

BUREAU OF INDIAN STANDARDS
International Relations and Technical Information Services Department

Ref: IR&TISD/SOP/Hosting of Event

03 May 2024

Subject: Standard Operating Procedure (SOP) for Hosting of International/Regional Event in India

The Standard Operating Procedure (SOP) for hosting of international/regional events in India, as approved by DG, BIS, is enclosed.

All the proposals for hosting of international/regional events in India may kindly be processed as per the SOP with immediate effect.

(Nisha Bura)
Joint Director

Head (IR&TISD)

DDG (IR&TIS, MSC and SCM)

Circulated to:

- a) DDG (Standardization – I)
- b) DDG (Standardization – II)
- c) Head (SCMD)
- d) All Technical Departments
- e) All Officers for Information

STANDARD OPERATING PROCEDURE (SOP) FOR HOSTING OF INTERNATIONAL/REGIONAL EVENT(S) IN INDIA

1. GENERAL

BIS has been hosting international/regional events relating to standardization such as ISO/IEC/SARSO/PASC governance, policy, technical meetings, workshops, symposium, seminars, training programmes etc. Such meetings are being organized by departments dealing with the subject matter of the event and require prior approval from Government of India, besides internal BIS approvals. IR&TISD acts as a coordinating department for all international events.

2. OBJECTIVE

To streamline organization of international events and to apprise all concerned regarding their roles and responsibilities.

NOTE 1 – Events include meetings (physical/hybrid/virtual), workshops, symposium, seminars, training programmes etc.

3. PROCEDURE

3.1 Proposal for Hosting of Event

a) *Proposal*

The proposal for hosting of an event shall be processed by the concerned department on pre-approval by the concerned National Mirror Committee (NMC) (Division Council in case where more than one NMC liaise with ISO/IEC Committee). In case, where NMC does not exist such as ISO/IEC Annual Meetings, ISO Council/TMB, IEC Board/SMB, PASC, BRICS, IBSA, SARSO, workshops, symposium, seminars, training programmes etc., hosting of the event shall be processed by the co-ordinating department.

NOTES

2. ISO/IEC Technical meeting can be hosted by a Participating Member Country only.
3. BIS should show intent to host only those events which are scheduled more than 18 months away from the date of showing intent.
4. In case of ISO/IEC Technical meetings, Technical Departments are encouraged to include workshops/seminars/symposium in their schedule so as to utilize the opportunity for sharing the knowledge and experience of international standardization community with national stakeholders.

b) *In-principle Approval of DG BIS*

Before indicating intent of hosting to ISO/IEC/other applicable organization, the Nodal Department shall take in-principle approval of DG BIS through the Activity Head. The proposal should include the following:

- i) Recommendations of the NMC (Division Council in case where more than one NMC liaise with ISO/IEC Committee), tentative dates/duration, venue and mode of the event (physical/hybrid/virtual), tentative day-to-day programme;

NOTES

5. Parliament session, election, national holidays, major festivals, availability of infrastructure, location, capacity, accessibilities, amenities etc. need to be duly considered while deciding the date(s) and venue(s).

6. For hosting of virtual meeting, the Nodal Department should obtain financial approval along with in-principle approval. This does not require Government Approvals.

- ii) Expected benefits of hosting the event in India;
- iii) Details of members or expected participants, in case of ISO/IEC Technical Meetings, details of Participating and Observing member countries and liaison organizations along with their registered representatives (separate details should be provided for TC, SC and WG);
- iv) Details of the previous similar events (in case of meetings, details of last three meetings), participation details of Indian delegation, outcome of the last events and expected outcome of this event;
- v) Tentative budget, source of funding (BIS/sponsors/BIS and co-sponsors); and
- vi) Any other relevant information.

c) *Offer for Hosting of Event*

Any initial offer to host the event should be made only after in-principle approval of DG BIS. The initial offer either conveyed in-person during the ISO/IEC meeting or through email shall categorically mention that it is subject to Government approvals.

NOTES

7. There may be some ISO/IEC meetings hosting of which are of vital importance to Indian stakeholders. TDs may consider taking an advance in-principle approval from DG BIS for hosting of such meeting in India so that an initial offer can be made as soon as a slot is available.

8. For hosting of event, the Nodal Department should ensure that the budget is reflected in the Budget Estimate for next year or Revised Budget Estimate for current year.

3.2 Administrative and Financial Approval

On acceptance of initial offer by ISO/IEC/other applicable organization for the hosting of the event in India, the Nodal Department shall obtain administrative and budget approval of DG BIS through the Activity Head. The proposal should include the following:

- i) Reference to in-principle approval and confirmation from ISO/IEC/other applicable organization;
- ii) Date(s)/duration, venue(s), mode of event (physical/hybrid) and tentative day-to-day programme;
- iii) Specific item(s) that Nodal Department wants to include in the agenda of the event, if any;
- iv) Expected number of participants highlighting participation of Prior Reference Category (PRC) countries;
- v) Tentative budget and source of funding (BIS/sponsors/BIS and co-sponsors); and
- vi) Any other relevant information.

NOTE 9 – In case of sponsorship, all particulars of sponsor(s) including details of sponsor(s) (industry, industry association, ministry, regulator etc.), type of sponsorship (full/partial) etc. need to be stipulated.

3.3 Government Approvals

The administrative and financial approval of DG BIS should be communicated to IR&TISD through the Activity Head to enable IR&TISD to seek in-principle approvals from MoCA and MEA for the hosting of the event in India.

Considering the time taken in receiving in-principle approvals from the Government and considering that registration for the event needs to be closed 4 months in advance of the event (*see* Note 10 below), it is prudent that IR&TISD processes the proposals at least 15 months in advance of the scheduled dates of the event. The Nodal Department, therefore, needs to submit the approved proposal to IR&TISD well in advance of these timelines.

On receipt of MoCA and MEA in-principle approval, the Nodal Department shall apply for MHA approval (online) only in case of Prior Reference Category (PRC) Countries Participants.

NOTES

10. Information of delegates/participants is not required for in-principle approval of MEA for hosting of the event in India. However, complete details of registered delegates need to be shared with MEA at least four months in advance for their visa approval. Nodal departments, therefore, need to ensure completion of delegate/participant registration at least four months in advance.

11. In case of PRC Countries Participants, the application to MHA should be made at least 60 days prior to the event (please consult MHA website). Once application is finally submitted to MHA, it cannot be changed afterwards.

3.4 Confirmation of the Hosting of Event

The Nodal Department shall confirm hosting of the event by BIS with date(s) and venue(s) to ISO/IEC/other applicable organization on receipt of in-principle approval from MoCA and MEA.

3.5 Other Permissions

The Nodal Department shall also apply for the permission of the venue State/UT Government, Traffic Police etc. for hosting of event as per the requirement on case to case basis.

4. MISCELLANEOUS

Other responsibilities of the Nodal Department for hosting of event include but are not limited to:

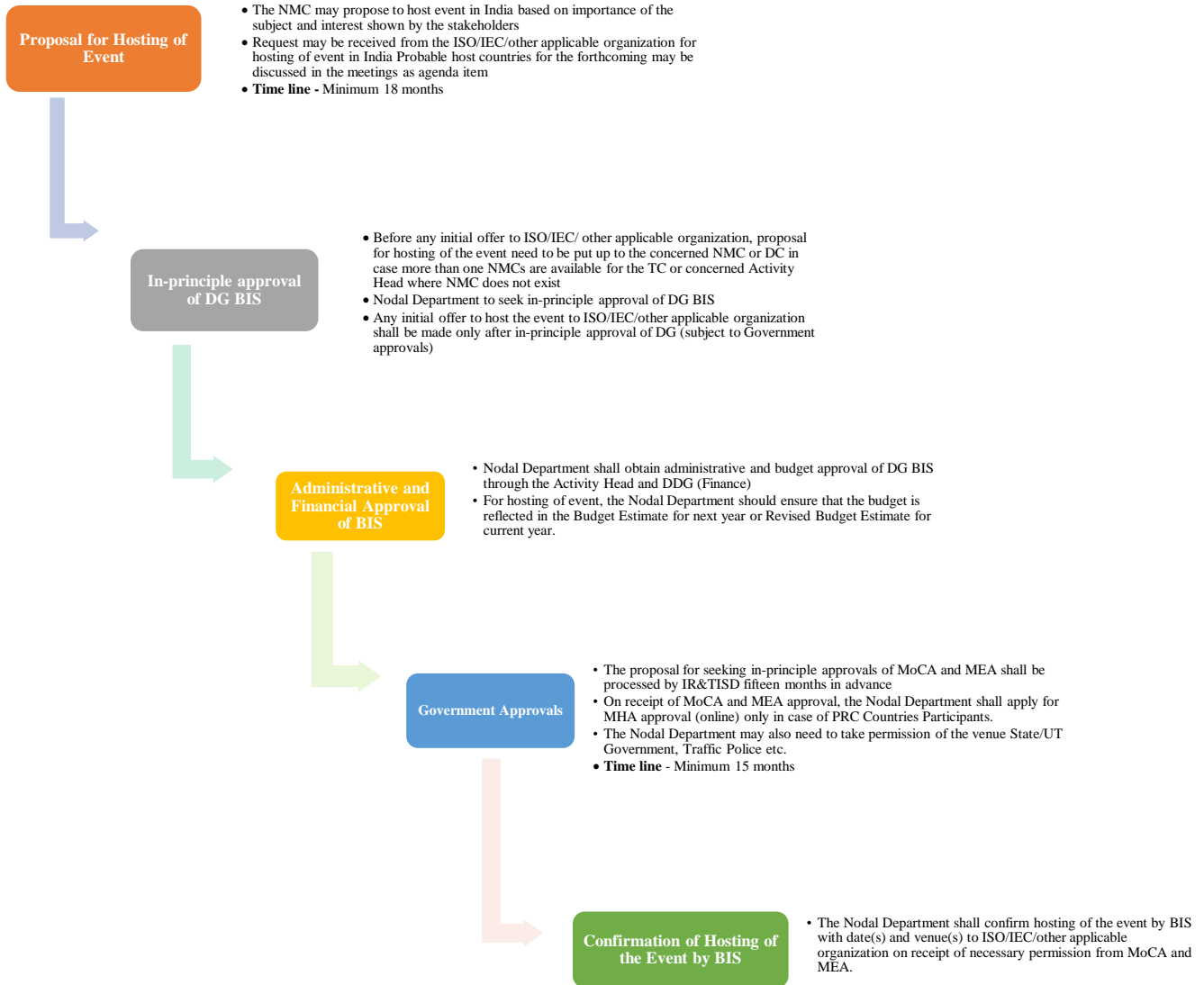
- i) Issuance of Visa Invitation letter to the International delegates,
- ii) Creation of webpage (micro-website) having details of the event, venue, registration page, contact details of BIS Nodal Department, visa services, city map, indicative list of hotels, transport services, eateries, etc.
- iii) Advance payment of venue charges etc., if any,
- iv) Regular co-ordination with ISO/IEC/other applicable organization,
- v) Logistic and other arrangements for providing required support and services to the event, media coverage, preparation and approval of Duty Roaster, final budget approval etc.

5. CORE COMMITTEE (*Optional*)

In cases where the Nodal Department plans to constitute a Core Committee for arrangement of logistics required for hosting of the event, the following is the suggested composition of the committee:

- i) Head of the Nodal Department, **Chairman**
- ii) Member Secretary of the NMC/ Nodal Officer, **Member Secretary**
- iii) Representative of Administration Department, **Member**
- iv) Representative of GSD, **Member**
- v) Representative of Accounts Department, **Member**
- vi) Representative of Finance Department, **Member**
- vii) Any other, **Members** (as decided by the Nodal Department)

FLOWCHART FOR HOSTING OF EVENTS



Responsibility Chart

Sl No.	Responsibility	Department
1.	(i) Proposal for hosting of event	NMC/Nodal Department
	(ii) In-principle approval of DG BIS	Nodal Department
	(iii) Initial offer to ISO/IEC/ other applicable organization for hosting of event	Nodal Department
2.	Administrative and financial approval	Nodal Department
3.	(i) BIS letter for seeking <i>in-principle approvals</i> of MoCA and MEA	IR&TISD
	(ii) MHA approval only in case of PRC Countries	Nodal Department
4.	Confirmation to ISO/IEC/other applicable organization for hosting of event by BIS	Nodal Department
5.	BIS letter for seeking <i>participant-wise approval</i> of MEA at least four months in advance	IR&TISD
6.	Other Permissions such as permission from State/UT Government, Traffic Police etc.	Nodal Department
7.	Logistics	Nodal Department in co-ordination with GSD/ Core Committee (if constituted)

Indicative Budget Heads for hosting of Events

Sl No.	Budget Heads
1.	Venue Booking
2.	Catering Arrangements
3.	Audio Visual Equipment
4.	Manpower & Office Equipment
5.	Wi Fi and Internet
6.	Signages
7.	Floral arrangements
8.	Photography and Videography
9.	Cultural event (if any)
10.	Delegate Kits
11.	Printing of Material (Brochures/ Programme Schedule/ Invitation Cards/ Badges/ Parking Stickers etc.)
12.	Mementos/Gifts for Delegates/Speakers
13.	Transportation of Dignitaries, BIS Officials and Material
14.	Welcome Dinner/ Closing Ceremony etc. (if any)
15.	TA/DA/Honorarium of Speakers/Guests/Faculty (if required)
16.	Publicity/Advertisements (if any)
17.	Miscellaneous