PRINCIPLES AND PROCEDURES FOR THE DEVELOPMENT OF EAST AFRICAN STANDARDS

EAST AFRICAN STANDARDS COMMITTEE

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FOREWORD

These procedures were prepared by the Standards Management Committee (SMC) and approved by the East African Standards Committee (EASC) under the provisions of the East African Community Standardization Quality Assurance, Metrology and Testing Act, and Article 81 of the Treaty for the Establishment of the East African Community Partner States.

The Partner States that were represented in the SMC during the preparation of these procedures are Republic of Burundi, Republic of Kenya, Republic of Rwanda, United Republic of Tanzania, Republic of South Sudan and Republic of Uganda.

This document provides principles, processes and procedures for the development and maintenance of East African Standards.

The procedures were first published in 2005 and have undergone revision in 2012, 2016 and 2022.

This fourth edition replaces the third edition of 2016 and the principal changes are as follows:

a) Inclusion of a procedure for joint notification.
b) Inclusion of Code of Conduct for technical work.
c) Inclusion of a template for proposing new Technical Committees.
d) Amendment of the procedure for committee work.
e) Amendment of the procedure for amending East African Standards.

This Fourth Edition supersedes the Third Edition of 2016 which is hereby withdrawn.

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

These procedures are based on ISO/IEC Directives. Cognizance has also been taken of the WTO/TBT Agreement. Specifically, Annex 3 of Code of Good Practice for the Preparation, Adoption and Application of Standards.

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

The East African Community Standardization, Quality Assurance, Metrology and Testing Act, hereafter referred to as "EAC SQMT Act," mandates the East African Standards Committee (EASC) to develop the principles and procedures for developing East African Standards (EAS) in accordance with the WTO Agreement on Technical Barriers to Trade (WTO TBT Agreement).

These procedures may be used as a reference tool and guide for the development of EAS. They establish a preferred style for the development of the standards thereby allowing for consistency of the documents, as well as elaborating on the methodologies and publication of standards. The procedures may be used as resource materials for Standards Writers, Editors, Technical Committee Chairpersons and Members and can additionally be used as a training tool.

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1 SCOPE

This document provides principles, processes and procedures for the development, publication and maintenance of East African Standards and other deliverables.

2 NORMATIVE REFERENCES

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC Directives — Part 1, Procedures for the Technical Work

ISO/IEC Directives — Part 2, Principles and rules for the structure and drafting of ISO and IEC documents

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

3 TERMS, DEFINITIONS AND ABBREVIATIONS

3.1 Terms and definitions

For the purpose of this document, the terms and definitions given in EAC SQMT Act, 2006 and ISO/IEC Guide 2 and the following shall apply.

3.1.1
amendment

modification, addition or deletion of specific parts of the content of a normative document

NOTE The results of amendment are usually presented by issuing a separate amendment sheet to the normative document

3.1.2
consensus

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

NOTE Consensus need not imply unanimity

3.1.3
convener

expert responsible for leading a working group

3.1.4

corrigendum

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document containing supplementary matter to a standard produced subsequently but intended to accompany it, showing error in the text and its correction and clearly stating its intended function

3.1.5
review

activity of checking an EAS to determine whether it is to be reaffirmed, changed or withdrawn

3.1.6
revision

introduction of all necessary changes to the substance and presentation of an EAS

NOTE The results of revision are presented by issuing a new edition of the normative document.

3.1.7
standards deliverables

other normative documents such as East African Technical Specification (EA/TS), East African Technical Report (EA/TR), East African Publicly Available Specification (EA/PAS) and East African Workshop Agreement (EA/WA)

3.1.8
Standards Management Committee (SMC)

sub-committee established by the EASC responsible for elaborating and harmonizing standards and standards-related documents

3.1.9
subcommittee (SC)

group of representatives from Partner States that is responsible for the preparation of EAS within a subfield of the scope of a technical committee

3.1.10
project

specific work item within EAC standardization work plan

3.1.11
sustained opposition

views expressed supported by factual and scientific data that demonstrate disadvantage to the Partner States (concerned interest party in the case on EAC) and which are maintained by the very Partner State and which are incompatible with the position of the majority

3.1.12
Task Force (TF)

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

3.1.13
TC Secretariat

NSB holding secretariat of a given Technical Committee

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3.1.14
TC Secretary

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

3.1.15
Technical Committee (TC)

group of representatives from Partner States who are responsible for the development of EAS within a given scope or field

3.1.16
Working Group (WG)

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

3.1.17

joint notification

notice of Draft East African Standards to WTO Secretariat by the EAC Partner State holding the TC secretariat on behalf of the other Partner States

3.2 Abbreviations

For the purpose of this document, the following abbreviations shall apply.

ARSO	African Regional Organization for Standardization
CD	Committee Draft
DEAS	Draft East African Standard
EAC	East African Community
EASC	East African Standards Committee
EAS	East African Standard
EA/TS	East African Technical Specification
EA/TR	East African Technical Report
EA/PAS	East African Publicly Available Specification
EA/WA	East African Workshop Agreement
FDEAS	Final Draft East African Standard
ICS	International Classification for Standards
IEC	International Electrotechnical Commission
IS	International Standards
ISO	International Organization for Standardization
NEP	National Enquiry Point
NNA	National Notification Authority
NSB	National Standards Body
NWIP	New Work Item Proposal
RSP	Regional Standardization Plan
SC	Subcommittee
SME	Small and Medium Enterprises
SMC	Standards Management Committee
TC	Technical Committee
TBT	Technical Barriers to Trade
TF	Task Force

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WD	Working Draft
WG	Working Group
WTO	World Trade Organization

4 PRINCIPLES

The development of EAS shall be conducted in accordance with the principles in 4.1 to 4.8 pertaining to avoidance of unnecessary obstacles to trade. These principles shall be applied within the context of the EAC and are applicable to all stages of standards development.

4.1 Openness

Participation in EAC Standards development process shall be open on a non-discriminatory basis to all interested parties through:

a) representation at TC, SC or WG;

b) public enquiry process on DEAS; and

c) participation in developing standardization work plans and programmes.

4.2 Transparency

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

a) announcement of approved new work items on the websites of the EAC Secretariat and respective NSBs;

b) announcement of drafts for public comment on the websites of EAC Secretariat and NSBs and a joint notification to WTO Secretariat;

c) publication of the SMC standards work programme bulletin on EAC website and notification of the national work programmes to each Partner State and to ISO;

d) publication of approved standards; and

e) accessible catalogue of EAS.

4.3 Impartiality

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

4.4 Consensus

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

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4.5 Effectiveness and relevance

In order to facilitate trade and prevent unnecessary trade barriers, EAS shall be relevant and shall effectively respond to regulatory and market needs, as well as scientific and technological developments.

4.6 Coherence

To avoid duplication and conflict, there shall be cooperation and coordination with the work of Partner States, other international, regional and sub-regional standardization bodies.

4.7 Development dimension

There shall be mechanisms for facilitation of the participation of SMEs and all Partner States in the standards development process.

4.8 Stakeholder engagement

Stakeholders are important for EAC and shall be actively engaged in the standards development activities.

5 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR TECHNICAL WORK

5.1 Organizational structure

Development of EAS is done by Technical Committees under the coordination of SMC. The EAS is approved by EASC and declared as such by the EAC Council of Ministers. The organizational structure for the development of the EAS is as presented in Annex D.

5.2 EAC Council of Ministers

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

5.3 East African Community Secretariat

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

5.4 East African Standards Committee (EASC)

The broad responsibilities of the EASC in relation to EAS are as defined in EAC SQMT Act.

5.5 Standards Management Committee (SMC)

5.5.1 Establishment

SMC is a sub-committee established by the EASC.

5.5.2 Composition

SMC is composed of the following members:

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a) SMC Secretariat (the Chairperson and Secretary);
b) three permanent members from each Partner State (one from private sector, two from the NSB); and
c) observers who may be invited by the Chairperson, having consulted NSBs.

5.5.3 Method of appointment

5.5.3.1 Members of the SMC are appointed by the NSBs. The Chairperson and Secretary shall be appointed by the EASC on the recommendation of the SMC. The SMC reports to EASC.

5.5.3.2 The Chairmanship of SMC shall be held by a member of the Partner State NSB for a period of three years non-renewable on a rotational basis.

NOTE Partner States that have previously held chairmanship are not eligible for the same until all Partner States have occupied the position.

5.5.3.3 The SMC Secretary shall be from a Partner State NSB not holding the Chairmanship. The SMC Secretary shall be held for a period of three years non-renewable on a rotational basis.

NOTE Partner States that have previously held the position of secretary are not eligible for the same until all Partner States have occupied the position.

5.5.3.4 In the event that eligible Partner State(s) do not express interest for the position of Chairperson and/or Secretary, any other Partner State may nominate person(s) for consideration by the SMC.

5.5.3.5 One year before the expiry of the terms of the Chairperson and Secretary, elections shall be held for Chairperson elect and Secretary elect.

5.5.4 Roles and responsibilities

5.5.4.1 The broad role and responsibility of the SMC is to manage the process, procedure and program for the development of the EAS and to promote its timely execution by the EAC Secretariat and TCs.

5.5.4.2 SMC is specifically responsible for:

a) establishment and dissolution of TCs;

b) appointment of Chairpersons of TCs on the recommendations of the TC;

c) allocation or re-allocation of secretariats of TCs;

NOTE A TC is re-allocated when the Partner State holding the secretariat is unable to undertake the activities of the TC due to various reasons.

d) approval of titles, scopes of the proposed new work items, policies and strategies of TCs;

e) recommending SMC work programmes for development of EAS for approval by the EASC taking into account the common interests of the Partner States;

f) coordination of the technical work between TCs to ensure coherence and efficient implementation of the work programmes;

g) monitoring the progress of the implementation of the work programmes and taking appropriate action;

h) submitting FDEAS, reports and recommendations to the EASC for approval;

i) consideration of appeals raised by Partner States NSBs on due process and decisions on

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standardization;

j) providing the EAC Secretariat with the work program bulletin for posting on electronic platform and notification to all Partner States and ensuring that joint notifications are done in accordance with 7.5;

k) providing the EAC Secretariat with the list (title and scope) of standards ready for public comment and approved new work items for posting on electronic platform;

l) organizing technical liaison with intergovernmental organizations, international organizations or regional trade, professional, technical and scientific organizations; and

m) maintenance of these procedures and other rules for the technical work.

5.5.5 Mode of working

5.5.5.1 The SMC meets at least four times a year. SMC may convene extra ordinary meetings whenever a need arises.

5.5.5.2 Meetings shall be convened by the EAC Secretariat upon request by the SMC leadership or at the request of at least two members of the SMC.

5.5.5.3 The quorum shall be considered to have been achieved when there are at least two-thirds (2/3) of Partner States represented.

5.5.5.4 Decisions can be made in meetings or through correspondence. The TC Chairpersons are granted the formal option to request that an SMC resolution submitted by correspondence of importance to their sector, be discussed at an SMC meeting.

5.5.5.5 SMC may establish a Task Force (TF) whenever a technical need for information, advice, a study or rules are identified. Its composition is decided by the SMC. An SMC TF reports to the SMC on a regular basis and is disbanded when its task is finished.

5.6 National Standards Bodies (NSBs)

5.6.1 Roles and responsibilities

5.6.1.1 Roles of the NSBs

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

5.6.1.2 Responsibilities of the NSBs

The broad responsibilities of the NSBs are as defined in the EAC SQMT Act including the following:

a) balloting in management/policy committees, for example; the SMC and nominate members to the SMC and other Technical Committees;

b) requesting an SMC meeting;

c) balloting on FDEAS and other deliverables;

d) appealing against any action or inaction of any TC, other body or officer of SMC in accordance with this procedure;

e) proposing New Work Item(s) (NWI) and initiate the corrigenda, amendments and the review process

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of EAS in accordance with the procedure; and

f) generating national comments on draft standards.

5.6.2 Method of appointment

Partner States shall designate NSBs in accordance with EAC SQMT Act.

5.7 Technical Committees (TCs)

5.7.1 Establishment of TCs

5.7.1.1 A proposal to establish a TC may be made by a member NSB using the Form K **(**see Annex A) and agreed to by consensus of members of the SMC. A member NSB may propose establishment of a TC if:

a) there is a new area for standards work for which no existing Technical Committee is competent or capable of handling;

b) several TCs are to be combined into one TC; or

c) part of the area of work of a committee is to be assigned to a new TC due to its scope.

5.7.1.2 A proposal for establishment of a new TC shall consist of designation title, scope and composition of each TC.

5.7.1.3 The established TC shall be designated by a serial number.

5.7.2 TC Business plan

Each TC shall prepare a business plan for its own specific field of activity taking into account the Regional Standardization Plan.

The business plan shall be drafted in accordance with the template given in B.1.

The business plan shall be drafted by the TC Secretariat and reviewed by the technical committee and recommended for approval by the SMC. Once approved the TC has the right to continually update the business plan according to the running work program as provided for in Regional Standardization plan.

5.7.3 Composition

5.7.3.1 A TC shall be composed of the following members:

g) Chairperson and Secretary from the Partner State holding the secretariat; and

h) national delegations of which one is designated head of delegation by the respective Partner State NSB;

5.7.3.2 In addition, the following may be part of the TC:

i) representatives of EAC Secretariat and SMC Secretariat, for the purposes of coordinating and guiding the TC meeting; and

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j) observers on request and approval by EAC Secretariat in consultation with SMC secretariat:

i) associates and affiliates;

ii) observers from organizations that have been granted liaison; and

iii) specific sectoral organs of the Community, having indicated that they want and been granted the right to participate in the TC.

5.7.4 Method of appointment

5.7.4.1 The Chairperson is appointed officially by the SMC upon recommendations by the TC.

5.7.4.2 The TC Secretary shall be appointed by the Partner State holding the TC secretariat.

5.7.5 Dissolution/Suspension of TCs

5.7.5.1 A proposal to dissolve or suspend a TC may be made by a member of the TC or SMC. Dissolution may be due to lack of interest in the sector, while suspension may be due to lack of resources for such work or inadequate work items.

5.7.5.2 The proposal to dissolve or suspend a TC may be agreed upon and approved by the SMC.

5.7.5.3 The files of the dissolved TC shall be archived by SMC.

5.7.5.4 If a TC is dissolved, its number shall not be allocated to another TC unless the dissolution is part of a complete restructuring of the technical committee.

5.7.5.5 A TC may be reactivated through the process of TC establishment (see 5.7.1).

5.7.6 Roles and Responsibilities

5.7.6.1 Roles of the TC

The role of the TC shall be to develop and maintain EAS and other deliverables.

5.7.6.2 Responsibilities of the TC

The responsibilities of the TC shall include the following:

a) establishing and securing SMC approval for its programme of work with precise title, scope and scheduled target dates for the critical stages of each project based on agreed work plans;

b) following up and ensuring the achievement/delivery of the work programme as detailed in the work plan;

c) ensuring the principles of standardization work outlined in Clause 4 are adhered to throughout the process;

d) ensuring that the documents are adequately edited as outlined in the ISO/IEC directives Part 2 and EAC standards template in B.2;

e) formally responsible in case questions of amendment and interpretation arise pending the next periodic review of those standards it has produced;

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f) developing and providing WD, CD, DEAS, and FDEAS; and

g) reviewing all EAS within its responsibility every five (5) years or when need arises and other deliverables in accordance with the timeframes set out in these procedures.

5.7.7 Mode of working

Activities of the TC shall be conducted through:

a) meetings; and

b) correspondence.

5.8 Subcommittees (SCs)

5.8.1 Establishment of SCs

5.8.1.1 Subcommittees are established by consensus of the members of the parent TC and approved by SMC. A SC may be established only on condition that a Partner State has expressed its readiness to undertake the secretariat.

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

5.8.1.3 The title and scope of a SC shall be defined by the parent TC and shall be within the defined scope of the parent TC.

5.8.2 Composition

5.8.2.1 SC is composed of the following members:

a) Chairperson;

b) Secretary; and

c) national delegations of which one is designated head of delegation by the respective Partner State.

5.8.2.2 In addition, the following may be part of the SC:

a) representatives of EAC Secretariat and SMC secretariat, for the purposes of coordinating and guiding the SC meeting; and

b) observers on request and approval by EAC Secretariat in consultation with SMC Secretariat. Observers may be from:

i) associates and affiliates;

ii) organizations that have been granted liaison; and

iii) specific sectoral organs of the Community, having indicated that they want and been granted the right to participate in the SC.

5.8.3 Method of appointment

The Chairperson and Secretary are appointed by the parent TC. The SC reports to the parent TC.

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5.8.4 Dissolution/suspension of SC

5.8.4.1 A proposal to suspend or dissolve a SC may be initiated by a member of the parent TC and shall be agreed to by consensus of members of the committee.

5.8.4.2 A SC may be suspended due to limited resources or inadequate work items. The decision to dissolve a subcommittee shall be approved by the SMC.

5.8.4.3 If a SC is dissolved or suspended, its number shall not be allocated to another SC unless the dissolution is part of a complete restructuring of the technical committee.

5.8.5 Roles and Responsibilities of the SC

The roles and responsibilities of the SC shall be defined by the parent TC.

5.8.6 Mode of working

Activities of the SC shall be conducted through:

a) meetings; and/or

b) correspondence.

5.9 Working Group (WG)

5.9.1 Establishment

A WG may be established by a parent TC or SC that undertakes a specific task, in the context of the TC work plan, usually resulting in the provision of a CD or WD.

5.9.2 Composition

A WG shall be composed of the following members:

a) Convener;

b) Secretary to the WG; and

c) Experts.

5.9.3 Method of appointment

The parent TC/SC selects a suitable convener and also decides on the secretary to the WG. Independent experts are nominated as WG members by the NSBs on the request by the parent TC/SC.

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

5.9.4 Roles and Responsibilities

5.9.4.1 Roles of the WG

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

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5.9.4.2 Responsibilities of the WG

5.9.4.2.1 The responsibilities of the WG shall include the following:

a) WG drafts documents in accordance with the terms of reference provided by the TC or SC and in accordance with drafting rules;

b) as an independent expert, each member of the WG maintains his/her understanding and awareness of national position by being in contact with the national delegation to the TC and with related standardization activities within the NSB of his/her home country; and

c) as required by the TC/SC, the WG provides inputs to the assessment and resolution of comments following enquiry and, if necessary, updates the draft.

5.9.4.2.2 The WG provides technical advice to the TC/SC as required.

5.9.5 Mode of working

WG activities shall be conducted through:

a) meetings; and/or

b) correspondence.

5.10 Task Force (TF)

5.10.1 Establishment

The TF shall be established by the SMC with a view to undertaking a specific short term standardization task within a given target date.

5.10.2 Composition

The TF shall be composed of the following members:

a) chairperson;

b) secretary; and

c) members of the TF will be as defined by the SMC based on the terms of reference of the work.

5.10.3 Method of appointment

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

5.10.4 Roles and responsibilities of the TF

5.10.4.1 Roles of the TF

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

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5.10.4.2 Responsibilities of the TF

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

5.10.4.3 Mode of work

Activities of the TF shall be conducted through:

a) meetings; and/or

b) correspondence.

5.11 Committee chairpersons

5.11.1 Reporting

The chairperson of SMC reports to EASC.

The chairperson of TC reports to SMC.

The chairperson of SC reports to TC.

5.11.2 Roles and responsibilities

5.11.2.1 Roles

The role of the chairperson is to oversee the overall management of a committee, including any SC and WG under the Committee.

5.11.2.2 Responsibilities

The chairperson shall advise the Committee to which he/she reports to on important matters relating to his/her Committee via the Committee Secretariat. He/she has no balloting rights.

The chairperson shall:

a) act in a purely regional capacity, divesting himself or herself of a national point of view; thus he/she cannot serve concurrently as the delegate of a Partner State NSB in his/her own Committee. In case of unforeseen unavailability of the Chairperson at a meeting, a session Chairperson may be elected by the participants during the meeting;

b) guide the respective Committee Secretary in preparing, obtaining approval, maintaining the work plans and managing its periodic review process;

c) conduct meetings with a view to reaching consensus on the respective agenda items;

d) ensure during meetings that all points of view expressed are adequately summed up so that they are understood by all present;

e) ensure during meetings that all decisions are clearly formulated and made available in written form by the Secretary for confirmation during the meeting;

f) ensure and monitor the progress of the work plan. In the case of TC, SC the Chairperson in

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

g) ensure coordination of the work of the Committee, monitors implementation of decisions and the application of procedures to ensure appropriate progress, initiates action as required, e.g. in the event of target dates not being met;

h) have knowledge and provide guidance to the secretary for implementation of these procedures; and

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

5.12 Committee secretary

5.12.1 Reporting

The committee secretary reports to the respective committee chairperson.

5.12.2 Role and responsibilities

5.12.2.1 Role

The Committee Secretary shall provide professional management support, in the form of administrative, operational and technical services to ensure that the Committee functions efficiently.

The Committee Secretary shall undertake this role in liaison with the Committee Chairperson.

5.12.2.2 Responsibilities

The Committee Secretary shall:

a) provide the management support services associated with the running of the committee with particular reference to the preparation, approval, communication, application and regular update of the work plan;

b) ensure that all the logistic support, documentation and materials needed for the work are available;

c) arrange meetings, in consultation with the chairperson, as required in order to meet the target dates and deals with issues arising relating to the work of the committee;

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

e) prepare the report of the meeting immediately for signing by the Heads of Delegation from Partner States and complete the final work including editorials and distribute the final work together with the report of the meeting to the committee within two weeks following the date of the meeting;

f) ensure that all published documents which are the responsibility of the committee are reviewed and maintained in accordance with these procedures;

g) maintain the committee records and documents;

h) have knowledge of these procedures, apply them in a professional manner, provide advice on them as required and ensure that members of the committee are aware of and implement relevant committee resolutions;

i) ensure that the Committee is timely updated on the progress of implementation of the work plan;

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j) coordinate activities of Committee; and

k) manage liaisons with other bodies.

5.13 Working Group Convener

5.13.1 Reporting

The WG Convener shall report to the TC or SC.

5.13.2 Role and Responsibilities

5.13.2.1 Role

The WG Convener shall lead the activities of a WG.

5.13.2.2 Responsibilities

The WG Convener shall:

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

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

b) convene meetings when necessary and acts as Chairperson;

c) actively progress work and give timely progress reports to the parent committee;

d) ensure that WG experts have appropriate briefing on relevant rules and procedures;

e) participate in the Editing Committee, if required;

f) judge the state of readiness of draft standards for enquiry including the quality of the technical content and the level of consensus within the WG, prior to release to TC or SC Chairperson and Secretary; and

g) refer any problems encountered to parent TC or SC.

5.13.3 Mode of working

The WG Convener works with the help of a professional standardization support (which may include a Secretary to the WG) from own NSB or if not available from another NSB.

5.14 TC/SC Secretariat

5.14.1 Allocation

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

For both TCs and SCs, the Secretariat shall be allocated to a Partner State NSB only if that NSB:

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a) has indicated its intention to participate actively in the work of that TC or SC; and

b) has accepted that it will fulfill its responsibilities as secretariat and is in a position to ensure that adequate resources are available for the secretariat work

5.14.2 Responsibilities

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

5.14.2.2 The Chairperson shall act impartially in the regional capacity and divorce himself/herself from national positions.

5.14.2.3 The Secretariat shall be responsible for ensuring that these procedures are followed and the decisions of the EASC and the SMC are implemented.

5.14.2.4 The Secretariat shall ensure the timely execution of the following:

a) provision of the Chairperson and Secretary to the Committee;

b) allocation of resources for secretarial work;

c) circulation of documents for comments to other NSBs, collation and review of the comments and redistribution of the comments to other NSBs;

d) preparation of meetings, including:

   i) establishment of the agenda and arranging for its distribution; and

   ii) arranging for the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;

e) preparation of compilations of comments on documents which appear on the agenda;

f) preparation of enquiry drafts and FDEAS;

g) recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;

h) preparation of the minutes of meetings;

i) submission of reports to the SMC Secretariat or to the parent Committee TC Secretariat;

j) providing the SMC Secretariat with the list (title and scope) of the standards ready for public comments; and

k) referring appeals related to the Standardization process to the SMC.

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

5.14.3 Change of the TC Secretariat

5.14.3.1 A Partner State NSB that wishes to relinquish the Secretariat of a TC, shall immediately inform the SMC Secretariat, giving a minimum of tree (3) months' notice. The SMC shall decide on the transfer of the Secretariat to another Partner State NSB.

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5.14.3.2 If the TC Secretariat on more than three (3) occasions fails to fulfil its responsibilities as set out in these procedures or as directed by the SMC, any Partner State NSB or SMC Secretariat may have the matter placed before the SMC for re-allocation.

5.14.3.3 In either of the above cases (5.14.3.1 and 5.14.3.2), request shall be made by the SMC to obtain offers from Partner States interested in taking up the secretariat.

5.14.4 Change of the SC Secretariat

5.14.4.1 A Partner State NSB that wishes to relinquish the Secretariat of a SC, the NSB concerned shall inform the Secretariat of the parent TC, giving a minimum of 3 months' notice.

5.14.4.2 If the Secretariat of a SC on more than three (3) occasions fails to fulfil its responsibilities as set out in these procedures, any Partner State NSB or SMC Secretariat may have the matter placed before the parent TC, which may decide, by consensus, that the Secretariat of the SC be re-allocated.

5.14.4.3 In either of the above cases (5.14.4.1 and 5.14.4.2), an enquiry shall be made by the Secretariat of the TC to obtain offers from Partner States NSBs interested in taking up the SC Secretariat.

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

5.15 Editing Committee

5.15.1 General

5.15.1.1 Each technical committee shall establish an editing committee in accordance with 5.15.3.

5.15.1.2 The TC secretary and standards editor shall be knowledgeable on drafting and presentation rules.

5.15.1.3 Editing is a continuous process to be undertaken during all the stages of development of standards, WDEASs, CDEASs, DEASs, FDEASs, amendments and corrigenda.

5.15.1.4 In order to maintain the authoritative text of each approved EAS, including amendments and corrigenda, the final editing of FDEAS shall be undertaken by the editing committee.

5.15.2 Establishment

The editing Committee shall be established by the TC.

5.15.3 Composition

The composition of the editing committee will be decided by the Partner States and shall include the following:

c) the TC Secretaries from NSBs;

d) standards editors from NSBs; and

e) the TC Chairperson.

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5.15.4 Reporting

The editing committee shall report to the TC.

5.15.5 Role and Responsibilities

5.15.5.1 Role

The Editing Committee is responsible for updating and editing DEAS to FDEAS in order to ensure their conformity to ISO/IEC Directives Part 2 and EAS template.

5.15.5.2 Responsibility

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

a) ensures correct formulation and presentation of the text(s) of the EAS and other deliverables in accordance with the EAS template (see B.2) as well as these procedures; and

b) ensures, with the TC Secretary, that the reference language version of the draft is acceptable, for instance:

   i) real need of the quoted normative references;

   ii) use of consistent terminology in the draft or the preparation, with TC Secretary or other suitable person of a good technical expertise with which to update the version being checked;

   iii) accuracy of the references quoted in the bibliography; and

   iv) legibility and coherence of tables, figures and text with the intended meaning of the text being clear and unambiguous.

5.15.6 Mode of Work

Editing activities shall be conducted through

a) meetings; and/or

b) correspondence.

6 STAGES IN THE DEVELOPMENT OF EAST AFRICAN STANDARDS

6.1 General

6.1.1 A complete list of project stages, together with the designations of the associated documents and time frames allowed for commenting or balloting, is given in Table 1. The development of other deliverables is described in 7.8.

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Table 1 — Project stages and periods for each stage

Project stage	Associated document	Abbreviation[1]	Timeframe[2]
0: Preliminary stage	Preliminary Work Item	PWI	Not applicable
1: Proposal stage	New Work Item Proposal	NWIP	3 months - 5 months
2: Preparatory stage	Working Draft	WD	2 months
3: Committee stage	Committee Draft	CD	6 months: • 2 months national consultations) • 4 months building consensus)
4: Enquiry stage	Draft East African Standard	DEAS	4 months: • 2 months public review • 2 months resolving of comments
5: Ballot stage	Final Draft East African Standard	FDEAS	1 month
6: Approval and declaration stage	East African Standard	EAS	4 months
7: Publication stage	East African Standard	EAS	1 month

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

[2] The timeframe provided is maximum and the TC secretariat in consultations with Chair and upon agreement with all other NSBs Secretaries, may opt to proceed to the other stage ahead of time so as to conclude the project early.

6.1.2 In order to avoid unnecessary delays and ensure effectiveness and relevance of the developed EAS, the time lines will be monitored in accordance with Table 1.

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

6.1.4 In cases where an existing International Standard is proposed for harmonization, subject to the approval of the responsible TC/SC, the standard is recommended for adoption by Partner States.

6.1.5 After the Approval and Declaration Stage, the text of the EAS is made available by the EAC Secretariat to each NSB for adoption and implementation within its system of National Standards as provided

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for in the EAC SQMT Act. Each EAS adopted as a national standard within an EAC Partner State shall bear an indication on its cover page to the effect that the standard is an EAS.

6.2 Preliminary Stage (Stage 0)

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

6.3 Proposal Stage (Stage 1)

6.3.1 A NWIP is a proposal for:

a) a new EAS;

b) a new part of an existing EAS;

c) other deliverables.

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

6.3.3 The proposal stage ends when a NWIP has been accepted by at least two thirds of the Partner States NSBs including the proposing NSB to advance it into the standards programme.

6.4 Preparatory Stage (Stage 2)

This is the stage at which the TC/SC Secretary develops a WD.

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

The Preparatory stage ends when WD has been circulated to respective TC Secretaries of NSBs.

6.5 Committee Stage (Stage 3)

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

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

6.6 Enquiry Stage (Stage 4)

The Enquiry stage is the stage at which the DEAS is made available for public comments for a period of 60 days and notified to WTO in accordance with 7.5. Received comments are reviewed by the TC Secretariat

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in order to deal with unresolved harmonization issues and to advance the document for acceptance by the Partner States at the balloting stage.

In cases the EASC/TC proposes an existing International or Regional Standard (e.g., ISO, IEC or ARSO, etc.) as a NWIP for harmonization as an EAS, the actual text may not be availed to the public due to copyright protection.

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

6.7 Ballot Stage (Stage 5)

The Ballot stage is the stage at which the FDEAS is circulated to Partner State's NSB for balloting to advance the document for approval by SMC. The Ballot stage ends when acceptance by two-thirds (2/3) of Partner States is achieved and adopted by SMC.

6.8 Approval and Declaration Stage (Stage 6)

This is the stage at which the EASC approves FDEAS on the basis of the due process and recommends to the Council of Ministers for Declaration as East African Standards.

This stage ends when the EAS is approved and declared by Council of Ministers.

6.9 Publication Stage (Stage 7)

At this stage the number, title and scope of the newly declared EAS is published in the EAC Gazette and posted on EAC Web-Portal and copies of the EAS are provided to Partner States by EAC Secretariat for adoption as National Standards and to be made available to the public from the NSBs on demand in accordance with the policies and procedures of the NSBs.

7 PROCEDURES

7.1 Development of East African Standards

This clause provides details of stages and procedures necessary for the development of EAS.

NOTE All forms are in Annex A.

7.1.1 Proposal stage (Stage 1)

7.1.1.1 The NSB submits NWIP using Form A to the respective TC Secretariat.

7.1.1.2 Upon receipt of the NWIP, the TC Secretariat shall circulate within seven (7) days the NWIP together with the NWIP acceptance form, Form B to all Partner States NSBs giving them two months to consult stakeholders and respond.

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

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

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

7.1.1.6 The SMC will upon receipt of the NWIP approve within a period not exceeding six (6) weeks. These approvals may be done through meetings, correspondence or other means.

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

a) trade and market requirements within the EAC;
b) scientific and technological development;
c) common regional regulatory objectives (e.g. security, safety, health and environment considerations);
d) EAC Council of Ministers priorities; and
e) common imports into the region with a view to reduce substandard imports and dumping into the region.

7.1.1.8 Upon receipt of the approved regional work program containing the NWIPs, the Partner State NSB aligns its national work program with the EAC work program guided by RSP. The NWIP may be accompanied by WD.

7.1.1.9 The TC Secretariat will then prepare WDs in the style and format in accordance with ISO/IEC Directive 2 and EAS template in B.2.

7.1.2 Preparatory Stage (Stage 2)

7.1.2.1 Upon approval of the NWIP by the SMC, the TC Secretary shall within two (2) months develop the WD. The WD may be received from proposing NSB or the TC may form a WG for the purpose of producing a WD.

While developing the WD, considerations shall be given to available International, Regional and National Standards.

7.1.2.2 During preparatory stage, the TC Secretariat shall develop the Working Draft (WD) in accordance with the EAS template before circulation. The WD shall be numbered by the TC secretariat as follows:

7.1.2.2.1 For new WDs, shall indicate WD/TC NN/XXX/YYYY, where NN is the TC code, XXX is the serial number allocated to the Working Draft and YYYY is the year of circulation.

7.1.2.2.2 For WDs on revision of the standard, shall indicate WD/XXX: YYYY where XXX is the EAS number of the current standard and YYYY is the year of circulation. For example, when revising EAS 123: 2003 in 2016, the corresponding drafts shall be numbered as WD/123: 2016. This kind of numbering WDs applies also for various stages (CD, DEAS and FDEAS).

7.1.2.3 Within two (2) months, a WD together with Form D shall be circulated by the TC Secretariat to all NSBs for consideration.

7.1.2.4 In cases where an existing International or Regional Standard (e.g. ISO, IEC or ARSO.) is proposed for adoption, the process is done in accordance with 7.2.

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7.1.3 Committee Stage (3)

7.1.3.1 The WD shall be circulated to TC members for further considerations as follows:

a) if the WD is acceptable by the TC members, the WD may be directly advanced to DEAS stage (Refer to stage 4);

b) if the WD requires further improvements, the TC members will comment on the draft using Form D and submit to the National TC Secretary who shall compile and submit to the TC Secretariat within a period of two (2) months.

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

7.1.3.3 The TC secretary shall modify the WD and designate it as CD. The TC Secretary shall then circulate the draft to TC members for further consideration.

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

7.1.3.5 Where there is general consensus on the modified draft, the TC Secretary shall designate and circulate as DEAS for public comments in accordance with 7.1.4.

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

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

7.1.3.7 Considerations for other successive drafts will continue until:

a) consensus has been reached; or

b) the decision made to defer the item for future consideration due to lack of sufficient data

c) the decision to abandon the work has been made by the TC for consideration by the SMC considering the time limits allowed for each stage as in Table 1.

7.1.3.8 In case of an existing EAS, the SMC shall make its decision and forward it to EASC for further consideration.

7.1.3.9 The decision to progress to enquiry stage shall be taken based on having achieved consensus on all technical issues at the Committee Stage. The TC leadership shall be careful to establish that there is no sustained opposition at these points.

7.1.3.10 In case of “sustained opposition”, the TC leadership shall assess to establish it based on factual and scientific data from partner states and shall declare as such.

7.1.3.11 The concept of sustained opposition is not applicable in the context of Partner States votes on NWIP and FDEAS since these are subject to the applicable voting rules.

7.1.3.12 Those expressing sustained oppositions have a right to be heard and the following approach is recommended when a sustained opposition is declared:

a) the TC leadership shall explore all possible means and in good faith to resolve sustained opposition without compromising the existing level of consensus on the rest of the document;

b) options to explore may include Partner States collection of scientific data and submission within a given timeline, inviting an independent expert to give expert information on the subject of

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contestation, adopting position that guarantee the safety and quality of the product;

c) the obligation to address the sustained oppositions does not imply an obligation to successfully resolve them. If all failed, the affected party may make appeal to the SMC.

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

7.1.3.14 The TC Secretary with the support of the NSB editor shall ensure that the DEAS is duly edited before it is circulated for public comments.

7.1.4 Enquiry Stage (Stage 4)

7.1.4.1 Within five (5) working days of completion of the CD stage SMC Secretariat, allocates the DEAS number upon request by the TC Secretariat for advancing the document to the enquiry stage.

7.1.4.2 At the enquiry stage, the DEAS together with Form D shall be circulated by the TC Secretary to all NSBs for public comment within a period of 60 days. At this stage, the DEAS is also jointly notified to WTO according to 7.5.4.

7.1.4.3 On receipt of any comments, the TC Secretary reviews, collates and circulates comments using Form E to all Partner States. In the case of a DEAS where the comments are only editorial in nature or no comments are received, the TC secretary shall:

a) notify all the partner states accordingly; and
b) request the EAC Secretariat to convene a meeting for editing.

7.1.4.4 On receipt of technical comments, the TC Secretary shall explore modalities to resolve the comments within 60 days. This can be done through a meeting or correspondence:

a) if consensus is reached, the DEAS is advanced to the next stage in accordance with 7.1.4.3 b);

b) in case consensus is not reached, the TC Secretary may take the following steps:

- re-circulate the revised draft in accordance with 7.1.4.2 for another 60 days,
- collate and resolve the comments in accordance with 7.1.3.2 and 7.1.3.4, and
- request the EAC Secretariat to convene a meeting for editing in accordance with 7.1.4.3 b);

c) In case consensus is still not reached, the TC may consider developing other deliverables as appropriate in accordance with 7.8.

7.1.4.5 Failure to submit comments within the prescribed timelines shall be deemed to be an acceptance of the DEAS.

7.1.4.6 The Enquiry stage ends when all received comments have been resolved and a DEAS is accepted to advance to the balloting stage as an FDEAS or consensus has not been reached and the TC has taken to develop other deliverables in accordance with 7.1.4.4c). At this stage the TC Secretariat ensure that the DEAS has been edited in accordance with the EAS template in B.2.

7.1.4.7 Comments received after the closing date may be considered during the next review of the EAS.

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7.1.5 Ballot Stage (Stage 5)

7.1.5.1 At the ballot stage, the FDEAS shall be circulated by the TC Secretariat together with the Ballot Form F within two (2) weeks after editing to all Partner States. The ballot forms shall be returned to the TC Secretary within a period of one month.

7.1.5.2 The position submitted through the Partner State NSB shall be explicit: positive or negative. If an FDEAS is acceptable to a Partner State, no comments shall be submitted. If a Partner State finds an FDEAS unacceptable, it shall state the technical reasons and no conditional acceptance shall be submitted.

7.1.5.3 The acceptance criteria of the FDEAS shall be a positive acceptance on the FDEAS by two-thirds (2/3) of the Partner States.

7.1.5.4 Failure to submit position within the prescribed timelines shall be deemed to be an acceptance of the FDEAS.

7.1.5.5 The TC Secretariat has the responsibility of bringing any editorial errors that may have been made in the preparation of the draft to the attention of SMC by the end of the balloting period.

7.1.5.6 Any further technical comments may be considered during the review of the standard.

7.1.5.7 Within 2 weeks after the end of the balloting period, the TC Secretariat shall circulate to SMC, EAC Secretariat and NSBs a report using the summary of National ballot Form G showing the result of ballot and indicating either the formal approval by two-thirds (2/3) of the Partner States to issue the EAS or formal rejection of the FDEAS.

7.1.5.8 The ballot stage is deemed complete when TC secretary submits report of balloting Form G as specified in 7.1.5.7 to SMC Secretary.

7.1.5.9 The TC Secretariat shall submit the report of the TC work accomplished using the template in B.3 together with duly filled Form G and FDEAS for consideration by the SMC.

7.1.5.10 If the FDEAS is not approved in accordance with the conditions in 7.1.5.3, the document shall be referred back to the concerned TC for reconsideration in the light of the technical reasons submitted in support of the non-acceptance. The committee may decide to:

a) produce a revised draft as a committee draft, DEAS or FDEAS; or

b) recommend to the SMC to consider the publication of the FDEAS as other deliverables in accordance with 7.6 or cancel the project.

7.1.6 Approval and Declaration Stage (Stage 6)

7.1.6.1 Each TC secretary shall submit the FDEAS to SMC Secretariat using Form G.

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

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

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

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

7.1.6.6 If the EASC for some reason does not approve any FDEAS, the EASC shall refer back the FDEAS to the SMC for further action as recommended by EASC.

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

7.1.6.8 The Council of Ministers declares the EAS on the basis of the EASC report.

7.1.6.9 Upon the declaration of EAS, SMC informs the TC secretary about the list of approved standards thereafter the EAS is submitted to the EAC secretariat through SMC secretary.

7.1.6.10 The EAC Secretariat shall ensure final editing from FDEAS to EAS.

7.1.6.11 The EAC Secretariat shall keep copies and circulate to all Partner States NSBs for adoption.

7.1.6.12 Within six (6) months of the declaration of EAS, the Partner States shall adopt the EAS in accordance with the EAC SQMT Act.

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

7.1.7 Publication Stage (Stage 7)

7.1.7.1 Within one (1) month after declaration of the EAS, EAC Secretariat publishes the number, title and scope of the newly declared EAS in the EAC Gazette and posts on EAC Web-Portal. The EAC Secretariat shall avail authentic text of the gazetted EAS to NSBs within two (2) weeks.

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

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

7.2 Procedure for adoption of International/Regional standards

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

7.2.2 International and regional standards identified to be suitable for use without any modification either as requirements or as normative references shall be discussed by the EASC/TC and progress through the enquiry stage before presentation to the SMC for consideration. The SMC shall consider and verify the due process and recommend them to EASC for endorsement.

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7.2.3 The acceptance criteria shall be by two-thirds (2/3) of the Partner States accept to use the International or Regional standard without modification. Failure to submit a position within the prescribed timelines shall be deemed to be an acceptance of the International Standard or Regional standard.

If the standard is found to be acceptable by two-thirds (2/3) of the Partner States, it is advanced to approval and declaration stages for endorsement for adoption.

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

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

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

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

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

The Chairperson of the SMC presents to the EASC, the list of reference numbers and titles of IS/Regional Standards recommended for endorsement for adoption by Partner States.

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

7.2.9 The EAC secretariat shall, upon endorsement, publish in the EAC Gazette Notice the list of reference numbers and titles of the endorsed standards. The notice shall be titled thus: '**List of Endorsed international/ regional standards for adoption by EAC Partner States**'.

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

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

7.3 Procedure for meetings

7.3.1 General

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

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

7.3.1.3 The TC Secretariat should look ahead with a view to drawing up, in consultation with the SMC, a planned minimum 1-year programme of meetings of the TC and its SCs and, if possible, it's WGs, taking account of the programme of work.

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

7.3.1.5 In planning meetings, account should also be taken of the advantages for the speedy preparation of drafts and holding a meeting of the editing committee immediately after the meeting of the TC or SC.

7.3.1.6 During meetings, the Code of Conduct for the technical work given in Annex C shall be observed.

7.3.2 Calling SMC, TC or SC meetings

7.3.2.1 The date of a meeting shall be subject to an agreement between the EAC Secretariat and Partners States NSB. In the case of a SC meeting, the SC Secretariat shall first consult with the secretariat of the parent TC in order to ensure coordination of meetings (see also 7.3.1.3).

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

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

7.3.2.4 The Committee Secretariat shall ensure that arrangements are made for the agenda and all other basic documents for example reports, NWIPs, CDs, comments on CDs, DEAS to be circulated at the latest 21 days before the date of the meeting.

7.3.3 WG meetings

7.3.3.1 WGs shall use modern electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. When a meeting needs to be held, notification by the convener of the meeting of a working group shall be sent to all members and to the Secretariat of the parent TC, at least one (1) month in advance of the meeting.

7.3.3.2 Arrangements for meetings shall be made between the convener and the members of the WG in the country where the meeting is to be held. The convener shall be responsible for all practical working arrangements.

7.3.3.3 If a WG meeting is to be held in conjunction with a meeting of the parent TC, the convener shall coordinate arrangements with the Secretariat of the parent TC.

7.3.4 Language at meetings

The language at meetings shall be English.

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7.3.5 Conducting the meetings

7.3.5.1 The quorum for TC and SC meetings shall be considered to have been achieved when there are at least 2/3 NSBs represented.

7.3.5.2 In a situation where quorum is not achieved, Partner States represented may proceed with the meeting. In this instance, all the resolutions/minutes taken at the meeting shall remain draft and shall be circulated to all the Partner States within one (1) week of the meeting. Partner States who wish to object to any of the resolutions/minutes taken during the meeting shall do so within two (2) weeks of the date of receipt of the draft resolutions/minutes. Such objections shall be resolved by the secretariat who may consult with the other Partner States in the process. If the objections received have been resolved, the minutes/report including other documents shall be adjusted accordingly.

7.3.5.3 If no objection is received upon elapsed of the specified two (2) weeks, the resolutions/minutes of the meeting shall be considered binding and the document shall progress as the meeting recommended.

7.3.5.4 The Chairperson of each meeting shall conduct the meeting as provided for in 5.11.

7.3.5.5 The Secretary to each meeting shall carry out the roles and responsibilities as defined in 5.12.

7.3.6 Reports of the meetings

7.3.6.1 Reports of the meetings shall be prepared and signed by the Heads of Delegation from Partner States.

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

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

7.3.6.4 In the case of a report where an FDEAS is adopted by a committee, the final text will be adopted together with the report.

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

7.3.7 Cancellation of meetings

7.3.7.1 Every possible effort shall be made to avoid cancellation or postponement of a meeting once it has been scheduled or convened. Nevertheless, if for unforeseen reasons the meeting cannot be held, then the EAC Secretariat has the right to cancel the meeting.

7.3.7.2 A Partner State may request for cancellation of a meeting to the EAC Secretariat providing justification for such request. A Partner State requesting shall take into account that there is sufficient time available to the EAC Secretariat to notify other Partner States at least two weeks before the scheduled date of the meeting.

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7.4 Review of East African Standards

7.4.1 General

7.4.1.1 EASs are reviewed by the responsible TC at regular intervals not exceeding five (5) years or whenever need arises. The review of each EAS may result into an amendment, confirmation, revision or withdrawal.

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

7.4.2 Systematic review

Systematic review of EAS shall be initiated by the TC secretary four (4) years after its declaration. The TC secretary shall send Form H to all Partner States giving them a period not exceeding one (1) month to respond.

7.4.3 Review arising from a need (specific request from Partner States)

7.4.3.1 The need for review may arise at any time during implementation as challenges are encountered. This review will be initiated by the Partner State experiencing the challenges through the TC secretariat. The Partner State shall fill the Form H and submit to the TC Secretariat along with the comments for consideration. The TC secretariat shall within five (5) working days circulate to Partner States all the documents received from the initiating Partner State giving them a period not exceeding one (1) month to respond.

7.4.3.2 After receiving the comments, the TC Secretary shall compile, collate and circulate comments to all Partner States for consensus building using Form J within 14 days.

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

7.4.3.4 Upon review of an EAS, the TC decides and takes a resolution by consensus, on one of the following options:

a) the confirmation of the EAS for a further five (5) years period;

b) the withdrawal of the EAS;

c) the revision of the EAS; or

d) the drafting of an amendment.

7.4.3.5 When the decision, following a review, is to undertake a revision, the standard shall be numbered in accordance with 7.4.3.6 and shall enter the Committee Stage and circulated as defined under 7.1.3.

7.4.3.6 During the revision of the standard, the document shall be numbered as follows: WD/XXX: YYYY where XXX is the EAS number of the current standard and YYYY is the year of circulation. For example, when revising EAS 123: 2003 in 2016, the corresponding drafts shall be numbered as WD/123: 2016. This applies for CD, DEAS and FDEAS.

7.4.3.7 When the decision is to have an amendment, the process shall be undertaken as defined in 7.4.4.

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

7.4.3.9 When the TC makes the decision to confirm the EAS, The TC secretary shall make a report to SMC indicating that the standards have been recommended for confirmation. The SMC shall compile the list of the confirmed standards for consideration by the EASC and subsequent notification of the EAC Council of Ministers.

7.4.3.10 When it has occurred, the EAC Secretariat shall notify the Partner States to publish such standards as confirmed.

7.4.3.11 The EAC Secretariat shall then update the EAC catalogue accordingly.

7.4.4 Amendment

7.4.4.1 An amendment alters and/or adds to the previously agreed technical provision in an existing EAS.

7.4.4.2 An amendment to an EAS shall be drafted by the proposer in accordance with Amendment template in B.4 and submitted to the TC Secretariat. The TC Secretariat shall within five (5) working days circulate the Draft Amendment to Partner States giving them a period not exceeding two (2) months to submit comments.

7.4.4.3 After receiving the comments from the Partner States, the TC Secretary shall collate comments in Form E and circulate within five (5) working days to Partner States for consensus building by the TC.

7.4.4.4 An amendment shall be notified to WTO in accordance with 7.5.

7.4.4.5 Once consensus on the text of the amendment has been reached, the TC shall recommend for consideration by the SMC. The TC Secretary shall forward the TC recommendation and the text of amendment to the SMC.

7.4.4.6 The SMC shall follow the approval procedure in accordance with 7.1.6.2 - 7.1.6.5.

7.4.4.7 Once approved by the EASC, the EAC Secretariat shall edit final text and publish in accordance with 7.1.7.

7.4.4.8 As a general rule, if an amendment constitutes more than 15 % of the requirements in the original EAS, the TC shall instead process and publish a new edition of the EAS.

7.4.5 Technical Corrigendum

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

7.4.5.2 The Technical Corrigendum shall be drafted by the TC Secretariat in consultation with the proposing Partner State in accordance with the appropriate template in B.5.

7.4.5.3 The TC Secretariat will take a decision in consultation with Partner States NSBs basing on the nature of the Technical Corrigendum.

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7.4.5.4 The TC Secretary shall submit to the SMC the decision taken in regard to the correction, with an explanation of the need to do so. The SMC shall review the TC recommendation and approve the publication of the Technical Corrigendum. The SMC shall forward the Technical Corrigendum to the EAC Secretariat for issuing to Partner States.

7.4.5.5 The EAC Secretariat shall issue the Technical Corrigendum to Partner States.

7.5 Notification procedure

7.5.1 To ensure transparency and convergence in the Community and ensure compliance to the WTO requirements, DEAS shall be jointly notified to WTO for a period of 60 days.

7.5.2 The TC Secretariat shall be responsible for initiating joint notification using the national notification system.

7.5.3 The joint notification shall be undertaken as follows:

i) TC secretariat in conjunction with Partner Sates NEP and NNA shall initiate joint notification using WTO TBT and SPS notification submission systems.

ii) Partner State National Enquiry Point (NEP) and National Notifying Authority (NNA) shall include all the other EAC WTO Member Partner States in joint notifications.

iii) Upon receipt of joint notifications circulated by WTO Secretariat, the TC Secretariat shall circulate the notifications to Partner States as an indication of a successful notification process.

iv) Comments submitted by other WTO members shall be collated by the TC Secretariat together with those received during public review and circulated to the Partner states for national consideration ahead of regional consensus building.

v) The collated comments shall be considered by the TC in order to build consensus.

vi) Once consensus has been reached, the TC Secretariat shall respond to the WTO members that submitted the comments in accordance with the TC resolutions.

7.5.4 To ensure coherence and avoid duplication, each Partner State's NSBs work programme and any draft standards that are not in line with the EAC standards work programme, will be notified to EAC Secretariat.

7.5.5 DEAS are circulated to stakeholders within the EAC and are uploaded on the website. This will enable stakeholders to make comments on the drafts.

7.5.6 Received comments shall be reviewed by the TC Secretariat in order to deal with unresolved harmonization issues and advance the document for acceptance by the Partner States at the balloting stage.

7.5.7 The SMC Chairperson will ensure that EAC Standards work program is notified to the Partner States NSBs. The SMC Secretary shall through his/her NSB ensure that EAC work programme is notified to ISO.

7.5.8 The TC Secretariat shall ensure that the DEAS is notified to WTO using the national notification system and other partner states are notified accordingly.

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7.5.9 The Partner States NSBs have the obligation to undertake national public review within the same period of joint WTO notification in order to ensure that any comments can be handled simultaneously.

7.6 Appeals

7.6.1 Right of appeal

Partner States through their NSBs have the right of appeal. The participating Partners States, NSB may appeal against any action or inaction of any committee, when the Partners States considers that such action or inaction is:

a) not in accordance with the due process; and

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

NOTE Participating Partners States is referred to as Partner States that have at least participated in the process of balloting of NWIP and balloting of FDEAS.

7.6.2 Eligibility of appeal

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

Appeals on decisions concerning NWIP, CDs, DEAS and FDEAS are only eligible for consideration if:

a) questions of principles or due process involved, or

b) the contents of a draft may be detrimental to the reputation of EAC Partner States.

7.6.3 Documentation of appeals

All appeals shall be fully documented to support the concerns. The appellant shall provide traceable records to the origin of the concern.

7.6.4 Levels of appeal

7.6.4.1 General

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

a) to the parent TC on a decision of a SC;

b) to the SMC on a decision of a TC;

c) to the EASC on a decision of the SMC;

d) to the Council of Ministers on the decision of the EASC;

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

7.6.4.2 Appeal against SC decision

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

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

7.6.4.2.3 If the TC supports its SC, then the initiator of the appeal may either:

a) accept the TC decision, or

b) appeal against it.

7.6.4.3 Appeal against TC decision

7.6.4.3.1 Appeal against a TC decision may be of two kinds:

a) an appeal arising out of 7.6.4.2, or

b) an appeal against an original decision of a TC.

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

7.6.4.3.3 Following whatever consultations deemed appropriate, the SMC shall hear the appeal within one month after receipt of the appeal.

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

7.6.4.3.5 The conciliation panel shall hear the appeal within three (3) months and attempt to resolve the difference of opinion as soon as practicable. The conciliation panel shall give a final report within three (3) months. The decision of the conciliation panel shall be by consensus and not by Partner States votes, ensuring that there is no sustained opposition. If the conciliation panel is unsuccessful in resolving the difference of opinion, this shall be reported to the Chairperson of the SMC, together with recommendations on how the matter should be settled.

7.6.4.3.6 Upon reception of the report of the conciliation panel, the Chairperson of SMC shall inform SMC which shall take its decision.

7.6.4.4 Appeal against SMC decision

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

7.6.4.4.2 The EAC Secretariat shall refer the appeal together with comments to the members of the EASC within one (1) month after receipt of the appeal.

7.6.4.4.3 The EASC shall make its decision within three (3) months.

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

7.6.4.5 Progress of work during an appeal process

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

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7.7 Fast-tracking the development of EAS

7.7.1 General

7.7.1.1 The development of EAS may be fast-tracked under certain circumstances. In such cases one or more of the following steps may be skipped or the time in one or more of the stages may be significantly reduced (Committee stage and balloting stage) in order to provide the standard in a shorter time overall.

NOTE Fast-track procedure applies only for the development of a new EAS or a revision of an existing EAS.

7.7.1.2 The criteria for choosing fast-track procedure shall be based on the following circumstances and conditions:

a) when there is a disaster or emergency affecting health and/or safety, environment, security and intervention through standard is seen as critical to containing situation at hand and there is no existing standard; or

b) when there is an existing standard that does not adequately address the emergency situation affecting health and/or safety, environment or security.

7.7.1.3 The Partners State requesting for a fast-track standard shall prepare a detailed justification for fast-tracking a standard.

7.7.1.4 The Partner State shall forward the justification together with Form A to other Partner States for consideration. The Partner States shall respond on this request using Form B.

7.7.2 Stage 1 — Proposal Stage

Once request for fast-track standard has been received, it shall be processed within 14 days for approval as a NWIP as per 7.1.1.2 - 7.1.2.2 except that a decision for approval as NWIP may be made through correspondence by SMC members.

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

7.7.3 Stage 2 — Committee Stage

7.7.3.1 This stage may be skipped.

7.7.3.2 The proposed draft shall be circulated to the Partner States giving them one (1) month to respond if the draft has to progress to Enquiry stage using Form D.

7.7.3.3 On receipt of responses from Partner States and there is two-thirds (2/3) approval by the Partner States, the draft shall progress to Enquiry stage.

7.7.3.4 In the event that there is no consensus, the draft shall be referred back to the Technical Committee.

7.5.3.5 The Committee stage ends when all technical issues have been resolved and a CD is accepted to advance to the enquiry stage as a DEAS.

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7.7.4 Stage 3 — Enquiry stage

7.7.4.1 Upon acceptance of a CD to advance to Enquiry stage, the TC secretary shall process it in accordance with 7.1.4 except that DEAS shall be circulated for 30 days instead of 60 days as per the exemptions provided for in Annex 3 of WTO/TBT agreement.

7.7.4.2 The Enquiry stage ends when all technical issues have been resolved and a DEAS is accepted to advance to approval stage as an FDEAS and shall have a maximum timeline of 30 days.

7.7.5 Stage 6 — Approval and declaration stage

7.7.5.1 Upon acceptance of the FDEAS, the TC Secretary shall within seven (7) days request the SMC Secretary to request the EASC Chairperson to convene a special session of EASC to consider the urgent standard.

7.7.5.2 Upon receipt of the request, the EASC Chairperson shall within 14 days convene a special session to consider and approve the FDEAS. EASC may also approve the FDEAS through teleconference or correspondence.

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

7.7.6 Stage 7 — Publication Stage

Publication of the approved urgent EAS shall be done in accordance with 7.1.7.

7.7.7 Review of Published Fast-Tracked Standard

Review of the fast-tracked standard shall be done in accordance with 7.4.

7.8 Development of standards deliverables

7.8.1 East African Technical Specification (EA/TS)

7.8.1.1 In addition to the requirements specified in ISO/IEC Directives Part 1, EA/TS may be prepared and published under the circumstances and conditions specified in 7.8.1.2 - 7.8.1.8.

7.8.1.2 When the subject in question is still under development or where for any other reason there is the future but not immediate possibility of an agreement to publish an EAS, the decision may be made to publish an EA/TS. The reasons for publishing the EA/TS and an explanation of its relationship to the expected future EAS, shall be given.

7.8.1.3 An EA/TS may be established with a view to serving for instance the purpose of:

a) publishing aspects of a subject which may support the development and progress of the East African market but where an EAS is not feasible or not yet feasible;

b) giving guidance to the market on or by specifications and related test methods; or

c) providing specifications in experimental circumstances and/or evolving technologies.

7.8.1.4 Furthermore, a TC may decide to publish an EAS work item as EA/TS where:

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a) there had been insufficient support at the EAS Enquiry for the work item to progress to an EAS;

b) no consensus can be reached on the submission of the work item within the given target date.

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

7.8.1.6 An EA/TS shall not conflict with an EAS. This implies that existing EA/TS shall be withdrawn if the publication of a subsequent EAS brings the EA/TS into conflict with that EAS.

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

7.8.1.8 The EA/TS is subject to review by the TC or SC not later than three (3) years after its publication. The end of such review shall be to re-examine the situation which resulted in the publication of an EA/TS and if possible, to achieve agreement necessary for the publication of an EAS to replace the EA/TS.

7.8.2 East African Publicly Available Specification (EA/PAS)

7.8.2.1 An EA/PAS can be seen as a step in the process of standardization work. It includes useful and practical information that can be made available quickly to suit the market need of the developers and users of a product, process or service. The development of the EA/PAS will be in accordance with ISO/IEC Directives Part 1.

7.8.2.2 A standard is published as an EA/PAS if it requires several more stages of development before consensus is achieved.

7.8.2.3 The rationale for publishing an EA/PAS is that while it may not have consensus, the speed of delivery and the high-caliber quality of the content enables users of the EA/PAS to reap significant benefit.

7.8.2.4 The main difference is in the area of consensus; a standard shall reach consensus between all stakeholders on technical content, whilst an EA/PAS invites comments from any interested party but does not necessarily incorporate them. This means that the timescale for the development of an EA/PAS may be shorter, typically around eight (8) months, and is why it is sometimes referred to as the "**Rapid Standard Development Process**".

7.8.2.5 An EA/PAS occupies the intellectual space between in-house and National Standards; it allows you to set the standard for an entire industry.

7.8.2.6 The development of an EA/PAS shall not conflict with, or contradict, existing or draft work within the formal standards arena and shall complement, not conflict with, any legislation in the subject area. It is also written in accordance with these procedures, which means that the content shall be technically robust and shall not be technically constrained (i.e. it shall not include patented or proprietary methods or products). It is written unambiguously and with objectively verifiable requirements or recommendations.

7.8.3 East African Technical Report (EA/TR)

7.8.3.1 When a TC or SC has collected data of a different kind from that which is normally published as an EAS (this may include, for example, data obtained from a survey carried out among the National Bodies, data on work in International Organizations or data on the "state of the art" in relation to standards of National Bodies on a particular subject), the TC or SC may decide, by consensus, to request the SMC to publish such

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data in the form of an EA/TR. The document shall be entirely informative in nature and shall not contain matter implying that it is normative. It shall clearly explain its relationship to normative aspects of the subject which are, or will be, dealt with in EAS related to the subject. The SMC in consultation with the EAS shall decide whether to publish the document as an EA/TR.

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

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

7.8.3.4 During the preparation of the EA/TR or after its adoption, no standstill obligation shall exist. The obligation at the national level is limited to announcement of the existence of the EA/TR and conflicting National Standards may continue to exist. Adoption as a national deliverable is optional.

7.8.3.5 It is recommended that EA/TRs are regularly reviewed by the TC responsible, to ensure that they remain valid.

7.8.3.6 No time limit is specified for the lifetime of EA/TRs. Withdrawal of an EA/TR is decided by the TC or SC responsible.

7.8.4 East African Workshop Agreement (EA/WA)

7.8.4.1 General

The development, of EA/WA shall follow the procedures comprising Proposal, Workshop, Approval and Declaration and Publication stages (see 7.8.4.2 – 7.8.4.6).

7.8.4.2 Stage 1 — Proposal Stage

7.8.4.2.1 An EA/WA may be prepared and published to provide a quick solution to a regional problem; the subject in question may still be under development or where for any other reason there is the future but not immediate possibility of an agreement to publish an EAS.

7.8.4.2.2 An EA/WA shall be developed to provide:

a) clear rules on an issue;

b) future direction of the subject and influence any future EAS;

c) best practice in a sector; and

d) understanding and co-ordination amongst various stakeholders.

7.8.4.2.3 The reasons for publishing the EA/WA and an explanation of its relationship to the expected future EAS shall be given during justification.

7.8.4.2.4 Formal requests for EA/WA may come from the Partner States through the NSBs. Such requests shall be formally submitted to the SMC Secretary.

7.8.4.2.5 Once the request for EA/WA has been received, the proposing NSB shall circulate to other Partner States NSB for consensus building in accordance with 7.1.1.2 - 7.1.2.2.

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7.8.4.2.6 Upon consensus, the proposing NSB shall submit to SMC Secretary a formal request for Regional Workshop together with the Working Draft of the EA/WA.

7.8.4.2.7 The Proposal Stage ends when SMC approves and shall have maximum timeline of two months.

7.8.4.3 Stage 2 — Workshop Stage

7.8.4.3.1 As soon as the proposal is approved by SMC in a meeting or through correspondence, EA/WA draft shall be circulated by the proposing NSB to all NSBs and National Stakeholders for consideration.

7.8.4.3.2 The proposing NSB in liaison with the EAC Secretariat shall announce the workshop by sending to each Partner State invitation together with a workshop program detailing objectives, deliverables, draft agenda and any other relevant information, at least 1 month in advance of the workshop meeting. Identification of the participants shall be role of the Partner State NSB. The proposing NSB and Partners States shall endeavour to ensure that the broadest range of interests is represented in any workshop and that there is an appropriate stakeholder representation.

7.8.4.3.3 The proposing NSB shall in consultation with relevant stakeholders decide on the workshop chairperson. The chairperson shall be neutral and in particular shall:

a) ensure that all points of view expressed during a workshop are adequately summed up so that they are understood by all present;

b) conduct the workshop with a view to reaching consensus;

c) ensure that all decisions are clearly formulated and, if needed, made available to the participants before closure of the meeting of the workshop;

d) ensure that the contents of the EA/WA resulting from the workshop does not conflict with existing or draft EAS; and

e) ensure that the EA/WA resulting from the workshop is in the best interests of regional trade and commerce, or such public factors as safety, health or the environment.

7.8.4.3.4 It is the responsibility of the Chairperson in collaboration with the proposing NSB to judge whether there is consensus bearing in mind the procedures for holding meetings as in 7.3.

7.8.4.3.5 If the EA/WA draft is considered at a workshop and consensus is not reached on that occasion, further EAWA draft incorporating decisions taken at the workshop shall be produced and distributed to participants within 1 month for consideration. If there is still no consensus, the project shall be cancelled and the same notified to SMC.

7.8.4.3.6 If the EA/WA draft is considered at a workshop and consensus is reached, the proposing NSB shall make changes to the EA/WA draft as per the resolutions of the workshop meeting resulting into an EA/WA draft.

7.8.4.3.7 The EA/WA draft bearing a reference number and all the information given in 7.1.1.7 and bearing a watermark reading "**Draft Workshop Agreement**" shall be circulated to all the participants. This shall be repeated until the chairperson believes that the best possible consensus has been obtained and the resulting draft shall then be labeled with a watermark reading '' **Final Draft Workshop Agreement''**.

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7.8.4.3.8 The workshop stage ends when all technical issues have been resolved by consensus and an EA/WA draft is accepted to advance to the Approval and Declaration stage. As a Final Draft East African Workshop Agreement, the maximum timeline for the workshop Stage shall last 5 months.

7.8.4.4 Stage 6 — Approval and Declaration Stage

Upon acceptance of the Final Draft East African Workshop Agreement by the workshop meeting, the proposing NSB shall request an EA/WA number from the SMC Secretary; process the Final Draft East African Workshop Agreement for approval and declaration as per 7.1.6.

7.8.4.5 Stage 7 — Publication Stage

Upon approval of the Final Draft East African Workshop Agreement to advance to Publication stage, it shall be processed as per 7.1.7.

7.8.4.6 Review of Published EA/WA

Published EA/WA shall be reviewed after every two (2) years or upon receipt of request for review as per 7.4, with the view of converting to EAS, confirming, revising or withdrawal.

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ANNEX A: FORMS

	Form A **Proposal for a New Work Item Form**
Title of proposal (shortened): ……..……..……..... …… ……	**EASC/TC:** ……...……. **Other (if applicable):** …… ……
Name and address of the proposing NSB: …….. **Telephone number:** …… **Date:** ……..	
Information to be supplied by the proposer of the New Work Item	
1 Title (in full) .... *The title should be unambiguous and as concise as possible. Where the proposal is for a new work item, other deliverable, the title should specify the subject to be covered and type of standard or deliverable, e.g. terminology, method of test, performance requirements, etc.*	
2 Scope .... *The scope shall define precisely the field of application and show exclusions where applicable. Where the new project relates to a new activity or a range of standards, the scope should begin with 'Standardization of...' or 'Standardization in the field of ...'*	
3 Justification and purpose Why is standardization needed? Explain the economic, commercial/industrial, safety, consumer protection or other benefits of the proposal. If necessary, continue on a separate sheet.	
4 Programme of work a) What is your estimation of the time needed for the technical project up to the completion of the FDEAS for the EASC approval? ..... b) What is the proposed deadline for submission of the FDEAS to the EASC? …….....	
5 Standards or other documents on which it is intended to base the East African Standard a) List of standards or other documents (please give titles, reference number and date)	

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.....
.....

b) Is there an existing International Standard? YES ☐ ☐ NO

(i) If 'YES',

- Give details: .....
.....
.....
- Is it suitable for endorsement? YES ☐ NO ☐
- Is it suitable for reference? YES ☐ NO ☐

(ii) If 'NO', give reasons:
.....
.....
.....

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

YES ☐ NO ☐ NOT KNOWN ☐

Please specify such legislation and give details: .....
.....
.....

7 Would any aspect conflict with known patented items?

YES ☐ NO ☐ NOT KNOWN ☐

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

8 Participation in work

	YES	NO
a) Is proposing Partner State prepared to participate diligently in the work?	☐	☐
b) Is the proposing Partner State, if an EASC member, prepared to undertake the Secretariat duties, if a new EASC/TC is necessary?	☐	☐
c) Is the proposing Partner State prepared to undertake the preparatory work required for new a work item?	☐	☐

9 Documentation

Documentation previously referred to in 5 above should accompany this proposal

Please send an electronic copy of these document(s) together with the proposal to TC Secretariat for sharing with the Partner States

Signed: ..... **Date:** .....

Name: ..... **Position:**

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	Form B **New Work Item Acceptance Form for NWIP**
Part A: To be completed by TC Secretariat	
Title of the NWIP:	
Date of circulation: ……..…….……..... **Closing date for acceptance: ……**	**Reference number EASC/TC ……/SC …….** **…….....** **.Title of EASC/TC…./SC..** **……** **……** **……**
Part B: To be completed by the accepting (returning NSB). Partner state NSBs have an obligation to respond	
Please send this form, duly completed at all points, to the Project Secretariat indicated above (not to EAC Secretariat). MS Word is advised.	

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

☐ Yes (If "Yes", please check one of the following):

- ☐ a. We agree to advance this item for development of a working draft
- ☐ b. We agree and accept the attached draft document as a working draft for further development
- ☐ c. We agree and accept to the circulation of the attached draft document as a Committee Draft (CD)
- ☐ d. We agree to the circulation of the attached draft document as a Draft East African Standard (DEAS)

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

☐ If No, please submit reasons under section 3 below and submit the response.

☐ Abstention/Have no interest

2. Relevant documents

a) Do you have any standard (national, regional or international) which you propose should be used or considered for drafting this EAS?

☐ **Yes**

☐ **No**

f) **If "Yes", please give references here, or as a separate annex**

g) **……**

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....

Do you have any national or EAC regulation(s), and/or laws that the TC should take note of during the development of this standards?

☐ Yes

☐ No

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

.....

3. Comments

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

.....

.....

.....

4. Participation

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

☐ Yes

☐ No

Name(s) and contact information of the national TC Secretary

.....
.....

Partner State NSB responding: .....

Name: .....

Date: .....

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	Form C **Result of acceptance on new work item proposal Form**
Date: ……..……..…….....	**EASC/TC ……../SC ……..**
Name of TC/SC concerned ……	
To be completed by the TC Secretariat and sent to the SMC Secretariat and to all Partner State NSBs, with a copy to the TC secretariat in the case of a subcommittee.	
Date of NWIP Circulation: **……..** Closing date of acceptance: **...……..**	
Title: ……..	
Results (the compilation of results is given as an annex)	
The following criteria for acceptance have been met: ☐ Approval by two thirds of the balloting members ☐ Two thirds of Partner States balloting approval have agreed to participate in the development of the project	
In the light of results, the proposal is therefore: ☐ **Approved (**all approval criteria met) ☐ **Not approved** (one or more approval criteria not met)	
Associated draft ☐ No draft was associated with this ballot. A first draft is expected by (give date) **……..** ☐ The associated draft is approved as a Working Draft (WD). ☐ The associated draft is approved as a Committee Draft (WD). ☐ The associated draft is adopted as Draft East African Standard (DEAS).	
Further procedures (attribution to TC/SC/WG, TC Secretary, development procedure, meetings, etc.) ☐ The project is to be first registered as a Preliminary Work Item ☐ The project is to be immediately registered as an active work item	

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Documents to be considered (give details below, or as a separate annex) …… ……	
Proposed development track up to FDEAS: ☐ 1 (24 months - default) ☐ 2 (36 months) ☐ 3 (48 months) ☐ 4 fast track (.....months)	
Note: Selection of a development track will automatically associate default target dates with critical stages. If you envisage that you can advance a project quicker than the default target dates you may indicate your preferred earlier target dates in the field "Target date for submission'. ***Important!*** *Quoting earlier target dates implies a commitment to meeting these dates* ***If you do not want to change the defaults to earlier dates do not put anything in the "Target date for submission" fields****.*	
Target date for submission as a:	**CD** …….. **DEAS** …….. **FDEAS** ……..
Country of Secretariat …… **EASC/TC Secretary** ……..	**Approval by the SMC** ……..…….. **Date** ……..
☐ **Other information, comments, etc. appended**	

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			Form D **Partner States Comments and Observations Form**		
Document: **REFERENCE NO.**			Partner state:		
			Circulation Date:	Closing Date:	
1	(2)	3	4	(5)	(6)
Clause No./ Subclause No./ Annex (e.g. 3.1)	**Paragraph/ Figure/Table/Note** (e.g. Table 1)	**Type of comment GE, TE, ED**[1]	**Comment (justification for change) by the** Partner state	**Proposed change by the** Partner state	**TC Secretariat Observations on all comments**

[1] GE: General comment, TE: Technical comment, ED: Editorial

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			Form E **National Consultation Comments Collation Form**				
Title:			Document Reference No.: Date:				
	1	2	3	4	5	6	7
Clause	**Partner state**	**Partner state**	**Partner state**	**Partner state**	**Partner state**	**Partner state**	**TC Secretariat Recommendations**

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	Form F **Ballot form for FDEAS**	
Title (type FDEAS No. and title here**):**		
Document Type:	Final Draft for acceptance	
Dates:	Circulation date for balloting:	Closing date for receipt of votes:
Recipient:	This form is to be filled, signed and returned to EASC/TC Secretariat for the attention of <<type name of TC Secretary>>	

With reference to the last meeting of the EASC/TC ....., held on (Date) ……Concerning document above, I ……. (name) do;

☐ accept

☐ do not accept

the document as approved by the committee.

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

……
……

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…… …… ……
Name and signature: …….. **On behalf of (name of the organization): ……..…….** **Date: ……..…**
NOTE: Absence of any reply or comments shall be deemed to be an acceptance of the final draft East African standard.

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	Form G **Summary of national ballots on FDEAS Form**

Positions by partner states			
Partner State	**Approval**	**Disapproval**	**Comments (refer to attachment with comments)**

No response*	
Partner State	**Representing (NSB)**

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

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DECLARATION (The TC Secretary) Based on the results of balloting as documented above, and taking into account the acceptance criteria given in these procedures, the referenced draft standard is Recommended* ☐ Not recommend ☐ for adoption by the SMC and approval by the EASC into an East African Standard.
Name**: ……..** Date: **……..……..** Signature: **……** **TC SECRETARY** **Verified by immediate supervisor**: Name and designation: **……..** Date: **……..……..** Signature: **……**
*Kindly tick only in the appropriate box. Any other mark (e.g. strikethrough) will make this form invalid

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	Form H **Questionnaire for review of East African Standards**
EAS Number	
Standard Title	
Scope	
TC Secretariat	
Circulation date	
Closing date	
The above East African Standard has been identified for review. Please complete the information and send back to the TC Secretariat not later than the closing date indicated ABOVE. Additional pages may be used to expand on any of the information.	
To be completed by the TC Secretariat (in case of systematic review) or any other Partner State initiating the review (in case of a specific need) and sent to the TC Secretariat who will circulate to all Partner State NSBs, with a copy to the SMC Secretariat.	
This Form shall be filled for review that may result into an approval for either revision, amendment, reconfirmation or withdrawal of EAS	
If completed by a Partner State initating the review due to a specific implementation challenges, such a Partner State shall also specify one of the options below accordingly depending on their interest. We seek;	

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- Revision
- Amendament
- Withdrawal

The sections below to be completed by the responding NSB

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

☐ YES ☐ NO

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

……

……

……..

……

……

Please check one of the following options:

☐ We are in favour of CONFIRMATION of the East African Standard for a further period of 5 years.

.....
.....

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

……

……

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☐ We accept to consider for AMENDMENT for the following reasons: ……. ……. ☐ We are in favour of WITHDRAWAL of the East African Standard for the following reasons: ……. .....
If the enquiry results show a need to review the standard, ☐ We are prepared to PARTICIPATE in the development of the project. ☐ We are NOT prepared to PARTICIPATE in the development of the project.
Member body replying: ……. **Name: …….** **Date: ……** **Signature: …….**

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	EAST AFRICAN STANDARDS COMMITTEE **Form J** **Form for Collation of Partner States Responses on Review of East African Standards**

Total number of EAS circulated for review in Form H:	**Date circulation: …… Date closed ……...**

Responses from Partner State							
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
EAS Reference number	**Partner State (Burundi)**	**Partner State (Kenya)**	**Partner State (Rwanda)**	**Partner State (South Sudan)**	**Partner State (Tanzania)**	**Partner State (Uganda)**	**TC Secretariat Recommendations**

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	EAST AFRICAN STANDARDS COMMITTEE **Form K** **PROPOSAL FOR ESTABLISHMENT OF NEW EAST AFRICAN STANDARD TECHNICAL COMMITTEE (EASC/TC) OR SUB COMMITTEE**

Proposed number of the EASTC/SC (to be filled by SMC secretary)	**Proposed title and Scope of the EASC/TC or SC**	**Relevance of its formation** (justification)	**Existing other regional/international TC/SC** (ARSO and international TC/SC of similar scope such as Codex, ISO)	**Potential stakeholders** (sectors)

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ANNEX B: TEMPLATES

B.1: TC BUSINESS PLAN TEMPLATE

EAST AFRICAN COMMUNITY SECRETARIAT

Standards Management Committee (SMC)

Executive summary

1 Introduction

1.1 The sector

1.2 The role of standards in the sector

1.3 Opportunities

1.4 Objectives

1.5 The value of the Plan

2 Scope of TC

Statement of scope of the committee including definition of key sectors covered in the scope

3 Structure

3.1 Stakeholders of the TC

The stakeholders to the EASC/TCs should include but not limited to the following;

a) National Standards Bodies (NSB's)

b) Other government agencies

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c) Regulatory authorities

d) Testing Laboratories

e) Industries/Organizations

f) Public interest and consumer groups

g) Academia/Researchers

h) Observers

3.2 Members of TC

TC members are drawn from the stakeholders above and should include

a) TC Chairperson:
b) TC Secretary:
c) Secretaries from other NSBs
d) Members nominated by Partner States from the relevant institutions in 3.1 (b – g)

3.3 Subcommittees

Members constituted in line with 3.2

3.4 Working groups

Members nominated by the parent TC or SC

3.5 Committee liaisons

Other committees the TC is collaborating with (may be regional or international)

4 Strategies for achieving results

5 Actions necessary for results

6 Work programme

a. DEAS
b. CDs
c. NWI
d. NWIP

7 Approved Standards maintained by the TC

<u>List titles and scopes of existing standards developed by the TC.</u>

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B.2: EAS TEMPLATE

EAS nnn-n: yyyy

ICS nn.nnn

Nth edition

yyyy

AMENDMENT num

yyyy

EAST AFRICAN STANDARD

Introductory element — Main element — Part n: Part title

EAST AFRICAN COMMUNITY

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EAS nnn-n: yyyy

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Annex B (informative) Which styles correspond to which element — Quick reference guide .....
Bibliography.....

The **table of contents** is an optional preliminary element, but is necessary if it makes the document easier to consult. The table of contents shall be entitled “Contents” and shall list clauses and, if appropriate, subclauses with titles, annexes together with their status in parentheses, the bibliography, indexes, figures and tables. The order shall be as follows: clauses and subclauses with titles; annexes (including clauses and subclauses with titles if appropriate); the bibliography; indexes; figures; tables. All the elements listed shall be cited with their full titles. Terms in the “Terms and definitions” clause shall not be listed in the table of contents.

The table of contents shall be used if the document has 15 or more pages.

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EAS nnn-n: yyyy

Foreword

Development of the East African Standards has been necessitated by the need for harmonizing requirements governing quality of products and services in the East African Community. It is envisaged that through harmonized standardization, trade barriers that are encountered when goods and services are exchanged within the Community will be removed.

The Community has established an East African Standards Committee (EASC) mandated to develop and issue East African Standards (EAS). The Committee is composed of representatives of the National Standards Bodies in Partner States, together with the representatives from the public and private sector organizations in the community.

East African Standards are developed through Technical Committees that are representative of key stakeholders including government, academia, consumer groups, private sector and other interested parties. Draft East African Standards are circulated to stakeholders through the National Standards Bodies in the Partner States. The comments received are discussed and incorporated before finalization of standards, in accordance with the Principles and procedures for development of East African Standards.

East African Standards are subject to review, to keep pace with technological advances. Users of the East African Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

The committee responsible for this document is Technical Committee EASC/TC ###, *[name of committee]*, Subcommittee SC ##, *[name of subcommittee]*.

Attention is drawn to the possibility that some of the elements of this document may be subject of patent rights. EAC shall not be held responsible for identifying any or all such patent rights.

This second/third/… edition cancels and replaces the first/second/… edition (EAS nnn-n:yyyy), which has been technically revised.

EAS nnn consists of the following parts, under the general title *Introductory element — Main element*:

- *Part n: Part title*
- *Part [n+1]: Part title*
- *Part [n+2]: Part title*

The **foreword** shall appear in each document. It shall not contain requirements, recommendations, figures or tables.

It consists of a general part and a specific part. The general part (supplied by the Central Secretariat of ISO) gives information relating to the organization responsible and to International Standards in general, i.e.

a) the designation and name of the committee that prepared the document,

b) information regarding the approval of the document, and

c) information regarding the drafting conventions used, comprising a reference to the ISO/IEC Directives, Part 2.

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EAS nnn-n: yyyy

The specific part (supplied by the committee secretariat) shall give a statement of significant technical changes from any previous edition of the document and as many of the following as are appropriate:

d) an indication of any other international organization that has contributed to the preparation of the document;

e) a statement that the document cancels and replaces other documents in whole or in part;

f) the relationship of the document to other documents.

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Introduction

A paragraph.

The **introduction** is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the document, and about the reasons prompting its preparation. It shall not contain requirements.

The introduction shall not be numbered unless there is a need to create numbered subdivisions. In this case, it shall be numbered 0, with subclauses being numbered 0.1, 0.2, etc. Any numbered figure, table, displayed formula or footnote shall be numbered normally beginning with 1.

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Introductory element — Main element — Part n: Part title

1 Scope *(Mandatory)*

A paragraph.

The **Scope** clause shall appear at the beginning of each document and define without ambiguity the subject of the document and the aspects covered, thereby indicating the limits of applicability of the document or particular parts of it. It shall not contain requirements.

In documents that are subdivided into parts, the scope of each part shall define the subject of that part of the document only.

The scope shall be succinct so that it can be used as a summary for bibliographic purposes.

It shall be worded as a series of statements of fact. Forms of expression such as "This East African Standard specifies [establishes] [gives guidelines for] [defines terms] …" shall be used.

Statements of applicability of the document shall be introduced by the wording such as "This East African Standard is applicable to …". The wording shall be altered as a function of the document type concerned, i.e. East African Standard, Technical Specification, Publicly Available Specification, Technical Report or Guide.

A **clause** is the basic component in the subdivision of the content of a document.

The clauses in each document or part shall be numbered with Arabic numerals, beginning with 1 for the "Scope" clause. The numbering shall be continuous up to but excluding any annexes. Numbers given to the clauses of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

Each clause shall have a title, placed immediately after its number, on a line separate from the text that follows it.

A **paragraph** is an unnumbered subdivision of a clause or subclause.

"Hanging paragraphs" (see ISO/IEC Directives, Part 2, shall be avoided since reference to them is ambiguous.

2 Normative references *(Mandatory)*

There are two options of presenting normative references (remove the inappropriate option).

1) When there are normative references, they shall be introduced by the following wording.

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EAS ab-c:199x, *General title of series of parts — Part c: Title of part*

ISO xyz (all parts), *General title of the series of parts*

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2) If no references exist, include the following phrase below the clause title:

There are no normative references in this document.

The **Normative reference(s)** clause shall be cited in the document in such a way as to make some or all of their content applicable in the document.

In principle, the referenced documents shall be published East African Standards. Documents published by other bodies may be referred to in a normative manner provided that

a) the referenced document is recognized by the responsible EASC Technical Committee concerned as having wide acceptance and authoritative status as well as being publicly available,

b) the responsible EASC Technical Committee has ascertained that all Partner States are able to obtain and adopt the referenced documents on request,

c) the responsible EASC Technical Committee is able to track any revisions, reviews, amendments or withdrawals of the referenced documents, and

d) the responsible EASC Technical Committee undertakes to review the situation in the light of any changes in the referenced document.

The list shall be introduced by the following wording:

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

The above wording is also applicable to a part of a multipart document.

The list shall not include the following:

— referenced documents which are not publicly available;

— referenced documents which are only cited in an informative manner;

— referenced documents which have merely served as bibliographic or background material in the preparation of the document.

Such referenced documents may be listed in a bibliography.

Normative references may be dated or undated.

Dated references are references to

a) a specific edition, indicated by the year of publication, or

b) a specific enquiry or final draft, indicated by a dash.

Subsequent amendments to, or revisions of, dated references will need to be incorporated by amendment of the document referring to them.

NOTE In this context a part is regarded as a separate document.

References to specific divisions or subdivisions, tables and figures of another document shall always be dated.

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Undated references may be made only to a complete document or a part thereof and only in the following cases:

a) if it is accepted that it will be possible to use all future changes of the referenced document for the purposes of the referring document;

b) for informative references.

Undated references shall be understood to include all amendments to and revisions of the referenced document.

For dated references, each shall be given with its year of publication, or, in the case of enquiry or final drafts, with a dash together with a footnote "To be published.", and full title. The year of publication or dash shall not be given for undated references. When an undated reference is to all parts of a document, the publication number shall be followed by the indication "(all parts)" and the general title of the series of parts (i.e., the introductory and main elements, see ISO/IEC Directives, Part 2.

3 Terms and definitions *(Mandatory)*

Four options of text (remove the inappropriate options).

1) If all the specific terms and definitions are provided in Clause 3, use the following introductory text:

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

2) If reference is given to an external document, use the following introductory text:

For the purposes of this document, the terms and definitions given in [external document reference xxx] apply.

3) If terms and definitions are provided in Clause 3, in addition to a reference to an external document, use the following introductory text:

For the purposes of this document, the terms and definitions given in [external document reference xxx] and the following apply.

4) If there are no terms and definitions provided, use the following introductory text:

No terms and definitions are listed in this document.

The list below is always included after each option:

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— IEC Electropedia: available at http://www.electropedia.org/

— ISO Online browsing platform: available at http://www.iso.org/obp

3.1
term
text of the definition

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The **Terms and definitions** clause is a mandatory element giving definitions necessary for the understanding of certain terms used in the document. The following introductory wording shall be used where all terms and definitions are given in the document itself:

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

In the case where terms defined in one of more other documents also apply (for example, in the case of a series of associated documents where Part 1 specifies the terms and definitions for several or all of the parts), the following introductory wording shall be used, altered as necessary:

> "For the purposes of this document, the terms and definitions given in … and the following apply."

Rules for the drafting and presentation of terms and definitions are given in the ISO/IEC Directives, Part 2, and in ISO 10241-1[1]. and ISO 10241-2[2].

4 Symbols and/or abbreviated terms

A paragraph.

The **Symbols and/or abbreviated terms** clause is an optional element giving a list of the symbols and abbreviated terms necessary for the understanding of the document.

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols should be listed in alphabetical order in the following sequence:

— upper case Latin letter followed by lower case Latin letter (A, a, B, b, etc.);

— letters without indices preceding letters with indices, and with letter indices preceding numerical ones (B, b, C, C_m, C_2, c, d, d_{ext}, d_{int}, d_1, etc.);

— Greek letters following Latin letters (Z, z, Λ, α, B, β, …, Λ, λ, etc.);

— any other special symbols.

For convenience, this element may be combined with the Terms and definitions clause in order to bring together terms and their definitions, symbols, abbreviated terms and perhaps units under an appropriate composite title, for example "Terms, definitions, symbols, units and abbreviated terms".

5 Clause

5.1 Subclause (level 1)

5.1.1 Subclause (level 2)

A paragraph.

A **subclause** is a numbered subdivision of a clause. A primary subclause (e.g., 5.1, 5.2, etc.) may be subdivided into secondary subclauses (e.g., 5.1.1, 5.1.2, etc.), and this process of subdivision may be continued as far as the fifth level (e.g., 5.1.1.1.1.1, 5.1.1.1.1.2, etc.).

Subclauses shall be numbered with Arabic numerals. Numbers given to the subclauses of an annex shall be preceded by the letter designating that annex followed by a full-stop.

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A subclause shall not be created unless there is at least one further subclause at the same level. For example, text in clause 10 shall not be designated subclause “10.1” unless there is also a subclause “10.2”.

Each primary subclause should preferably be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. Secondary subclauses may be treated in the same way. Within a clause or subclause, the use of titles shall be uniform for subclauses at the same level, e.g., if 10.1 has a title, 10.2 shall also have a title. In the absence of titles, key terms or phrases (composed in distinctive type) appearing at the beginning of the text of the subclause may be used to call attention to the subject matter dealt with. Such terms or phrases shall not be listed in the table of contents.

5.1.1.1 Subclause (level 3)

A paragraph.

5.1.1.1.1 Subclause (level 4)

A paragraph.

5.1.1.1.1.1 Subclause (level 5)

A paragraph.

5.1.1.1.1.2 Subclause (level 5)

A paragraph.

5.1.1.1.2 Subclause (level 4)

A paragraph.

5.1.1.2 Subclause (level 3)

A paragraph.

5.1.2 Subclause (level 2)

A paragraph.

NOTE Note integrated in the text.

Notes integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document. These elements shall not contain requirements or any information considered indispensable for the use of the document.

EXAMPLE The following note is incorrectly drafted as a note since it contains a requirement (highlighted in italics and explained in parentheses after the example) and clearly does not constitute “additional information”.

NOTE Alternatively, *test* at a load of … (an instruction, expressed here using the imperative, is a requirement)

Notes should preferably be placed at the end of the clause or subclause, or after the paragraph, to which they refer.

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A single note in a clause or subclause shall be preceded by “NOTE”, placed at the beginning of the first line of the text of the note. When several notes occur within the same clause or subclause, they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc.

5.2 Subclause (level 1)

A paragraph.

EXAMPLE Example integrated in the text.

Examples integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document. These elements shall not contain requirements or any information considered indispensable for the use of the document.

Examples should preferably be placed at the end of the clause or subclause, or after the paragraph, to which they refer.

A single example in a clause or subclause shall be preceded by “EXAMPLE”, placed at the beginning of the first line of the text of the example. When several examples occur within the same clause or subclause, they shall be designated “EXAMPLE 1”, “EXAMPLE 2”, “EXAMPLE 3”, etc.

6 Clause

6.1 A level 1 subclause without a title.

6.1.1 A level 2 subclause without a title.

6.1.1.1 A level 3 subclause without a title.

6.1.1.1.1 A level 4 subclause without a title.

6.1.1.1.1.1 A level 5 subclause without a title.

6.1.1.1.1.2 A level 5 subclause without a title.

6.1.1.1.2 A level 4 subclause without a title.

6.1.1.2 A level 3 subclause without a title.

6.1.2 A level 2 subclause without a title.

6.2 A level 1 subclause without a title.

Footnotes to the text give additional information; their use shall be kept to a minimum. A footnote shall not contain requirements or any information considered indispensable for the use of the document.

Footnotes to the text shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes to the text shall normally be distinguished by Arabic numerals, beginning with 1, followed by one parenthesis and forming a continuous numerical sequence throughout the document: 1), 2), 3), etc. The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: [1)] [2)] [3)] etc.

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A paragraph with a footnote[2)] and an ordered list:

a) first list item at level 1 xxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxx;

b) second list item at level 1;

   1) first list item at level 2;

   2) second list item at level 2:

      i. first list item at level 3;

      ii. second list item at level 3 xxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxx;

      iii. third list item at level 3.

Lists may be introduced by a sentence, a complete grammatical proposition followed by a colon, or by the first part of a proposition (without a colon), completed by the items in the list. In the latter case, to aid comprehension, it may be preferable not to continue a sentence after the end.

Each item in a list shall be preceded by a dash or, if necessary, for identification, by a lower-case letter followed by a parenthesis. If it is necessary to subdivide further an item in the latter type of list, Arabic numerals followed by a parenthesis shall be used.

Key terms or phrases may be composed in distinctive type to call attention to the subject matter dealt with in the various list items. Such terms or phrases shall not be listed in the table of contents; if it is necessary that they be included in the table of contents, they shall not be presented as list items but as subclause titles.

2) A footnote to the text.

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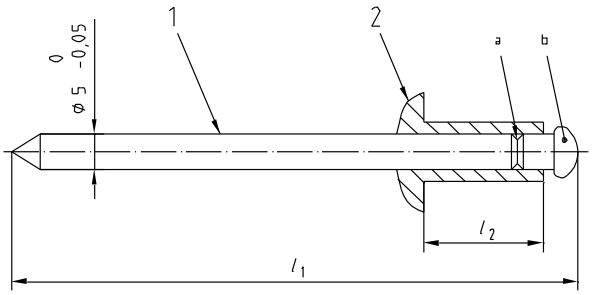
Dimensions in millimetres



Key

1 component 1

2 component 2

A paragraph (containing a requirement).

NOTE 1 Figure note.

NOTE 2 Figure note.

a Figure footnote.

b Figure footnote.

Figure 1 — Figure title

Figures should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each figure explicitly within the text.

In general, the use of subfigures should be avoided whenever possible since it complicates document layout and management. Subfigures shall only be used when it is essential for comprehension of the subject matter. Different views, details and sections of a component or multicomponent object shall not be presented as subfigures but in conformity with ISO 128-3[3]. Only one level of subdivision of a figure is permitted.

Figures shall be designated “Figure” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any tables. A single figure shall be designated “Figure 1”. The numbering shall be continuous up to but excluding any annexes. Numbers given to the figures of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

The figure designation and title (if present) shall be centred horizontally below the figure and laid out as in the example above. The figure designation and title shall be separated by a dash.

Any statements concerning units shall be repeated on all pages after the first, where applicable.

For further information, see the ISO/IEC Directives, Part 2.

Notes to figures shall be treated independently from notes integrated in the text. They shall be located above the designation of the relevant figure and shall precede figure footnotes. A single note in a figure shall be preceded by “NOTE”, placed at the beginning of the first line of the text of the note. When several notes occur in the same figure, they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc. A separate numbering sequence shall be used for each figure.

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Notes to figures shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a figure shall be given in the text, in a footnote to the figure or as a paragraph between the figure and its title. It is not necessary that notes to figures be referred to.

Footnotes to figures shall be treated independently from footnotes to the text. They shall be located immediately above the designation of the relevant figure.

Footnotes to figures shall be distinguished by superscript lower-case letters, beginning with “a”. The footnotes shall be referred to in the figure by inserting the same superscript lower-case letter. See the example above.

Footnotes to figures may contain requirements. As a consequence, it is particularly important when drafting the text of the figure footnote to distinguish clearly between different types of provision by using the appropriate verbal forms (see ISO/IEC Directives, Part 2).

Table 1 — Table title

Type [a]	**No. series**	**Pressure** p_1 MPa	**Length** l_2 mm	**Temperature** T_1 °C
A	248-i	50	216	50
B	556-i	100 [b]	287	60,5
C	43-ii	200	300	38

NOTE Table note.
[a] First table footnote.
[b] Second table footnote.

Tables should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each table explicitly within the text.

A table within a table is not permitted. Subdivision of a table into subsidiary tables is not permitted.

Tables shall be designated “Table” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any figures. A single table shall be designated “Table 1”. The numbering shall be continuous up to but excluding any annexes. Numbers given to the tables of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

The table designation and title (if present) shall be centred horizontally above the table and laid out as in the example above. The table designation and title shall be separated by a dash.

The first word in the heading of each column or row shall begin with a capital letter. The units used in a given column shall generally be indicated under the column heading. As an exception to this rule, when all units are the same, a suitable statement (for example, “Dimensions in millimetres”) shall instead be placed above the right-hand corner of the table.

When a table is continued over several pages, the column headings together with any statement concerning units shall be repeated on all pages after the first.

Notes to tables shall be treated independently from notes integrated in the text. They shall be located within the frame of the relevant table and shall precede table footnotes. A single note in a table shall be preceded by “NOTE”, placed at the beginning of the first line of the text of the note. When several notes occur in the same

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table, they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc. A separate numbering sequence shall be used for each table.

Notes to tables shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a table shall be given in the text, in a footnote to the table or as a paragraph within the table. It is not necessary that notes to tables are referred to.

Footnotes to tables shall be treated independently from footnotes to the text. They shall be located within the frame of the relevant table, and shall appear at the foot of the table.

Footnotes to tables shall be distinguished by superscript lower-case letters, beginning with “a”. The footnotes shall be referred to in the table by inserting the same superscript lower-case letter.

Footnotes to tables may contain requirements. As a consequence, it is particularly important when drafting the text of the table footnote to distinguish clearly between different types of provision by using the appropriate verbal forms (see ISO/IEC Directives, Part 2.

A paragraph.

$$\frac{a}{b} = c \tag{1}$$

where

a is the numerator;

b is the denominator;

c is the result of the division.

Equations between quantities are preferred to equations between numerical values. Equations shall be expressed in mathematically correct form, the variables being represented by letter symbols the meanings of which are explained in connection with the equations, unless they appear in a “Symbols and abbreviated terms” clause. Descriptive terms or names of quantities shall not be arranged in the form of an equation. Names of quantities or multiletter abbreviated terms, for example presented in italics or with subscripts, shall not be used in the place of symbols.

If it is necessary to number some or all of the formulae in a document in order to facilitate cross-reference, Arabic numbers in parentheses shall be used, beginning with 1. The numbering shall be continuous and independent of the numbering of clauses, tables and figures. Subdivision of formulae [e.g. (2a), (2b), etc.] is not permitted. Numbers given to the mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

The International System of units (SI) as set out in ISO 80000[4] shall be used. Symbols for quantities shall be chosen, wherever possible, from the various parts of ISO 80000[5]. For further guidance on application, see ISO 80000-1[6].

The units in which any values are expressed shall be indicated.

For clarity, the symbol × rather than a point shall be used to indicate multiplication of numbers and numerical values.

If a value less than 1 is written in decimal form, the decimal sign shall be preceded by a zero.

For further information, see the ISO/IEC Directives, Part 2.

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Annex A
(normative)

Annex title

A.1 General

Annexes shall appear in the order in which they are cited in the text. Each annex shall be designated by a heading comprising the word "Annex" followed by a capital letter designating its serial order, beginning with "A", e.g., "Annex A". The annex heading shall be followed by the indication "(normative)" or "(informative)", and by the title, each on a separate line. Numbers given to the clauses, subclauses, tables, figures and mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex. A single annex shall be designated "Annex A".

Normative annexes give provisions additional to those in the body of the document. Their presence is optional. An annex's normative status (as opposed to informative) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

Informative annexes give additional information intended to assist the understanding or use of the document. They shall not contain requirements, except as described in the following paragraph. Their presence is optional. An annex's informative status (as opposed to normative) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but there is no need to comply with these requirements to claim compliance with the document.

A.2 Clause

A.2.1 Subclause (level 1)

A.2.1.1 Subclause (level 2)

A paragraph.

A.2.1.1.1 Subclause (level 3)

A paragraph.

A.2.1.1.1.1 Subclause (level 4)

A paragraph.

A.2.1.1.1.2 Subclause (level 4)

A paragraph.

A.2.1.1.2 Subclause (level 3)

A paragraph.

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A.2.1.2 Subclause (level 2)

A paragraph.

A.2.2 Subclause (level 1)

A paragraph.

A.3 Clause

A.3.1 A level 1 subclause without a title.

A.3.1.1 A level 2 subclause without a title.

A.3.1.1.1 A level 3 subclause without a title.

A.3.1.1.1.1 A level 4 subclause without a title.

A.3.1.1.1.2 A level 4 subclause without a title.

A.3.1.1.2 A level 3 subclause without a title.

A.3.1.2 A level 2 subclause without a title.

A.3.2 A level 1 subclause without a title.

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Annex B
(informative)

Which styles correspond to which element — Quick reference guide

Element			Style name [a]
Any element of text for which the correct style to use is not known with certainty or for which no other style of the template is suitable			Special
Annex	heading, status and title		ANNEX
Bibliography	reference entry		bibliography
	title		zzBiblio
Clause	body of document		Heading 1*
	annexes		a2
Definition			Definition
Displayed mathematical and chemical formulae	formula		Formula
	variables list		dl
Example			Example
Figure	footnote		Figure footnote
	note		Note
	title		Figure title
Figure footnote			Figure footnote
Footnote	reference		Footnote Reference*
	text		Footnote Text*
Foreword	text		Foreword
	title		zzForeword
Index	entry		Index 1*
	entry heading		Index Heading*
	“Index” title		zzIndex
Introduction	text		Normal*
	title		Introduction
List	ordered	level 1	List Number*
		level 2	List Number 2*
		level 3	List Number 3*
		level 4	List Number 4*
	unordered	level 1	List Continue*
		level 2	List Continue 2*
		level 3	List Continue 3*

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Element			Style name [a]
		level 4	List Continue 4*
Normative reference	cross-reference to a normative reference defined in the “Normative references” clause		ExtXref
	in “Normative references” clause		RefNorm
Note integrated in text, figures and tables			Note
Paragraph			Normal*
Subclause with title	annexes	level 1	a3
		level 2	a4
		level 3	a5
		level 4	a6
	body of text	level 1	Heading 2*
		level 2	Heading 3*
		level 3	Heading 4*
		level 4	Heading 5*
		level 5	Heading 6*
Subclause without title	level 1		p2
	level 2		p3
	level 3		p4
	level 4		p5
	level 5		p6
Table	note		Note
	table footnote		See Table footnote.
	text	9 pt (recommended)	Table text (9)
		8 pt, for large tables	Table text (8)
		7 pt, for very large tables	Table text (7)
		10 pt (not recommended)	Table text (10)
	title		Table title
Table footnote	identification letter of the table footnote		TableFootNoteXref
	reference		TableFootNoteXref
	text		Table footnote
Table of contents	“Contents” title		zzContents
	entries	level 1	TOC 1*
		level 2	TOC 2*
		level 3	TOC 3*
		level 4	TOC 4*
		level 5	TOC 5*
		level 6	TOC 6*
		unnumbered elements	TOC 9*

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Element		Style name [a]
Term	cross-reference to a term defined in the “Terms and definitions” clause	Defterms
	in the “Terms and definitions” clause in a terminology document	Term(s)
	reference number	TermNum

[a] Style names marked with an asterisk are based on predefined Microsoft styles. These styles are recognized by the various linguistic versions of Word and their names will be translated automatically into the language of the Word version which you are using. For these Microsoft styles, the user will need to derive the correspondence between the name displayed and that given in this table; for example, if the same document is opened using English and French versions of Word, text styled “Footnote Reference” in the English version is called “Appel de note” in the French version.

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Bibliography

[1] ISO #####-#, *General title — Part #: Title of part*

[2] ISO #####-##:20##, *General title — Part ##: Title of part*

A **Bibliography**, if present, shall appear after the last annex. The drafting rules set out in ISO 690[11] shall be followed.

The bibliography may include

— documents that are not publicly available,

— documents which are only cited in an informative manner, and

— documents which have merely served as bibliographic or background material in the preparation of the document.

For online referenced documents, information sufficient to identify and locate the source shall be provided. Preferably, the primary source of the referenced document should be cited, in order to ensure traceability. Furthermore, the reference should, as far as possible, remain valid for the expected life of the document. The reference shall include the method of access to the referenced document and the full network address, with the same punctuation and use of upper case and lower-case letters as given in the source (see ISO 690[7])

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EAS nnn-n: yyyy/Amd.num: yyyy

B.3: TEMPLATE FOR TC WORK REPORT

EAST AFRICAN COMMUNITY SECRETARIAT

EASC/TC----Work report

REPORT OF THE TC WORK

1. **Brief introduction of the TC**
   - **1.1.** Scope
   - **1.2.** TC secretariat (TC secretary, chairman and other Partner States Secretaries)
   - **1.3.** Brief on the TC work program
   - **1.4.** Proposal for SC / WG where necessary

2. **Brief on the due process for the work done**
   - **2.1.** Approval of the TC work items – Indicate the date of approval or the work items under being presented
   - **2.2.** Stakeholder participation – indicate whether all Partner States participated in the process.
   - **2.3.** Brief summary of comments received and how they were handled – provide dates of meetings where comments were discussed
   - **2.4.** Public review process, duration, outcome including specific dates of joint notification by the TC Secretariat.
   - **2.5.** Balloting results summary of each item showing how Partner States balloted
   - **2.6.** Integrity of the final text – indicate whether if the text where duly edited and on which specific dates

3. **List of work items completed in the reporting period**
   - **3.1.** List of number, titles and scopes of Final Draft East African Standards (FDEAS) harmonized and ready for approval
   - **3.2.** List of number, titles and scopes of other standards deliverables developed if any (TS, PAS, TR etc)
   - **3.3.** List of number, titles and scopes of standards to be withdrawn due to replacement or obsolete as necessary
   - **3.4.** List of number and titles of international standards recommended for endorsement - check with the EAS catalogue that the standard you are recommending is not already endorsed. Also check the latest EAC Gazette that may have not yet been incorporated in the catalogue. Further check that those standards have not been withdrawn at international level

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4. Challenges if any

5. Recommendations for SMC approval (among others may include)

5.1. Approval of TC Secretary and TC chairperson - Invite SMC to approve if applicable
5.2. Invite SMC to consider and approve List of titles and scopes of FDEAS clearly indicating those to be withdrawn or replaced as necessary;
5.3. TC and work plan – invite SMC to approve accordingly
5.4. Invite SMC to consider and approve the List of titles of normatively referenced international standards for endorsement (check with the EAS catalogue that the standard you are recommending is not already endorsed);
5.5. Any other standards deliverables for approval if any;
5.6. Proposed SC or WG for SMC approval - Invite SMC to approve if applicable

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B.4: TEMPLATE FOR AMENDMENT

EAST AFRICAN STANDARD

Introductory element — Main element

AMENDMENT num: Amendment to main purpose

EAST AFRICAN COMMUNITY

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Foreword

Development of the East African Standards has been necessitated by the need for harmonizing requirements governing quality of products and services in the East African Community. It is envisaged that through harmonized standardization, trade barriers that are encountered when goods and services are exchanged within the Community will be removed.

In order to achieve this objective, the Community established an East African Standards Committee mandated to develop and issue East African Standards.

The Committee is composed of representatives of the National Standards Bodies in Partner States, together with the representatives from the private sectors and consumer organizations. Draft East African Standards are circulated to stakeholders through the National Standards Bodies in the Partner States. The comments received are discussed and incorporated before finalization of standards, in accordance with the procedures of the Community.

East African Standards are subject to review, to keep pace with technological advances. Users of the East African Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

Amendment num to East African Standards EAS nnn: yyyy was prepared by Regional Technical Committee EASC/TC nnn, *TC Title.*

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Paragraph/table/figure

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B.5: TEMPLATE FOR CORRIGENDUM

EAS nnn-n: yyyy

Nth edition

TECHNICAL CORRIGENDUM Num

Published yyyy

Introductory element — Main element —

Part Num:

Part Title

TECHNICAL CORRIGENDUM Num

Technical Corrigendum Num to East African Standard EAS nnn-n: yyyy was prepared by Technical Committee EASC/TC Num, Title of the TC.

Page Num; Clause/sub-clause/Table or Figure

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While making a corrigendum, provide the strikethrough wrong text/Table or Figure from the standard followed by the correct version of it.

Paragraph/table/figure

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ANNEX C: CODE OF CONDUCT FOR TECHNICAL COMMITTEE WORK

	EAST AFRICAN STANDARDS COMMITTEE **CODE OF CONDUCT FOR TECHNICAL COMMITTEE WORK**
All parties engaged in the development of EAS.	
Respect of others	We are committed to: ▪ Respecting others and the professional culture of standards harmonization within EAC ▪ Conducting ourselves in a professional manner ▪ Respecting others and the diversity of professional opinions – scientific, technical, or otherwise ▪ Embracing the concepts of compromise and consensus-building in the development of EAS ▪ Accepting and respecting consensus decisions of the Technical Committee, sub-committee or working group and of the SMC ▪ Making the effort to hear and understand the views of all, regardless of the diversity of acceptable accents and levels of command of the language of the meeting
Behave ethically	We will: ▪ Act in good faith and with due care and diligence ▪ Avoid collusive or anticompetitive behavior ▪ Promote a culture of fair and ethical behavior, without prejudice against any EAC actor based on any human differences ▪ Refrain from debate and discussion that is disrespectful, threatening (mental or physical), or otherwise unprofessional in tone or which is offensive to other participants and damaging to EAC and the overall process of achieving consensus ▪ Treat all persons with respect and fairness and not offer or appear to offer preferential treatment to any person or group ▪ Refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues ▪ Not harass, threaten or coerce any participant in an effort to persuade or sway votes. This does not preclude professional, respectful debate and exchange of views that contain information and/or present perspectives intended to persuade other participants to lend their support or opposition to issues, proposals, etc. in order to ultimately achieve consensus However, efforts to persuade support or opposition during the development of EAC deliverables shall not be done by TC chairs, TC secretaries, WG conveners who must be neutral facilitators of the work
Escalate disputes	▪ We will identify and escalate disputes in a timely manner to ensure rapid resolution. ▪ We will uphold the agreed dispute resolution processes.

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Work for the net benefit of the EAC	We recognize that the development of EASs is for the net benefit of the EAC, over and above the interests of any individual partner state or organization. We are committed to advancing EASs within their agreed scope and we will not hinder their development.
Uphold consensus and governance	We will uphold the key principles of standards harmonization: Consensus, transparency, openness, impartiality, effectiveness, relevance, coherence, stakeholder engagement and the development dimension.
Agree to a clear purpose and scope	We are committed to having a clear purpose, scope, objectives and plan to ensure the timely development of EAS.
Participate actively and manage effective representation	▪ We agree to actively participate in standards development projects. ▪ We will make our contributions to the work through the official procedures in accordance with the approved principles and procedures for the development of EAS.

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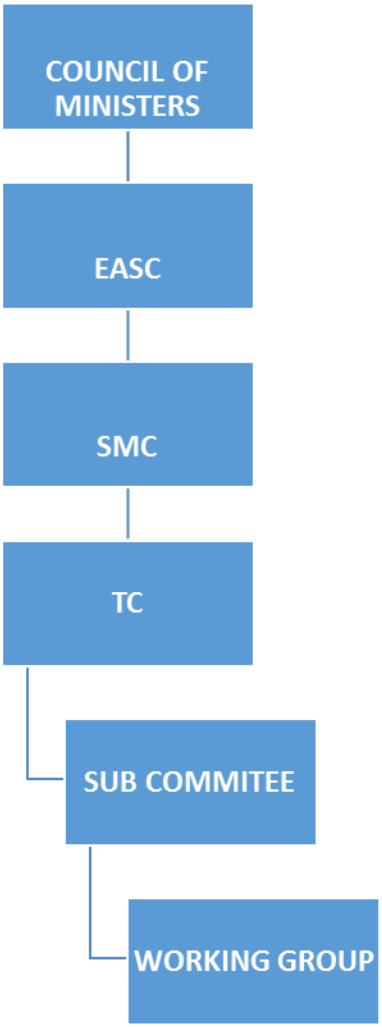
ANNEX D: ORGANIZATIONAL STRUCTURE AND FLOW CHART FOR THE DEVELOPMENT OF EAST AFRICAN STANDARDS

D.1: Organizational Structure



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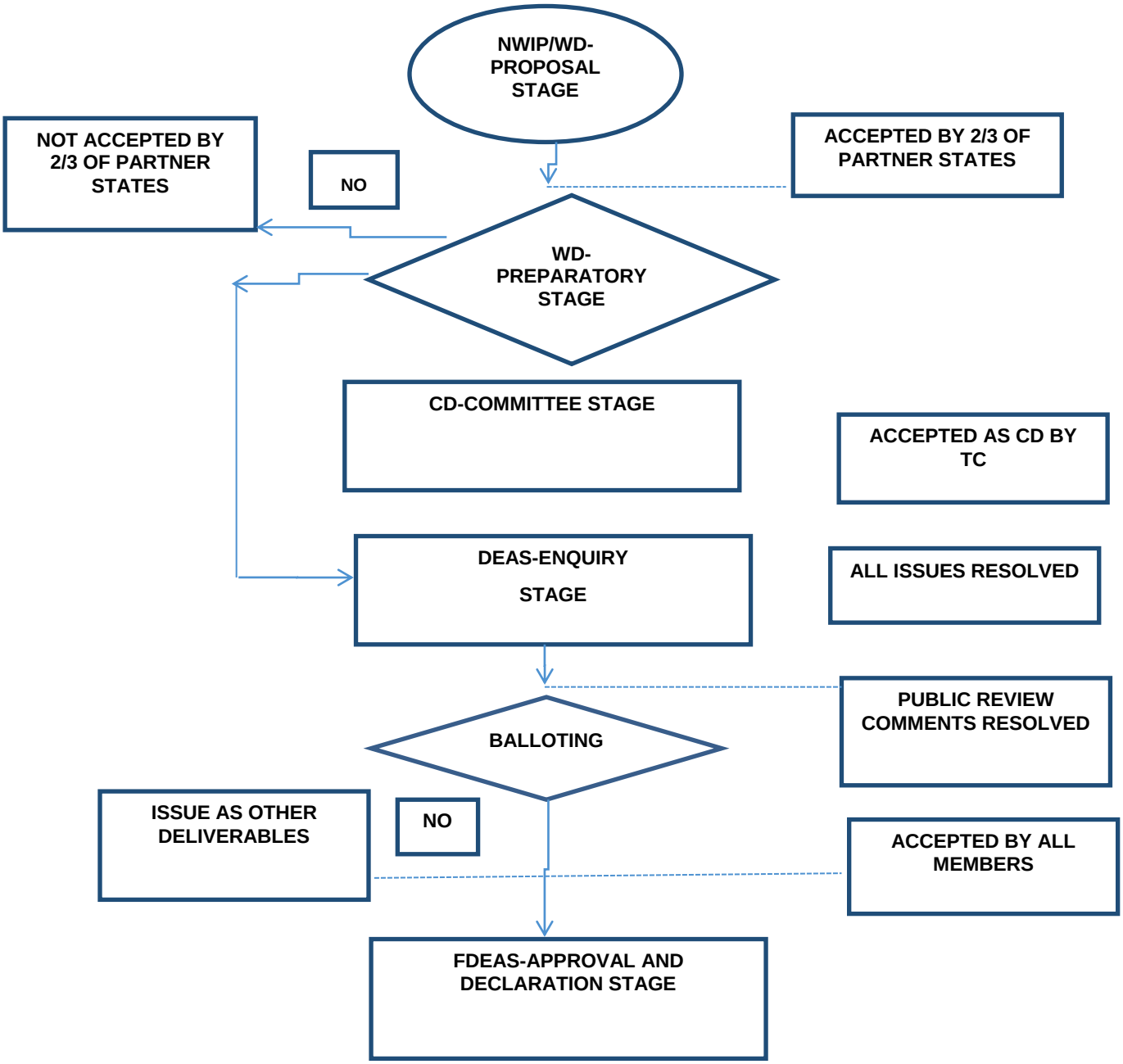
D.2: Flowchart



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