



PRINCIPLES AND PROCEDURES

FOR THE DEVELOPMENT OF

EAST AFRICAN STANDARDS

EAST AFRICAN STANDARDS COMMITTEE

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Foreword

These procedures were prepared by the Standards Management Committee (SMC) and approved by the East African Standards Committee (EASC) 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 SMC during the preparation of these procedures are Republic of Burundi, Republic of Kenya, Republic of Rwanda, United Republic of Tanzania and Republic of Uganda.

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) Inclusion of principles on standardization;
- b) Renaming of EASTSC to Standards Management Committee (SMC) and redefining its roles;
- c) Inclusion of procedures on formal acceptance on NWIP, CD ,DEAS and FDEAS;
- d) Inclusion of procedures for establishing and participating in technical committees;
- e) A revision of stages 0,1, 2, 3, 4, 5 ,6 and inclusion of stage 7 on declaration and publication of EAS;
- f) Inclusion of procedures for the development of other deliverables.
- g) Inclusion of the organizational structure for the development of the East African Standards as Annex A.

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This Second Edition supersedes the January 2005 Edition which is withdrawn.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, wherever feasible, and with the necessary modifications, the procedures are based on the relevant ISO/IEC Directives. Cognizance has also been taken of the WTO TBT Agreement.

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

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Introduction

These procedures are intended to be used as a reference tool and guide for the development of EAS standards. They establish a preferred style for the development of the standards thereby allowing for consistency of the documents, as well as elaborating on the methodologies and publication of standards. The procedures are intended to be used as resource materials for standards writers, editors, technical chairpersons and technical committee members and can additionally be used as a training tool.

Contents

1 SCOPE5	
2 NORMATIVE REFERENCES	5
3 DEFINITIONS AND ABBREVIATIONS	5
3.1 Definitions.....	5
3.2 Abbreviations	6
4 PRINCIPLES	6
4.1 Openness.....	6
4.2 Transparency	7
4.3 Impartiality	7
4.5 Effectiveness and relevance	7
4.6 Coherence.....	7
4.7 Development dimension.....	7
5 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR TECHNICAL WORK	8
5.1 Organizational structure	8
5.2 Role and responsibilities	8
5.3 Method of appointment.....	8
5.4 National Standards Bodies.....	10
5.6 Subcommittees (SC)	11
5.7 Working Group (WG).....	12
5.8 Task force.....	13
5.9 Committee Chairpersons	14
5.10 Committee Secretary.....	15
5.11 Working Group Convenor	15
5.12 TC/SC Secretariats.....	16
5.13 Editing Committee	18
6 STAGES IN THE DEVELOPMENT OF EAST AFRICAN STANDARDS	19
6.1 General.....	19
6.2 Preliminary Stage (Stage 0)	20
6.3 Proposal Stage (Stage 1)	20
6.4 Preparatory Stage (Stage 2)	20
6.5 Committee Stage (Stage 3).....	20
6.6 Enquiry Stage (Stage 4)	21
6.7 Ballot Stage (Stage 5)	21
6.8 Approval and Declaration Stage (Stage 6).....	21
6.9 Publication Stage (Stage 7)	21
7 PROCEDURES	21
7.1 Development of East African Standards	21
7.2 Procedure for adoption of International/Regional standards.....	25
7.3 Procedure for Meetings	26
7.3.4 Language at Meetings.....	27
7.3.5 Conducting the Meetings	27
7.3.6 Report of the Meeting	27
7.3.7 Cancellation of Meetings.....	28
7.4 Review of East African Standards	28
7.6 Notification Procedure	29
7.7 Appeals	30
7.8 Development of Other Deliverables.....	31
Form A (normative) Proposal for a new project	34
Form B (normative) New work item proposal acceptance form	38
Form C (normative) NWIP vote results form	40
Form D (normative) Comments and Observations Form	42
Form E National Consultation Comments Collation	43
Form F (normative) Acceptance Form for FDEAS	44
Form G (normative) Summary of national position on FDEAS	45
Form H (normative) Questionnaire for review of East African Standards	46

Annex A: Organizational Structure for the development of EAS standards.....	47
Annex B: Monitoring the Time Lines in the Development of EAS Standards	48
Annex C: Standards Template for the Development of EAC Standards	49

PRINCIPLES AND 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

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- 2.1** East African Community Standardization, Quality Assurance, Metrology and Testing Act, 2006 (hereafter EAC SQMT Act, 2006)
- 2.2** ISO/IEC Directives – Part 1: Procedures for the Technical Work
- 2.3** ISO/IEC Directives – Part 2: Rules for the structure and drafting of International Standards
- 2.4** WTO Agreement of Technical Barriers to Trade (WTO TBT Agreement)
- 2.5** ISO/IEC Guide 21-1, *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*
- 2.6** ISO/IEC Guide 21-2, *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards*
- 2.7** ISO/IEC Guide 2, Standardization and related activities — General vocabulary

3 DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

For the purpose of this document, the terms and definitions given in SQMT ACT and ISO IEC Guide 2 in addition to the following apply:

standards management committee (SMC)

subcommittee established by the EASC for the purpose of elaborating and harmonizing standards and standards-related documents;

project leader

expert responsible for the development of a project for which he/she has a high level of knowledge;

task forces (TFs)

group of experts set up, to undertake a specific short term standardization related tasks before a target date.

3.2 Abbreviations

ARSO	African Regional Organization for Standardization
CD	Committee draft
CEAS	Catalogue of East African Standards
COMESA	Common Market for Eastern and Southern Africa
DEAS	Draft East African Standard
EAC	East African Community
EASC	East African Standards Committee
EAS	East African Standard
FDEAS	Final Draft East African Standard
ICS	International Classification for Standards
IEC	International Electrotechnical Commission
IS	International Standards
ISO	International Organization for Standardization
NSB	National Standards Body
NWIP	New Work Item Proposal
SADC	Southern African Development Cooperation
SC	Subcommittee
SMC	Standards Management Committee
TC	Technical Committee
WD	Working Draft
WG	Working Group
WTO	World Trade Organization

4 PRINCIPLES

The development of EAS Standards shall be in accordance with the following principles as defined in the WTO/TBT Agreement.

4.1 Openness

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

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

4.2 Transparency

Implies that sufficient and regularly updated information is easily accessible in due time to allow all parties, to participate in the standardization process. This may be achieved, inter alia, through:

- a) Announcement of approved new work items on the websites of the East African Community Secretariat (EAC Secretariat) and respective NSBs;
- b) Announcement of drafts for Public comment on the websites of the EAC Secretariat, NSB Websites and a notification to WTO Secretariat;
- c) Publication of Standards work programme bulletin on websites and notification of the same to WTO Secretariat;
- d) Official Notification of adopted/amended/withdrawn standards;
- e) Prompt Publication of adopted/amended/confirmed standards;
- f) Searchable and downloadable Catalogue of EAS Standards on the respective websites.

4.3 Impartiality

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.

4.4 Consensus

The decisions throughout the development process of EAC standards shall be reached through consensus among all interested parties.

4.5 Effectiveness and relevance

In order to serve the (national, regional or international) interests of facilitating trade and preventing unnecessary trade barriers, East African standards need to be relevant and to effectively respond to regulatory and market needs, as well as scientific and technological developments.

4.6 Coherence

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, IEC, etc, shall be undertaken.

4.7 Development dimension

Having mechanisms for facilitation of the participation of SMEs and other Partner States in order to ensure a real multi-stakeholder-process in the development of standards.

5 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR TECHNICAL WORK

5.1 Organizational structure

East African Standards are developed through Technical Committees (TCs) and declared by the Council of Ministers. The Organizational Structure for the development of the East African Standards (EAS) is as represented in **Annex A**.

5.2 Role and responsibilities

5.2.1 Council of Ministers

The broad responsibilities of the Council of Ministers in relation to the development and harmonization of EAS are as defined in EAC SQMT Act.

5.2.2 The East African Community (EAC) Secretariat

The broad responsibilities of the EAC Secretariat in relation to the development and harmonization of EAS are as defined in EAC SQMT Act.

5.2.3 East African Standards Committee (EASC)

The broad responsibilities of the East African Standards Committee in relation to East African Standards are as defined in EAC SQMT Act.

5.2.4 The Standards Management Committee (SMC)

5.2.4.1 Establishment

Committee established by the EASC for the purpose of elaborating and harmonizing standards and standards-related documents.

5.2.4.2 Composition

- SMC Secretariat (The Chairperson and Secretary)
- Two permanent delegates from each Partner State [one of the delegates from the National Standards Body (NSB)]
- Observers who may be invited by the Chairperson, having consulted NSBs.

5.2.4.3 Method of appointment

5.2.4.3.1. SMC members are appointed by the NSBs.

5.2.4.3.2. The Chairperson shall be appointed by the EASC on the recommendation of the SMC.

5.2.4.3.3. The chairmanship of the SMC shall be held by a member of the Partner State NSB chairing for a period of three years with a possibility of a re-election for only one additional term for three years.

5.2.4.3.4. The Secretary shall be appointed by the SMC members from a Partner State NSB not holding the Chairmanship for a period of two years with a possibility of a re-election for only one additional term for two years.

5.2.4.4 Role of the SMC

Technical body that controls the full standards development programme and promotes its speedy execution by the EAC Secretariat and Technical Committees (TCs).

5.2.4.5 Reports to

East African Standards Committee (EASC).

5.2.4.6 Responsibilities

The SMC is responsible for the overall management of the technical work of EAC TCs and in particular for:

- a) establishment and dissolution of TCs;
- b) appointment of Chairpersons of TCs on the recommendations of the TC members;
- c) allocation or re-allocation of Secretariats of TCs;
- d) proposing priority programmes for development and harmonisation of East African standards for approval by the EASC taking into account the common interests of the Partner States;
- e) approval of titles, scopes, programmes of work, policies and strategies of TCs committees;
- f) coordination of the technical work between TCs to ensure coherence and efficient implementation of the work program;
- g) monitoring the progress of the implementation of the work programmes and taking appropriate action;
- h) submit final draft standards, reports and recommendations to the EASC for approval;
- i) consideration of appeals raised by Partner States NSBs on due process and decisions on standardization;
- j) providing the EAC Secretariat with the work program bulletin for posting on EAC Web-Portal and notification to all Partner States;
- k) providing the EAC Secretariat with the list (title and scope) of Standards ready for public comment and approved new work items for posting on EAC Web-Portal;
- l) organizing technical liaison with intergovernmental organizations, international organizations or regional trade, professional, technical and scientific organizations;
- m) maintenance of these procedures and other rules for the technical work.

5.2.4.7 Mode of working

5.2.4.7.1 The SMC normally meets twice a year.

5.2.4.7.2 Meetings are convened by the EAC Secretariat upon request of the Chairperson or at the request of at least two members of the SMC. The TC Chairpersons are granted the formal option to request that an SMC resolution submitted by correspondence of importance to their sector, be discussed at an SMC meeting.

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

5.2.4.7.3 Task force (TF) can be created by the SMC whenever a technical need for information, advice, a study or rules is identified. Its composition is decided by the SMC. An SMC TF reports to the SMC on a regular basis and is disbanded when its task is finished.

5.2.5 National Standards Bodies

5.2.5.1 Role

The Partner State National Standards Body (NSB) has as a principal function, by virtue of its statutes and the EAC SQMT Act, the preparation, approval or adoption of standards that are made available to the public.

5.2.5.2 Responsibilities

The broad responsibilities of the National Standards Bodies are as defined in the EAC SQMT Act.

5.2.5.3 Method of appointment

Automatic membership for NSB of a Partner State.

5.2.5.4 Mode of working

Participation at all levels through representatives appointed in accordance with agreed procedures and shall have rights such as;

- voting in management/policy committees, e.g. the SMC and nominate members to the SMC and other Technical Sub-Committees;
- requesting a SMC meeting;
- voting on PAS, Technical Specifications (TSs) and other deliverables;
- appealing against any action or inaction of any TC, other body or officer of SMC in accordance with these procedures;
- proposing new work item(s) and initiate the corrigenda, amendments and the review process in accordance with the procedure;

5.2.6 Technical committees (TCs)

5.2.6.1. Establishment

EAC Technical committees shall be established and dissolved by the SMC in accordance with **ISO/IEC Directives Part 1**. The established TC shall be designated a serial number as **EASC/TC/XXX** where XXX is the serial number (e.g. EASC/TC/001).

5.2.6.2 Composition

- Chairperson
- Secretary of which is provided by NSB Secretariat
- National delegations of which one is designated head of delegation by the respective Partner State NSB

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.

5.2.6.3 Method of appointment

The TC Secretariat is appointed by the SMC while the TC Chairperson is appointed by the SMC upon recommendations by the TC.

The TC Secretary is appointed by the NSB holding the TC Secretariat.

5.2.6.4 Role

To develop and maintain East African Standards and other deliverables namely Technical Specifications (TS), Technical Reports (TR) and Publicly Available Specifications (PAS).

5.2.6.5 Reports to

Standards Management Committee (SMC).

5.2.6.6 Responsibilities

- a) Establishes and secures SMC approval for its programme of work with precise title, scope and scheduled target dates for the critical stages of each project based on agreed work plans;
- b) Follows up and ensures the achievement/delivery of the work programme as detailed in the work plan;
- c) Ensures the principles of standardization work outlined in Clause 4 are adhered to throughout the process;
- d) To ensure that the documents are adequately edited as outlined in the ISO/IEC Directive Part 2;
- e) Remains formally responsible should questions of amendment and interpretation arise pending the next periodic review of those standards it has produced;
- f) Develop and provide Working Drafts (WD), Committee Drafts (CD), Public Review Drafts (DEAS), and Final Draft Standards (FDEAS);
- g) Reviews all EAS within its responsibility at **least every 5 years** and other deliverables in accordance with the timeframes set out in these procedures.

5.2.6.7 Mode of working

- Meetings
- Works by correspondence
- Working Groups

5.2.7 Subcommittees (SC)

5.2.7.1 Establishment

5.2.7.1.1 Subcommittees are established and dissolved by consensus of the members of the parent EAC TC in accordance with the ISO/Guide part 1. A subcommittee may be established only on condition that a Partner State has expressed its readiness to undertake the Secretariat.

5.2.7.1.2 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.

5.2.7.1.3 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.

5.2.7.2 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 Sub Technical Committee.

5.2.7.3 Method of appointment

The Chairperson is appointed by the parent TC under the recommendations by the subcommittee members.

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

5.2.7.4 The role

The role of the subcommittee shall be as defined by the parent TC.

5.2.7.5 Reports to

It's parent TC.

5.2.7.6 Responsibilities

- a) Prepares and progresses standards, operating in the same way as the parent TC.
- b) Remains formally responsible should questions of amendment and interpretation arise pending the next periodic review of those standards it has produced.

5.2.7.7 Mode of working

- Meetings,
- Works by correspondence,
- Working Groups,

5.2.8 Working Group (WG)

5.2.8.1 Establishment

Established by a TC or SC, that undertakes a specific task, in the context of the TC work plan, usually resulting in the provision of a CD or WD standard(s).

5.2.8.2 Composition

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

5.2.8.3 Method of appointment

Individual technical experts are nominated as WG members by the NSBs on the request by the parent TC/SC.

The WG may also include experts from organizations which have only observer status in the parent TC/SC.

5.2.8.4 Role

It works within clearly defined terms of reference from its parent TC or SC. On completion of task, the WG may be disbanded.

5.2.8.5 Reports to

Its parent TC or SC.

5.2.8.6 Responsibilities

- a) The WG drafts documents in accordance with the terms of reference provided by the TC or SC and in accordance with drafting rules.
- b) 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.
- c) As required by the TC/SC, the WG provides inputs to the assessment and resolution of comments following enquiry and, if necessary, updates the draft.
- d) The WG provides technical advice to the TC/SC as required.

5.2.8.7 Mode of working

- Working by correspondence (preferably electronically)
- Meetings when necessary

5.2.9 Task force

5.2.9.1 Establishment

Task Forces are established and dissolved by the SMC (by resolution) with a view to undertaking a specific short term standardization task within a given target date.

5.2.9.2 Composition

- Chairperson
- Secretary
- Members of the TF will be as defined by the SMC based on the terms of reference of the work.

5.2.9.3 Method of appointment

The Chairperson and the Secretary will be appointed by the SMC upon recommendations by the TF members

5.2.9.4 The role

The role of the TF will be time specific and will be as defined by SMC

5.2.9.5 Report to

To the SMC

5.2.9.6 Responsibility

A Task Force is a technical body set up by the SMC with a view of undertaking a specific directives or recommendations related to standardization activities such as undertaking study or research work but not development of the standards. A Task Force follows up and ensures the achievement/delivery of a specific task as contained in the terms of reference.

5.2.9.7 Mode of work

- Working by correspondence (preferably electronically)
- Meetings when necessary

5.2.10 Committee Chairpersons

5.2.10.1 Reporting

The Chairpersons of the SMC, TC and SC reports to the EASC, SMC and TC respectively

5.2.10.2 Responsibilities

The Chairperson is responsible for the overall management of a Committee, including any TF, SC and WG under the Committee.

The Chairperson will advise the Committee to which He/she reports to on important matters relating to his/her Committee via the Committee Secretariat. For this purpose he/she shall receive reports from the Chairpersons of Committees, SC, WGs and TF via the respective Secretariats under their jurisdiction. He/she has no voting rights.

The chairpersons will:

- a) act in a purely regional capacity, divesting himself or herself of a national point of view; thus he/she cannot serve concurrently as the delegate of a Partner State NSB in his/her own Committee. In case of unforeseen unavailability of the Chairperson at a meeting, a session Chairperson may be elected by the participants during the meeting;
- b) support the respective Committee Secretary in preparing, obtaining approval, maintaining the work plans and manages its periodic review process;
- c) conduct meetings with a view to reaching consensus on the respective agenda items;
- d) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- e) ensure at meetings that all decisions are clearly formulated and made available in written form by the Secretary for confirmation during the meeting;
- f) ensure and monitor the progress of the work plan. In the case of TC, SC the Chairperson 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;
- g) ensures coordination of the work of the Committee, 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;
- h) have knowledge of procedures and provides support to the Secretary for implementation of the current procedures;
- i) 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;
- j) secures consensus, when unanimity is not obtainable.

5.2.11 Committee Secretary

5.2.11.1. Role

Person who provides professional management support, in the form of administrative, operational and technical services to a SMC, TC, , SC, Working group or Task Force and particularly its Chairperson to ensure that the Committee functions efficiently.

5.2.11.2. Reports to

Respective Committee Chairperson.

5.2.11.3. Responsibilities

The Committee Secretary will:

- a) provide the management support services associated with the running of the Committee with particular reference to the preparation, approval, communication, application and regular update of the work plan. Ensures that all the logistic support, documentation and materials needed for the work are available;
- b) arrange 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;
- c) record 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;
- d) prepare the report of the meeting immediately for signing by the Heads of Delegation from Partner States and complete the final work including editorials and distribute the final work together with the report of the meeting to the committee within two weeks following the date of the meeting;
- e) ensure that all published documents which are the responsibility of the Committee are reviewed and maintained in accordance with these procedures ;
- f) maintain the Committee records and documents;
- g) convene an Editing Committee at the appropriate time, as an element in his/her overall responsibility for the quality control of drafts;
- h) have knowledge of Procedures, apply them in a professional manner, provides advice on them as required and ensures that members of the Committee are aware of and implement relevant Committee resolutions;
- i) ensure that the EAC Secretariat and Partner States are regularly updated on the progress of implementation of the Committee work plan;
- j) with the support of the Chairperson, coordinates activities of SMC, TC, SC, WG or TF and;
- k) manages liaisons with other bodies.

5.2.12 Working Group Convenor

5.2.12.1 Role

Person who leads the activities of a WG.

5.2.12.2 Reports to

Parent TC or SC.

5.2.12.3. Responsibilities

- a) 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.

- b) Convenes meetings when necessary and acts as Chairperson;
- c) Actively progresses work and reports regularly on progress to the parent committee or verbally at meetings of the parent body;
- d) Ensures that WG experts have appropriate briefing on relevant rules and procedures;
- e) Ensures that an interim draft has been sent to the TC or SC Secretary at least once during the drafting process;
- f) Participates in the Editing Committee, if required;
- g) 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 or SC Chairperson and Secretary;
- h) Refers any problems encountered to parent TC or SC.

5.2.12.4. Appointment of the Convenor of a new WG

Once a new working group is established, the members of the WG will choose from among themselves the WG Convenor in their first meeting and forward the name of the proposed Convenor to the parent TC or SC for approval.

5.2.12.4. 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.

5.2.13 TC/SC Secretariats

5.12.13.1. Allocation

The EAC TC Secretariat will be allocated to a Partner State NSB by the SMC and the EAC SC Secretariat will be allocated to a NSB by the parent EAC TC. However, if two or more NSBs offer to undertake the Secretariat of the same SC, the SMC shall decide on the allocation of the SC.

For both TCs and SCs, 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 TC or SC, 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 the Secretariat work.

NOTE For practical purposes, both the TC / SC Secretary and the Chairpersons should come from the same Partner State that hosts the Secretariat.

5.2.13.2. Responsibilities

The Partner State NSB to which the Secretariat has been allocated will ensure the provision of technical and administrative services to its respective TC or SC. 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.

A Secretariat shall act in a purely regional capacity, divesting itself of a National point of view.

The Secretariat is responsible for ensuring that the EASC Procedures are followed and the decisions of the EASC and the SMC are followed.

The Secretariat shall ensure the timely execution of the following:

- (a) Provision of the Secretary to the Committee;
- (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 and FDEAS Standards;
- (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 SMC Secretariat, or to the parent Committee TC Secretariat;
- (i) Provide the SMC Secretariat with the list (title and scope) of the standards ready for public comments;
- (j) Referring appeals related to the Standardization process to the SMC.

In all circumstances, each Secretariat shall work in close liaison with the Chairperson of its TC/SC.

5.2.13.3. Change of the TC Secretariat

5.2.13.3.1 If a Partner State NSB wishes to relinquish the Secretariat of a TC, the NSB concerned will immediately inform the SMC Secretariat, giving a minimum of 12 months notice. The SMC will decide on the transfer of the Secretariat to another Partner State NSB.

5.2.13.3.2 If the TC Secretariat persistently fails to fulfil its responsibilities as set out in these procedures, any Partner State NSB may have the matter placed before the SMC, which may review the allocation of the Secretariat with a view to its possible transfer to another Partner State NSB.

5.2.13.3.3 In either of the above cases an enquiry shall be made by the SMC to obtain offers from Partner States of the TC for undertaking the Secretariat.

5.2.13.4. Change of the SC Secretariat

5.2.13.4.1 If a Partner State NSB wishes to relinquish the Secretariat of a SC, the NSB concerned shall inform the Secretariat of the parent TC, giving a minimum of 12 months notice.

5.2.13.4.2 If the Secretariat of a SC persistently fails to fulfil its responsibilities as set out in these procedures, any Partner State NSB may have the matter placed before the parent TC, which may decide, by consensus, that the Secretariat of the SC be re-allocated.

5.2.13.4.3 In either of the above cases an enquiry shall be made by the Secretariat of the TC to obtain offers from Partner States NSBs for undertaking the SC Secretariat.

5.2.13.4.4 If two or more NSB offer to undertake the Secretariat of the same SC or if, because of the structure of the TC, the re-allocation of the Secretariat is linked with the re-allocation of the TCs Secretariat, the SMC decides on the re-allocation of the SC Secretariat. If only one offer is received, the parent TC itself proceeds with the appointment.

5.2.14 Editing Committee

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**, each TC should set up an editing committee as soon as it begins work.

The objective of the Editing Committee is to support the drafters in the application of the presentation rules, allowing a smooth assimilation within the draft of the requirements of the ISO/IEC Directives Part 2.

5.2.14.1. Establishment

Established by the TC Secretary

5.2.14.2. Composition

The members of the Editing Committee should have a good knowledge of the rules for drafting Standards in accordance to ISO/IEC Directives Part 2 and some skills in editing documents and they should know the field of activity covered by the TC or SC.

The composition of the editing Committee will be decided by the TC or SC Secretary and may include the following:

- the TC Secretary;
- the professional standardization support persons of the TC, SC or working WG having drafted the document(s) and/or the Project Leader of the draft(s)
- Editor.

5.2.14.3. Method of appointment

As soon as the work begins the TC should set up an editing committee

5.2.14.4. Role

- a) Provide support to the Technical Committee Secretary for editorial and language validation of texts;
- b) Advice, at an early stage, to avoid difficulties that otherwise creates delays at the next stages of development draft.

5.2.14.5. Reports to

TC or SC

5.2.14.6. Responsibilities

5.2.14.6.1. Ensures correct formulation and presentation of the text(s) of the East African Standard(s) and Technical Specifications or Technical reports(s) being prepared by the SMC technical bodies in accordance with existing rules and procedures.

5.2.14.6.2. Ensures, with the TC Secretary, that the reference language version of the draft is of acceptable.

In general the input of the editing Committee should ensure, specifically the:

- a) conformity of the draft with the EAS Standard template to ensure every future Standard is Structured logically;
- b) real need of the quoted normative references;
- c) use of the quoted normative references in accordance with ISO/IEC Directives part 2;
- d) correct titles and editions of these quoted normative references;
- e) use of consistent terminology in the draft or the preparation, with project leader or other suitable person of a good technical expertise with which to update the version being checked;
- f) accuracy of the crossed references ;
- g) legibility and coherence of tables, figures and text with the intended meaning of the text being clear and unambiguous.

5.2.14.7 Mode of Work

- Working by correspondence (preferably electronically)
- Meetings when necessary

6. STAGES IN THE DEVELOPMENT OF EAST AFRICAN STANDARDS

6.1 General

6.1.1 A complete list of project stages, together with the designations of the associated documents and time frames allowed for commenting or voting, is given in **Table 1**. The development of Technical Specifications, Technical Reports and Publicly Available Specifications is described in **7.8**.

6.1.2 In order to avoid unnecessary delays and ensure effectiveness and relevance of the developed EAS Standards, the time lines will be monitored in accordance to **Annex B**.

6.1.2 Examples for the numbering of projects are given in **7.1.3**

6.1.3 Wherever possible, source documents shall be International or Regional Standards. Where this is not possible, source documents, such as existing National Standards in a Partner State, shall be such that they do not refer normatively to Standards that are not readily obtainable or to legislation that is of no legal force or effect in all Partner States.

6.1.4 In cases where an existing International Standard is proposed for harmonization as an EAS, the process may commence, subject to the approval of the responsible TC/SC, with Stage 4 (Enquiry Stage) , i.e. the standard proposed for adoption may be circulated to the TC/SC directly as a DEAS, accompanied by a NWIP (**see 7.2**).

6.1.5 After the Approval and Declaration Stage, the text of the EAS is made available by the EAC Secretariat to each NSB for adoption and implementation within its system of national standards as provided for in the EAC SQMT Act. 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 – Time periods allowed for commenting / voting

Project Stage	Associated document	Abbreviation¹	Timeframes
0: Preliminary stage	Preliminary work item	PWI	Not applicable
1: Proposal stage	New Work Item Proposal	NWIP	3 or 5 months
2: Preparatory stage	Working Draft	WD	2 months
3: Committee stage	Committee Draft(s)	CD	6 months
4: Enquiry stage	Draft East African Standard	DEAS	2 months
5: Ballot stage	Final Draft East African Standard	FDEAS	1 Month
6: Approval and Declaration stage	East African Standard	EAS	Not applicable
7: Publication stage	East African Standard	EAS	Not applicable

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.

6.2 Preliminary Stage (Stage 0)

The preliminary stage is the stage at which the NSB receives an idea or a preliminary work item (PWI) for a new harmonized standard. At this stage the NSB receives ideas, suggestions or directives expressing the need to have harmonised standard in place. The NSB shall evaluate the PWI for its relevance, necessity and possibility of achieving the harmonised standard or other deliverable and make a decision on whether to progress this PWI into the harmonisation process. The preliminary stage ends when the PWI has been accepted by the NSB to advance to the proposal stage.

6.3 Proposal Stage (Stage 1)

At this stage the NSB prepares a NWIP indicating the suggested title (s), scope(s) and the justification for the item to be included in the EAC standards harmonisation programme.

The proposal stage ends when a NWIP has been accepted by at least 2 NSBs to advance it into the standards programme.

6.4 Preparatory Stage (Stage 2)

This is the stage at which the TC/SC Secretary develops a working draft (WD).

The WD will only be developed by the TC Secretariat taking into consideration the available international, regional or national standard which may be adopted or adapted as a CD.

The preparatory stage ends when WD has been accepted to advance to first CD.

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

6.5 Committee Stage (Stage 3)

The committee stage is the stage at which the TC/SC members receive a CD and the TC members provides comments on the draft. Consensus is built on received comments for progression of the CD to the enquiry stage.

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.

6.6 Enquiry Stage (Stage 4)

The enquiry stage is the stage at which the DEAS is made available for public comments for a period of **60 days** and received comments reviewed by the TC Secretariat in order to deal with unresolved harmonization issues and to advance the document for acceptance by the Partner States at the balloting stage.

In cases where an existing International or Regional Standard (e.g. ISO, IEC or ARSO, etc) is proposed for harmonization as an EAS, the process may commence from **Stage 4**, i.e. the standard proposed for adoption (NWIP) may be circulated to the NSBs directly as a 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. At this stage the DEAS are also notified to WTO.

6.7 Ballot Stage (Stage 5)

The ballot stage is the stage at which the Partner State's NSB formally accept FDEAS to advance the document for approval by SMC. The ballot stage ends when acceptance by all Partner States has been adopted by SMC and an FDEAS is accepted to advance to the approval stage EASC.

6.8 Approval and Declaration Stage (Stage 6)

This is the stage at which the EASC Approves FDEAS on the basis of the due process and recommends to the Council of Ministers for Declaration as East African Standards. This stage ends when the EAS is approved and Declared by Council of Ministers.

6.9 Publication Stage (Stage 7)

At this stage the number, title and scope of the newly declared EAS is published in the EAC Gazette and posted on EAC Web-Portal and copies of the EAS are available to the public from the NSBs on demand.

7 PROCEDURES

7.1 Development of East African Standards

7.1.1 Proposal stage (Stage 1)

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

- a) new EAS;
- b) new part of an existing EAS;
- c) revision of an existing EAS or part;
- d) amendment to an existing EAS or part;
- e) TS or a PAS.

7.1.1.2 Upon receipt of a proposal/ need for a new work item, the TC Secretariat shall circulate it using Form A to all Partner States NSBs and posting it in the EAC Web-Portal.

7.1.1.3 The Partner States NSBs upon receipt of Form A and B will then circulate the same to its National Members giving them two months to seek national position and compile for submission to the TC Secretariat.

7.1.1.4 The TC Secretariat upon receipt of the National positions on the proposals from the Partner States NSBs will within **14 days** compile the positions using form C for consideration by the SMC for approval.

7.1.1.5 The SMC will approve the titles, scopes for the NWIP before its acceptance into the programmes of work and priorities within work programmes. The criteria for acceptance of the NWIP shall be based on the following considerations:

- a) Trade and market requirements within the EAC;
- b) Scientific and technological development;
- c) Common Regional Regulatory objectives (e.g. Security, safety, health and environment considerations);
- d) EAC Council of Ministers priorities;
- e) Common imports into the region with a view to reduce substandard imports and dumping into the region.

7.1.1.6 Upon receipt of the approved work program containing the NWIP items, the Partner State NSB shall first have the work program approved as per its national procedures for purposes of aligning the regional work program with the National work program. The NWIP may be accompanied by WD.

7.1.1.7 The TC Secretariat will then prepare WDs in the style and format in accordance with ISO/IEC Directive 2 and EAS template given in Annex C.

7.1.2 Preparatory Stage (Stage 2)

7.1.2.1 Upon approval of the NWIP by the SMC, the TC Secretary develops the WD. The WD may be received from proposing NSB or the TC may form a WG for the purpose of producing a WD. While developing the WD, considerations shall be given to available IS, Regional and National Standards.

7.1.2.2 The preparatory stage ends when WD has been accepted to advance to either first CD or DEAS stage.

7.1.1.3 In cases where an existing International or Regional Standard (e.g. ISO, IEC or ARSO.) is proposed for harmonization as an EAS, the process may commence with Stage 4, i.e. the TC Secretariat circulates the standard proposed for adoption to the NSBs directly as a DEAS.

7.1.3 Committee Stage (3)

7.1.3.1 After the WD has been accepted, it shall be elevated to a CD 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 in the form CD/C/XXX/YYY, where C is the Partner State initial (B = Burundi; K = Kenya; R = Rwanda; T = Tanzania and U = Uganda), XXX is the serial number allocated by the Partner State and YYY is the year of circulation.

7.1.3.2 As soon as it is available, a CD shall be circulated by the TC Secretariat to all NSBs for consideration together with Form D for comments.

7.1.3.3 The Partner States will comment on the draft and compile the National positions for submission to the TC Secretary within a period of 3 months.

After receiving the comments, the TC Secretary shall compile, collate and circulate comments to all Partner States for consensus building using **Form E**.

7.1.3.4 Consensus is built on received comments for progression of the CD to the enquiry stage. Consensus building may be by correspondence or by a Regional TC meeting. . Where there is no consensus through correspondence, a regional meeting is convened to resolve the outstanding issues.

It is the responsibility of the Chairperson in collaboration with the TC Secretary to judge whether there is sufficient support bearing in mind the definitions for consensus and the procedures for holding meetings as in **7.3**.

7.1.3.5 If the CD draft is considered at a meeting and consensus is not reached on that occasion, a further CD incorporating decisions taken at the meeting is produced and distributed within 1 month for consideration.

Considerations for other successive drafts will continue until consensus is reached or the decision to abandon or defer the work has been made by the TC for consideration by the SMC and considering the time limits allowed for each stage as in **Annex B**-Monitoring timelines in the development of EAS Standards.

7.1.3.6 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.

7.1.4 Enquiry Stage (Stage 4)

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

7.1.4.2 At the enquiry stage, the enquiry draft (public review draft) (DEAS) together with **Form D** Comment Template shall be circulated by the TC Secretariat to all national bodies for public comment for a period of **60 days**. At this stage the DEAS is also notified to WTO as given in **7.6** - Procedures for notifications.

The TC Secretary reviews, compile, collate and circulate comments using **form E** to all Partner States in order to deal with unresolved harmonization issues and to advance the document for balloting by the Partner States.

Comments received after the closing date shall be submitted to the TC or SC Secretariat for consideration at the time of the next review of the East African Standard.

7.1.4.4 On receipt of any comments, the chairman of the TC or SC, in cooperation with its Secretary and the project leader, shall take one of the following courses of action:

- a) when the approval criteria of **7.1.4.5** 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 **7.1.4.5** are not met to discuss the enquiry draft and comments at the next meeting, and
 - i) advance the enquiry draft to the next stage;
 - ii) to re-circulate a revised enquiry draft for another period of **60 days** or
 - iii) issue another deliverable.

7.1.4.5 The acceptance criteria of the DEAS shall be when all comments have been resolved. Failure to submit comments 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. At this stage the TC Secretariat ensures that the DEAS has been edited as defined in **5.2.14.6**.

7.1.5 Ballot Stage (Stage 5)

7.1.5.1 At the ballot stage, the Final Draft East African Standard (FDEAS) shall be distributed by the TC Secretariat together with the **Ballot Form F within one month** to all Partner States for a one month vote.

7.1.5.2 The position submitted through the Partner State NSB shall be explicit: positive or negative.

If an FDEAS is acceptable to a Partner State, no comments shall be submitted.

If a Partner State finds an FDEAS unacceptable, it shall state the technical reasons and no conditional acceptance shall be submitted.

7.1.5.3 The acceptance criteria of the FDEAS shall be a positive acceptance on the FDEAS by all NSB Partner States. Failure to submit position within the prescribed timelines shall be deemed to be an acceptance of the FDEAS.

7.1.5.4 The Secretariat of the TC has the responsibility of bringing any errors that may have been introduced in the preparation of the draft to the attention of SMC by the end of the Balloting period; further editorial or technical amendments are not acceptable at this stage.

7.1.5.5 Within **two (2)weeks** after the end of the Balloting period, the TC Secretariat shall circulate to SMC, EAC Secretariat and NSBs a report using the summary of National position Form G showing the result of positions and indicating either the formal approval by Partner States to issue the EAS or formal rejection of the FDEAS.

7.1.5.6 The ballot stage ends when acceptance by all Partner States has been adopted by SMC and an FDEAS is accepted to advance to the approval stage. The TC Secretariat submit the report of the TC work accomplished to the SMC before the SMC meeting in accordance to the procedures for meetings as given in **7.3**.

7.1.5.7 If the FDEAS is not approved in accordance with the conditions in **7.1.5.3**, the document shall be referred back to the TC concerned for reconsideration in the light of the technical reasons submitted in support of the non acceptance.

The committee may decide to:

- a) produce a revised draft as a committee draft, enquiry draft or, FDEAS;
- b) recommend to the SMC to consider the publication of the FDEAS as a TS, PAS, TR or cancel the project.

7.1.6 Approval and Declaration Stage (Stage 6)

7.1.6.1 Each TC Chairman presents to the SMC a report of the TC indicating the FDEAS which are due for approval following a due process.

7.1.6.2 The SMC considers all the reports presented by the various TC Chairpersons and verifies that the due process has been followed. The SMC will also verify that the final text of the FDEAS is available with EAC Secretariat.

7.1.6.3 The SMC compiles a report indicating the list and titles of the FDEAS or other deliverables that are ready for approval. This report is then circulated to the NSBs and the EAC Secretariat.

7.1.6.4 The Chairperson of the SMC presents the report to the EASC for consideration and approval of the FDEAS by EASC.

7.1.6.5 The EASC compiles a report indicating a list and titles of FDEAS that are due for approval and declaration as East African Standards and submit it to the EAC Secretariat.

7.1.6.6 The EAC Secretariat presents the report of the EASC to the Council of Ministers for Declaration of the FDEAS as EAS.

7.1.6.7 The Council of Ministers Declares the EAS on the basis of the EASC report.

Upon the Declaration, the EAC Secretariat shall keep the hard copies of the approved text as signed by the Chairperson of the EASC and circulate to all Partner States NSBs for adoption.

7.1.6.8 Adoption of the EAS shall be in accordance to the provisions of article 15(1) of the EAC SQMT Act, 2006 provides that “Within six months of the declaration of an East African Standard, the Partner States shall adopt, without deviation from the approved text of the standard, the East African Standard as a national standard and withdraw any existing national standard with similar scope and purpose”.

7.1.6.9 If the Council for some reason does not declare any FDEAS to become EAS, the EAC Secretariat shall refer back the FDEAS to the EASC for further action as indicated in the Council decision.

7.1.7 Publication Stage (Stage 7)

7.1.7.1 Within **1 month** after declaration of the EAS Standards, EAC Secretariat publishes the number, title and scope of the newly declared EAS in the EAC Gazette and posted on EAC Web-Portal. In order to ensure compliance with the EAC SQMT ACT 2006, the EAC Gazette Notice shall fix the following dates for any declared EAS:

- a) latest date by which the EAS has to be implemented at national level by publication of an identical national standard or by endorsement;
- b) latest date by which the national standards conflicting with the EAS have to be withdrawn.

7.1.7.2 At this stage the EAC Secretariat also updates and publishes the updated EAC Standards catalogue.

7.1.7.3 The NSBs will make these EAS available to the public and provide them on demand as provide for in the National procedures.

7.2 Procedure for adoption of International/Regional standards

7.2.1 The EASC may through the National Standards Body, adopt International or Regional Standards for use in the EAC.

7.2.2 Only standards identified to be suitable for use without any modification may be adopted and such International or Regional Standards shall enter the procedure at the **enquiry stage (Stage 4)** for consideration for the suitability for application without modification.

In the case of those International or Regional Standards identified to be suitable for use as normative references in the product Standards their adoption will be done during the discussion of the product Standard.

7.2.3 The acceptance criteria shall be when all Partner States accept to use the IS or Regional standard without modification. Failure to submit a position within the prescribed timelines shall be deemed to be an acceptance of the IS or Regional standard.

If the standard is found to be acceptable by all the Partner States, it is advanced to approval and declaration stages for endorsement for adoption.

7.2.4 If the IS or Regional standard is not approved in accordance with the conditions in **7.2.3**, the document shall be referred back to the TC or SC concerned for reconsideration in the light of the technical reasons submitted in support of the non acceptance.

The TC /SC may decide to submit a fresh NWIP with the IS or Regional Standards being used as reference information at Stage 1 (**see 7.1.1**).

7.2.5 Upon acceptance of adoption proposal the TC Chairperson shall prepare and present to the SMC a report of the TC indicating the list and titles of the IS/Regional Standards which are suitable for use in the community.

7.2.6 The SMC considers all the reports presented by the various TC Chairpersons and verifies that the due process has been followed.

7.2.7 The SMC compiles a list and titles of IS/Regional Standards that are ready for endorsement. This list and titles is then circulated to the NSBs and the EAC Secretariat.

The Chairperson of the SMC presents to the EASC, the list of IS/Regional Standards recommended for endorsement for adoption at National level.

7.2.8 The EAC Secretariat then circulates the list and titles of endorsed IS/Regional Standards to the Partner States NSBs for adoption.

7.2.9 The EAC secretariat shall upon endorsement publish in EAC Gazette notice the titles and standard numbers of the endorsed standards as published by the publisher. The notice shall be titled thus: 'List of Endorsed international/ regional standards for adoption by EAC Partner States'.

7.2.10 Upon publication Gazette notice of the endorsed standards, the EAC secretariat shall document the list in EAC standards catalogue.

7.2.11 The Adoption ends when the list of the newly Endorsed IS/ Regional Standards is published in the EAC Gazette with information as in **7.1.7.2** and posted on EAC Web-Portal and copies of the adopted IS/ Regional Standards are available to the public from the NSBs on demand in accordance to their National procedures.

7.3 Procedure for Meetings

7.3.1 General

7.3.1.1. TCs and SCs shall use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. A TC or SC meeting should be convened only when it is necessary to discuss CDs or other matters of substance which cannot be settled by other means.

7.3.1.2. The invitation to all meetings shall be done by the EAC Secretariat at least **2** months before the date of the meeting. Within **1 month** after receipt of the invitation, confirmation of the participants shall be communicated to the host and copied to the EAC Secretariat and the TC Secretariat.

7.3.1.3 The TC Secretariat should look ahead with a view to drawing up, in consultation with the SMC, a planned minimum **2-year** programme of meetings of the TC and its SCs and, if possible, its WGs, taking account of the programme of work.

7.3.1.4 In planning meetings, account should be taken of the possible advantage of grouping meetings of TCs and SCs dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by delegates who participate in several TCs or SCs.

7.3.1.5 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 TC or SC and at the same place.

7.3.2. Calling an SMC, TC or SC meeting

7.3.2.1. The date and place of a meeting shall be subject to an agreement between the TC Chairperson and the TC Secretary of the TC or SC concerned and the NSB acting as host. In the case of a SC meeting, the SC Secretariat shall first consult with the Secretariat of the parent TC in order to ensure coordination of meetings (**see also 7.3.1.3**).

7.3.2.2. An NSB wishing to act as host for a particular meeting shall contact the TC or SC Secretariat concerned.

The intending host NSB shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any members of the TC or SC for the purpose of attending the meeting.

7.3.2.3. The Committee Secretariat shall ensure that arrangements are made for the agenda and all other basic documents for example reports, new work item proposals, FDEAS to be circulated at the latest **4 weeks** before the date of the meeting.

The Secretariat shall ensure that comments for CDs are circulated at least **6 weeks** before the meeting if they are to be included on the agenda and be eligible for discussion at the meeting.

7.3.3 WG Meetings

7.3.3.1. WGs 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 convener of the meeting of a working group shall be sent to all members and to the Secretariat of the parent TC, at least **6 weeks** in advance of the meeting.

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

7.3.3.2. If a WG meeting is to be held in conjunction with a meeting of the parent TC, the Convenor shall coordinate arrangements with the Secretariat of the parent TC. In particular it shall be ensured that the WG members receive all general information for the meeting, which is sent to delegates to the meeting of the parent TC.

7.3.4 Language at Meetings

The language at meetings shall be English.

7.3.5 Conducting the Meetings

7.3.5.1 The quorum to the meetings shall be as defined in every mode of working for the different committees.

7.3.5.2 The Chairperson of the each meeting shall conduct the meeting as provided for in **5.2.10**.

7.3.5.3 The Secretary to each meeting shall carry out the roles and activities as defined in **5.2.11**

7.3.6 Report of the Meeting

7.3.6.1 Reports of the meetings shall be prepared in accordance with **5.2.11** and shall be signed immediately by the Heads of Delegation from Partner States.

7.3.6.2 For the case of reports on discussions on the text of Standards, the report will capture the specific changes that have been made together with the reasons for the changes. The report should be structured to ensure traceability of the changes made and the reasons for the changes.

7.3.6.3 The specific changes made in the text of the draft standard under discussion, shall be highlighted in a tracked changes format and attached to the report as an Annex.

7.3.6.4 In the case of a report where a final draft standard is adopted by a Committee, the final text will be adopted together with the report.

7.3.6.5 In case the Standard is discussed online and specific changes are made to the text of the draft standard, the report of the discussions is shared online. If there is no objection to the report, the report is considered as the report of the meeting.

7.3.7 Cancellation of Meetings

Every possible effort shall be made to avoid cancellation or postponement of a meeting once it has been scheduled or convened. Nevertheless, if the agenda and basic documents are not available within the time required by **7.3.2.3** then the Secretariat has the right to cancel the meeting.

7.4 Review of East African Standards

7.4.1 EAC Standards are reviewed at regular intervals not exceeding 5 years or whenever need arises. The review of each EAC Standard may result into an amendment, reconfirmation, revision or withdrawal. The review shall be conducted by the responsible TC.

7.4.2 In the case of endorsed IS/Regional Standards, the timing of the review shall be such as to follow closely after the international/regional review of the source standard (i.e. when the future of the source standard is known).

7.4.3 The regular reviews of the EAS shall be initiated by the TC Secretary at the latest 4 years after its declaration. In addition, the EAC Secretariat shall list once a year all the EAS that have reached four years after declaration date, and informs the concerned TC of the need for a review of an EAS, using **Form H** 'Review of EAS'. The TC shall send the questionnaire form to all Partner State NSBs giving them a period of **1 month** to respond.

7.4.4 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.

7.4.5 Upon review of an EAS, the TC decides and takes a resolution by consensus, 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; or
- the drafting of an amendment (only valid for EAS that are less than **4 years** old).

7.4.6 When the decision, following a review, is to undertake a revision, a new project (NWIP) shall be initiated as defined in **7.1.1**

7.4.7 When the decision is to have an amendment, the process shall be undertaken as defined in **7.5**

7.4.8 When the decision is to withdraw the EAS, the decision shall be confirmed by the SMC.

7.4.9 The need for review may also arise from any stake holders and such needs and the justification shall be channelled through the NSB to the TC Secretariat; or

Where a need arises from the EASC, Council or the EAC Secretariat such needs and the justification shall be channelled through the SMC to the TC Secretariat and such reviews will be undertaken as a new project (NWIP) as defined in **7.1.1**.

7.5 Amendments

An amendment alters and/or adds to the previously agreed technical provision in an existing East African Standard.

An amendment to an EAC Standard shall be circulated by the TC Secretariat in exactly the same way as a new project (NWIP) as defined in **7.1.1**.

7.6 Notification Procedure

7.6.1 To encourage transparency and convergence in the Community and to ensure compliance to the WTO requirements, EAC Standards work programs and the DEAS will be notified.

In addition each Partner State's NSB Standards work programmes and any draft standards that are not in line with the EAC work programs will also be notified.

7.6.2 The SMC Chairperson will ensure that EAC Standards work program is notified to the Partner States NSBs. The Partner States NSB have the obligation to notify WTO.

7.6.3 TC Secretariat will notify the DEAS to the NSBs. The Partner States NSB have the obligation to notify WTO.

7.6.4 Partner States NSBs will notify to the other Partner State NSBs and the EAC Secretariat, their Standards work program and any drafts standards at an enquiry stage that are not in line with the EAC work programs.

All these notifications are sent via e-mail to WTO, Partner States NSBs and the EAC Secretariat, using WTO/TBT Notification Form.

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

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

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

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

7.6.9 Following the circulation of a Notification, a Partner State NSB may send a reaction to the originator of a notification, with a copy to the EAC Secretariat, informing them of:

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

7.6.10. If the NSB requests a passive or an active participation, the EAC Secretariat registers the request. The originator reacts to the request and informs EAC Secretariat. The EAC Secretariat registers the reaction.

7.6.11 If the a partner State NSB wishes the initiation of East African standardization work on the item subject of the notification, it follows the process of a new project (NWIP) as defined in **7.1.1**.

7.7 Appeals

7.7.1 Partner States NSBs have the right of appeal. A National Member of a TC or SC may appeal against any action, or inaction, on the part of the TC or SC, when the a Partners States NSB or National Member considers that such action or inaction is:

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

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

Appeals on decisions concerning NWIP, CDs, DEAS 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 Partner States.

7.7.3 All appeals shall be fully documented to support the concerns.

7.7.4 Levels of appeal

Partner States NSBs have the right of appeal within **2 months** of the decision in question

- a) to the parent TC on a decision of a SC;
- b) to the SMC on a decision of a TC;
- c) to the EASC on a decision of the SMC;
- d) to the Council on the decision of the EASC;
- 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.

7.7.5 Appeal against a SC decision

7.7.5.1. The documented appeal shall be submitted by the Partner States NSB to the TC Secretariat, with a copy to the EAC Secretariat and the SMC.

7.7.5.2. Upon receipt, the TC Secretariat shall advise all Partner States through NSBs of the appeal and take immediate action, by correspondence or at a meeting, to consider and decide on the appeal in consultation with the SMC.

7.7.5.3. If the TC supports its SC, then the initiator of the appeal may either

- accept the TC decision, or
- appeal against it.

7.7.6. Appeal against a TC decision

7.7.6.1. Appeals against a TC decision may be of two types:

- an appeal arising out of **7.7.5.3** above, or
- an appeal against an original decision of a TC.

7.7.6.2. The documented appeal shall, in all cases, be submitted to the SMC, with a copy to the Chairperson and TC Secretariat.

7.7.6.3. The SMC shall, following whatever consultations deemed appropriate, hear the appeal within **one month** after receipt of the appeal.

7.7.6.4. The SMC shall decide whether an appeal shall be further processed or not. If the decision is in favour of proceeding, the Chairperson of the SMC 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 month**. If the conciliation panel is unsuccessful in resolving the difference of opinion, this shall be reported to the Chairperson of the SMC, together with recommendations on how the matter should be settled.

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

7.7.7 Appeal against an SMC decision

An appeal against a decision of the SMC 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**.

If the appeal is not resolved by the EASC, the appellant may proceed in accordance with the SQMT Act 2006.

7.7.8 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 by the EASC.

7.8 Development of Other Deliverables

7.8.1 Technical Specification (EAS/TS)

In additions to the requirements specified in ISO/IEC Directives Part 1, TS may be prepared and published under the following circumstances and conditions:

7.8.1.1 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 EAS, the decision may be made to publish a TS. The reasons for publishing the TS, and an explanation of its relationship to the expected future EAS, shall be given.

7.8.1.2 A TS may be established with a view to serving for instance the purpose of:

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

Furthermore, a TC may decide to publish an EAS work item as a TS 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 TSs if, for instance, the DEAS had dealt with more than one class of product, or included alternative methods of test. TSs may, therefore, compete with each other.

7.8.1.3 A TS may compete against another TS with the same scope, but a TS shall not conflict with an EAS.

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

7.8.1.4 During preparation of the TS, or after its approval, no standstill obligation shall exist except if the EASC has specifically decided so.

7.8.1.5 The maximum lifetime of TS is 6 years (i.e. one three-year period and one confirmation).

7.8.2 Publicly Available Specifications (PAS)

A PAS can be seen as a step in the process of Standardization work. 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. The development of the PAS will in accordance to the ISO/IEC Directives Part 1.

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.

7.8.3 Technical Reports (TR)

When a TC or SC has collected data of a different kind from that which is normally published as an EAS (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 TC or SC may decide, by consensus, to request the SMC to publish such data in the form of a TR. 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 EAS related to the subject. The SMC in consultation with the EAS, shall decide whether to publish the document as a TR.

When the TC or SC decides to develop a TR, it shall be done in accordance with ISO/IEC Directives Part 1.

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 TR or after its adoption, no standstill obligation shall exist. 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 TRs are regularly reviewed by the Committee responsible, to ensure that they remain valid. Withdrawal of a TR is decided by the TC or SC responsible.

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

7.8.4 Technical Corrigenda

A technical corrigendum is issued to correct either:

- a) a technical error or ambiguity in an EAS, a TS, a PAS or a TR, inadvertently introduced either in drafting or in printing and which could lead to incorrect or unsafe application of the publication, or
- b) information that has become outdated since publication, provided that the modification has no effect on technical normative element of the standard.

Note: Technical corrigenda are not issued to correct errors that can be assumed to have no consequence in the application of the publication, for example minor printing errors

Suspected technical errors or outdated information shall be brought to the attention of the TC or SC concerned.

The TC/SC Chairperson and Secretary will take a decision in consultation with members of TC or SC, the TC/SC basing on the nature of the Technical Corrigenda. Chairperson shall submit to the SMC the decision taken in regard to the correction, with an explanation of the need to do so.

The decision maybe whether to publish a technical corrigendum or a corrected or updated reprint of the existing edition of the publication.

The SMC bearing in mind the best practices of avoiding proliferation of medications and ensuring coherency, shall decide whether to publish a technical corrigendum or a corrected or updated reprint of existing edition of the publication.

The SMC decision shall then submit their decision to the EASC through EAC Secretariat for appropriate action.

The TC Secretariat updates the original EAS accordingly and the EAC Secretariat reflects the updates and communicates to the Partner States through the NSBs.



EAST AFRICAN STANDARDS COMMITTEE

Form A (normative)

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
Abolition of barriers?	<input type="checkbox"/>	<input type="checkbox"/>	Free circulation of goods?	<input type="checkbox"/>	<input type="checkbox"/>
What barriers to trade can be identified?			Assurance of health?	<input type="checkbox"/>	<input type="checkbox"/>
Do they hamper:			Promotion of safety?	<input type="checkbox"/>	<input type="checkbox"/>
Commerce?	<input type="checkbox"/>	<input type="checkbox"/>	Environment protection?	<input type="checkbox"/>	<input type="checkbox"/>
Production?	<input type="checkbox"/>	<input type="checkbox"/>	Other aims (please specify)	<input type="text"/>	
Exchange of services?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	

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	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify)	<input type="text"/> <input type="text"/>	
Performance, function, quality	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

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	<input type="checkbox"/>	<input type="checkbox"/>	3) Marketing, labelling, packaging, transport	<input type="checkbox"/>	<input type="checkbox"/>
2) Characteristics:					
Designation	<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"/>			
Acoustical	<input type="checkbox"/>	<input type="checkbox"/>	7) Others (please specify)	
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:

	YES	NO		YES	NO
1) International Standards*	<input type="checkbox"/>	<input type="checkbox"/>	3) Other specifications or requirements	<input type="checkbox"/>	<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
Not Known

If 'YES', give brief details:

.....

10 Will liaison with outside bodies be necessary? YES NO

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:

.....

.....

12 Is any aspect governed by the requirements of inspection bodies?

YES NO Not Known

Give brief details:

13 Would any aspect conflict with known patented items?

YES NO

(ISO Directives, Part 2 refers)

If 'YES', provide full information on a separate sheet.

14 Participation in work

- | | 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"/> |

15 Documentation

All documentation previously referred to should accompany this proposal and be listed below.

Are any of the attached documents to be circulated to EASC members with the proposal?

YES NO

Please send an electronic copy of these document(s) together with the proposal to SMC.

Signed :

Date :

Name :

Position :



EAST AFRICAN STANDARDS COMMITTEE

EAST AFRICAN STANDARDS COMMITTEE	
Form B (normative)	
New work item proposal acceptance form	
Date of circulation	Reference number EAS/TC ... / SC ... N
Closing date for acceptance	
Partner state NSB accepting	

<p>EAS/TC / SC ...</p> <p>Title</p> <p>.....</p> <p>.....</p> <p>Project Secretariat</p>

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

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

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)

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

- No. Please submit technical reasons under section 3 below and submit the response.
- 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

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

An Annex is attached to this form

Partner responding	state	NSB	Name
Date			

Compilation of the results of voting on EAC/NP

Member body	Member status	Feasible to develop a Globally Relevant Standard			Accepted for Stage 0	Accepted for Progressing to WD	When a draft has been attached			Comments enclosed	Participation	Expert(s) nominated	no reply (optional)
							Accepted as a WD	Accepted as CD	Accepted as DEAS				
	P/O	Yes	No	Abst.	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
Totals (P-members only)													

Abstentions and incomplete votes are not counted

Total of P-members voting (x):



EAST AFRICAN STANDARDS COMMITTEE

Form D (normative)

Comments and Observations Form

Organization:		
Circulation Date:	Closing Date:	Document: REFERENCE NO.

1	(2)	3	4	(5)	(6)
Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Tab le/Note (e.g. Table 1)	Type of comment ¹	Comment (justification for change) by the Organization	Proposed change by the Organization	Secretariat Observations on all comments



EAST AFRICAN STANDARDS COMMITTEE

Form E


National Consultation Comments Collation

Title:	Document Reference No.: Date:
--------	----------------------------------

	1	2	3	4	5	6
Clause	Partner state	Partner state	Partner state	Partner state	Partner state	Secretariat Recommendations

**Form F
(normative)**

Acceptance Form for FDEAS

	Title:	<<type DEAS/FDEAS No. and title here>>	
	Document Type:	Draft for acceptance	
	Dates:	Circulation date	Closing date
		<<type date draft circulated for voting>>	<<type closing date for receipt of votes>>
Recipient	This form is to be filled, signed and returned to EAC Secretariat for the attention of <<type name of TC Secretary>>		

With reference to the last meeting of the <<TC name>> Technical Committee, held on <<date>> (Date) Concerning document <<standard title>> I <<respondent's name>> (name)

accept *

do not accept

the document as approved by the committee.

If you do not accept, please indicate the part of the document not acceptable to you, with reasons, in the space provided below (if the space is not enough, please attach a separate sheet of paper):

.....

.....

.....

.....

.....

Signature:

On behalf of: (name of organization)

Date:

NOTE: Absence of any reply or comments shall be deemed to be an acceptance of the final draft East African standard.

* Kindly tick only in the appropriate box. Any other mark (e.g. strikethrough) will make this form invalid

**Form G
(normative)**

Summary of national position on FDEAS



EAST AFRICAN STANDARDS COMMITTEE

<<enter document number, and title>>

Positions by partner states			
Partner State NSB's Name	Approval	Disapproval	Comments (refer to attachment with comments)

No response*	
Partner State 's Name	Representing (Organization)

* Members who did not respond are assumed to have agreed with the document as presented and they shall constitute an approval vote (see footnote on the ballot form)

DECLARATION (to be signed by secretary)

Based on the results of voting as documented above, and taking into account the acceptance criteria given in these procedures, the referenced draft standard is

Recommended*

Not recommend

for adoption by the East African Standards Committee into an East African Standard.

Signature:.....

Date:.....

Name:.....

TC SECRETARY

Verified by immediate supervisor: Name & Designation:

Signature:

Date:

* Kindly tick only in the appropriate box. Any other mark (e.g. strikethrough) will make this form invalid



EAST AFRICAN STANDARDS COMMITTEE

Form H (normative)

Questionnaire for review of East African Standards

NUMBER OF EAS	
TITLE OF STANDARD	
SCOPE	
TC SECRETARIAT	
CIRCULATION DATE	
CLOSING DATE	

The above East African Standard has been identified for review. Please complete the information and send back to the TC 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,

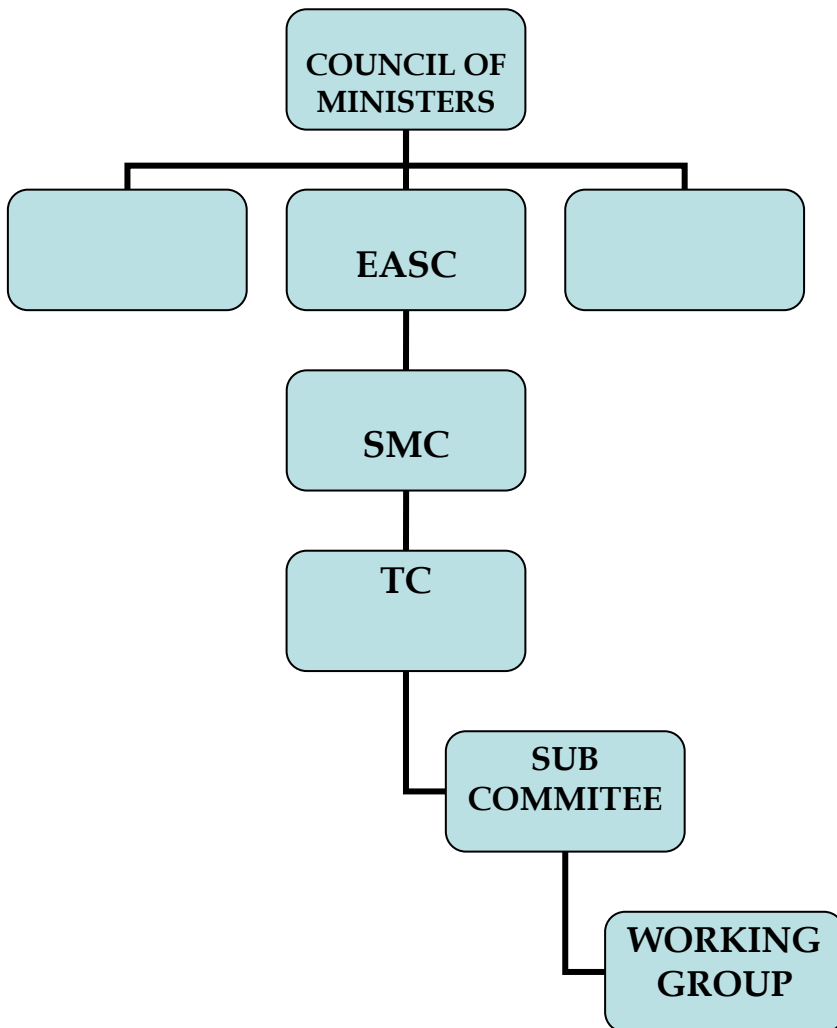
- We are prepared to PARTICIPATE in the development of the project.
- We are NOT prepared to PARTICIPATE in the development of the project.

Member body replying:

Name :

Date : Signature:

Annex A: Organizational Structure for the development of EAS standards



Annex B: Monitoring the Time Lines in the Development of EAS Standards

The SMC shall proactively encourage the publication of alternative deliverables or cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support. The maximum timelines allowed for each stage is indicated in Table 2.

Table 2 — Maximum timelines allowed for each stage

		Committee drafts	Adoptions
0.	Preliminary work item	Not applicable	Not applicable
1./2.	Circulation NWIP	4 Months	—
3.	Committee Draft	8 Months	—
3.	Internal Commenting	1 Month	—
4.	Enquiry Stage Including Preparation	4 Months	—
5.	Preparation For Balloting	4 Months	4 months (+NWIP)
5.	Balloting	1 Month	1 month
6.	Approval	2 Months	2 months
	Total	24 months	7 months

B1 The maximum duration allowed for completion of a standards project is 24 months from the time of entry as a NWIP to the time of approval of the standard. The SMC may allow a total tolerance of 12 months for delays in the process. This tolerance may be spread over the different phases of the development of the standards.

B2 Where a 2nd DEAS Enquiry is inevitable, the second enquiry shall be carried out within the tolerances allowed. The responsible TC shall confirm that the decision to carry out a second DEAS Enquiry does not lead to a postponement of the deadlines set in the provisions on the 'two-year timeframe'. If a TC concludes that a postponement of a deadline is needed in order to be in a position to carry out a 2nd DEAS Enquiry (which will be generally the case), it should decide on a 12 month tolerance, under the conditions specified above.

B3 Items that are overdue beyond the tolerance of 12 months (i.e. more than 3 years in the process) shall be withdrawn by the SMC from the standards programme within one month after the corresponding deadline. In case such a draft is sent to the SMC for submission for an adoption procedure, strictly within this one month period, would be accepted.

Annex C: Standards Template for the Development of EAC Standards