



Edition 1.0

01.03.2017

SARSO Directives Part 1

SARSO Directives Part 1 — Procedure for the Technical Work



COPYRIGHT PROTECTED DOCUMENT

© SARSO 2017

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from SARSO at the address below:

South Asian Regional Standards Organization (SARSO) Secretariat

116/A, Tejgaon Industrial Area

Dhaka-1208, Bangladesh

Tel: +8802-8878130

Fax: +8802-8878131

E-mail: info@sarso.org.bd / sarso@sarso.org.bd

Website: www.sarso.org.bd

Published in Dhaka, Bangladesh

CONTENTS

Foreword	iv
1 Organizational structure and responsibilities for the technical work	1
1.1 Role of the Governing Board	1
1.2 Role of the Technical Management Board	1
1.3 Role of the Chief Executive Officer	1
1.4 Establishment of Sectoral Technical Committees	2
1.5 Chairperson of Sectoral Technical Committees	3
1.6 Secretariats of Sectoral Technical Committees	3
1.7 Editing committees	4
1.8 Liaison between Sectoral Technical Committees	4
1.9 Establishment of Working Group	5
2 Development of SAARC Standards	5
2.1 The project approach	5
2.2 Project stages	5
2.3 Programme of work	6
2.4 Target dates	6
2.5 Project management	6
2.6 Project leader	6
2.7 Progress control	7
2.8 Proposal stage	7
2.9 Preparatory stage	7
2.10 Enquiry stage	8
2.11 Approval stage	8
2.12 Publication stage	8
2.13 Maintenance of Standards	9
2.14 Amendments	9
2.15 Avoidance of proliferation of modifications	9
2.16 Copyright	9
3 Meetings	9
3.1 General	9
3.2 Procedure for calling an Sectoral Technical Committee Meetings	10
3.3 Languages at meetings	10
3.4 Cancellation of meetings	10
4 Appeals	10
4.1 General	10
4.2 Appeal against a Sectoral Technical Committee decision	11
4.3 Appeal against a Technical Management Board decision	11
4.4 Progress of work during an appeal process	11

Foreword

The SARSO Directives are published in two parts:

- Part 1: Procedure for the technical work.
- Part 2: Rules for the structure and drafting of SAARC Standards

This part sets out the procedure to be followed within the South Asian Regional Standards Organization (SARSO) in carrying out their technical work: primarily the development and maintenance of SAARC Standards through the activities of Sectoral Technical Committees (STCs).

These procedures have been established by SARSO in recognition of the need for SAARC Standards to promote and undertake harmonization of national Standards of the SAARC Member States with a view to removing the technical barriers to trade and facilitate flow of goods and services in the region.

Wherever feasible, and with necessary modifications, the procedures are based on the relevant ISO/IEC Directives.

This document is to be read in conjunction with the following documents:

- i) SAARC Charter
- ii) Agreement on the establishment of South Asian Regional Standards Organization
- iii) Statutes and Rules of Procedure of South Asian Regional Standards Organization
- iv) SAARC Agreement on implementation of Regional Standards
- v) Technical Rules for SARSO Technical Management Board

SARSO Directives Part 1 — Procedure for the technical work

1 Organizational structure and responsibilities for the technical work

1.1 Role of the Governing Board

- a) The Governing Board (GB) shall act as Programme Planning Body and shall oversee the programme of activities of SARSO;
- b) The GB shall formulate policies for the effective functioning of the organization. It may also give directives and provide guidance to the other organs of the Organization including the Technical Management Board (TMB) and Sectoral Technical Committees (STCs);
- c) The GB may create and assign other entities, as and when required, for the smooth operation of the activities of the organisation;
- d) The GB shall appoint the Chairperson from among the Members of the GB. The Chairpersonship of the Board shall rotate among the Member States in alphabetical order. The term of the office of the Chairperson shall be for a non-renewable period of two years;
- e) All decisions of the GB shall be as per the SAARC Charter.

1.2 Role of the Technical Management Board

The TMB of the SARSO is responsible for the overall management of the technical work and in particular for:

- a) recommendation for establishment and dissolution of STCs;
- b) appointment of Chairpersons of STCs;
- c) recommendation for approval of titles, scopes and programmes of work of STCs;
- d) allocation of priorities, if necessary, to particular items of sectoral technical work;
- e) coordination of the technical work, including assignment of responsibility for the development of Standards regarding subjects of interest to several STCs, or make other necessary arrangements for coordinated development;
- f) monitoring the progress of the technical work with the assistance of the office of the SARSO, and taking appropriate action;
- g) reviewing the need for, and planning of, work in new fields of technology;
- h) maintenance of the SARSO Directives and other rules for the technical work;
- i) consideration of matters of principle raised by National Standards Bodies (NSB) of the Member States, and of appeals concerning decisions on new work item proposals of SAARC Standards.

1.3 Role of the Chief Executive Officer

Director General is the Chief Executive Officer of the organization and the head of the SARSO Secretariat. The Director General is responsible, *inter alia*, for implementing the SARSO Directives and other rules for the technical work. For this purpose, the SARSO Secretariat arranges all contacts between the STCs, the TMB and the GB. Deviations from the procedures set out in the present document shall not be made without the authorization of the SARSO Secretariat.

1.4 Establishment of Sectoral Technical Committees

1.4.1 STCs are established and dissolved by the GB on the recommendations of the TMB. The TMB shall review the functioning and continuation of the STCs annually and submit its recommendations to the GB.

1.4.2 The TMB shall advise on subject areas to be taken up for formulation of Standards by the STCs in their respective areas keeping in view the regional needs and priorities.

1.4.3 A request may be made to the SARSO Secretariat/TMB for Standards development work in a technical field which appears to require establishment of a new STC. This may be initiated by one or more Member States, by an STC or by the SARSO Secretariat. Such a request should be accompanied by a statement setting forth, as clearly as possible the reasons which, in the opinion of the proposer, warrant undertaking the Standards development work and shall explicitly cover the following:

- a) the proposer;
- b) the subject proposed;
- c) the scope of the work envisaged and the proposed initial programme of work;
- d) a justification for the proposal;
- e) if applicable, a survey of similar work undertaken in other bodies;
- f) any liaisons deemed necessary with other bodies.

1.4.4 The SARSO Secretariat shall ensure that proposal provides sufficient information to support informed decision making. The SARSO Secretariat shall further clarify the request, if necessary, from the proposer. The Secretariat may consult interested parties, including the TMB or existing STCs dealing with related work, immediately after such a proposal is received.

1.4.5 The SARSO Secretariat shall enquire of the Member States whether they are in favour of the formation of an STC to undertake the proposed work. The SARSO Secretariat shall transmit the replies received together with all pertinent information to the TMB.

1.4.6 If there is unanimity among the Member States, the creation of an STC may be authorized provided the TMB is convinced of the regional/international importance of the work.

1.4.7 STCs shall be numbered in sequence in the order in which they are established, if an STC is dissolved, its number shall not be allocated to another STC.

1.4.8 The TMB shall recommend for approval of the scopes and programme of work of the STC to the GB and co-ordinate their activities. In case of any need for extension of the scope, such extension shall be permissible if it is recommended by the TMB and approved by the GB.

1.4.9 The TMB shall direct the STCs concerned to undertake the approved work and to determine the priority to be assigned to the work.

1.4.10 An STC secretariat shall notify the SARSO Secretariat that STC has been persistently inactive and has failed to contribute to two successive STC meetings, either by direct participation or by correspondence and has failed to appoint any experts to the technical work.

Upon receipt of such a notification, the SARSO Secretariat shall remind the national member body of its obligation to take an active part in the work of the STC.

1.5 Chairperson of Sectoral Technical Committees

1.5.1 Appointment

The TMB shall appoint the Chairperson of STCs from the National Member Body which shall lead in the work of the STC. The Chairperson shall be appointed for a period of three years. The term of the Chairperson may be renewed for further period of three years after review by the TMB.

1.5.2 Responsibilities

The Chairperson of an STC is responsible for the overall management of that STC.

The Chairperson of an STC shall:

- a) act in a purely international capacity, divesting him or herself of a national position; thus he or she cannot serve concurrently as the delegate of a national body in his or her own committee;
- b) conduct meetings with a view to reaching agreement on Draft SAARC Standard;
- c) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- d) ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;
- e) take appropriate decisions at the enquiry stage;
- f) advise the TMB on important matters relating to that STC via the SARSO Secretariat;
- g) ensure that the policy and strategic decisions of the TMB are implemented in the committee;
- h) ensure the establishment and ongoing maintenance of a strategic business plan covering the activities of the STC and all groups reporting to the STC;
- i) ensure the appropriate and consistent implementation and application of the committee's strategic business plan to the activities of the STC's work programme;
- j) assist Appellate Authority in the case of an appeal against a committee decision;
- k) constitute working group for the specific technical work.

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

1.6 Secretariats of Sectoral Technical Committees

1.6.1 Allocation

The Secretariat of an STC shall be maintained by the SARSO Secretariat.

1.6.2 Responsibilities

The Secretariat is responsible for the following to be executed in a timely manner:

- a) Working documents:
 - i) preparation of committee drafts, arranging for their distribution and the treatment of the comments received;

SARSO Directives Part – 1

- ii) preparation of enquiry drafts and text for the circulation of the final Draft SAARC Standards and publication of SAARC Standards;
- b) Project management
 - i) assisting in the establishment of priorities and target dates for each project;
- c) Meetings (see also 3), including:
 - i) preparation of the agenda and arranging for its distribution;
 - ii) arranging for the distribution of all documents on the agenda, including reports of member states, and indicating all other documents which are necessary for discussion during the meeting;
 - iii) recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
 - iv) preparation of the Report of meetings to be circulated within 1 month after the meeting;
 - v) submission of reports to the TMB.
- d) Advising
 - i) providing advice to the Chairperson, the Member States, and convenors on procedures associated with the progression of projects.

In all circumstances, SARSO Secretariat shall work in close liaison with the Chairperson of the STC.

The STC Secretariat shall maintain close contact with the SARSO Secretariat and with the members of the STC regarding its activities.

The STC Secretariat shall update in conjunction with the SARSO Secretariat the record of the status of the membership of the committee.

1.7 Editing Committees

It is recommended that each STC establishes one or more editing committees for the purpose of updating and editing comparative studies of each Member States national Standards, Draft SAARC Standards and final Draft SAARC Standards and for ensuring their conformity to the SARSO Directives, Part 2.

Editing committees shall be equipped with means of processing texts electronically and of providing the finalized texts in machine-readable form.

1.8 Liaison between Sectoral Technical Committees

1.8.1 STCs working in related fields shall establish and maintain liaison. Liaisons shall also be established, where appropriate, with STCs responsible for basic aspects of standardization (e.g. terminology, graphical symbols). Liaison shall include the exchange of basic documents, including new work item proposals and working drafts.

1.8.2 The maintenance of such liaison is the responsibility of the respective STC Secretariat as well as SARSO Secretariat.

1.8.3 An STC may designate an observer, or observers, to follow the work of another STC with which a liaison has been established. The designation of such observers shall be notified to the secretariat of the committee concerned, which shall communicate all relevant documents to the observer or observers and to the secretariat of that STC. The appointed observer shall make progress reports to the secretariat by which he or she has been appointed.

1.8.4 Such observers shall have the right to participate in the meetings of the STCs whose work they have been designated to follow but shall not have the right to decision making. They may contribute to the discussion in meetings, including the submission of written comments, on matters within the competence of their own STCs.

1.9 Establishment of Working Group

The STC may constitute working group (WG) for specific technical work for specific time period. WG shall have at least three Member States. The working schedule of the WG will be defined by group itself. The report of WG shall be submitted to the STC for approval and further processing. The WG will be disbanded after completion of the assigned work, or subsequently decided by STC itself. The STC may appoint Convener for each working group.

The Secretariat of WG shall be maintained by the respective STC Secretariat.

2 Development of SAARC Standards

2.1 The project approach

2.1.1 General

The primary duty of an STC is the development and maintenance of SAARC Standards. The STCs may be constituted for the activities relating to the development of harmonised Standards, including Standards on conformity assessment procedures, training etc.

2.1.2 STCs shall be established by the GB on the recommendations of the TMB, and shall work under and report to the TMB.

2.1.3 The scope and programme of work for each STC shall be recommended by the TMB for approval of the GB.

2.1.4 Each STC may draw up its own detailed strategic business plan, especially identification of specific products of relevance to intra-SAARC trade where development and harmonisation of regional Standards including Standards on conformity assessment procedures has to be undertaken on priority basis. The work, functioning and continuation of STCs shall be reviewed annually by the TMB which will submit its recommendations to the GB.

2.1.5 No STC shall go beyond the scope of work approved for it unless such extension is recommended by the TMB and approved by the GB.

2.1.6 All matters shall be decided on the basis of consensus by Members of STC from all SAARC Member States.

NOTE: 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. Consensus need not imply unanimity."

2.1.7 When an STC has reached a consensus agreement for a specific SAARC Standard, its proposals shall be sent to the TMB for making appropriate recommendation to the GB.

2.1.8 The meetings of STC shall be held as per SAARC hospitality norms.

2.2 Project Stages

2.2.1 Different stages in development of SAARC Standards are as follows:

Table 1 — Project stages and associated documents

Project stage	Name
Proposal stage	New work item proposal (NWIP)
Preparatory stage	Identification of National Standards of SAARC member states for development /harmonisation and/or preparing comparative studies (CS) of different International/Regional/national standards (including that of other than SAARC region)and/or Preparation of Draft SAARC Standard (DSS)
Enquiry Stage	Circulation of Draft SAARC Standard for comments (DSS)
Approval stage	Finalized Draft SAARC Standard (FDSS)
Publication stage	SAARC Standard (SARS)

2.3 Programme of work

2.3.1 The programme of work of an STC shall comprise of identified and approved subject for harmonisation of Standards indicating the stages of development.

2.3.2 Each project in the programme of work shall be given a number indicating stages of its development and shall be retained in the programme of work under that number until the work on that project is completed or its deletion has been agreed upon.

2.3.3 The agreed programme of work of a new STC shall be submitted to the TMB for approval.

2.4 Target dates

The STC shall select a Member State to prepare comparative studies of national Standards of identified products to facilitate the task of harmonisation for consideration of the meeting. The STC shall establish, for each project on its programme of work, target dates for the completion of its different stages.

These target dates shall correspond to the shortest possible development times, taking into account the need to produce SAARC Standards rapidly and shall be reported to the SARSO Secretariat, which distributes the information to all national bodies.

All target dates shall be kept under continuous review and amended as necessary, and shall be clearly indicated in the programme of work. Revised target dates shall be notified to the TMB. The TMB will cancel all work items which have been on the work programme for more than 5 years and have not reached the approval stage (see 2.11).

2.5 Project Management

The SARSO Secretariat is responsible for the management of all projects in the programme of work of that STC, including monitoring of their progress against the agreed target dates.

If target dates (see 2.4) are not met and there is insufficient support for the work the committee responsible shall recommend for cancellation of the work item for consideration of the TMB.

2.6 Project Leader

For the development of each project, a project leader may be appointed by the STC. The project leader shall act in a purely international capacity, divesting him- or herself of a national point of view. The project leader should prepare comparative studies of national Standards of identified products and also prepare Draft SAARC Standards.

The concerned STC Secretariat shall communicate the name and address of the project leader, with identification of the project concerned, to the SARSO Secretariat.

2.7 Progress Monitoring

Periodical progress report to the STC shall be made by the respective STC Secretariat. The SARSO Secretariat shall monitor the progress of all work and shall report periodically to the TMB.

2.8 Proposal Stage

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

- a new item for development/harmonisation of Standards;
- revision of an existing Standard or part;
- an amendment to an existing Standard or part;

2.8.2 A NWIP within the scope of an existing STC may be made by

- the concerned STC;
- any other relevant STC;
- a National Standards Body of the Member States;
- the SARSO Secretariat;
- the Technical Management Board;
- the Governing Board;
- an organization in liaison.

2.8.3 Acceptance Criteria

Approval of the work item shall be by consensus of the participating Member States of the STC.

2.8.4 Once a NWIP is accepted, it shall be registered, with the approval of GB, on the basis of recommendations of the TMB, in the programme of work of the relevant STC as a new project with the appropriate priority and shall be registered by the SARSO Secretariat. The agreed target dates (see 2.4) shall be indicated on the appropriate form.

2.8.5 The inclusion of the project in the programme of work concludes the proposal stage.

2.9 Preparatory Stage

2.9.1 The preparatory stage is the principal stage at which identified Member State (or the Project leader, if identified) prepares comparative studies of national Standards of identified product(s). Comparative studies of different International/Regional/National standards (other than SAARC region) may be conducted in absence of any national standard of a particular product or service within the SAARC region.

2.9.2 The comparative study shall then be circulated to all Member States for information and comments for a period not less than one month.

2.9.3 The comparative study shall be discussed in the STC meeting(s) with a view to arrive at a consensus regarding requirements to be prescribed in the SAARC Standard. National bodies shall fully brief their delegates on the national position before meetings.

2.9.4 Once a consensus is reached, the identified Member State shall prepare the draft SAARC Standard conforming to SARSO Directives, Part 2.

2.9.5 The preparation of Draft SAARC Standard concludes the preparatory stage.

2.10 Enquiry Stage

2.10.1 The enquiry stage is the stage where the Draft SAARC Standard shall be circulated to all Members of the STC for consideration for national consultation, with a clear indication of the latest date for submission of comments.

2.10.2 A period of 2, 3 or 4 months as agreed by the STC shall be available for national bodies to comment. Comments shall be sent to the identified Member State/project leader for compilation.

2.10.3 No more than 4 weeks after the closing date for submission of comments, the identified Member State shall compile the comments and arrange for its circulation to all Members of the STC. While compiling the comments, the identified Member State shall indicate its proposal, made in consultation with the Chairperson of the STC and, if necessary, the project leader, for proceeding with the project

2.10.4 The Draft SAARC Standards and the comments thereon, if any, shall be considered at a meeting of STC with a view to arrive at a consensus. If consensus is not reached on that occasion, further Draft SAARC Standards incorporating decisions taken at the meeting shall be distributed within 1 month for consideration. A period of 3 months shall be available to national bodies to comment on the draft and on any subsequent versions.

2.10.5 Consideration of successive drafts at STC meetings shall continue until consensus among the members of the STC has been reached or a decision to drop or defer the project has been made.

2.10.6 When consensus has been reached in an STC, the identified Member State shall submit to the SARSO Secretariat the finalized version of the draft in electronic form suitable for distribution to the national members for approval to the SARSO Secretariat within a maximum of 4 months.

2.10.7 The enquiry stage ends when all technical issues have been resolved and a draft is accepted for circulation as an approval draft and is registered by the SARSO Secretariat. Texts that do not conform to the SARSO Directives Part 2 shall be returned to the identified Member State with a request for correction before they are registered.

2.11 Approval Stage

2.11.1 At the approval stage, the final Draft SAARC Standard shall be distributed by the SARSO secretariat within 1 month to all national member bodies

2.11.2 The Member States shall be required to confirm their approval within 2 months. The Member States while confirming their approval may bring out any editorial errors that may have been introduced in the preparation of the draft to the attention of the SARSO Secretariat by the end of the prescribed period; further editorial or technical amendments are not acceptable at this stage.

2.11.3 The finalized Draft SAARC Standard approved in accordance with the conditions of 2.11.2 shall be placed before the TMB for consideration for recommending its approval to the GB.

2.11.4 After approval of the TMB, the approval stage ends with the approval of the GB stating that the finalized Draft SAARC Standard has been approved for publication as a SAARC Standard.

2.12 Publication Stage

2.12.1 Within 2 months the SARSO secretariat shall correct any editorial errors and publish and distribute the SAARC Standards.

2.12.2 The publication stage ends with the publication of the SAARC Standards.

2.12.3 The effective date of the SAARC Standard shall be the date of its approval by the GB.

2.13 Maintenance of Standards

2.13.1 Every SAARC Standard published by SARSO Secretariat shall be subject to systematic review, at least once in five years in order to determine whether it should be revised/amended, or withdrawn. Standards which in the opinion of the STC need no revision, amendment or withdrawal shall be reaffirmed by the STC. There is no limit on numbers of times a Standard can be reaffirmed. Corrigenda may be issued to correct a technical error or ambiguity in a SAARC Standard following the due process.

2.14 Amendments

2.14.1 An amendment alters and/or adds to previously agreed technical provisions in an existing SAARC Standard. Amendments shall be carried out following the stages identified under 2.8, 2.9, 2.10 and 2.11.

2.14.2 At the approval stage (2.11), the SARSO secretariat shall decide, in consultation with the STC and bearing in mind both the financial consequences to the organization and the interests of users of the SAARC Standard, whether to publish an amendment or a new edition of the SAARC Standard, incorporating the amendment.

NOTE: Where it is foreseen that there will be frequent additions to the provisions of a SAARC Standard, the possibility should be borne in mind at the outset of developing these additions as a series of parts (see SARSO Directives, Part 2).

2.15 Avoidance of proliferation of modifications

2.15.1 No more than 2 separate documents in the form of amendments shall be published modifying a current SAARC Standard. The development of a third such document shall result in publication of a new edition of the SAARC Standard.

2.16 Copyright

2.16.1 The copyright for all drafts and SAARC Standards will remain with SARSO.

2.16.2 The content of, for example, a SAARC Standard may originate from a number of sources, including existing national standards of Member States, international standards, other regional standards, articles published in scientific or trade journals, original research and development work, descriptions of commercialized products, etc. These sources may be subject to one or more rights.

In SARSO, there is an understanding that original material contributed to become a part of SARSO publication can be copied and distributed within the SARSO systems (as relevant) as part of the consensus building process, this being without prejudice to the rights of the original copyright owner to exploit the original text elsewhere. Where material is already subject to copyright, the right should be granted to SARSO to reproduce and circulate the material. This is frequently done without recourse to a written agreement, or at most to a simple written statement of acceptance. Where contributors wish a formal signed agreement concerning copyright of any submissions they make to SARSO, such requests must be addressed to SARSO Secretariat. Attention is drawn to the fact that the respective members of SARSO have the right to adopt and re-publish any respective SAARC standard as their national standard. Similar forms of endorsement do or may exist (for example, with regional standardization organizations).

3 Meetings

3.1 General

3.1.1 STCs shall use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. A meeting of an STC should be convened only when it is necessary to discuss Draft SAARC Standard or other matters of substance which cannot be settled by other means.

3.1.2 The SARSO Secretariat should look ahead with a view to drawing up, in consultation with the Member States, a planned minimum 2-year programme of meetings of the STCs, taking account of the programme of work.

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

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

3.2 Procedure for calling Sectoral Technical Committees meetings

3.2.1 The date and place of a meeting shall be subject to an agreement between the Chairperson, SARSO Secretariat and the national body acting as host.

3.2.2 A national body wishing to act as host for a particular meeting shall contact the SARSO Secretariat. The national body hosting the meeting shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any member of the STCs including maximum number of 3 experts nominated by the national standards body for the purpose of attending the meeting.

3.2.3 The hosting organizations are advised to verify and provide information on access means to meeting facilities. This includes availability of lifts or ramps at the meeting location as well as accessible public transport to the meeting facilities.

3.2.4 The SARSO Secretariat shall ensure that arrangements are made for the agenda to be circulated at the latest 2 months before the date of the meeting. All other basic documents, for example new work item proposals, shall be distributed by the same deadline.

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

3.2.6 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.

3.2.7 Arrangements for meetings shall be made between the SARSO Secretariat and the hosting Member State. The host Member State shall provide all reasonable facilities for the conduct of the meeting including infrastructural and logistic support.

3.3 Languages at meetings

3.3.1 The language at meetings shall be English. The Chairperson and SARSO Secretariat are responsible for dealing with the question of language at a meeting in a manner acceptable to the participants.

3.4 Cancellation of meetings

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

4 Appeals

4.1 General

4.1.1 National bodies of all Member States, within 3 months of the decision in question, have the right of appeal

- a) to the TMB on a decision of an STC;
- b) to the GB on a decision of the TMB,.

The decision of the GB on any case of appeal is final.

4.1.2 A member of an STC may appeal against any action, or inaction, on the part of the STC, when the member considers that such action or inaction is

a) not in accordance with

- the Statutes and Rules of Procedure;
- the SARSO Directives; or

b) not in the best interests of regional trade and commerce within SAARC nations, or such public factors as safety, health or environment.

4.1.3 Matters under appeal may be either technical or administrative in nature. Appeals on decisions concerning new work item proposals, Drafts SAARC Standard and final Draft SAARC Standards are only eligible for consideration if

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

4.1.4 All appeals shall be fully documented to support the member's concern.

4.2 Appeals against a Sectoral Technical Committee decision

4.2.1 Appeals can be made against an STC decision.

4.2.2 The documented appeal shall, in all cases, be submitted to the Director General, SARSO, with a copy to the Chairperson of the TMB.

4.2.3 The Director General shall, following whatever consultations he/she deems appropriate, refer the appeal together with his/her comments to the TMB within 1 month after receipt of the appeal.

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

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

4.2.5 The Director General of SARSO, on receipt of the report of the conciliation panel, shall inform TMB, which will make its decision.

4.3 Appeals against a Technical Management Board decision

An appeal against a decision of the TMB shall be submitted to the Director General with full documentation on all stages of the case.

The Director General shall refer the appeal together with his comments to the members of the GB within 1 month after receipt of the appeal.

The GB shall make its decision within 3 months.

4.4 Progress of work during an appeal process

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

SARSO Secretariat - Dhaka, Bangladesh
www.sarso.org.bd

© SARSO 2017 – All rights reserved