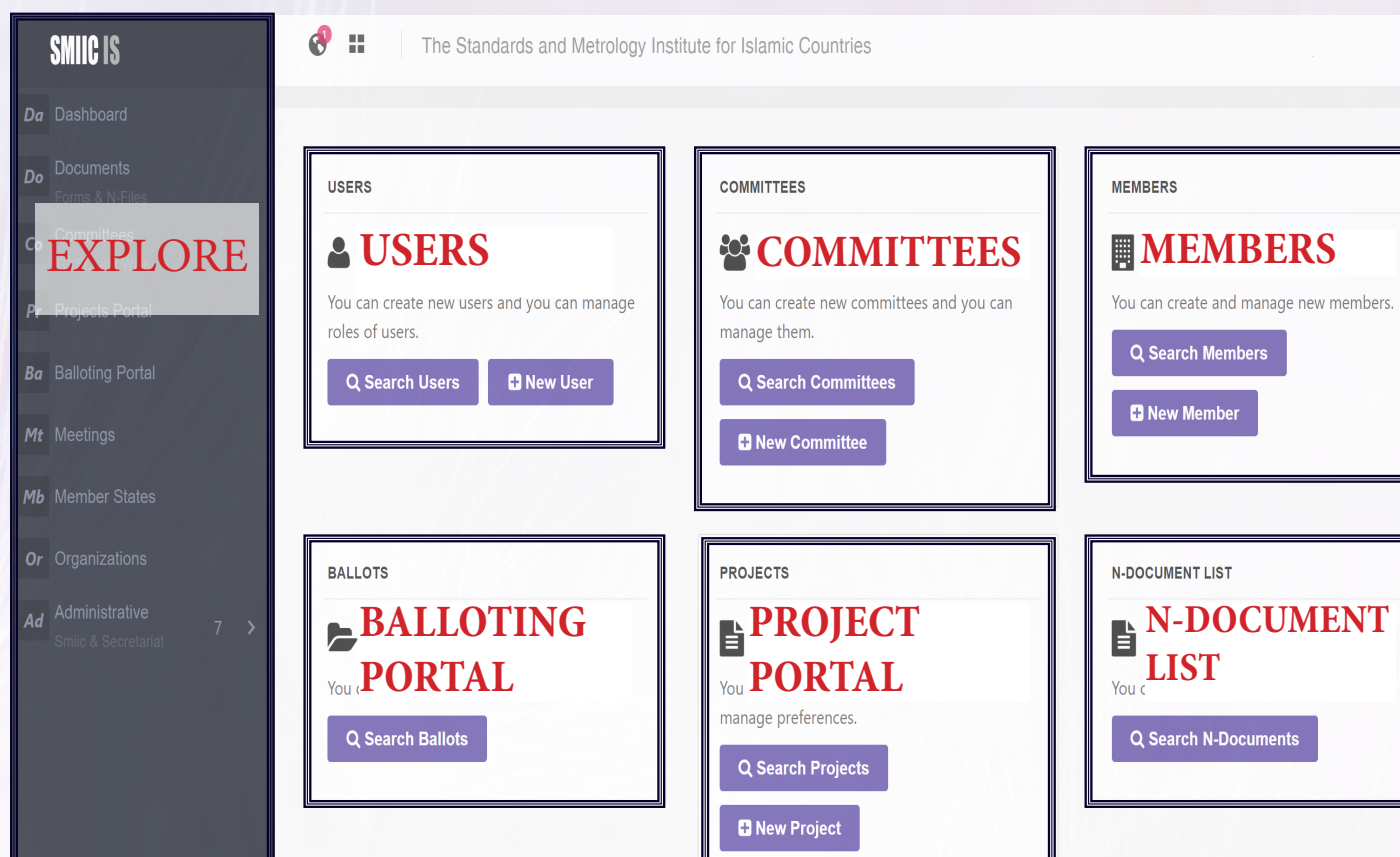


Standards Development Track (SDT) - Setting Target Dates



# SMIIC Information System (IS)

SMIIC Information System (IS) is the electronic collaborative environment to manage the standardization activities with its built-in tools such as workspace, online balloting, project management, mass e-mailing.



You may easily access the documents of SMIIC General Secretariat and Technical Committees in **Documents portal**. Committee meeting resolutions, annexes and other relevant documents can be reached through this portal.

**E-mailing system** is integrated to SMIIC IS and organized to be sent to all committee stakeholders.

All meetings are managed and displayed in one platform under **Meetings** section where you can make/see all the announcements regarding the meetings.

You may register your representatives in SMIIC Technical Work through **Users portal**. It is an administrative application that manages experts, Committees, expert roles and permissions in Standards Development Roles.

**Members**, their contact information and profile are listed within in this section.

**Committees portal** is an online document management and working area for SMIIC Technical Committees, Subcommittees and Working Groups where you may find subsections such as Document Management, Member List, Links to Meetings and Ballots, E-Mailing and Notifications. This platform is decentralized management of the committee by secretaries, specifically developed to aid the standards development process.

**Balloting Portal** is used for voting on SMIIC Technical Committee projects and documents. It is a platform where *Committee Internal Balloting (NP, CD, AD HOC)* and *Working Group Study, DS, FDS Ballots and Votes to All Members* are conducted and managed.

**Project Portal** is a tool for the Committee Secretary that offers detailed information about Standards development projects. You receive notifications on project status and review project history with stage dates.

Important tasks with deadlines		Responsible Person
4 months before the meeting		
	Fix the date and place of the meeting by mutual agreement with Chairman and General Secretariat and make necessary announcement by sending a registration form/link asking delegates to sign up.	Secretary, Chairman, General Secretariat
	Prepare the agenda and all other basic documents such as NPs to be circulated with a copy to the General Secretariat,	Secretary
1 or 2 weeks before the meeting		
	Prepare participant lists to be circulated at each meeting.	Secretary
	Prepare draft resolutions with alternatives	Secretary
After the meeting		
	Post the resolutions within 48 hours after the meeting in the committee’s electronic folder in SMIIC IS.	Secretary
	Prepare the minutes of the meeting to be circulated within 3 months after the meeting;	Secretary
	Follow-up on action items from Resolutions – coordinate with the General Secretariat	Secretary
	Plan for the following meeting, monitor progress of projects and be active on SMIIC IS.	Secretary
2 weeks deadline		
	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 DS or FDS after the end of the voting period	General Secretariat
4 weeks deadline		
	Prepare the compilation of comments for CD and arrange for its circulation after the closing date for submission of replies to all P-members and O-members of the TC/SC.	Secretary
	Make the DS ready for its circulation by the General Secretariat to all member states.	Secretary
After its acceptance...		
	Launch CD ballot as soon as it is available	Secretary
	Launch FDS ballot to all member states within 3 months	General Secretariat
	Note: Votes shall be returned within 2 months via SMIIC Information System/electronic means/voting form.	
After its acceptance...		
	Launch NP ballot	Secretary
	Launch DS ballot to all member states within 4 weeks	General Secretariat
	Prepare a full report not later than 3 months after the end of voting period of DS for its circulation by the General Secretariat to all member states.	Secretary
	Note: Votes shall be returned within 3 months via SMIIC Information System/electronic means/voting form.	

### SMIIC General Secretariat

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Web: <http://smiic.org>

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