

GUIDELINES FOR PARTICIPATION IN THE TECHNICAL COMMITTEE WORK OF BIS

C-1 All organizations represented in a technical work of BIS shall be conscious of the national role they play in the preparation of standards. They shall nominate the best available expertise for this work and ensure that their nominees are provided all necessary resources for their effective and active participation in the technical work of BIS, are fully briefed, and utilize all opportunities to express their organization's viewpoints in the BIS fora. For continuity of participation, it shall be ensured that representatives once nominated are continued as long as possible and changes where inevitable are proceeded smoothly and communicated to Member Secretary/BIS without delay. Organizations are also suggested to encourage the participation of young professionals and to ensure gender balance while nominating representatives. The committee members are strongly encouraged to attend the training programmes for technical committee members organized by BIS so that they have a clear understanding of the processes and procedures and are able to effectively participate and contribute to committee work.

C-2 Where an organization that has been offered representation in a BIS technical committee feels that it has limited interest in the scope of activity of the committee it shall communicate so to the Member Secretary of the Committee/BIS before accepting the representation.

C-3 Organizations participating in the technical work of the BIS may also consider initiating wherever possible, formal standardization activity within the organization that would, amongst other things, aid participation and act as permanent liaison with BIS on all standardization matters and shall coordinate adoption and implementation of national standards.

C-4 Organizations representing the interests of a group/association/federation may ensure that all constituent members (whose interest is being represented) are consulted and kept informed of the committee work.

C-5 All expenses related to the nominees for participating in this activity are to be borne by the participating organizations.

C-6 Authorities nominating representatives as members of technical committee of the BIS, should nominate two representatives one to be known as the 'Principal member' and the other as the 'Alternate member', subject to the following:

- a) Generally, one representative shall attend the meeting but if the organization so desires both the principal and alternate may attend the meeting.
- b) Only the principal representative shall have the right to vote on any issue, if required.
- c) In the absence of the principal representative, the alternate representative may exercise the right to vote.
- d) All documents concerned with the work of the technical committee shall be sent to both the representatives.

- e) Organizations may, if they so choose, nominate experts by designation instead of by name.
- f) In exceptional circumstances where a case is made out on the basis of regional representation or representation of special interests/expertise within any organization, more than one alternative may be accepted. However, organizations are allowed to nominate a young professional as the second alternate.
- g) Only the designated principal/alternate members can attend sectional committee meetings. In case of their absence, their representatives can attend the meetings. However, BIS should be given prior intimation in such cases. In any case, no more than two representatives from one organization can attend the committee meetings (except when the third participant from the organization is a ‘Young Professional’).

C-7 Comments on documents at any stage, as well as on published Indian Standards, though are welcome at all times, members are requested to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate these within their organization to form their viewpoint and may not be able to put forth their views at a short notice.

C-8 In case there is continual failure to contribute either through correspondence or by attending meetings for three consecutive technical committee meetings by a member, the membership of such organizations may be recommended for withdrawal.

BIS CODE OF ETHICS FOR TECHNICAL COMMITTEE MEMBERS

D-1 This Code of Ethics is an obligation for participation in BIS technical committees that work in the framework of the *BIS Act, 2016*, *BIS Rules, 2018* and the procedures outlined in the Manual for Standards Formulation. This Code shall be brought to the notice of members of BIS technical committees on their nomination to a committee and in committee meetings as a protocol to remind all participants of the expectation that they will respect and comply with it.

It is the responsibility of all those that are involved in technical committee work to ensure compliance with the BIS statutes and procedures and to raise concerns or report, in a timely manner, if they perceive a case of behaviour that is not in accordance with this Code of Ethics. It is also the responsibility of participants in BIS technical work to also identify and escalate for rapid resolution of disputes.

D-2 All technical committee members and their Chairs and Conveners shall:

Respect Others

- 1) Respect others and conduct oneself in a professional manner. Behave in a polite and respectful manner with those present in the meeting.
- 2) Make an effort to hear and try to understand the diverse technical, scientific or other views that may emanate in the technical committees.
- 3) Embrace an attitude of compromise and consensus building in developing Indian Standards. Be ready to accept and respect consensus decisions of committees.
- 4) Refrain from bringing back topics from previous meeting agenda for discussions unless new and relevant information has emerged. Also refrain from providing the same view point already presented in the discussions in a meeting.
- 5) Respect the fact that individual skills vary from person to person. Speak clearly and slowly and avoid using language that is difficult to comprehend.

Be Ethical

- 1) Be ethical, act in good faith and with due care and diligence.
- 2) Respect the applicable statutes and procedures, without prejudice against any.
- 3) Refrain from speaking in a disrespectful or threatening manner or in a tone that is offensive to other participants in the course of debates and discussions.
- 4) Issues shall be raised in an objective manner – no personal reference or innuendo be made to any person or meeting participant associated with the matter being raised.
- 5) Refrain from providing misleading or incorrect information or withholding information that may be necessary for a full, fair and complete consideration of the issues concerned.
- 6) Be fair to all and not give preferential treatment to any person or group of persons or appear to do so.

- 7) Not harass, threaten or coerce fellow participants in an effort to persuade them to support or oppose issues.
- 8) Committee chairs, conveners and project leaders should act in a neutral manner, desist from giving personal opinion and divest themselves from their organizational views and act in a neutral manner.

Act for Net National Benefit

- 1) Respect that Indian Standards are for the net benefit of the country and keep national interests before individual considerations. Therefore, accept consensus decisions in broader interest.

Participate Actively

- 1) Actively participate in standardization activities, contribute to the work of committees and uphold your roles and responsibilities. Participate in meetings regularly and respond in a timely manner to any task assigned by the committee or to the communications on issues related to the committee. Keep the time targets of completion of items of work in mind while providing contributions and conducting discussions.

Respect Confidentiality

- 1) Safeguard privacy rights of others and respect confidentiality.
- 2) Do not share information provided for the purpose of technical work of committees with others without the formal permission of the person/organization sharing such information.
- 3) Do not share with the media or make public the discussions and decisions taken in committees.
- 4) Do not speak on behalf of the committee or on behalf of BIS unless so authorized by BIS.

Act in a Professional Manner

- 1) Engage and consult within your organization to ensure they are informed, and that the organization's views are represented.
- 2) Come well prepared with the agenda items for fruitful and to the point discussions in the meeting.
- 3) Be prompt in arriving at the meeting and returning from breaks.
- 4) Participate in training activities associated with your role in BIS committees.

Respect Patent, IPR and Copyright

- 1) Disclose any known information on intellectual property or patent rights that will affect the development of any Indian Standard.
- 2) Protect BIS copyright and refrain from sharing or reproducing or storing any information that has been accessed in connection with technical committee work, including those related to international standards development.