

Appendix E

(Clauses 4.1.11, 4.1.12, 4.1.13 and 5.4.5)

GUIDELINES FOR PARTICIPATION IN THE TECHNICAL COMMITTEE WORK OF BIS

1. The organizations represented shall be recognized as a legal entity in India and the members represented shall be citizens of India resident/located in India. In case the criteria is not met, the organization shall communicate the same to the Member-Secretary of the Committee.
2. Further, where an organization offered representation in BIS work feels that it has limited interests in the scope of activity of the committee, it shall communicate the same to the Member-Secretary of the Committee before accepting the representation.
3. All organizations represented in a technical work of BIS shall be conscious of the national role they play in the preparation of Indian Standards. They shall nominate the best available talent for this work and ensure that their nominees are fully briefed, and utilize all opportunity to express their organization's view point in the Bureau forums. 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 shall be communicated to Member-Secretary without delay.
4. Organizations participating in the technical work of the Bureau 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 Bureau on all standardization matters, and shall coordinate adoption and implementation of national standards.
5. Organizations' representing the interests of a group/association/federation shall ensure that all constituent members (whose interest he/she represent) are consulted/kept informed of the committee work.
6. The members of the technical committees representing the Central Government, State Governments, Union territories, statutory bodies, autonomous bodies and public sector undertakings (other than those specially approved by the Executive Committee), trade, industry and their associations, shall not be eligible to draw any travelling or daily allowance from the funds of the Bureau. Therefore, all expenses related to the nominees from such organizations are to be borne by the participating organizations.

7. Travelling allowances for other members, not covered under para. 6 above, may be admissible from the Bureau for attending meetings of the technical committee or discharging any duty of the technical committee, at rates applicable to non-officials attending the meetings of the committees set up by the Central Government, with prior concurrence of the Director General.

8. The reimbursement of travel expenses would be processed as per the guidelines for payment of TA/DA to members of BIS Committees from BIS funds, as amended from time to time. In addition, BIS may consider reimbursement of Travelling Allowance under Plan Funds of Government of India, if available, subject to conditions stipulated from time to time.

9. Authorities nominating representatives as members of Sectional Committee of the Bureau, if they so choose, may nominate two representatives one to be known as the principal and the other as the alternate. The organization may also nominate a third representative, i.e., a second alternate member, provided the representative is a young professional below the age of 37 years. The nominations of the members are subject to the following:

i) Generally one representative shall attend the meeting but if this department or body so desired, both the principal and alternate(s) may attend the meeting.

ii) Only the principal representative shall have the right to vote.

iii) In the absence of the principal representative, the alternate may exercise the right to vote.

iv) All documents circulated in electronic form shall be sent to all the representatives, irrespective of location. Hard copies of documents concerned with the work of the technical committee, if circulated, shall ordinarily be sent to the Principal representative, if both principal and alternate representatives are located at the same station. However, if principal and alternate representatives are from different stations, such hard copy documents shall be sent to all the representatives.

v) Organizations may, if they so choose, nominate experts by designation instead of by name.

vi) In exceptional circumstances, where a case is made out on the basis of regional representation or representation of special interests within any organization, more than one alternative may be accepted.

vii) 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 three representatives from one organisation can attend the committee meetings.

10. Comments on documents at any stage, as well as on printed 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 within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.

11. In case there is continual failure to contribute either through correspondence or by attending meetings for a period of three years/three technical Committee meetings by the members, the membership of such organizations will be recommended for withdrawal.