



ARSO CENTRAL SECRETARIAT

**AFRICAN STANDARDS HARMONIZATION MODEL
(ASHAM)**

**PRINCIPLES AND PROCEDURES FOR
HARMONIZATION OF AFRICAN
STANDARDS**

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FOREWORD

African Organisation for Standardisation (ARSO) is an intergovernmental body established by OAU and UNECA in 1977 with the principal mandate to harmonise African Standards and conformity assessment procedures in order to reduce technical barriers to trade and therefore promote intra African and international trade as well as enhance the industrialization of Africa. Thus the mandate of ARSO includes the following:

- (a) harmonize national and/or sub-regional standards as African Standards and issue necessary recommendations to member bodies for this purpose;
- (b) initiate and co-ordinate the development of African Standards (ARS) with references to products which are of peculiar interest to Africa;
- (c) encourage and facilitate adoption of international standards by member bodies;
- (d) promote and facilitate exchange of experts, information and co-operation in training of personnel in standardization activities;
- (e) co-ordinate the views of its members at ISO, IEC, OIML, Codex and other international organisations concerned with standardisation activities; and
- (f) create appropriate bodies in addition to the organs of the organisation for the purposes of fulfilling its objectives.

The procedures detailed in this manual define the methodologies for the development, harmonization, adoption and publication of African standards. 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.

PRINCIPLES AND PROCEDURES FOR HARMONIZATION OF AFRICAN STANDARDS

1 Scope

This document specifies the basic principles, procedures and processes for the development, adoption, publication and maintenance of African Standards and other deliverables.

2 References

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements 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.

Treaty Establishing the African Economic Community (The Abuja Treaty) of 1991

Agreement Establishing the African Continental Free Trade Area

ISO/IEC Directives – Part 1: Procedures for the Technical Work

ISO/IEC Directives – Part 2: Principles and rules for the structure and drafting of ISO and IEC documents

ISO/IEC Guide 2, Standardization and related activities – General vocabulary

WTO Agreement of Technical Barriers to Trade (WTO TBT Agreement)

3 Terms, definitions and abbreviations

3.1 Terms and definitions

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

3.1.1

African Standard (ARS)

standard approved by the ARSO Council and adopted by the ARSO General Assembly

3.1.2

African Workshop Agreement

technical agreement developed in an open structure, the African Workshop (WS), and not in a Technical Committee

3.1.3

approval procedure

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

3.1.4

ARSO Council

executive body of ARSO established by the constitution to direct, review, control and co-ordinate the financial, technical and other activities of the ARSO Central Secretariat and other subsidiary organs of the Organization and is constituted by the President and twelve Member States

3.1.5

conformity assessment procedure

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

3.1.6

consensus

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

NOTE Consensus need not imply unanimity.

3.1.7

international standard

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

3.1.8

international standardizing body

standardizing body whose membership is open to the relevant bodies of at least all the parties to the WTO Agreement on Technical Barriers to Trade

3.1.9

make compatible

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

3.1.10

National Member

national standards body or an office with similar status of an African country

3.1.11

Project Committee

committee established by the Council to prepare individual standards not falling within the scope of an existing technical committee

3.1.12

Project Secretariat

secretariat for a specific standards project, held by the NSB or REC to whom it is allocated by the Council for the duration of the harmonization period

3.1.13

Publicly Available Specification (PAS)

document published to respond to an urgent market need, representing either:

- (a) consensus in an organization external to the Technical Committee, or
- (b) consensus of the experts within a working group

NOTE 1 A Publicly Available Specification is not allowed to conflict with an existing African Standard.

NOTE 2 Competing Publicly Available Specifications on the same subject are permitted.

**3.1.14
standard**

document that provides requirements, specifications, guidelines or characteristics that can be used consistently to ensure that materials, products, processes and services are fit for their purpose. It may also include or deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a product, process, or production or operating method.

**3.1.15
standardizing body**

body that has recognized activities in standardization

**3.1.16
standards-related measure**

standard, technical regulation or conformity assessment procedure

**3.1.17
Subcommittee (SC)**

group of representatives that is responsible for the preparation of ARS within a subfield of the scope of a Technical Committee

**3.1.18
Task Force (TF)**

group of experts set up, to undertake a specific short-term standardization related task within a target date

**3.1.19
Technical Committees (TCs)**

ARSO Technical Committees established by the ARSO Council to propose, elaborate and harmonize African Standards

**3.1.20
Standards Management Committee (SMC)**

committee established by the ARSO Council for the purpose of management of procedure, due process and harmonization programmes for their timely execution

**3.1.21
technical regulation**

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

**3.1.22
Technical Report (TR)**

published document containing collected data of a different kind from that normally published as a Standard or Technical Specification

NOTE Such data 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.

3.1.23

Technical Specification (TS)

published document for which there is the future possibility of agreement on a Standard, but for which at present:

- (i) the required support for approval as a Standard cannot be obtained;
- (ii) there is doubt on whether consensus has been achieved;
- (iii) the subject matter is still under technical development; or
- (iv) there is another reason precluding immediate publication as a Standard

NOTE 1 The content of a Technical Specification, including its annexes, may include requirements.

NOTE 2 A Technical Specification is not allowed to conflict with an existing African Standard.

NOTE 3 Competing Technical Specifications on the same subject are permitted.

3.1.24

Working Group (WG)

group of experts selected by a TC or SC to deal with a particular project or with a particular aspect of a project

3.2 Abbreviations

AfCFTA	African Continental Free Trade Area
ARS	African (Regional) Standard
AWA	African Workshop Agreement
AU	African Union
CD	Committee Draft
COMESA	Common Market for Eastern and Southern Africa
DARS	Draft African Standard
EAC	East African Community
FDARS	Final Draft African Standard
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
JAG	Joint Advisory Group
NSB	National Standards Body
NWIP	New Work Item Proposal
PAS	Publicly Available Specification
PWI	Preliminary Work Item
RECs	Regional Economic Communities
SADC	Southern African Development Community
SC	Subcommittee
SMC	Standards Management Committee
TF	Task Force
TBT	Technical Barriers to Trade
TCs	Technical Committees
WD	Working Document
WG	Working Group
WTO	World Trade Organization

4 Principles

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

4.1 Openness

Participation in the process of harmonization of African Standards is open on a non-discriminatory basis to all interested parties in the African countries through:

- (a) representation on Technical Committees, Subcommittees or Working Groups;
- (b) public enquiry process on Draft African Standards (DARS); and
- (c) a publicly available work programme and provision for individual or corporate participation.

4.2 Transparency

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

- (a) announcement of approved new work items on the ARSO website, websites of the respective RECs and NSBs;
- (b) announcement of drafts for public comment on the ARSO website, websites of the respective RECs and NSBs and notification to WTO Secretariat;

NOTE: All Draft African Standards for public comment can be downloaded from the website free of charge.

- (c) publication of standards work programme bulletin on Web-Portals and notification of the same to WTO Secretariat;
- (d) official notification of adopted/amended/withdrawn standards;
- (e) prompt publication of adopted/amended/confirmed standards; and
- (f) searchable and downloadable Catalogue of African Standards on the respective Web-Portals.

4.3 Impartiality

The standards harmonization process shall not favour the interests of any particular party and shall grant equal rights and opportunities in the harmonization process and in the dissemination of standards to all interested parties.

4.4 Effectiveness and relevance

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

4.5 Coherence

To avoid duplication and conflict, cooperation and coordination with the work of RECs, Member States and other regional, sub-regional and international standardizing bodies shall be undertaken.

4.6 Consensus

The principle of consensus shall be applied throughout the development process of standards.

4.7 Development dimension

In order to address the constraints to effectively participate in standards development and harmonization, mechanisms shall be developed to enhance the participation and to promote equitable and inclusive participation of all AU Member States in order to ensure a real multi-stakeholder-process in the harmonization of African Standards.

5 Organizational structure and responsibilities

5.1 Organizational structure

African Standards are developed through Technical Committees (TCs) and declared by the ARSO Council. The organizational structure for the development of the African Standards is as represented in Annex A.

5.2 ARSO Council

5.2.1 Establishment

The ARSO Council is the executive organ of the organization established by the Constitution.

5.2.2 Roles and responsibilities

The roles and responsibilities of the ARSO Council listed below are in respect to the standards work. The Council has other roles and responsibilities outside standards work.

The ARSO Council shall be responsible for:

- (a) establishing other subsidiary organs with delegated decision-making powers as it may deem necessary for the purpose of achieving the objectives of the organization and prescribe for such organs rules for the conduct of their activities;
- (b) establishing and guiding the work of the:
 - (i) Joint Advisory Group (JAG); and
 - (ii) Standards Management Committee (SMC);
- (c) approving Final Draft African Standards as African Standards;
- (d) endorsing regional or international standards for adoption by Member States;
- (e) setting out strategies, policies, priorities and implementation programmes with regard to standardization and conformity assessment activities;

- (f) establishing procedures for the development, approval and withdrawal of harmonized African Standards; and
- (g) performing other functions as may be assigned by the ARSO General Assembly.

5.2.3 Composition

Comprising 12 Member States elected by the ARSO General Assembly.

5.2.4 Mode of working

5.2.4.1 Holds physical meetings twice a year.

5.2.4.2 Decisions can be made by correspondence or through meetings. A simple majority of the members of the Council present shall constitute a quorum.

5.3 Joint Advisory Group (JAG)

5.3.1 Establishment

Established by the ARSO Council for the purpose of liaisons with RECs in standardization and for recommending priority sectors and topics for harmonization at ARSO level.

5.3.1 Role

Coordinate ARSO standardization work at RECs level and provide input in the identification and prioritization of NWIP for development at ARSO level.

5.3.2 Responsibilities

JAG shall be responsible for:

- (i) coordinating submission of the NWIP to SMC which should emanate either from RECs which have taken into account Regional and National Standardisation Strategies (NSS) or directly from ARSO Member States.
- (ii) recommending priority sectors and topics for harmonization at African level to SMC.
- (iii) publicizing and promoting standardization activities within their region.
- (iv) promoting the initiation of Mutual Recognition Agreements within their regions.
- (v) encouraging all RECs Member States to gain ARSO membership and to participate in African standards harmonization and adoption
- (vi) acting as link between ARSO standardisation activities with AfCFTA TBT subcommittee and RECs through sharing work plans to avoid the duplication of work.
- (vii) monitoring progress of adoption and implementation of the harmonized standards and programmes.
- (viii) coordinating and providing regional notifications regarding African harmonized Standards

5.3.3 Composition

One representative from each REC Secretariat/Commission.

Chairpersonship and co-Chairpersonship of JAG shall be held by a person elected from amongst RECs representatives on rotational basis for three years and the secretariat shall be held by ARSO. The AUC DTI will be an observer member.

5.3.4 Mode of working

5.3.4.1 Physical meetings twice a year and quorum shall be considered to have been achieved when there are at least three RECs represented.

5.3.4.2 Works by correspondence

5.3.4.3 May work through SCs or WGs

5.3.5 Reporting

JAG shall report to the ARSO Council.

5.4 Standards Management Committee (SMC)

5.4.1 Establishment

Established by the ARSO Council for the purpose of management of procedure, due process and harmonization programmes for their timely execution.

5.4.2 Role

Manage the implementation of these procedures, due process and standards harmonization programmes for their timely execution.

5.4.3 Responsibilities

The SMC shall be responsible for:

- (a) establishment and dissolution of TCs;
- (b) appointment of Chairpersons of TCs;
- (c) allocation or re-allocation of secretariats of TCs and, in some cases, SCs;
- (d) approval of titles, scopes, programmes of work of TCs;
- (e) approval of the establishment and dissolution of SCs by TCs;
- (f) recommending FDARS proposed by TCs for approval by Council;
- (g) coordination of the technical work, including assignment of responsibility for the development of standards regarding subjects of interest to several TCs;
- (h) monitoring the correct application of this procedure and taking appropriate action;
- (i) reviewing the need for, and planning of, work in new fields of technology;

Principles and Procedures for Harmonization of African Standards

- (j) advising on all matters concerning, the organization, the working procedures, coordination and planning of standards work including standstill obligations;
- (k) maintenance of these procedures and other rules for the technical work;
- (l) consideration of matters of due process raised by RECs, or Member States and ruling on appeals concerning decisions on new work item proposals, committee drafts, enquiry drafts and FDARS;
- (m) monitoring and keeping under constant review the implementation of the standardization programmes;
- (n) ensuring that the acceptance criteria for an FDARS are met, and referring matters back to the responsible TC/SC when the criteria are not met;
- (o) provision of guidance to TC secretariats and NSBs on procedural matters; and
- (p) establishing joint technical committees between AFSEC and ARSO where the technical work of AFSEC and ARSO converge and overlap.

5.4.4 Composition of SMC

- (a) The SMC Secretariat (Chairperson and Secretary). These shall be appointed by the Council on recommendation of the SMC. They shall be elected by the SMC from among the nominated members in (b) and (c) hereunder. The Secretariat shall be held by a REC on rotational basis for a period of 3 years. The Secretariat shall be persons elected from amongst RECs Member States and shall in all cases be from a Member State of ARSO.

NOTE The REC holding the SMC Secretariat shall nominate other representatives as per (b).

- (b) There will be one nominated representative from each REC (UMA, CEN-SAD, COMESA, EAC, ECCAS, ECOWAS, IGAD, SADC) and AFSEC.
- (c) Six additional members shall be elected by the ARSO General Assembly from active ARSO members and the nominated persons shall not be the Chief Executives' of NSBs.
- (d) Nominated persons shall be technical people familiar with the procedures for development of standards.
- (e) Observers as may be accepted on request to the ARSO/CS for SMC consideration

5.4.5 Mode of working

- (a) At least two physical meetings per year
- (b) The quorum shall be considered to have been achieved when there are at least 50% of SMC members.
- (c) May work by correspondence
- (d) May work through SCs or WGs

5.4.6 Reporting

SMC shall report to the ARSO Council.

5.5 ARSO Central Secretariat

The broad responsibilities of the ARSO Central Secretariat in relation to African Standards include the following:

- (a) liaison with NSBs and RECs;
- (b) providing input into the deliberations of the Council in establishing priority areas for standardization programmes;
- (c) providing logistical support to the TCs in the management of standards harmonization projects;
- (d) submitting, after confirming due diligence compliance, FDARSs to the ARSO Council for approval as African Standards;
- (e) maintaining the catalogue and the database of approved African Harmonized Standards;
- (f) exchanging work programmes with AU bodies and other regional standardization bodies in line with existing cooperation agreements;
- (g) facilitating the liaison of regional standardization with other relevant sub-regional, regional and international bodies;
- (h) assisting, arranging for or facilitating the translation of documents;
- (i) publicizing and promoting standardization activities and updating the ARSO website;
- (j) receiving and maintaining copies of progress reports, updating records with regard to the progress of work and strategic policy statements;
- (k) notification of the programme of work to the relevant Conference of African Ministers;
- (l) in liaison with SMC, advising, on request, RECs and NSBs on correct procedure for standards harmonization;
- (m) on behalf of ARSO Council, formally notifying African countries of the approval of African Standards and duly notify the Member States to adopt the approved African Standards;
- (n) providing the authentic text of the approved African Standards to the NSBs for adoption;
- (o) establishing liaison mechanisms with other regional and international organizations consistent with the Pan-African objectives;
- (p) receiving from SMC the results of systematic reviews of already-approved African Standards, and notifying the Council of the results;
- (q) monitoring the progress of adoption and implementation of the harmonized standards and programmes and provide periodic reports to the Council and
- (r) facilitating provision of technical assistance required by Member states in the implementation of these procedures

5.6 National Standards Bodies

5.6.1 Role

The Member State national standards body has as a principal function, by virtue of its mandate, of the implementation of these procedures.

5.6.2 Responsibilities

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

- (a) adoption and publication of African Standards;
- (b) on request, representing ARSO Member States on relevant regional and international standardization organizations;
- (c) designating delegates to TCs and SCs and experts to WGs, ensuring a balanced representation of all interested parties;
- (d) ensuring that delegations to TCs are adequately briefed on the work and informed/trained in the relevant procedures;
- (e) providing committee secretariat when holding a TC or SC secretariat;
- (f) implementing all African Standards (ARS) and withdrawing any conflicting national standards; and
- (g) assisting TCs to arrange for public review of Draft African Standards to solicit for comments by interested parties;

5.6.3 Rights

NSBs have the right to

- a) participate and vote in management/policy committees, e.g. the TCs and nominate members to the Council and other technical bodies.
- b) request for TC meetings if they are members.
- c) vote on ARS, African Technical Specifications (ATs) and other deliverables.
- d) appeal against any action or inaction of any TC, other body in accordance with these procedures.
- e) propose new work item(s) in accordance with the procedures.
- f) receive automatically and without charge at the time of the issue TC publications, e.g. ARS, ATs, etc., including their drafts, and ARSO publications, e.g. Catalogue/
- g) sell and distribute all publications, e.g. ARS, African Technical Specifications (ATS), including other ARSO publications.
- h) assign proxy to another Member State.

5.6.4 Mode of working

- a) Participation at all levels through representatives appointed in accordance with agreed procedures
- b) Maintain National Mirror Committees to provide advice to the delegation to the TC, SC or WG on comments on drafts and effectively provide the briefings for the delegation, formulate national positions and recommendations on voting for specific standards projects

5.7 Technical Committees (TCs)

5.7.1 Establishment

Established and dissolved by the SMC. The SMC may transform an existing subcommittee into a new technical committee, following consultation with the technical committee concerned.

A technical committee shall be considered to be duly established once there are six Member States committed to participate in the working of the committee.

5.7.2 Role

The primary duty of an ARSO TC or SC is the harmonization and maintenance of African Standards.

However, ARSO TCs are also encouraged to consider publication of intermediate deliverables namely Technical Specifications (TS), Technical Reports (TR), Publicly Available Specifications (PAS), Guides and Workshop Agreements whenever the conditions in the continent indicate the justification to do so.

5.7.3 Responsibilities

The broad responsibilities of the TCs include the following:

- a) establishing and securing Council approval for its programme of work with precise title, scope and scheduled target dates for the critical stages of each project based on agreed business plans.
- b) following up and ensuring the achievement/delivery of the work programme as detailed in the business plan and in accordance with the ARSO strategic aim to develop standards in a timely manner to meet market needs.
- c) taking into account any regional and/or international standardization work coming within its scope, together with such data as may be supplied by members and by other relevant international organizations, and work on related subjects in any other ARSO TC.
- d) remaining formally responsible for the maintenance of the TC outputs including, corrigenda, amendments, interpretations, opinions and periodic reviews.
- e) developing and providing Working Drafts, Committee Drafts, Public Review Drafts, Ballot Drafts and Final Draft African Standards.
- f) providing editing services for the Final Draft African Standards.
- g) maintaining the TC outputs including, correction, amendments, interpretations and periodic reviews.
- h) recommending to SMC the establishment of SCs.

5.7.4 Composition

- Chairperson and Secretary from the Member State holding the Secretariat
- National delegations of which one delegate is designated head of delegation by the respective Member State's NSB.
- Observers:
 - Associates, Affiliates, RECs secretariat and ARSO Central Secretariat, on request
 - Observers from organizations that have been granted liaison
 - Specific Sectoral organs of the African Union, having indicated that they want and been granted the right to participate in the Technical Committee

5.7.5 Membership

National members can apply to be permanent/participatory members of TCs for as long as the Member State retains its appropriate status in ARSO. At meetings national members may be represented by a number of delegates, one of whom is duly designated as head of delegation.

Other bodies may delegate observers to meetings.

5.7.6 Reporting

The TC shall report to the SMC.

5.7.7 Rights

Voting rights are restricted to National Members.

5.7.8 Mode of working

- Meetings, both physical and web-based
- Work by correspondence
- SCs, WGs

5.8 Subcommittees (SCs)

5.8.1 Establishment

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

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

SCs are established and dissolved by consensus of the members of the parent TC, subject to ratification by the Council. A subcommittee may be established only on condition that a Member State has expressed its readiness to undertake the secretariat.

At the time of its establishment, a subcommittee shall comprise at least 3 Member States of the parent Technical Committee having expressed their intention to participate actively in the work of the subcommittee.

Subcommittees of a TC 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 TC. The title and scope of a subcommittee shall be defined by the parent TC and shall be within the defined scope of the parent TC.

The secretariat of the parent TC shall inform the Council of the decision to establish a subcommittee.

5.8.2 Role

Preparation of the ARSs and other normative references within a sub field of the scope of the TC.

5.8.3 Responsibilities

The broad responsibilities of the SCs include the following:

- a) preparing and progressing standards, operating in the same way as the parent TC.
- b) remaining formally responsible for the maintenance of published harmonized standards including periodic reviews of those standards it has produced.

5.8.4 Composition

- Chairperson and Secretary from the Member State holding the Secretariat
- National delegations of which one is designated head of delegation by the respective Member State's NSB

5.8.5 Method of appointment/Review

RECs and NSBs from ARSO member states are permanent members of SCs for as long as the national member retains its appropriate status. At meetings, national members are represented by delegates one of whom acts as head of delegation. Other bodies may delegate observers to meetings.

The Chairperson is appointed by the parent TC under the same conditions as for the Chairperson of the TC. The secretariat is appointed by the parent TC and the Secretary is appointed by the national member holding the secretariat.

5.8.6 Reporting

The Subcommittee reports to its parent TC.

5.8.7 Mode of working

- Physical meetings if deemed necessary

- Works by correspondence using electronic platforms
- May work through WGs or TFs

5.9 Working Group

5.9.1 Role

Undertakes a specific task, in the context of the TC business plan, usually resulting in the provision of a draft standard(s). It works within clearly defined policy guidelines from its parent body. On completion of task, the Working Group (WG) is disbanded.

5.9.2 Responsibilities

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

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

As required by the TC or SC, the WG provides inputs to the assessment and resolution of comments following enquiry and, if necessary, updates the draft. The WG provides technical advice to the TC or SC as required.

5.9.3 Composition

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

5.9.4 Method of appointment/Review

Individual technical experts are appointed as WG members by the TC. The TC seeks the right balance between the different interests when appointing experts to ensure breadth of technical and user expertise and to ensure that no interest group has a dominating position.

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

5.9.5 Reporting

The WG reports to its parent TC or SC.

5.9.6 Mode of working

- (a) By correspondence (preferably electronically)
- (b) Meetings when needed

- (c) Through a Project Leader (a Project Leader is an expert responsible for the development of a project for which he/she has a high level of knowledge in the subject matter)

5.10 Task Force

5.10.1 Establishment

A Task Force is a technical body set up and dissolved by a TC with a view of undertaking a specific short-term standardization task within a given target date. Task Forces are bodies with precise title, limited scope and work programme, duly approved by the parent committee.

5.10.2 Responsibilities

A Task Force follows up and ensures the achievement/delivery of the limited work programme as agreed by the TC.

5.10.3 Composition

- Convenor
- National delegations

5.10.4 Mode of working

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

5.10.5 Maintenance

Upon dissolution of the Task Force, the parent committee will be responsible for the maintenance of their documents.

5.11 Project committees

5.11.1 Establishment

Project committees are established by the SMC to prepare individual standards (as a single document or a multipart standard) not falling within the scope of an existing technical committee.

Project committees wishing to be transformed into a technical committee shall follow the process for the establishment of a new technical committee.

5.11.2 Justification process

A new work item proposal not falling within the scope of an existing TC shall be presented using the appropriate form and fully justified by one of the bodies authorized to make new work item proposals.

The SMC and ARSO Central Secretariat shall assess the proposal for completeness before presentation to the Council before circulation to Member States for balloting. Annex B provides details relating to justification of the proposal for establishing new TCs.

If the proposal was not submitted by an NSB, the submission to the NSBs shall include a call for offers to assume the secretariat of a project committee.

Votes shall be returned within 12 weeks.

Acceptance requires:

- approval by a 2/3 majority of the national bodies voting; and
- a commitment to participate actively by at least six national bodies that approved the new work item proposal and nominated technical experts.

5.11.3 Approval process

The SMC shall review the results of voting on the new work item proposal and if the approval criteria are met, shall establish a project committee (the reference number shall be the next available number in the technical committee/project committee sequence).

The secretariat of the project committee shall be allocated to the national body that submitted the proposal, or the SMC shall decide on the allocation amongst the offers received if the proposal did not originate from an NSB.

NSBs that approved the new work item proposal and nominated (a) technical expert(s) shall be registered as P-members (Participating members) of the project committee. National standards bodies that approved the new work item proposal but did not make a commitment to participate actively shall be registered as O-members (observer members).

NSBs that voted negatively, but nevertheless indicated that they would participate actively if the new work item was approved, shall be registered as P-members. NSBs voting negatively without indicating a wish to participate shall be registered as O-members.

The ARSO Central Secretariat shall announce to the NSBs the establishment of the project committee and its membership. NSBs will be invited to confirm/change their membership status by informing the ARSO Central Secretariat.

The secretariat will contact any potential liaison organizations identified in the new work item proposal or in national body comments thereon and will invite them to indicate whether they have an interest in the work and, if so, which category of liaison they would be interested in. Requests for liaison will be processed according to the existing procedures.

5.11.4 First meeting of a project committee

The procedure for calling a project committee meeting shall be carried out in accordance with Clause 6, with the exception that a six weeks' notice period may be used if the date of the first meeting was communicated at the time of submission of the proposal.

The Chairperson of the project committee shall be the project leader nominated in the new work item proposal or shall be nominated by the secretariat if no project leader was nominated in the new work item proposal.

The first meeting shall confirm the scope of the new work item. In case revision is necessary (for purposes of clarification but not extension of the scope), the revised scope shall be submitted to the Council for approval. Project committees shall not be required to establish business plans.

If it is determined that the project needs to be subdivided to produce two or more publications, this is possible provided that the subdivisions of the work lie fully within the scope of the original new work item proposal. If not, a new work item will need to be prepared for consideration by the Standards Management Committee.

5.11.5 Progression of work in project committees

The progression of work shall comply with the timelines of these procedures.

5.11.6 Disbanding of a project committee

Once the standard(s) is/are published, the project committee shall be disbanded.

5.11.7 Maintenance of standard(s) prepared by a project committee

The national body which held the secretariat shall assume responsibility for the maintenance of the standard(s) according to the procedures given in Clause 9 unless the project committee has been transformed into a TC (see 5.8) in which case the TC shall be given the responsibility for the maintenance of the standard.

5.12 Joint technical committees (JTC) and joint project committees (JPC)

5.12.1 JTC and JPC may be established by a common decision of ARSO and AFSEC.

5.12.2 For JPC, one organization has the administrative responsibility. This shall be decided by mutual agreement between the two organizations.

Participation is based on the one member/country, one vote principle.

Where two national bodies in the same country elect to participate in a JPC then one shall be identified as having the administrative responsibility. The national body with the administrative responsibility has the responsibility of coordinating activities in their country, including the circulation of documents, commenting and voting.

Otherwise the normal procedures for project committees are followed.

5.13 Chairpersons of TCs and SCs

5.13.1 Appointment/Review

Chairpersons of TCs and SCs shall be appointed by the SMC upon recommendation by the TC and on the nomination of the TC secretariat.

5.13.2 Responsibilities

The Chairperson of a TC is responsible for the overall management of that TC, including any SCs and WGs. He/she shall advise the Council on important matters relating to that TC via the TC secretariat. For this purpose, he/she shall receive reports from the Chairs of any SCs via the SC secretariats.

The Chairperson of a TC or SC shall:

Principles and Procedures for Harmonization of African Standards

- (a) act in a purely continental capacity, divesting him- or herself of a regional or national point of view; thus he/she cannot serve concurrently as the delegate of a Member State NSB in his own committee;
- (b) support the TC/SC Secretary in preparing, obtaining approval and maintaining the business plan and manage its periodic review process;
- (c) conduct meetings with a view to reaching agreement on committee drafts;
- (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) take appropriate decisions at all stages of the standards development process;
- (g) ensure that the TC works in accordance with the agreed TC business plan and achieves its objectives and timescales;
- (h) ensure that a clear task is given to each WG including detailed specifications and planning for the standards that are to be drafted;
- (i) ensure coordination of the work of TC and its WGs, monitor implementation of decisions and the application of procedures to ensure appropriate progress, initiate action as required, e.g. in the event of target dates not being met;
- (j) having expert knowledge of procedures, provide support to the TC Secretary for implementation of the current procedures.
- (k) conduct 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;
- (l) ensure that all TC decisions are clearly formulated and secure consensus, when unanimity is not obtainable; and
- (m) 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.

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

5.13.3 Reporting

Reports to the SMC

5.13.4 Rights

Has no voting rights

5.13.5 Mode of working

Works in collaboration with the TC Secretary

5.14 TC Secretary

5.14.1 Appointment/Review

Appointed by the National Member holding the Secretariat with notification to the SMC

5.14.2 Role

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

5.14.3 Responsibilities

The TC Secretary shall:

- (a) provide the management support services associated with the running of the TC with particular reference to the preparation, approval, communication, application and regular update of the TC business plan and the on-going process of drafting deliverables.
- (b) ensure that all resources needed for drafting deliverables (e.g. working group convenor, experts and professional standardization support) are available.
- (c) arrange meetings (in consultation with the Chairperson) as required in order to meet the target dates and deal with issues arising relating to the work of the committee.
- (d) ensure that documents for the meetings (e.g. calling notices, agenda) are sent to the committee in accordance with the deadlines specified in these procedures.
- (e) record the principal decisions of the committee in the form of clear resolutions taking all necessary elements for their implementation and assure that they fully respect policies and rules.
- (f) prepare and distribute reports of the meeting to the committee within four weeks following the date of the meeting.
- (g) carry out the decisions of the meeting without delay.
- (h) ensure in liaison with ARSO Central Secretariat adherence to the provisions of the relevant Council resolutions and agreed timetables, following up on delayed activities when necessary.
- (i) ensure in liaison with ARSO Central Secretariat that all published documents which are the responsibility of the TC are reviewed at the intervals specified in these procedures.
- (j) keeps files on TC work in hand and promptly forward soft copies of such files to ARSO Central Secretariat and hand these over in good order if the secretariat changes.
- (k) convenes an Editing Committee at the appropriate time, e.g. prior to transmission for Enquiry or Formal vote, as an element in his/her overall responsibility for the quality control of drafts.
- (l) act impartially, divesting himself or herself of a national point of view.

- (m) ensure that drafts supplied by the TC are of good linguistic quality together with any diagrams, supplied by the TC, are in the required electronic formats before handing them over to the stages of enquiry, formal vote and publication.
- (n) having expert knowledge of procedures, apply them in a professional manner, provides advice on them as required and ensure that members of the TC are aware of and implement relevant Council and TC resolutions.
- (o) handle all activities related to the reporting and communication of comments (including the eventual decisions on those comments) following, for example, enquiry.
- (p) handles all activities related to the recording and validating of TC decisions (resolutions) and their communication to relevant technical bodies.
- (q) ensure that the ARSO Central Secretariat is regularly updated with:
 - (i) the most recent soft copies of draft standards and other deliverables;
 - (ii) details of composition and convenorship of WGs;
 - (iii) at least an annual report on progress of the work programmes; and
 - (iv) regular progress data on individual work items.
- (r) with the support of the Chairperson, coordinate activities of subordinate WGs and manage liaisons with other bodies through the ARSO Central Secretariat.

5.14.4 Reporting

Reports to the TC Chairperson

5.14.5 Mode of working

Professional support in all TC working environments

5.14.6 Rights

Has no voting rights.

5.15 Working Group Convenor

5.15.1 Appointment/Review

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

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

The TC Chairperson and Secretary evaluate the nominations received, according to appropriate criteria, including expertise, leadership qualities, acceptability to WG members. The TC Secretary submits the preferred nomination(s) in the form of a resolution according to the standard format to the TC for voting. If the result of the voting is clear and non-controversial, the Convenor is considered as appointed. If the result is controversial, the matter has to be discussed at the next plenary meeting of the TC, where all National Members (NSB) can be represented.

The TC Secretary informs the appointed WG Convenor about the appointment with accompanying responsibilities and duties. The TC Secretary communicates the TC resolution approving the appointment of the Convenor to the TC members and to ARSO Central Secretariat.

5.15.1.2 Appointment of the Convenor of an existing WG follows a similar procedure but, in addition, the parent committee shall check that the candidate Convenor is accepted by the WG.

5.15.2 Role

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

5.15.3 Responsibilities

The WG Convenor shall:

- a) be 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 standards according to the specifications set by the TC and within the specified time frame. The work specifications and guidelines provided by the TC shall describe clearly the requested work, specifying exactly what is to be covered.
- b) accept these work specifications, having also evaluated that the WG composition as nominated by the TC.
- c) convene meetings when necessary and acts as Chairperson
- d) actively progress work and report regularly on progress to the parent committee or verbally at meetings of the parent body.
- e) ensure that WG experts have appropriate briefing on relevant rules and procedures.
- f) ensure that an interim draft has been sent to the TC Secretary at least once during the drafting process.
- g) participates in the Editing Committee, if required.
- h) evaluate the state of readiness of draft standards for enquiry including the quality of the technical content and the level of consensus within the WG, prior to release to TC Chairperson and Secretary
- i) refer any problems encountered to TC or SC.

5.15.4 Reporting

Reports to the TC or SC

5.15.5 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

5.16 Secretariats of TCs and SCs

5.16.1 Allocation

The secretariat of an African TC shall be allocated to a Member State NSB by SMC. The secretariat of an SC shall be allocated to a national body by the TC.

For both TCs and SCs, the secretariat shall be allocated to a Member 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 secretariat work.

5.16.2 Responsibilities

The Member State NSB to which the secretariat has been allocated shall 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.

The project secretariat is responsible for ensuring that the TCs Procedures and Decisions are followed.

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

- (a) elaboration and development of the Committee Draft and related documents;
- (b) allocation of resources for secretarial work;
- (c) circulation of documents for comments to other NSBs, collation and review of the comments and redistribution of comments to other NSBs;
- (d) preparation of meetings, establishment of the agenda and arranging for its distribution; including documents on the agenda, reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;
- (e) preparation of enquiry drafts and Final Draft African Standards (FDARS);
- (f) supplying the SMC with the list (titles and scopes) of the standards ready for public comments.

5.17 Change of secretariat of a TC

5.17.1 If a Member State NSB wishes to relinquish the secretariat of a TC, the NSB concerned shall immediately inform the TCs secretariat, giving a minimum of 12 months' notice. The Council decides on the transfer of the secretariat to Member State NSB.

5.17.2 If the secretariat of a Technical Committee persistently fails (i.e. having been given 2 reminders within a period of 6 months by the SMC) to fulfil its responsibilities as set out in these procedures, a Member State NSB may have the matter placed before the Council, which may review the allocation of the secretariat with a view to its possible transfer to another Member State NSB.

5.18 Editing committees

An editing committee is charged with the purpose of updating and editing the drafts, enquiry drafts and Final Draft African Standards (FDARS), in order to maintain the authoritative text of each approved African Standard. Editing is a continuous process.

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. 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.

5.18.1 Establishment

The Editing Committee shall be established by the TC.

5.18.2 Role

The Editing Committee is responsible for updating and editing DARS to FDARS in order to ensure their conformity to ISO/IEC Directives Part 2.

NOTE The TC Secretariat should ensure that WDs and CDs are in the ARS template before circulation.

5.18.3 Responsibility

The Editing Committee is responsible for providing support to the TC for editorial and language validation of texts; and advice, at an early stage, to avoid difficulties that otherwise creates delays at the next stages of development of ARS and in particular, it

- (a) ensures correct formulation and presentation of the text(s) of the ARS and other deliverables in accordance with the ARS template as well as these procedures.
- (b) ensures, with the TC Secretary, that the reference language version of the draft is acceptable, for instance.
 - (i) real need of the quoted normative references;
 - (ii) use of consistent terminology in the draft or the preparation, with TC Secretary or other suitable person of a good technical expertise with which to update the version being checked;
 - (iii) accuracy of the references quoted in the bibliography; and
 - (iv) legibility and coherence of tables, figures and text with the intended meaning of the text being clear and unambiguous.

5.18.4 Composition

- TC Chairperson and TC Secretary;
- Editors appointed by the TC in liaison with ARSO Central Secretariat.

5.18.5 Reporting

Shall report to the TC

5.18.6 Mode of work

Editing activities shall be conducted through

- Meetings
- Correspondence

6 TC and SC meetings

6.1 General

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

6.1.2 The TC secretariat should look ahead with a view to drawing up, in consultation with the Council, 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.

6.1.3 A quorum requires the attendance of at least 50 % of the P-members plus one additional P-member. All resolutions taken when a quorum is present are valid, provided the stated voting criteria for certain classes of documents are met, unless objections are raised within 30 days of circulation of the minutes. Where there is no quorum, members present in a meeting may proceed with the meeting. In this instance, all the resolutions/minutes taken at the meeting shall be clearly drafted and circulated to the whole committee within 2 weeks of the meeting. Committee members who wish to object to any of the resolutions/minutes taken during the meeting shall do so within thirty (30) days of receipt of the draft Resolutions/minutes. Such objections shall be resolved by the secretariat and notified to the committee. If no objection is received or objections received have been resolved the minutes shall be taken as approved.

6.2 Procedure for calling a meeting

6.2.1 TC and SC meetings

It is the responsibility of ARSO Central Secretariat to officially convene meetings through invitations.

6.2.1.1 The date and place of a meeting shall be subject to an agreement between the Chairperson and the secretariat of the TC or SC concerned and the national body acting as host.

6.2.1.2 A national body wishing to act as host for a particular meeting shall contact the TC or SC secretariat concerned. The national body shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any members of the TC or SC for the purpose of attending the meeting.

6.2.1.3 The secretariat shall ensure that arrangements are made for the agenda to be circulated at least 3 weeks before the date of the meeting. All other basic documents, for example new work item proposals, shall be distributed by the same deadline.

Only those committee drafts for which the compilation of comments will be available at least 3 weeks before the meeting shall be included on the agenda and be eligible for discussion at the meeting.

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

6.2.2 WG meetings

6.2.2.1 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 of the meeting, by the convenor of a WG, shall be sent to its members and to the secretariat of the parent committee, at least 6 weeks in advance of the meeting.

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

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

6.3 Language at meetings

The language at meetings shall be either English and/or French.

6.4 Cancellation of meetings

Every effort shall be made to avoid cancellation or postponement of a meeting. Nevertheless, if the agenda and basic documents are not available within the time required by 6.2.1.3, then the secretariat in consultation with Chairperson may cancel the meeting. No meeting may be cancelled within two weeks to the meeting date.

7 Stages in the harmonization process

7.1 General

7.1.1 A complete list of project stages, together with the designations of the associated documents, is given in Table 1.

Table 1 — Project stages and associated documents

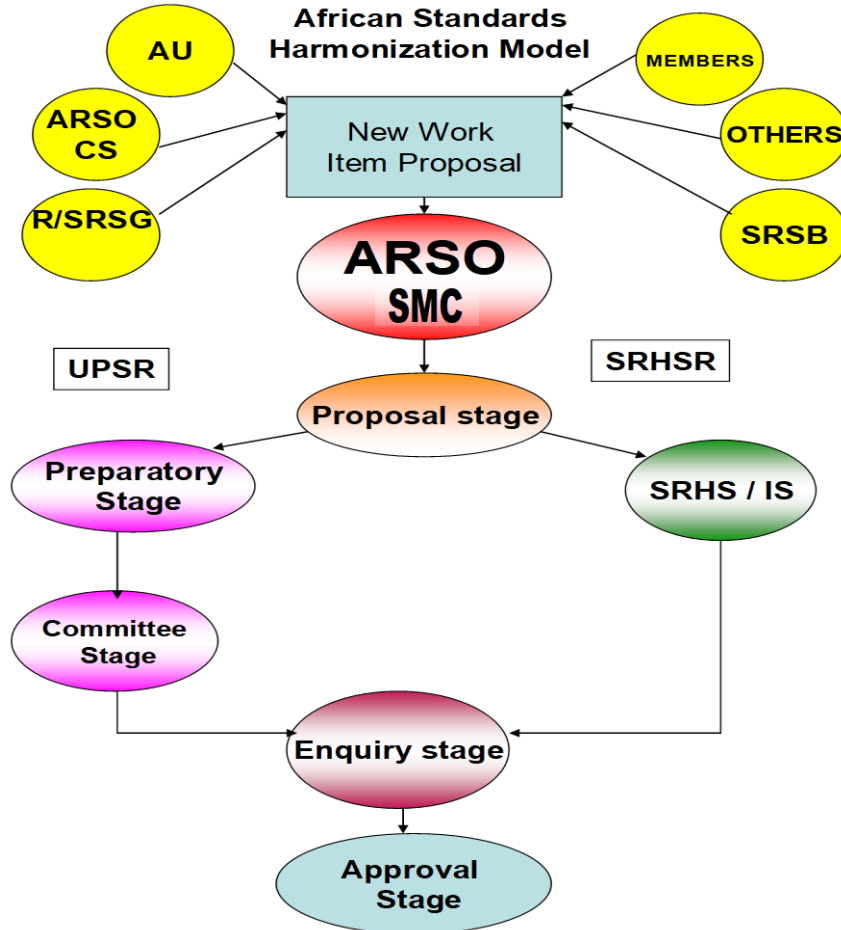
Project stage	Associated document	
	Name	Abbreviation
0: Preliminary stage	Preliminary Work Item	PWI
1: Proposal stage	New Work Item Proposal	NWIP
2: Preparatory stage	Working Draft(s)	WD
3: Committee stage	Committee Draft(s)	CD
4: Enquiry stage	Draft African Standard	DARS
5: Ballot Stage	Final Draft African Standard	FDARS
6: Approval stage	Final Draft African Standard	FDARS
Published Standard	African Standard	ARS

7.1.2 Examples for the numbering of projects are given 7.5.1.

7.1.3 Wherever possible and subject to copyright provisions, source documents shall be international standards (ISO, IEC, CODEX) and where not available source documents from RECS shall be used and ARSO Standards (in case of revision). Where this is not possible, source documents, such as existing REC standards, 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 African countries. The possible sources references for African Standards is contained in the ASHAM Model indicated in Figure 1.

7.1.4 In cases where an existing International Standard (ISO/IEC) is proposed for harmonization as an African Standard, the process may commence, subject to the approval of the responsible TC/SC, with Stage 4, i.e. the standard proposed for adoption may be circulated to the TC/SC directly as a DARS, accompanied by a NWIP.

7.1.5 After the Approval Stage, the text of the ARS is available to each NSB for adoption and implementation within its system of national standards. Each ARS adopted as a national standard within an African Member State shall bear an indication on its cover page or foreword to the effect that the standard is an African Standard.



- LEGEND:
- ARSO: African Organisation for Standardisation
 - ARSO CS: ARSO Central Secretariat
 - ARSO SMC: ARSO Standards Management Committee
 - AU: African Union
 - IS: International Standard
 - R/SRSG: Regional/ Sub-Regional Stakeholder Groupings
 - SRHS: Sub-Regional Harmonised Standard
 - SRSB: Sub-Regional Standardisation Bodies
 - UPSR: Unique Product Standard Route

Figure 1 — African Standards Harmonisation Model

7.2 Preliminary stage (Stage 0)

7.2.1 The preliminary stage is the stage at which the TC receives an idea or a PWI for a new harmonized standard. At this stage the TC receives ideas, suggestions or directives expressing the need to have harmonised standard in place. The TC 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 TC to advance to the proposal stage.

7.2.2 No target dates can be allocated to a work item at the preliminary stage.

7.2.3 The TC/SC shall regularly review all PWIs to remain abreast of the need for resources, etc.

7.2.4 At the appropriate time, a PWI can progress to the Proposal Stage (Stage 1).

7.3 Proposal stage (Stage 1)

7.3.1 The proposal stage is the stage at which the TC/SC receives, and either accepts or rejects a proposal for a new work item.

7.3.2 An NWIP may be originated by any person or body in a Member State through the NSB or by an external organization in liaison with ARSO Central Secretariat (for example, another regional or international standards body).

7.3.3 The NWIP shall be sent out by the TC Secretariat for a 3-month vote, in the case of a project that will require preparatory and/or committee stages, and for 5 months if accompanying an ISO/IEC standard for direct entry into the process at Stage 4 (Enquiry stage).

7.3.4 The criteria for acceptance of an NWIP shall be as follows:

- (a) in the case of a project that requires preparatory and/or committee stages, approval by a simple majority of P-members voting, plus at least three (3) members willing to participate actively in the project, i.e. to make an effective contribution at the preparatory stage (if relevant), by nominating technical experts and by commenting on WDs.
- (b) in the case of an NWIP circulated together with an international or REC standard for direct entry into the process at Stage 4 (Enquiry stage), the criteria for acceptance applicable to the enquiry stage shall apply, 50% of P-members voting in favour and all effort being made to reconcile negative vote.

NOTE A member may change status only once a year by notifying the TC Secretariat in writing. This change of status may affect the participation and if this has a negative effect on the progress of the project, the Council will take a decision on the way forward.

7.3.5 Once accepted, a new work item becomes part of the work programme of the TC/SC, and has target dates allocated to it for all subsequent stages. The inclusion of a new work item in the programme of work concludes the proposal stage.

7.4 Preparatory stage (Stage 2)

7.4.1 The preparatory stage covers the preparation of a WD.

7.4.2 The TC Secretariat shall appoint a Project Leader, (who may be the TC Secretary himself/herself) who shall liaise with and invite expert assistance from the P-members, who shall each nominate a national expert to assist the Project Leader. Should it be necessary to formally constitute this group as a Working Group, the Project Leader shall arrange for this via the TC Secretariat, and shall be responsible for convening any meeting(s).

7.4.3 The Project Leader shall prepare and circulate to the experts for comment, any number of WDs as are necessary, until the Project Leader informs the TC Secretariat that draft is considered fit for presentation to the TC/SC as a CD.

7.4.4 The preparatory stage concludes when the first CD is available for the TC Secretariat to send to the full TC/SC. Where possible, the CD shall be made available by the TC Secretariat in English and French.

7.5 Committee stage (Stage 3)

7.5.1 Upon acceptance of the NWIP and WD by the Member States, the draft shall be elevated to a Committee Draft and assigned a first draft number CD by the TC Secretariat in coordination with the ARSO Central Secretariat.

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

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

7.5.4 For effective national consultations, Member States shall use national mirror committees comprising national stakeholders in the sector under discussion and submit comments which reflect the national position as opposed to a purely NSB position.

7.5.5 No more than 4 weeks after the closing date for submission of replies, the TC Secretariat shall prepare the compilation of comments and arrange for its circulation to all National Members. When preparing this compilation, the secretariat shall indicate its proposal, made in consultation with the Chairperson of the TC or SC and, if necessary, the project leader, for proceeding with the project, either:

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

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

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

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

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

7.6 Enquiry stage (Stage 4)

7.6.1 Within 5 days of completion of the CD stage, the TC Secretariat shall acquire the DARS number from the ARSO Central Secretariat for advancing the document to the enquiry stage.

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

At this stage, the DARS is also notified to WTO by all participating members and ARSO Secretariat.

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

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

- (a) when the approval criteria of 7.6.5 below are met, to register the enquiry draft, as modified, as a Final Draft African Standard (FDARS), 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 FDARS, or
- (c) when the approval criteria of 7.6.4 below are not met;
 - (1) to circulate a revised enquiry draft, or

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

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

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

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

7.7 Ballot stage (Stage 5)

7.7.1 At the ballot stage, the FDARS shall be distributed by the TC Secretariat together with the ballot form within 1 month to all national bodies for a 1-month vote. National bodies shall be advised of the date by which ballots are to be received.

7.7.2 Votes submitted by national bodies shall be explicit: positive, negative, or abstention. If a national body votes affirmatively, it shall not submit any comments.

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

7.7.3 The acceptance criteria of the FDARS shall be a positive vote on the FDARS by 75% of the participating NSBs. Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons. Failure to vote within the prescribed timelines shall be deemed to be an acceptance of the FDARS.

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

7.7.5 Within 2 weeks after the end of the voting period, the TC Secretariat shall circulate to all SMC Members and the ARSO Secretariat a report using the ballot results Form showing the result of voting and indicating either the formal approval by national bodies to issue the African Standard or formal rejection of the FDARS.

7.7.6 If the FDARS is not approved in accordance with the conditions 7.7.3, the document shall be referred back to the TC or SC concerned for reconsideration in the light of the technical reasons.

The committee may decide to:

- (a) resubmit a modified draft as a committee draft, enquiry draft or, FDARS;
- (b) publish a Technical Specification (TS), PAS, Technical Report (TR), Guide;
- (c) cancel the project.

7.8 Approval and publication stage (Stage 6)

The approval stage is the stage at which the Final Draft African Standard is approved by the Council on the basis of due process. The Approval stage ends when a Final Draft African Standard is approved by the Council to advance to the adoption and approval by the ARSO Council as an African Standard.

7.9 Procedure for adoption of international/regional standards

7.9.1 The Council on recommendation of SMC may approve the adoption of International or Regional Standards as African Standards.

7.9.2 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.

7.9.3 The acceptance criteria shall be when at least 75 % of the Member States who are P members of the respective TC accept to use the international or regional standard without modification. Failure to submit a position within the prescribed timelines shall be deemed to be an acceptance of the international or regional standard.

If the standard is found to be acceptable by at least 75 % of the Member States who are P members of the respective TC, it is advanced to approval and declaration stages for endorsement for adoption.

7.9.4 If the international standard (IS) or regional standard (RS) is not approved in accordance with the conditions in 7.9.3, the document shall be referred back to the technical committee or subcommittee concerned for reconsideration in the light of the technical reasons submitted in support of the non-acceptance.

The TC / SC may decide to submit a fresh NWIP with the IS or RS being used as reference information at Stage 1.

7.9.5 Upon acceptance of adoption proposal the TC Chairperson shall prepare and present to the SMC a report of the TC indicating the list of the international/regional standards which are suitable for use in Africa.

7.9.6 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 FDARS is available with ARSO Secretariat.

7.9.7 The SMC compiles a list of international/regional standards that are ready for endorsement for adoption and use as African Standards. This list is then circulated to the NSBs and the ARSO Secretariat.

7.9.8 The ARSO Secretariat presents the list to the ARSO Council for endorsement and recommendations for adoption at the national level.

7.9.9 If the Council for some reason does not endorse the adoption of any international/regional standard, the ARSO Secretariat shall refer back the standard to the TC for further action.

7.9.10 The ARSO Secretariat shall upon endorsement publish the titles and standard numbers of the endorsed international or regional standards for adoption by the Member States.

8 Time periods allowed for commenting and voting

8.1 The time periods allowed for commenting and voting at the various stages of the progress of a project are shown in Table 2.

Table 2 — Time periods allowed for commenting / voting

Project stage	Associated document	Timeframe	Adoption of IS/REC Stds
0: Preliminary stage	Preliminary Work Item (PWI)	Not applicable	Not applicable
1: Proposal stage	New Work Item Proposal (NWIP)	3 to 5 months (3 months for circulation and balloting and 2 months to review ballot results and approval by SMC)	2 Months
2: Preparatory stage	Working Draft (WD)	2 months	0
3: Committee stage	Committee Draft (CD)	6 months	0
4: Enquiry stage	Draft African Standard (DARS)	4 months (2 months' public review) (2 months to resolve comments)	1
5: Ballot stage	Final Draft African Standards (FDARS)	1 month	2
6: Approval stage	African Standards (ARS)	Not applicable	1
Publication stage	African Standards (ARS)	Immediately upon approval	

The Council shall consider the cancellation of projects that have exceeded their duration time as set in Table 2. The TC secretariat shall notify Council with justification when a particular stage has exceeded the normal time. The Council may approve the fast tracking of projects that address regional emergencies that require urgent action.

9 Maintenance of African Standards

9.1 Systematic review

9.1.1 General

9.1.1.1 A review shall be undertaken, at intervals not exceeding 5 years, of the continued suitability and applicability of each African Standard. The review shall take the form of a questionnaire (see Form H), which shall be circulated for voting to all relevant TCs and AU Members by the TC/SC Secretariat for a period three months vote.

9.1.1.2 TC/SC shall recommend to SMC one of the following options for approval:

- (a) reconfirm the African Standard for another 5 years;
- (b) a revision;
- (c) amendment; or
- (d) withdraw the African Standard.

9.1.1.3 When a need for review of an African Standard is identified by a Member State and/ or stakeholder, they shall initiate the review process as provided for under Stage 1 (NWI proposal stage).

9.1.1.4 In the case of international standards adopted as an African Standard, the revision shall be circulated by the relevant TC Secretariat to Member States in exactly the same way as a new project, and may enter the process at Stage 4 (Enquiry stage).

9.1.2 Confirmation of African Standards

Where it has been verified that the African Standard is used, that it should continue to be available and that no technical changes are needed, the African standard may be confirmed. The decision to confirm shall be based on simple majority of P-members voting in support.

9.1.3 Revision of African Standards

9.1.3.1 Where it has been verified that the African standard is used that it should continue to be made available but technical changes are required, an African standard may be proposed for amendment or revision. The decision to amend or revise shall be based on simple majority of P-members voting in support.

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

9.1.3.3 An amendment alters and/or adds to previously agreed technical provisions in an existing African Standard. An amendment is considered as a partial revision: the rest of the African Standard is not open for comments. An amendment shall be incorporated in the standard.

9.1.3.4 The procedure for developing and publishing an amendment shall start at 7.3. At the approval stage, the SMC shall decide, in consultation with the secretariat of the TC or SC, and bearing in mind both the financial consequences to the organization and the interests of users of the African Standard, whether to publish an amendment or a new edition of the African Standard.

9.1.3.5 In a case where a need for a revision or amendment has been identified prior to the five year systematic review, a proposal shall be circulated by the TC Secretariat to all Member States and, if approved, a new project shall be initiated.

9.1.4 Withdrawal of African Standards

9.1.4.1 An African Standard is withdrawn if

- (a) as a result of a systematic review, the text is found to be no longer relevant, or
- (b) it becomes obsolete, or
- (c) it is replaced by another standard or a new edition

9.1.4.2 A stakeholder in any Member State can propose the withdrawal of an African Standard through their NSB. The NSB shall forward the request to the relevant TC Secretariat who in turn will carry out consultation within a period of 2 months with all the Member States. Following the consultation and agreement by 2/3 majority of the Member States, the recommendation for the withdrawal shall be forwarded to SMC via the ARSO Central Secretariat for approval.

9.1.4.3 The SMC shall verify the results of the agreement by Member States to withdraw the African Standard and forward the withdrawal request to the ARSO Council.

9.1.4.4 Following the approval of the withdrawal by Council, ARSO Central Secretariat will inform Member States to withdraw the adopted standard within 3 months.

9.2 Corrections

9.2.1 An African Standard may be modified or updated by the publication of a corrected version.

9.2.2 A correction is only issued to correct an error or ambiguity, inadvertently introduced either in drafting or in publishing and which could lead to incorrect or unsafe application of the standard.

9.2.3 Corrections are not issued to update information that has become outdated since publication. Suspected errors shall be brought to the attention of the secretariat of the technical committee or subcommittee concerned.

9.2.4 After confirmation by the secretariat and Chairperson, if necessary, in consultation with the project leader and P members of the technical committee or subcommittee, the secretariat shall submit to Council for approval, through the ARSO Central Secretariat a proposal for corrections, with an explanation of the need to do so. The TC secretariat shall circulate the corrected version of the standard to Member States.

NOTE Corrections will not be issued for a publication that is older than 3 years.

10 Deviation

10.1 Deviations are permissible during the development and adoption of harmonised standard.

10.2 Regional and national deviations are permissible when the source standard is not fully implementable as is for reasons such as;

- (a) geographical and environmental conditions;
- (b) climatic conditions;
- (c) socio-economic development;
- (d) political considerations

10.3 Deviations to be effected in an African standard shall take into account applicable rules of the publishing body of the source standard. Deviations that are applicable to specific member states shall be submitted with justification to ARSO Central Secretariat for review by the ARSO Council and approval by the ARSO GA.

11 Document integrity

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

11.1 The ARSO Central Secretariat shall be the custodian of the approved text of African Standards as the authoritative reference.

11.2 The approved text shall be deposited at the ARSO Central Secretariat as

- (a) hard copy, initialled on each page by the chairperson of the TCs and signed off by the heads of the delegation on the cover page
- (b) electronically in both MS word format and PDF format.

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

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

12 Appeals process

12.1 General

Appeals may be either technical or administrative in nature. All appeals must be fully documented to support the appeal.

12.2 Appeal structure

Member States who are P-members of TCs have the right to appeal against any decision, action or inaction within 3 months of the decision/ action/ inaction to the:

- (a) parent TC on a decision/ actions/ inaction by a subcommittee.
- (b) Standards Management Committee on a decision/ action/ inaction by the TC.
- (c) the Council on a decision/ action/ inaction by the SMC.

12.3 Appeal against a Subcommittee decision/action/inaction

12.3.1 P-members shall submit the fully documented appeal to the TC Secretariat with a copy to the Chief Executive Officer (CEO) of the national standards body (NSB) holding the secretariat.

12.3.2 The TC Secretariat shall advise all the P-members of the TC of the appeal and take immediate action preferably by correspondence or at a meeting to consider and decide on the appeal. The CEO will be consulted in the process.

12.3.3 If the TC is in support of the SC then the P-member which initiated the appeal may either:

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

12.4 Appeal against a TC decision/action/inaction

12.4.1 Appeals against a TC decision may be

- an appeal arising from 12.3.3 above
- an appeal against an original decision by the TC

12.4.2 The fully documented appeal shall be submitted to the SMC Chairperson, with a copy to the TC Secretariat.

12.4.3 The SMC Chairperson shall, following consultation refer the appeal together with his/her comments to the SMC within a month after receipt of the appeal.

12.4.4 The SMC Chairperson shall decide whether an appeal shall be further processed or not. If the decision is in favour of proceeding, the SMC Chairperson shall form a conciliation panel from P-members. The panel shall give a final report to the SMC Chairperson within 3 months.

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

12.5 Appeal against SMC decision/action/inaction

12.5.1 An appeal against the SMC decision shall be submitted to the ARSO Council through Council Chairperson with full documentation on all stages of the appeal.

12.5.2 The Council Chairperson shall refer the appeal together with his comments to the ARSO Council through the ARSO Central Secretariat within one month after receipt of the case.

12.5.3 The Council shall make its decision and the decision of the Council on any case is final.

12.6 Progress of work during appeal

When an appeal is against a decision/ action/ inaction on projects in progress the work shall be continued, until the approval stage but the FDARS shall not be circulated for voting until resolution on the appeal is made.

Annex A
(normative)

Organizational Structure for the development of African Standards

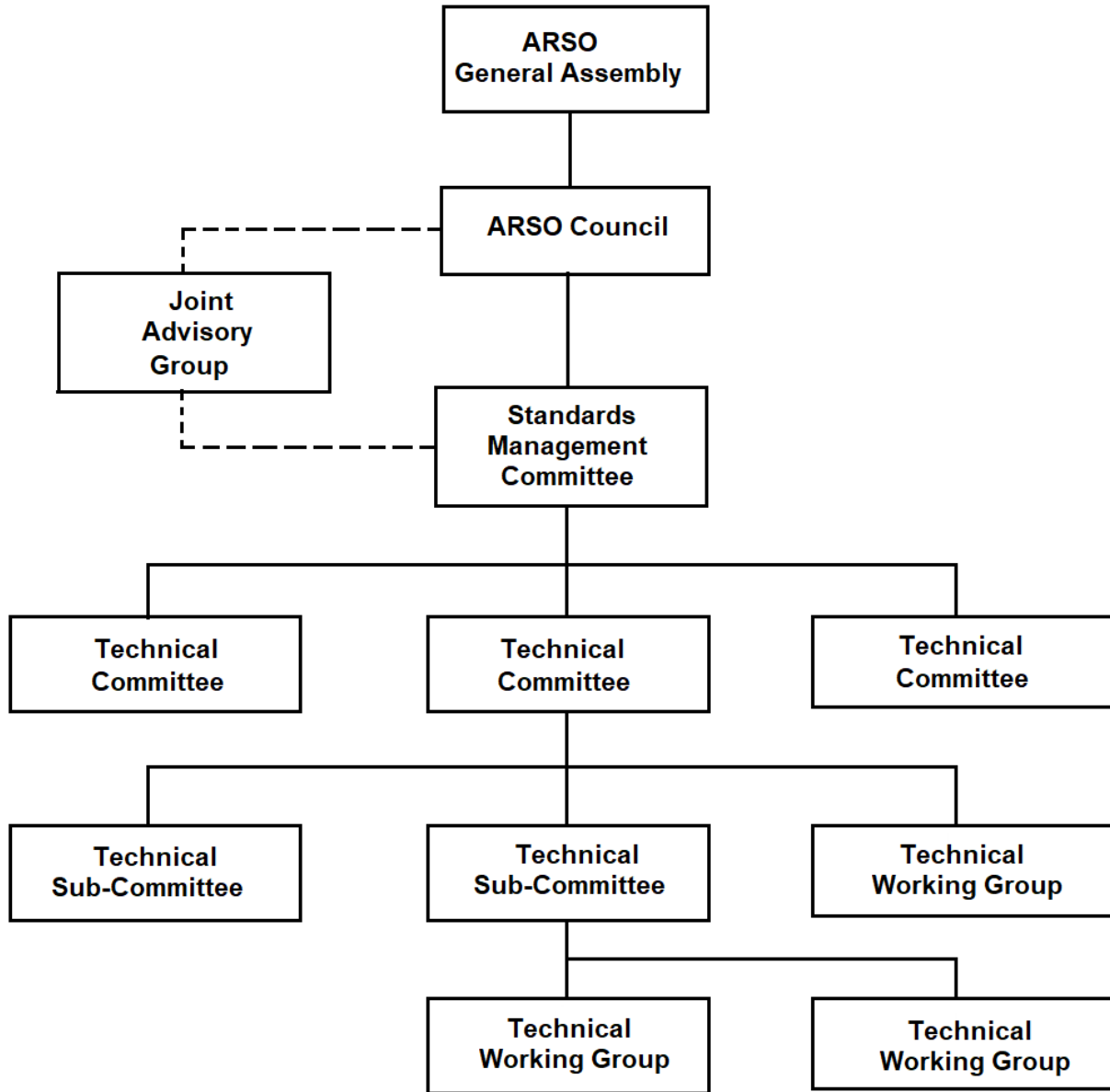


Figure A.1 — Organizational Structure for the development of African Standards

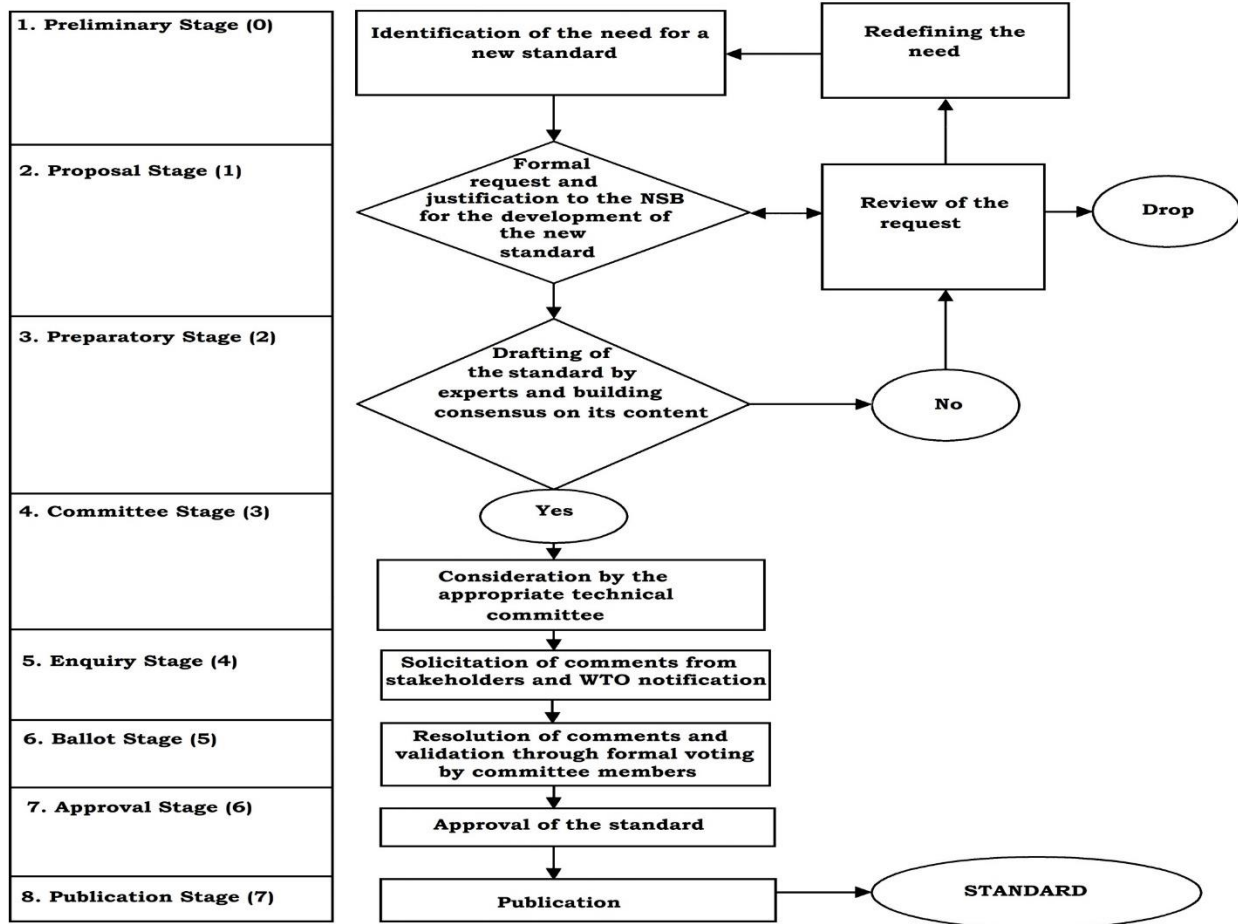


Figure A.2 — Flowchart for standardization work through stages

Annex B (normative)

Justification of proposals for the establishment of standards

B.1 General

B.1.1 Because of the financial resources and manpower needed, it is important that any standardization activity begins by identifying the needs, determining the aims of the standard(s) to be prepared and the interests that may be affected. This will, moreover, help to ensure that the standards produced address the needs identified and be market driven. Any new standardization activity shall therefore be reasonably justified before it is started.

B.1.2 It is understood that, whatever conclusions may be drawn on the basis of this annex, a prerequisite of any new work to be commenced would be a clear indication of the readiness of a sufficient number of relevant interested parties to allocate necessary manpower, funds and to take an active part in the work.

B.1.3 This annex sets out rules for proposing and justifying new work, so that proposals will offer to others the clearest possible idea of the purposes and extent of the work, in order to ensure that standardization resources are allocated by the parties concerned and are used to the best effect.

B.1.4 This annex does not contain rules of procedure for implementing and monitoring the guidelines contained in it, nor does it deal with the administrative mechanism which should be established to this effect.

B.1.5 This annex is addressed primarily to the proposer of any kind of new work to be started but may serve as a tool for those who will analyse such a proposal or comment on it, as well as for the body responsible for taking a decision on the proposal.

B.2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

B.2.1

proposal for new work

proposal for a new field of technical activity or for a new work item

B.2.2

proposal for a new field of technical activity

proposal for the preparation of (a) standard(s) in a field that is not covered by an existing committee (such as a technical committee, subcommittee or project committee) of the organization to which the proposal is made

B.2.3

proposal for a new work item

proposal for the preparation of a standard or a series of related standards in the field covered by an existing committee (such as a technical committee) of the organization to which the proposal is made

B.3 General principles

B.3.1 Any proposal for new work shall lie within the scope of the organization to which it is submitted.

B.3.2 The documentation justifying new work shall make a substantive case for the market relevance of the proposal.

B.3.3 The documentation justifying new work shall provide solid information as a foundation for informed ARSO national body voting.

B.3.4 The onus is considered to be placed on the proposer to provide the proper documentation to support principles B.3.2 and B.3.3.

B.4 Elements to be clarified when proposing a new field of technical activity (new TC)

B.4.1 Title

The title shall clearly indicate the field of technical activity which the proposal is intended to cover.

Example: "Sustainable mining"

B.4.2 Scope

B.4.2.1 The scope shall precisely define the limits of the field of activity. Scopes shall not repeat general aims and principles governing the work of the organization but shall indicate the specific area concerned.

Example: "Standardization in all fields of mining to ensure social, economic, environmental and institutional sustainability".

B.4.2.2 If similar or related work is already in the scope of other ARSO committees or in other organizations, the proposed scope shall distinguish between the proposed work and the other work.

B.4.2.3 The proposer may indicate whether his or her proposal could be dealt with by widening the scope of an existing technical committee or by establishing a new technical committee.

B.5 Purpose and justification

Details based on a critical study of the following elements shall be given wherever practicable:

- a) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome;
- b) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors;
- c) Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard(s)?

- d) Timeliness of the standards to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standards outdated? Are the proposed standards required as a basis for the future development of the technology in question?
- e) Urgency of the activity, considering the needs of other fields or organizations;
- f) The benefits to be gained by the implementation of the proposed standard(s); alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade shall be included and quantified.
- g) If the standardization activity is or is likely to be the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

B.6 Programme of work

B.6.1 The proposed programme of work shall correspond to and clearly reflect the aims of the standardization activities and shall, therefore, show the relationship between the subjects proposed.

B.6.2 Each item on the programme of work shall be defined by both the subject and aspect(s) to be standardized (for products, for example, the items would be the types of products, characteristics, other requirements, data to be supplied, test methods, etc.).

B.6.3 Supplementary justification may be combined with particular items in the programme of work.

B.6.4 The proposed programme of work shall also suggest priorities and target dates.

B.7 Relevant documents

B.7.1 Any known relevant documents (such as standards and regulations) shall be listed, regardless of their source.

B.7.2 It would generally be helpful if the list of documents could be accompanied by an indication of their significance.

B.7.3 When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments), this shall be indicated with appropriate justification and a copy attached to the proposal.

B.8 Cooperation and liaison

B.8.1 Relevant organizations or bodies with which cooperation and liaison should exist, shall be listed.

B.8.2 In order to avoid conflict with, or duplication of efforts of, other bodies, it is important to indicate all points of possible conflict or overlap.

B.8.3 The result of any communication with other interested bodies shall also be included.

Form 1
(normative)

Proposal for a new field of technical activity

Circulation date Click here to enter a date.	Reference number: Enter Number (to be given by ARSO Central Secretariat)
Closing date for voting Click here to enter a date.	
Proposer Click here to enter text.	ARSO/TA/P Enter Number

A proposal for a new field of technical activity shall be submitted to the ARSO Central Secretariat, which will assign it a reference number and process the proposal in accordance with Clause 5.8 of these procedures.

Proposal (to be completed by the proposer)

Title of the proposed new committee (The title shall clearly indicate the new field of technical activity which the proposal is intended to cover). Click here to enter text.
Scope statement of the proposed new committee (The scope shall precisely define the limits of the field of activity. Scopes shall not repeat general aims and principles governing the work of the organization but shall indicate the specific area concerned). Click here to enter text.
<input type="checkbox"/> The proposer has checked whether the proposed scope of the new committee overlaps with the scope of any existing committee
<input type="checkbox"/> If an overlap or the potential for overlap is identified, the affected committee has been informed and consultation has taken place between proposer and committee on i. modification/restriction of the scope of the proposal to eliminate the overlap, ii. potential modification/restriction of the scope of the existing committee to eliminate the overlap.
<input type="checkbox"/> If agreement with the existing committee has not been reached, arguments are presented in this proposal (under question 7) as to why it should be approved.
Proposed initial programme of work. (The proposed programme of work shall correspond to and clearly reflect the aims of the standardization activities and shall, therefore, show the relationship between the subject proposed. Each item on the programme of work shall be defined by both the subject aspect(s) to be standardized (for products, for example, the items would be the types of products, characteristics, other requirements, data to be supplied, test methods, etc.). Supplementary justification may be combined with particular items in the programme of work. The proposed programme of work shall also suggest priorities and target dates.) Click here to enter text.

Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal (This may be combined with the "Proposed initial programme of work" if more convenient).

[Click here to enter text.](#)

A listing of relevant existing documents at the international, regional and national levels. (Any known relevant document (such as standards and regulations) shall be listed, regardless of their source and should be accompanied by an indication of their significance.)

[Click here to enter text.](#)

A statement from the proposer as to how the proposed work may relate to or impact on existing work. (The proposer should explain how the work differs from similar work, or explain how duplication and conflict will be minimized. If similar or related work is already in the scope of other committees of the organization or in other organizations, the proposed scope shall distinguish between the proposed work and the other work. The proposer shall indicate whether his or her proposal could be dealt with by widening the scope of an existing technical committee or by establishing a new technical committee.)

[Click here to enter text.](#)

A listing of relevant countries where the subject of the proposal is important to their national commercial interests.

[Click here to enter text.](#)

A listing of relevant international organizations or internal parties to be engaged as liaisons in the development of the deliverable(s). (In order to avoid conflict with, or duplication of efforts of, other bodies, it is important to indicate all points of possible conflict or overlap. The result of any communication with other interested bodies shall also be included.)

[Click here to enter text.](#)

A simple and concise statement identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s).

[Click here to enter text.](#)

An expression of commitment from the proposer to provide the committee secretariat if the proposal succeeds.

[Click here to enter text.](#)

Purpose and justification for the proposal.

[Click here to enter text.](#)

Signature of the proposer

[Click here to enter text.](#)

Annex C (normative)

Resources of Secretariats and roles of Secretaries

C.1 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

C.1.1 secretariat

a country to which has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to a TC or subcommittee

C.1.2 secretary

individual appointed by the secretariat to manage the technical and administrative services of the TC

C.2 Resources of a secretariat

A country to which a secretariat has been assigned shall recognize that, no matter what arrangements it makes in its country to provide the required services, it is the country itself that is ultimately responsible for the proper functioning of the secretariat. The secretariat shall therefore have adequate administrative and financial means or backing to ensure:

- (a) facilities for word-processing in English and/or French, for providing texts in machine-readable form, and for any necessary reproduction of documents;
- (b) preparation of adequate technical illustrations;
- (c) identification and use, with translation where necessary, of documents received in the official languages;
- (d) updating and continuous supervision of the structure of the committee and its subsidiary bodies, if any;
- (e) reception and prompt dispatch of correspondence and documents;
- (f) adequate communication facilities by telephone, telefax and electronic mail;
- (g) access to the internet;
- (h) arrangements and facilities for translation, interpretation and services during meetings, in collaboration with the host committee, as required;
- (i) attendance of the secretary at any meetings requiring his/her presence, including TC and/or subcommittee meetings, editing committee meetings, working group meetings, and consultations with the chairperson when necessary;
- (j) access by the secretary to basic International Standards specified in ISO/IEC Directives Part 2 and to African Standards, national standards and/or related documents in the

field under consideration;

- (k) Access by the secretary, when necessary, to experts capable of advising on technical issues in the field of the committee.

Whilst ARSO endeavours to send a representative to the first meeting of a TC, to meetings of TCs with new secretariats, and to any TC or subcommittee meeting where such presence is desirable for solving problems, the ARSO Secretariat cannot undertake to carry out the work for a secretariat, on a permanent or temporary basis.

C.3 Requirements of a secretary

The individual appointed as secretary shall

- (a) have sufficient knowledge of English and/or French;
- (b) be familiar with the Statutes and rules of procedure, as appropriate, and with the ASHAM Procedures;
- (c) be in a position to advise the TC and any subsidiary bodies on any point of procedure or drafting, after consultation with the ARSO Secretariat if necessary;
- (d) be aware of any ARSO Council decision regarding the activities of the TCs in general and of the committee for which he is responsible in particular;
- (e) be a good organizer and have training in and ability for technical and administrative work, in order to organize and conduct the work of the committee and to promote active participation on the part of committee members and subsidiary bodies, if any;
- (f) be familiar with the documentation supplied by the ARSO Secretariat.

Annex D (normative)

Procedures for developing ARSO guides

D.1 Introduction

This annex provides the procedures to be applied in the development of ARSO guides. The procedures are not intended to be as rigorous as those used for the harmonization of African Standards given in the main body of these procedures. However, it will be important to ensure that the principles outlined in these procedures are upheld.

The ARSO Guides shall be drafted in accordance with the ISO/IEC Directives Part 2.

D.2 Proposal stage

The proposal to develop a guide shall be processed through the respective TC and shall be in line with the proposal for development of African Standards.

D.3 Preparatory stage

The working draft shall be prepared while taking into consideration the interests of all stakeholders and giving them the opportunity to provide input during the preparation of the working draft.

D.4 Committee stage

Once a working draft is available for circulation as a TC Committee Draft, the secretariat of the Committee or Group responsible for the project shall arrange for it to be circulated for comments to stakeholders for a period of 6 weeks with the comments template.

The Committee or Group responsible for the project shall examine the comments received and prepare a revised draft Guide.

D.5 Enquiry stage

D.5.1 The ARSO Secretariat shall circulate texts of the revised draft Guide to stakeholders for a 2-month vote.

D.5.2 The draft Guide is approved for publication as a Guide if not more than one-quarter of the votes cast are negative, abstentions being excluded when the votes are counted.

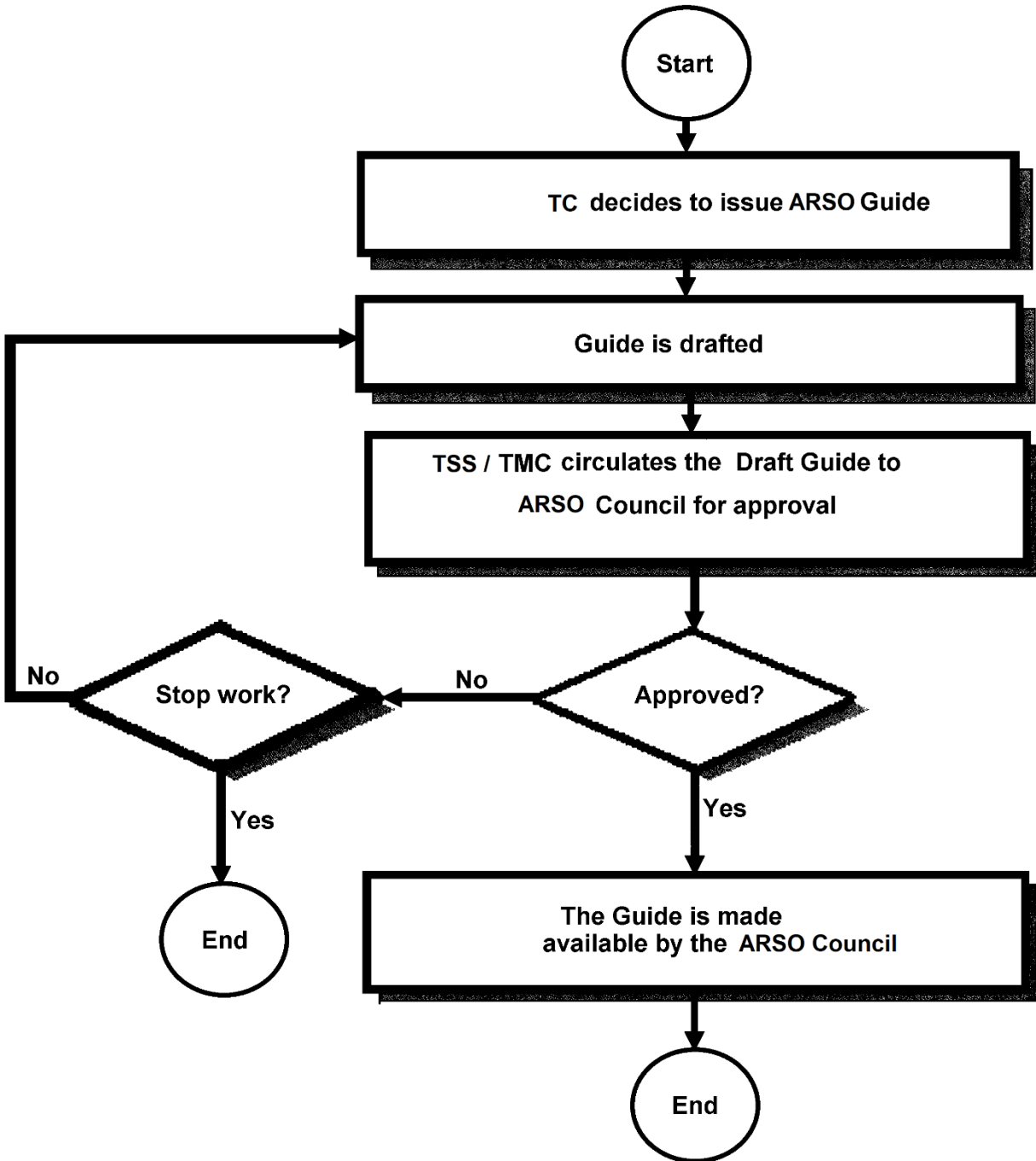
D.5.3 If a draft Guide is not approved, or if it is approved with comments the acceptance of which would improve consensus, the chairperson of the TC responsible for the project may decide to submit an amended draft for a 2-month vote. The conditions for acceptance of the amended draft are the same as in D.5.2.

D.6 Publication stage

The publication stage shall be the responsibility of the ARSO Secretariat.

D.7 Withdrawal of a Guide

The TC responsible for the Guide shall be responsible for deciding if the Guide shall be withdrawn. The formal withdrawal shall be ratified by the ARSO Council.



Flowchart for development of ARSO Guides

Annex E
(normative)

Procedures for developing technical specifications

E.1 Technical specifications (TS) may be prepared and published under the following circumstances and conditions.

E.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 African Standard, the technical committee or subcommittee may decide that the publication of a Technical Specification would be appropriate. The reasons for publishing the Technical Specification, and an explanation of its relationship to the expected future African Standard, shall be given in the foreword.

E.1.2 A Technical Specification may be established with a view to serving for instance the purpose of:

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

Furthermore, an ARSO/TC may decide to publish a Technical Specification where:

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

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

E.1.3 A Technical Specification may compete against another Technical Specification with the same scope, but a Technical Specification shall not conflict with an African Standard.

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

E.1.4 During preparation of the Technical Specification, or after its approval, no standstill obligation exists except if the Council has specifically decided so.

E.1.5 The maximum lifetime of a Technical Specification is 6 years (i.e. one three-year period and one confirmation).

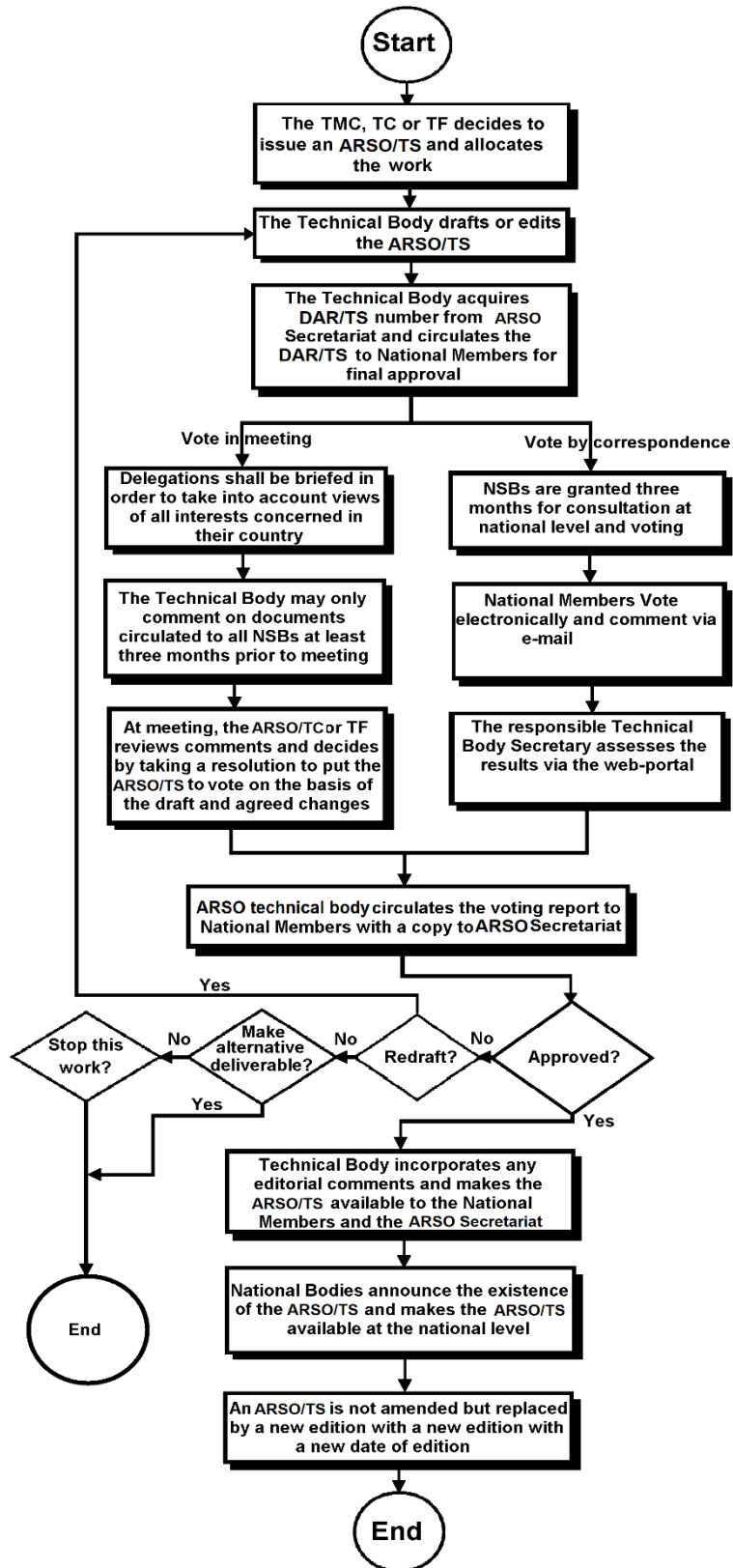


Figure E.1 — Flowchart for development of an ARSO/TS

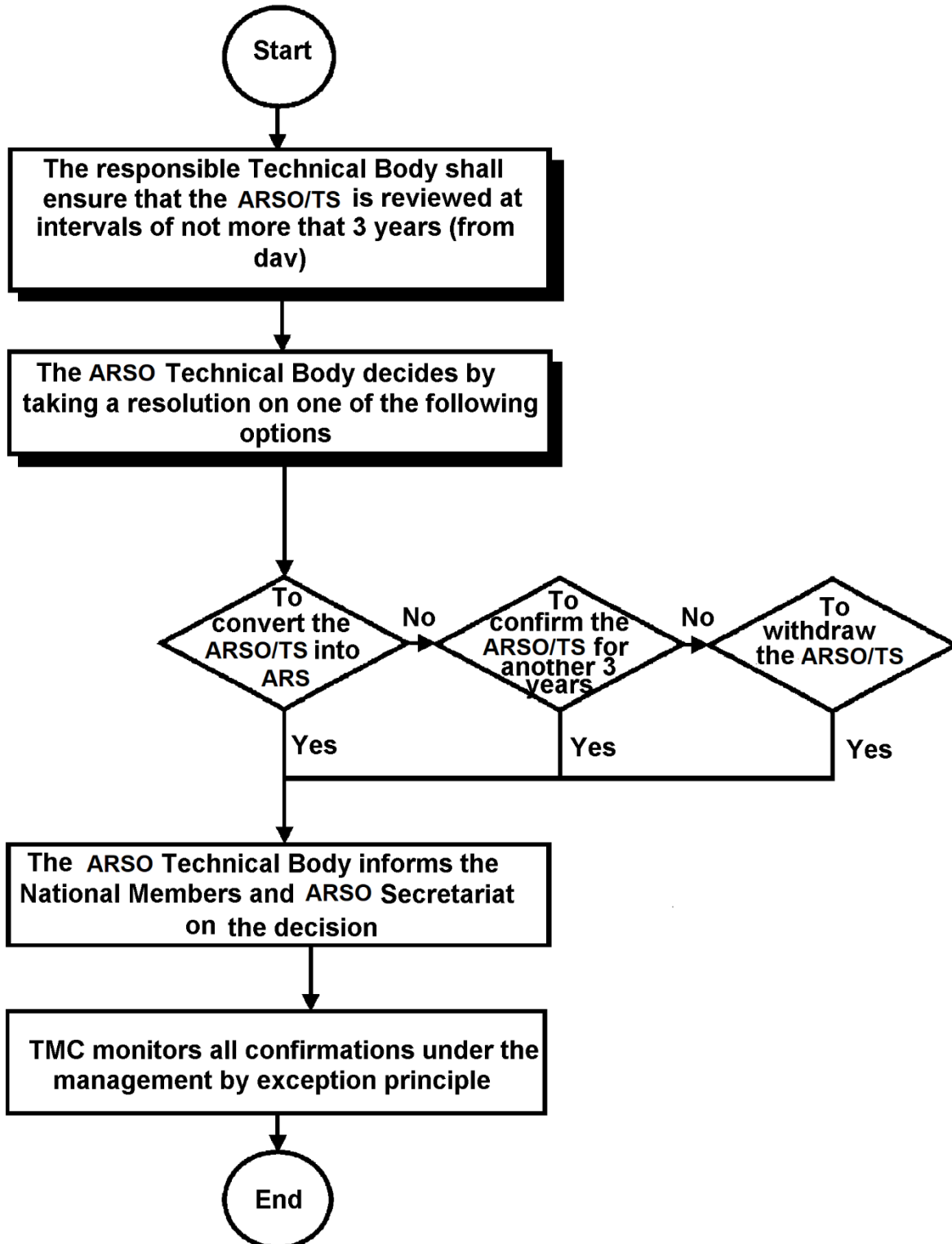


Figure E.2 — Flowchart for review of ARSO/TS

Annex F
(normative)

Procedures for developing publicly available specifications

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

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

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

The main difference is in the area of consensus; a normal standard shall 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 for the setting of 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 shall complement, not conflict with, any legislation in the subject area. It is also written in accordance with ARS drafting rules, which means that the content shall 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.

Annex G
(normative)

Procedures for developing technical reports

When a technical committee or subcommittee has collected data of a different kind from that which is normally published as an African Standard (this may include, for example, data obtained from a survey carried out among the national bodies, data on work in international organizations or data on the "state of the art" in relation to standards of national bodies on a particular subject), the technical committee or subcommittee may decide, by consensus, to request the Council to publish such data in the form of a Technical Report (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 African Standards related to the subject. The SMC in consultation with the Council, shall decide whether to publish the document as a Technical Report.

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

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

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

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

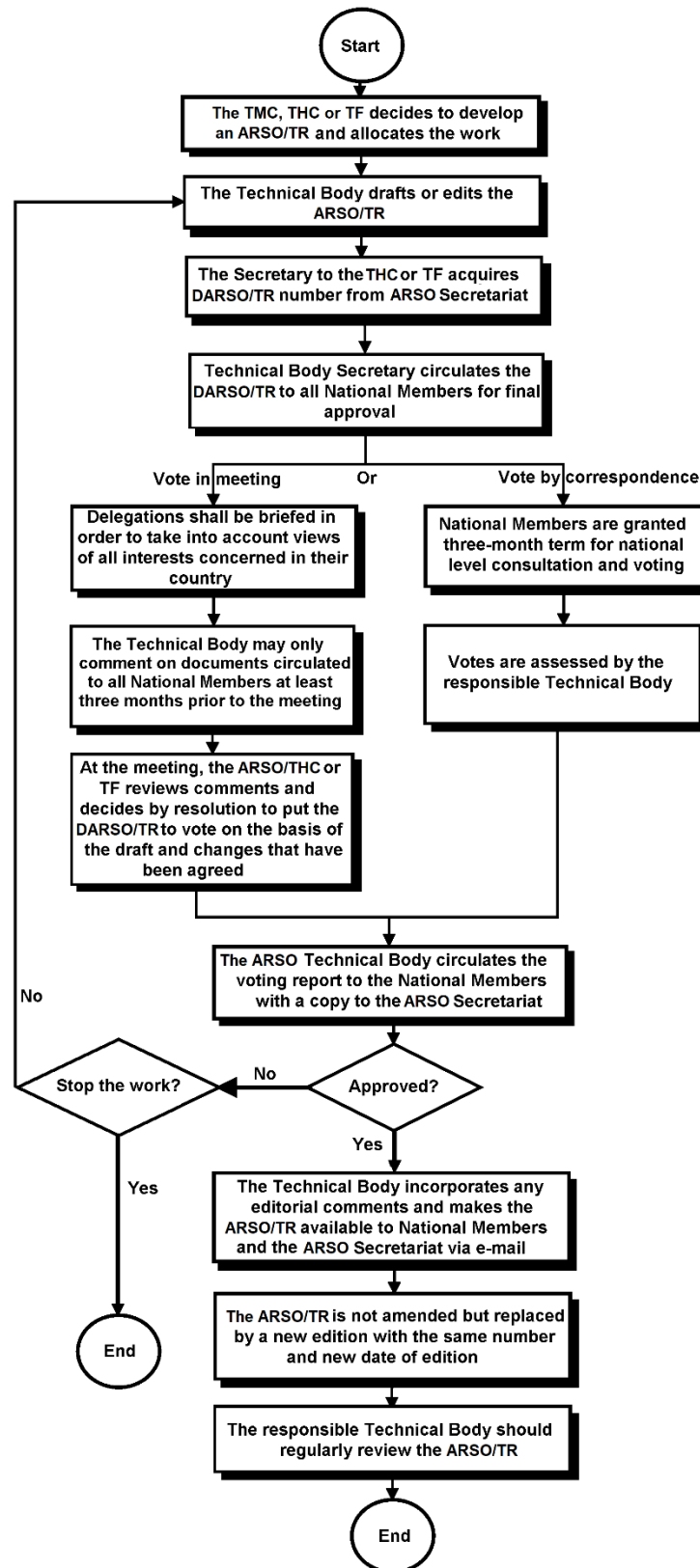


Figure G.1 — Flowchart for development of ARSO/TR

Annex H (normative)

Procedures for developing workshop agreements

H.4.1 A Workshop Agreement (WA) is a technical agreement developed in an open structure and not in a Technical Committee.

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

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

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

During the preparation of an AWA or after its adoption, no standstill obligation exists.

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

An AWA shall not conflict with any African normative document, but may compete with any African normative document.

NOTE This implies that an existing AWA shall be withdrawn if the publication of a subsequent ARS brings the AWA into conflict with that ARS.

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

H.4.2 The justification shall be based on the following, inter alia:

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

H.4.3 Stages of development of the AWA

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

H.4.4 The TC Secretary shall prepare the preliminary draft based on information from any of the following references:

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

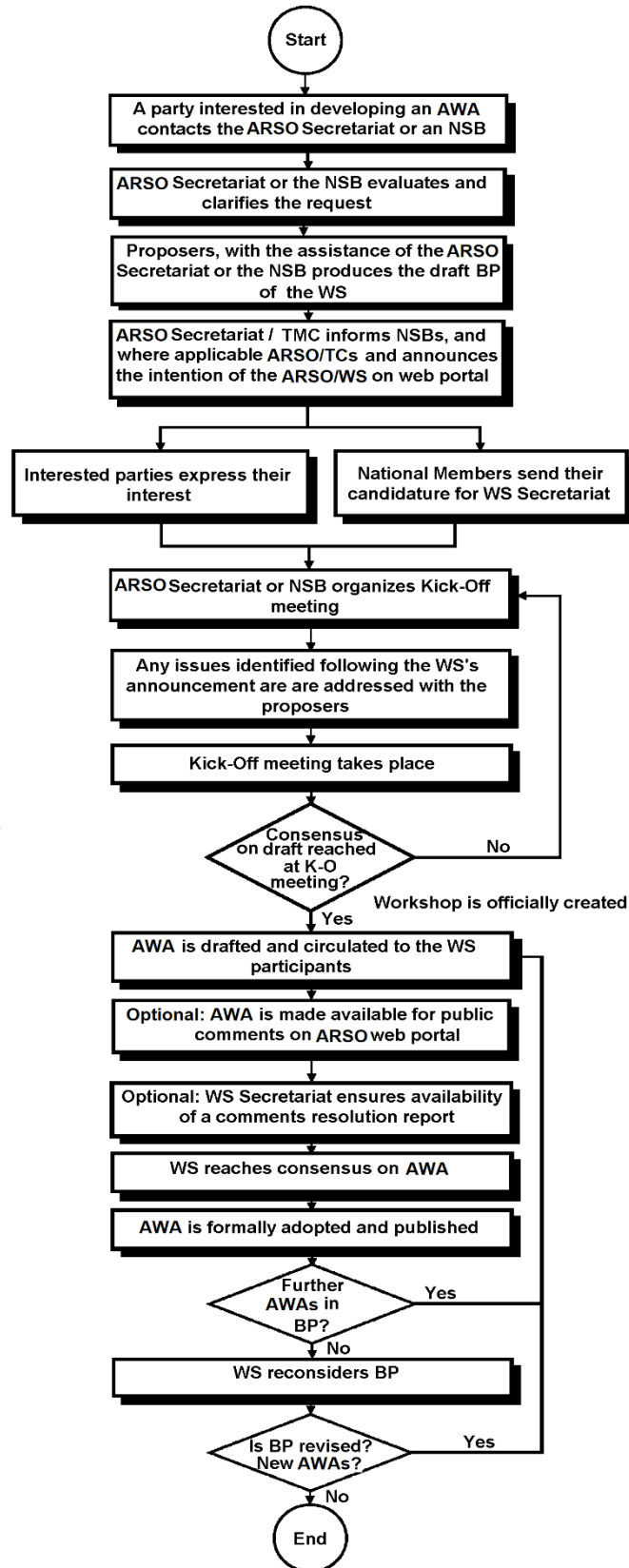


Figure H.1 — Flowchart for development of African Workshop Agreement (AWA)

Annex I
(informative)

Priority considerations on New Work Item Proposals (NWIPs)

NWIPs shall be submitted to the respective TC Secretariat and the ARSO Secretariat using either Form A or Form B.

Upon receipt of the NWIP, the TC Secretariat shall circulate the NWIP together with Form C to all Member States NSBs and posting it in the ARSO website.

The Member States NSBs upon receipt of Form A/B and C in will then circulate the same to its national stakeholders giving them two months to seek national position and compile for submission to the TC Secretariat.

The TC Secretariat upon receipt of the national positions on the proposals from the Member States NSBs will within 14 days compile the positions using Form C for consideration by the Council for approval.

The Council will approve the titles, scopes for the NWIP before its acceptance into the programmes of work and priorities within work programmes.

The Council will upon receipt of the NWIP approve within a period of 6 weeks. These approvals shall be done through meetings, correspondence or other means.

The criteria for acceptance of the NWIP shall be based on the following considerations:

- (a) African Continental Free Trade Area and market requirements within the Africa;
- (b) African Agenda 2063 programmatic priorities and aspirations;
- (c) Scientific and technological development;
- (d) Common Regional Regulatory objectives (e.g. security, safety, health and environment considerations);
- (e) African Conference of Ministers priorities; and
- (f) Common imports into the region with a view to reduce substandard imports and dumping into the region.

Upon receipt of the approved work program containing the NWIP items, the Member State NSB aligns its national work programme with the ARSO work programme 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 working draft.

The TC Secretariat will then prepare working drafts in the style and format in accordance with ISO/IEC Directive Part 2 and ARS template.

Use this form to propose:

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

This form is not intended for use to propose an action following a systematic review.

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

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

(see also the ISO/IEC Directives Part 1)

- a) Title:** Indicate the subject of the proposed new work item.
- b) Scope:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
- c) Envisaged publication type.**
- d) Purpose and justification:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related TC Business Plan.*

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

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

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

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

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

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

7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated. If a series of new work items is

proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

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



AFRICAN ORGANIZATION FOR STANDARDIZATION

Annex K
(normative)

New work item proposal Form B

Proposal for a new work item		
Title:		
Proposer:		
Information to be supplied by the proposer of the NWI		
B.1 Subject		
B.1.1 Scope:		
B.1.2 Keywords (Descriptors) characterizing the scope (multiple ticks are possible and/or necessary)		
— Product <input type="checkbox"/>	— Requirements <input type="checkbox"/>	— ARSO Standard <input type="checkbox"/>
— System <input type="checkbox"/>	— Characteristics <input type="checkbox"/>	— ARSO Guide <input type="checkbox"/>
— Service <input type="checkbox"/>	— Guidance <input type="checkbox"/>	— ARSO Manual <input type="checkbox"/>
— Interface <input type="checkbox"/>	— Test method <input type="checkbox"/>	— other (e.g. ARSO Forms) <input type="checkbox"/>
— Terminology etc. <input type="checkbox"/>		
B.2 Market relevance		
B.2.1 Frame conditions		
Subject of mandate from Ministerial Decision/Secretariat: <input type="checkbox"/> <i>Reference of mandate</i>		
Transposition of International Standard: <input type="checkbox"/> <i>Reference of IS</i>		
Adoption of draft provided by AU Sectoral body: <input type="checkbox"/> <i>Name of organization + Reference of document</i>		
Other: <input type="checkbox"/> Please specify:		
B.2.2 General market needs		
Safety <input type="checkbox"/>		
Environment <input type="checkbox"/>		
Consumers <input type="checkbox"/>		
Economy <input type="checkbox"/>		
Barriers to trade <input type="checkbox"/>		
Other: <input type="checkbox"/>		
B.2.3 Special aspects (problems or difficulties to be solved by the standard, impacts and benefits to be expected from the standard; <i>please describe shortly</i>):		
B.2.4 Urgency <input type="checkbox"/> high <input type="checkbox"/> medium <input type="checkbox"/> low		
B.3 Resources and timeframe		
— First working draft(s) available *) <input type="checkbox"/>		

- Suitable source document(s) available *)
- Pre-normative research necessary
- Strong interest of stakeholders in terms of financing expected
- Active participation of stakeholders expected
- Expertise available
- External financing expected
- Timely consensus expected
- *) To be added to the proposal

B.4 Participation

- Proposer prepared to participate actively
- Proposer prepared to run secretariat
- Proposer prepared to take over convenor- or project leadership
- Special liaison proposed:

B.5

Name:

Function:

Organization:

Signature **Date:**



AFRICAN ORGANIZATION FOR STANDARDIZATION

**Annex L
(normative)**

Results of acceptance of a New Work Item Proposal Form C

Date:	ARSO/TC/ SC
Name of TC/SC concerned	
<i>To be completed by the TC Secretariat and sent to the ARSO Secretariat and to all Member State NSBs, with a copy to the TC secretariat in the case of a subcommittee.</i>	
Proposal ARSO/TC/ SC	Circulation: Deadline:
Title:	
Results (the compilation of results is given as an annex)	
The following criteria for acceptance have been met:	
<input type="checkbox"/> Approval by two thirds of the balloting members <input type="checkbox"/> Two thirds of Member States balloting approval have agreed to participate in the development of the project and have nominated an expert	
In the light of results, the proposal is therefore:	
<input type="checkbox"/> Approved (all approval criteria met) <input type="checkbox"/> Not approved (one or more approval criteria not met)	
Associated draft	
<input type="checkbox"/> No draft was associated with this ballot. A first draft is expected by (give date)	
<input type="checkbox"/> The associated draft is adopted as a Working Draft (WD). <input type="checkbox"/> The associated draft is approved as a Committee Draft (WD). <input type="checkbox"/> The associated draft is approved as the proposed Draft African Standard (DARS).	
Further procedures (attribution to TC/SC/WG, TC Secretary, development procedure, meetings, etc.)	
<input type="checkbox"/> The project is to be first registered as a Preliminary Work Item <input type="checkbox"/> The project is to be immediately registered as an active work item	

Compilation of the results of balloting on ARSO/NP

Member State NSB	Feasible to develop a Globally Relevant Standard			Accepted for Stage 0	Accepted for Progressing to	When a draft has been attached			Comments enclosed	Participation	Expert(s) nominated	no reply (optional)
	Yes	No	Abst .			Accepted as a WD	Accepted as CD	Accepted as DARS				
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
Total												

Abstentions and incomplete votes are not counted



AFRICAN ORGANIZATION FOR STANDARDIZATION

Annex M (normative)

Comments and Observations Form

Date:	Document: REFERENCE NO.
-------	--------------------------------

1	2	(3)	4	5	(6)	(7)
NM ¹	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Tabl e/Note (e.g. Table 1)	Type of comment ²	Comment (justification for change) by the Organization	Proposed change by the Organization	Secretariat Observations on all comments

1 **NM** = National Member (enter the ISO 3166 two-letter country code, e.g. KE for Kenya; comments from ARSO are identified by **)


2 **Type of comment:** **ge** = general **te** = technical **ed** = editorial

NOTE Columns 1, 2, 4, 5 are compulsory.

Annex N
(normative)

Ballot Form for DARS/FDARS

BALLOT FORM

	Title:	<<type DARS/FDARS No. and title here>>	
	Document Type:	Draft for balloting	
	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 TC Secretariat		

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:

We abstain

Member state	
voting	Name
Date	

NOTE: Absence of any reply or comments shall be deemed to be an acceptance of the FDARS and **shall constitute an approval vote.**

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



African Organisation for Standardisation

Annex O
(normative)

Summary of national ballots for DARS/FDARS form

Positions by member states

Member State	Approval	Disapproval	Comments (refer to attachment with comments)

No response*

Member State	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 balloting 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 ARSO Council into an African Standard.

Name:

Date:

Signature:

TC SECRETARY

Verified by immediate supervisor:

Name and designation:

Date:

Signature:

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



AFRICAN ORGANIZATION FOR STANDARDIZATION

Annex P
(normative)

Review of African Standards

NUMBER OF ARS	
TITLE OF STANDARD	
SCOPE	
TC SECRETARIAT	
CLOSING DATE	

The above ARSO Standard has been in use for more than 5 years and hence it is due for review. Please complete the information and send back to the 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 African Standard represents the best possible solution for 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 African Standard for a further period of 5 years.

We are in favour of REVISION of the African Standard for the following reasons:

We are in favour of WITHDRAWAL of the 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:



AFRICAN ORGANIZATION FOR STANDARDIZATION

Annex Q
(normative)

SMC Submission Form

TC: ARSO/TC <No>: <Name>
DATE OF MEETING: <Date>

Following the meeting of ARSO/TC <No>: <Name> from <Date> attended by the following:

Country	Name / Designation	Organization	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

The following Final Draft African Standards were recommended for consideration by the Standards Management Committee in accordance with the ASHAM Procedures:

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

.....

<Name of TC Chairperson>

<Institute>

<Country Name>

TC Chairperson

.....

<Name of TC Secretary>

<NSB Name>

<Country Name>

TC Secretary

Annex R
(normative)

Procedure for fast-tracking harmonization of African Standards

The development of African Standards may be fast tracked under certain circumstances. In such cases one or more of the following steps may be skipped or the time in one or more of the stages may be significantly reduced in order to provide the standard in a shorter time overall:

Committee stage and balloting stage.

R.1 Stage 1 — Proposal Stage

R.1.1 The criteria for choosing fast track procedure shall be used under the following circumstances and conditions:

- a) when there is a disaster or emergency affecting health, safety, environment and security;
- b) when there is an existing standard that does not adequately address the situation or there is no existing standard

R.1.2 The process shall not contravene provisions of the Annex 3 of WTO/TBT Code of Good Practice for preparation, application and adoption of standards.

R.1.3 The Member State requesting for a fast track standard shall prepare a detailed justification for fast tracking a standard.

R.1.4 The Member State shall forward the justification together with Form A/B to other Member States for consideration. The Member States shall respond on this request using Form C.

R.1.5 Once request for fast track standard has been received, it shall be processed within 14 days for approval as a NWIP except that a decision for approval as NWIP may be made through correspondence by ARSO Council members.

R.1.6 The proposal stage ends when Council approves a New Work Item proposal and the maximum timeline shall be 30 days.

R.2 Stage 2 — Committee Stage

R.2.1 This stage may be skipped.

R.2.2 The proposed draft shall be circulated to the Member States giving them one month to respond if the draft has to progress to public review stage using Form C.

R.2.3 On receipt of responses from Member States and there is two thirds approval by the Member States, the draft shall progress to public review stage.

In the event that there is no consensus, the draft shall be referred back to the technical committee.

R.2.4 The committee stage ends when all technical issues have been resolved and a CD is accepted to advance to the enquiry stage as a DARS and shall have a maximum timeline of 30 days.

R.3 Stage 3 — Enquiry Stage

R.3.1 Upon acceptance of a CD to advance to enquiry stage, the TC Secretary shall process it as per 7.1.4 except that DARS shall be circulated for 30 days instead of 60 days as per the exemptions provided for in Annex 3 of WTO/TBT agreement.

R.3.2 The Enquiry stage ends when all technical issues have been resolved and a DARS is accepted to advance to approval stage as a FDARS and shall have a maximum timeline of 30 days.

R.4 Stage 6 — Approval and Declaration Stage

R.4.1 Upon acceptance of the FDARS, the TC Secretary shall within 7 days request the Council Secretary to request the Council Chairperson to convene a special session of Council to consider the urgent standard.

R.4.2 Upon receipt of the request, the Council Chairperson shall within 14 days convene a special session to consider and approve the FDARS. Council may also approve the FDARS through teleconference or correspondence.

R.4.3 The maximum timeline for the approval stage shall be 30 days.

Annex S
(normative)

TC Work Report Format



African Organisation for Standardisation

ARSO/TC/----Annual report

REPORT OF THE TC WORK

S.1 Brief introduction of the TC

S.1.1 Scope

S.1.2 TC secretariat (TC secretary, chairman and other Member States Secretaries)

S.1.3 TC work program

S.1.4 Proposal for SC / WG where necessary

S.2 Brief on the due process for the work done

S.2.1 Approval of the TC work

S.2.2 Stakeholder participation and categories

S.2.3 Brief summary of comments received and how they were handled

S.2.4 Public review process, duration, outcome including status on WTO notification

S.2.5 Integrity of the final text

S.3 Brief summary of the work done in the year

S.3.1 List of number, titles and scopes of Final Draft African Standards (FDARS) harmonized and ready for approval

S.3.2 List of number, titles and scopes of other standards deliverables developed if any (TS, PAS, TR etc)

S.3.3 List of number, titles and scopes of standards to be withdrawn due to replacement or obsolete as necessary

S.3.4 List of number and titles of international standards recommended for endorsement

S.4 Challenges if any

S.5 Recommendations for Council approval (among others may include)

S.5.1 Approval of TC Secretary and TC chairperson;

S.5.2 List of titles and scopes of standards for Council consideration and approval to adoption as harmonized standards or review clearly indicating those to be withdrawn or replaced as necessary;

S.5.3 TC work programme and workplan;

S.5.4 List and titles of normatively referenced international standards for endorsement (check with the ARS catalogue that the standard you are recommending is not already endorsed);

S.5.5 Any other standards deliverables for approval if any;

S.5.6 Proposed SC or WG for Council approval.