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**BUREAU OF INDIAN STANDARDS**

**MINUTES**

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| ***Committee*** | ***Meeting No.*** | ***Day, Date and Time*** | ***Venue*** |
| **Reference**  **Materials**  **Sectional**  **Committee, MSD 20** | **05th Meeting** | **Wednesday,**  **23rd September 2024;**  **11:00h** | **Hybrid/virtual**  **Green Room**  **Bureau of Indian Standards,**  **Manak Bhawan**  **9, Bahadur Shah Zafar Marg, New Delhi** |

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| --- |
| **VC URL** : https://bismanak.webex.com/bismanak/j.php?MTID=mca8488dec8a09cbd6d4ae175afdae73c |
| **Meeting ID** : 2516 733 0694 |
| **Password:** ANKITA@MSD20 |

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| **Chairman:** Prof. Achanta Venugopal  (Director, NPL) | **Member Secretary**: Shri Rajiv Ranjan  Sc. C (MSD) |

1. **GENERAL** 
   1. **Welcome address by Shri A.S. Bhatnagar, Scientist G & H (MSD), BIS.**

Shri Anuj Bhatnagar welcomed members in 5th meeting of MSD 20 Sectional Committee. He informed that his association with this committee has been since inception. He was the first Member Secretary of this Sectional Committee with Dr. Dinesh K Aswal as the first Chairman. He reiterated his commitment to fulfilling his responsibilities in different roles.

He requested experts to give comments on ISO Standards which are under formulation stage and also on ISO Ballots being circulated to them. He informed the committee about important changes incorporated in the functioning of standardization activity. He informed the committee that Sub Committees have been replaced by Panels. The sectional committee will review the scope and timelines of the project in the panel. The convenor will update the Sectional Committee about progress of work. The committee will review the working of panel and may disband the Panel after completion of project.

In addition to this, he informed the committee that experts nominated in ISO Global Directory will be again reviewed. The members will be re- nominated and new experts will be nominated as per their expertise related to ISO project. He further informed that nominated experts will be responsible for attending ISO meetings and will represent BIS in respective ISO Committees. He emphasized that it is crucial for experts to ensure that BIS’s interests are well taken care of.

* 1. **Opening remarks by Chair person.**

Prof. Achanta Venugopal thanked members for attending the meeting and asked their support to strengthen MSD 20 committee. He requested members to actively vote and participate in Technical Committee at ISO level related to reference material. He also requested committee members to search for more expert to be co-opted from other govt/ private institute for formulation of good standard.

1. **ACTION TAKEN REPORT IN LAST MEETING**

The committee noted the information given in ITEM 1 of agenda

1. **CONFIRMATION OF THE MINUTES OF THE LAST MEETING**

The Committee confirmed the minutes for ITEM 2 of agenda.

1. **SCOPE AND COMPOSITION OF SECTIONAL COMMITTEE, MSD 20 AND ITS SUBCOMMITTEE & PANELS**
   1. The following members of the requested following changes in the composition of MSD 20 Sectional Committee .

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| --- | --- | --- | --- |
| **SI.No** | **ORGANIZATION REPRESENTED** | **NAME OF THE REPRESENTATIVE** | **REQUEST** |
|  | National Accreditation Board for Testing and Calibration Laboratories, Gurugram | Shri N. Venkateswaran (P Member)  Ms. Anita Rani  (Alt Member) | Shri N Venkateswaran requested to change Ms. Anita Rani as Principal Member from NABL and himself as Alternate Member. |
|  | National Council for Cement and Building Materials, Faridabad | Shri Amit Trivedi  (Alt. Member) | Shri. Amit Trivedi requested to change to his nomination as Principal Member from NCCBM. |

The Committee noted the Item 3.1 of the agenda and approved the request from above mentioned members.

* + 1. **CO- COPTION REQUEST**

The Committee reviewed the co- option request received and approved the co-option request of the expert.

| **Sl. No.** | **Organization Represented** | **Name of Representative** |
| --- | --- | --- |
|  | Research Designs and Standards Organization (RDSO), Lucknow | 1. Shri Sudhir Srivastava (Principal Member) 2. Shri Rajesh Srivastava (Alt Member) |
|  | Individual capacity | Divyansh Kumar Ojha |

* + 1. **WITHDRAWAL OF MEMBERSHIP OF INACTIVE MEMBERS**

The Committee deliberated regarding membership of following members/organization(s) and decided as follows:

| **SI. No.** | **Organization Represented** | **Name of the Representative** | **Decision** |
| --- | --- | --- | --- |
|  | Central Insecticides Laboratory, Faridabad | Dr. Archana Sinha | **Retained**  Ms. Anita Rani volunteered to discuss with the member. It was also decided that member would be suggested to nominate an alternate member from the organization. |
|  | Research Designs and Standards Organization (RDSO), Lucknow | Shri Rajesh Srivastava  Shri B. L. Bairwa | **Retained**  Shri Rajesh Srivastava had attended the 5th Sectional Committee meeting. The committee noted that nomination from RDSO would be useful for this committee. Hence, the committee decided to retain their membership |
|  | Trilogy Analytical Laboratory Private Limited, Secunderabad | Shri G. Ravi Sankar | **Withdrawn** |

* 1. **Composition of Panel on formulation of Indian Standards on Reference Materials for Retro Reflective Sheet Materials Panel, MSD 20/P-1**

The Committee reviewed the composition and decided following changes in membership of Panel:

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| --- | --- | --- |
| **SI. No.** | **Organization Represented** | **Decision** |
|  | CSIR - National Physical Laboratory, New Delhi | Dr. Nahar Singh to be replaced with  Dr. S P Singh.  The committee opined that Dr. S.P. Singh has Physics background. Hence, his expertise would be useful for this panel. |
|  | Research Designs and Standards Organization (RDSO), Lucknow | Shri Pradeep Kumar (Newly co-opted) |

* 1. **Composition of Panel on formulation of Indian Standard on Reference Fuels: Panel, MSD 20/P-2**

The Committee reviewed the composition and decided to co-opt following member in panel MSD 20/P-2

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| **Sl. No.** | **Organization Representing** | **Name of Expert** | **Action** |
|  | National Chemical Laboratory, Pune | Dr. Kaliaperumal Selvaraj | Co-opted |

* 1. **Composition of Panel on formulation of Guideline Document on Reference Materials Panel, MSD 20/P-3**

The Committee reviewed the composition and decided to co-opt following experts in the panel :

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| --- | --- | --- | --- |
| **Sl. No.** | **Organisations** | **Experts** | **ACTION** |
|  | CSIR - National Physical Laboratory, New Delhi | Dr. Vipin | Co-opted |

* 1. **Composition of panel on reference materials Panel, MSD 20/P-4**

The Committee reviewed the composition and decided to nominate following experts in the panel:

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| --- | --- | --- | --- |
| **Sl. No** | **Organization** | **Member Name** | **ACTION** |
|  | Association of Indian Laboratories, Gurugram (AOIL) | Dr. R .B Singh | Co-opted |
|  | National Council for Cement and Building Materials, Faridabad | Shri Suresh Kumar | Co-opted |
|  | Aashvi Proficiency Testing and Analytical Services, Hyderabad | Shri Neeraj Kant Pandey | Co-opted |

1. **IMPLEMENTATION OF THE PROCESS REFORMS AIMED AT THE STRENGTHENING OF THE STANDARDISATION ECOSYSTEM IN THE COUNTRY**
   1. **DECLARATION BY THE MEMBER OF THE TECHNICAL COMMITTEE**

The committee noted the information for clause 4.1 of agenda

* 1. **EFFICIENCY OF TECHNICAL COMMITTEES**

The committee noted the information for clause 4.2 of agenda

* 1. **RESEARCH AS AN INTEGRAL PART OF THE STANDARD FORMULATION**

The committee noted the information for clause 4.3 of agenda

* 1. **ONBOARDING OF NEW MEMBERS**

The committee noted the information for clause 4.4 of agenda

1. **INDIAN STANDARDS PUBLISHED**

The committee noted the information for item 5 of agenda

1. **DRAFT STANDARD UNDER WIDE CIRCULATION**

6.1 The committee noted that ISO GUIDE 80:2014 (Guidance for the in-house preparation of quality control materials, QCMs) has been superseded by ISO/DTR 33402,Good Practice in Reference Material Preparation. The Committee approved to withdraw ISO GUIDE 80:2014(Guidance for the in-house preparation of quality control materials QCMs) from Wide Circulation (WC) and also decided to circulate ISO/DTR 33402 Good practice in reference material preparation among members for comparative analysis. The members were requested to give their comments.

| **SI. No.** | **Doc No** | **TITLE** | **Decision** |
| --- | --- | --- | --- |
|  | ISO GUIDE 80:2014 | Guidance for the in-house preparation of quality control materials QCMs | To be dropped from Wide Circulation (WC). |

1. **NEW WORK ITEM PROPOSAL**

*The Committee noted the information for item 7 of agenda.*

1. **REVIEW OF PUBLISHED INDIAN STANDARDS**
   1. The committee noted the information given in clause 8.1 of agenda
   2. The Committee reviewed the following Standards and decided as following:

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| **Sl No.** | **IS/ISO No.** | **Title** | **Status at ISO** | **Action** |
|  | IS/ISO GUIDE 30 : 2015 | Reference Materials â€” Selected Terms and Definitions | Reviewed and confirmed at ISO in August 2024 | The committee decided that since the standard have been reviewed at ISO and the standard are relevant in India. Hence, the committee decided to re affirm it in India (BIS). |
|  | IS/ISO GUIDE 31 : 2015 | Reference Materials: Contents of Certificates, Labels and Accompanying Documentation | Withdrawn at ISO and replaced by ISO 33401:2024 | The committee decided to withdraw the above Standards and decided to circulate respective new ISO Standards among members. The member were requested to review the Standard and comment whether these Standards can be taken up for adoption from India’s point of view. |
|  | IS/ISO GUIDE 33 : 2015 | Reference Materials: Good Practice in Using Reference Materials | Withdrawn at ISO and replaced by ISO 33403:2024 |
|  | IS/ISO GUIDE 35 : 2017 | Reference Materials: Guidance for Characterization and Assessment of Homogeneity and Stability | Withdrawn at ISO and replaced by ISO 33405:2024 |
|  | IS/ISO GUIDE 30 : 2015 | Reference Materials: Selected Terms and Definitions | Reviewed and confirmed at ISO in August 2024 | The committee decided that since the standard have been reviewed at ISO and the standard are relevant in India. Hence, the committee decided to re affirm it in India (BIS). |
|  | IS/ISO GUIDE 31 : 2015 | Reference Materials: Contents of Certificates, Labels and Accompanying Documentation | Withdrawn at ISO and replaced by ISO 33401:2024 | The committee decided to withdraw the above Standards and decided to circulate respective new ISO Standards. The member were requested to review the Standard and comment whether these Standards can be taken up for adoption from India’s point of view. |

1. **INTERNATIONAL ACTIVITIES**

*The Committee noted the information for item 9 of agenda.*

* 1. **ISO/TC 334 REFERENCE MATERIALS**
     1. The committee noted the information for clause 9.1.1 of agenda.
     2. List of working group (WG’s) under ISO/TC 334.

The Committee noted the information given in clause 9.1.2 of agenda.

* + 1. The Committee approved the list of active projects in TC 334. The members were requested to inform, in case any modification is required. Subsequently, list will be sent to Chairman in case, any further changes will be required.

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| **SI. No** | **ISO/TC** | **Nominated Experts** |
|  | ISO/TC 334 Reference materials | 1. Dr. R. K. Jha (The Committee decided to remove his name in 5th Sectional Committee meeting) 2. Shri Manish Kumar (The Committee decided to remove his name in 5th Sectional Committee meeting) 3. Shri N. Venkateswaran 4. Ms. Anita Rani, NABL (The Committee decided to include her name in 5th Sectional Committee meeting) 5. Dr. R B Singh, AOIL (The Committee decided to include his name in 5th Sectional Committee meeting) 6. Dr. Nahar Singh 7. Dr. Ravindra Nath Thakur 8. Ms. Ankita Tripathi (The Committee decided to remove her name in 5th Sectional Committee meeting) 9. Shri Anuj Bhatnagar (The Committee decided to include his name in 5th Sectional Committee meeting) |
|  | ISO/TC 334/AG 1 -  Information services | 1. Shri N. Venkateswaran 2. Dr. R. S. Saini 3. Ms. Ankita Tripathi(The Committee decided to remove her name in 5th Sectional Committee meeting) |
|  | ISO/TC 334/AG 2  Liaison coordination |  |
|  | ISO/TC 334/CAG -  Chair's Advisory Group |  |
|  | ISO/TC 334/WG 8 -  Quality control materials | 1. Dr. Rajesh R 2. Shri N. Venkateswaran (The Committee decided to include his name in 5th Sectional Committee meeting) 3. Shri K. Kiran Babu 4. Dr. R B Singh, AOIL (The Committee decided to include his name in 5th Sectional Committee meeting) |
|  | ISO/TC 334/WG 10 -  RM Terms and definitions | 1. Shri Abhishek Dosodia 2. Shri N. Venkateswaran 3. Ms. Neeta Rajesh 4. Dr. Ravindra Nath Thakur 5. Ms. Ankita Tripathi (The Committee decided to remove her name in 5th Sectional Committee meeting) 6. Shri Shitanshu Pati Tripathi 7. Shri N. Venkateswaran 8. Dr. N. Vijayan 9. Dr. R B Singh, AOIL (The Committee decided to include his name in 5th Sectional Committee meeting) |
|  | ISO/TC 334/WG 13 - Qualitative reference materials | 1. Dr. G. A. Basheed 2. Shri Abhishek. Dosodia 3. Dr. Anoop A. Krishnan 4. Shri N. Venkateswaran 5. Shri Neeraj Kant Pandey 6. Shri R. Subramanian 7. Dr. Ravindra Nath Thakur 8. Ms. Ankita Tripathi (The Committee decided to remove her name in 5th Sectional Committee meeting) 9. Shri N. Venkateswaran |
|  | ISO/TC 334/WG 19 -  Purity RMs for metals | 1. Dr. K. Dash 2. Shri N. Venkateswaran 3. Ms. Neeta Rajesh 4. Dr. R. B. Singh 5. Ms. Ankita Tripathi (The Committee decided to remove her name in 5th Sectional Committee meeting) 6. Dr. S. Swarupa Tripathy 7. Shri N. Venkateswaran |

* 1. **LIST OF ACTIVE STANDARD DOCUMENTS IN ISO/TC 334**

The Committee deliberated and approved the categorisation of active projects with experts as follows :

| **Sl. No.** | **ISO/TC** | **ISO No.** | **Title** | **Level of Priority** | **Proposed Experts** |
| --- | --- | --- | --- | --- | --- |
|  | ISO/TC 334 | ISO/CD 33400 | Reference materials — Selected terms and definitions | High | 1. Shri N. Venkateswaran 2. Dr. Ravindra Nath Thakur 3. Shri Shitanshu Pati Tripathi 4. Dr. N. Vijayan 5. Dr. R B Singh |
|  | ISO/TC 334 | ISO/DTR 33402 | Guidance for the in-house preparation of quality control materials (QCMs) | Medium | 1. Dr. Rajesh R 2. Shri N. Venkateswaran 3. Shri K. Kiran Babu 4. Dr. R B Singh, |
|  | ISO/TC 334 | ISO/DIS 33408 | Guidance for 'pure' reference materials for metals and metalloids | Medium | 1. Dr. K. Dash 2. Shri N. Venkateswaran 3. Ms. Neeta Rajesh 4. Dr. R. B. Singh 5. Dr. S. Swarupa Tripathy 6. Shri N. Venkateswaran |

1. **ANNUAL CALENDAR OF TECHNICAL COMMITTEE MEETING**
   1. The Committee noted information for Item 10 of agenda. deliberated and fixed date of 6th Sectional Committee meeting on 18.12.2024.
2. **SCIENTIFIC JOURNALS AND PERIODICALS TO BE SUBSCRIBED BY BIS**

*The* Committee noted information for Item 11 of agenda.

1. **GENDER RESPONSIVE STANDARDS INITIATIVE**

The Committee noted information for ITEM 12 of agenda.

1. **BIS CERTIFICATION SCHEMES**

The Committee noted information for ITEM 13 of agenda.

1. **NATIONAL INSTITUTE FOR TRAINING IN STANDARDIZATION (NITS)**

The Committee noted the information for ITEM 14 of agenda.

1. **BIS ACTIVITIES ON SOCIAL MEDIA**

The Committee noted and approved Item 15 of agenda.

1. **INFORMATION ON E-SALE OF STANDARDS BY BIS**

The Committee noted the information for ITEM 16 of agenda.

1. **NOMINATING YOUNG PROFESSIONALS IN BIS TECHNICAL COMMITTEES**

The Committee noted the information for ITEM 17 of agenda.

1. **BIS CONNECT**

The Committee noted information for ITEM 18 of agenda.

1. **DATES AND PLACE FOR THE NEXT MEETING**

The Committee noted information for Item 19 of agenda and fixed date of 6th Sectional Committee meeting on 18.12.2024.

1. **ANY OTHER BUSINESS**

The committee decided to create WhatsApp group for MSD 20 Sectional Committee which will be used to disseminate important information related to this Committee.

In absence of any other business, the meeting ended with hearty vote of thanks by Member Secretary to the Chairman and esteemed members for their time, valuable inputs, and active participation.