

SMIIC RESPONSIBILITIES MATRIX

(This Matrix has been prepared based on rules given in SMIIC Statute, Rules of Procedure, SMIIC internal regulations and all approved SMIIC ToRs)

TASKS/ACTIVITIES	PREPARATION	REVIEW	RECOMMENDATION	APPROVAL	INFORMED
Amendments of the Statute and Rules of Procedure	General Secretariat, Member States, Board of Directors	Member States	Board of Directors	General Assembly	Member States and Stakeholders
Amendments of General Internal Regulations	General Secretariat	Member States	Board of Directors	General Assembly	Member States
Terms of References (ToRs) of SMIIC Councils/ Committees/ BOD	General Secretariat / Councils	General Secretariat BOD/Committee / Council Members	BOD/Committee / Council Members	Board of Directors	Member States
Preparation/Amendment of Specific Regulations	General Secretariat, Council Secretariat	Council Members	Management of Council	Related Council	Member States General Secretariat
Development/Maintenance of OIC/SMIIC Standards	Technical Committees, Member States, General Secretariat	Technical Committees, Experts	Technical Committee Members	Member States	Member States, Stakeholders, General Secretariat
Guides/Directives Related Standardization Activities	General Secretariat, SMC Members	Member States	---	SMC	Member States, Stakeholders, General Secretariat
Establishment of Technical Committees	General Secretariat, Member States	Member States	General Secretariat (Technical Support and Training Unit)	SMC	Member States, Stakeholders, General Secretariat
Technical Cooperation Agreements in standardization or related activities	General Secretariat (Technical Support and Training Unit)	General Secretariat	Secretary General	Board of Directors	Member States, Stakeholders, General Secretariat
Liaisonship Agreements with Other Organizations According to Article 1.13.4 of SMIIC Directives, Part 1	General Secretariat, Member States, SMIIC TC/SCs, SMIIC Councils	General Secretariat	Secretary General, SMIIC/SMC	Board of Directors	Member States, Stakeholders, General Secretariat
Strategy Documents	General Secretariat (Technical Support and Training Unit)	Strategy Committee (BOD/SC)	Board of Directors	General Assembly	Member States, Stakeholders, General Secretariat

TASKS/ACTIVITIES		PREPARATION	REVIEW	RECOMMENDATION	APPROVAL	INFORMED
Budget Proposals		General Secretariat, (Administrative and Financial Unit)	Secretary General	Board of Directors	General Assembly	Member States
Establishment of Annual Accounts of SMIC		General Secretariat, (Administrative and Financial Unit)	Secretary General	Board of Directors	General Assembly	Member States General Secretariat
Appointment of External Auditor		General Secretariat (Administrative and Financial Unit)	General Secretariat	Board of Directors	General Assembly	Member States
Financial Audit Report		External Audit Company	---	Board of Directors	General Assembly	Member States
Membership Applications		General Secretariat, Candidate Member	General Secretariat	---	Board of Directors	Member States, Stakeholders, General Secretariat
Annual Report to be submitted to the OIC		General Secretariat (Technical Support and Training Unit)	Secretary General	Member States	Board of Directors	Member States, OIC
Annual Report to be submitted to the SMIC BOD and GA		General Secretariat (Technical Support and Training Unit)	Secretary General	Board of Directors/ General Assembly	---	Member States, Stakeholders
Procurement/Renting		General Secretariat (Administrative and Financial Unit)	General Secretariat	---	Secretary General	General Secretariat
Staff Recruitment	Permanent/ Temporary Staff	General Secretariat, (Administrative and Financial Unit)	General Secretariat	---	Secretary General	General Secretariat
	Assistant Secretary General	General Secretariat, Member States	General Secretariat	Secretary General	Board of Directors	Member States, Stakeholders, General Secretariat
Establishing Permanent/Ad Hoc Committees under SMIC		General Secretariat	BOD Members	General Secretariat	Board of Directors	Member States

TASKS/ACTIVITIES		PREPARATION	REVIEW	RECOMMENDATION	APPROVAL	INFORMED
Elections	Chairman of BOD	General Secretariat, BOD Members	BOD Members	---	Board of Directors	Member States, Stakeholders, General Secretariat
	Vice-Chairmen of BOD	General Secretariat, BOD Members	BOD Members	---	Board of Directors	Member States, General Secretariat
	Secretary General	General Secretariat, Member States	General Secretariat	---	General Assembly	Member States, Stakeholders, General Secretariat
	BOD Membership	General Secretariat, Member States	General Secretariat	---	General Assembly	Member States, Stakeholders, General Secretariat
	Council Membership	General Secretariat, Member States	General Secretariat	---	Board of Directors	Member States, Stakeholders, General Secretariat
	Chairs and Vice Chairs of MC and AC	General Secretariat, Council Members	General Secretariat	Related Council	Board of Directors	Member States, Stakeholders, General Secretariat
	Chairman of SMC	General Secretariat	BOD Members	---	Board of Directors	Member States, Stakeholders, General Secretariat
	Chairman of CCA	General Secretariat, CCA Members	General Secretariat	Secretary General	Chairman of BOD	Member States, Stakeholders
	Chairman of Technical Committees	General Secretariat, (Technical Support and Training Unit)	Committee Members	Secretary of Committee	SMC	Member States, Stakeholders, General Secretariat
	Secretariat of Technical Committees	General Secretariat, (Technical Support and Training Unit)	Committee Members	General Secretariat	SMC	Member States, Stakeholders, General Secretariat
Approval of Job Descriptions, Responsibilities Matrix, etc.		General Secretariat, BOD Members	Member States	Secretary General	Board of Directors	General Secretariat, BOD Members