

भारतीय मानक ब्यूरो
मानक समन्वय एवं निगरानी विभाग

संदर्भ : एससीएमडी G-19

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विषय : Salient Points for effective functioning of Member Secretaries of Technical Committees for Standards Formulation

Please find enclosed a note on '**Salient Points for effective functioning of Member Secretaries of Technical Committees for Standards Formulation**'. This note highlights the roles, responsibilities and attributes of Member Secretaries

All officers posted in Technical Departments to follow these points scrupulously and sincerely while carrying out their duties as Member Secretaries.

Sd/-

(चिन्मय द्विवेदी)

प्रमुख मानक समन्वय एवं निगरानी विभाग

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**SALIENT POINTS
FOR
EFFECTIVE FUNCTIONING OF MEMBER- SECRETARIES OF TECHNICAL
COMMITTEES FOR STANDARDS FORMULATION**

1. The BIS Officer who acts as a Member Secretary of a Technical Committee is responsible for carrying out and managing the technical and administrative work with a view to efficiently formulating, reviewing, amending and revising the standards within the scope of work of the committee.

The Member Secretary should act with the objective of facilitating timely formulation of standards required by the industry, users, technologists, Government, regulators and others and keeping them updated. In fact, he should plan for development of the standards for next three years keeping in view the current and futuristic requirements. He should work for progressively updating the standards to International level keeping in mind the specific national requirements.

For all these, the Member Secretary needs to update himself with the latest technological, industrial and economic trends along with socio-environmental concerns as also sector specific policies of the Government and statutory aspects. He shall maintain close liaison with industry associations through their Standardization Cells, R&D institutions and consumer bodies/users. To achieve these, he has to work in close liaison with the Chairman of the Sectional Committee and the Convener of the Sub-committees, Panel and Working Groups functioning thereunder.

The Member Secretary should also periodically assess the implementation status of published standards, make efforts of their dissemination and promotion, and also collect feedback for their review/revision and for formulation of standards in new areas, wherever required. He should endeavour to write technical/status papers relating to the work achieved and in progress/planned under the technical committees, for publication in various journals.

The Member Secretary feeds the Committee with technical data, information on overseas standards, etc. He proposes work plan of the committee including new subjects/areas of standardization, revision of existing standards, R&D work that may have to be undertaken, thrust areas of work, etc based on the inputs derived from various sources as also the Standards Action Plan (SNAP).

In fact, the Member Secretary is to function as the guiding force to undertake and achieve work for BIS through the forum provided by the technical committees. He is kingpin of the entire gamut of activity as it is largely his vision to determine what useful work should be done by the committee and how to achieve the same.

2 COMMITTEE, MEETING AND DOCUMENT MANAGEMENT

To achieve the above objectives, the Member Secretary is especially responsible for various actions, as follows.

2.1 Committee Management

- a) Ensuring the composition of the committee is balanced with representatives from all concerned interests and important domains as per the scope of the Committee.
- b) Comprehensively reviewing the composition in meetings with a view to keeping it updated with right organizations represented keeping in view the dynamic nature of subjects of standardization taken up and level of participation by the members.
- c) Sending prompt communications to head of the organizations/co-ordinating official of those members who have not been participating in meetings and also not contributing otherwise to ensure active participation and review of their nominations, if required.
- d) Ensuring that the composition is updated in the Standardization Portal on real-time basis with complete details of the members, namely name/designation, Postal address, E-mail ID and phone number.
- e) Keeping the members (particularly new nominees) updated about the Standardization Portal and providing necessary assistance to them.
- f) Nominating the members for undergoing BIS trainings for technical committee members for helping in their capacity building leading to more effective contribution.
- g) Nominating technical committees and their Chairpersons and members for award of recognition to them for their outstanding contribution.

2.2 Meeting Management

- a) Preparing an annual schedule of meetings in alignment with the Annual Action Plan, and executing the same meticulously.

- b) Maintaining an Agenda Point Register for keeping a note of agenda points to be discussed in the next meeting of the Committee.
- c) Organizing meetings frequently to keep them active and helping sustain the interest of the members, ensuring quick decisions on all relevant matters.
- d) Issuing Meeting Notice sufficiently in advance through the Standardization Portal.
- e) Preparing a comprehensive Agenda, reflecting all items of the Agenda giving the status/progress under each item. A typical list giving standard items of the Agenda is given at **Annex A**.
- f) Issuing the Agenda to the members sufficiently in advance (preferably two weeks); and issuing a Supplementary Agenda, in case additional business matures after issue of Agenda that needs to be considered.
- g) Holding discussion before the meeting with the Chairperson on various agenda points and the proposed plan of action, particularly the contentious issues, so as to help resolve the same amicably during the meeting.
- h) Involving concerned CMD and BIS Laboratory by inviting them to the meetings involving matter concerning certification and testing requiring their inputs.
- i) Taking charge of the meeting from behind, playing important role to achieve successful deliberations in the meeting, for which he is required to:
 - 1) Introduce each point of the Agenda giving history behind each issue.
 - 2) Help keeping the discussions to the point, steering away from any diversionary issues.
 - 3) Ensure that views of all members are heard, and assist in evolving consensus, with the help of the Chairperson.
 - 4) Take detailed record of the deliberations and decisions taken.
- j) Making Minutes of the meeting promptly, within a week's time, keeping the following in mind:
 - 1) The Minutes should be brief, but should state decisions taken clearly without any ambiguity and recording the reasoning for the same. For contentious issues, the views of various members may be properly recorded.
 - 2) Similarly, all the comments received on the published and draft standards should be disposed of recording justification particularly for any disagreement with the comment.

- k) Arrange for circulation of Minutes after obtaining approval of the Chairperson, without losing time.
- l) Preparing an Action Copy of the Minutes, and completing actions on various decisions recorded, at the earliest.
- m) Issuing press-note/social media posts depending upon the importance of decisions taken in the meeting.
- n) Issuing write-up for publication in Standards India for meetings involving important decisions.

2.3 Documents Management

- a) Preparing a comprehensive Annual Action Plan (AAP) covering each of the projects for revision of standards and formulation of standards on new subjects giving project timelines, and tracking the progress of each of such projects for accomplishing stage-wise progress leading to timely publication of standards.
- b) Scrutinizing the new proposals for standards development by evaluating the same for establishing the need for standardization on the same, for further consideration of the Technical Committee.
- c) Avoiding taking up standardization in areas falling in the domain of other technical departments or of other committees within the same department.
- d) Examining, editing and preparing the draft standards at different stages, namely, Working/Preliminary Draft, Wide Circulation Draft and Finalized Draft taking care of technical aspects as well as editorial aspects as per IS 12 'Guide for Drafting and Presentation of Indian Standards'.
- e) Maintaining a comprehensive database of stakeholders to enable circulation of draft standards during wide circulation stage.
- f) Ensuring that the manuscript of F-copy of the draft processed for publication is completely edited as per IS 12, has all tables, figures, maps and composition of technical committees, has correct Hindi title as well as ICS No., etc and in case of revision of a standard, the major modifications are duly enlisted in the Foreword.
- g) Checking the entire edited copy as well as the proofs received from Publication Department, carefully, including for placement of tables, figures, maps, annexes, etc; their cross-referencing; and particularly the formulae, equations, etc, so as to avoid any error being crept in at these stages. The edited copy/proof

should be returned by the Technical Departments to Publication Department within a week's time.

- h) Processing the final standard after being adopted by the Chairman of the Division Council, to Publication Department for gazette notification, quickly. In case of revision of a standard, the revised standard supersedes the earlier version of the standard giving some time for their concurrent running. However, in some cases, a revised (or a new standard) may supersede one or more standards as well, which might have been amalgamated with such published standard or otherwise. Care should be taken to appropriately reflect these in the gazette notification correctly.
- i) Ensuring a thorough evidence-based review of standards due for periodic review and where required revise the standard reflecting the state-of-the-art and considering the latest technological developments globally using Action Research approach through Review Module of BIS Standardization Portal.

3 ATTRIBUTES FOR EFFICIENT FUNCTIONING OF MEMBER SECRETARY

For efficiently discharging his responsibility, the Member Secretary should have the following attributes by virtue of his hard work and ensuing clarity in the respective area:

- a) Full familiarity with the BIS Act, Rules and Regulations and related procedures; awareness about the overall policies of BIS in relation to standards development work and also about directives of the top management of BIS.
- b) Being in position to advise the committees on any point of procedure or drafting;
- c) Familiarity with the subjects dealt by the committees handled by him in respect of economic data, national priorities, technological status of the industry in India and abroad, availability of standards in India and outside, any national regulations, laws, etc.
- d) Awareness of testing facilities in the country and of R&D work going on;
- e) Awareness of any decision by higher level bodies such as Governing Council, Standards Advisory Committee and Division Council, regarding the activities of the Sectional Committee for which he is responsible.
- f) Awareness of the work accomplished and in hand with other related BIS Technical Committees.

- g) Awareness of the International Standards/foreign standards in relevant subjects and the ongoing work in international and regional standardization bodies.
- h) Capacity to organize and independently carry out technical and administrative work of the committee and to influence and promote active participation on the part of the committee members.
- i) Command on language and clarity of expression.
- j) Command over editorial practices as per IS 12.

ANNEX A

TYPICAL LIST OF ITEMS OF AGENDA

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| Item 0 | Welcome and Opening Remarks |
| Item 1 | Confirmation of Minutes of the last Meeting |
| Item 2 | Scope and Composition of Committee |
| Item 3 | Issues Arising out of Previous Meetings |
| Item 4 | Draft Standards/Amendments for Finalization |
| Item 5 | Draft Standard/ Amendments for Approval for Wide Circulation |
| Item 6 | Drafts under Preparation |
| Item 7 | Comments on Published Standards |
| Item 8 | New Subjects |
| Item 9 | Technical Issues |
| Item 10 | International Activities |
| Item 11 | Programme of Work
(including periodic review of Indian Standards) |
| Item 12 | Date and Place of Next Meeting |
| Item 13 | Any Other Business |