



PROCEDURES
FOR THE DEVELOPMENT OF
EAST AFRICAN STANDARDS

EAST AFRICAN STANDARDS COMMITTEE

Published on behalf of EASC by Partner States

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Foreword

These procedures were prepared by the East African Standards Technical Subcommittee and approved by the East African Standards Committee under the provisions of the East African Community Standardization, Quality Assurance, Metrology and Testing Act 2006 and Article 81 of the Treaty for the Establishment of the East African Community, Partner States.

The partner states that were represented in the East African Standards Technical Subcommittee during the preparation of these procedures are Republic of Burundi, Republic of Kenya, Republic of Rwanda, United Republic of Tanzania and Republic of Uganda through.

The procedures define the methodologies for the development and maintenance of East African Community Standards through the activities of technical committees and their subsidiary bodies.

The procedures were first published in January 2005. The principal changes with respect to the previous edition are:

- a) Incorporation of the roles of EASC, liaison office and National Standards Bodies as per the East African Community Standardization, Quality Assurance, Metrology and Testing Act, 2006;
- b) Inclusion of sub clauses on standardization principles;
- c) Renaming of EASTSC to Standards Technical Management Committee (STMC) and redefining its roles;
- d) Inclusion of procedures on formal voting on NWIP, CD ,DEAS and FDEAS;
- e) Inclusion of a sub clause on the project secretariat and expanding on its roles;
- f) Inclusion of procedures for establishing and participating in technical committees;
- g) A revision of stages 1, 2, 3, 4, 5 and inclusion of stage 6 on publication of EAS;
- h) Inclusion of procedures for the development of other deliverables.

These procedures have been established by EASC in recognition of the need for Regional Standards to be cost-effective and timely, as well as widely recognized and generally applied.

This second edition supersedes the January 2005 Edition which is withdrawn.

During the development of these procedures, reference was made to the following documents:

ISO/IEC Directives — Part 1: Procedures for the technical work, 2008

Participating in International Standardization, ISO Publication, of September 2007, ISBN 978-92-67-10453-9.

WTO/ TBT Agreement Annex 3: Code of Good Practice for the Preparation, Adoption and Application of Standards

Acknowledgement is hereby made for the assistance received from these sources.

Contents

1	SCOPE.....	1
2	NORMATIVE REFERENCES	1
3	DEFINITIONS AND ABBREVIATIONS	1
3.1	Definitions	1
3.2	Abbreviations	3
4	PRINCIPLES	4
4.1	Openness	4
4.2	Transparency	4
4.3	Impartiality and consensus.....	4
4.4	Appeals.....	4
4.5	Mandates and prioritization categories.....	4
4.6	Effectiveness and relevance.....	5
4.7	Coherence.....	5
4.8	Notification procedure.....	6
5	APPEALS	8
5.1	General.....	8
5.2	Appeal against a subcommittee decision.....	8
5.3	Appeal against a technical committee decision.....	8
5.4	Appeal against an STMSC decision	9
5.5	Progress of work during an appeal process.....	9
6	ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR TECHNICAL WORK.....	9
6.1	Role and responsibilities of the East African Community Secretariat	9
6.2	East African Standards Committee (EASC).....	10
6.3	The Standards Technical Management Sub-Committee (STMC)	11
6.4	National Standards Bodies.....	13
6.5	Establishment of technical committees	15
6.7	Establishment of subcommittees.....	17
6.8	Working Group	18
6.9	Task Force	20
6.11	Technical Committee Secretary.....	22
6.12	Working Group Convenor.....	23
6.13	Secretariats of technical committees and subcommittees.....	25
6.14	Change of secretariat of a technical committee.....	26
6.16	Editing committees	27
7	MEETINGS.....	27
7.1	General.....	27
7.2	Procedure for calling a meeting.....	28
7.3	Language at meetings.....	28
7.4	Cancellation of meetings.....	28
8	STAGES IN THE DEVELOPMENT OF EAST AFRICAN STANDARDS.....	29
8.1	General.....	29
8.2	Proposal stage (Stage 1)	29
8.3	Committee stage (Stage 2)	29
8.4	Enquiry stage (Stage 3)	30
8.5	Ballot stage (Stage 4)	30
8.6	Approval Stage (Stage 5)	30
8.7	Publication Stage (Stage 6).....	30
8.8	Progress control.....	30
9	DEVELOPMENT OF EAST AFRICAN STANDARDS	30
9.1	Introduction.....	30
9.2	Proposal stage (Stage 1)	30
9.3	Committee stage (Stage 2)	36
9.4	Enquiry stage (Stage 3)	37
9.5	Ballot stage (Stage 4)	38
9.6	Approval Stage (Stage 5)	40
9.7	Publication Stage (Stage 6).....	40
9.8	Unique Acceptance Procedure	40
9.9	Finalization and implementation of East African Standards	42
10	DEVELOPMENT OF OTHER DELIVERABLES	44

10.1	Technical specification (EAS/TS)	44
10.2	Publicly Available Specifications (PAS)	46
10.3	Technical Reports	47
10.4	EASC Workshop Agreement (EWA)	49
10.5	EAS Guide	51
11	TECHNICAL CORRIGENDA AND AMENDMENTS	52
11.1	General	52
11.2	Adopted international standard	52
11.2.1	Technical corrigenda	52
11.2.2	Amendments	53
11.3	East African Standard	53
11.3.1	Technical corrigenda	53
11.3.2	Amendments	53
11.4	Primary Questionnaire/Updating Questionnaire	54
12	CLAIMS OF DEFECTIVE EAST AFRICAN STANDARDS	56
13	SYSTEMATIC REVIEW OF EAST AFRICAN STANDARDS	61
14	DOCUMENT INTEGRITY	62
	Form A — Proposal for a new project	64
	Form N — Proposal for a new work item	71
	Pre-adoption of a potential New Work Item (Preliminary stage)	73
	Adoption or Activation of a New Work Item	75
	Temporary checklist on environmental aspects in the standard	77
	Transposition of International Standards as East African Standards	79
	Questionnaire for review of East African Standards	82
	Assignment of Exploitation Rights	84
	Comments and Observations Form	88
	Form B Opinion of STMC on new work proposal	89
	Proposal for a new field of technical activity	91
	Decision to establish a Sub-Committee	93
	Vote on new work item proposal	95
	New work item proposal	97
	Report of voting on DEAS	100
	Vote on EAC/CD	101
	Registration Form for participation at the Kick-Off Meeting	102
	Appointment of the Chairperson of a EAC Technical Committee	103
	Annex A (informative) Guidance on Technical Committees meetings	104
	Composition of the delegation	115

PROCEDURES FOR THE DEVELOPMENT OF EAST AFRICAN STANDARDS

1 SCOPE

This document lays down the basic principles, procedures and mechanisms by which the East African Standards Committee and the EAC Partner States are to develop, publish and maintain East African Standards and other deliverables.

2 NORMATIVE REFERENCES

In this document reference is made to the latest edition of the following publications:

- 2.1 Treaty for the Establishment of the East African Community
- 2.2 East African Community Standardization, Quality Assurance, Metrology and Testing Act, 2006 (hereafter EAC SQMT Act, 2006)
- 2.3 ISO/IEC Directives – Part 1: Procedures for the Technical Work
- 2.4 ISO/IEC Directives – Part 2: Rules for the structure and drafting of international standards
- 2.5 WTO Agreement of Technical Barriers to Trade (WTO TBT Agreement)

Include reference to regulations

3 DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

For the purposes of these procedures, the following definitions apply. Except as they are otherwise defined in the EAC SQMT Act 2006, other terms in these procedures shall be interpreted in accordance with their ordinary meaning in context and in the light of the objectives of the EAC SQMT Act, 2006 and where appropriate by reference to the terms presented in ISO/IEC Guide 2, *Standardization and related activities – General vocabulary*.

consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments

NOTE Consensus need not imply unanimity.

East African Standards Committee (EASC)

the Sectoral Committee established under Article 4 of the EAC SQMT Act, 2006 and whose mandate are spelt out therein

Standards Technical Management Sub-Committee (STMSC)

a Subcommittee established by the EASC for the purpose of elaborating and harmonizing standards and standards-related documents, with a view to their recommendation for adoption as East African Standards amongst other deliverables

Partner States

The Republic of Burundi, the Republic of Kenya, the Republic of Rwanda, United Republic of Tanzania and the Republic of Uganda and any other country granted membership to the Community under Article 3 of the Treaty.

Project Secretariat

the Secretariat for a specific standards project, held by the NSB to whom it is allocated by the STMSC for the duration of the harmonization period

approval procedure

any registration, notification or other mandatory administrative procedure for granting permission for a good or service to be produced, marketed or used for a stated purpose or under stated conditions

assessment of risk

evaluation of the potential for adverse effects

conformity assessment procedure

any procedure used, directly or indirectly, to determine that a technical regulation or standard is fulfilled, including sampling, testing, inspection, evaluation, verification, monitoring, auditing, assurance of conformity, accreditation, registration or approval used for such a purpose, but does not mean an approval procedure

international standard

a standards-related measure, or other guide or recommendation, adopted by an international standardizing body and made available to the public

international standardizing body

a standardizing body whose membership is open to the relevant bodies of at least all the parties to the *GATT Agreement on Technical Barriers to Trade*, including the *International Organization for Standardization (ISO)*, the *International Electrotechnical Commission (IEC)*, *Codex Alimentarius Commission*, the *World Health Organization (WHO)*, the *Food and Agriculture Organization (FAO)*, the *International Telecommunication Union (ITU)*; or any other body that the Partner States designate

make compatible

bring different standards-related measures of the same scope approved by different standardizing bodies to a level such that they are either identical, equivalent or have the effect of permitting goods or services to be used in place of one another or fulfil the same purpose

National Member

A national standards body within the EAC, or from a country likely to become a member of the EAC which has committed itself to complying with EAC SQMT Act, 2006 and whose written application for membership has been approved by the Council.

standard

a document, approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for goods or related processes and production methods, or for services or related operating methods, with which compliance is not mandatory. It may also include or deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a good, process, or production or operating method

standardizing body

a body having recognized activities in standardization

standards-related measure

a standard, technical regulation or conformity assessment procedure

technical regulation

document which lays down goods' characteristics or their related processes and production methods, or services' characteristics or their related operating methods, including the applicable administrative provisions, with which compliance is mandatory. It may also include or deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a good, process, or production or operating method

3.2 Abbreviations

API	American Petroleum Institute
ASTM	American Society for Testing and Materials
BBN	Bureau Burundais de Normalisation et Contrôle de la Qualité
CD	Committee draft
CEAS	Catalogue of East African Standards
DEAS	Draft East African Standard
EAC	East African Community
EASC	East African Standards Committee
ICS	International Classification for Standards
IEC	International Electrotechnical Commission
IEEE	Institute of Electric and Electronic Engineers
ISO	International Organization for Standardization
KEBS	Kenya Bureau of Standards
KS	Kenya Standard
NSB	National Standards Body
NWIP	New Work Item Proposal
RBS	Rwanda Bureau of Standards
STMC	Standards Technical Management Committee
SC	Subcommittee
TBS	Tanzania Bureau of Standards
TC	Technical Committee
TZS	Tanzania Standard
UNBS	Uganda National Bureau of Standards
US	Uganda Standard
WD	Working Document
WG	Working Group

WTO World Trade Organization

4 PRINCIPLES

4.1 Openness

Participation in EAC Standards Development process is open on a non-discriminatory basis to all interested parties in the Partner States through:

- a) Representation at East Africa Standards Technical Committees, subcommittees or working groups;
- b) Public enquiry process on draft East Africa Standards (DEAS).

4.2 Transparency

The development of East African Standards is a transparent process and all essential information shall be accessible to all interested parties. This shall be achieved through:

- a) Announcement of approved new work items on EAC Web-Portal (www.eac-quality.net);
- b) Announcement of drafts for Public comment on EAC Web-Portal (www.eac-quality.net) and a notification to WTO Secretariat;

NOTE All draft EAC Standards for public comment except adoption of international standards can be downloaded from EAC Web-Portal free of charge.

- c) Publication of East African Standards work programme bulletin on EAC Web-Portal and a notification to WTO Secretariat;
- d) Announcement of approved/amended/confirmed/withdrawn standards in the EAC Gazette and on EAC Web-Portal;
- e) Prompt Publication of approved/amended/confirmed standards;
- f) Sales of East African Standards (EAS);
- g) Searchable and downloadable Catalogue of East African Standards on the EAC Web-Portal.

4.3 Impartiality and consensus

- a) The EAC standards development process shall not favour the interests of any particular party and shall grant equal rights and opportunities in the development and dissemination phases to all interested parties;
- b) The principle of consensus is applied throughout the development process of EAC standards.

4.4 Appeals

In cases of dispute, a formal appeal process (Clause 5) shall be followed.

4.5 Mandates and prioritization categories

4.5.1 Sources of the 'mandate process'

Mandates may originate from many different sources which 'trigger' the mandate process at the Council level and/or EAC Secretariat and can be considered as one of the possible ways to start the core process of standardization.

Reasons to issue a mandate can include the promotion of technology, environmental issues, safety/consumer protection, requests from industry, harmonization of national legislation, EAC Directives, EAC standardization marking, result of programming mandates.

Each trigger for the mandate process has the common objective of using standardization in particular to break down the barriers to trade within the Community.

These triggers may be driven by an external interested party (e.g. the Sectoral Councils/Committees) or by the Council itself depending on the individual circumstances of the source, e.g. integrity of the EAC market: standards may be proposed to support the operational aspects of an EAC directive to remove barriers to trade, or to assist in research and development).

4.5.2 Prioritization categories

Prioritization of standardization mandates fall into the following categories:

Category A: Subject of mandates from the Council and/or EAC Secretariat for tasks requested by these two EAC Organs for rapid completion.

Category B: Drafts relating to the harmonized application of international standards. This relates to alignment of East African Standards to international standards or replacement of EAS with international standards.

Category C: Existing or new subjects for which the EASC offers an acceptance procedure for drafts established by EAC Sectoral Councils/Committees bodies having safeguard of Treaty Provisions and effectiveness comparable with that of an EAC technical committee and where no ISO work already exists.

Category D: Subjects under the programmes of the EAC TCs on their own initiatives or as approved by the EASC.

4.6 Effectiveness and relevance

4.6.1 A proposal for a new harmonization project may be made by anybody in any of the Partner States, but shall be routed through that country's NSB to the EASC, where the project shall be approved and allocated.

4.6.2 The criteria used by EASC (and hence also by the NSB proposing the new work item) to approve the NWI, allocate the NSB secretariats, and to approve titles, scopes, programmes of work and priorities within work programmes shall be based on the aspects listed in 4.5.3.

4.6.3 EAC standards shall be relevant and effectively respond to:

- a) Regulatory needs (e.g. Security, safety, health and environment considerations);
- b) Trade/market requirements;
- c) Scientific and technological development;
- d) National Government and EA Council of Ministers priorities;
- e) Export promotion needs.

4.6.4 At regular intervals a formal review of each EAC Standard shall be conducted by the responsible TC Secretariat to determine its continued applicability, and the need to amend, revise, withdraw, etc. Wherever possible, the review shall, in the case of adopted International Standards, be timed to coincide with and take into account the international review of the source document.

4.7 Coherence

4.7.1 To avoid duplication and conflict, cooperation and coordination with the work of Partner States, other regional and sub-regional standardizing bodies such as ARSO, COMESA, SADC and international standardizing bodies such as ISO, CODEX, IPPC, OIE, ITU and IEC shall be undertaken.

4.7.2 The EAC SQMT Act, 2006 establishes the East African Standards Committee as the only competent body charged with developing East African Standards. As much as possible the EASC will establish dialogue with other standardization units within the Community in order to avoid proliferation of standards.

4.7.3 The EASC is thus the focal point in developing, adoption and harmonization of standards of all description.

4.8 Notification procedure

4.8.1 Purpose

To encourage transparency and convergence in the Community, each Partner State shall notify their work programmes to each other and the EAC Secretariat and where comments have been received from other Partner States, they shall be taken into consideration when executing that work programme.

4.8.2 Procedure

4.8.2.1 A National Member sends a notification via e-mail to the EAC Secretariat and EAC Web Portal www.eac-quality.net, using a 'Notification Sheet'.

4.8.2.2 EAC Secretariat performs a quality check of the notification.

4.8.2.3 If the quality of the notification is not satisfactory, the EAC Secretariat contacts the National Member in order to correct the situation. Cases for which the National Member does not provide the necessary information to correct the situation are considered by the EAC Secretariat as not notified.

4.8.2.4 If the quality of the notification is satisfactory, the EAC Secretariat inputs it into the EAC Web Portal and updates its database.

4.8.2.5 Once a month, the EAC Secretariat dispatches notifications to Partner States using appropriate format, e.g., on CD-ROM or via e-mail.

4.8.2.6 The EAC Secretariat prepares the 'Monthly Notifications Register'.

4.8.2.7 The EAC Secretariat circulates the 'Monthly Notifications Register' to National Members and once a year, prepares the 'Annual Report on the Running of the Information Procedure' and circulates it to the National Members and Council.

4.8.2.8 Following the circulation of the Monthly Notifications Register or extracts made available on EAC Web Portal, a National Member may send a reaction to the originator of a notification, with a copy to the EAC Secretariat, informing them of:

- 1) its wish to actively or passively participate in activities planned by another standards body; or
- 2) its wish to initiate East African standardization on the item subject of the notification.

4.8.2.8.1 Participation in activities planned by other standard bodies

4.8.2.8.1.1 If the National Member requests a passive or an active participation, the CMC registers the request.

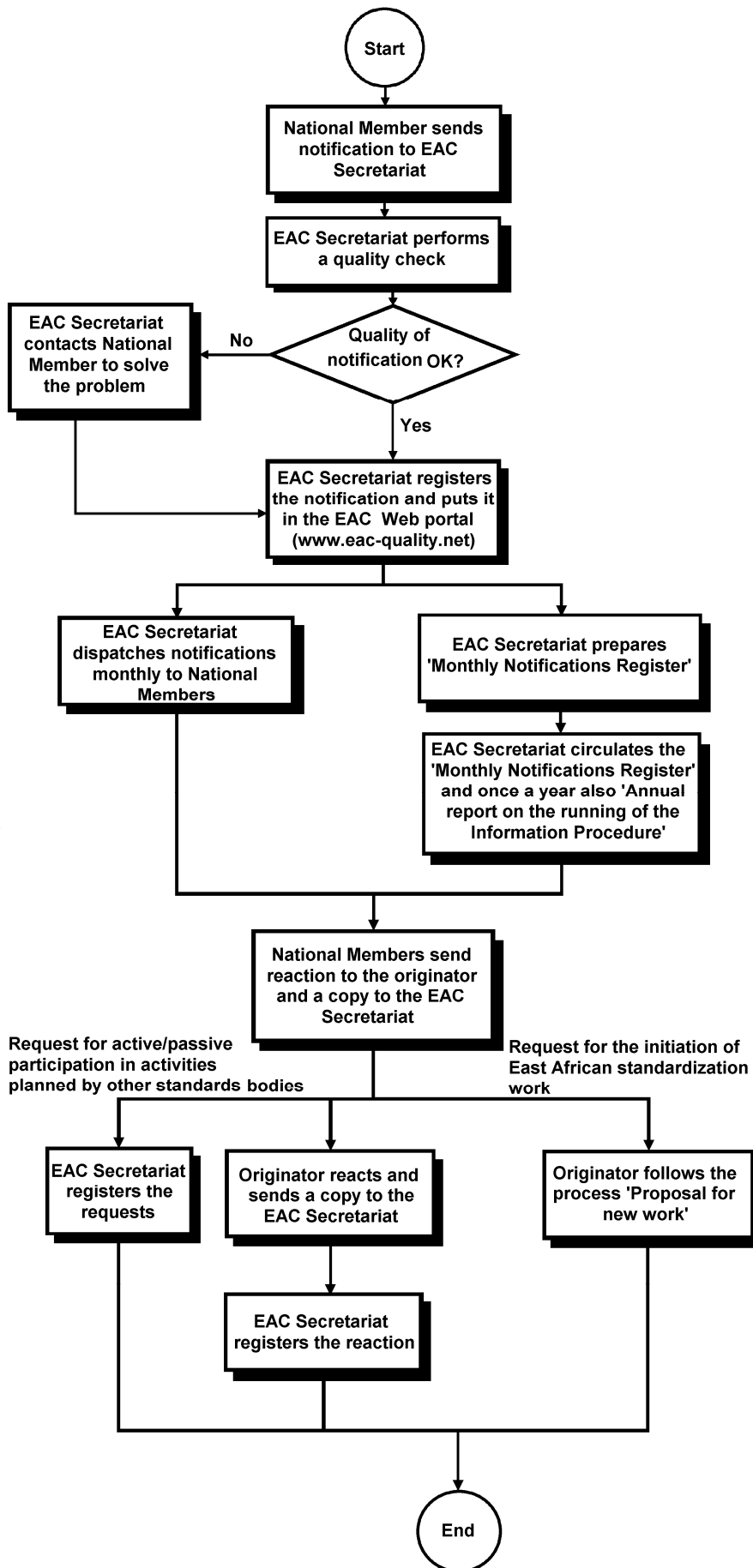
4.8.2.8.1.2 The originator reacts to the request and informs CMC.

4.8.2.8.1.3 The CMC registers the reaction.

4.8.2.8.2 Initiation of East African standardization on the item subject to the notification.

If the National Member wishes the initiation of East African standardization work on the item subject of the notification, it follows the process on Proposal for new work in 9.2.

4.8.3 Flowchart of the Process



Flowchart for notification procedure

5 APPEALS

5.1 General

5.1.1 National bodies have the right of appeal. A National Member of a technical committee or subcommittee may appeal against any action, or inaction, on the part of the technical committee or subcommittee, when the National Member considers that such action or inaction is

- (a) not in accordance with the Statutes and Rules of Procedure;
- (b) not in the best interests of trade and commerce, or such public factors as safety, health or environment.

5.1.2 Matters under appeal may be either technical or administrative in nature.

Appeals on decisions concerning new work item proposals, committee drafts, enquiry drafts and FDEAS are only eligible for consideration if

- questions of principle are involved, or
- the contents of a draft may be detrimental to the reputation of EAC.

5.1.3 All appeals shall be fully documented to support the National Member's concern.

5.1.4 Levels of appeal

National bodies have the right of appeal

- (a) to the parent technical committee on a decision of a subcommittee;
- (b) to the STMSC on a decision of a technical committee;
- (c) to the EASC on a decision of the STMSC;
- (d) to the Council on the decision of the EASC;

within 2 months of the decision in question.

- (e) Where the Council fails to resolve a matter referred to it, the matter shall be referred to the East African Court of Justice. The decision of the Court on any case of appeal is final.

5.2 Appeal against a subcommittee decision

5.2.1 The documented appeal shall be submitted by the National Member to the secretariat of the parent technical committee, with a copy to the EAC Secretariat and the STMC.

5.2.2 Upon receipt, the secretariat of the parent technical committee shall advise all its National Members of the appeal and take immediate action, by correspondence or at a meeting, to consider and decide on the appeal, consulting the STMC in the process.

5.2.3 If the technical committee supports its subcommittee, then the National Member which initiated the appeal may either

- accept the technical committee decision, or
- appeal against it.

5.3 Appeal against a technical committee decision

5.3.1 Appeals against a technical committee decision may be of 2 kinds:

- an appeal arising out of 5.2.3 above, or
- an appeal against an original decision of a technical committee.

5.3.2 The documented appeal shall, in all cases, be submitted to the STMSC, with a copy to the chairman and secretariat of the technical committee.

5.3.3 The STMSC shall, following whatever consultations deemed appropriate, hear the appeal within one month after receipt of the appeal.

5.3.4 The STMSC shall decide whether an appeal shall be further processed or not. If the decision is in favour of proceeding, the Chairman of the STMSC shall form a conciliation panel.

The conciliation panel shall hear the appeal within 3 months and attempt to resolve the difference of opinion as soon as practicable. The conciliation panel shall give a final report within 3 months. If the conciliation panel is unsuccessful in resolving the difference of opinion, this shall be reported to the Chairman of the STMSC, together with recommendations on how the matter should be settled.

The Chairman of the STMSC, on receipt of the report of the conciliation panel, shall inform the STMSC, which will make its decision.

5.4 Appeal against an STMSC decision

An appeal against a decision of the STMSC shall be submitted to the EAC Secretariat with full documentation on all stages of the case.

The EAC Secretariat shall refer the appeal together with comments to the members of the EASC within one month after receipt of the appeal.

The EASC shall make its decision within 3 months.

5.5 Progress of work during an appeal process

When an appeal is against a decision respecting work in progress, the work shall be continued, up to and including the approval stage.

6 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR TECHNICAL WORK

6.1 Role and responsibilities of the East African Community Secretariat

The broad responsibilities of the East African Community Secretariat in relation to East African Standards are the following:

- (a) facilitate and provide logistical support for the Committee;
- (b) provide input into the deliberations of the Committee in establishing priority areas for standardization programmes at national and Community levels;
- (c) provide logistical support to the Committee in the design and management of Community projects for the implementation of standardization assessment activities;
- (d) arrange for public review of Draft East African Standards, including posting the DEAS on the EAC Web-Portal to solicit for comments by interested parties 60 days prior to the approval of the East African Standards by the EASC in accordance with the WTO TBT Agreement;
- (e) arrange for the presentation of Draft East African Standards to the Council for declaration as East African Standards and for the *gazetting* of the Standards;

- (f) maintain the catalogue and authoritative text of the declared East African Standards;
- (g) coordinate and provide regional and international notifications regarding East African Standards including notifying the WTO of the East African Standards work programme;
- (h) facilitate responses to enquiries with respect to standards and technical regulations;
- (i) facilitate the liaison of regional standardization, metrology and conformity assessment activities to other relevant sub-regional, regional and international activities;
- (j) identify training needs and areas for capacity building in standardization for the Committee;
- (k) publicize and promote standardization activities;
- (l) coordinate the activities of the Committee;
- (m) report to the Committee on the implementation of the decisions of the Council related to standardization;
- (n) managing the budget and work plans for the Committee, including financial arrangements with the EAC Secretariat;
- (o) perform any other activity requested by the Committee;
- (p) perform other functions consistent with the EAC SQMT Act, 2006;
- (q) Notification of the TCs establishment for the purpose of development of EAS to Council of Ministers;
- (r) act as coordinator to other regional standardization organizations.
- (s) notify the Partner States to adopt the declared East African Standards within six month without deviation from approved text of the standards.
- (t) maintenance of EASC's procedures, particularly the execution of the regulations for standards work, including the management of the public enquiry and formal vote for East African Standards; and
- (u) assistance to Technical Committees in their standards development programmes;

6.2 East African Standards Committee (EASC)

6.2.1 In accordance with the current procedures of the East African Community, the Country Secretariat for EASC shall be held by a Partner State NSB on a rotational basis for a period corresponding to the tenure of the Summit. The Chairperson of the EASC shall correspond to the chair of the Summit. The composition of the EASC shall be as defined in Article 4(4) of the EAC SQMT Act, 2006.

6.2.2 In carrying out its functions, the EASC shall have due regard for the requirements and obligations of the WTO/ TBT Agreement. All decisions of the EASC shall be by consensus.

6.2.3 Responsibility

The East African Standards Committee shall ensure the timely execution of the following:

- (a) undertake and coordinate activities related to standardization, metrology and conformity assessment.
- (b) develop and establish frameworks that advance compliance by the Partner States with their obligations under this Act;

- (c) set out priorities and prepare implementation programmes with regard to standardization, metrology and conformity assessment activities at national and Community levels consistent with the provisions of this Act;
- (d) monitor and keep under constant review the implementation of the standardization, metrology and conformity assessment programmes at national and Community levels;
- (e) submit standards, reports and recommendations to the Council on its own initiative or upon request of the Council concerning the implementation of the Treaty that affect standardization, metrology and conformity assessment;
- (f) establish procedures for the development, approval, *gazetting* and withdrawal of harmonised East African Standards including the adoption of these standards at the national levels;
- (g) establish liaison mechanisms with other regional and international organizations consistent with the objects of this Act;
- (h) monitor and keep under constant review the effectiveness of the national WTO TBT Agreement enquiry points; and
- (i) hear appeals with regard to administrative measures for Compulsory Standards implemented in the Partner States;
- (j) perform other functions consistent with the objects of this Act.
- (k) Establish subcommittees to assist it in its operations.
- (l) Liaise with regulatory authorities in the Partner States.

6.3 The Standards Technical Management Sub-Committee (STMC)

6.3.1 The chairmanship of the STMSC shall be held by a Partner State NSB for a period of three years. The chairperson shall be appointed on the recommendation of the STMSC. **Small Committee to develop procedures**

6.3.2 Role

Technical body which controls the full standards programme and promotes its speedy execution by the Technical Committees (TC), the EAC Secretariat, and other bodies.

6.3.3 Reports to

East African Standards Committee (EASC).

6.3.3 Responsibilities

The STMC is responsible for the overall management of the technical work of EAC technical committees and in particular for:

- (a) Establishment and dissolution of technical committees;
- (b) Appointment of chairmen of technical committees;
- (c) allocation or re-allocation of secretariats of technical committees and, in some cases, subcommittees;
- (d) approval of titles, scopes, programmes of work, policies and strategies of technical committees;
- (e) ratification of the establishment and dissolution of subcommittees by technical committees;

- (f) Proposes on priority of standardisation projects for approval by the EASC taking into account the common interests of the Partner States;
- (g) Submit standards, reports and recommendations to the EASC for approval
- (h) coordination of the technical work, including assignment of responsibility for the development of standards regarding subjects of interest to several technical committees, or needing coordinated development; to assist it in this task, the STMSC may establish advisory groups of experts in the relevant fields to advise it on matters of basic, sectoral and cross-sectoral coordination, coherent planning and the need for new work;
- (i) monitoring the progress of the technical work and taking appropriate action;
- (j) reviewing the need for, and planning of, work in new fields of technology;
- (k) maintenance of these procedures and other rules for the technical work;
- (l) consideration of matters of due process raised by partner states NSBs, and of appeals concerning decisions on new work item proposals, on committee drafts, on enquiry drafts or on final draft East African Standards;
- (m) Supplying the East African Community Secretariat with the work program bulletin for posting on EAC Web-Portal and notification to all partner states and WTO/TBT;
- (n) Supplying the East African Community Secretariat with the list (title and scope) of Standards ready for public comment and approved new work items for posting on EAC Web-Portal;
- (o) Advises on all matters concerning the organization, the working procedures, coordination and planning of standards work including standstill obligations
- (p) Coordinates work between technical bodies in order to achieve a coherent set of EAS and to avoid overlaps
- (q) Organizes technical liaison with intergovernmental organizations, international organizations or European trade, professional, technical and scientific organizations
- (r) Considers and rules upon appeals

6.3.4 Composition

Membership:

- The Chairperson
- Secretariat
- one permanent delegate from each National Member [At least two permanent delegates from each Partner State]

Observers:

As may be invited by the Chairperson

6.3.5 Method of appointment

STMC members are appointed by the National Members

6.3.6 Mode of working

6.3.6.1 Meetings are convened by the EAC Secretariat upon request of the Chairperson or at the request of at least two members.

6.3.6.2 Decisions can be made correspondence or through meetings. The quorum shall be considered to have been achieved when there are at least three National Members represented.

6.3.6.3 Working Groups (WGs) can be created by the STMC whenever a technical need for information, advice, a study or rules is identified. Its composition is decided by the STMC. An STMC WG reports to the STMC on a regular basis and is disbanded when its task is finished.

6.3.6.4 Rapporteurs are granted the formal option to request that an STMC resolution submitted by correspondence of importance to their sector, be discussed at an STMC meeting.

6.3.6.5 STMC Task Forces (STMC TFs) are technical bodies, set up by the STMC, to undertake a specific short term standardization task before a target date and are composed of a Convenor and national delegations. A TF reports to the STMC on a regular basis and is disbanded when its task is finished.

6.4 National Standards Bodies

6.4.1 Role

The Partner State national standards body has as a principal function, by virtue of its statutes and the EAC SQMT Act, 2006, the preparation, approval or adoption of standards that are made available to the public.

6.4.2 Responsibilities

The broad responsibilities of the National Standards Bodies (not as Secretariats) include the following:

- (a) Develop and publish national standards in line with internationally recognized practices;
- (b) Liaise with relevant regional and international organizations with the similar objectives;
- (c) Give effect to the decisions and recommendations of the Council and the Committee with regard to East African Standards;
- (d) Promote and facilitate the use of standards as the basis for the development of technical regulations;
- (e) Provide standards and standard related information to the public and private sectors;
- (f) Promote the concept of standardization in general;
- (g) Represent or coordinate representation of the Partner State on relevant regional and international standardization organizations;
- (h) Circulate Committee Drafts to stakeholders in own country;
- (i) Collate comments from stakeholders into a national position for submission to the Secretariat;
- (j) Initiate the corrigenda, amendments and the review process as required by the market place.
- (l) Designates delegates to Technical Committees (TCs) and Subcommittees (SCs) and experts to Working Groups (WGs), ensuring a balanced representation of all interested parties
- (m) Ensures that delegations to TCs are adequately briefed on the work and informed/trained in the relevant procedures
- (n) Keeps within timescales for the provision of deliverables, e.g. votes, and the implementation of East African Standards (EAS) at national level

- (o) Provides committee secretariat when holding a TC or SC secretariat, and at least professional standardization support to its home country WG convenors
- (p) Notifies the EAC Secretariat of new national projects for consideration as required in the EAC SQMT Act, 2006
- (q) Implements all East African Standards (EAS) and withdraws any conflicting national standards as required in the EAC SQMT Act, 2006
- (r) Sells and distributes EAS deliverables in accordance with the EAC SQMT Act, 2006
- (s) Designates TC Chairpersons and TC Secretaries when holding East African Technical Committee Secretariat(s) for appointment by the STMC.

6.4.3 Rights

6.4.3.1 To participate and vote in management/policy committees, e.g. the EASC and nominate members to the STMC and other Technical Sub-Committees

6.4.3.2 To request an EASC meeting

6.4.3.3 To vote on EAS, Technical Specifications (EAS/TSs) and other deliverables

6.4.3.4 To appeal against any action or inaction of any TC, other body or officer of EASC in accordance with these procedures

6.4.3.5 To propose new work item(s) in accordance with the correct procedure provided that the National Member has, or can ensure the availability of, the resources to support the proposed work

6.4.3.7 To request A-deviations

6.4.3.8 To receive automatically and without charge at the time of the issue EAS publications, e.g. EAS, EAS/TSs etc including their drafts, and EAC publications, e.g. EAS Catalogue

6.4.3.9 To sell and distribute all EAC publications, e.g. East African Standards (EAS), Technical Specifications (EAS/TS), etc ... including their drafts, and EAC publications, e.g. EAS Catalogue

6.4.4 Method of appointment/Review

6.4.4.1 Automatic membership for NSBs of Partner States

6.4.4.2 Written application to the EAC Council of Ministers by country in process of joining the EAC.

6.4.5 Mode of working

6.4.5.1 Participation in the Sub-Committees of the EASC through representatives appointed in accordance with agreed procedures

6.4.5.2 National mirror committees provide advice to the National Member on nominations to TCs, comments on drafts and effectively provide the briefings for the delegation, formulate national positions and recommendations on voting for specific standards projects

6.4.5.3 Where the National Member has no mirror committee because resources are limited or there is minimal interest, an individual expert(s) may provide any necessary information

6.4.5.4 The National Member may subcontract its secretariat but retains full responsibility for the adequate performance of the secretariat

6.5 Establishment of technical committees

6.5.1 Role

The primary duty of an EAC technical committee or subcommittee is the development and maintenance of East African Standards.

However, EAC technical committees are also encouraged to consider publication of intermediate deliverables namely Technical Specifications (TS), Technical Reports (TR) and Publicly Available Specifications (PAS).

6.5.2 Reports to

Standards Technical Management Committee (STMSC).

6.5.3 Allocation

6.5.3.1 EAC Technical committees shall be established and dissolved by the STMSC.

6.5.3.2 The STMSC may transform an existing subcommittee into a new technical committee, following consultation with the technical committee concerned.

6.5.3.3 A proposal for work in a new field of technical activity which appears to require the establishment of a new technical committee may be made in the respective organization by:

- a Partner State NSB;
- a technical committee or subcommittee;
- EASC or the EAC council;
- STMSC;

6.5.3.4 The proposal shall be made using the EAC Form XXXX (available on EAC Web-Portal), which covers

- (a) the proposer;
- (b) the subject proposed;
- (c) the scope of the work envisaged and the proposed initial programme of work;
- (d) a justification for the proposal;
- (e) if applicable, a survey of similar work undertaken in other bodies;

The form shall be submitted to the EAC Secretariat.

6.5.3.5 The EAC Secretariat shall consult interested parties, immediately after such a proposal is received by circulating it to all Partner State NSBs together with the **vote Form XXX2** asking whether or not they

- (a) support the establishment of a new technical committee, and
- (b) intend to participate actively in the work of the new technical committee.

The replies to the proposal shall be made using **EAC vote Form XXX2 within 3** months after circulation.

6.5.3.6 The STMC evaluates the replies and either

- (a) decides the establishment of a new technical committee, provided that
- all the Partner State NSBs voting are in favour of the proposal, and
 - at least 2 Partner States have expressed their intention to participate actively,
- and allocates the secretariat, or
- (b) assigns the work to an existing technical committee, subject to the same criteria of acceptance.

6.5.3.7 Technical committees shall be numbered in sequence in the order in which they are established. If a technical committee is dissolved, its number shall not be allocated to another technical committee.

6.5.3.8 A new technical committee shall agree on its title and scope as soon as possible after its establishment, preferably by correspondence. The scope is a statement precisely defining the limits of the work of a technical committee.

The definition of the scope of a technical committee shall begin with the words "Standardization of ..." or "Standardization in the field of ..." and shall be drafted as concisely as possible. Should it be necessary to specify that certain questions are outside the scope of the technical committee, these questions shall be listed at the end of the scope and be introduced by the word "Excluded: ...".

6.5.3.9 The agreed title and scope shall be submitted by the technical committee secretariat to the STMSC for approval.

6.5.3.10 A technical committee may propose a modification of its title and/or scope. The modified wording shall be established by the technical committee for approval by the STMSC.

6.5.4 Responsibilities

6.5.4.1 Establishes and secures STMC approval for its programme of work with precise title, scope and scheduled target dates for the critical stages of each project based on agreed business plans

6.5.4.2 Follows up and ensures the achievement/delivery of the work programme as detailed in the business plan and in accordance with the EASC strategic aim to develop standards "in production times needed by the market".

6.5.4.3 Takes into account any international standardization work coming within its scope, together with such data as may be supplied by members and by other relevant international organizations, and work on related subjects in any other Technical Committees (TC)

6.5.4.4 Establishes an Editing Committee once work starts

6.5.4.5 Remains formally responsible should questions of amendment and interpretation arise pending the next periodic review of those standards it has produced

6.5.4.6 Supplies drafts for processing at the 3 key stages (enquiry, ballot and publication)

6.5.4.7 Reviews all EAS within its responsibility at least every 5 years and other deliverables in accordance with the timeframes set out in these procedures.

6.5.5 Rights

Voting rights are restricted to national members

6.5.6 Composition

— Chairperson

- Secretary
- national delegations of which one is designated head of delegation by the respective Partner State

Observers:

- Associates, Affiliates and EAC Secretariat, on request
- Observers from organizations that have been granted liaison
- Specific Sectoral organs of the Community, having indicated that they want and been granted the right to participate in the Technical Committee

6.5.7 Method of appointment/Review

National members are permanent members of TCs for as long as the Partner State retains its appropriate status.

At meetings national members are represented by a number of delegates, one of whom acts as head of delegation. Other bodies may delegate observers to meetings.

6.5.8 Mode of working

- Meets if deemed necessary
- Works by correspondence
- Working Groups, Ad Hoc Groups, Chairpersons' Advisory Group (CAG), Task Forces
- Project Leader

6.7 Establishment of subcommittees

6.7.1 Role

Body, established within a Technical Committee (TC), having responsibility for a large programme of work in which:

- different expertise is needed for different parts of the work, and
- the range of separate activities needs co-ordination over long periods of time.

6.7.2 Reports to

Its parent TC.

6.7.3 Responsibilities

6.7.3.1 Prepares and progresses standards, operating in the same way as the parent TC

6.7.3.2 Remains formally responsible should questions of amendment and interpretation arise pending the next periodic review of those standards it has produced

6.7.4 Rights

Voting rights are restricted to national members (1 member/1 vote)

6.7.5 Composition

- Chairperson
- Secretary
- National members

Observers:

- Associates and Affiliates, upon request
- Observers from organizations that have been granted liaison

6.7.6 Method of appointment/Review

National members are permanent members of SCs for as long as the national member retains its appropriate status.

At meetings, national members are represented by delegates one of whom acts as head of delegation. Other bodies may delegate observers to meetings.

The Chairperson is appointed by the parent TC under the same conditions as for the Chairperson of the TC.

The secretariat is appointed by the parent TC and the Secretary is appointed by the national member holding the secretariat.

6.7.7 Mode of working

- Meets if deemed necessary
- Works by correspondence
- Working Groups, Task Forces

6.7.8 Establishment

6.7.8.1 Subcommittees are established and dissolved by consensus of the members of the parent EAC Technical committee, subject to ratification by the STMC. A subcommittee may be established only on condition that a Partner State has expressed its readiness to undertake the secretariat.

6.7.8.2 At the time of its establishment, a subcommittee shall comprise at least 2 Partner State members of the parent technical committee having expressed their intention to participate actively in the work of the subcommittee.

6.7.8.3 Subcommittees of a technical committee shall be designated in sequence in the order in which they are established. If a subcommittee is dissolved, its designation shall not be allocated to another subcommittee, unless the dissolution is part of a complete restructuring of the technical committee.

6.7.8.3 The title and scope of a subcommittee shall be defined by the parent technical committee and shall be within the defined scope of the parent technical committee.

6.7.8.4 The secretariat of the parent technical committee shall inform the STMC of the decision to establish a subcommittee, using EAC Form XXX3 for ratification of the decision.

6.8 Working Group

6.8.1 Role

Group, established by a Technical Committee (TC) or Subcommittee (SC), that undertakes a specific task, in the context of the TC business plan, usually resulting in the provision of a draft standard(s). It works within clearly defined policy guidelines from its parent body. On completion of task, the Working Group (WG) is disbanded

6.8.2 Reports to

Its parent TC or SC

6.8.3 Responsibilities

6.8.3.1 The WG drafts documents in accordance with the work specifications, guidelines and time schedule provided by the TC and in accordance with drafting rules.

NOTE The work specifications and guidelines provided by the TC shall describe clearly the requested work, specifying exactly what is to be covered and what is not. In case of doubt, the WG shall ask through its Convenor clarification from the TC.

6.8.3.2 As an individual expert, each member of the WG maintains his/her understanding and awareness of national position by being in contact with the national delegation to the TC and with related standardization activities within the National Standards Body of his/her home country.

6.8.3.3 As required by the TC, the WG provides inputs to the assessment and resolution of comments following enquiry and, if necessary, updates the draft.

6.8.3.4 The WG provides technical advice to the TC as required.

6.8.4 Rights

As individual experts, to act in a personal capacity and to take decisions by consensus.

6.8.5 Composition

- Convenor
- Professional Standardization Support which may include Secretariat to the WG
- Individual experts

6.8.6 Method of appointment/Review

6.8.6.1 Individual technical experts are appointed as WG members by the National Members or by the parent body. In the latter case, the Secretary of the parent body informs the national member of the country of the expert. The WG may also include experts from organizations which have only observer status in the parent body.

6.8.6.2 The TC seeks the right balance between the different interests when appointing experts to ensure breadth of technical and user expertise and to ensure that no interest group has a dominating position. In case imbalance appears, the TC tries to resolve the situation but, if not possible at its level, refers the issue to the STMC.

NOTE Experts indicate their national affiliation, appointing body, employer and sponsor (if the employer is not the sponsor) on the List of Participants.

NOTE A Member who is convinced that there is an imbalance in a WG has the right to call for a review of WG membership.

6.8.6.3 It is recommended that the WG is reasonably limited in size.

6.8.7 Mode of working

- Working by correspondence (preferably electronically)

- Meetings when needed
- Project Leader (a Project Leader is an expert responsible for the development of a project for which he/she has a high level of knowledge)

6.9 Task Force

6.9.1 Background

When the STMC decides that EAS publications should be prepared in a new area, it usually creates a new Technical Committee (TC) with the task to establish a business plan and a programme of work and to ensure that the planned publications are delivered in time and in accordance with the agreed programme of work. The TC usually creates Working Groups to draft the planned publications.

However, in cases where the STMC decides that only a few (e.g. two or three) publications should be developed in a new area, it usually creates (by resolution) a Task Force to prepare these publications.

A Task Force is a technical body set up by the STMC with a view of undertaking a specific short term standardization task within a given target date, and is composed of a convenor and national delegations.

6.9.2 Creation and mode of operating of Task Forces

6.9.2.1 Responsibilities

A Task Force follows up and ensures the achievement/delivery of the limited work programme as agreed by the STMC. It decides when a draft is ready to be submitted to Enquiry or Ballot.

6.9.2.2 Establishment of Task Forces

6.9.2.2.1 When, after evaluation of a proposal for new work, the STMC decides that standardization work should be undertaken in a new area but that only a few (e.g. two or three) publications should be developed, it can decide to create a Task Force to prepare these publications.

6.9.2.2.2 Task Forces are established and dissolved by the STMC (by resolution) with a view to undertaking a specific short term standardization task within a given target date and are composed by national delegations appointed by national members (maximum three delegates, with a head of delegation), Chairperson and Secretary. Observers are allowed to participate under the same conditions as for participation in Technical Committees.

6.9.2.2.3 Task Forces are numbered in the same sequence as EAC Technical Committees and in the order in which they are established in the EAC database. Upon dissolution of a Task Force, its number shall not be allocated to another Task Force or Technical Committee.

6.9.2.3 Operating

Task Forces are bodies with precise title, limited scope and work programme, duly approved by the STMC, essentially to manage the preparation of a few publications.

As for any other Technical Committee, voting rights are restricted to national members (1 member/1 vote).

Task Forces meet if deemed necessary, are encouraged to work essentially by correspondence and are disbanded once their specified task has been completed.

6.9.2.4 Maintenance

Upon dissolution of the Task Force, the national member that held the Task Force secretariat will be responsible for the organization of the regular maintenance of the standard, unless, in the meantime, another Technical Committee is relevant to assume the maintenance of the published standard.

6.10 Chairmen of technical committees and subcommittees

6.10.1 Appointment

Chairman of Technical Committees and Subcommittees shall be appointed by the STMSC.

6.10.2 Responsibilities

The chairman of a technical committee is responsible for the overall management of that technical committee, including any subcommittees and working groups. He shall advise the STMC on important matters relating to that technical committee via the technical committee secretariat. For this purpose he shall receive reports from the chairmen of any subcommittees via the subcommittee secretariats.

The chairman of a technical committee or subcommittee shall:

6.10.2.1 act in a purely regional capacity, divesting him- or herself of a national point of view; thus he/she cannot serve concurrently as the delegate of a Partner State NSB in his own committee;

6.10.2.2 Supports the TC/SC Secretary in preparing, obtaining approval and maintaining the business plan and manages its periodic review process;

6.10.2.3 conduct meetings with a view to reaching agreement on committee drafts;

6.10.2.4 ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;

6.10.2.5 ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;

6.10.2.6 take appropriate decisions at the all stages of the standards development process.

6.10.2.7 Ensures that the TC works in accordance with the agreed TC business plan and achieves its objectives and timescales

6.10.2.8 Ensures that a clear task is given to each Working Group (WG) including detailed specifications and planning for the standards that are to be drafted

6.10.2.1 Ensures coordination of the work of TC and its WGs, monitors implementation of decisions and the application of procedures to ensure appropriate progress, initiates action as required, e.g. in the event of target dates not being met

6.10.2.1 Having expert knowledge of procedures, provides support to the TC Secretary for implementation of the current procedures, e.g. exploitation rights assignment system, and for the resolution of problems

6.10.2.1 Conducts meetings in an impartial manner guiding and controlling the meeting in order to reach balanced and prompt decisions, ensuring that all material points of view are heard and considered, and clearly summarizing points to avoid misunderstandings and the possibility of reopening debate at a later stage

Ensures that all TC decisions are clearly formulated.

6.10.2.1 Secures consensus, when unanimity is not obtainable

6.10.2.1 In conjunction with the Secretary, approves WG drafts (without commenting on the technical details, which is the responsibility of the WG) prior to dispatch for enquiry.

6.10.2.1 With the agreement of the Chairman of the STMC, represents EASC at meetings of other organizations to give technical advice on subjects within the scope of the TC

6.10.2.1 Acts impartially at all times, divesting himself from a national point of view

In case of unforeseen unavailability of the chairman at a meeting, a session chairman may be elected by the participants.

6.10.3 Reports to

TC and STMSC.

6.10.4 Rights

Has no voting rights.

6.10.5 Method of appointment/Review

Appointed by the STMSC upon recommendation from the TC and on the nomination of the TC secretariat for a period not exceeding 6 years.

Successive extensions of not more than 3 years are possible.

6.10.6 Mode of working

Works in collaboration with the TC Secretary

6.11 Technical Committee Secretary

6.11.1 Role

Person who provides professional management support, in the form of administrative, operational and technical services to a Technical Committee (TC) and particularly its Chairperson to ensure that the TC functions efficiently.

6.11.2 Reports to

TC and STMSC.

6.11.3 Responsibilities

6.11.3.1 Provides the management support services associated with the running of the TC with particular reference to the preparation, approval, communication, application and regular update of the TC business plan and the on-going process of drafting EAS deliverables.

Ensures that all resources needed for drafting EAS deliverables (e.g. working group convenor, experts and professional standardization support) are available.

6.11.3.2 Arranges meetings (in consultation with the chairperson) as required in order to meet the target dates and deals with issues arising relating to the work of the committee.

Ensures that documents for the meetings (e.g. calling notices, agenda) are sent to the committee in accordance with the deadlines specified in these procedures.

Records the principal decisions of the committee in the form of clear resolutions taking all necessary elements for their implementation and assures that they fully respect policies and rules.

Prepares and distributes reports of the meeting to the committee within four weeks following the date of the meeting.

Carries out the decisions of the meeting without delay.

6.11.3.3 Ensures adherence to the provisions of the EAC SQMT Act, 2006, relevant STMC resolutions and agreed timetables, chasing up delayed activities when necessary

6.11.3.4 Ensures that all published documents which are the responsibility of the TC are reviewed at the intervals specified in these procedures

6.11.3.5 Keeps files on TC work in hand and hands these over in good order if the secretariat changes

6.11.3.6 Carries out Assignment of Exploitation Rights responsibilities

6.11.3.7 Convenes an Editing Committee at the appropriate time, e.g. prior to transmission for Enquiry or Formal vote, as an element in his/her overall responsibility for the quality control of drafts

6.11.3.8 Acts impartially, divesting him or herself of a national point of view

6.11.3.9 Ensures that drafts supplied by the TC are of good linguistic quality together with any diagrams, supplied by the TC, are in the required electronic formats before handing them over to the stages of enquiry, formal vote and publication

6.11.3.10 Having expert knowledge of Procedures, applies them in a professional manner, provides advice on them as required and ensures that members of the TC are aware of and implement relevant STMC and TC resolutions

6.11.3.11 Handles all activities related to the reporting and communication of comments (including the eventual decisions on those comments) following, for example, enquiry

6.11.3.12 Handles all activities related to the recording and validating of TC decisions (resolutions) and their communication to relevant technical bodies

6.11.3.13 Ensures that the EAC Secretariat is regularly updated:

- with details of composition and convenorship of Working Groups (WG), and
- with at least an annual report on progress of the work programmes
- with regular progress data on individual work items

6.11.3.14 With the support of the Chairperson, coordinates activities of subordinate WGs and manages liaisons with other bodies

6.11.4 Rights

Has no voting rights.

6.11.5 Method of appointment/Review

Appointed by the National Member holding the Secretariat.

6.11.6 Mode of working

Professional support in all TC working environments.

6.12 Working Group Convenor

6.12.1 Role

Person who leads the activities of a Working Group (WG).

6.12.2 Reports to

Its parent body (Technical Committee (TC) or Subcommittee (SC)).

6.12.3 Responsibilities

6.12.3.1 Responsible for the activities of a WG established by a TC (or SC) to undertake a specific task: the preparation of one or more draft standard according to the specifications set by the TC and within the specified time frame.

NOTE The work specifications and guidelines provided by the TC shall describe clearly the requested work, specifying exactly what is to be covered and what is not. In case of doubt, the WG Convenor is responsible for seeking clarification from the TC.

6.12.3.2 The Convenor of a WG accepts these work specifications, having also evaluated that the WG composition as nominated by the TC or by the National Member Body (balanced expertise from involved parties which are in touch with NSB's), is appropriate for the completion of the required work within the specified timeframes.

6.12.3.3 Convenes meetings when necessary and acts as Chairperson

6.12.3.4 Actively progresses work and reports regularly on progress to the parent committee or verbally at meetings of the parent body

6.12.3.5 Ensures that WG experts have appropriate briefing on relevant rules and procedures

6.12.3.6 Ensures that an interim draft has been sent to the TC Secretary at least once during the drafting process

6.12.3.7 Operates exploitation rights assignment system including:

- formal implementation during WG meetings;
- collecting of exploitation rights assignments of experts at each meeting;
- transfer of the originals of the exploitation rights assignments to TC Secretary;
- transfer to TC Secretary any request for copyright exploitation licence agreement.

6.12.3.8 Participates in the Editing Committee, if required

6.12.3.9 Judges the state of readiness of draft standards for enquiry including the quality of the technical content and the level of consensus within the WG, prior to release to TC Chairperson and Secretary

6.12.3.10 Refers any problems encountered to parent body

6.12.4 Rights

Receives Professional Standardization Support which may include a Secretary to the WG

NOTE A checklist can be used as sort of trilateral service agreement between the TC Secretariat, the WG Convenor and the WG's Professional Standardization Support providing NSB. As such, the TC Secretariat, the WG Convenor and the WG's Professional Standardization Support are free to discuss and agree upon assignment of tasks and may alter some "non mandatory" assignments according to the rules as given in the Checklist by mutual consent.

6.12.5 Method of appointment/Review

6.12.5.1 Appointment of the Convenor of a new WG:

The TC Secretary invites the TC members for nominations to Convenor position, referring to the characteristics of the position and the work specifications given to the WG.

NOTE Nominations are required to be accompanied by the curriculum vitae of the applicants and an indication of their commitment to their responsibilities and duties.

The TC Chairperson and Secretary evaluate the nominations received, according to appropriate criteria, including expertise, leadership qualities, acceptability to WG members.

The TC Secretary seeks the agreement of the National Member in the home country of the candidate to provide Professional Standardization Support (see 6.12.6). If this National Member is not able to provide Professional Standardization Support, the Secretariat of the parent TC ensures that such Support is available from another National Member before making the appointment.

The TC Secretary submits the preferred nomination(s) in the form of a resolution according to the standard format to the TC for voting.

If the result of the voting is clear and non-controversial, the Convenor is considered as appointed. If the result is controversial, the matter has to be discussed at the next plenary meeting of the TC, where all National Members (NSB) can be represented.

The TC Secretary informs the appointed WG Convenor about his appointment while reminding him/her of his/her responsibilities and duties.

The TC Secretary communicates the TC resolution approving the appointment of the Convenor to the TC members and to EAC Secretariat for communication to the EASC (together with the relevant address data).

6.12.5.2 Appointment of the Convenor of an existing WG: same as in 6.12.5.1. In addition, the parent committee shall check that the candidate Convenor is accepted by the WG.

6.12.6 Mode of working

Works with the help of a professional standardization support (which may include a Secretary to the WG) from own National Standards Body (NSB) or if not available from another NSB

NOTE It is recommended that a checklist is used as a sort of trilateral service agreement between the TC Secretariat, the WG Convenor and the WG's Professional Standardization Support providing NSB. As such, the TC Secretariat, the WG Convenor and the WG's Professional Standardization Support are free to discuss and agree upon assignment of tasks and may alter some "non mandatory" assignments according to the rules as given in the checklist by mutual consent.

6.13 Secretariats of technical committees and subcommittees

6.13.1 Allocation

The secretariat of an EAC Technical Committee shall be allocated to a partner state NSB by the STMSC. The secretariat of a subcommittee shall be allocated to a national body by the parent EAC Technical Committee. However, if two or more national bodies offer to undertake the secretariat of the same subcommittee, the STMSC shall decide on the allocation of the subcommittee secretariat.

For both technical committees and subcommittees, the secretariat shall be allocated to a partner state NSB only if that NSB:

- (a) has indicated its intention to participate actively in the work of that technical committee or subcommittee, and
- (b) has accepted that it will fulfil its responsibilities as secretariat and is in a position to ensure that adequate resources are available for secretariat work.

Once the secretariat of a technical committee or subcommittee has been allocated to a national body, the latter shall appoint a qualified individual as secretary.

6.13.2 Responsibilities

The partner state NSB to which the secretariat has been allocated shall ensure the provision of technical and administrative services to its respective technical committee or subcommittee. The secretariat is responsible for monitoring, reporting, and ensuring active progress of the work, and shall use its utmost endeavour to bring this work to an early and satisfactory conclusion. These tasks shall be carried out as far as possible by correspondence.

The project secretariat is responsible for ensuring that the EASC Procedures are followed and the decisions of the EASC and the STMSC are followed.

The project secretariat shall ensure the timely execution of the following:

- (a) Elaborate and develop the Committee Draft and related documents;
- (b) Allocate resources for secretarial work;
- (c) Circulates documents for comments to other NSBs, collates and reviews the comments and redistributes comments to other NSBs;
 - preparation of meetings, including:
 - establishment of the agenda and arranging for its distribution;
 - arranging for the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;
- (d) preparation of compilations of comments on documents which appear on the agenda;
- (e) preparation of enquiry drafts(DEAS) and final draft East African Standards(FDEAS).
- (f) recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
- (g) preparation of the minutes of meetings;
- (h) Submit reports to the STMSC secretariat, or to the parent committee (for SC secretariat)
- (i) Preparation of enquiry drafts and final draft East African Standards;
- (j) Supplying the STMSC secretariat with the list (title and scope) of the standards ready for public comments.

In all circumstances, each secretariat shall work in close liaison with the chairman of its technical committee or subcommittee.

A secretariat shall act in a purely regional capacity, divesting itself of a national point of view.

The secretariat of a technical committee shall maintain close contact with the STMC secretariat, the secretariat of the parent technical committee and with the members of the technical committee regarding its activities, including those of its subcommittees and working groups.

6.14 Change of secretariat of a technical committee

6.14.1 If a partner state NSB wishes to relinquish the secretariat of a technical committee, the NSB concerned shall immediately inform the STMSC secretariat, giving a minimum of 12 months notice. The STMSC decides on the transfer of the secretariat to Partner State NSB.

6.14.2 If the secretariat of a technical committee persistently fails to fulfil its responsibilities as set out in these procedures, a Partner State NSB may have the matter placed before the STMSC, which

may review the allocation of the secretariat with a view to its possible transfer to another Partner State NSB.

6.15 Change of secretariat of a subcommittee

6.15.1 If a Partner State NSB wishes to relinquish the secretariat of a subcommittee, the NSB concerned shall immediately inform the secretariat of the parent technical committee, giving a minimum of 12 months notice.

6.15.2 If the secretariat of a subcommittee persistently fails to fulfil its responsibilities as set out in these procedures, a partner state NSB may have the matter placed before the parent technical committee, which may decide, by consensus, that the secretariat of the subcommittee should be re-allocated.

6.15.3 In either of the above cases an enquiry shall be made by the secretariat of the technical committee to obtain offers from Partner States-members of the subcommittee for undertaking the secretariat.

6.15.4 If two or more NSB offer to undertake the secretariat of the same subcommittee or if, because of the structure of the technical committee, the re-allocation of the secretariat is linked with the re-allocation of the technical committee secretariat, the STMSC decides on the re-allocation of the subcommittee secretariat. If only one offer is received, the parent technical committee itself proceeds with the appointment.

6.16 Editing committees

In order to maintain the authoritative text of each approved East African Standard as provided for in Section 17(4) of the EAC SQMT Act, 2006, the EAC Secretariat in liaison with the technical committees shall establish a mechanism for the purpose of updating and editing committee drafts, enquiry drafts and FDEAS and declared EAS. This mechanism may include establishing editorial committees.

Such committees should comprise at least

- Editor;
- the Technical Committee Secretary.

Editing committees shall may meet when required by the respective technical committee or subcommittee secretariat for the purpose of updating and editing drafts which have been accepted by correspondence for further processing.

Editing committees shall be equipped with means of processing texts electronically and of providing the finalized texts for circulation to the TC members for confirmation within two weeks.

7 MEETINGS

7.1 General

7.1.1 Technical committees and subcommittees shall use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. A meeting of a technical committee or subcommittee should be convened only when it is necessary to discuss committee drafts (CD) or other matters of substance which cannot be settled by other means.

7.1.2 The technical committee secretariat should look ahead with a view to drawing up, in consultation with the STMC, a planned minimum 2-year programme of meetings of the technical committee and its subcommittees and, if possible, its working groups, taking account of the programme of work.

7.1.3 In planning meetings, account should be taken of the possible advantage of grouping meetings of technical committees and subcommittees dealing with related subjects, in order to

improve communication and to limit the burden of attendance at meetings by delegates who participate in several technical committees or subcommittees.

7.1.4 In planning meetings, account should also be taken of the advantages for the speedy preparation of drafts of holding a meeting of the editing committee immediately after the meeting of the technical committee or subcommittee and at the same place.

7.2 Procedure for calling a meeting

7.2.1 Technical committee and subcommittee meetings

7.2.1.1 The date and place of a meeting shall be subject to an agreement between the chairman and the secretariat of the technical committee or subcommittee concerned and the national body acting as host. In the case of a subcommittee meeting, the subcommittee secretariat shall first consult with the secretariat of the parent technical committee in order to ensure coordination of meetings (see also 7.1.3).

7.2.1.2 A national body wishing to act as host for a particular meeting shall contact the technical committee or subcommittee secretariat concerned.

The national body shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any members of the technical committee or subcommittee for the purpose of attending the meeting.

7.2.1.3 The secretariat shall ensure that arrangements are made for the agenda to be circulated at the latest **4 months** before the date of the meeting. All other basic documents, for example new work item proposals, shall be distributed by the same deadline.

Only those committee drafts for which the compilation of comments will be available at least 6 weeks before the meeting shall be included on the agenda and be eligible for discussion at the meeting.

Any other working documents, including compilations of comments on drafts to be discussed at the meeting, shall be distributed not less than 6 weeks in advance of the meeting.

7.2.2 Working group meetings

7.2.2.1 Working groups shall use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. When a meeting needs to be held, notification by the convenor of the meetings of a working group shall be sent to its members and to the secretariat of the parent committee, at least 6 weeks in advance of the meeting.

Arrangements for meetings shall be made between the convenor and the member of the working group in whose country the meeting is to be held. The latter member shall be responsible for all practical working arrangements.

7.2.2.2 If a working group meeting is to be held in conjunction with a meeting of the parent committee, the convenor shall coordinate arrangements with the secretariat of the parent committee. In particular it shall be ensured that the working group members receive all general information for the meeting, which is sent to delegates to the meeting of the parent committee.

7.3 Language at meetings

The language at meetings shall be English.

7.4 Cancellation of meetings

Every possible effort shall be made to avoid cancellation or postponement of a meeting once it has been convened. Nevertheless, if the agenda and basic documents are not available within the time required by 7.2.1.3, then the secretariat has the right to cancel the meeting.

8 STAGES IN THE DEVELOPMENT OF EAST AFRICAN STANDARDS

8.1 General

8.1.1 A complete list of project stages, together with the designations of the associated documents, is given in Table 1. The development of Technical Specifications, Technical Reports and Publicly Available Specifications is described in Clause 8.

8.1.2 In cases where an existing International Standard (ISO, IEC, etc.) is proposed for harmonization as an EAS, the process may commence with Stage 3, i.e. the standard proposed for adoption may be circulated to the NSBs directly as a CD, after acceptance of the NWIP by the EASC.

8.1.3 After the Publication Stage, the text of the EAS is available to each NSB for adoption and implementation within its system of national standards. Each EAS adopted as a national standard within an EAC Partner State shall bear an indication on its cover page to the effect that the standard is an EAS.

Table 1 – Project stages and Deliverables

	Deliverable	Abbreviation¹	Timeframes
1: Proposal stage	New Work Item Proposal	NWIP	3 to 5 months
2: Committee stage	Committee Draft(s)	CD	As estimated by the Project Secretariat
3: Enquiry stage	Draft East African Standard	DEAS	2 months
4: Ballot stage	Final Draft East African Standard	FDEAS	Not applicable
5: Approval stage	East African Standard	EAS	Not applicable
6: Publication stage	East African Standard	EAS	

NOTE 1 These abbreviations are to be prefaced by the designation “EAC” on the headings of documents, to distinguish them from the corresponding national or ISO/IEC working documents.

1. Circulating NWI	4 months
2. Committee Draft	8 months
3. Internal commenting	1 month
4. Enquiry stage including preparation	4 months
5. Preparation for balloting	4 months
6. Balloting	1 month
7. Approval and publishing	2 months

Note: For indigenous standards more than 24 months may be needed

8.2 Proposal stage (Stage 1)

The proposal stage is the stage at which the NSB receives a proposition for a new harmonized standard and decides either to prepare a formal New Work Item Proposal(NWIP) together with a working draft(WD) for submission to the STMC or not.

The WD will only be developed by the Project Secretariat should no international or regional standard be readily available for direct adoption as a CD. The proposal stage ends when a NWIP together with a WD has been accepted by all National Members through a ballot to advance to either first Committee Draft or enquiry stage.

NOTE At all stages, the draft documents shall, as much as possible, comply with the approved EAS format.

8.3 Committee stage (Stage 2)

The committee stage is the stage at which a CD is circulated by the project secretariat to all partner states NSBs for comments and consensus is built on received comments for progression

of the CD to the enquiry stage. Consensus building is normally by correspondence, but where necessary a meeting of EAC technical committee may be arranged. The committee stage ends when all technical issues have been resolved and a CD is accepted to advance to the enquiry stage as a DEAS.

8.4 Enquiry stage (Stage 3)

The enquiry stage is the stage at which the DEAS is made available for public comment for a period of 60 days and received comments reviewed by the technical committee secretariat in order to deal with unresolved harmonization issues and to advance the document for balloting by the partner states. The Enquiry stage ends when all received comments have been resolved and a DEAS is accepted to advance to the balloting stage as an FDEAS.

8.5 Ballot stage (Stage 4)

The ballot stage is the stage at which the partner states NSB formally votes on FDEAS to advance the document for approval by EASC. The ballot stage ends when all received ballot results have been ratified by STMC and an FDEAS is accepted to advance to the approval stage as EAS.

8.6 Approval Stage (Stage 5)

The approval stage is the stage at which the EAS is approved by the EASC on the basis of due process. The Approval stage ends when an EAS is approved by the EASC to advance to the Publication stage as an EAS.

8.7 Publication Stage (Stage 6)

The Publication stage is the stage at which an EAS is declared by the Council of Ministers by notice in the gazette. The Publication stage ends when an EAS is gazetted, the number, title and scope of the newly gazetted EAS is posted on EAC Web-Portal (www.eac-quality.net) for public information and copies of the EAS are available to the public from the NSBs on demand.

8.8 Progress control

Periodical progress reports to the technical committee shall be made by its subcommittees and working groups or project teams. Meetings between their secretariats will assist in controlling the progress. The technical committees shall submit progress reports to the STMC at periodic intervals.

The STMC shall monitor the progress of all work of technical committees and shall report periodically to the EASC.

9 DEVELOPMENT OF EAST AFRICAN STANDARDS

9.1 Introduction

The EAC Technical Committee Secretariat has the responsibility of co-ordinating the drafting, circulation, compilation of comments on draft standards and technical documents before they are submitted to the STMC. In specific cases it may also call a working meeting of stakeholders from all the Partner States in order to resolve issues.

At all stages of development, the EAC Secretariat shall ensure that relevant information is posted in EAC Web-Portal (www.eac-quality.net).

9.2 Proposal stage (Stage 1)

9.2.1 A new work item proposal (NWIP) is a proposal for:

- a new EAS;
- a new part of an existing EAS;
- revision of an existing EAS or part;

- an amendment to an existing EAS or part;
- a Technical Specification or a Publicly Available Specification.

The criteria used to approve the NWI, allocate the NSB secretariats, and to approve titles, scopes, programmes of work and priorities within work programmes shall be as specified in 4.6.3 and 4.13.2.

9.2.2 Upon receipt of a New Work Item Proposal, the partner state NSB shall first have the project together with a working draft (WD) approved as per its national procedures using its mirror committees.

9.2.3 The style and format of the working document shall be in accordance with ISO/IEC Directive 2.

9.2.4 Upon approval of a NWIP and WD the NSB shall circulate it using **EASC NWIP form** together with EASC **NWIP ballot form** and the WD to the, the **Technical Committee secretariat** for circulation to all Partner States NSBs and posting in the EAC Web-Portal.

9.2.5 Upon receipt, **Technical Committee secretariat** shall within 14 days circulate NWIP, WD, EASC **NWIP form** together with EASC NWIP to all partner states NSBs with a copy to the liaison office giving them three months to conduct national consultations and respond.

9.2.6 Within one month from the closing date of the NWIP vote, the NSB **Technical Committee secretariat** shall compile revived comments using the format in **EASC NWIP vote results form** and circulate to all Partner States NSBs with a copy to the EAC Secretariat for information and registration;

9.2.7 The acceptance criteria of the NWIP shall be a positive vote on the NWIP by at least two Partner States. Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons. Where at least one Partner State votes in the affirmative and the rest abstain, it shall be deemed that the NWIP has been accepted. Failure to vote within the prescribed timelines shall be deemed to be an acceptance of the NWIP.

9.2.8 The proposal stage ends when a NWIP together with a WD has been accepted by all National Members through a ballot to advance to either first Committee Draft or enquiry stage.

9.2.9 Where the NWIP receives a negative vote, the following procedure shall be followed.

9.2.9.1 On receipt of a negative result on a vote, the TC Secretary analyses the justification of the negative votes, and logs any inconsistencies.

9.2.9.2 In case of inconsistencies, the TC Secretary or the TC Chairperson contacts the National Member concerned with the request to reconsider their vote.

NOTE Any National Member changing its vote must notify that change through its STMC Member to the EAC Secretariat together with a justification for the change of vote and modified comments on the NWIP if needed. This change will be communicated together with a revised voting report EAC Web-Portal.

9.2.9.3 If the negative vote(s) is turned into a positive vote(s) and the results lead to the acceptance instead of the rejection of the NWIP, the procedure in 7.2.8 is followed.

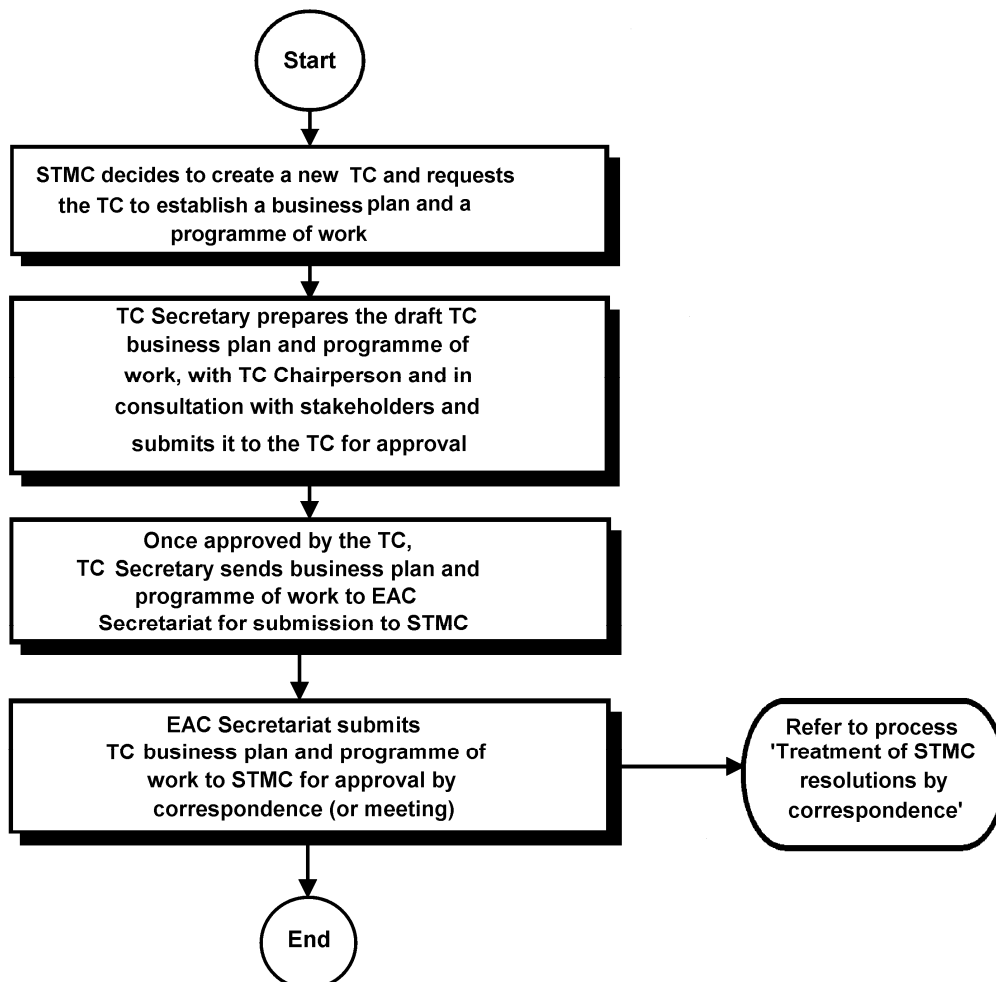
9.2.9.4 If the voting results remain negative and in the case of a first vote, the TC decides by taking a delegated resolution on one of the following actions:

- To submit a modified version of the NWIP to a second vote;
- To submit a modified version of the NWIP to a Unique Acceptance Procedure (UAP);
- To submit a modified working document to the enquiry and to the vote;
- To change the type of deliverable

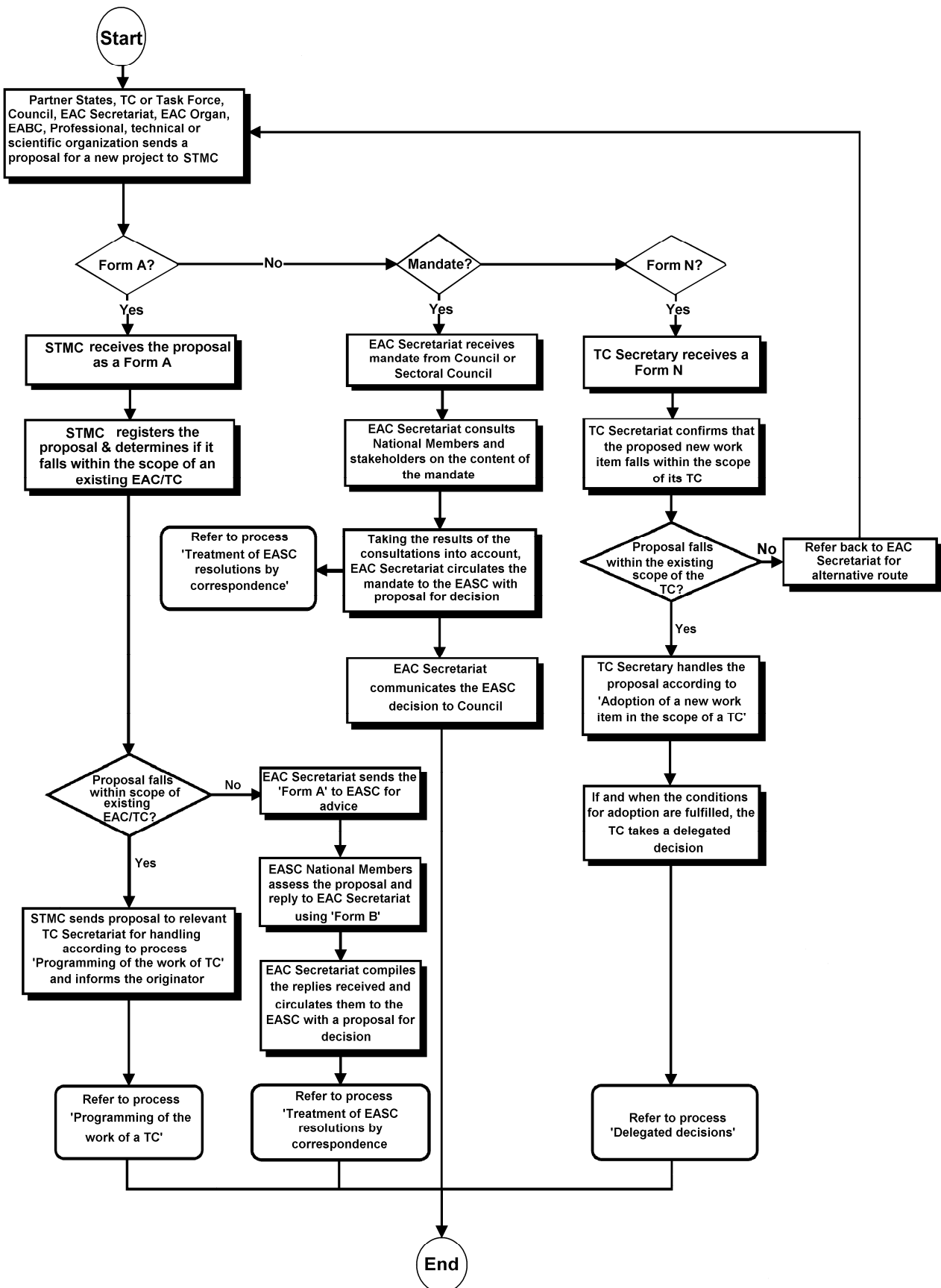
— To delete the work item and release the standstill.

If the voting results remain negative and in the case of a second (or more) vote, the TC refers the matter to the STMC for handling via the management by exception principle [i.e., for further direction].

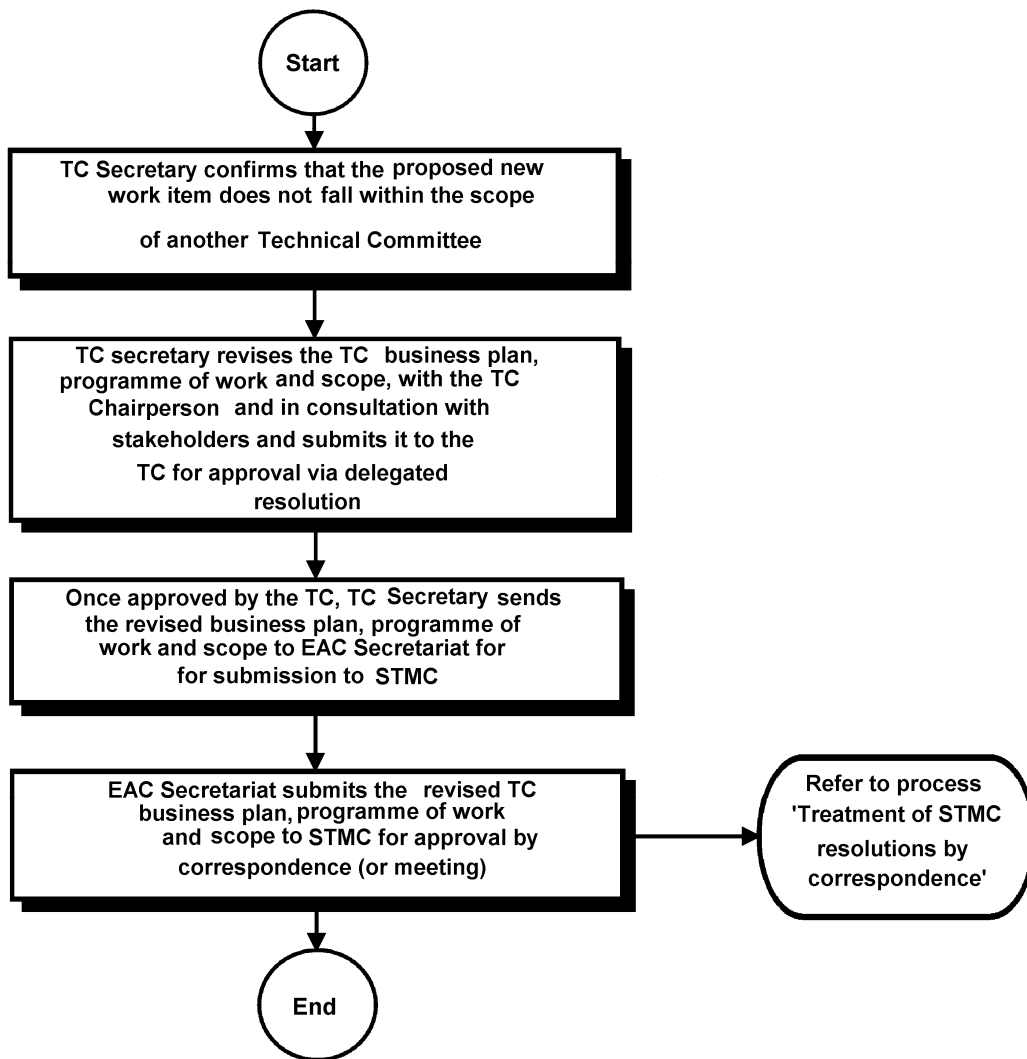
9.2.9.5 Flowchart of the Process



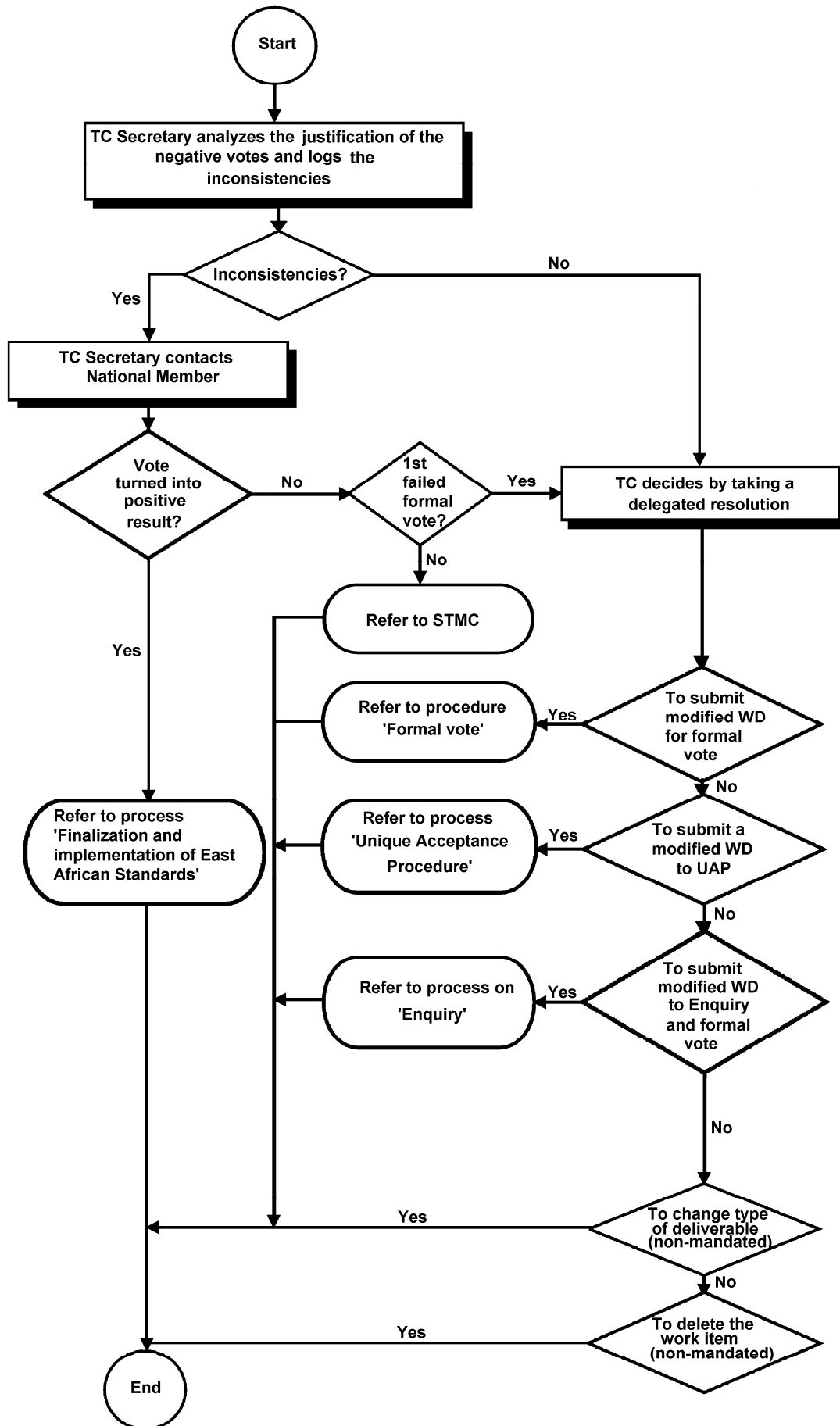
Case 1 — New TC



Case 2 — Existing TC — Addition of work a item within the scope of the TC — Proposal for new work item



Case 3 — Existing TC — Addition of a work item not falling within the scope of the TC



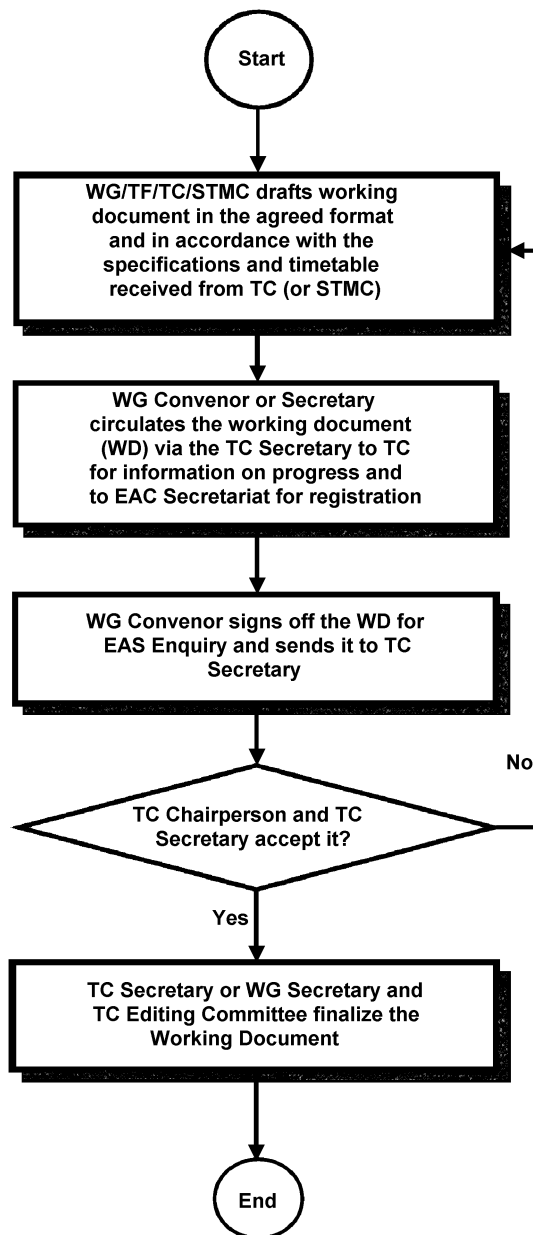
Flowchart for handling negative vote at proposal stage

9.3 Committee stage (Stage 2)

9.3.1 Upon acceptance of the NWIP and WD by the Partner States, the draft shall be elevated to a Committee Draft and assigned a first draft number CD by the TC Secretariat. The CD shall indicate the country of origin/unique identification number/year of drafting (e.g. CD/B/123/2009 if originating from Burundi, CD/K/123/2009 if originating from Kenya, CD/R/123/2009 if originating from Rwanda, CD/U/123/2009, originating from Uganda and CD/T/123/2009 originating from Tanzania.)

9.3.2 The committee stage is the principal stage at which comments from national bodies are taken into consideration, with a view to reaching consensus on the technical content. National bodies shall therefore carefully study the texts of committee drafts and submit all pertinent comments at this stage.

9.3.3 As soon as it is available, a committee draft shall be circulated by the TC Secretariat to all National Members for consideration together with the **comment template**, giving the 1 month to comment.



Working Draft up to Enquiry Stage

9.3.4 No more than 4 weeks after the closing date for submission of replies, the secretariat shall prepare the compilation of comments and arrange for its circulation to all National Members. When preparing this compilation, the secretariat shall indicate its proposal, made in consultation

with the chairman of the technical committee or subcommittee and, if necessary, the project leader, for proceeding with the project, either:

- (a) to discuss the committee draft and comments at the next meeting, or
- (b) to circulate a revised committee draft for consideration, or
- (c) to register the committee draft for the enquiry stage

In the case of b) and c), the secretariat shall indicate in the compilation of comments the action taken on each of the comments received. This shall be made available to all National Members, if necessary by the circulation of a revised compilation of comments, no later than in parallel with the submission of a revised CD for consideration by the committee (case b) or simultaneously with the submission of the finalized version of the draft to the EAC Secretariat for registration for the enquiry stage (case c).

If, within 2 months from the date of dispatch, 2 or more National Members disagree with proposal b) or c) of the secretariat, the committee draft shall be discussed at a meeting.

9.3.5 If a committee draft is considered at a meeting but agreement on it is not reached on that occasion, a further committee draft incorporating decisions taken at the meeting shall be distributed within 3 months for consideration. A period of 3 months shall be available to national bodies to comment on the draft and on any subsequent versions.

9.3.6 The committee stage ends when all technical issues have been resolved by consensus and a CD is accepted to advance to the enquiry stage as a DEAS.

9.4 Enquiry stage (Stage 3)

9.4.1 Within 5 days of completion of the CD stage, the TC Secretariat shall acquire the DEAS number from the EAC Secretariat for advancing the document to the enquiry stage.

9.4.2 At the enquiry stage, the enquiry draft (public review draft) (DEAS) together with the comment template shall be circulated by the TC secretariat to all national bodies for public comment for a period of 60 days and received comments reviewed by the technical committee secretariat in order to deal with unresolved harmonization issues and to advance the document for balloting by the partner states.

National bodies shall be advised of the date by which national comments are to be received by the technical committee secretariat. Comments received after the closing date are submitted to the technical committee or subcommittee secretariat for consideration at the time of the next review of the East African Standard.

9.4.3 On receipt of any comments, the chairman of the technical committee or subcommittee, in cooperation with its secretariat and the project leader, shall take one of the following courses of action:

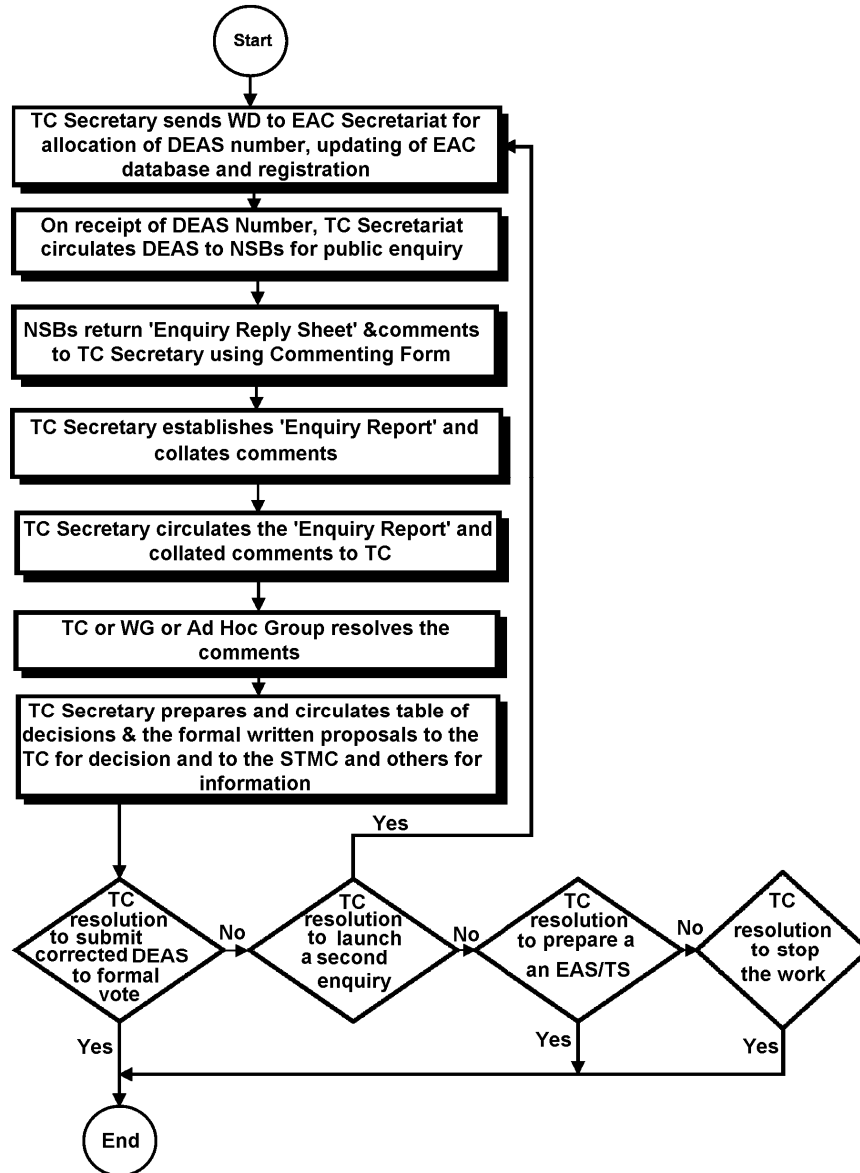
- (a) when the approval criteria of 9.4.5 are met, to register the enquiry draft, as modified, as a final draft East African Standard, or
- (b) in the case of an enquiry draft where the comments are only editorial in nature or no comments are received, to proceed to the final draft East African Standard, or
- (c) when the approval criteria of 9.4.5 are not met;
 - (1) to circulate a revised enquiry draft, or

NOTE A revised enquiry draft will be circulated for commenting period 60 days.

- (2) to circulate a revised committee draft for comments, or
- (3) to discuss the enquiry draft and comments at the next meeting.

9.4.5 The acceptance criteria of the DEAS shall be when all comments have been resolved. Failure to submit within the prescribed timelines shall be deemed to be an acceptance of the DEAS.

The Enquiry stage ends when all received comments have been resolved and a DEAS is accepted to advance to the balloting stage as an FDEAS.



Flowchart for EAS enquiry

9.5 Ballot stage (Stage 4)

9.5.1 At the ballot stage, the final draft East African Standard (FDEAS) shall be distributed by the TC Secretariat together with the **ballot form within** 1 month to all national bodies for a 1 month vote.

National bodies shall be advised of the date by which ballots are to be received.

9.5.2 Votes submitted by national bodies shall be explicit: positive, negative, or abstention.

If a national body votes affirmatively, it shall not submit any comments.

If a national body finds an FDEAS unacceptable, it shall vote negatively and state the technical reasons. It shall not cast an affirmative vote that is conditional on the acceptance of modifications.

9.5.3 The acceptance criteria of the FDEAS shall be a positive vote on the FDEAS by all NSB Partner States. Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons. Where at least one Partner State votes in the affirmative and the rest abstain, it shall be deemed that the FDEAS has been accepted. Failure to vote within the prescribed timelines shall be deemed to be an acceptance of the FDEAS.

9.5.4 The secretariat of the technical committee or subcommittee has the responsibility of bringing any errors that may have been introduced in the preparation of the draft to the attention of STMC by the end of the voting period; further editorial or technical amendments are not acceptable at this stage.

9.5.5 Within 2 weeks after the end of the voting period, the TC Secretariat shall circulate to all STMC National Members and the EAC Secretariat a report using the **ballot results form** showing the result of voting and indicating either the formal approval by national bodies to issue the East African Standard or formal rejection of the FDEAS.

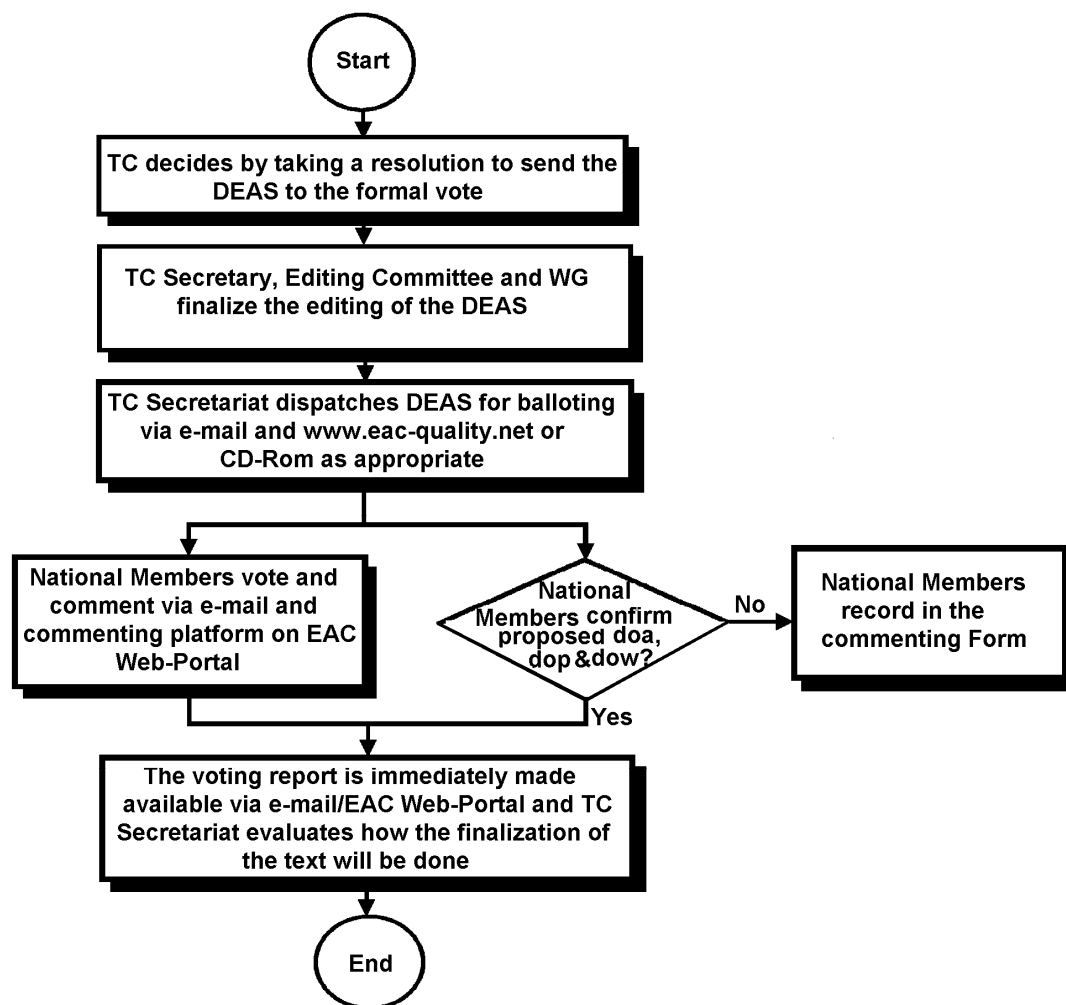
Technical reasons for negative votes shall be appended for information only.

9.5.6 The ballot stage ends when all received ballot results have been ratified by STMC during its next meeting and an FDEAS is accepted to advance to the approval stage as EAS.

9.5.7 If the FDEAS is not approved in accordance with the conditions 9.5.3, the document shall be referred back to the technical committee or subcommittee concerned for reconsideration in the light of the technical reasons submitted in support of the negative votes.

The committee may decide to:

- resubmit a modified draft as a committee draft, enquiry draft or, FDEAS;
- publish a Technical Specification, PAS, TR;
- cancel the project.



Flowchart for formal vote procedure

9.6 Approval Stage (Stage 5)

The approval stage is the stage at which the EAS is approved by the EASC on the basis of due process. The Approval stage ends when an EAS is approved by the EASC to advance to the Publication stage as an EAS.

9.7 Publication Stage (Stage 6)

The Publication stage is the stage at which an EAS is declared by the Council of Ministers by notice in the gazette. The Publication stage ends when an EAS is gazetted, the number, title and scope of the newly gazetted EAS is posted on EAC Web-Portal (www.eac-quality.net) for public information and copies of the EAS are available to the public from the NSBs on demand.

9.8 Unique Acceptance Procedure

9.8.1 Purpose

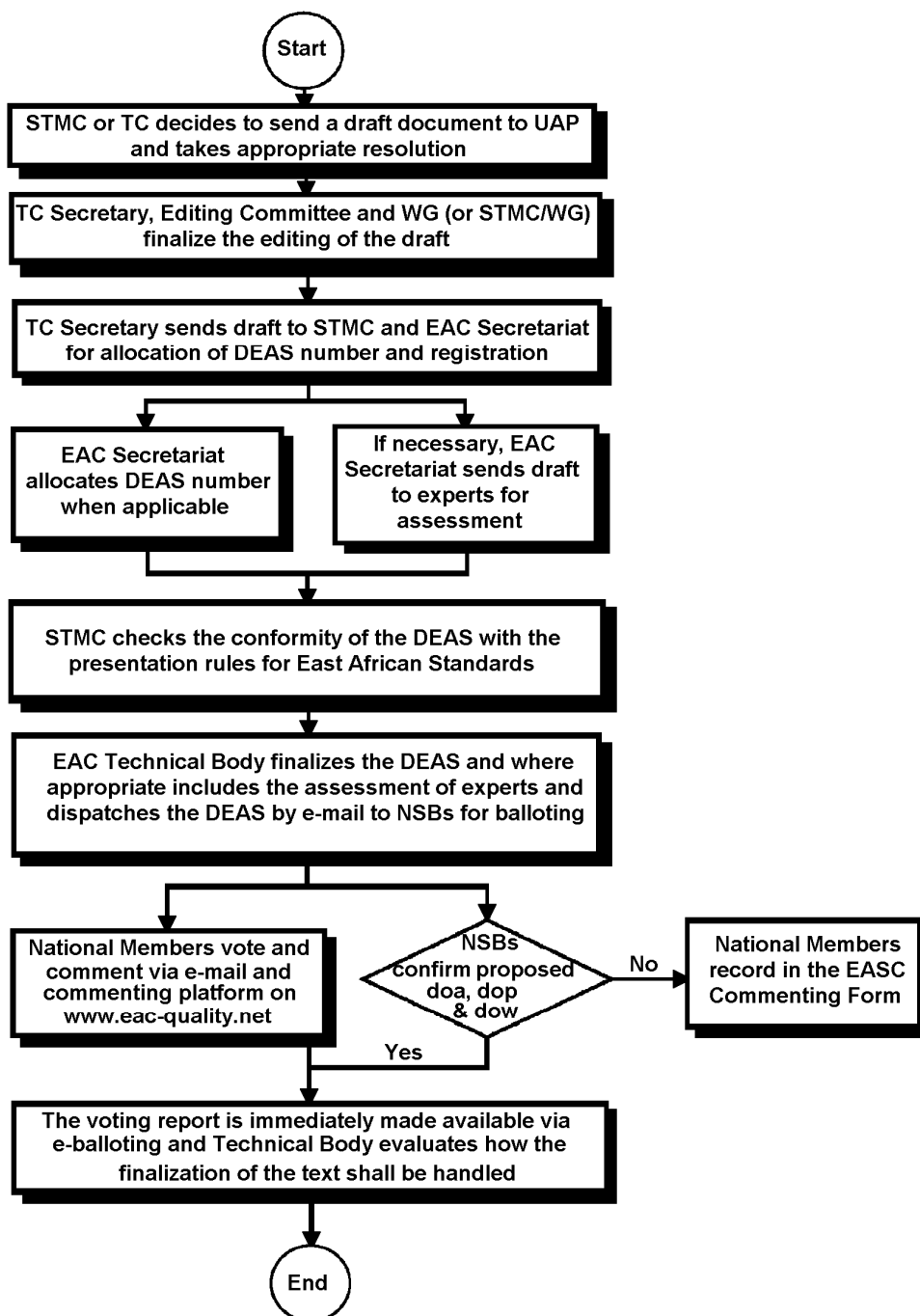
This section specifies the actions required for the editing and publishing, the launch of the Unique Acceptance Procedure (UAP) and the communication of its results within the agreed time frames.

The UAP combines either the EAS enquiry and formal vote or Primary Questionnaire/Updating Questionnaire and formal vote.

This procedure is only applied if it is reasonable to suppose that the document is acceptable at East African level in order to prevent further delays. It shall be used to adopt an international standard document as an East African Standard.

The following procedure applies to the National Members, the STMC, EASC and EAC Technical Committees (TC) and their Working Groups (WG) and the EAC Secretariat.

9.8.2 Flowchart of the Process



Flowchart for Unique Acceptance Procedure (UAP)

9.8.3 Procedure

9.8.3.1 The TC or the STMC decides to send the draft document to the Unique Acceptance Procedure and takes the appropriate TC or STMC resolution.

In case of an amendments to an EAS, the TC can decide to shorten the UAP (see process Clause 11 on Technical Corrigenda and Amendments).

9.8.3.2 The TC Secretary and the Editing Committee, together with the Working Group, if appropriate, finalize the editing of the relevant draft document.

9.8.3.3 Where applicable, the TC Secretary acquires the DEAS number from the EAC Secretariat which also registers the project and updates the EAC database and web portal.

9.8.3.4 When finalized, the TC Secretary sends the electronic documents, via e-mail or CD-ROM, to the National Standards Bodies (NSB) for voting.

9.8.3.5 The National Members vote using the E-Balloting and Commenting platform on EAC Web Portal within a five-month voting period.

The National Members are required to cast unconditional votes and to justify any abstention or negative vote. Any comments are prepared using the **Commenting Form** and are uploaded at the same time as the vote.

In addition, the National Members confirm, or otherwise, the proposed date of announcement (doa), the proposed date of publication (dop), and the proposed date of withdrawal (dow).

Any disagreement concerning the proposed doa, dop or dow is recorded by the National Members in the **Commenting Form**.

9.8.3.6 The E-Balloting system automatically closes the UAP the day after the deadline for voting. The results and comments are immediately accessible to the TC Secretary and Chairperson, EAC Secretariat and NSB balloters for information.

TC Secretariat evaluates how the finalization of the text will be handled.

The TC Secretary and TC Chairperson notify this decision via e-mail and the EAC Web Portal where the voting results and compiled comments are made available. It is also included on CD ROM and sent to the National Members.

A National Member may appeal within two months after reception of the 'Voting report' (see process Clause 5 on Appeals).

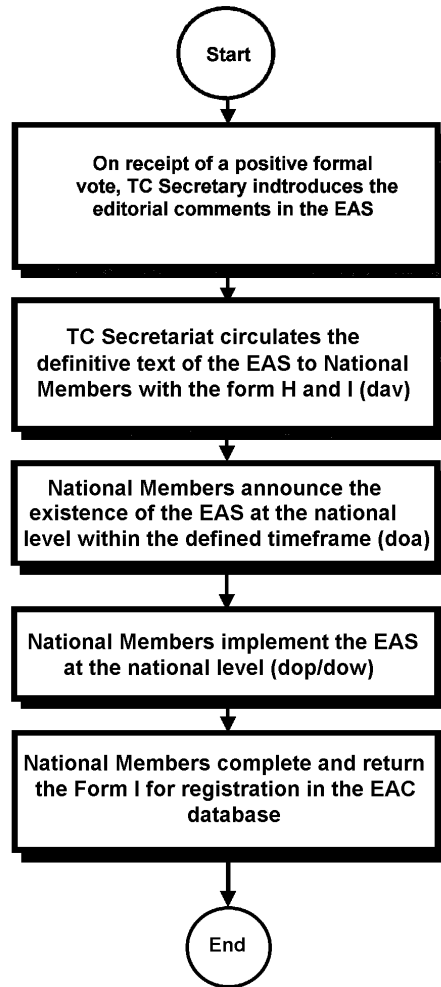
9.9 Finalization and implementation of East African Standards

9.9.1 Purpose

This clause specifies the actions required to prepare the definitive text of an East African Standard (EAS) and to dispatch it to the National Members and others, in line with the agreed time frames. To specify the actions required from National Members to implement the EAS in accordance with the EAC SQMT Act, 2006.

The following procedure applies to the National Members, the EAC Secretariat, and the EAC Technical Committees (TC).

9.9.2 Flowchart of the process



Finalization and implementation of EAS

9.9.3 Procedure

9.9.3.1 On receipt of a positive result of the formal vote or Unique Acceptance Procedure, CMC, in consultation with the TC Secretary, (or the TC Secretary directly) incorporates the editorial corrections in the reference language version.

NOTE Exactly one month after the circulation of a voting report showing that the result is "accepted", the text is considered ratified (dor = date of ratification).

9.9.3.2 The EAC Secretariat distributes the definitive text of the approved East African Standard (EAS) to the National Members (dav - date of availability), together with 'form I', the TC Chairperson and the TC Secretary.

9.9.3.3 The National Member announces the existence of the EAS at national level within the defined time frame (doa - date of announcement).

9.9.3.4 The National Member implements the EAS at national level by giving the EAS the status of a national standard within the defined time frame:

- either by publication of an identical text or by endorsement (dop — date of publication)
- and by withdrawing any national standards conflicting with the EAS (dow — date of withdrawal).

9.9.3.5 The National Member completes and returns the 'form I' to EAC Secretariat for registration into the EAC database.

10 DEVELOPMENT OF OTHER DELIVERABLES

10.1 Technical specification (EAS/TS)

10.1 Technical Specifications may be prepared and published under the following circumstances and conditions.

10.1.1 When the subject in question is still under development or where for any other reason there is the future but not immediate possibility of an agreement to publish an International Standard, the technical committee or subcommittee may decide, by following the procedure set out in 9.2, that the publication of a Technical Specification would be appropriate. The procedure for preparation of such a Technical Specification shall be as set out in 9.3. The decision to publish the resulting document as a Technical Specification shall be based on the criteria in 9.5.3 and 9.5.7. The reasons for publishing the Technical Specification, and an explanation of its relationship to the expected future East African Standard, shall be given in the foreword.

10.1.2 A Technical Specification may be established with a view to serving for instance the purpose of:

- publishing aspects of a subject which may support the development and progress of the East African market but where an East African Standard is not feasible or not yet feasible;
- giving guidance to the market on or by specifications and related test methods;
- providing specifications in experimental circumstances and/or evolving technologies.

Furthermore, an EAC Technical Committee may decide to publish an EAS work item as a Technical Specification where:

- there had been insufficient support at the EAS Enquiry for the work item to progress to an EAS;
- no consensus can be reached on the submission of the work item within the given target date.

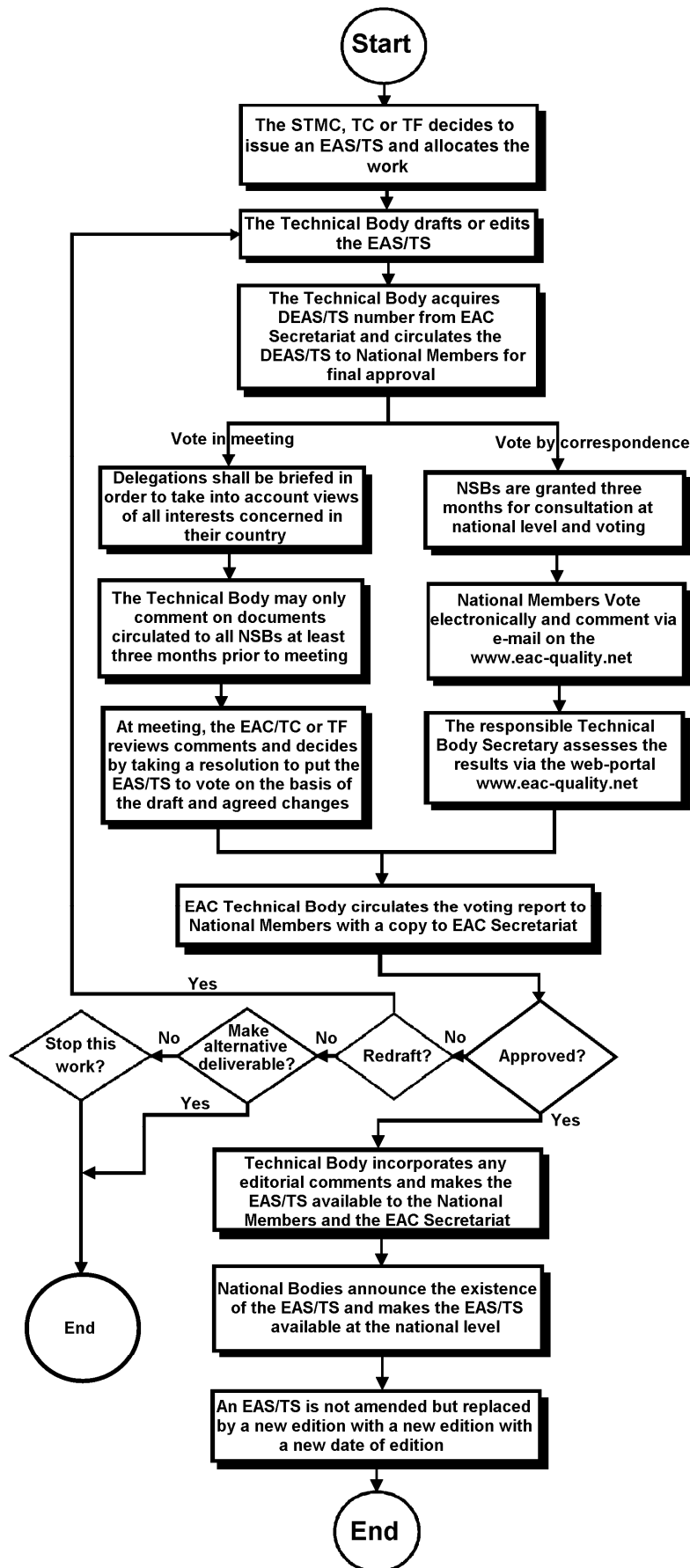
It may also be preferable to publish two or more Technical Specifications if, for instance, the draft EAS had dealt with more than one class of product, or included alternative methods of test. Technical Specifications may, therefore, compete with each other.

10.1.3 A Technical Specification may compete against another Technical Specification with the same scope, but a Technical Specification shall not conflict with an East African Standard.

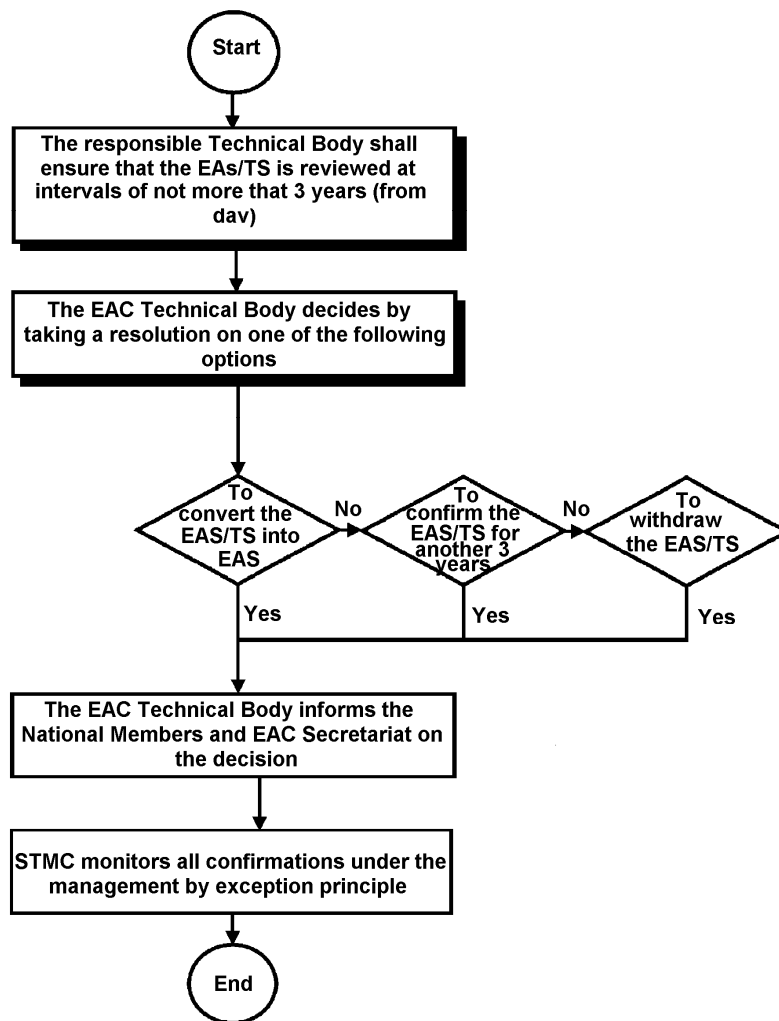
This implies that an existing Technical Specification shall be withdrawn if the publication of a subsequent EAS brings the Technical Specification into conflict with that EAS.

10.1.4 During preparation of the Technical Specification, or after its approval, no standstill obligation exists except if the EASC has specifically decided so.

10.1.5 The maximum lifetime of a Technical Specification is 6 years (i.e. one three-year period and one confirmation).



Flowchart for development of an EAS/TS



Flowchart for review of EAS/TS

10.2 Publicly Available Specifications (PAS)

A PAS can be seen as a step in the process of standardization. It includes useful and practical information that can be made available quickly to suit the market need of the developers and users of a product, process or service.

A full standard requires several more stages of development before full consensus is achieved. A growing number of standards will appear as a PAS before they become standards.

The rationale for publishing a PAS is that while it may not have the full breadth of agreement of a standard, the speed of delivery and the high-calibre quality of the content enables users of the PAS to reap significant benefit.

The main difference is in the area of consensus; a normal Standard must reach full consensus between all stakeholders on technical content, whilst a PAS invites comments from any interested party but does not necessarily incorporate them. This means that the timescale for the development of a PAS can be shorter, typically around 8 months, and is why it is sometimes referred to as the “Rapid Standard Development Process”.

A PAS occupies the intellectual space between in-house and national standards; it allows you to set the standard for an entire industry.

Crucially, the development of a PAS cannot conflict with, or contradict, existing or draft work within the formal standards arena and must complement, not conflict with, any legislation in the subject area. It is also written in accordance with EAS drafting rules, which means that the content must be technically robust and cannot be technically constrained (i.e. it cannot include

patented or proprietary methods or products). It is written unambiguously and with objectively verifiable requirements or recommendations.

10.3 Technical Reports

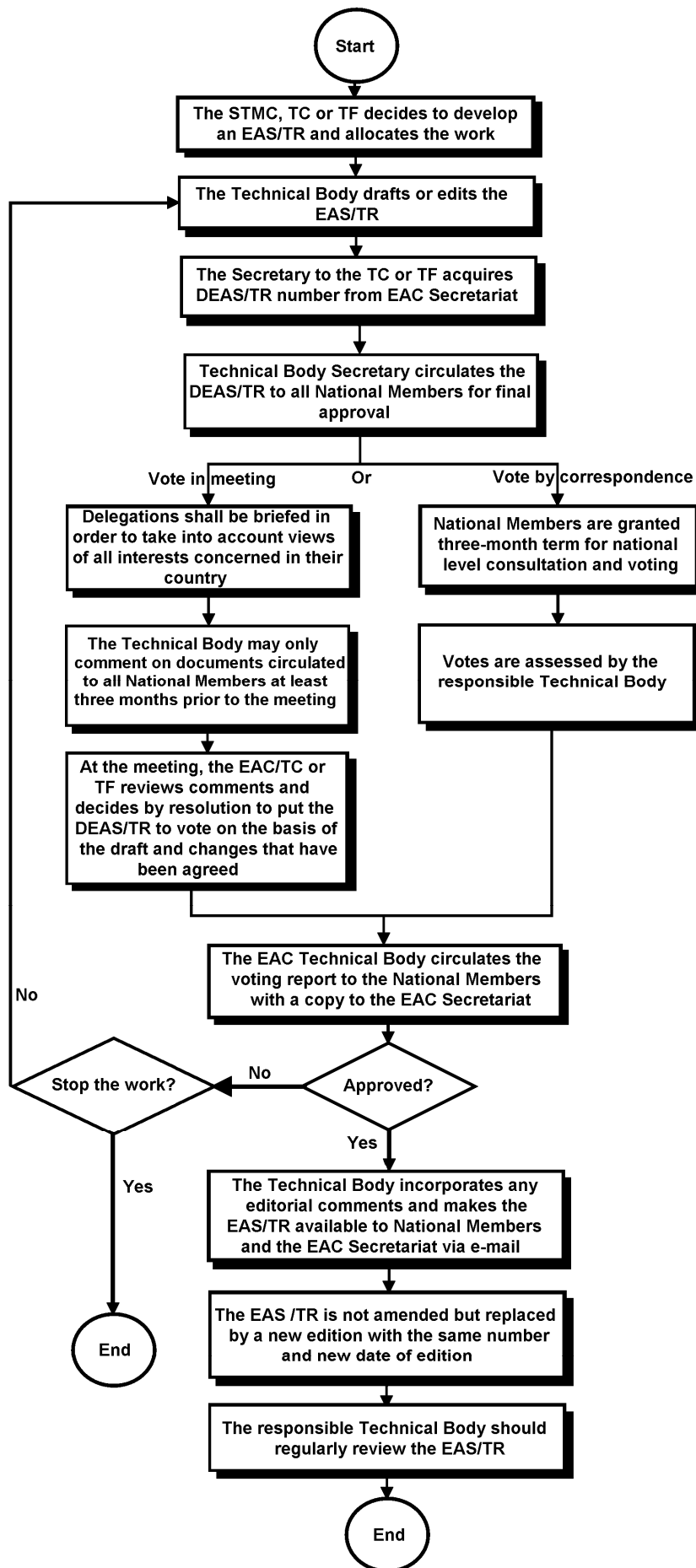
When a technical committee or subcommittee has collected data of a different kind from that which is normally published as an East African Standard (this may include, for example, data obtained from a survey carried out among the national bodies, data on work in international organizations or data on the "state of the art" in relation to standards of national bodies on a particular subject), the technical committee or subcommittee may decide, by consensus, to request the STMC to publish such data in the form of a Technical Report. The document shall be entirely informative in nature and shall not contain matter implying that it is normative. It shall clearly explain its relationship to normative aspects of the subject which are, or will be, dealt with in East African Standards related to the subject. The STMC in consultation with the EASC, shall decide whether to publish the document as a Technical Report.

Crucially, the development of a TR cannot conflict with, or contradict, existing or draft work within the formal standards arena and must complement, not conflict with, any legislation in the subject area.

During the preparation of the Technical Report or after its adoption, no standstill obligation exists. The obligation at the national level is limited to announcement of the existence of the EAS/TR and conflicting national standards may continue to exist. Adoption as a national deliverable is optional.

It is recommended that Technical Reports are regularly reviewed by the committee responsible, to ensure that they remain valid. Withdrawal of a Technical Report is decided by the technical committee or subcommittee responsible.

No time limit is specified for the lifetime of Technical Reports, but it is recommended that Technical Reports be regularly reviewed by the responsible technical body to ensure that they remain valid.



Flowchart for development of EAS/TR

10.4 EASC Workshop Agreement (EWA)

10.4.1 An EASC Workshop Agreement is a technical agreement developed in an open structure, the EASC Workshop (WS), and not in a Technical Committee.

An EASC Workshop Agreement is adopted through consensus, which is reached by the EASC Workshop participants who are responsible for its contents.

NOTE The main activity of an EASC Workshop is the development and publication of an EASC Workshop Agreement. In addition to this main activity, an EASC Workshop may be used as a forum to organize other project activities within EASC, such as exchange of experiences with regard to implementing a specification, exchange of views with regard to new technologies and their business opportunities (conferences and seminars), creation of common web-sites, etc

For all EASC Workshops, an approved business plan indicating the voluntary contributions of the participants to support the above activities is essential.

During the preparation of an EASC Workshop Agreement or after its adoption, no standstill obligation exists.

The Workshop Agreement is announced and possibly made available at national level, and conflicting national normative documents may continue to exist.

An EASC Workshop Agreement shall not conflict with any East African normative document, but may compete with any East African normative document.

NOTE This implies that an existing EWA must be withdrawn if the publication of a subsequent EAS brings the EWA into conflict with that EAS.

An EASC Workshop Agreement should be valid for a limited duration of 3 years or until its transformation into another deliverable. When 3 years have passed, the STMC should consult the former Workshop participants to see whether a renewal of the publication for a further 3 years is appropriate; if not, the EWA should be withdrawn.

10.4.2 The justification shall be based on the following, inter alia:

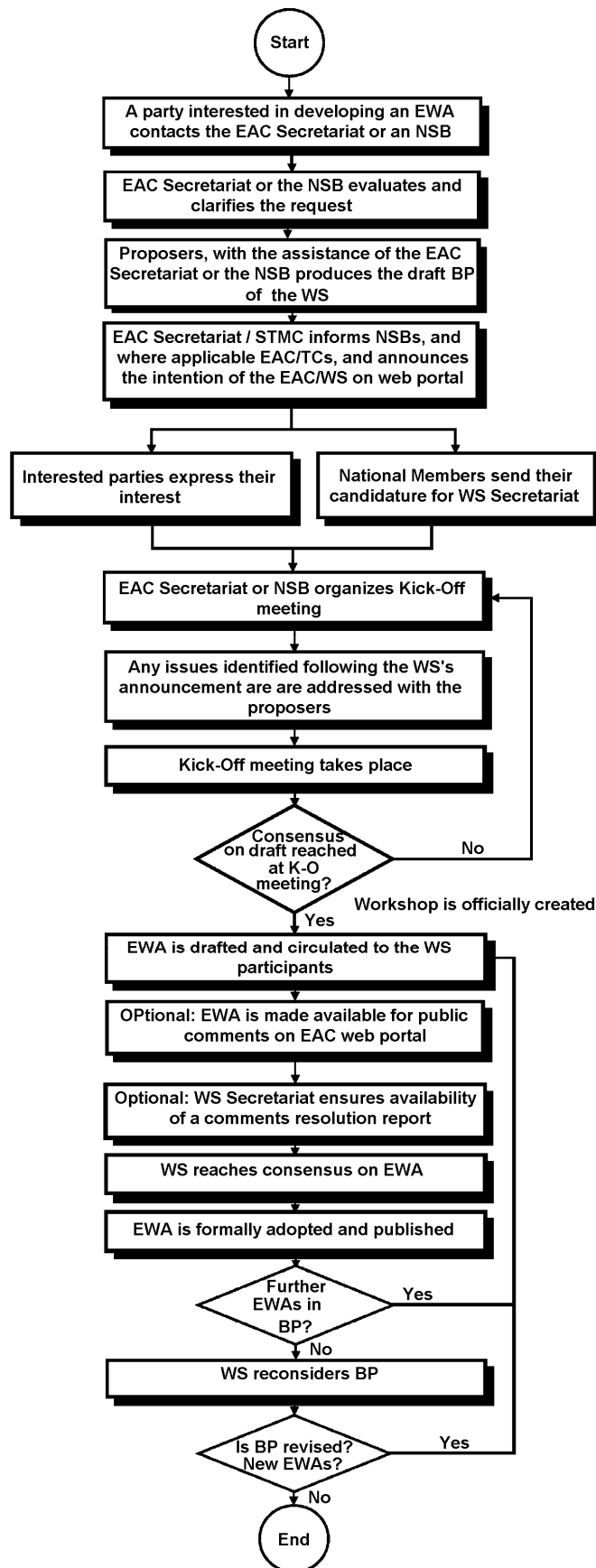
- (i) Need for a target sector (public or private) to develop clear rules on an issue;
- (ii) Need to give visibility to professional practices or reference documents;
- (iii) Need to shape the future direction of the subject and influence any future East African Standard;
- (iv) Need to develop relationships within a profession or sector;
- (v) Need to Create understanding and co-ordination amongst various stakeholders;
- (vi) Need to share best practice in a sector;
- (vii) Need to improve quality and interoperability.

10.4.3 Stages of development of the EWA

Step 1 Make the proposal	Step 2 Get STMC approval	Step 3 EAC Secretariat circulates the details of the workshop	Step 4 Hold the workshop and agree the document	Step 5 Publish the EWA
<p>Approach NSB with your proposal.</p> <p>Your proposal should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Purpose and justification <input type="checkbox"/> Relevant documents <input type="checkbox"/> Lists of organizations that may be interested <input type="checkbox"/> Indications of any ISO member body willing to act as Secretariat <input type="checkbox"/> An estimate of the number of meetings if more than one is envisaged <input type="checkbox"/> Details of any proposed special arrangements for distribution of the EWA 	<ul style="list-style-type: none"> • NSB then circulates your proposal to the STMC for approval (checking any proposed distribution arrangements with the EAC Secretariat). • The STMC will also formally assign / confirm the NSB who will be your secretariat for the project. • The NSB works with the proposer to decide full details of the Workshop: <ul style="list-style-type: none"> <input type="checkbox"/> Price (if any fee) <input type="checkbox"/> Time/Date/Venue <input type="checkbox"/> Format <input type="checkbox"/> Background <input type="checkbox"/> Doc supply <input type="checkbox"/> Process <input type="checkbox"/> Chair 	<ul style="list-style-type: none"> • A notification – with the full details agreed at Step 2 – is circulated to all Partner States by EAC Secretariat • NSBs can then circulate the proposal as widely as possible in order to publicize it to potentially interested parties. <p>NOTE: Any organization or company or individual is allowed to attend.</p>	<ul style="list-style-type: none"> • At the meeting the Chair (nominated in advance) will be confirmed. • During the whole EWA process, the Chair must be impartial and seek to ensure the maximum amount of consensus possible has been achieved. • Document is drafted and circulated to the workshop participants. • This can be repeated until the Chair believes that the best possible consensus has been obtained. <p>NOTE One possible mechanism is that the workshop participants work online on a dedicated Web site.</p> <p>NOTE Multiple meetings can take place if necessary.</p>	<ul style="list-style-type: none"> • The final draft of the EWA is sent by the secretariat to EAC Secretariat. • EAC Secretariat formats the document – giving it the relevant EAS cover page / logo. • EAC Secretariat then supplies the document to all its member bodies who can supply it as they see fit. • Any special arrangements for the distribution of the EWA should be put in place here.
<p>Start - EAC Secretariat will normally take less than one month to process your proposal</p>	<p>Maximum of three months</p>	<p>Three months (90 days) advance notice is required before holding the workshop.</p>	<p>This stage depends on the scope of the EWA. However, aim to finish in three months or less</p>	<p>One month</p>

10.4.4 The TC Secretary shall prepare the preliminary draft based on information from any of the following references:

- (a) International standards or final draft standards;
- (b) Regional or Foreign standards;
- (c) A company specification;
- (d) Departmental specifications;
- (e) Proposals from relevant professional organizations;
- (f) A skeleton outline containing suggested clause headings;
- (g) A list of relevant questions or comments;
- (h) Consultation with relevant interested parties;
- (i) Well documented local experience from relevant institutions.



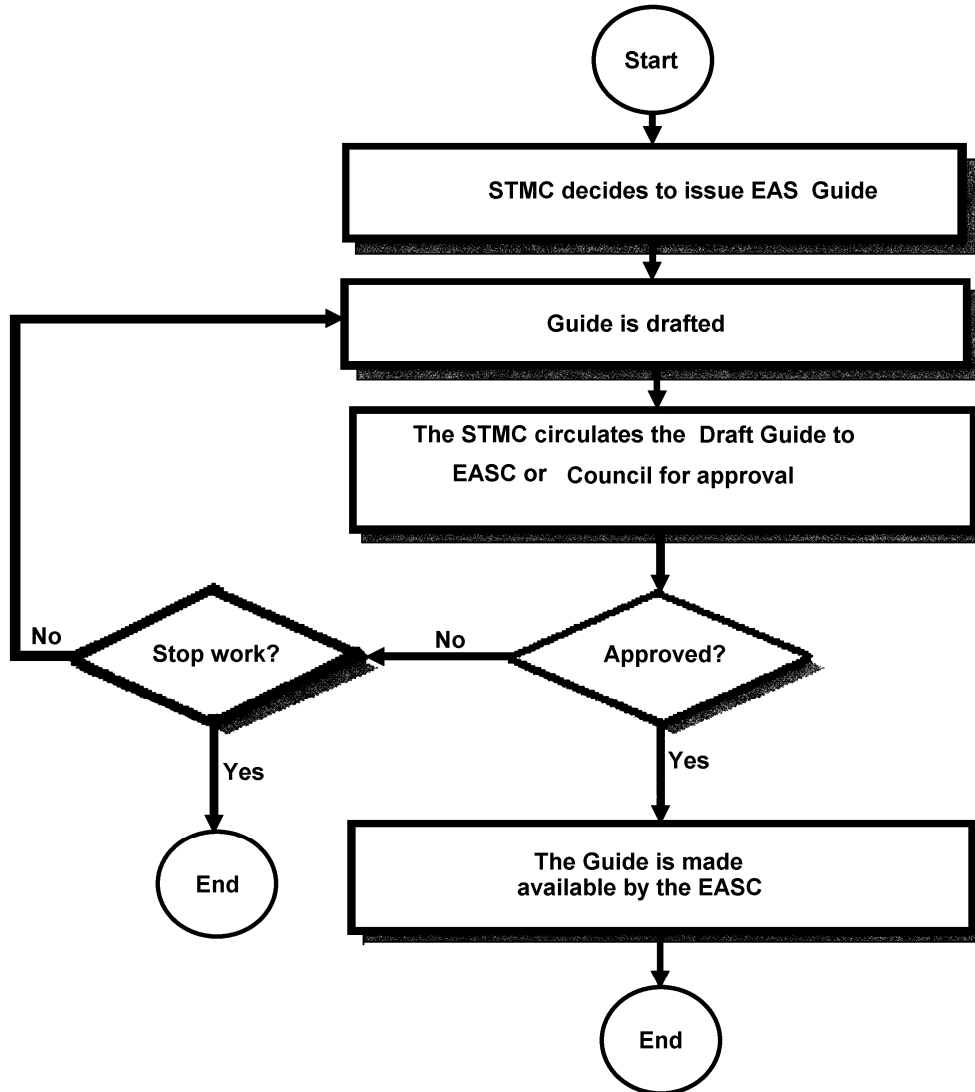
10.5 EAS Guide

10.5.1 An EAS Guide gives information about standardization principles and policies and guidance to standards writers.

An EAS Guide may be established with a view to serving for instance the purpose of:

- providing technical or administrative orientation to the work of the EAS;
- giving advice on how to deal with matters of standardization;
- collecting decisions of an EAS corporate body on specific general questions related to standardization for future equal treatment of such questions.

10.5.2 Flowchart of process



11 TECHNICAL CORRIGENDA AND AMENDMENTS

11.1 General

Technical corrigenda and amendments can fall into two categories:

- Those that are made to a source document, i.e. an adopted international standard; and
- Those that have to be made to an East African Standard.

11.2 Adopted international standard

11.2.1 Technical corrigenda

The technical committee secretariat shall circulate the technical corrigendum to all NSBs with a request that it be included in an appropriate format in each affected national standard. Formal approval is not required.

The original document at the EAC Secretariat needs to be updated as well. The responsibility to ensure that the original document is updated rests with the technical committee secretariat.

11.2.2 Amendments

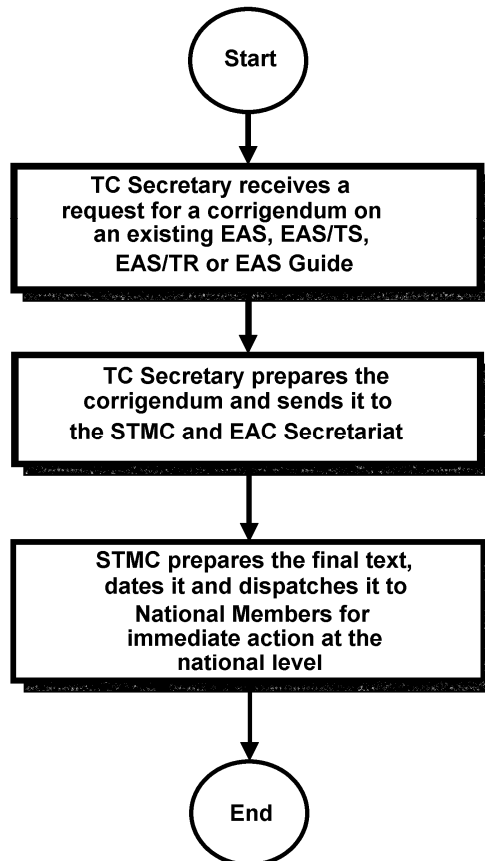
An amendment to an adopted International Standard shall be circulated by the Project Secretariat in exactly the same way as a new project, but shall enter the process at Stage 3 (Proposal stage).

11.3 East African Standard

11.3.1 Technical corrigenda

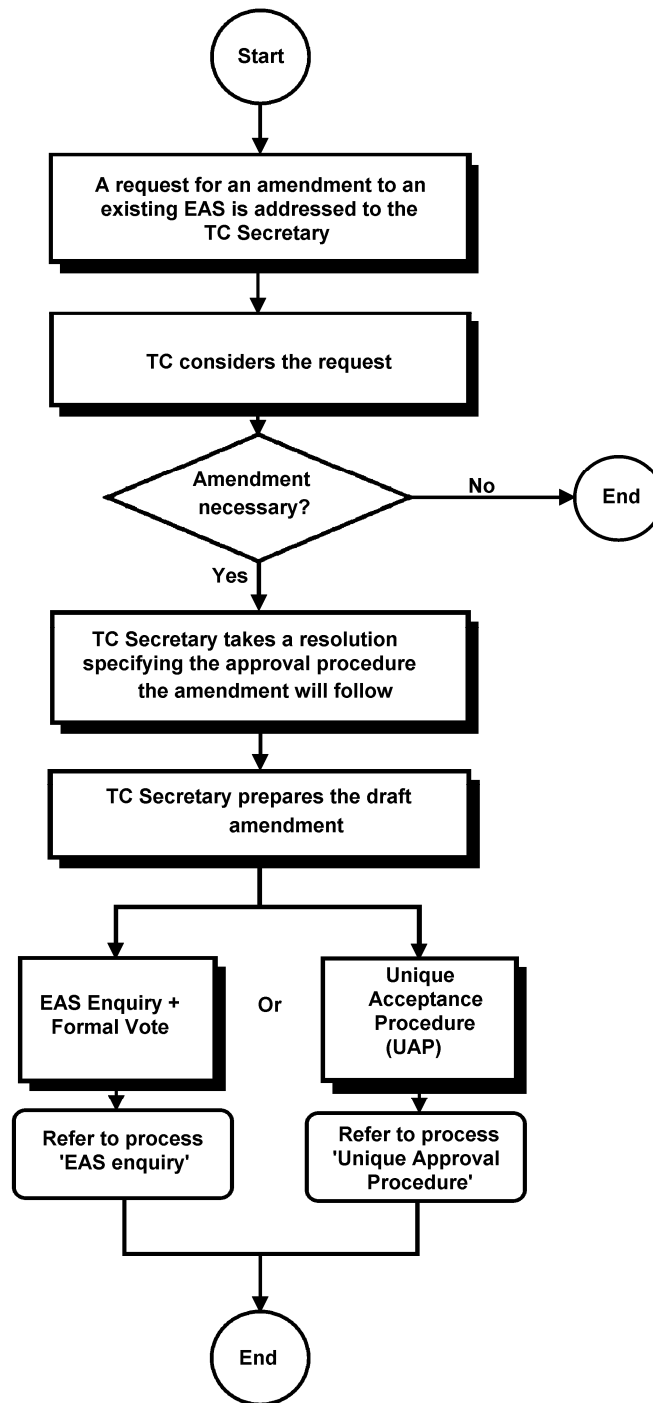
The Project Secretariat shall circulate the technical corrigendum to all NSBs with a request that it be included in an appropriate format in each affected national standard. Formal approval is not required.

The original document at the EAC Secretariat needs to be updated as well. The responsibility to ensure that the original document is updated rests with the Project Secretariat.



11.3.2 Amendments

An amendment to an EAC Standard shall be circulated by the Project Secretariat in exactly the same way as a new project, but shall enter the process at Stage 1 (Proposal stage).



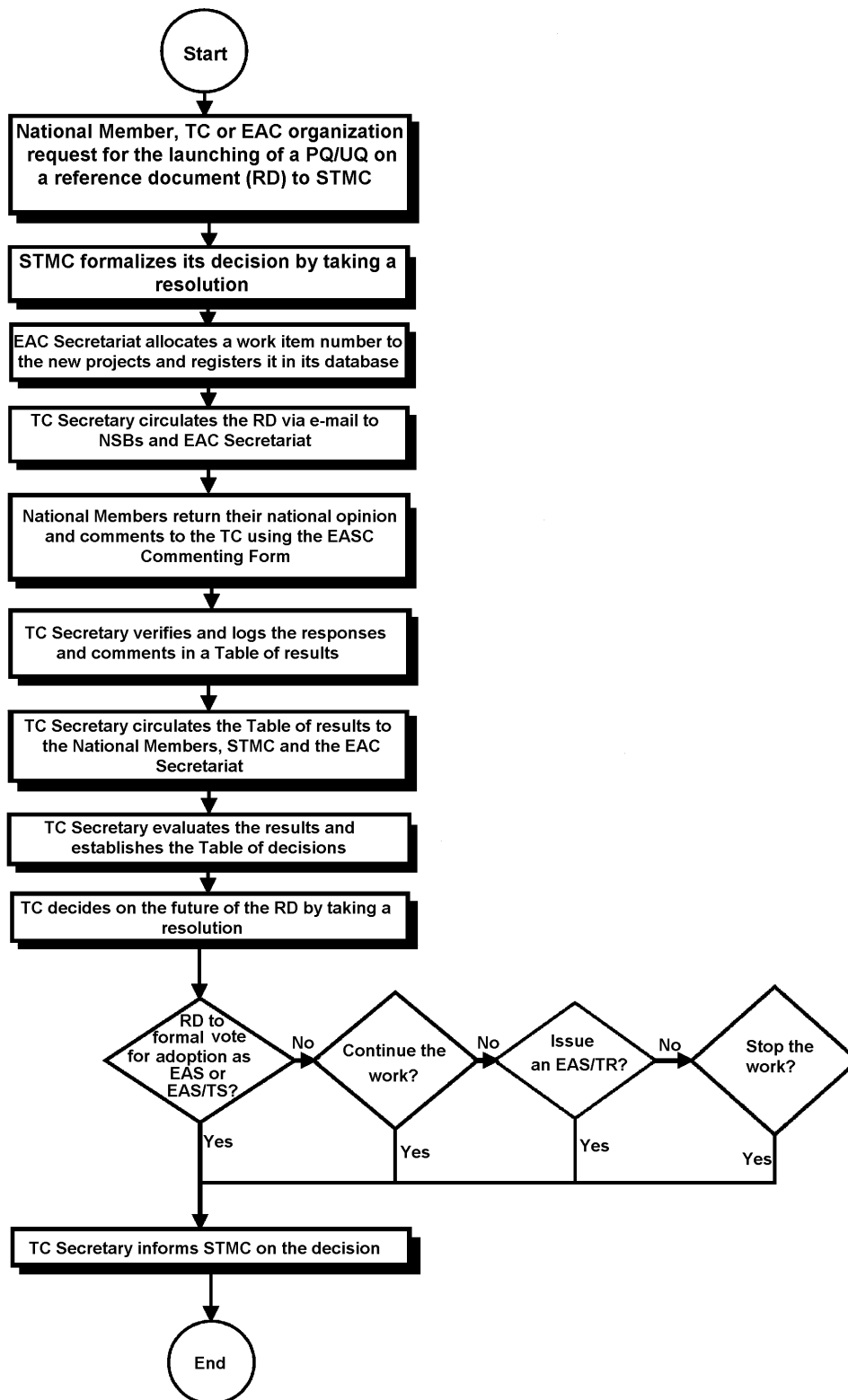
11.4 Primary Questionnaire/Updating Questionnaire

11.4.1 Scope

This section specifies the actions required to distribute a reference document (RD) to the National Members for public comment and national opinion within the agreed time frames by using the Preliminary Questionnaire (PQ) for an entirely new RD or an Updating Questionnaire (UQ) for a revised RD, already adopted as an East African Standard (EAS). To handle the comments received and to communicate the results of the PQ/UQ to National Members.

The following procedure applies to the National Members, the STMC, the EASC, the EAC Technical Committees (TC) and the EAC Secretariat.

11.4.2 Flowchart of the Process



11.4.3 Procedure

11.4.3.1 Any National Member, TC, EAC Secretariat and other EAC organizations can request the launching of a PQ/UQ procedure on a RD to the STMC, ensuring that the use of the RD complies with the rules related to the copyright.

11.4.3.2 The STMC formalizes its decision on the launch of a PQ/UQ by taking a resolution, which includes the imposition of standstill. A TC can also take such a resolution for a work item on its programme of work.

11.4.3.3 EAC Secretariat allocates a work item number to the new project and updates its register and database.

11.4.3.4 The TC Secretary sends the RD via e-mail together with the Ballot Form to the National Members, the EAC Secretariat, the TC Chairperson and, where applicable, to experts.

11.4.3.5 The National Members return their national opinion (Ballot form) and comments electronically to TC Secretariat and a copy to the EAC Secretariat using the **Commenting Form** as a word file within the prescribed period.

11.4.3.6 The TC Secretariat verifies and logs all received responses and comments using the Commenting Form.

11.4.3.7 The TC Secretariat compiles the results in a 'Table of results' and circulates the voting report and comments via e-mail/CD-Rom to the National Members and via E-mail to the EAC Secretariat.

11.4.3.8 The TC Secretary compiles and evaluates the results, and establishes a Table of decisions (i.e. Commenting Form, column 'Secretariat Observations').

11.4.3.9 The TC decides, by taking a resolution, on one of the following options:

- To put the RD to the formal vote for adoption as an EAS (in accordance with the process for Balloting Stage (Stage 4) in 9.5) or as a Technical Specification (EAS/TS) (see 10.1).
- To continue the technical work on the RD.
- To issue a Technical Report in order to give first hand information on the harmonization situation (in accordance with the process for 'Technical Reports' in 10.3)
- To stop the work if no harmonization is necessary or possible due to a lack of interest.

If there is no TC and the result of the PQ/UQ shows that there is a high probability that the results of the formal vote will be positive, STMC decides, by taking a resolution, to launch the formal vote on the RD (see process for Balloting Stage (Stage 4) in 9.5).

If there is no TC and the result of the PQ/UQ shows that there is a high probability that the results of the formal vote will be negative, STMC makes a decision on the matter.

12 CLAIMS OF DEFECTIVE EAST AFRICAN STANDARDS

12.1 General

This section gives guidance on the procedure to manage claims of defective standards when those claims relate to health and/or safety.

The procedure is intended to be used for a published East African Standard.

The scope of such a claim is limited to any negative effect in relation to health and/or safety that the use of the East African Standard might have.

The procedure is neither a substitute for:

- a) the "Appeal Mechanism" that might be used during the drafting phase of an East African Standard by a member body in case an action or inaction is not in accordance with the these procedures or its aims or is not in the best interest of the market or such public concerns as safety, health or the environment;
- b) a "Formal Objection" that might be raised by a Partner State.

The procedure defines the responsibilities of the actors and the different actions to be taken in order to treat such claims in the most effective and efficient manner.

12.2 Introduction

A claim that an East African Standard is defective in relation to health and/or safety issues shall be treated using an efficient and timely procedure involving all relevant actors in the EAC Secretariat, the National Members and the relevant technical body.

The results of the treatment of such claims shall be communicated effectively and in a timely manner to the originator of the claim and all relevant actors both inside and outside the EAC.

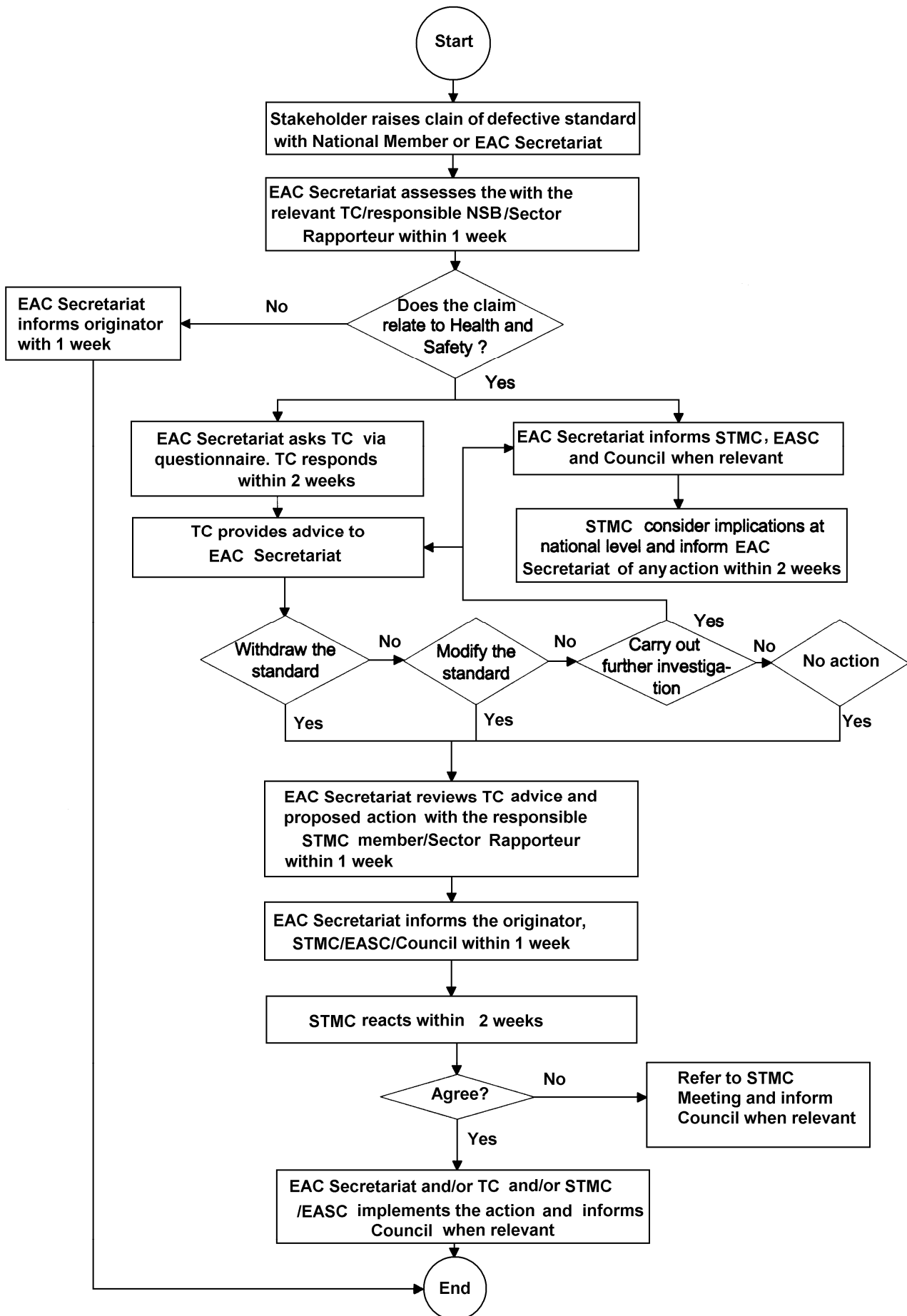
This procedure defines the responsibilities of the actors in the EAC system when such a claim is made and states the timeframes for action.

This procedure ensures that National Members are made aware of the claim and are able to consider the need for immediate action at national level and through the STMC be able to coordinate any actions resulting from treatment of the claim.

This procedure specifies that the relevant technical body is responsible for treating these claims and for providing advice on the response and any corrective action.

12.3 Treatment of claims

The complete procedure to manage a claim is given in the flowchart below. The actors involved, the maximum timescales foreseen for each step and the external organizations that may need to be involved in treating the claim and/or receive information about the claim and any corrective actions are given in the flowchart.



Additional information and important points of the procedure are highlighted below.

12.3.1 Origin of claims

A claim that an East African Standard is defective in terms of health and/or safety can be made by any stakeholder; there is no restriction. Such stakeholders might typically include: manufacturers, national authorities, regulators, experts, consumers, users, testers, exporters and importers.

12.3.2 Receipt of claims

Claims of defective standards may be received by National Members or directly by EAC Secretariat.

As the focal point of the organization, EAC Secretariat is responsible for managing the procedure on behalf of the EAC system. Hence the National Members are required to alert the EAC Secretariat (the SQMT liaison Office) as soon as possible if such a claim is received or identified at national level.

On receipt of a claim EAC Secretariat informs (as appropriate) the relevant technical committee, the responsible National Member and the Sector Rapporteur.

12.3.3 Timescales

The result of the treatment of a claim shall be communicated effectively and in a timely manner to the originator of the claim and all relevant actors both inside and outside the EAC.

The effective assessment of claims shall be undertaken thoroughly by the EAC system and all actors shall treat these claims as a priority and provide a response to the originator and execute any corrective action as soon as possible. Due to the nature of such claims, and the need to include all relevant actors, the treatment of such claims is likely to take several weeks.

The flowchart foresees the following timescales:

- The result of the initial assessment of the claim is notified to the originator within 1 week;
- The result of any further assessment of the claim carried out by the responsible technical body and validated by the STMC is notified to the originator as soon as possible, and within 7 weeks (maximum).

12.3.4 Initial assessment

Following receipt of a claim the EAC Secretariat along with the responsible technical body and (as appropriate) National Member and Sector Rapporteur makes an initial, rapid assessment to establish whether or not the claim indeed relates to health and/or safety.

The EAC Secretariat communicates the result of the initial assessment to the originator of the claim (the stakeholder and/or the National Member), especially if the conclusion is that the claim does not relate to health and/or safety.

12.3.5 Further treatment

If the initial assessment concludes that the claim does indeed relate to health and safety, the EAC Secretariat informs STMC National Members.

STMC National Members consider the implications at national level and inform EAC Secretariat of any action they plan to take.

At the same time the EAC Secretariat also asks the responsible technical body to give further consideration to the claim and, using the questionnaire (in annex), and advise whether to:

- a. withdraw the standard

If the technical body advises that the East African Standard shall be withdrawn, in particular it should give consideration to existence of any previous edition of the standard and if so decide whether or not to recommend the re-adoption of a previous edition on the conditions that it is relevant, safe and appropriate for use.

b. modify the standard

If the technical committee advises that the standard requires modification then it shall also consider whether or not the standard should be withdrawn whilst it develops an amendment or revision to the standard. The technical committee shall also state the timetable for the modification.

c. carry out further investigation

If the technical committee advises that further investigation is necessary then it shall indicate the likely duration of the investigation and also decide whether or not to recommend the withdrawal of the standard whilst the investigation continues.

d. take no action

If the technical body advises that no action is necessary then in so doing it shall give a clear justification for this advice, on the understanding that this means that the technical committee concludes the standard poses no health and/or safety risk.

The technical body communicates its advice and details of any corrective action to the EAC Secretariat.

12.3.6 Follow up actions

The EAC Secretariat and (as appropriate) the relevant National Member and Sector Rapporteur review the technical committee's advice and proposed corrective action.

The EAC Secretariat and other actors shall pay particular attention in the case that the responsible technical committee advises that no action is necessary in relation to the claim, and the justification.

The EAC Secretariat informs the originator.

The EAC Secretariat asks the STMC (by correspondence) to endorse the technical committee's advice, proposed corrective action and timetable for that action.

The EAC Secretariat, the technical committee and the National Members implement the corrective action and the EAC Secretariat informs Council when relevant.

Questionnaire for technical body to decide its advice on a claim

	Question
1	Does the claim relate to health and/or safety?
2	Should the standard be withdrawn immediately?
3	Does the standard require modification?
4	Should the standard be withdrawn whilst an amendment or revision is prepared?
5	Is further investigation necessary? If so, how long will this take?
6	Should the standard be withdrawn whilst further investigation is carried out?
7	Is further action required?
8	If no further action is required, does the technical body confirm that the standard poses no health and/or safety risk?
9	If the standard should be withdrawn does a previous edition exist that could be re-adopted?
10	If a previous version exists, would its re-adoption meet the market needs and the technical body

	Question
	recommend its re-adoption?

13 SYSTEMATIC REVIEW OF EAST AFRICAN STANDARDS

13.1 At regular intervals not exceeding 5 years, a formal review of each EAC Standard shall be conducted by the responsible technical body to determine its continued applicability, and the need to amend, revise, withdraw, etc.

13.2 Procedure

13.2.1 The review is initiated by the TC Secretary at the latest after the EAS has reached four years after ratification or earlier upon the request of the TC, the STMC, a Partner States, the Council or the EAC Secretariat. If no TC exists, it is the responsibility of the STMC to decide after examination of a proposal prepared by the EAC Secretariat.

In addition, the EAC Secretariat lists once a year all the EAS that have reached four years after ratification date (dor), and informs the concerned TC of the need for a review of an EAS, using the form **Review of East African Standards**.

13.2.2 The TC, being responsible for the maintenance of the EAS, is required to review the EAS. The review of an EAS is to be concluded before the end of the five-year-deadline in order to avoid any confusion about the validity of the EAS.

13.2.3 Upon review of an EAS, the TC, (or the STMC if there is no responsible TC) decides by simple majority, and takes a resolution, on one of the following options:

- the confirmation of the EAS for a further 5 years
- the withdrawal of the EAS and release of standstill
- the revision of the EAS
- by preparing a new edition (with a new date); or
- the drafting of an amendment (only valid for EAS that are less than 4 years old).

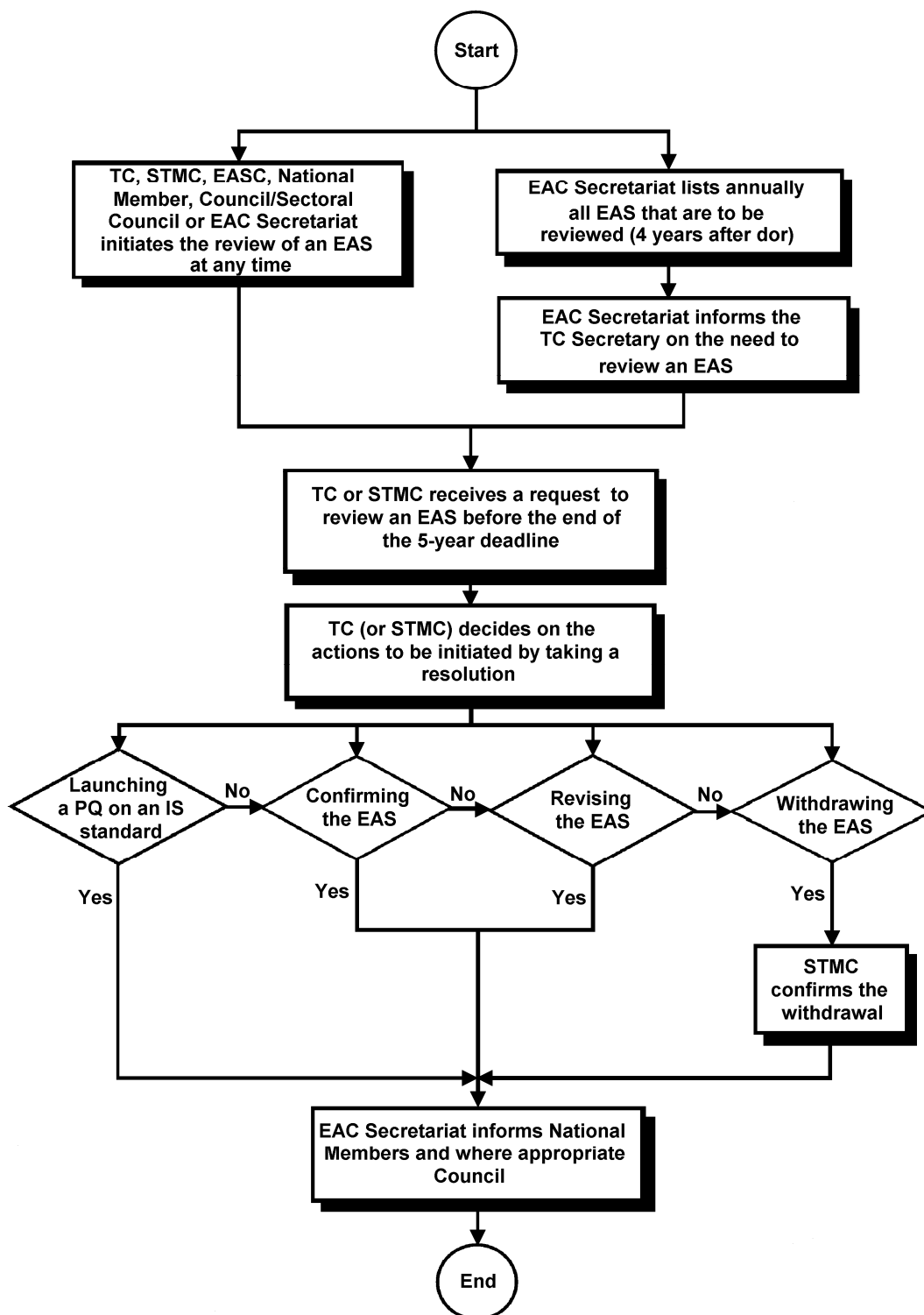
13.2.4 If the TC decides the withdrawal of the EAS, the decision is confirmed by the STMC.

13.2.5 The EAC Secretariat informs the National Members, and in case of a mandated standard, the Council of the decision taken.

13.4 In the case of adopted international standards, the timing of the review shall be such as to follow closely after the international review of the source standard (i.e. when the future of the source standard is known).

13.5 When the decision, following a review, is to undertake a revision, a new project shall be initiated.

13.6 Flowchart of the Process



Flowchart for review of East African Standards

14 DOCUMENT INTEGRITY

In order to ensure the integrity of the text of approved East African Standards, the following procedures shall be followed:

14.1 The East African Community Secretariat shall be the custodian of the approved text of EA Standards as the authoritative reference.

14.2 The approved text shall be deposited at the East African Community Secretariat as

- Hard copy, initialled on each page by the Chairperson of the EASC and signed off by the Heads of the Delegation on the cover page
- Electronically in both MS Word format and PDF format.

14.3 The reaffirmations shall be indicated on the front page of the hard copy retaining the EAS numbering including the date of original publication.

14.4 Revisions shall retain the same number but the date of publication is updated.



EAST AFRICAN STANDARDS COMMITTEE

Form A — Proposal for a new project

Title of project (shortened): EAC/TC:

.....

..... Other:

..... (if applicable)

Name and address of the proposing organization:

.....

.....

.....

Telephone No. : Date :

.....

Information to be supplied by the proposer of the new project

1 Title (in full)

.....

.....

The title should be unambiguous and as concise as possible. Where the proposal is for a new work item, the title should specify the subject to be covered and type of standard, e.g. terminology, method of test, performance requirements, etc.

2 Scope

.....

.....

The scope should define precisely the field of application. Where the new project relates to a new activity or a range of standards, the scope should begin with 'Standardization of...' or 'Standardization in the field of ...'

3 Justification and purpose

Why is standardization needed? Explain the economic, commercial/industrial, safety, consumer protection or other benefits of the proposal. If necessary, continue on a separate sheet.

.....

.....

.....

.....

4 Is the standard required as a reference document for use in an EAC Technical regulation/Directive?

YES NO

4.1 What Organ of the Community is responsible? Give details.

.....

4.2 If so, what is (are) the specific aim(s) of the Technical Regulation/Directive e.g.?

YES NO YES NO

Procedures for the development of East African Standards

Abolition of barriers? What barriers to trade can be identified? Do they hamper: Commerce? Production? Exchange of services?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Free circulation of goods? Assurance of health? Promotion of safety? Environment protection? Other aims (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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5 Is the proposed standard likely to be suitable for certification purposes?

YES NO

6 Priority category

Indicate to which, if any, of the following categories the project belongs:

Category A: Subject of mandates from the Council and/or EAC Secretariat for tasks requested by these two organizations for rapid completion

Category B: Drafts relating to the harmonized application of international standards

Category C: Existing or new subjects for which EASC offers an acceptance procedure for drafts established by EAC Sectoral Councils/Committees having safeguard of the Treaty and effectiveness comparable with that of an EAC technical committee and where no ISO/IEC/Codex/OIML (international standards) work already exists

An explanation should be provided by the originator of any proposal for a new project which does not fall within the priorities defined here.

7 Programme of work

7.1 What are the objectives of the project?

	YES	NO		YES	NO
Safety, health, protection of the environment, energy conservation	<input type="checkbox"/>	<input type="checkbox"/>	Variety control	<input type="checkbox"/>	<input type="checkbox"/>
Interface, interchangeability Performance, function, quality	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify)	<input type="text"/>	

7.2 Which of the following aspects are to be standardized?

	YES	NO		YES	NO
1) Terminology	<input type="checkbox"/>	<input type="checkbox"/>	Non-physical, logistical	<input type="checkbox"/>	<input type="checkbox"/>
Symbols/Signs Designation	<input type="checkbox"/>	<input type="checkbox"/>	3) Marketing, labelling, packaging, transport	<input type="checkbox"/>	<input type="checkbox"/>
2) Characteristics:	<input type="checkbox"/>	<input type="checkbox"/>	4) Sampling	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	5) Method of test	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	6) Performance requirements	<input type="checkbox"/>	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	<input type="checkbox"/>	7) Others (please specify)	
Acoustical	<input type="checkbox"/>	<input type="checkbox"/>			
Thermal	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical	<input type="checkbox"/>	<input type="checkbox"/>			
Biological/Microbiological	<input type="checkbox"/>	<input type="checkbox"/>			
Biochemical	<input type="checkbox"/>	<input type="checkbox"/>			
Other physical	<input type="checkbox"/>	<input type="checkbox"/>			

7.3 What is your estimation of the time needed for the technical project up to the completion of the draft EAS for the EASC enquiry?

7.4 What is the proposed deadline for submission of the draft EAS to the EASC?

7.5 What is the latest date by which the standard should be published?

.....

8 Standards or other documents on which it is intended to base the East African Standard

8.1 List of standards or other documents (please give titles, reference and date)

.....

.....

.....

8.2 Is there an existing International Standard? YES NO

If 'YES',
a) give details:

.....

.....

.....

b) is it suitable for harmonization? YES NO

If 'NO', give reasons:

.....

.....

.....

8.3 Is any aspect detailed in 7.2 already referred to in existing:

- | | | | | | |
|-----------------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| 1) International Standards* | YES <input type="checkbox"/> | NO <input type="checkbox"/> | 3) Other specifications or requirements | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2) National Standards* | <input type="checkbox"/> | <input type="checkbox"/> | 4) Not known | <input type="checkbox"/> | <input type="checkbox"/> |

* If 'YES', please identify on a separate sheet.

8.4 Is any requirement included in the documents, and detailed in 7.2 considered to be of outstanding importance by the originator? YES NO

If 'YES', give details:

.....

.....

.....

9 Are there any documents in the same field whose requirements must be taken into account during the technical work? YES NO

S Not Known

If 'YES', give brief details:

.....

.....

.....

10 Will liaison with outside bodies be necessary? YES NO

S

If 'YES', give brief details:

.....
.....
.....

11 Is there any existing national legislation which may be relevant to EASC Work in this area?

YES NO Not Known
Please specify such legislation and give details:

.....
.....
.....
.....

<p>12 Is any aspect governed by the requirements of inspection bodies?</p> <p style="text-align: center;"> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Known <input type="checkbox"/> </p> <p>Give brief details:</p> <p>.....</p> <p>.....</p> <p>.....</p>													
<p>13 Would any aspect conflict with known patented items? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>(ISO Directives, Part 2 refers)</i></p> <p>If 'YES', provide full information on a separate sheet.</p>													
<p>14 Participation in work</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%; text-align: center;">YES</th> <th style="width: 15%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>14.1 Is the proposer prepared to participate diligently in the work?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>14.2 Is the proposer, if an EASC member, prepared to undertake the Secretariat duties if a new EAC/TC is necessary?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>14.3 Is the proposer prepared to undertake the preparatory work required for new a work item?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			YES	NO	14.1 Is the proposer prepared to participate diligently in the work?	<input type="checkbox"/>	<input type="checkbox"/>	14.2 Is the proposer, if an EASC member, prepared to undertake the Secretariat duties if a new EAC/TC is necessary?	<input type="checkbox"/>	<input type="checkbox"/>	14.3 Is the proposer prepared to undertake the preparatory work required for new a work item?	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO											
14.1 Is the proposer prepared to participate diligently in the work?	<input type="checkbox"/>	<input type="checkbox"/>											
14.2 Is the proposer, if an EASC member, prepared to undertake the Secretariat duties if a new EAC/TC is necessary?	<input type="checkbox"/>	<input type="checkbox"/>											
14.3 Is the proposer prepared to undertake the preparatory work required for new a work item?	<input type="checkbox"/>	<input type="checkbox"/>											
<p>15 Documentation</p> <p>All documentation previously referred to should accompany this proposal and be listed below.</p> <p>Are any of the attached documents to be circulated to EASC members with the proposal?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please send an electronic copy of these document(s) together with the proposal to STMC.</p>													

Signed :

Date :

Name :

Position :



EAST AFRICAN STANDARDS COMMITTEE

Form N — Proposal for a new work item

<p>Proposal for a new work item</p> <p>Title:</p> <p>Proposer:</p>		
<p>Information to be supplied by the proposer of the NWI</p>		
<p>A1 Subject</p> <p>A1.1 Scope:</p> <p>A1.2 Keywords (Descriptors) characterizing the scope (multiple ticks are possible and/or necessary)</p>		
<p>— Product <input type="checkbox"/></p> <p>— System <input type="checkbox"/></p> <p>— Service <input type="checkbox"/></p> <p>— Interface <input type="checkbox"/></p>	<p>— Requirements <input type="checkbox"/></p> <p>— Characteristics <input type="checkbox"/></p> <p>— Guidance <input type="checkbox"/></p> <p>— Test method <input type="checkbox"/></p> <p>— Terminology etc. <input type="checkbox"/></p>	<p>— EAS <input type="checkbox"/></p> <p>— EAS/TS <input type="checkbox"/></p> <p>— EAS/TR <input type="checkbox"/></p> <p>— other (e.g. EAS Guide) <input type="checkbox"/></p>
<p>A2 Market relevance</p> <p>A2.1 Frame conditions</p> <p>Subject of mandate from Council/ Secretariat: <input type="checkbox"/> <i>Reference of mandate</i></p> <p>Transposition of International Standard: <input type="checkbox"/> <i>Reference of IS</i></p> <p>Adoption of draft provided by EAC Sectoral body: <input type="checkbox"/> <i>Name of organization + Reference of document</i></p> <p>Other: <input type="checkbox"/> Please specify:</p> <p>A2.2 General market needs</p> <p>Safety <input type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Consumers <input type="checkbox"/></p> <p>Economy <input type="checkbox"/></p> <p>Barriers to trade <input type="checkbox"/></p> <p>Other:</p> <p>A2.3 Special aspects (problems or difficulties to be solved by the standard, impacts and benefits to be expected from the standard; <i>please describe shortly</i>):</p> <p>A2.4 Urgency</p> <p><input type="checkbox"/> high <input type="checkbox"/> medium <input type="checkbox"/> low</p>		

A3 Resources and timeframe	
— First working draft(s) available *)	<input type="checkbox"/>
— Suitable source document(s) available *)	<input type="checkbox"/>
— Pre-normative research necessary	<input type="checkbox"/>
— Strong interest of stakeholders in terms of financing expected	<input type="checkbox"/>
— Active participation of stakeholders expected	<input type="checkbox"/>
— Expertise available	<input type="checkbox"/>
— External (e.g. EAC) financing expected	<input type="checkbox"/>
— Timely consensus expected	<input type="checkbox"/>
*) To be added to the proposal	
A4 Participation	
— Proposer prepared to participate actively	<input type="checkbox"/>
— Proposer prepared to run secretariat	<input type="checkbox"/>
— Proposer prepared to take over convenor- or project leadership	<input type="checkbox"/>
— Special liaison proposed:	<input type="checkbox"/>
A5	
Name:	
Function:	
Organization:	
Signature	Date:



EAST AFRICAN STANDARDS COMMITTEE

Pre-adoption of a potential New Work Item (Preliminary stage)

RESOLUTION *number* taken by EAC/TC *number* on *CCYY-MM-DD*

Subject: EAC/TC *number* - Pre-adoption of a potential future new work item (Preliminary stage)

EAC/TC *number and title*

- having considered the proposal for a new work item as documented in EAC/TC *number* N *number and reference of the proposal*;
- having considered the Proposal Stage for adoption of a new work item in a EAC Technical Committee;
- decides to register the subject described below as a potential future new work item in its programme of work (at the preliminary stage (..... = date of resolution)).

Section	Details (Sections marked with * are compulsory)	
* A	This item corresponds to <input type="checkbox"/> new work (DEAS, DEAS/TS, DEAS/TR) <input type="checkbox"/> an amendment to EAS <i>reference of original EAS</i> <input type="checkbox"/> the revision of EAS <i>reference of original EAS</i> <input type="checkbox"/> the conversion of EAS/TS <i>reference of original EAS/TS</i> into an EAS <input type="checkbox"/> the conversion of EAS/PAS <i>reference of original EAS/PAS</i> into an EAS <input type="checkbox"/> the new edition of EAS/TS <i>reference of original EAS/TS</i> <input type="checkbox"/> the new edition of EAS/TR <i>reference of original EAS/TR</i>	
* B	The decision <input type="checkbox"/> was taken by <i>unanimity</i> <input type="checkbox"/> was taken by <i>simple majority with N positive votes, N negative vote(s) and N abstention(s)</i> .	
* C	Title	<i>Full title</i>
* D	Scope	<i>Full scope</i>
* E	Deliverable	<input type="checkbox"/> EAS <input type="checkbox"/> TS <input type="checkbox"/> TR
* F	Track	<input type="checkbox"/> Enquiry + Formal Vote (ENQ + FV) <input type="checkbox"/> Primary Questionnaire + Formal Vote (PQ+FV) <input type="checkbox"/> Unique Acceptance Procedure, 5 months (UAP) ^{a)} <input type="checkbox"/> Shortened UAP, 3 months ^{b)} ^{a)} Also to be used for the conversion of EAS/TS into EAS without updating ^{b)} To be used <u>only</u> in case of Amendments
G	Document developed in	WG <i>number and title</i>
H	Intended to be mandated	<input type="checkbox"/> No <input type="checkbox"/> Yes; M/<i>mandate number</i>

Section	Details (Sections marked with * are compulsory)		
I	Related Directive(s)	<input type="checkbox"/> No <input type="checkbox"/> Yes; <i>number and title</i> <i>number and title</i> <i>number and title</i>	For citation in Official Journal? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes



EAST AFRICAN STANDARDS COMMITTEE

Adoption or Activation of a New Work Item

RESOLUTION *number* taken by EAS/TC *number* on *CCYY-MM-DD*

Subject: EAS/TC *number* – Adoption (or Activation) of a new work item

EAS/TC *number and title*

- having considered the proposal for a new work item as documented in EAS/TC *number* N *number and reference of the proposal*;
- having considered the Proposal Stage for adoption of a new work item in a EAS Technical Committee, as documented in 9.2 of these procedures;
- confirming that the new work item falls within its scope;
- confirming that the new work item corresponds to real market needs;
- confirming that the resources to complete the work as described below are available;
- decides to register the work item described below in its **active** programme of work.

Section	Details (Sections marked with * are compulsory)	
* 1	This item corresponds to <input type="checkbox"/> the activation of work item <i>reference of WI</i> currently registered at preliminary stage 00.60 <input type="checkbox"/> new work (DEAS, DEAS/TS, DEAS/TR) <input type="checkbox"/> an amendment to EAS <i>reference of original EAS</i> <input type="checkbox"/> the revision of EAS <i>reference of original EAS</i> <input type="checkbox"/> the conversion of EAS/TS <i>reference of original EAS/TS</i> into an EAS <input type="checkbox"/> the conversion of EAS/PAS <i>reference of original EAS/PAS</i> into an EAS <input type="checkbox"/> the new edition of EAS/TS <i>reference of original EAS/TS</i> <input type="checkbox"/> the new edition of EAS/TR <i>reference of original EAS/TR</i>	
* 2	This adoption is based on <input type="checkbox"/> the availability of a (pre) first draft <i>reference of the draft</i> <input type="checkbox"/> the availability of a feasibility study accepted by TC Resolution <i>reference of resolution</i> <input type="checkbox"/> other justification <i>short description</i>	
* 3	The decision was taken by <input type="checkbox"/> <i>weighted vote (N % of positive votes (Min 71 %), N abstention(s))</i> and standstill initiated (for EAS) <input type="checkbox"/> <i>weighted vote (N % of positive votes (Min 71 %), N abstention(s))</i> (for amendment and revision of EAS) <input type="checkbox"/> <i>weighted vote (N % of positive votes (Min 71 %), N abstention(s))</i> (for TS) <input type="checkbox"/> <i>unanimity</i> (for TR) <input type="checkbox"/> <i>simple majority with N positive votes, N negative vote(s) and N abstention(s)</i> (for TR)	
* 4	Title	<i>Full title</i>
* 5	Scope	<i>Full scope</i>

Procedures for the development of East African Standards

Section	Details (Sections marked with * are compulsory)		
* 6	Deliverable	<input type="checkbox"/> EAS	<input type="checkbox"/> TS <input type="checkbox"/> TR
* 7	Track	<input type="checkbox"/> Enquiry + Formal Vote (ENQ + FV) <input type="checkbox"/> Primary Questionnaire + Formal Vote (PQ+FV) <input type="checkbox"/> Unique Acceptance Procedure, 5 months (UAP) ^{a)} <input type="checkbox"/> Shortened UAP, 3 months ^{b)} ^{a)} Also to be used for the conversion of EAS/TS into EN without updating ^{b)} To be used <u>only</u> in case of Amendments	<input type="checkbox"/> TC Approval (TCA) by correspondence <input type="checkbox"/> TC Approval (TCA) in meeting
8	Reference Document (if any)	<i>number</i>	
* 9	Document developed in	WG <i>number and title</i>	
* 10	Intended to be mandated	<input type="checkbox"/> No <input type="checkbox"/> Yes; M/ <i>mandate number</i>	
* 11	Related Directive(s)	<input type="checkbox"/> No <input type="checkbox"/> Yes; <i>number and title</i> <i>number and title</i> <i>number and title</i>	For citation in Community Legislation? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
* 14	Timeframe	CCYY-MM-DD 20.60 10.99 + 6 months max. (circulation of first working draft) CCYY-MM-DD 30.99 20.60 + 6 months max. (dispatch of draft for PQ/ENQ/UAP or TCA to EAC Secretariat) CCYY-MM-DD 45.99 30.99 + 16 months max. (dispatch of draft for FV to EAC Secretariat) Note: Stage code only valid for EAS deliverable Note: Tolerances up to 9 months may be applied for before stages 30.99 and 45.99, providing full justification is provided and relevant delegated resolution template is used for requesting the tolerances.	



EAST AFRICAN STANDARDS COMMITTEE

Temporary checklist on environmental aspects in the standard

This temporary Environmental Checklist should be attached to all working draft and to all DEAS, including during EAS Enquiry and Formal Vote. The purpose is to explain whether the proposal covers environmental aspects, and if so, how they are dealt with in the draft.

The EAS will be published without the Environmental Checklist.

Document number (if available) : EAS number

Title: text

EAS/TC number/SCnumber

Work Item number: number

Version of the Environmental Checklist: number

Date of last modification of the Environmental Checklist: date

NOTE: The matrix provided in this Environmental Checklist suits particularly product standards. For standards other than product standards, it may be difficult or even not possible to use it. In such cases, the Environmental Checklist will contain just an explanation of the situation.

Complete the matrix in the following way:

1. Identify each environmental aspect relevant to the product without assessing its relationship to the draft standard.

Fill each box with "yes" (if there is an environmental aspect) or "no" (if there is no significant environmental aspect or if the box is not relevant).

2. For each box with a "yes", identify whether this environmental aspect can be addressed in the standard. Mark these boxes with three asterisks (***)

3. Write the number of the standard clauses where the environmental aspects are addressed, in the appropriate boxes.

4. Use the box "Comments" for providing any additional information. A short description of each environmental aspect (boxes filled with "yes") and how they are addressed (or why they are not) can be given here.

5. When assessing various environmental aspects during the life cycle of a product, it is essential to avoid shifting of environmental burden from one life cycle phase to another, or from one medium to another.

Matrix

Environmental aspects (Inputs and Outputs)		Product life-cycle			
		Production and Preproduction	Distribution (including packaging)	Use	End of life
		A	B	C	D
1	Resource use				
2	Energy consumption				
3	Emission to air				
4	Emission to water				
5	Waste				
6	Noise				
7	Migration of hazardous substances				
8	Impacts on soil				
9	Risks to the environment from accidents or misuse				

Comments :

(The comments on the draft standard from the TC reply to these comments may be included here)



EAST AFRICAN STANDARDS COMMITTEE

Transposition of International Standards as East African Standards

APPENDIX 1 — QUESTIONNAIRE FOR PROPOSERS OR SUBMITTERS FOR TRANSPOSITION OF INTERNATIONAL STANDARDS AS EAST AFRICAN STANDARDS

1 Area of work or International Standard(s)

Please indicate the area of work or International Standards relating to this request for transposition

.....
.....
.....

2 Technical information for transposition

The submitter is requested to provide the following technical information regarding the document.

The title and scope of the work/document:

.....
.....

The references of any existing standards in this area:

.....
.....

Related work/documents which should be taken into consideration:

.....
.....

In addition, the submitter is requested to indicate if it is expected that resulting from transposition of this International Standard further activities would be proposed which may have resourcing consequences. If so, the submitter is requested to indicate whether any evidence has been provided that funding and/or expertise for these activities would be offered:

.....
.....
.....
.....
.....
.....

3 Justification for transposition

In order to assist the EASC in assessing the proposal, the submitter is requested to provide a brief commentary on the reasons why the particular International Standard should be transposed into an East African. The submitters attention is drawn to the following:

Who is committed to using the results:

.....
.....

5 Proposer/submitter details

Name of proposer/submitter:

.....
.....
.....
.....

Name and address of organization of proposer/submitter:

.....
.....
.....
.....
.....

Date of submission:

.....
.....



EAST AFRICAN STANDARDS COMMITTEE

Questionnaire for review of East African Standards

NUMBER OF EAS	
TITLE OF STANDARD	
SCOPE	
PROJECT SECRETARIAT	
CLOSING DATE	

The above East African Standard has been in use for more than 5 years and hence it is due for review. Please complete the information and send back to the Project Secretariat not later than the closing date indicated ABOVE. Additional pages may be used to expand on any of the information.

Do you feel that this East African Standard represents the best possible solution for East African application at present?

- YES NO

If not, please comment on the nature of, and reasons for, the divergence.

Please check one of the following options :

- An assessment shall be conducted on IS (*IS number*) covering the same subject.
- We are in favour of CONFIRMATION of the East African Standard for a further period of 5 years.
- We are in favour of REVISION of the East African Standard for the following reasons :

- We are in favour of WITHDRAWAL of the East African Standard for the following reasons:

If the enquiry results show a need to revise the standard,

- We are prepared to PARTICIPATE in the development of the project.
- We are NOT prepared to PARTICIPATE in the development of the project.

Member body replying:

Name :

Date :

Signature:

.....



EAST AFRICAN STANDARDS COMMITTEE

Assignment of Exploitation Rights Including the 'List of Participants

Date(s) of meeting: 20YY-.....

Place of meeting

* EAC/TC.....	Title	
Secretary:	(name)	NSB
*	EAC/TC...../SC.....	Title
Secretary:	(name)	NSB
*	EAC/TC...../WG.....	Title
Convenor:	(name)	Country
* Other structure EAC	Title	
Secretariat	:	(name)	Country

(* Only complete that part which is appropriate)

Important note: In order to secure the legal protection of the documents elaborated collectively by the participants in EASC's standardization work (participants meaning delegates of EAC Partner States and other experts), you are asked to accept the following terms and conditions for the assignment of the exploitation rights in your contributions to East African standardization by signing the list of participants. For convenience of use this statement of assignment may also be used as the list of participants for meetings.

EXPLOITATION RIGHTS ASSIGNMENT STATEMENT

1. In the framework of the Berne Convention for the protection of literary and artistic works:
 - a) By signing the attached list I assign solely, exclusively and irrevocably to East African Standards Committee (EASC) for the benefit of its national members the exploitation rights in such of my intellectual contributions as are reproduced in the publications resulting from the technical work of the EASC. This assignment is granted free of charge, and covers the forms of exploitation specified below, throughout the world, for the total duration provided for by law. I accept that exploitation will take place without mention of my name.
 - b) I accept that this assignment does not preclude me from continuing to exploit my own copyrightable contribution for my own purposes provided that such exploitation does not adversely affect the exploitation of the publications specified in (a) above.
2. Should I offer intellectual contributions for which I do not personally hold the copyright, I undertake to declare this to the EASC or an appropriate official of one of its member bodies and to name the holder of the copyright if known to me.
3. These Terms and Conditions are subject to EAC law.

FORMS of EXPLOITATION The assigned exploitation rights cover the right to reproduce, to adapt, distribute, sub-distribute, adjust, translate, rent, lend, derive revenue from duplication and loan,

communicate to the public in total or in part, in summary or with comments, transfer all exploitation licences and authorize all sub-distribution. The exploitation rights cover all languages and covers all forms of exploitation known at present, in particular and non-restrictively: publication by all means and all graphical support systems, by print, press, photocopy, microfilms, and via all magnetic, computerised and numerical support systems, memory cards, CD-Roms (CD digital compact discs), films, photographs, slides, teledistribution, cable, satellite, diskettes and on-line document servers and networks



EAST AFRICAN STANDARDS COMMITTEE

EAC/TC

.....

Date: 20YY-MM-DD

Place:

.....

List of assignees

Name	Initials	Signature	Date	Nominating organization ¹	Country	Employer ²	Sponsor ³

¹ Nominating organization = Name of the EAC Partner State organization or liaison organization represented.

² Employer = Organization of which the expert is an employee.

³ Sponsor = Organization funding the expert in this standardization activity. If the sponsor is the same as the employer, please write 'SAME'

When completed, please return this form to the EAC Secretariat for the attention of:



EAST AFRICAN STANDARDS COMMITTEE	
Proposal for a new field of technical activity	
Date of proposal	Reference number (to be given by EAC Secretariat)
Proposer	EAC/TS/P

A proposal for a new field of technical activity shall be submitted to the Central Secretariat, which will assign it a reference number and process the proposal in accordance with the ISO/IEC Directives (part 1, subclause 1.5). The proposer may be a member body of ISO, a technical committee or subcommittee, the Technical Management Board or a General Assembly committee, the Secretary-General, a body responsible for managing a certification system operating under the auspices of ISO, or another international organization with national body membership. Guidelines for proposing and justifying a new field of technical activity are given in the ISO/IEC Directives (part 1, annex Q).

The proposal (to be completed by the proposer)

Subject (the subject shall be described unambiguously and as concisely as possible)
Scope (the scope shall define precisely the limits of the proposed new field of activity and shall begin with "Standardization of ..." or "Standardization in the field of ...")
Purpose and justification (the justification shall endeavour to assess the economic and social advantages which would result from the adoption of International Standards in the proposed new field)
Programme of work (list of principal questions which the proposer wishes to be included within the limits given in the proposed scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.) It is also possible to attach a detailed programme of work showing proposed work item titles.

Survey of similar work undertaken in other bodies (relevant documents to be considered: national standards or other normative documents)

Liaison organizations (list of organizations or external or internal bodies with which cooperation and liaison should be established)

Other comments (if any)

Signature of the proposer

Comments of the Secretary-General (to be completed by the Central Secretariat)

Signature



EAST AFRICAN STANDARDS COMMITTEE	
Decision to establish a Sub-Committee	
Date of decision	New subcommittee number
	EAC/TC /SC

This form shall be completed by the secretariat of the EAC parent technical committee concerned and be submitted to the Central Secretariat which will assign it a reference number and submit it to the Technical Management Board for ratification of the decision.

<p>Title of subcommittee (the title shall be unambiguous and as concise as possible)</p>
<p>Scope (the scope shall define precisely the limits of the proposed field of activity of the subcommittee within the defined scope of the parent technical committee and shall begin with "Standardization of ..." or "Standardization in the field of ...")</p>
<p>Purpose and justification (the justification shall explain why it is considered necessary to establish a subsidiary body within the parent technical committee, taking into account the additional resources that will be required to operate the subcommittee secretariat)</p>
<p>Programme of work (list of principal questions which the parent technical committee wishes to be included within the limits given in the proposed subcommittee scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.) (attach a separate page as annex, if necessary).</p>

Survey of similar work undertaken in other bodies (relevant documents to be considered: national standards or other normative documents)

Member bodies (at least five P- or O-members of the parent technical committee, having expressed their intention to participate actively in the work of the subcommittee)

Secretariat (member body — one of those listed above — having confirmed its readiness to undertake the secretariat of the subcommittee) (see 1.9 and annex E of part 1 of the ISO/IEC Directives)

Liaison organizations (list of organizations or external or internal bodies with which cooperation and liaison should be established)

Other comments (if any)

Signature of the TC secretary



EAST AFRICAN STANDARDS COMMITTEE	
Vote on new work item proposal	
Date of circulation	Reference number EAS/TC ... / SC ... N
Closing date for voting	
Partner state NSB voting	

<p>EASC/TC / SC ...</p> <p>Title</p> <p>.....</p> <p>.....</p> <p>Project Secretariat</p>
--

<p>Circulated to Partner state NSBs for vote.</p> <p>Partner state NSB members of the technical committee or subcommittee concerned have an obligation to vote.</p>
--

Please send this form, duly completed at all points, to the Project Secretariat indicated above (not to EASC Secretariat). MS Word is advised.

NOTE 1

All Partner state NSBs must vote and complete all questions on this form or their votes may be invalidated and not counted in the decision on this proposal.

Title of proposal

1 We agree that a regionally relevant East African Standard on this subject is feasible and therefore agree to the addition of the proposed new work item to the program of work of the committee:

- Yes (If “Yes”, please check one of the following):
- a. We agree to advance this item for further development of a working draft within a working group (stage 2).
 - b. We accept the attached draft document as a working draft for further development within a working group (stage 2).
 - c. We agree to the circulation of the attached draft document as a Committee Draft (CD)
 - d. We agree to the circulation of the attached draft document as a Draft East African Standard (DEAS)

NOTE 2

The latter three options above are applicable only in those cases where an additional vote for adoption of a draft is indicated by the project secretariat on the **EASC Form 1** under the section "Voting information".

Please now complete sections 2, 3 and 4 below and submit vote.

- No. Please submit technical reasons under section 3 below and submit vote.
- Abstention/Have no interest

2 Relevant documents

Standard(s), regulation(s), and other relevant documentation existing in our country, with any remarks concerning their application if necessary and consequences for regional relevance, as well as copyright information on these documents, are attached:

Yes

No

If "Yes", please give references here, or as a separate annex:

3 Comments

Please submit any additional comments that you wish to make, either immediately below or indicate immediately below that you have attached an annex providing additional comments.

4 Participation

We are committed to participate actively in the development of the project, at least by commenting on working drafts:

Yes

No

NOTE 3

All Partner state NSBs voting "Yes" above must nominate an expert or this vote will not be counted.

NOTE 4

All Partner state NSBs voting "No" above may nevertheless nominate experts.

Name(s) and contact information of nominated expert(s)

An annex is attached to this form

Partner state NSB voting	
Date	Name

The proposer or the proposer's NSB is prepared to undertake the preparatory work required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Project Leader (name and address)	Name and signature of the Proposer (include contact information)
Comments of the TC or SC Secretariat Supplementary information relating to the proposal <input type="checkbox"/> This proposal relates to a new ISO document; <input type="checkbox"/> This proposal relates to the amendment/revision of an existing ISO document; <input type="checkbox"/> This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item; <input type="checkbox"/> This proposal relates to the re-establishment of a cancelled project as an active project. Other:	
Voting information The ballot associated with this proposal comprises a vote on: <input type="checkbox"/> Adoption of the proposal as a new project <input type="checkbox"/> Adoption of the associated draft as a committee draft (CD) (see ISO Form 5, question 2.3.1) <input type="checkbox"/> Adoption of the associated draft for submission for the enquiry vote (DIS or equivalent) (see ISO Form 5, question 2.3.2) Other:	

Annex(s) are included with this proposal (give details)

Date of circulation 2007-02-07	Closing date for voting 2007-05-07	Signature of the TC or SC Secretary
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Use this form to propose:

- a)** a new ISO document (including a new part to an existing document), or the amendment/revision of an existing ISO document;
- b)** the establishment as an active project of a preliminary work item, or the re-establishment of a cancelled project;
- c)** the change in the type of an existing document, e.g. conversion of a Technical Specification into an International Standard.

This form is not intended for use to propose an action following a systematic review - use ISO Form 21 for that purpose.

Proposals for correction (i.e. proposals for a Technical Corrigendum) should be submitted in writing directly to the secretariat concerned.

Guidelines on the completion of a proposal for a new work item

(see also the ISO/IEC Directives Part 1)

a) Title: Indicate the subject of the proposed new work item.

b) Scope: Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).

c) Envisaged publication type: Details of the types of ISO deliverable available are given in the ISO/IEC Directives, Part 1 and/or the associated ISO Supplement.

d) Purpose and justification: Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related TC Business Plan.*

1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.

2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.

3) Feasibility of the activity: Are there factors that could hinder the successful establishment or global application of the standard?

4) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?

5) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.

6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.

7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated. If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

e) Relevant documents and their effects on global relevancy: List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal.



EAST AFRICAN STANDARDS COMMITTEE		
Report of voting on DEAS		
Closing date of voting	EAC/TC	/SC
Secretariat		

A report shall be returned to ISO/CS no later than 3 months after the closing date of voting on the DIS, whether or not comments have been reviewed and/or a new text has been prepared.

Preliminary report

(submitted in those cases where comments are still to be considered and/or a decision has not yet been taken, or where it is decided that the nature of comments indicates a need for further consultation and/or reversion to a previous project development stage). To be followed by a 'Final report'. Any preliminary report is for ISO/CS for information, and is not circulated to member bodies)

Final report

(submitted either immediately, when all comments have been reviewed and a decision can be taken, or following a 'Preliminary report'. The final report is circulated by ISO/CS to member bodies, and is distributed with any associated DIS or FDIS text)

1 Result of the voting

The above-mentioned document was circulated to member bodies with a request that the ISO Central Secretariat be informed whether or not member bodies were in favour of registration of the DIS as a Final Draft International Standard or for publication in the case of unanimous approval.

The vote closed on the date indicated above. The replies listed in annex A have been received.

2 Comments received

See annex B (if appropriate)

3 Observations of the secretariat

4 Decision of the Chairman

Preliminary report (no annexes required)

- The comments are under review and/or a decision on further procedure has not yet been taken
- The project is to revert to the Preparatory Stage (a new working draft will be developed)
- The project is to revert to the Committee Stage (a new committee draft will be developed)

Final report

- Having received 100% approval from the member bodies voting, the DIS is approved for direct publication without change other than editorial (no FDIS vote)
(Option not applicable to projects progressing under the Vienna Agreement)
- A revised text is to be submitted to ISO/CS for the approval procedure (FDIS vote)
- A revised text is to be submitted to ISO/CS for a further enquiry (DIS) vote

Remarks (e.g. observations on how comments were reviewed, date by which a decision is to be taken, date when a text is expected)

Enclosures

- Annex A**
- Annex B**

Signature of the Secretary	Signature of the Chairman
Date	Date



EAST AFRICAN STANDARDS COMMITTEE	
Vote on EAC/CD	
Date of circulation	Reference number EAC/TC / SC N
Closing date for voting	

EAC/TC / SC
Title
Secretariat

Circulated to P-members of the committee for voting on registration of the draft as a DIS.

P-members of the technical committee or subcommittee concerned have an obligation to vote.

Please send this form, duly completed, to the Secretariat indicated above (not to EAC Secretariat).

EAC/CD
English title
French title

We agree to the circulation of the draft as a DIS

with comments (editorial or other)

We do not agree to the circulation of the draft as a DIS

The reasons for our disagreement are the following (use a separate page as annex, if necessary)

Comments

See enclosure

We abstain

Member voting	body	Name
Date		



EAS Workshop on "Title of Workshop"

Registration Form for participation at the Kick-Off Meeting

DATE:	
TIME:	STARTING AT <i>TIME</i> ; ANTICIPATED END AT <i>TIME</i>
PLACE:	East African Community P O Box 1096 Arusha , Tanzania Tel: 255 27 2504253/8 Fax: 255-27-2504481/2504255 E- Mail: eac@eachq.org Web: www.each.int

Name:

Company name:

Address :

Telephone number:

Telefax number:

E-mail address:

Objectives and reasons for wishing to participate

*I wish to be kept informed of an eventual kick-off meeting
And other developments in a EAS Workshop on Title of workshop*

YES/NO

Please complete this form, or verify the information already entered, and return to :

PROPOSER :

SURNAME AND FIRST NAME

COMPANY NAME

ADDRESS (STREET AND NUMBER)

POSTAL CODE + TOWN (& COUNTRY)

TEL: +PHONE NUMBER

FAX :+FAX NUMBER

E-MAIL ADDRESS



Appointment of the Chairperson of a EAC Technical Committee

RESOLUTION *number* taken by EAC/TC *number* on CCYY-MM-DD

Subject: EAC/TC *number* - Appointment of Chairperson

The EAC/TC *number* and *title*,

- considering the rules for nomination, appointment and responsibilities of Chairpersons;
- noting the nomination by the Technical Committee Secretariat;
- noting the commitment of the applicant to the responsibilities and duties of a Technical Committee Chairperson as given in these procedures;

(Option 1)

decides to appoint *name of person* as Chairperson of EAC/TC *number* for a period of *number of years* years starting on CCYY-MM-DD.

(Option 2)

decides to re-appoint *name of person*, as Chairman of EAC/TC *number* for a period of *number of years* years starting on CCYY-MM-DD, noting that *name of person* is Chairperson of the Technical Committee since CCYY-MM-DD.

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

Annex A
(informative)

Guidance on Technical Committees meetings

A.1 Scope

Guidance on how to prepare and conduct plenary meetings of Technical Committees (TCs).

A.2 About Technical Committees' meetings

A.2.1 A way to achieve results

A plenary meeting of a TC can help to build up team spirit, keep the system informed, manage projects, decide which process each document will follow, detect problems and generate solutions.

Standardization is based on the consensus between parties. Meetings are a privileged mode of working in order to achieve such consensus. Nevertheless, the search for consensus should not transform the meeting into a forum open to discussions which are not covered by the agenda.

NOTE Meetings are frequently used to discuss matters which could be resolved outside valuable meeting time and are in the majority of cases not sufficiently action- and progress-oriented. Therefore, in between meetings, TC experts are encouraged to progress work as much as possible by correspondence.

A.2.2 The Golden Rules for meetings

People who participate in meetings usually have different responsibilities. Their viewpoints and expectations may differ. However, in order to be successful some basic rules need to be respected by all participants in meetings.

The Golden Rules for meetings, as listed below, may help the Chairperson, Secretary, Convenor, expert or delegate.

1. Prepare all meetings meticulously:
 - ensure timely notification of meetings;
 - prepare and circulate agenda for meetings well in advance;
 - be sure all participants have received the relevant documents on time;
 - prepare or have the meeting room suitably prepared and all materials available.
2. State clear objectives before all meetings.
3. Adhere to the agreed time scales.
4. Stick to the agenda.
5. Summarize the discussions from time to time.
6. Listen! — Don't interrupt!
7. Be to the point and keep it short!
8. Know when to say NO, but offer alternatives.
9. State decisions arising from the meetings and allocate responsibilities.
10. Follow-up on decisions and actions in line with target dates

A.3 Process guidance — First plenary meeting of a Technical Committee

A.3.1 General

The STMC creates a new TC and allocates its Secretariat to a National Member, which is generally the originator of the new project proposal.

The first plenary meeting of a TC is the first official opportunity given to the different components of a TC i.e. the Chairperson, the Secretary, delegations from National Members, representatives from associated members and/or representatives from the EAC Secretariat, to meet in order to set up the new TC.

The concerned National Member appoints a Secretary, the Secretariat nominates a Chairperson who is appointed by the TC in accordance with the process 'Delegated decisions' in 4.18.

NOTE In some cases the STMC may have already appointed the Chairperson.

A.3.2 Planning and preparation of the first meeting

The first task of the appointed Secretary is to prepare the first plenary meeting of the new TC. This meeting should take place within six months following the decision of the creation of the TC.

The administrative and technical work to be achieved within these six months is of prime importance. Key success factors for the first plenary meeting of a TC are:

- a good administrative preparation which respects the time schedule (see A.3.2.1 and A.3.2.2);
- a transparent technical preparation which, from the start, takes into account the feedback of all the interested parties (i.e. National Members, industry and market representatives, etc...) (See A.3.2.3).

The technical basis needed for the preparation should be gathered in a file (file of creation of a TC). This file should at least contain all the information given by the originator (Form A), the technical and administrative comments of the other National Members (Form B) and the STMC resolution related to the creation of the TC including its provisional title and scope. The related STMC member should then transmit a copy of the file to the new TC Secretary.

NOTE The steps of the process relating to the administrative and technical preparation should be carried out simultaneously.

A.3.2.1 Administrative preparation

An efficient administrative preparation facilitates the start of the TC's life. The preparation is made in liaison with the nominated Chairperson.

NOTE A delay in the nomination of the Chairperson is not a reason to postpone this preparation as e.g. launching the request for information on the different National Member' delegations.

The date should suit in first priority the nominated Chairperson. It is suggested that the venue is held either at the office of the TC Secretary in order to clearly inform delegates on the National Member in charge of the secretariat or in the EAC Secretariat.

The following research of information should be handled with priority.

Before sending the invitation to the first meeting, the TC Secretary should:

- identify all possible ISO standards or working drafts, programmes of work of ISO TCs and existing national standards which fall within the field of competence of the newly created TC (national experts in the related field could facilitate this research);

- identify any international or regional and national deliverables which fall within the field of competence of the newly created TC and could possibly be transformed into standard;
 - identify national legislation which is potentially conflicting with standard practices in this field.
 - As soon as possible, a draft invitation should be sent as a preliminary proposal for the meeting, together with:
 - a notification of the date and venue;
 - a request to National Members to designate their delegation;
- NOTE The TC Secretary should compile and maintain all information on the delegations into one single numbered TC document.
- a simple presentation of the nominated Chairperson containing its professional curriculum vitae and its professional address with phone and E-mails;
 - a request to National Members to identify all the possible ISO standards and national standards as well as international, regional and national deliverables and potentially conflicting national legislation existing in the field of competence of the TC;

The earlier sent, the easier the organization of the practical aspects of the plenary meeting will be. This will give time for the National Members to accurately designate their delegates and will help the TC Secretary in adapting meeting room choice and allowing him/her to prepare the first draft address list of the TC delegates.

A.3.2.2 Presentation of the EAC System

The presentation of the EAC System is under the responsibility of the EAC Secretariat; the Secretary should request a speaker from EAC Secretariat.

A.3.2.3 Technical preparation

The technical preparation of the plenary meeting can present more difficulties for a new Secretary than for one who has experience in the field of the core subject of the new TC.

As soon as the Chairperson is nominated, he/she should help the Secretary in this part of the preparation. Taking into account the information sent by each National Member, they should:

- make proposals for the final title and scope of the new TC using the formatted resolution form;
- ensure that the title and scope are closely linked:
 - the title is a summary of the field covered by the TC. It should be succinct : "the shorter, the better";
 - the scope is more accurate and specific. It should cover the field of competence of the TC with well defined limits, enable a better demarcation between the field of this TC and those of other bodies involved in standardization, define clearly the excluded area(s), the covered product(s), process(es), service(s) and relation(s) with other EAC bodies in order to avoid future discussions on competence.
- prepare a short report on possible implementation of ISO standards covering the same subject;
- prepare a list of all existing national standards covering the same subject;

- prepare a proposal of the draft TC Business Plan and Programme of work, knowing that the preparation of the Programme of work should be the first priority of the TC: by starting, as soon as possible, the analysis of available data to be included within the TC Business Plan; this analysis is based on their own knowledge and on all the information they have received from the National Members.

A.3.2.4 End of administrative and technical preparation

The TC Secretary should prepare:

- the final draft agenda;
- it can be adapted to some particular items raised during the preparation of the meeting;

NOTE 1 The setting up of a timetable is indispensable for a good conduct of the meeting. The Secretary should pay particular attention to the time needed for the presentations of the EAC System and of the TC Business Plan concept, allowing enough time for questions/ discussions. It is also necessary to foresee time for the approval of resolutions.

NOTE 2 Remember Parkinson's Law: "Meeting time will be spent on items to be discussed in an inverse relation to their importance".

- compilations and presentations of basic information from different parties; they should be prepared in such a way that they can be easily used (i.e. numbered documents); each document should only cover one item of the agenda, clear title referring to the concerned item, everything should be typed (no handwriting), etc...

A.3.2.5 Preparation of the draft resolution(s)

As soon as possible, the Secretary drafts resolutions to be confirmed later during the meeting, taking into account that:

- the resolution is the way to formulate the decisions of the TC allowing transparency of its actions;
- some of those resolutions, like 'Appointment of the TC Chairperson' or 'Approval of technical liaison with TC', belong to the so-called 'Delegated decisions to the TC' in 4.18 for which a standard format exists and should be used;
- for resolutions related to other types of decisions, the Secretary should use the relevant format. In all cases, the part concerning the considerations should be mandatory.

NOTE These draft resolutions are only a tool destined to facilitate the task of the Secretary but should not be circulated to the delegates before the meeting.

A.3.2.6 Circulation of documents

At least two months before the plenary meeting, the TC Secretary circulates, to the National Members for onward distribution to their TC delegates, the following documents:

- the final invitation including information on accommodations, address, phone numbers and e-mail fax, ways to join the venue, possible facilities for booking, etc...;
- the final draft agenda;
- any referenced working documents (the draft resolutions as mentioned in A.3.2.5 being excluded);
- the list of nominated delegates intending to participate in the work of the TC (see form "Composition of national delegation");
- the final registration form.

At least one month before the plenary meeting, comments made by National Members on those documents should be sent to the TC Secretary, in order to allow him/her to compile and copy them.

A.3.2.7 Ultimate preparation

The last task to be achieved before the plenary meeting is the preparation of the meeting room:

- adequate room for the number of participants (tables and seats);

NOTE More and more, delegates are storing their documents on portable computers; power supply to each of the desk is becoming a must.

- preparation of the meeting table plan: the top place should be reserved for the Chairperson, the Secretary and the EAC Secretariat representative;
- the delegations should be placed in a predefined order (e.g. alphabetically and per National Member), with name plate in front of them round the table.

NOTE The nominated Chairperson seats with his delegation at the beginning of the first meeting; when appointed he/she joins his/her Chairperson place.

- putting in place the audio and/or visual tools, possibly microphones;
- booking of technical facilities (computer, photocopier, hole puncher, paper for notes, telephone/fax stations, travel information...);
- ordering the coffee and/or soft drinks for coffee breaks.

A.3.3 During the first meeting

A.3.3.1 Welcoming and opening

A welcoming speech should be made by a competent authority of the hosting National Member (to which the TC Secretariat has been allocated). By default, it should be opened by the EAC Secretariat representative or by the Secretary of the TC.

After this introduction, the TC Secretary should inform on some administrative issues (coffee break, lunch, social events, ...) and facilities (phones, fax, travel information,...).

A.3.3.2 Roll call of delegates

The roll call of delegates should be complete; the head of each delegation should be clearly identified and should introduce him/herself and his/her delegation.

An attendance list should be circulated; each participant should write down his/her address and phone/fax numbers and e-mail address. In addition, the TC Secretary informs the participants of the policy related to Copyright as described in 4.16.

The Secretary should quote on it the people who apologized, and update it all along the meeting when persons arrive late.

"Good habits consist:

- to request from each delegate the business card;
- to photocopy the attendance list as soon as possible and to circulate it to the participants in order to let them know as quickly as possible who is who all around the table."

A.3.3.3 Adoption of the agenda

The Secretary proposes the draft agenda, asks for any comments/additions, notes the proposed modification(s), if any, and requests the approval of the modified agenda.

NOTE 1 During the whole meeting the Secretary should check that the meeting time tallies with the scheduled timetable. In case of exceeding time, the Secretary should withdraw some of the non priority items which are not yet discussed.

NOTE 2 In order to avoid that the resolutions are approved the last day in a hurry (e.g. before the departure of some delegates, ...), it is recommended to stop the discussions, every day at least half an hour before the foreseen deadline, in order to approve the resolutions related to the decisions taken during the day.

After approval, resolutions are definitive; no more discussions should take place on the same subject.

A.3.3.4 Appointment of the resolution committee for the meeting

The TC should set up a resolution committee of generally three persons.

Important statements and decisions, abstentions and/or opposition should be written down in resolutions. The Chairperson should ensure that decisions are clearly formulated and available in written form; the work of the resolution committee being to draft the resolutions in the preferred format of the Community.

A TC should take resolutions only on important decisions and actions (e.g. not for approval of agenda or minutes).

A.3.3.5 Appointment of the TC Chairperson

The appointment of the Chairperson is the first important decision of this first meeting. It should be handled as follows:

- The Secretary presents the nominated Chairperson, giving the reasons for his/her nomination by his/her institute.
- The nominated Chairperson introduces him/herself highlighting the objectives he/she intends to reach and the strategy he/she proposes to follow;
- The nominated Chairperson answers the questions of the delegates;
- A vote takes place. It is a vote by simple majority, non weighted voting;
- After this vote, a delegated resolution which strictly follows the format provided by EAC Secretariat and giving an official form to the decision of the TC, is written down.

A.3.3.6 Use of languages

The language used for the conduct of TC meetings shall be English.

A.3.3.7 Presentation of the EAC System

The speaker of the EAC Secretariat presents the EAC System and the essential regulations of the EAC, allowing the participants to understand in which environment, why, what and how they will have to work.

A.3.3.8 The Technical Committee Business Plan

A.3.3.8.1 Presentation and discussions

The Secretary presents the concept of the TC Business Plan by using the following documents:

TC Business Plan template (title to be checked);

The proposed draft TC Business Plan as prepared by the Chairperson and the Secretary, should be the basis for discussion.

A.3.3.8.2 Approval of the final title and scope

The TC decides on its final title and scope, taking into account the draft prepared by the Secretary and Chairperson.

As soon as agreed, they should be defined in a resolution.

A.3.3.8.3 Objective and strategy

The objectives of a TC are, basically, the key motivations which led to its establishment and presently justify the investment made by market players in the work of the committee (the FORM A (if any) having initiated the process of creation of the TC can be used as starting point of the discussions.

Based on the information given by the different members of the TC, a general clear strategy has to be set. It should allow the committee to reach the objectives and to put in place the adequate organization of its work.

A.3.3.8.4 Organization/resources and programme of work

The establishment of the programme of work and the organization of the TC need an in depth study.

A.3.3.9 Requirements concerning a subsequent plenary meeting

The preparation of the next — the second — plenary meeting should be studied carefully. Meetings should only be held when sufficient working documents have been circulated and permit to foresee progress in the work of the TC.

The Secretary and the Chairperson should decide on a possible date taking into account the home work given to the different delegations or delegates. This date should then be discussed with the delegations in order to avoid impossibilities of participation.

The venue is open to national delegations for invitation. Nevertheless, it seems preferable to plan the second meeting at the TC Secretariat in order to get its support when the TC tries to finalize its Business Plan.

A.3.3.10 Any other business

All planned items of the agenda other than those handled above (see A.3.3.3) should be discussed before dealing with possible miscellaneous items which will only be dealt if time is remaining.

A.3.3.11 Approval of resolutions

The approval of the resolutions concerning the last decisions (see A.3.3.3, Note 2) of the TC has to take place. All resolutions should be distributed to the delegates before they leave the meeting.

A.3.3.12 Closure of the meeting

The Chairperson closes the meeting by summing up the discussions and the decisions taken during the meeting.

A.4 Process Guidance — Plenary meetings of a Technical Committee (except the first one)

A.4.1 General

Clause A.3 of this document 'Process guidance — First plenary meeting of a Technical Committee' gives global information related to the planning, running and closure of the first plenary meeting of a TC.

A large part of this information can be used for the planning, running and closure of all the plenary meetings of a TC. Therefore this clause concentrates on some specific items.

Plenary meetings of Technical Committees (TC) are those taking place after the approval of the TC Business plan by the STMC.

The principles detailed in this chapter may be transferred to the organization of Sub-committee (SC) meeting being understood that the resolution taken during those meetings will need to be endorsed by a TC meeting.

A.4.2 Preparation of common plenary meetings

A.4.2.1 Administrative preparation

A.4.2.1.1 Fixation of the date of the meeting

The time in-between meetings is a balance between the necessity of:

- on the one hand, to allow experts to do their homework, to circulate their results and eventually to give explanations when requested;
- on the other hand, to avoid that delegates forget most of the information received during a meeting, enabling them to understand proposals of reporting experts during the following meeting.

A good management of the workload and the resources of a TC requests from its Chairperson and Secretary a good management of the time spent during meetings but also between meetings in order to make them more fruitful. This requires consultation between the Secretary and Chairperson before and after meetings, the planning of foreseeable events which could slow down progress and the setting up of an efficient system for circulation of documents.

They should estimate if the planned date (as fixed at the end of the previous meeting) is still acceptable, by considering the progress of the work and/or the number of questions/problems raised/encountered by the Working groups (WG) and/or TC members.

NOTE 1 The rationale of the organization of the meeting is: transparency, detection of problems at the earlier stage, avoiding bottlenecks related to management.

NOTE 2 It seems that, for an active working TC, less than a yearly plenary meeting can be considered as a strategic mistake; by lack of personal contact, the delegates quickly lose interest in their task and furthermore, when the management of a TC is only exerted by correspondence, it often becomes difficult and impersonal and encourages laxism.

A.4.2.1.2 Circulation of documents

One of the key success factors for a TC plenary meeting is the timely dispatch of documents before meetings. Deadlines for circulation of documents related to TC meetings should be as follows:

- two months before the meeting: agenda and documents for discussion;
- one month before the meeting: national comments on those documents

A.4.2.2 Technical preparation

The programme of work of a TC has been established following the output of the first plenary meeting.

The technical preparation of the meeting consists now in listing the requested actions, their follow-up and the achievements carried out at drafting level i.e. within WGs.

In all cases, an effective and efficient management of a TC requires that the Conveners of the WGs send, to the TC Secretariat, the reports of their meetings and of their activities before the TC plenary meeting. At least, these reports shall be tabled during the common plenary meetings (see the model of a 'WG Report' later in this annex).

NOTE This could have an influence on the date of the meeting. It is not reasonable to organize a TC plenary meeting just before a Working Group meeting, particularly if it is in charge of some priority or sensible work items.

The technical preparation of the meeting should not be closed without having prepared the draft resolution(s) related to expected decisions. Before any proposal for resolution(s) related to TCs delegated decisions, the Secretary should check the availability of all requested documentation/information as laid down in the process 'Delegated decisions' in 4.18.

Use intensively the formatted resolutions when taking decisions. When no specific resolution format exists, structure the resolution in a similar way.

A.4.3 During the meeting

The following clauses highlight some of the most important agenda items of a TC meeting.

A.4.3.1 Report of the Technical Committee Secretary and Chairperson

The TC Secretary and/or the Chairperson shall report on the different activities achieved since the previous meeting, such as: attendance to co-ordination meetings, to Editing Committee meetings, last development of the EAC System influencing the life of the TC, any sector matters, etc ...

The Chairperson should take the opportunity of this intervention to remind the delegates that TCs have to work on programmes which match clearly identified and accepted market needs, with appropriate resources to carry out the work efficiently, with a leadership which ensures that difficulties encountered are quickly resolved.

It is a shared responsibility and the task of the whole TC — its members, its Chairperson and Secretary — to plan and monitor its programme of work.

The TC is accountable for its work.

A.4.3.2 Technical work: Planning

The TC Programme of work should remain stable for a sufficient period of time. However, reality shows that there will always be additional and individual requests for new work items in the case of an already approved Programme.

Any decision concerning the Programme of work should be as consensual as possible in order to facilitate the acceptance of the future standard by all the interested parties.

A.4.3.3 Technical work: Management

Any well-established TC has set clear technical specifications and strict guidelines for its WGs to elaborate the required document(s).

The TC monitors the work of the WGs, amongst other by studying their reports (and/or those of the Reporting Secretariats) and by supporting their drafting workshops through giving them the most appropriate guidance.

This analysis of the reports of the WG should be conducted with attention and professionalism. The reports of the WGs (and/or of Reporting Secretariat) are not a formality but the basis for the management to be executed by the TC.

The WG Conveners or, when excused, their representatives should report on the state of development of each of their allocated work item(s). Their report shall always cover the following points:

- realistic forecast for the development of their allocated project(s);
- the existence of any specific problems; difficult issues should not be shelved in the early stages, as they will reappear later and delay the progress of work.
- respect of the planned target dates for each of their allocated work item(s) .

All reasons for non respect of the target dates should be analyzed and solutions found, whenever possible without needing the amendment of the Programme of work.

Slippage of target dates should be viewed as the exception and the TC shall deal with it as such.

Slippages in the work process put pressure on time-scales at late production stages. Slippage of target dates increases the workload of the drafters (snowball effect).

Generally, slippages arise at the beginning of a chain of production generating new slippages, which can destroy the best-planned Programme of work.

Therefore, it is the task of the TC:

- to query set target dates where they appear to be unrealistic and cause undue pressure;
- to plan, from the beginning, the logistics needed for the development of each work item according to its scope and priority while considering the available resources and time (such as the time used between meetings);
- to evaluate the workload referred to the Editing Committee and TC Secretariat, in order to avoid the creation of administrative bottlenecks;
- to analyze reasons for lack of progress and to implement the appropriate action(s).

A.4.4 Follow-up of meetings

A.4.4.1 Administrative tasks

The TC Secretary should:

- finalize the resolutions, if needed, and send them to the TC members and to the EAC Secretariat within two weeks after the meeting. The related documentation, if any, is also enclosed together with the filled in transmission notice;
- draft the minutes of the meeting and, with the approval of the Chairperson, circulate them to the delegates and to EAC Secretariat within four weeks after the meeting;
- take actions under his/her responsibility according to resolutions and minutes of the meeting;
- circulate working documents, amongst other those received from delegates, as soon as possible to the TC.

A.4.4.2 Preparation of the next plenary meeting

Finally, the Secretary should, in liaison with the Chairperson, plan the next meeting, and consider the actions to be launched and what needs to be achieved.

EAC/TC At , Date
N Document number E

To the STMC members

Notice of the th plenary meeting of

EAC/TC Number and title

Dear Member,

You are invited to send a national delegation of three delegates^(*) to the th plenary meeting of EAC/TC which will take place:

From: ("Day, date, opening time")

to: ("Day, date, approximated closure time")

at: ("name, telephone, e-mail and address of the hosting NSB or other")

Miscellaneous: ("complementary information concerning accommodations, ways to join the venue, possible facilities for booking, facilities for lunch, possible social event(s), etc...")

Please find enclosed:

- the draft agenda: N E;
- the registration form;
- the following working documents EAC/TC :
 - N E concerning
 - N E concerning
 -
- leaflets concerning accommodations, ways to join the venue, booking, etc...

Please be so kind as to confirm me the attendance of your national delegation. If you have any queries do not hesitate to contact me.

Yours sincerely,

Name of TC Secretary
Secretary of EAC/TC

^(*) Only national delegations may invite three delegates, one of them being appointed as Head of delegation. Other delegations may only send one delegate.

Composition of the delegation
"Name and address of the NSB" (*)

Please complete the following reply slip and return it (by e-mail) before (Date of the Information letter plus at least six weeks) to the TC Secretary (name, address, telephone and e-mail address of the Secretary).

Reply slip

Date:..
National Standardization Body (*):..
Name:..

Please complete this form by giving the name, organization, professional address, professional telephone and e-mail address of the nominated delegates and head of delegation from your National Standardization Body to EAC/TC "TC (provisional) title".

Head of delegation:

Surname:..... First
name:.....

Organization:.....
.....

Professional
address:.....
.....

.....
.....

Professional telephone:..... E-mail
.....

Nominated delegates:

Surname:..... First
name:.....

Organization:.....
.....

Professional
address:.....
.....

.....
.....

Professional telephone:..... E-mail
.....

(*) or any other delegate authorized to attend the TC meeting

Surname:..... First
name:.....

Organization:.....
.....

Professional
address:.....
.....
.....
.....

Professional telephone:..... E-mail
.....

At, CCYY-MM-DD
EAC/TC (number) N (document number) **E**

**Information on:
available (draft) publications**

Please complete the following reply slip and return it (by e-mail) before *(Date of the information letter plus at least six weeks)* to the TC Secretary *(name, address, phone and e-mail address of the Secretary)*.

Reply slip

Date:.....
.....

National (NSB):.....	Standardization	Body
-------------------------	--------------------------	---------------

Name:.....
.....

Please complete the table in annex to this form by giving the list of:

- National standards published or in course of preparation by your NSB;
- International Standards (ISO) that your delegation to EAS/TC (number) should propose to implement as EAS;
- International/regional or national deliverables (give details on the organization);
- National legislation which is potentially conflicting with EAC practices in this field.

within the field of competence given by the provisional title and scope of EAC/TC (number) "*(provisional title and scope)*".

See annex below.

Annex — List of available publications
 (NSB:)

Type	Reference	Year of publication	Title	Scope (or if none, details)
<i>International standard</i>				
.....				
<i>National standard</i>				
.....				
<i>International deliverable</i>				
				Organization details:
<i>EAS deliverable</i>				
				Organization details:
<i>National deliverable</i>				
				Organization details:
<i>National legislation</i>				

Final title and scope of a Technical Committee

RESOLUTION *number* taken by EAC/TC *number* on CCYY-MM-DD

Subject: EAC/TC *number* — Final title and scope

The EAC/TC *number*,

- considering resolution BT *resolution number/CCYY* deciding the creation of the EAC/TC *number* with a provisional title and scope;
- considering the role of the Technical Committee as defined in the these procedures;

decides that the final title and scope of EAC/TC *number* shall be as follows:

Final title in English:

Final scope in English:

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

Appointment of the Chairperson of an EAC Technical Committee

RESOLUTION *number* taken by EAC/TC *number* on CCYY-MM-DD

Subject: EAC/TC *number* — Appointment of Chairperson

The EAC/TC *number* and title,

- considering the Procedures for the Development of East African Standards, which lays down the rules for nomination, appointment and responsibilities of Chairpersons;
- noting the nomination by the Technical Committee Secretariat;
- noting the commitment of the applicant to the responsibilities and duties of a Technical Committee Chairperson as given in the said Procedures;

(Option 1)

decides to appoint *name of person* as Chairperson of EAC/TC *number* for a period of *number of years* years starting on CCYY-MM-DD.

(Option 2)

decides to re-appoint *name of person*, as Chairman of EAC/TC *number* for a period of *number of years* years starting on CCYY-MM-DD, noting that *name of person* is Chairperson of the Technical Committee since CCYY-MM-DD.

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

Appointment of the Vice-Chairperson of an EAC Technical Committee

RESOLUTION *number* taken by EAC/TC *number* on CCYY-MM-DD

Subject: EAC/TC *number* — Twinning arrangement — Appointment of Vice-Chairperson

The EAC/TC *number* and *title*,

- considering the nomination by the EAC/TC xxx Chairperson and Secretariat;
- confirming that the appointment of a Vice-Chairman would be beneficial to EAC/TC xxx and to the work carried out in this technical committee;

(Option 1)

decides to appoint *name of person* as Vice-Chairperson of EAC/TC *number* for a period of *number of years* years starting on CCYY-MM-DD with the duties and responsibilities as defined in document EAC/TC N xxx.

(Option 2)

decides to re-appoint *name of person*, as Vice-Chairperson of EAC/TC *number* for a period of *number of years* years starting on CCYY-MM-DD, with the duties and responsibilities as defined in document EAC/TC N xxx, noting that *name of person* is Vice-Chairperson of the Technical Committee since CCYY-MM-DD.

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

Approval of liaison with Technical Committee

RESOLUTION *number* taken by EAC/TC *number* on CCYY-MM-DD

Subject: EAC/TC *number* — Liaison with *acronym of East African or international organization*

The EAC/TC *number and title*,

- considering the Procedures for the Development of East African Standards, which lays down the conditions for external liaisons;
- agrees to a liaison between *full name of East African or international organization* and EAC/TC *number* for a period of three years, starting on CCYY-MM-DD;
- requests the EAC Secretariat to inform *acronym of East African or international organization* accordingly of this decision.

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

**Registration form for the
th plenary meeting of EAC/TC_(number) "TC title"**

For registration please return this form or any other alternative no later than *(Date of the letter plus four weeks)* to:

M. "name" Secretary of the EAC/TC
address of NSB of TC Secretary

(Please use a separate sheet for each person)

M or Ms "*Family and First names*".

Company or organization: .

Title/function:

Professional address:.

Postal code:

Country:

Professional telephone:

Professional e-mail:

Delegate Observer Head of delegation (cross where appropriate)

1) will attend the meeting of:

EAC/TC_(number) on CC-MM-DD/DD/... Yes No (cross where appropriate)

2) will attend the social event (if any) Yes No (cross where appropriate)
accompanied by

3) will stay at hotel .

Member body, committee or organization in liaison:

Date:

Signature:

Copy to:

Report of Working Group

EAC/TC	/SC	/WG	Convenor:
Title of WG:			
Number of active WIs:			

Meeting(s) held since the last EAC/TC meeting:
Average number of EAC Members present:
Average number of EAC Affiliates present:
Average number of Observers present:
Identification of the Professional Standardization Support:

Progress on work items:		
1) Number of WI(s) circulated to EAC/TC (stage 20.60):		
2) Number of WI(s) approved for EAC enquiry (stage 30.99):		
3) Number of WI(s) finalized for formal vote (stage 45.99):		
4) WI(s) affected by slippage of target dates (since last EAC/TC meeting):		
WI number	Respect of target dates (Y/N)	Next action undertaken
WI		
WI		
WI		
WI		
WI		
WI		
WI		
WI		
WI		
WI		
WI		
WI		
.....
(to be continued on other sheet if needed)		

Continued		
WI number	Respect of target dates (Y/N)	Next action undertaken
WI		
WI		
WI		
.....

Questions and proposals to TC:

.....

Date(s) and location(s) of the next meeting(s):

.....