

टीएनएंडएमडी

सन्दर्भ: टीएनएमडी/एसपी/3:3

11 नवम्बर 2022

विषय: मानक मंथन के लिए दिशानिर्देश।

भारतीय मानक ब्यूरो के सभी क्षेत्रीय कार्यालयों/शाखा कार्यालयों से अनुरोध है कि उपरोक्त विषय से सम्बंधित सलंगन प्रपत्र का अनुपालन हेतु अवलोकन करें।

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भा.मा. ब्यूरो के सभी क्षेत्रीय कार्यालयों/शाखा कार्यालयों (इंट्रानेट के माध्यम से)

TN&MD

Ref: TNMD/SP/3:3

11 November 2022

Subject: Guidelines for Manak Manthan

All ROs/BOs may kindly see the attached circular on the subject mentioned above for compliance.

(Md. Tausif)
Sc. 'D' (TNMD)

Head (TNMD)

All ROs/BOs (Through Intranet)

Bureau of Indian Standards

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Guidelines for Manak Manthan**1. Introduction**

Recent initiatives under standards formulation activity of BIS are aimed towards qualitative improvements in standardization processes as well as comprehensive engagement with the various stakeholders leading to standards that are reflective of technological advancements and aligned to the current needs. These steps tend to address the situation of limited participation in standards setting process by various stakeholders due to lack of awareness on their relevance. Methodology of Action Research Projects for identifying and thoroughly reviewing the standards which were established long back has largely contributed in this regard. To derive full potential and benefits of the standards, it is necessary to create awareness about these standards among the various stakeholders ranging from manufacturers of goods and services, consumers, policymakers and regulators. Towards this goal, multi-pronged promotional activities are being undertaken by various Branch Offices.

Although the standards are decided through consensus approach by the Technical Committees comprising of representatives of different stakeholders, it is felt that establishment of new standards need to be promptly announced to facilitate their adoption by all concerned. BIS informs about publication of new and revised standards and amendments through its website and portal. The Indian Standards are even made available free of cost to the users.

However, it is likely that users may face challenges in adoption of standards due to many reasons such as lack of awareness, technical know-how, inadequate resources, lack of demand for want of adequate information about its benefits. Towards this end, for bridging the gap of publication of standard and its adoption, BIS has taken a new initiative of holding Manak Manthan meetings. Such meetings are held by all the Branch Offices regularly on monthly basis on the identified new standards as well as important documents related to revision/ amendment of existing standards. Through this approach BIS intends to take the process of standardization closer to the users for encouraging faster adoption and simultaneously taking feedback on anticipated challenges.

2. Objectives of Manak Manthan

- a) Providing a platform for launch of new standards and discussion on draft documents for new/revised standards & amendments.
- b) Taking feedback on challenges, if any, in adoption as perceived by the users.
- c) Encouraging BIS officers posted in Branch Offices to keep themselves abreast with development of new standards, so as to enable them to enhance the needs of the stakeholders under their jurisdiction in a holistic manner.

Note : The objective of Manak Manthan meetings is distinct from regular Licensee Meets, which are primarily held with BIS licensees for discussion that are largely focused on implementation issues related to Conformity Assessment Schemes, changes in processes, Portal, Standards (Revision/Amendments), performance of licensee, failure analysis, feedback on BIS etc.

3. Planning for Manak Manthan Meeting

- a) Selection of standard for discussion - The topic of discussion under Manak Manthan should be selected from recently published Standards or Wide Circulation Drafts for New/Revision/Amendment to an existing Standard of importance. It would be a good practice to choose the subject aligning with the concentration of Industries under the

jurisdiction of the Branch Office. This could also include drafts of International Standards which are under adoption by BIS and are of interest to Indian manufacturers and consumers with focus on Make in India.

Note 1: The term 'Standard' referred in these guidelines means any document selected for discussion.

Note 2: Discussions may also be held on standards on similar interrelated subjects, published either simultaneously or in quick succession)

- b) BIS Scientific Cadre Officer as nominated by the Head BO to familiarize himself with the selected standard and prepare a presentation covering its main features. The officer may interact with the Member Secretary of the concerned Technical Committee for seeking inputs and guidance.
- c) Identify stakeholders for the particular standard of interest –The Head BO and the nominated officer should identify the stakeholders which could be invited for the Manthan meeting. The participants could be invited from the following but not limited to
 - i) Manufacturers of Goods & Services, including PSUs, which are not necessarily BIS Licensees & Applicant
 - ii) Industry Associations and Related Bodies,
 - iii) Government Departments, Regulatory bodies
 - iv) Laboratories (not limited to those under BIS LRS) engaged in testing of same/similar product or broader group of products.
 - v) R&D Organizations and Educational Institutions.
 - vi) Individual Experts, Resource Persons
 - vii) Civil Society Groups/NGOs/VOs engaged in subject specific activity
- d) Mode and venue of meeting
 - i) Meeting should be held in physical mode and also in hybrid mode, as feasible, for increased participation.
 - ii) Venue for the meeting should be selected keeping in view the subject for discussion, concentration of stakeholders at the location and convenience. It need not be only at BIS Office but could also be in the premises of Industry Association, Trade Body, Govt Organisation, Educational Institution or any other hired premises.
 - iii) The meeting may also be announced through print, electronic and social media
- e) Invite the identified stakeholders through emails, mobile, telephone, Print & Social media, as appropriate well in advance, followed by reminders nearer to the Manthan date.
- f) Forward the relevant document (Indian Standard, WC Draft for Revisions/ Amendments etc.) to the participants.
- g) Request the participants to study the document(s) for comments and to forward in advance their comments/ suggestions, if any on aspects such as
 - i) The contents of the standards, particularly w.r.t Completeness and Adequacy to meet the intended purpose keeping in view the Types, Grades, Sizes etc., quality characteristics, raw materials, processes etc.
 - ii) Limits of various "Requirements"
 - iii) Feasibility of adoption
 - iv) Difficulties anticipated in implementation alongwith suggestions, if any for overcoming them
- h) BIS BO should compile the comments/suggestions, received if any, from the participants to facilitate Clause-wise discussions during the meeting.

- i) Member Secretary of the Technical Committee and/or expert members of the concerned Technical Committee may be invited for the meeting to share background information and details towards establishment/revision of the standard.
- j) All the Manak Manthan meetings planned by the BO should be posted on the Consumer Engagement Portal.
- k) Any other preparatory work as deemed appropriate by the BO for conducting the Manthan meeting in a comprehensive and realistic manner.

4. Conducting for Manak Manthan Meeting

- a) The meeting should be held with suitable banners, displays at the venue with adequate media coverage.
- b) The program schedule of the meeting should include formal inaugurations, refreshments/lunch etc., as appropriate
- c) Head of the BO, in his address, should inform the participants about the activities of BIS as well as the concept of Manak Manthan emphasizing the role of the participants in supplementing the efforts of the technical committees in formulating standards, serving the purpose of all stakeholders. Information regarding recently published new and revised standards may also be shared.
- d) The nominated BIS officer should initiate discussion on the subject through detailed presentation on the key features of the standard. This should be followed by discussion on comments/suggestions by the participants either received in advance or expressed during the meeting.
- e) Invite questions from the participants which may be answered on the spot by the BIS officers present.
- f) Summing-up of recommendations arrived through consensus approach and even unresolved issues should be compiled as feedback for communication to the Technical Committees/Departments through SCMD.

5. Follow-up

- a) Report of the Manak Manthan meeting should be prepared giving details of the presentations made, discussions held and recommendations arrived at and also complete list of participants with their contact details (email id, mobile no. & organization represented) including the attendance should be promptly uploaded on the Consumer Engagement Portal.
- b) A Press Release on the Manak Manthan meeting should be issued preferably on the same day or the next day of the meeting.
- c) An email/message, alongwith consolidated recommendation, be sent to all the participants thanking them for attending the Manak Manthan. The recommendations may also be shared with such stakeholders who were invited to participate but could not attend due to any reasons. This will facilitate in generating interest for future Manak Manthan meetings.
- d) The database of stakeholders should be updated based on the attendees of the Manthan meeting for future use.

121837/2022/TNMD

- e) Expenditure towards Manak Manthan should be booked under Standards Promotion activity within the delegated powers of the Heads of BOs.
- f) TNMD may obtain random reviews and feedback from the participants regarding the Manak Manthan meeting for identifying areas for improvement and sharing of good practices.
- g) The BO is encouraged to maintain a continuous engagement with all the Stakeholders through SMS, Emails or any other means