



ORIGINAL: ENGLISH

ECOWAS STANDARDS HARMONIZATION MODEL (ECOSHAM)

STANDARDS HARMONIZATION PROCEDURES

DOCUMENT NO. ECOSHP-01

Contents

1	SCOPE	5
2	REFERENCES	5
3	DEFINITIONS AND ABBREVIATIONS	6
3.1	DEFINITIONS	6
3.2	ABBREVIATIONS	8
4	PRINCIPLES	9
4.1	OPENNESS	9
4.2	TRANSPARENCY	9
4.3	IMPARTIALITY AND CONSENSUS	9
4.4	PRIORITIZATION CATEGORIES	10
4.5	EFFECTIVENESS AND RELEVANCE	10
4.6	COHERENCE	10
4.7	NOTIFICATION PROCEDURE	10
4.8	SOURCE DOCUMENTS	10
4.9	CONSENSUS PRINCIPLE	10
5	RESPONSIBILITIES	11
5.1	ROLE AND RESPONSIBILITIES OF THE ECOWAS COMMISSION	11
5.2	TECHNICAL MANAGEMENT COMMITTEES (TMC)	12
5.3	THE TECHNICAL HARMONIZATION COMMITTEE (THCs)	13
5.3.1	ESTABLISHMENT OF TECHNICAL COMMITTEES	13
5.4	NATIONAL STANDARDS BODIES	14
5.5	ESTABLISHMENT OF SUBCOMMITTEES	16
5.6	WORKING GROUP	18
5.7	TASK FORCE	19
5.9	TECHNICAL HARMONIZATION COMMITTEE SECRETARY	22
5.10	WORKING GROUP CONVENOR	23
5.12	CHANGE OF SECRETARIAT OF A THC	26
5.13	EDITING COMMITTEES	27
6	MEETINGS	27
6.1	GENERAL	28
6.2	PROCEDURE FOR CALLING A MEETING	28
6.3	LANGUAGE AT MEETINGS	28
6.4	CANCELLATION OF MEETINGS	28
7	STAGES IN THE HARMONIZATION PROCESS	29
7.1	GENERAL	30
7.2	PRELIMINARY STAGE (STAGE 0)	31
7.3	PROPOSAL STAGE (STAGE 1)	31
7.4	PREPARATORY STAGE (STAGE 2)	32
7.5	COMMITTEE STAGE (STAGE 2)	32
7.6	ENQUIRY STAGE (STAGE 4)	32
7.5	BALLOT STAGE (STAGE 5)	33
8	TIME PERIODS ALLOWED FOR COMMENTING AND VOTING	34
9	TECHNICAL CORRIGENDA AND AMENDMENTS	36

10	SYSTEMATIC REVIEW OF ECOWAS STANDARD	37
11	DOCUMENT INTEGRITY	38
12	APPEALS PROCESS.....	40

FOREWORD

Economic Community of West African States (ECOWAS) was established in 1975 by Heads of States and Governments of fifteen (15) Member States as Economic Community of the Region. The Treaty was reaffirmed in 1993.

Some of the objectives of the ECOWAS are:-

1. The establishment of Common Market.
2. Harmonization of Standards, and conformity assessment procedures and Measures in order to reduce Technical Barriers to Trade.
3. Harmonisation of National Investments and Codes
4. Promotion of Integration Programmes.
5. Promote intra and international Trade as well as enhance the industrialization of ECOWAS

These procedures define the methodologies for the harmonization of standards within ECOWAS. 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 Agreements.

PRINCIPLES AND PROCEDURES FOR THE DEVELOPMENT AND ADOPTION OF HARMONIZED STANDARDS

1 Scope

This document lays down the basic principles, procedures and mechanisms by which the ECOWAS Technical Harmonization Committees (THCS), ECOWAS Commission and the ECOWAS Member States are to harmonize and maintain Standards within ECOWAS.

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

It does not cover the means by which individual ECOWAS Member States are to implement the text of such standards within their own national systems of standards.

2 References

- 2.1** The ECOWAS Standards Harmonization Model (ECOSHAM)
- 2.2** The Harmonized Standards Harmonization Model (ASHAM)
- 2.3** Treaties, Agreements and Protocols establishing the ECOWAS and their attendant Standardization Bodies.
- 2.4** ISO/IEC Directives — Part 1: Procedures for the Technical Work
- 2.5** ISO/IEC Directives — Part 2: Rules for the structure and drafting of international standards
- 2.5** WTO Agreement of Technical Barriers to Trade (WTO TBT Agreement)

3 Definitions and abbreviations

3.1 Definitions

For the purposes of these procedures, the following definitions apply. Other terms in these procedures shall be interpreted in accordance with their ordinary meaning in context and where appropriate by reference to the terms defined in:

- (a) the latest edition of the ISO/IEC Guide 2, *Standardization and related activities — General vocabulary*, and/or
- (b) the latest edition of ISO/IEC 17000, *Conformity assessment — Vocabulary and general principles*, as amended from time to time or subsequent replacement.

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.

Technical Management Committee (TMC)

a committee established by ECOWAS Commission the for the purpose of approving harmonized standards and standards-related documents, with a view to their recommendation for adoption as Harmonized Standards amongst other deliverables

Technical Harmonization Committees (THCs)

Committees established by ECOWAS Technical Management Committee to propose, elaborate and harmonize Standards. Unless otherwise qualified, “Committee” as used in these procedures means the Technical Harmonization Committees

Project Secretariat

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

approval procedure

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

assessment of risk

evaluation of the potential for adverse effects

conformity assessment procedure

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

international standard

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

international standardizing body

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

make compatible

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

standard

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

standardizing body

means a statutory third party standardization body, which is eligible to publish third party standards and be a member of the corresponding regional, continental and international standardization body;

standards-related measure

a standard, technical regulation or conformity assessment procedure

technical regulation

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

Official Notification

Formal Communication from the Conference of ECOWAS Ministers indicating that the Final Draft Harmonized Standard (FDHS) has been adopted and declared ECOWAS Harmonized Standard.

3.2 Abbreviations

CD	Committee draft
FDHS	Final Draft Harmonized Standard
ETLS	ECOWAS Trade Liberalisation Scheme
ICS	International Classification for Standards
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
NSB	National Standards Body
NWIP	New Work Item Proposal
PWI	Preliminary work item
SC	Subcommittee
TBT	Technical Barriers to Trade
TMC	Technical Management Committee
THCS	Technical Harmonization Committees
WD	Working Document
WG	Working Group
WTO	World Trade Organization

4 Principles

4.1 Openness

Participation in ECOWAS Standards Harmonization process is open on a non-discriminatory basis to all interested parties in the ECOWAS Member States through:

- a) Representation at Technical Harmonization Committees, subcommittees or working groups;
- b) Public enquiry process on Draft ECOWAS Harmonized Standards (DEHS).

4.2 Transparency

The development of Harmonized 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 ECOWAS website and websites of the respective NSBs;
- b) Announcement of drafts for Public comment on the websites of the respective NSBs and a notification to WTO Secretariat;

NOTE: All Draft Harmonized Standards for public comment can be downloaded from the ECOWAS website.

- c) Publication of Standards work programme bulletin on Web-Portals and notification of the same to WTO Secretariat;
- d) Official Notification of harmonized/amended/withdrawn standards;
- e) Prompt Publication of harmonized/amended/confirmed standards;
- f) Sales of Standards;
- g) Searchable and downloadable Catalogue of Harmonised Standards on the respective Web-Portals.

4.3 Impartiality and consensus

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

4.4 Prioritization categories

Prioritization of standardization mandates fall into the following categories:

Category A: Subject of mandates from the ECOWAS Commission for tasks requested by it for rapid completion.

Category B: Harmonization of standards relating to the most traded products in the ECOWAS Member States.

Category C: Aligning Harmonized Standards to the latest international standards where the initial references were to earlier versions of international standards

Category D: Standards developed by Member States which need to be adopted as ECOWAS Harmonized Standards.

Category E: Subjects under the normal programmes of THCs on their own initiatives or as approved by the TMC.

4.5 Effectiveness and relevance

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

4.5.2 The criteria used by TMC to approve the NWI, allocate the THC secretariats, and to approve titles, scopes, programmes of work and priorities within work programmes shall be based on the aspects listed in 4.4.

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

4.6 Coherence

To avoid duplication and conflict, cooperation and coordination with the work of NSBs of Member States, other regional and international standardizing bodies such as ISO, CODEX, IPPC, OIE, ITU and IEC shall be undertaken.

4.7 Notification procedure

4.7.1 To encourage transparency and convergence in the ECOWAS member states, each NSB shall notify their work programmes to each other and the ECOWAS Commission and where comments have been received from other Member States, they shall be taken into consideration when executing that work programme.

4.7.2 Such programmes shall be notified twice a year.

4.8 Source documents

Wherever possible, source documents shall be international standards (ISO, IEC, CODEX) and ECOWAS Harmonized Standards (in case of revision). Where this is not possible, source documents, such as existing Member State standards, shall be such that they do not refer normatively to standards that are not readily obtainable.

4.9 Consensus principle

The principle of consensus shall be applied. In cases of dispute, a formal appeal process (Clause 12) shall be followed.

5 Responsibilities

5.1 Role and responsibilities of ECOWAS Commission

The broad responsibilities of the ECOWAS Commission in relation to Harmonized Standards include the following:

- (a) liaison with NSBs and Member States;
- (b) provide input into the deliberations of the Committee in establishing priority areas for standardization programmes;
- (c) provide logistical support to the THCs in the management of standards harmonization projects;
- (d) arrange for public review of Draft Harmonized Standards to solicit for comments by interested parties 60 days prior to the approval of the draft Harmonized Standards by the TMC in accordance with the WTO TBT Agreement;
- (e) maintain the catalogue and authoritative text of the declared Harmonized Standards;
- (f) coordinate and provide regional and international notifications regarding Harmonized Standards including notifying the WTO of the work programme;
- (g) facilitate the liaison of regional standardization, metrology and conformity assessment activities to other relevant sub-regional, regional and international activities;
- (h) assisting, arranging for or requesting the translation of documents;
- (i) publicize and promote standardization activities and updating the ECOWAS website;
- (j) receiving and keeping copies of progress reports, updating records with regard to the progress of work;
- (k) Notification of the programme of work to the relevant Conference of ECOWAS Ministers of Trade & Industry;

- (l) maintenance of THC procedures, particularly the execution of the regulations for standards work, including the management of the public enquiry and formal vote for draft harmonized Standards;
- (m) receiving from the responsible THC, Subcommittees (SC) and Working Groups (WG) the results of systematic reviews of already-approved Harmonized Standards, and notifying the TMC of the results; and
- (n) assistance to THCs in their standards development programmes.

5.2 The Technical Management Committee (TMC)

5.2.1 The chairmanship of the TMC shall be held by a representative, a person elected from amongst ECOWAS NSBs.

5.2.2 Role of TMC

TMC shall be the technical body which controls the full standards programme and promotes its speedy execution by the Technical Harmonization Committees (THCs).

5.2.3 Reports to

TMC reports to the ECOWAS Commission.

5.2.4 Responsibilities

The TMC is responsible for the overall management of the technical work of THCs and in particular for:

- (a). Establishment and dissolution of technical committees;
- (b). Appointment of chairmen of technical committees;
- (c). allocation or re-allocation of secretariats of technical committees and, in some cases, subcommittees;
- (d). approval of titles, scopes, programmes of work, policies and strategies of technical committees;
- (e). ratification of the establishment and dissolution of subcommittees by technical committees;
- (f). Approves Standards proposed by THCs.
- (g). coordination of the technical work, including assignment of responsibility for the development of standards regarding subjects of interest to several technical committees, or needing coordinated development; to assist it in this task, the TMC may establish advisory groups of experts in the relevant fields to advise it on matters of basic, sectorial and cross-sectorial coordination, coherent planning and the need for new work;

- (h). monitoring the progress of the technical work of THCs and taking appropriate action;
- (i). reviewing the need for, and planning of, work in new fields of technology;
- (j). maintenance of these procedures and other rules for the technical work;
- (k). consideration of matters of due process raised by NSBs, and of appeals concerning decisions on new work item proposals, on committee drafts, on enquiry drafts or on FDHS;
- (l). Advises on all matters concerning, the organization, the working procedures, coordination and planning of standards work including standstill obligations;
- (m). Considers and rules upon appeals.

5.2.4 Composition

As contained in the Terms of Reference for the TMC.

5.2.5 Mode of working

5.2.5.1 Meetings are convened by the ECOWAS Commission upon request of the Chairperson or at the request of at least five members. Urgent matters can be dealt with by correspondence in between formal meetings. The TMC normally meets twice a year.

5.2.5.2 Decisions can be made by correspondence or through meetings. The quorum shall be considered to have been achieved when there are at least fifty percent of the TMC members represented.

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

5.3 Technical Harmonization Committees (THCs)

5.3.1 Establishment of technical committees

5.3.1.1 THCs shall be established and dissolved by the TMC through the ECOWAS Commission.

5.3.1.2 The TMC may transform an existing subcommittee into a new technical committee, following consultation with the THC concerned.

5.3.2 Role

The primary duty of the THC or subcommittee is the development or harmonization and maintenance of Standards.

THCs are also encouraged to consider publication of intermediate deliverables namely Technical Specifications (TS), Technical Reports (TR), Publicly Available Specifications (PAS) and ECOWAS Workshop Agreements (EWAs).

5.3.3 Reports to

Technical Management Committee (TMC).

5.3.4 Allocation

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

- (a) ECOWAS Commission
- (b) TMC
- (c) THC or subcommittee
- (d) Member State NSBs

The Technical Harmonization Committees in liaison with the TMC shall ensure the timely execution of the following:

- (a) undertake and coordinate activities related to standardization;
- (b) develop and establish frameworks that advance compliance by the Member States;
- (c) set out priorities and prepare implementation programmes with regard to standardization;
- (d) submit standards, reports and recommendations to the ECOWAS Commission through TMC for approval;
- (e) establish procedures for the development, approval, notification and withdrawal of harmonized ECOWAS Standards including the adoption of these standards at the national levels;
- (f) Establish subcommittees and Working Groups to assist it in its operations.

5.4 National Standards Bodies

5.4.1 Role

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

5.4.2 Responsibilities

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

- (a) Develop and publish national standards in line with internationally recognized practices;
- (b) Liaise with relevant Continental, Regional and International Organizations with the similar objectives;
- (c) Give effect to the decisions and recommendations of ECOWAS Commission with regard to Harmonized Standards;
- (d) Promote and facilitate the use of standards as the basis for the development of technical regulations;
- (e) Provide standards and standard related information to the public and private sectors;
- (f) Promote the concept of standardization in general;
- (g) Represent ECOWAS member states on relevant regional and international standardization organizations;
- (h) Circulate Committee Drafts to stakeholders in own country;
- (i) Collate comments from stakeholders into a national position for submission to the Standards Harmonization Secretariat;
- (j) Initiate the corrigenda, amendments and the standards review process as required by the market place.
- (k) Designates delegates to Technical Harmonization Committees (THCs) and Subcommittees (SCs) and experts to Working Groups (WGs), ensuring a balanced representation of all interested parties
- (l) Ensures that delegations to THCs are adequately briefed on the work and informed/trained in the relevant procedures
- (m) Keeps within timescales for the provision of deliverables, e.g. votes, and the implementation of Harmonized Standards at national level
- (n) Provides committee secretariat when holding a THC or SC secretariat, and at least professional standardization support to its home country WG convenors
- (o) Implements all Harmonized Standards (HS) and withdraws any conflicting national standards as required.
- (p) Sells and distributes Harmonized Standards and other deliverables.

5.4.3 Rights

- 5.4.3.1** To participate and vote in management/policy committees, e.g. the THCs and nominate members to the TMC and other Technical Sub-Committees
- 5.4.3.2** To request for THC meetings if they are members
- 5.4.3.3** To vote on draft Harmonized Standards, Technical Specifications (TSs) and other deliverables
- 5.4.3.4** To appeal against any action or inaction of any THC, other body in accordance with these procedures
- 5.4.3.5** To propose new work item(s) in accordance with the correct procedure provided that the National Member has, or can ensure the availability of, the resources to support the proposed work
- 5.4.3.6** To receive automatically and without charge at the time of the issue THC publications, e.g. HSs, TSs, etc including their drafts, and ECOWAS publications, e.g. Catalogue
- 5.4.3.7** To sell and distribute all publications, e.g. Harmonized Standards, Technical Specifications (TS), including other publications.

5.4.4 Mode of working

- 5.4.4.1** Participation in the THCs through representatives appointed in accordance with agreed procedures
- 5.4.4.2** National mirror committees provide advice to the delegation to the THC on comments on drafts and effectively provide the briefings for the delegation, formulate national positions and recommendations on voting for specific standards projects
- 5.4.4.3** Where the NSB has no mirror committee because resources are limited or there is minimal interest, an individual expert(s) may provide any necessary information

5.5 Establishment of subcommittees

5.5.1 Role

Body, established within a Technical Harmonization Committee (THC), 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.

5.5.2 Reports to

Its parent THC.

5.5.3 Responsibilities

- 5.5.3.1** Prepares and progresses standards, operating in the same way as the parent THC

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

5.5.4 Composition

- (a) Chairperson
- (b) Secretary
- (c) National members

5.5.5 Method of appointment/Review

NSBs from ECOWAS 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 THC under the same conditions as for the Chairperson of the THC.

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

5.5.6 Mode of working

- (a) Meets if deemed necessary
- (b) Works by correspondence
- (c) May work through Working Groups or Task Forces

5.5.6 Establishment

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

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

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

5.5.6.3 The title and scope of a subcommittee shall be defined by the parent Technical Harmonization Committee and shall be within the defined scope of the parent technical committee.

5.5.6.4 The secretariat of the parent Technical Harmonization Committee shall inform the TMC of the decision to establish a subcommittee.

5.6 Working Group

5.6.1 Role

Group, established by a Technical Harmonization Committee (THC) or Subcommittee (SC), that undertakes a specific task, in the context of the THC 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

5.6.2 Reports to

Its parent THC or SC

5.6.3 Responsibilities

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

NOTE The work specifications and guidelines provided by the THC 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.

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

5.6.3.3 The WG provides technical advice to the THC as required.

5.6.4 Composition

- (a) Convenor
- (b) Professional Standardization Support which may include Secretariat to the WG
- (c) Individual experts

5.6.5 Method of appointment/Review

5.6.5.1 Individual technical experts are appointed as WG members by the THC.

5.6.5.2 The THC 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.

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

5.6.7 Mode of working

The WG works:

- (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)

5.7 Task Force

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

5.7.1 Mode of operating of Task Forces

5.7.1.1 Responsibilities

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

5.7.1.2 Establishment of Task Forces

Task Forces are established and dissolved by the THC with a view to undertaking a specific short term standardization task within a given target date and are composed by national delegations.

5.7.1.3 Operating

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

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

5.7.2 Maintenance

Upon dissolution of the Task Force, the parent THC will be responsible for the maintenance of the standard.

5.8 Chairpersons of THC's and subcommittees

5.8.1 Appointment

Chairpersons of Technical Harmonization Committees and Subcommittees shall be appointed by the ECOWAS Commission through the TMC.

5.8.2 Responsibilities

The chairperson of a Technical Harmonization Committee is responsible for the overall management of that technical committee, including any subcommittees and working groups. he/she shall advise the TMC on important matters relating to that Technical Harmonization Committee via the Technical Harmonization Committee secretariat. For this purpose he/she shall receive reports from the chairmen of any subcommittees via the subcommittee secretariats.

The chairperson of a Technical Harmonization Committee or subcommittee shall:

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

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

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

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

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

5.8.2.6 Take appropriate decisions at all stages of the standards development process.

5.8.2.7 Ensures that the THC works in accordance with the agreed THC business plan and achieves its objectives and timescales

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

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

5.8.2.10 Having expert knowledge of procedures, provides support to the THC Secretary for implementation of the current procedures.

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

5.8.2.12 Ensures that all THC decisions are clearly formulated and secures consensus, when unanimity is not obtainable

5.8.2.13 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 chairman at a meeting, a session chairman may be elected by the participants.*

5.8.3 Reports to

THC and TMC.

5.8.4 Rights

Has no voting rights.

5.8.5 Method of appointment/Review

Appointed by the ECOWAS Commission through TMC upon recommendation from the THC and on the nomination of the THC secretariat for a period not exceeding 2 years.

Successive extensions of not more than 2 years are possible.

5.8.6 Mode of working

Works in collaboration with the THC Secretary

5.9 Technical Harmonization Committee Secretary

5.9.1 Role

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

5.9.2 Reports to

THC Chair.

5.9.3 Responsibilities

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

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

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

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

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

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

Carries out the decisions of the meeting without delay.

5.9.3.3 Ensures in liaison with ECOWAS Commission adherence to the provisions of the relevant TMC resolutions and agreed timetables, chasing up delayed activities when necessary

5.9.3.4 Ensures in liaison with ECOWAS Commission that all published documents which are the responsibility of the THC are reviewed at the intervals specified in these procedures

5.9.3.5 Keeps files on THC work in hand and promptly forwards soft copies of such files to ECOWAS Commission and hands these over in good order if the secretariat changes

5.9.3.6 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

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

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

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

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

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

5.9.3.12 Ensures that the ECOWAS Commission is regularly updated:

- (a) with the most recent soft copies of draft harmonized standards and other deliverables
- (b) with details of composition and convenorship of Working Groups (WG), and
- (c) with at least an annual report on progress of the work programmes
- (d) with regular progress data on individual work items

5.9.3.13 With the support of the Chairperson, coordinates activities of subordinate WGs and manages liaisons with other bodies through the ECOWAS Commission.

5.9.4 Rights

Has no voting right.

5.9.5 Method of appointment/Review

Appointed by the National Member holding the Secretariat with notification to the TMC through ECOWAS Commission.

5.9.6 Mode of working

Professional support in all THC working environments.

5.10 Working Group Convenor

5.10.1 Role

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

5.10.2 Reports to

THC or Subcommittee (SC).

5.10.3 Responsibilities

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

***NOTE** The work specifications and guidelines provided by the THC shall describe clearly the requested work, specifying exactly what is to be covered.*

5.10.3.2 The Convenor of a WG accepts these work specifications, having also evaluated that the WG composition as nominated by the THC.

5.10.3.3 Convenes meetings when necessary and acts as Chairperson

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

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

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

5.10.3.7 Participates in the Editing Committee, if required

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

5.10.3.9 Refers any problems encountered to THC or Subcommittee.

5.10.4 Method of appointment/Review

5.10.4.1 Appointment of the Convenor of a new WG:

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

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

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

The THC Secretary submits the preferred nomination(s) in the form of a resolution according to the standard format to the THC 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 THC, where all National Members (NSB) can be represented.

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

The THC Secretary communicates the THC resolution approving the appointment of the Convenor to the THC members and to ECOWAS Commission.

5.10.4.2 Appointment of the Convenor of an existing WG: same as in 5.10.4.1. In addition, the parent committee shall check that the candidate Convenor is accepted by the WG.

5.10.5 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

5.11. Secretariats of technical committees and subcommittees

5.11.1 Allocation

The secretariat of a THC shall be allocated to a Member State NSB by ECOWAS Commission through TMC. The secretariat of a subcommittee shall be allocated to a national body by the THC.

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

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

5.11.2 Responsibilities

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

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

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

- (a) Elaborate and develop the Committee Draft and related documents;
- (b) Allocate resources for secretarial work;
- (c) Circulates documents for comments to other NSBs, collates and reviews the comments and redistributes comments to other NSBs;
 - preparation of meetings, 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;
- (d) Preparation of enquiry drafts and Final Draft Harmonization Standards(FDHS);
- (e) Supplying the TMC secretariat with the list (title and scope) of the standards ready for public comments.

5.12 Change of secretariat of a THC

5.12.1 If a Member State NSB wishes to relinquish the secretariat of a technical committee, the NSB concerned shall immediately inform the THCs secretariat, giving a minimum of 12 months' notice. The TMC decides on the transfer of the secretariat to Member State NSB.

5.12.2 If the secretariat of a Technical Harmonization Committee persistently fails to fulfil its responsibilities as set out in these procedures, a Member State NSB may have the matter placed before the TMC, which may review the allocation of the secretariat with a view to its possible transfer to another Member State NSB.

5.13 Editing committees

In order to maintain the authoritative text of each approved Harmonized Standards the TMC in liaison with the Technical Harmonization Committees shall establish a mechanism for the purpose of updating and editing committee drafts, enquiry drafts and Final Draft Harmonized Standards (FDHS). This mechanism may include establishing editorial committees.

Such committees should comprise at least

- (a) Editor;
- (b) Technical Harmonization Committee Secretary.

6 Meetings

6.1 General

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

6.1.2 The Technical Harmonization Committee secretariat should look ahead with a view to drawing up, in consultation with the TMC, a planned minimum 2-year programme of meetings of the Technical Harmonization Committee and its subcommittees and, if possible, its working groups, taking account of the programme of work.

6.2 Procedure for calling a meeting

6.2.1 Technical Harmonization Committee and subcommittee meetings

6.2.1.1 The date and place of a meeting shall be subject to an agreement between the chairman and the secretariat of the Technical Harmonization Committee or subcommittee 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 Technical Harmonization Committee or subcommittee secretariat concerned.

The national body shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any members of the Technical Harmonization Committee or subcommittee 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 Working group meetings

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

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 French.

6.4 Cancellation of meetings

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

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.

7.1.2 Examples for the numbering of projects are given [Annex B.1](#).

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

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

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 harmonized standard	DHS
5: Approval stage	Final draft harmonized standard	FDHS

7.2 Preliminary stage (Stage 0)

7.2.1 The preliminary stage is intended to be used as a vehicle for a THC/SC to introduce into its work programme PWIs that are not sufficiently mature for further processing. An example would be a PWi for a standard in an emerging technology, where the need for a Harmonized Standard is recognised, but the corresponding international standards body has yet to develop an International Standard.

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

7.2.3 The THC/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 THC/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 (see 4.5) or by an external organization in liaison with ECOWAS Commission (for example, another regional or international standards body).

7.3.3 The NWIP shall be sent out by the THC Secretariat for a 3 months 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:

- 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 five (5) 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.

-in the case of an NWIP circulated together with an ISO/IEC standard for direct entry into the process at Stage 4 (Enquiry stage), the criteria for acceptance applicable to the enquiry stage shall apply, i.e. 2/3 of [P] members voting to be in favour, and no more than 25 % of the votes cast to be negative.

NOTE: A member may change status only once a year by notifying the THC 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 TMC 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 THC/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 THC Secretariat shall appoint a Project Leader, (who may be the THC 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 THC 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 THC Secretariat that draft is considered fit for presentation to the THC/SC as a CD.

7.4.3 The preparatory stage concludes when the first CD is available for the THC Secretariat to send to the full THC/SC.

NOTE Where possible, the CD shall be made available by the THC Secretariat in English, French and Portuguese.

7.5 Committee stage (Stage 2)

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 THC Secretariat.

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

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

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

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

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

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

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

7.6 Enquiry stage (Stage 4)

7.6.1 Within 5 days of completion of the CD stage, the THC Secretariat shall acquire the DHS number from the TMC for advancing the document to the enquiry stage.

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

National bodies shall be advised of the date by which national comments are to be received by the Technical Harmonization Committee secretariat. Comments received after the closing dates are submitted to the Technical Harmonization Committee or subcommittee secretariat for consideration at the time of the next review of the Harmonized Standard.

7.6.3 On receipt of any comments, the chairman of the Technical Harmonization Committee or subcommittee, in cooperation with its secretariat and the project leader, shall take one of the following courses of action:

- (a) when the approval criteria of 7.4.5 below are met, to register the enquiry draft, as modified, as a Final Draft Harmonized Standard (FDHS), or
- (b) in the case of an enquiry draft where the comments are only editorial in nature or no comments are received, to proceed to the Final Draft Harmonized Standard, or
- (c) when the approval criteria of 7.4.5 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.

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

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

7.5 Ballot stage (Stage 5)

7.5.1 At the ballot stage, the Final Draft Harmonized Standard (FDHS) shall be distributed by the THC 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.

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

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

If a national body finds an FDHS 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.

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

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

7.5.5 Within 2 weeks after the end of the voting period, the THC Secretariat shall circulate to all TMC, Member States and the ECOWAS Commission a report using the ballot results form showing the result of voting and indicating either the formal approval by national bodies to issue the Harmonized Standard or formal rejection of the FDHS.

7.5.6 The ballot stage ends when all received ballot results have been ratified by TMC during its next meeting and an FDHS is accepted to advance to the approval stage as an Harmonized Standard.

7.5.7 If the FDHS is not approved in accordance with the conditions 7.5.3, the document shall be referred back to the Technical Harmonization Committee or subcommittee 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, FDHS;
- (b) publish a Technical Specification, TR;
- (c) cancel the project.

7.7 Approval stage (Stage 6)

The approval stage is the stage at which the Final Draft Harmonized Standard is approved by the THC's on the basis of due process. The Approval stage ends when a Final Draft Harmonized Standard is approved by the THC's to advance to the adoption and Declaration by the ECOWAS Commission as an ECOWAS Harmonized Standard.

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

Stage	Description	Time period allowed for commenting/voting	Adoptions from IEC or ISO Standards
0	Preliminary stage	Not applicable	Not applicable
1	Proposal stage / NWIP	1 Month	2 months
2	Preparatory stage / WD	Not applicable	Not applicable
3	Committee stage / CD	4 months	Not applicable
4*	Enquiry stage / DHS	2 months	1 month (preparation)s
5	Ballot Stage (FDHS)	1 Month	2 months
6	Approval stage and Publication	Not applicable	1 month

Note: The TMC shall proactively encourage the publication of alternative deliverables or cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support.

Table 3 — Maximum timelines allowed for each stage

SL	STAGE	NORMAL TIME	ADOPTION TIME (ISO or IEC STANDARDS)
0.	Circulation NWI	4 Months	2 Months
1.	Committee Draft	8 Months	0
2.	Internal Commenting	1 Month	0
3.	Enquiry Stage Including Preparation	4 Months	0
4.	Preparation For Balloting	4 Months	1 Month
5.	Balloting	1 Month	2 Months
6.	Approval And Publishing	2 Months	1 Month
	Total	24 months	6 months

9 Technical corrigenda and amendments

9.1 General

Technical corrigenda and amendments can fall into three categories:

- (a) those that are made in a national standard that implements the approved normative text of a Harmonized Standard;
- (b) those that are made to a source document, that is an adopted international standard; and
- (c) those that are made to a Harmonized Standard developed source document.

9.2 Those that occur in a national standard

9.2.1 In general, technical corrigenda and amendments can be used in a national standard to correct a situation where the normative text has inadvertently been allowed to deviate from that which has been approved for the Harmonized Standard.

9.2.2 Where, however, a national technical corrigendum or amendment has the effect of causing the national standard to deviate from the approved normative text of the Standard, the national standard by definition ceases to be Harmonized Standard, and the NSB concerned shall immediately notify the ECOWAS Commission to this effect.

9.3 Those that occur in an adopted international standard or in an ECOWAS developed source document

9.3.1 Technical corrigenda

The responsible THC shall circulate the technical corrigendum to all members with a request that it be included in an appropriate format in each affected national standard. No voting is required.

9.3.2 Amendments

An amendment to either an international standard or to a Harmonized Standard developed source document shall be circulated by the THC Secretariat in exactly the same way as a new project, but shall automatically enter the process at Stage 4 (Enquiry stage).

10 Systematic review of Harmonized Standard

10.1 A review shall be undertaken, at intervals not exceeding 5 years, of the continued suitability and applicability of each Harmonized Standard. The review shall take the form of a questionnaire (see Table 4), which shall be circulated to all relevant THCs member states for a six months vote.

10.2 The review shall include an assessment of the degree of adoption and implementation within the standards regimes in individual ECOWAS Member states.

10.3 By a simple majority of the [P] members voting, the TMC shall take the decision to

- (a) reaffirm the text as an Harmonized Standard for a further 5 years;
- (b) initiate a revision of the text; or
- (c) Withdraw the text's status as an Harmonized Standard.

***Note:** The ECOWAS Commission shall formally notify the relevant THC Secretariat of the results of each review.*

10.4 In the case of adopted standards, the review shall be done parallel to the review of the source standard or the timing of the review shall be such as to follow closely after the review of the source standard.

Whenever ECOWAS members are reviewing their national standards which have been used as source documents for harmonized text, they shall inform the responsible THC Secretariat through the ECOWAS Commission.

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

11 Document integrity

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

11.1 The ECOWAS Commission shall be the custodian of the approved text of Harmonized Standards as the authoritative reference.

11.2 The approved text shall be deposited at the ECOWAS Commission as

- (a) Hard copy, initialed on each page by the Chairperson of the THCs 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 Harmonized Standards numbering including the date of original publication.

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

Table 4 — Systematic Review Questions
TECHNICAL HARMONIZATION COMMITTEES
QUESTIONNAIRE FOR REVIEW OF HARMONIZED STANDARD

NUMBER	HARMONIZED STANDARD
TITLE OF STANDARD	
SCOPE	
PROJECT SECRETARIAT	
CLOSING DATE	

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

1. If the HS is an adoption or has been based on an international, has the source document been updated, revised or withdrawn in the past 5 years?

Yes		No		Tick as appropriate
Please provide additional information:				

2. Does the HS need to be updated or amended because it is no longer technically relevant?

Yes		No		Tick as appropriate
Please provide additional information:				

3. Is this Harmonized Text/Standard, or its national adoption, referenced in regulations in your country?

Yes		No		Tick as appropriate
Please provide additional information:				

4. Do you consider that the HS should be reconfirmed, revised or withdrawn?

Decision	(X)	Reason
Reconfirmed		
Revised/Amended		
Withdrawn		

Name	
On behalf of	
Signature	
Date	

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 THCs have the right to appeal against any decision, action or inaction within 3 months of the decision/ action/ inaction:

12.2.1 To the parent THC on a decision/ actions/ inaction by a subcommittee.

11.2.2 To the TMC on a decision/ action/ inaction by the THC.

12.2.3 To the THCs on a decision/ action/ inaction by the TMC.

12.3 APPEAL AGAINST A SUBCOMMITTEE DECISION/ ACTION/ INACTION

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

12.3.2 The THC Secretariat shall advise all the P members of the THC 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 THC is in support of the subcommittee then the P member which initiated the appeal may either:

- (a) accept the THC decision, or
- (b) appeal against it.

12.4 APPEAL AGAINST A THC DECISION/ ACTION/ INACTION

12.4.1 Appeals against a THC decision may be

- (a) an appeal arising from 12.3.3 above
- (b) an appeal against an original decision by the THC

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

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

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

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

12.5 APPEAL AGAINST TMC DECISION/ ACTION/ INACTION

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

12.5.2 The THC Chairperson shall refer the appeal together with his comments to the TMC through the ECOWAS Commission within one month after receipt of the case.

12.5.3 The TMC shall make its decision and the decision of the ECOWAS Commission 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 FDHS shall not be circulated for voting until resolution on the appeal is made.

