

## प्रबंधन और प्रणाली विभाग

संदर्भ: MSD 15/ISO/COPOLCO

दिनांक: 17 मई 2023

विषय: आईएसओ/कोपोल्को के लिए संशोधित ड्यूटी रोस्टर

भारतीय मानक ब्यूरो 23-26 मई 2023 को होटल ली मेरिडियन (23-24 मई 2023) और विज्ञान भवन (25-26 मई 2023), नई दिल्ली में आईएसओ/कोपोल्को की 44वीं पूर्ण बैठक की मेजबानी कर रहा है। इस कार्यक्रम को सफलतापूर्वक आयोजित करने के लिए बीआईएस के विभिन्न अधिकारियों को ड्यूटी सौंपी गई है। इसके अलावा, जैसे-जैसे हम इस कार्यक्रम के निकट आ रहे हैं, यह महसूस किया जा रहा है कि आयोजन के सुचारू और सफल आयोजन के लिए अधिक जनशक्ति की आवश्यकता 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: 17 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 Hotel Le Meridien (23-24 May 2023) and Vigyan Bhawan (25-26 May 2023), New Delhi. In order to organize this event successfully, duties have been assigned to various officers of BIS. Further, as we are approaching to the event, it is felt that more manpower is required for smooth and successful organization of the event. 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> ISO COPOLCO Plenary 2023**  
**22 – 26 May 2023**  
**Hotel Le Meridien & Vigyan Bhawan, New Delhi**

**PROGRAMME SCHEDULE**

Date & Time	Programme & Venue	Expected Participants No.
23 May 2023 (08:00 – 13:00)	Registration of Delegates at Hotel Le-Meridien, New Delhi	
23 May 2023 (09:00 – 17:30)	ISO COPOLCO Preparatory Workshops at Sovereign 1, Hotel Le-Meridien, New Delhi	200 (100 delegates + 50 Invitees + 50 BIS officials)
23 May 2023 (19:00 onwards)	ISO COPOLCO Welcome Reception at Banquet Hall, Hotel Ashok, New Delhi	250
24 May 2023 (08:00 – 14:00)	Registration of Delegates at Hotel Le-Meridien, New Delhi	
24 May 2023 (09:00 – 17:30)	ISO COPOLCO Plenary Day 1 and Opening Ceremony at Sovereign 1, Hotel Le-Meridien, New Delhi	100 Delegates for Plenary 250 Delegates/invitees/ BIS officials for opening ceremony
25 May 2023 (08:00 – 13:00)	Registration of Delegates at Vigyan Bhawan, New Delhi	
25 May 2023 (09:00 – 17:30)	ISO COPOLCO Plenary Day 2 at Hall No. 5 and Annexe A, B & C of Vigyan Bhawan, New Delhi	200 (100 delegates + 50 Invitees + 50 BIS officials)
25 May 2023 (19:00 onwards)	Cultural Event followed by Farewell Dinner at Sovereign 1, Hotel Le-Meridien, New Delhi	250
26 May 2023 (08:00 – 13:00)	Registration of Delegates at Vigyan Bhawan, New Delhi	
26 May 2023 (09:00 – 18:00)	Post-Plenary Event - BIS Consumer Engagement and Outreach Programme at Hall No. 5 of Vigyan Bhawan, New Delhi	250

S. No.	Activity	Overall Incharge	Supporting Officers/ staff	Remarks	
1.	Venue Incharge (Hotel Le-Meridien & Vigyan Bhawan)	Overall coordination and management of the Venue	A.R. Unnikrishnan	Nisha Bura, Rajiv Ranjan	Prior to and during the events
	Venue Incharge (Hotel Le-Meridien & Vigyan Bhawan Annexe)	Overall coordination and management of the Venue	Ajay Lal	Virendra Singh, Kishore Mandal	Prior to and during the events
2.	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, PCD	Collection of the following by 17 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
3.	Finalisation of design, installation of Backdrops, Podium banner, standees, during	<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> </ol>	Arun Kumar	Sinom Hudson Singh	As per the meeting calendar and events  In coordination with venue incharge

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	each session and its display at appropriate place at Hotel Le-Meridien, Vigyan Bhawan and Hotel Ashok	<ol style="list-style-type: none"> <li>4. Cultural Event</li> <li>5. General ISO COPOLCO Meeting</li> <li>6. Dialogue Session: Challenges and Good Practices for Consumer engagement</li> <li>7. Strategic Session : Identifying and acting on consumer priorities in standards</li> <li>8. Welcome Reception</li> </ol>			
4.	Registration at Hotel Le-Meridien and Vigyan Bhawan 23-26 May 2023 (08:00 onwards)	Registration counters : <ol style="list-style-type: none"> <li>1. Receiving and guiding delegates to registration counter and meeting venue</li> <li>2. Managing registration of delegates</li> <li>3. Distribution of conference kits, Badges</li> <li>4. Arrangement of cloak room facility at Vigyan Bhawan</li> </ol>	Navindra Gautam, Head MED	Adbhut Singh Deepti Budiya Kshiti Bathla Aditi Sanjeev, GSD	During the events on all days
5.	<ul style="list-style-type: none"> <li>• Transportation of material from BIS HQ to Hotel Le- Meridien on 22 May and shifting to Vigyan Bhawan 25 May and back after event on 26 May 2023</li> <li>• Handing over to Registration team/ Secretariat coordinator</li> </ul>	For: <ol style="list-style-type: none"> <li>1. Registration (Conference kits, badges, etc.)</li> <li>2. Mementos, gifts, shawls, etc.</li> </ol>	Ashish V. Urewar	Srikant, GSD Sarita Dua, MSD Rakesh, MSD Ashwani, MSD Malvika, MSD Monika, MSD Yash, MSD	On 22 <sup>nd</sup> May shifting to Hotel Le-Meridien and shifting to Vigyan Bhawan on 25 <sup>th</sup> May

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6.	Horticulture Requirements	<p>Flower arrangement on dais on 24 May 2023 at Le Meridien and 26 May 2023 at Vigyan Bhawan in coordination with Horticulture Deptt (Vigyan Bhawan)</p> <p>To coordinate and arrange flower decoration, if required for other meetings</p>	AR Unnikrishnan	Ajay Lal Kishore Mandal BIS Horticulture incharge	<p>24 May Morning 26 May Morning</p> <p>Previous day of the event for other meetings or as early as possible</p>
7.	<p>Welcome gifts for dignitaries on dais</p> <ul style="list-style-type: none"> <li>• Finalization</li> <li>• Purchase</li> </ul>	<p>Plant/ Shawl/ Memento</p> <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 18 May 2023
8.	Sitting arrangement	<p>On Dias and halls including:</p> <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> <li>• Printing of name plates for International delegates, speakers and invitees for different sessions.</li> </ul>	<p>S.K. Kanojia Sanjiv Maini</p> <p>Ashish, MSD</p>	<p>Vijay Kumar Gupta Lalit Yadav</p> <p>Rakesh, MSD</p>	<p>Finalization of requirements prior to the event</p> <p>Coordination during the event each day prior to sessions</p> <ul style="list-style-type: none"> <li>• In coordination with Head (MSD)</li> </ul>

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9.	Setting up and managing of BIS/ ISO sectt. At Hotel Le-Meridien and Vigyan Bhawan	Arrangement of desktops, printers, copiers, papers, stationery items, etc. in coordination with ITDC	Yuvraj Chauhan	Sarita Dua, Rakesh Kumar, Monika (MSD)	Setting up at Hotel Le Meridien on 22 <sup>nd</sup> May and at Vigyan Bhawan on 25 <sup>th</sup> May
10.	Compering	Compering of: 1. Opening ceremony on 24 May 2023 2. Consumer engagement and outreach programme on 26 May 2023	1. Dr Anil Kapri 2. Abhishek Naidu + Gaurav Jayaswal		Finalization of scripts by 18 May 2023.
11.	Lighting of Lamp including arrangement of accessories	For: 1. Opening ceremony on 24 May 2023 at Le Meridien 2. Inaugural session for Consumer Engagement and Outreach programme on 26 May 2023 at Vigyan Bhawan	Suneeti Toteja	Vijaya, PS to ADG Rajini Ekka Srikant, GSD	Prior to the events on 24 and 26 May 2023 in coordination with venue incharge, Hotel Le-Meridien and ITDC
12.	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 4. other events including open sessions and workshops	Suneeti Toteja	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
13.	Opening Ceremony	Program finalization for Opening Ceremony on 24 May 2023	A K Bera	Anuj Bhatnagar	17 May 2023
14.	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

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				Ashish V. Urewar (for Liquor)	meeting including finalization of venue (depending on number of guests)
15.	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, Pinaki Gupta Rajiv Ranjan	Prashant Yadav  Ashish V. Urewar (for Liquor)	<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 (depending on number of guests)</li> </ul>
16.	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 17 May 2023
17.	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 Hotel Le Meridien and 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>	Reena Garg, Preeti Bhatnagar	Debasish Mahalik Lalit Yadav 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:</p>



S. No.	Activity	Overall Incharge	Supporting Officers/ staff	Remarks	
		Including: 1. High Tea in VIP lounge/ VIP rooms at Hotel Le Meridien and VB for VIPs 2. High Tea after Opening Ceremony on 24 May 2023 at Hotel Le Meridien 3. FN/AN Tea, Water on all days 4. Any specific arrangement as required by ISO 5. Snacks for BIS Officials at Hotel Le Meridien and VB 6. Communicate day-by-day requirements and Certify the menu wise total number of plates used each day in each place		ITDC (Ms. Alka, Mob. 8171106344), Ashok Hotel ( Mob. 9958503272) and Le-Meridien (Mr Dinesh, Mob. 8447751788)	
<b>18.</b>	Invitation Cards for	1. Finalization of Design	Nitasha Dogar	Lavika Singh	Latest by 17 May 2023
	1. Welcome Reception	1. Finalization of guest list	S K Kanojia Anuj Bhatnagar	Nisha Bura	Latest by 17 May 2023
	2. Cultural Event and Farewell Dinner	1. Printing of cards by GSD	Neha Singhal	Shovik Chanda	Latest by 17 May 2023
	3. Opening Ceremony	2. Distribution of Cards	S K Kanojia Anuj Bhatnagar	Shovik Chanda Aditya Das Lavika Singh Kishore Mandal Sanjeev (GSD) Srikant (GSD)	Latest by 19 May 2023
	4. Consumer Engagement and Outreach programme	3. Printing of car sticker/badges/lanyard (List to be finalized and provided by MSD)	Arun Kumar Gajendra Mangla		Latest by 17 May 2023
<b>19.</b>	Preparation of Conference kit	Bag, memento, BIS brochure, conference brochure	Neha Singhal	Rajat Gupta, PCD	Latest by 18 May 2023

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				Kishore Mandal Lalit Yadav Rakesh Kumar, MSD	
20.	Permission from DCP south and DCP Traffic and other authorities	For main event at Vigyan Bhawan (5 days) from DCP south and DCP Traffic Also check and obtain necessary clearances for events at Hotel Le-Meridien and Hotel The Ashok	Kishore Mandal		Latest by 17 May 2023
21.	Finalization and printing	BIS Brochure and Conference Brochure	Suneeti Toteja	Smitha Nair Anindya Chakraborty	Latest by 18 May 2023
22.	Transport	<ul style="list-style-type: none"> <li>For officers and staff from respective places to Venue</li> <li>From Hotel Le Meridien 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 Phalendra Kumar	Srikant (GSD) Sanjeev (GSD)	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 Hotel Le Meridien to Hotel Ashok and from VB to Le Meridien for welcome and farewell dinners on 23 <sup>rd</sup> and 25 <sup>th</sup> May 2023
23.	Photography, videography and Media Coverage	During Plenary Meeting/ Working Group Meetings/ Dialogue Session/ Workshop on sustainability/ Consumer Engagement & Outreach programme	Smitha Nair Phalendra Kumar	Dr. Radhekrishan	In co-ordination with ITDC during the events.

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	including Social Media	photography / videography in VB and Annexe Photography/ videography in Dinners as well and social media coverage			
24.	Arrangement for VC and WI-FI coupons at Hotel Le-Meridien and Vigyan Bhawan	Provision of Video conferencing and wi-fi for meetings in Hybrid Mode	Ajay Tiwari	Nitish Kumar Abhishek, ITS	To assess the requirements latest by 18 May 2023 and necessary co-ordination during the events.
25.	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
26.	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 17 May 2023
27.	Coordination for escort and 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> <p>To coordinate with dignitaries' offices for their timely arrival</p>	<ol style="list-style-type: none"> <li>1. Shoaib Akhter</li> <li>2. Ajay Tiwari</li> <li>3. Madhurima Madhav</li> <li>4. D Bhadra</li> <li>5. Rachna Sehgal</li> </ol>	5 Vijay Kr. Gupta	

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28.	Preparation of Speeches of Senior Dignitaries	ISO COPOLCO OPENING CEREMONY 24 MAY 2023		Latest by 17 May 2023	
		<i>Welcome Address</i>	Mr. Pramod Kumar Tiwari, IAS Director General, BIS		Shri Adbhut Singh, Sc. D (SCMD)
		<i>Keynote Address</i>	Mr. Rohit Kumar Singh, IAS Secretary, Consumer Affairs		Shri Sanjeev Maini, Sc. F & Head (MTD)
		<i>Special Address</i>	Sadhvi Niranjan Jyoti Hon'ble Minister of State Consumer Affairs, Food & Public Distribution		Smt. Madhurima Madhav, Sc. D (CED)
		<i>Special Address</i>	Mr. Ashwini Kumar Choubey Hon'ble Minister of State Consumer Affairs, Food & Public Distribution		Smt. Rachna Sehgal, Sc. F & Head (IR&TISD)
		<i>Inaugural Address</i>	Mr. Piyush Goyal Hon'ble Minister of Commerce & Industry, Consumer Affairs, Food & Public Distribution and Textiles		Smt. Rachna Sehgal, Sc. F & Head (IR&TISD)
		<i>Vote of Thanks</i>	Mr. Rajeev Sharma Deputy Director General (Standardization- I), BIS		Shri Adbhut Singh, Sc. D (SCMD)
		BIS CONSUMER ENGAGEMENT AND OUTREACH PROGRAMME 26 May 2023			

S. No.	Activity	Overall Incharge	Supporting Officers/ staff	Remarks	
		Welcome Address	Ms. Mamta Upadhayay Lal, IOFS Additional Director General, BIS	Shri Lalit Yadav, Sc. B (MSCD)	
		Keynote address	Ms. Nidhi Khare, IAS Additional Secretary, Department of Consumer Affairs	Shri Sanjeev Maini, Sc. F & Head (MTD)	
		Inaugural address	Mr. Pramod Tiwari, IAS Director General, BIS	Ms. Suneeeti Tuteja, Head (FAD)	
		Vote of Thanks	Mr. Chandan Bahl Deputy Director General (IR, MSC & SCM), BIS	Shri Lalit Yadav, Sc. B (MSCD)	
29.	Establishment of electrical connections & connectivity		Rakesh Meena (PMWD)	Shri Ajay Gautam	During the events.

Note:

- 1) Arrangement should be finalised in consultation with Head (MSD)
- 2) Two Marshalls for VIP Parking at Vigyan Bhawan