

## प्रबंधन और प्रणाली विभाग

संदर्भ: MSD 15/ISO/COPOLCO

दिनांक: 04 मई 2023

विषय: आईएसओ/कोपोल्को के लिए संशोधित ड्यूटी रोस्टर

भारतीय मानक ब्यूरो 23-26 मई 2023 को नई दिल्ली के विज्ञान भवन में आईएसओ/कोपोल्को की 44वीं पूर्ण बैठक के साथ-साथ कार्य समूह की बैठकों की मेजबानी कर रहा है। आयोजन को सफल बनाने के लिए बीआईएस के विभिन्न अधिकारियों को ड्यूटी सौंपी गई है, जिसे महानिदेशक महोदय ने मंजूरी दे दी है। संशोधित ड्यूटी रोस्टर इस परिपत्र नोट के साथ संलग्न है। आयोजनों की व्यवस्थाओं में शामिल सभी अधिकारियों/कर्मचारियों की बैठक शीघ्र ही विस्तृत विचार-विमर्श के लिए बुलाई जाएगी।

(अनुज भटनागर)

वैज्ञा. 'एफ' और प्रमुख (एमएसडी)

## **MANAGEMENT AND SYSTEMS DEPARTMENT**

Ref: MSD 15/ISO/COPOLCO

Date: 04 May 2023

Subject : Revised Duty Roster for ISO/COPOLCO

Bureau of Indian Standards is hosting 44th Plenary of ISO/COPOLCO along with its working group meetings from 23-26 May 2023 at Vigyan Bhawan , New Delhi. In order that the event is successful, duties have been assigned to various officers of BIS, which has been duly approved by DG. The revised duty roster is enclosed with this circular note. The meeting of all officers /staff involved in arrangements of the events will shortly be called for detailed deliberations.

(Anuj Bhatnagar)  
Sc. 'F' & Head (MSD)

**Duty Roster for 44<sup>th</sup> Plenary of ISO/COPOLCO**  
**22 – 26 May 2023**  
**Vigyan Bhawan, New Delhi**

<b>S. No.</b>	<b>Activity</b>	<b>Overall Incharge</b>	<b>Supporting Officers/ staff</b>	<b>Remarks</b>	
<b>1.</b>	Venue Incharge (Vigyan Bhawan)	Overall coordination and management of the Venue	A.R.Unnikrishnan	Nisha Bura, Rajiv Ranjan	Prior to and during the events
	Venue Incharge (Vigyan Bhawan Annexe)	Overall coordination and management of the Venue	Ajay Lal	Virendra Singh, Kishore Mandal	Prior to and during the events
	Information Desk and Facilitation Counter	Providing information on <ul style="list-style-type: none"> <li>• meeting schedule and meeting venues,</li> <li>• transport arrangement,</li> <li>• general information about city,</li> <li>• tourist locations,</li> <li>• travel,</li> <li>• taxi,</li> <li>• ATMs,</li> <li>• Currency exchange,</li> <li>• medical assistance,</li> <li>• lost/found articles</li> <li>• Guide book/ brochure from Delhi Tourism Department</li> <li>• Delhi Metro Map</li> </ul>	Kundan Giri	Rajat Gupta	Collection of the following by 15 May 2023 <ul style="list-style-type: none"> <li>• Guide book/ brochure from Delhi Tourism Department</li> <li>• Delhi Metro Map</li> </ul> Managing of information desk and facilitation counter during events
	Finalisation of design, installation of Backdrops, Podium banner, standees, during each session and its display at appropriate place	<ol style="list-style-type: none"> <li>1. Consumer Engagement and Outreach Programme</li> <li>2. Empowering Consumer for Sustainable Future – What Standards can do?</li> <li>3. COPOLCO plenary</li> <li>4. Cultural Event</li> <li>5. General ISO COPOLCO Meeting</li> </ol>	Arun Kumar	Sinom Hudson Singh	As per the meeting calendar and events  In coordination with venue incharge

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		6. Dialogue Session: Challenges and Good Practices for Consumer engagement 7. Strategic Session : Identifying and acting on consumer priorities in standards 8. Welcome Reception			
	Registration at Vigyan Bhawan and Business Centre on all days	Registration counters (02 counters on 22 May 2023, 04 counters from 23-26 May 2023) : 1. Receiving and guiding delegates to registration counter and meeting venue 2. Managing registration of delegates 3. Distribution of conference kits, Badges 4. Arrangement of cloak room	Navindra Gautam, Head MED	Adbhut Singh Deepti Budiya Kshiti Bathla Aditi Sanjeev, GSD	During the events on all days
	<ul style="list-style-type: none"> <li>• Transportation of material from BIS HQ to Vigyan Bhawan and back after event on 26 May 2023</li> <li>• Handing over to Registration team/ Secretariat coordinator</li> </ul>	For: 1. Registration (Conference kits, badges, etc.) 2. Mementos, gifts, shawls, etc. 3. Setting up of BIS/ ISO Secretariats	Sagar Singh, CHD	Sanjeev, GSD  Sarita Dua, MSD	On 22 May 2023 Morning and after event on 26 May 2023
	Horticulture Requirements	Flower arrangement on dais on 24 May 2023, incl. interaction with Horticulture Deptt (Vigyan Bhawan)	Unnikrishnan	Ajay Lal Kishore Mandal BIS Horticulture incharge	24 May Morning  Previous day of the event for other meetings or as early as possible

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		To coordinate and arrange flower decoration, if required for other meetings			
	Welcome gifts for dignitaries on dais <ul style="list-style-type: none"> <li>• Finalization</li> <li>• Purchase</li> </ul>	Plant/ Shawl/ Memento <ol style="list-style-type: none"> <li>1. Mementos – For delegates (100 nos)</li> <li>2. Pant, Shawl and memento For Dignitaries for opening ceremony (approx. 7 nos)</li> <li>3. Plant and Memento For Speakers (approx. 25 nos)</li> </ol>	Meenal Passi, Navita Yadav, Neha Singhal	Ashish Urewar Lavika Singh	Latest by 15 May 2023
	Sitting arrangement	On Dias and halls: <ul style="list-style-type: none"> <li>• During opening ceremony (24 May 2023)</li> <li>• During Workshop on 26 May 2023</li> <li>• Plenary and other meetings</li> </ul> Including: <ul style="list-style-type: none"> <li>• Arrangement of name plates on dias and sequence of sitting on Dias</li> <li>• Reservation of seats for special invitees for opening ceremony (24 May) and inaugural session (26 May)</li> <li>• Managing seats during opening ceremony (24 May) and inaugural session (26 May)</li> <li>• Sitting arrangement during Plenary and other events</li> </ul>	Shovik Chanda	Ashish Urewar, Rajiv Ranjan	Finalization of requirements prior to the event  Coordination during the event each day prior to sessions  <ul style="list-style-type: none"> <li>• In coordination with Head (MSD)</li> </ul>
	Setting up and managing of BIS/ ISO sectt. At VB	Arrangement of desktops/ printers/ copiers/ papers etc.	Yuvraj Chauhan	Sarita Dua, Rakesh Kumar, Monika (MSD)	All days of event starting from 22 May to 26 May 2023 Room No. 141-141A, 142-145 for BIS/ ISO Sectt.

<b>S. No.</b>	<b>Activity</b>	<b>Overall Incharge</b>	<b>Supporting Officers/ staff</b>	<b>Remarks</b>	
	Comparing	Comparing of: 1. Opening ceremony on 24 May 2023 2. Consumer engagement and outreach programme on 26 May 2023	Dr Anil Kapri	Abhishek Naidu	Finalization of scripts by 15 May 2023.
	Lighting of Lamp including arrangement of accessories	For: 1. Opening ceremony on 24 May 2023 2. Inaugural session for Consumer Engagement and Outreach programme on 26 May 2023	Aditi	Vijaya, PS to ADG Rajini Ekka Srikant, GSD	Prior to the events on 24 and 26 May 2023 in coordination with venue incharge
	Presentation of Memento/ Shawl/ Plant	For: 1. Opening ceremony on 24 May 2023 2. Inaugural session for Consumer Engagement and Outreach programme on 26 May 2023 3. After sessions to speakers/ moderators on 26 May 2023	Aditi	Vijaya, PS to ADG Rajini Ekka Srikant, GSD	As and when required during the opening ceremony on 24 May and Consumer Engagement and Outreach programme on 26 May 2023
<b>2.</b>	Opening Ceremony	Program finalization for Opening Ceremony on 24 May 2023	A K Bera	Anuj Bhatnagar	4 May 2023
<b>3.</b>	Welcome reception arrangement	Overall arrangement and coordination at Hotel Ashok (23 May 2023)	Pinaki Gupta	Chandan Kumar Kishore Mandal	On 23 May 2023 evening and as required prior to the meeting including finalization of venue (depending on number of guests)
<b>4.</b>	Farewell dinner arrangement	<ul style="list-style-type: none"> <li>• Cultural program on 25 May 2023 prior to farewell dinner</li> <li>• Overall arrangement and coordination at Hotel Le Meridien (25 May 2023)</li> <li>• Sitting arrangement for dignitaries and VIPs</li> </ul>	Rajneesh Khosla, Rajiv Ranjan	Prashant Yadav	<ul style="list-style-type: none"> <li>• To interact with the Agency and finalize the program</li> <li>• Coordination and management during the event</li> <li>• On 25 May 2023 evening and as required prior to the meeting including finalization of venue</li> </ul>

S. No.	Activity		Overall Incharge	Supporting Officers/ staff	Remarks
					(depending on number of guests)
5.	Welcome reception and Farewell dinner	Arrangement of AV/ Lights and stage requirements, Green rooms, permission from concerned authorities for programs on 23 May and 25 May 2023	Aditya Das	Kishore Mandal	Latest by 15 May 2023
6.	Coordination with ITDC, VB, Ashok Hotel and Le-Meridian for catering arrangements and Liaisoning with ISO COPOLCO Staff	<p>Finalization of Menu (Indian/ continental) and overall coordination for:</p> <ol style="list-style-type: none"> <li>Lunch at Vigyan Bhawan (for all days),</li> <li>Welcome reception at Hotel Ashok (23/5/2023) and</li> <li>Farewell dinner at Hotel Le Meridien (25/5/2023)</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>High Tea in VIP lounge/ VIP rooms in VB for VIPs</li> <li>High Tea after Opening Ceremony on 24 May 2023</li> <li>FN/AN Tea, Water on all days</li> <li>Any specific arrangement as required by ISO</li> <li>Snacks for BIS Officials at VB</li> <li>Communicate day-by-day requirements and Certify the menu wise total number of plates used each day in each place</li> </ol>	Reena Garg, Preeti Bhatnagar	Debasish Mahalik Ashish Tiwari Shubham Yadav	<p>Interact and coordinate with ITDC, VB, Ashok Hotel and Hotel Le-meridian for finalization of menu by 15 May 2023</p> <p>Contact details are given below: ITDC (Ms. Alka, Mob. 8171106344), Ashok Hotel ( Mob. 9958503272) and Le-Meridien (Mr Dinesh, Mob. 8447751788)</p>
7.	Invitation Cards for 1. Welcome Reception	1. Finalization of Design	Nitasha Dogar	Lavika Singh	Latest by 10 May 2023
		1. Finalization of guest list	S K Kanojia Anuj Bhatnagar	Nisha Bura	Latest by 10 May 2023

<b>S. No.</b>	<b>Activity</b>	<b>Overall Incharge</b>	<b>Supporting Officers/ staff</b>	<b>Remarks</b>	
	2. Cultural Event and Farewell Dinner 3. Opening Ceremony 4. Consumer Engagement and Outreach programme	1. Printing of cards by GSD	Neha Singhal	Shovik Chanda	Latest by 12 May 2023
		2. Distribution of Cards	S K Kanojia Anuj Bhatnagar	Shovik Chanda Aditya Das Lavika Singh Kishore Mandal	Latest by 15 May 2023
		3. Printing of car sticker/badges/lanyard (List to be finalized and provided by MSD)	Gajendra Mangla AD and F	Rakesh Kumar, MSD	Latest by 15 May 2023
<b>8.</b>	Preparation of Conference kit	Bag, memento, BIS brochure, conference brochure	Neha Singhal Lalit Yadav	Rajat Gupta Rakesh Kumar, MSD	Latest by 17 May 2023
<b>9.</b>	Permission from DCP south and DCP Traffic and other authorities	For main event at Vigyan Bhawan (5 days) from DCP south and DCP Traffic	Kishore Mandal		
<b>10.</b>	Finalization and printing	BIS Brochure and Conference Brochure	Suneeti Toteja	Smitha Nair Anindya Chakraborty	Latest by 8 May 2023
<b>11.</b>	Transport	<ul style="list-style-type: none"> <li>For officers and staff from respective places to Venue</li> <li>From VB to Hotel Ashok (23/5/2023) and VB to Hotel Le Meridien (25/5/2023)</li> <li>To and Fro NITS Noida to VB on 26 May 2023</li> <li>Vehicle for transportation of conference kit, Desktop Printer and other materials to the venue</li> </ul>	Rakesh Kumar	Sanjeev	Drivers/ taxis to be assigned for pickup of officers engaged in arrangements Managing Vehicles during the events Arrangement of BUS from NITS to VB on 26 May 2023 Arrangement of BUS from VB to Hotel Ashok and Le Meridien for welcome and farewell dinners on 23 <sup>rd</sup> and 25 <sup>th</sup> May 2023
<b>12.</b>	Photography, videography and Media Coverage	During Plenary Meeting/ Working Group Meetings/ Dialogue Session/ Workshop on sustainability/ Consumer Engagement & Outreach	Smitha Nair Phalendra Kumar	Dr. Radhekrishan	



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	including Social Media	programme photography / videography in VB and Annexe Photography/ videography in Dinners as well and social media coverage			
13.	Arrangement for VC and WI-FI	Provision of Video conferencing and wi-fi for meetings in Hybrid Mode	Ajay Tiwari	Nitish Kumar Bharat Kumar	
14.	BIS presentations	<ul style="list-style-type: none"> <li>• BIS Preparation presentation for Dialogue session on 23 May 2023</li> <li>• BIS Presentation on BIS activities along with the films for Consumer engagement and outreach programme on 26 May 2023</li> </ul>	Deepak Singla,  Sanjeev Maini	--	Latest by 18 May 2023
15.	Consumer engagement and outreach programme on 26 May 2023	Finalization of Consumer engagement and outreach programme schedule Confirming speakers participation	A K Bera Anuj Bhatnagar Ajay Lal	Kishore Mandal, Phalendra Kumar	Latest by 8 May 2023
16.	Receiving of Senior Dignitaries	<ol style="list-style-type: none"> <li>1. For Escort of Hon'ble Minister</li> <li>2. For Escort of Hon'ble State Minister</li> <li>3. For Escort of Hon'ble State Minister</li> <li>4. For Receiving of Secretary, Additional Secretary</li> <li>5. For Receiving of ISO Secretary General</li> </ol> To coordinate with dignitaries' offices for their timely arrival	<ol style="list-style-type: none"> <li>1. A.R. Unnikrishnan</li> <li>2. Ajay Tiwari</li> <li>3. Madhurima Madhav</li> <li>4. D Bhadra</li> <li>5. Rachna Sehgal</li> </ol>		
17.	Preparation of Speeches of Senior Dignitaries	For Opening Ceremony on 24 May 2023- <ol style="list-style-type: none"> <li>1. For Hon'ble Minister and Hon'ble State Minister</li> </ol>	<ol style="list-style-type: none"> <li>1. Rachna Sehgal</li> <li>2. Reena Garg</li> </ol>		Latest by 15 May 2023

S. No.	Activity	Overall Incharge	Supporting Officers/ staff	Remarks
	2. For Secretary and Additional Secretary 3. For DG BIS, DDG Standardization I –For Consumer Engagement and Outreach Programme on 26 May 2023 4. For Secretary and Additional Secretary 5. For DG BIS & DDG IR&SCM	3. Lalit Yadav and Kishore Mandal  4. Sanjeev Maini  5. Adbhut Singh		

Note: Arrangement should be finalised in consultation with Head (MSD)