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STATUTE FOR THE STANDARDS AND METROLOGY INSTITUTE FOR ISLAMIC COUNTRIES (SMIIC)

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STATUTE FOR THE STANDARDS AND METROLOGY INSTITUTE FOR ISLAMIC COUNTRIES

PREAMBLE

The Governments of the Member States of the Organization of Islamic Cooperation (OIC) signatories of this Statute;

In compliance with the objectives of the OIC's Charter,

In pursuance of the aims and provisions of the General Agreement on Economics, Technical and Commercial Cooperation among OIC Member States,

Taking into account the New Plan of Action to Strengthen Economic Cooperation among the OIC Member States,

Taking into consideration the Resolutions of the Standing Committee for Economic and Commercial Cooperation (COMCEC) which recommend the preparation of a Methodology for the Harmonization of Standards and the Establishment of a Standards and Metrology Institute for Islamic Countries,

Aware of the necessity for the Harmonization of Standards among OIC Member States,

Recognizing the pivotal role of standards in the promotion of intra-OIC trade and alleviating the barriers to trade.

Noting that due to the differences in standards and systems of harmonization which may hamper the expansions of intra-OIC trade, Establishment of Standards and Metrology Institute for Islamic Countries would be the most appropriate action for alleviating the obstacles to trade in its field of competence,

Bearing in mind the need of Islamic States to expand the trade among themselves, in conjunction with their endeavors for attaining higher development rates,

Giving due regard to existing bilateral and multilateral obligations of individual Member States,

Have approved this Statute for the establishment of the Standards and Metrology Institute as a sound mechanism for harmonization of standards among the OIC Member States and the preparation of new standards.

TITLE

Article l

The name of the Institute shall be the Standards and Metrology Institute for Islamic Countries, hereinafter referred to as the Institute. The abbreviated title shall be SMIIC.

DEFINITIONS

Article 2

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

2.1 **OIC:** The Organization of Islamic Cooperation (OIC);

2.2 **Charter:** Charter of the OIC;

2.3 **Statute:** Statute for the Standards and Metrology Institute for Islamic Countries;

2.4 **The Institute:** The Standards and Metrology Institute for Islamic Countries (SMIIC);

2.5 **Member State:** An OIC Member State having membership in the Institute represented by its nominated national body most broadly representative of standardization or metrology or accreditation in the OIC Member State and which has been admitted into Institute in accordance with the Rules of Procedure;

2.6 **Observer:** An OIC Observer State having membership in the Institute;

2.7 **National Body:** A national authority for standards or metrology or accreditation;

2.8 **OIC/SMIIC Standard:** Standards that are adopted and published by the SMIIC;

2.9 **Harmonized Standards:** Standards on the same subject approved by different standardization bodies, that establish interchangeability of products, processes and services, or mutual understanding of test results or information provided according to these standards;

2.10 **Reference Document:** Any document used as the base for the preparation of the OIC/SMIIC Standards and/or harmonized standards;

2.11 **Accreditation:** Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks;

2.12 **Conformity Assessment:** Demonstration that specified requirements relating to a product, process, system, person or body are fulfilled;

2.13 **Metrology:** The science of measurement. Metrology includes all aspects both theoretical and practical with reference to measurements, whatever uncertainty, and in whatever fields of science or technology they occur.

OBJECTIVES

Article 3

Objectives of the Standards and Metrology Institute for Islamic Countries (SMIIC) are as follows:

3.1 To endeavor to realize OIC/SMIIC standards in Member States and to eliminate any factor relating to the standards covering products, processes and systems, likely to affect adversely the trade among Member States.

3.2 To prepare OIC/SMIIC Standards aiming at enabling the Member States to reap a maximum benefit from the economic advantages to be brought about by the standards.

3.3 To establish a conformity assessment scheme for the purpose of expediting exchange of materials, manufactured goods and products among Member States, beginning with mutual recognition.

3.4 To achieve uniformity in metrology, laboratory testing and standardization activities among Member States.

3.5 To supply to the Member States; through cost sharing system, calibration and metrology services which necessitate large investments and expenditures.

3.6 To provide education and training for the Member States personnel in the domain of standardization and metrology by making most efficient use of existing means and sharing accumulated information and experience.

3.7 To provide documentation and information services in connection with standards and issues related to the needs of the Member States in this field.

3.8 To provide technical assistance to the OIC Member States which do not possess such standardization bodies with the view of enabling them to establish their own standardization body.

MEMBERSHIP

Article 4

4.1 The members of the Institute are the Member States and as defined in Article 4.2 and Observers as detailed in Article 4.3.

4.2 The Member State is an OIC Member State represented by its nominated national body most broadly representative of standardization or metrology or accreditation in the OIC Member State and which has been admitted into Institute in accordance with the Rules of Procedure.

4.3 Status of the observer may be granted to the national bodies most broadly representative of standardization or metrology or accreditation in the OIC Observers and which have been admitted into Institute in accordance with the Statute and Rules of Procedure.

4.4 The Observers have no right to vote in the organs of the Institute.

4.5 In implementing Article 4.2 and Article 4.3, only one body shall be admitted to represent each Member State.

4.6 The governance of membership is defined in Rules of Procedure.

DECISIONS AND RECOMMENDATIONS

Article 5

5.1 Decisions in the General Assembly and in the Board of Directors shall be taken by majority vote. Each Member State has one vote. A decision must obtain the majority of the votes of present and participating members in the vote or by letter ballot. Methods of voting may vary on some specific circumstances as explained in the Statute, Rules of Procedure and other internal regulations.

5.2 The Secretary General has powers to manage and administer the Institute's day-to-day business and all documents committing the Institute in its day-to-day business are validly signed by the Secretary General.

5.3 Decisions of the Institute in technical matters shall be considered as recommendations to the Member States; each Member State remaining free either to follow or not to follow them.

STRUCTURE OF THE INSTITUTE

Article 6

The structure of the Institute is comprised of the following organs:

1. General Assembly;
2. Board of Directors;
    a. Standardization Management Council
    b. Metrology Council
    c. Accreditation Council
    d. Standing Advisory Committee
3. General Secretariat.

Roles and Responsibilities of the Organs:

6.1 General Assembly

6.1.1 The General Assembly is the supreme decision-making organ of the SMIIC and composed of the Member States as indicated in Article 4.2 and 4.3 above. Each Member State holds one vote. Voting by proxy shall be as set out in the Rules of Procedure. The

General Assembly meets at least once each year in an ordinary session at the Headquarters of the SMIIC or at any other venue as it may be agreed by Member States.

6.1.2 Observers are invited to participate in these meetings without right to vote.

6.1.3 The General Assembly has all the powers necessary to achieve the purpose of the Institute. The powers of the General Assembly are, *inter alia*, notably:

- **a)** Approval of the annual accounts,
- **b)** Approval of the budget and annual fees,
- **c)** Approval of external auditor's report,
- **d)** Election/Appointment of Secretary General, Board of Directors members and External Auditor and dismissal of Secretary General and External Auditor,
- **e)** Approval of the amendments to the Statute and Rules of Procedure,
- **f)** Approval of the general Internal Regulations,
- **g)** The organization, powers, operations and decision making process of the Board of Directors,
- **h)** The organization, powers, operations and decision making process of the Secretary General,
- **i)** Dissolution of the Institute.

6.2 Board of Directors

6.2.1 The Board of Directors of the SMIIC is the organ entrusted with the supervision of the execution of the programs, plans and activities of the Institute. The Board of Directors comprises of thirteen members, including the host country as the permanent member, elected by the General Assembly, on the basis of an equitable geographic distribution, for a term of three years. Any member of the Board may be re-elected for successive terms.

6.2.2 The Board shall elect a chairman and three vice-chairmen among its members for a term of three years re-electable for successive terms.

6.2.3 The Board of the Directors shall hold at least two meetings every year. The Board of Directors shall be responsible before the General Assembly. The meetings of Board of Directors shall be executed in accordance with the procedures defined in Rules of Procedure.

6.2.4 The Board of Directors is responsible for the followings:

- **a)** Admission or expulsion of new SMIIC members in accordance with the Statute and Rules of Procedure,

b) Oversee the performance of all councils along with approval of their Terms of References,
c) Recommendation of the mission, vision and values of the Institute,
d) Monitoring the implementation of the Strategic Plan of the Institute,
e) Approval of the accounts of the ended accounting year and the budget of the following year and submission to the approval of the General Assembly,
f) Approval of the Terms of References of the SMIIC organs,
g) Defining the job descriptions of SMIIC staff,
h) Election of Chairman and Vice Chairmen of Board of Directors and the members of the Standardization Management Council,
i) Approval to the appointment of Assistant Secretary General, and the Chairs of Councils,
j) Observing the interest of the all SMIIC members while taking any decisions.

6.3 Standardization Management Council (SMC) and Technical Committees (TCs)

6.3.1 Standardization Management Council is the organ assigned the task of development of OIC/SMIIC standards in cooperation with Member States.

6.3.2 Standardization Management Council shall coordinate and oversee the performance of the Technical Committees.

6.3.3 Standardization Management Council shall consist of a chair and 9 Member States appointed or elected by the Board of Directors, on the basis of an equitable geographic distribution, in accordance with the Rules of Procedure. The chair of SMC, which shall be one of the Vice-Chairmen of Board of Directors, shall be assigned by the Board of Directors. The secretary of SMC shall be appointed by Secretary General among the General Secretariat staff.

6.3.4 The method and principles of the administration of SMC shall be defined in Rules of Procedure. It shall operate according to a Terms of Reference document which shall be approved by the Board of Directors.

6.3.5 SMC performs standardization activities in the fields of product and service sector with special emphasis on Member States' requirements and any other activity determined by the Board of Directors.

6.3.6 SMC shall constitute the Technical Committees as it might deem necessary in line with their work programs and fields of responsibility.

6.3.7 SMC shall prepare annual work plan in line with the SMIIC Strategic Plan and report the progress to the Board of Directors.

6.4 Metrology Council (MC)

6.4.1 Metrology Council (MC) shall consist of a chair and members from national metrology institutes of the Member States and Observers of SMIIC.

6.4.2 The chair of MC shall be elected by the members of MC in accordance with the procedures defined in Rules of Procedure and approved by the Board of Directors. MC shall prepare annual work plan in line with the SMIIC Strategic Plan and report the progress to the Board of Directors.

6.4.3 Metrology Council shall make cooperation in all types of metrology activities and policies among SMIIC Member States.

6.4.4 The method and principles of the administration of MC shall be defined in Rules of Procedure. It shall operate according to a Terms of Reference document which shall be approved by the Board of Directors.

6.4.5 MC shall have an inventory of existing calibration standards and establish a chain of traceability to reference standards for each basic unit.

6.4.6 MC shall act as intermediary, for any unit, for meeting calibration requirements which may arise at any link of the chain to be established. It shall, through its staff of experts, certify the extent of accuracy and precision with which any calibration laboratory offers services.

6.4.7 Metrology services shall also be supplied by making the most efficient use of the existing potentialities in the Member States. Priority issues in the field of metrology shall be solved through coordinated research.

6.5 Accreditation Council (AC)

6.5.1 Accreditation Council (AC) consists of members from national accreditation bodies authorized by Member States and Observers of SMIIC.

6.5.2 The chair and 12 members from national accreditation bodies authorized by Member States shall be appointed or elected by the Board of Directors for the management of AC, on the basis of an equitable geographic distribution, in accordance with the Rules of Procedure.

6.5.3 AC will form accreditation technical committees (ATC) to implement accreditation related policies/projects/programs in line with the SMIIC Strategic Plan. Membership of ATC is open to all Member States.

6.5.4 The chair of AC shall be elected by the members of AC in accordance with the procedures defined in Rules of Procedure and approved by the Board of Directors. AC shall prepare annual work plan in line with the SMIIC Strategic Plan and report the progress to the Board of Directors.

6.5.5 The method and principles of the administration of AC shall be defined in Rules of Procedure. It shall operate according to Terms of Reference document which shall be approved by the Board of Directors.

6.5.6 AC is the organ carrying out activities aimed at the establishment of an accreditation scheme in the OIC Member States. AC is responsible for supporting actions for establishing a sound accreditation system OIC-wide and raise awareness of accreditation concept within the Member States.

6.5.7 AC shall be responsible for implementing OIC/SMIIC accreditation standards, performing peer assessment.

6.6 Standing Advisory Committee (SAC)

6.6.1 SAC shall act as a consultative group and advice on the issues related to the governance, policy and activities of Councils.

6.6.2 The objective of the SAC is to act as an independent robust advisory body to the Board of Directors to assure alignment with best international practices in the fields of standardization, metrology and accreditation.

6.6.3 SAC shall consist of a minimum of (6) and maximum of (9) members divided equally between the three main pillars of SMIIC activities those are standardization, metrology and accreditation. The Secretary General shall be an ex-officio member and convenor of SAC.

6.6.4 SAC shall submit the advisory report to the Board of Directors.

6.6.5 SAC members will be nominated by General Secretariat, appointed by Board of Directors and shall be a part of Organization of Islamic Cooperation and its organs/international organizations/internationally recognized bodies/Non-governmental Organizations well known in their respective field.

6.6.6 The method and principles of the administration of SAC shall be defined in Rules of Procedure. It shall operate according to Terms of Reference document which shall be prepared by General Secretariat and approved by the Board of Directors.

6.6.7 SAC has to fulfil their fiduciary duties toward SMIIC by acting upon the interest of all Member States.

6.7 General Secretariat

6.7.1 The General Secretariat of the SMIIC is the organ which is responsible for the implementation of the programs plans and decisions of the SMIIC; it is headed by the Secretary General of the Institute, who will be assisted by an Assistant Secretary General and other staff members appointed to the General Secretariat.

6.7.2 The Secretary General shall be elected by the General Assembly from among the candidates of Member States to this post, for a period of three years re-electable for successive terms.

6.7.3 The Secretary General shall be responsible before the General Assembly and he will assume his duties and responsibilities under the guidance of the Board of the Directors. The Secretary General shall be responsible to report to the Board of Directors on progress of implementing the Strategic Plan and achievement of Councils.

6.7.4 The Secretary General submits annual reports to the General Assembly through the Board of Directors on the implementation of programs, plans and decisions of the SMIIC. The Secretary General attends the meetings of the Board of Directors without right to vote.

6.7.5 An Assistant Secretary General shall be recommended by the Secretary General for the approval of the Board of the Directors, from among candidates of Member States for a period of three years renewable for successive terms.

6.7.6 The General Secretariat shall be composed of various specialized units as follows:

6.7.6.1 Technical Support and Training Unit

6.7.6.1.1 Basic technical services required by the SMIIC shall be met through this unit. Annual work programs shall be prepared in coordination with the Member States of the OIC Member States and be presented to the approval of the Board of Directors.

6.7.6.1.2 Regulations for all services to be provided by the SMIIC to its Member States and drafts for outlines of the policies to be implemented shall be prepared, developed through the method of consultation, presented to the approval of the Board of Directors and finalized as official documents.

6.7.6.1.3 Documentation and information activities shall be carried out for the Member States.

6.7.6.1.4 Training requirements in the Member States in relation to the activities of this Institute shall be determined and for this purpose special training programs shall be arranged and carried out.

6.7.6.1.5 Draft standards and harmonized standards prepared by SMIIC shall be translated into the official languages of the Institute and distributed to the Member States.

6.7.6.2 Administrative and Financial Unit

6.7.6.2.1 Administrative and Financial Unit is a unit to be assigned with various responsibilities concerning personnel, finance, publications, public relations, conferences, sale of documents and similar administrative functions; in particular:

- **a)** Personnel affairs;
- **b)** Organization of training of officials and supervision of programs established to that effect;
- **c)** General services including the general register of the staff of the Institute and Headquarters services;
- **d)** Rendering consultations to other Departments on organizational matters;
- **e)** Preparation of studies on the administrative organization in the Institute;
- **f)** Maintaining and auditing the accounts of the Institute;
- **g)** Supervision of storage and purchasing;
- **h)** Preparation of the Institute's budget;
- **i)** Organization of administrative services for conferences and meetings;
- **j)** Maintaining and organization of the library and the archives as well as their use.

RELATIONSHIP BETWEEN THE SMIIC AND THE OIC

Article 7

7.1 The Standards and Metrology Institute for Islamic Countries (SMIIC) is affiliated to the Organization of Islamic Cooperation (OIC).

RELATIONS WITH OTHER INTERNATIONAL AND REGIONAL ORGANIZATIONS

Article 8

8.1 The Institute encourages to cooperate with other international and regional organizations interested partially or wholly in standardization or related activities.

8.2 The Secretary General shall be responsible for carrying out this cooperation.

FINANCE

Article 9

9.1 The funds of the Institute shall be derived from the mandatory contributions of its Member States, earnings from services, sale proceeds of publications and voluntary contributions. The scale of the mandatory contributions shall be determined by the General Assembly.

9.2 Turkish Standards Institution will cover the expenses of the Institute for the first three years of its establishment.

9.3 Secretary General shall submit the draft budget to the Board of Directors for the consideration prior to its submission to the General Assembly for approval.

9.4 The accounts of the Institute shall be duly verified by an external auditor appointed by the General Assembly whose certificate should be presented annually to the General Assembly for consideration.

HEADQUARTERS AND NATURE OF THE INSTITUTE

Article 10

10.1 The Headquarters of the Institute shall be in İstanbul, Republic of Turkey, unless it is otherwise decided by the General Assembly.

10.2 The Institute enjoys the legal personality in the territories of Member States. Consequently, the Institute shall have rights and bear responsibilities derived from the recognition of its legal personality.

LANGUAGES

Article 11

11.1 The official languages of the Institute will be Arabic, English and French.

11.2 Resolutions, draft standards, standards, documents and correspondence etc. shall be in Arabic, English and French languages.

GENERAL PROVISIONS

Article 12

12.1 Provisions of the Charter of OIC and its other related documents shall apply in cases not specifically provided for in this Statute or in the Rules of Procedure.

12.2 Provisions of the Agreement on the Immunities and Privileges of the Organization of Islamic Cooperation (OIC) shall apply to the Institute and its staff members.

12.3 All OIC/SMIIC standards and SMIIC deliverables such as publications are protected by copyright and the ownership of this copyright is SMIIC. This copyright extends to all SMIIC content published online. Any unauthorized use such as copying in whole or in part, scanning or distribution, printing, online sale or transfer to websites is prohibited and would require written permission from SMIIC.

AMENDMENT OF THE STATUTE OF THE INSTITUTE

Article 13

13.1 Revisions and amendments of the Statute can be done by the General Assembly of the Institute. Amendments and revisions may be proposed by the General Assembly, the Board of Directors, Secretary General or at least ten Member States. The decisions shall be taken by an affirmative vote of three-fourth majority of Member States.

RULES OF PROCEDURE

Article 14

14.1 Details of the operation of the Institute shall be carried out within the Rules of Procedure which will be drawn up by the Board of Directors and be subject to approval by the General Assembly.

14.2 Any corrections or amendments to the Rules of Procedure are within the authority of the General Assembly. Amendments or corrections may be proposed by the General Assembly, the Board of Directors, Secretary General or at least ten Member States. The decisions shall be taken by an affirmative vote of three-fourth majority of Member States.

DISSOLUTION OF THE INSTITUTE

Article 15

15.1 Dissolution of the Institute can only be decided by the General Assembly. A proposal for the dissolution of the Institute must be supported by at least one-fourth of the Member States before a ballot is taken, an affirmative vote of three-fourth majority of Member States, taking into account the Article 5.1 of Statute, shall be required for the dissolution of the Institute.

15.2 In the event of the dissolution of the Institute, the General Assembly shall determine the manner of disposal of the funds and properties owned by the Institute.

ENTRY INTO FORCE

Article 16

16.1 This statute will enter into force after 10 (Ten) OIC Member States have notified their ratifications to the Secretary General of the OIC.

16.2 Any amended or revised version of the Statute will enter into force as of the date of its adoption by the General Assembly of the Institute.