



Administrative Measures for National Standardization Technical Committees

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Chapter I General Provisions

Article 1 For enhancing the management of National Standardization Technical Committees (hereinafter referred as TC), for carrying out standardization work in various technical fields scientifically and fairly and for improving the quality of standard development, these Measures are formulated in accordance with *Standardization Law of the People's Republic of China* and *Regulations for the Implementation of the Standardization Law of the People's Republic of China*.

Article 2 TC as referred herein mean non-legal technical organizations in charge of standardization work such as standard drafting and technical review for certain professional field.

These Measures are applicable to the structure, establishment, adjustment and supervision of TC.

Article 3 General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China (hereinafter referred as AQSIQ) is in charge of the unified management of TC.

Standardization Administration of the People's Republic of China (hereinafter referred as SAC) is in charge of the planning, coordination, establishing and managing of TC, as well as performs the following duties:

- I. Organize the implementation of policies and systems related to the management of TC;
- II. Plan the overall construction and arrangements for TC;
- III. Coordinate and decide the establishment, personnel changing, adjustment, revocation, cancellation and so forth for TC;
- IV. Organize training for relevant personnel of TC;
- V. Supervise and inspect TC's work as well as assess and evaluate its performance;
- VI. Be directly in charge of comprehensive, fundamental and cross-sectoral TC;
- VII. Other TC related duties.

Article 4 Relevant administrative authorities under the State Council and relevant trade associations commissioned by SAC shall manage the TC of its own department or industry and shall give professional guidance to TC for its carried out work such as the development and revision of national standards, international standardization, etc.

Article 5 Administrative authorities for standardization of provincial, autonomous regional and municipal people's governments commissioned by SAC shall assist SAC managing TC within their own administrative areas and shall create conditions for TC carrying out its work.



Article 6 TC shall operate scientifically and reasonably, openly and fairly as well as by specification and with transparency, in order to perform the following duties within its own professional field:

- I. Make policy and measure suggestions for standardization work within its own professional field;
- II. Establish national standard system for its own professional field as well as make development and revision suggestions for national standard project within its own professional field according to the needs of all sectors;
- III. Carry out the drafting, opinion soliciting, technical review and reexamination of national standards as well as the translation and examination of foreign language editions of national standards.
- IV. Be in charge of the publicity and implementation of national standards of its own professional field and the training of personnel for drafting;
- V. Undertake the explanation of national standards within its jurisdiction as commissioned by SAC;
- VI. Carry out the evaluation, research and analysis of the implementation of standards;
- VII. Organize comparative analysis for the compatibility between standards of its own professional field from domestic and those from abroad, as well as track and study the trends of international standardization development and work in relevant areas;
- VIII. Manage TC subcommittee within its jurisdiction;
- IX. Other work commissioned by SAC.

It is allowed for TC to accept commission from government departments, social organizations, enterprises and public institutions to carry out Standardization work concerning its own professional field.

The responsibilities of TC subcommittee refer to that of TC.

Chapter II Organization Structure

Article 7 TC is composed of committee members, who shall be representative and chosen from a wide range of professions, such as manufacturer, manager, user, consumer, public service organization and other interested parties. The amount of members from the same party shall not exceed half of the total amount of committee members. Educational research institution, relevant administrative authority, testing and certification body as well as social group can be the representative of public service organization.

Article 8 The amount of member for TC shall be no less than 25, among which there shall be one director and no more than 5 vice directors.

No more than 3 members from the same unit are allowed to serve the same committee. The director and vice director of the committee shall not come from the same unit. One member shall not serve more than 3 TC all at the same time.



Article 9 Members of TC shall meet the following conditions:

- I. With secondary or above professional and technical titles or hold corresponding position for the titles;
- II. Familiar with the professional work in this field of expertise and equipped with high level of theoretical knowledge, solid professional knowledge and rich practical experience;
- III. Acquire basic knowledge of standardization, passionate about standardization undertaking, able to actively participate in standardization events and earnestly fulfill member's responsibilities and obligations;
- IV. Approval and recommendation from its organization are needed for personnel from corporate organizations incorporated within China's territory.
- V. Other conditions stipulated in the regulations of TC.

Article 10 Director and vice director of TC shall meet the following conditions:

- I. Technical specialist in this professional field;
- II. With high reputation and influence in professional field;
- III. With senior or above professional and technical titles or hold corresponding position for the titles;
- IV. Familiar with the management process and work flow of TC;
- V. Able to fulfill responsibilities effectively and fairly as well as give consideration to interests of all parties;

Article 11 Director is responsible for the general management of TC and shall maintain fair and just standpoint. Director is in charge of the signing and issuing of meeting decision resolution, report for standard approval paper and other important TC documents. It is allowed for director to delegate the signing and issuing work to vice director.

Article 12 TC has secretariat, which is responsible for the routine work of TC. The undertaking unit of the secretariat shall meet the following conditions:

- I. Enterprises, public institutions or social organizations with independent legal personality incorporated in China's territory;
- II. With strong technical strength and influence in its sector;
- III. With over 3 consecutive years standardization work experience and led over 3 drafting projects of international standard, national standard or industry standard;
- IV. Introduce the secretariat's work into its own working plan and daily routine as well as provide the secretariat necessary expenses and working conditions;
- V. With full-time staff supervising the secretariat's full-time staff to fulfill its duty, so as to make sure all of the secretariat's works are carried out justly and fairly;
- VI. Other conditions stipulated by SAC.

Detailed responsibilities and working system of the secretariat shall be stipulated in the regulations of TC and in the detailed working instructions of the secretariat.



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Article 13 The secretariat of TC includes 1 secretary general and no more than 5 deputy secretary generals. Secretary general and deputy secretary general position shall be held concurrently by TC members, who shall not come from the same unit.

Secretary general position shall be held by a technical specialist from the undertaking unit of the secretariat, who is with strong organization and coordination ability, is familiar with the technology development of this field and standardization work of other countries, and is also with over 3 consecutive years of standardization work experience.

Article 14 Secretary general is responsible for daily routines of the secretariat while deputy secretary general assists secretary general. Specific duties of secretary general and deputy secretary general shall be stipulated in the regulations of TC.

Article 15 TC members shall actively take part in the activities of TC and perform following duties:

- I. Give advice on works like standard development and revision;
- II. Be on time for standard technical review and reexamination and for meetings like annual conference of TC;
- III. Fulfill the obligation to vote;
- IV. Oversee works of director, vice director, secretary general, deputy secretary general and the secretariat;
- V. Oversee the use of TC funds;
- VI. Give feedback on standard implementation within TC's jurisdiction in time;
- VII. Participate in international standardization work of its own field;
- VIII. Attend the training organized by SAC and TC;
- IX. Undertake relevant works within TC's scope of duties;
- X. Other duties stipulated in the regulations of TC.

TC members have right to vote and to access files and documents of TC.

Article 16 If job demands, TC can set position for advisers, for no more than 5 of them. Advisers shall be specialists or scholars in this field, be appointed by TC and be without right to vote.

Article 17 If job demands, TC can set position for inspectors. Inspectors can have access to files and documents of TC, attend TC meetings, express opinions, give advices but cannot vote. Conditions for being an inspector are stipulated in the regulations of TC.

Article 18 TC shall build connection with TC in relevant professional fields, exchange liaisons and coordinate relevant technical issues. Liaisons can have access to files and documents of the TC they are sent



to, attend relevant meetings, express opinions, give advice but cannot vote. Liaisons shall report their work in time to the TC they are sent by.

Article 19 TC shall hold at least one annual conference a year for summarizing work of the previous year, arranging work for the next year, notifying officials the spending of its funds, etc. All members shall attend annual conference. If job demands, TC can hold irregularly scheduled meetings for processing and studying relevant work. All members shall be informed beforehand for TC meetings.

Article 20 The following matters shall be proposed by the secretariat, be considered by all members and be recorded in meeting minutes:

- I. The regulations of TC and the detailed working instructions of the secretariat;
- II. Work plan;
- III. Standard system table;
- IV. Project proposal for the development and revision of national standards;
- V. National standard draft submitted for approval;
- VI. Adjustment proposal of TC members;
- VII. Budget, final accounting and how funds spent;
- VIII. The establishment, adjustment, revocation, cancellation and the like of TC subcommittee;
- IX. The resolution of TC subcommittee;
- X. Other matters stipulated in the regulations of TC.

I, IV, V, VI, VII, VIII shall be put to the vote and no less than 3/4 members shall cast vote. A decision will be passed where 2/3 of participated members are in favour and no more than 1/4 participated members vote against it. The result shall be presented in the form of a resolution and be kept in archives by the secretariat.

Article 21 TC shall follow certain regulations to carry out the development and revision of national standards and international standardization work.

Article 22 TC subcommittee can be established for TC who is in charge of wide range of professional fields. TC shall have no less than 15 members, including 1 director, 1 secretary general as well as no more than 3 vice directors and deputy secretary generals respectively.

Other requirements for TC subcommittee shall be administered with reference to articles of this chapter.

Chapter III Establishment, Personnel Changing and Adjustment

Article 23 The establishment of TC shall conform to the principles of development required, scientific and reasonable, open and just as well as international oriented.



Article 24 The establishment of TC shall meet the following requirements:

- I. Its professional field shall be the key section of national economy and social development and shall be conform to the development strategy and planning requirements of standardization;
- II. The professional fields generally shall be corresponding to those of existing TC established by international organizations such as International Organization for Standardization (IOS), International Electrotechnical Commission (IEC), etc;
- III. The scope of business shall be well defined without any overlap with those of other TC;
- IV. The frame of standard system shall be well defined with sufficient requirements of standard development and revision;
- V. The unit undertaking the secretariat shall be able to and equipped to carry out its duties.

No new TC shall be established where the scope of business can be included into the one of existing TC.

Article 25 The process of TC establishment includes file application, announcement, preparation and establishment.

Article 26 Relevant administrative authorities under the State Council, relevant trade associations and administrative authorities for standardization of provincial, autonomous regional and municipal people's governments (hereinafter referred as preparatory units) can file application for TC preparation to SAC.

Preparation application shall include information on preparation's necessity and feasibility, scope of work, standard system, relevant TC from home and abroad, the secretariat undertaking unit, etc.

As to TC for comprehensive, fundamental, cross-sectoral or interdisciplinary field, SAC is in charge of considering and deciding its preparatory unit.

Article 27 SAC organizes experts to process preparation application. For those qualified application, SAC shall announce to the public their TC names, professional fields, counterpart international organizations, preparatory units, professional guidance units, secretariat undertaking units, etc., as well as solicit interested members. The announcement period is 30 days.

After 30 days of announcement, qualified preparation application shall be approved.

Article 28 Within 6 months after the application being approved, preparatory unit shall submit to SAC its establishment plan, which shall include:

- I. TC basic information;
- II. TC member name list and registration form;



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- III. TC regulation draft, including the principles, scopes, tasks and procedures of work; the qualifications and duties of members, advisers and inspectors; funding management system, etc.;
- IV. Detailed working instructions draft for secretariat, including work principles, qualifications and duties of secretariat staff, meeting system, document system, file system, accounting system, etc.;
- V. The frame and draft of standard system;
- VI. Secretariat undertaking unit supporting measures;
- VII. Work planning for the next 3 years and work plan draft for the following year;
- VIII. Other requirements stipulated in the regulations of SAC.

Article 29 SAC shall announce to the public the member name list of TC, and announcement shall stay public for 30 days.

After 30 days of announcement, SAC shall declare the establishment of qualified TC.

Article 30 Requirements for establishing TC subcommittee are as follows:

- I. Scope of work is well defined and within the one of the TC it subordinated to;
- II. The frame of standard system is clear and with jurisdiction over no less than 5 national standards or national standard projects;
- III. Those with counterpart international TC shall be in agreement with it in principle.

Article 31 TC's proposal of establishing TC subcommittee shall be voted through by all members. TC is in charge of recruiting members in public and making establishment plan, if proposal is approved. Establishment plan shall be submit to SAC after agreed by TC's professional guidance unit.

Proposal for establishing TC subcommittee presented by relevant administrative authorities under the State Council, relevant trade associations or administrative authorities for standardization of provincial, autonomous regional and municipal people's governments shall be voted through by all members of the TC which the subcommittee is subordinate to. The proposing unit shall be in charge of recruiting members in public, making establishment plan and submitting to SAC, if proposal is approved.

The contents of TC subcommittee establishment plan shall conform to Article 28 hereof.

SAC shall refer to Article 29 hereof to declare establishment of TC subcommittee.

Article 32 For those new technology, new industry and new format with standardization needs while not yet qualified for establishing TC or TC subcommittee, SAC can set up standardization working group to undertake national standard development and revision related work. No subcommittee shall be set up for standardization working group, which is under direct management of SAC and the implementation of its establishment procedure and management requirements shall refer to TC.



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SAC shall organize experts for evaluation 3 years after standardization working group is set up. Establish TC or TC subcommittee in accordance with these Measures for those who's qualified, otherwise revoke.

Article 33 The sequence number issued in a unified way by SAC for TC, TC subcommittee and standardization working group are SAC/TC ×××, SAC/TC×××/SC×× and SAC/SWG××× respectively.

Article 34 A term of office for TC lasts for 5 years and upon completion of a term personnel shall be changed. Prior to personnel change, new members shall be recruited in public and TC secretariat shall submit proposed personnel change plan to preparatory unit.

Preparatory unit shall exam and verify personnel change plan and submit it to SAC 3 months prior to the completion of a term of TC.

SAC shall announce personnel change plan in accordance with Article 29 hereof and upon completion of announcement period, qualified personnel change plan shall be approved.

Personnel change procedure of TC subcommittee refer to that of TC.

Article 35 If job demands, TC can make a member adjustment proposal and submit to SAC after a vote through by all members. In principle, members can only be adjusted no more than once every year and in each adjustment no more than 1/5 members shall be affected.

Member adjustment of TC subcommittee refer to that of TC.

Article 36 It is allowed for preparatory units to propose adjustment of relevant TC's scope of work, name and secretariat undertaking unit as well as cancellation of TC and so on, and submit to SAC for permission to adjust or cancel.

It is allowed for TC subcommittee preparatory unit and TC to propose adjustment of TC subcommittee's scope of work, name and secretariat undertaking unit as well as cancellation of TC subcommittee and so on. Such proposals shall be voted through by all members of TC and be submitted by TC subcommittee preparatory unit to SAC for permission to adjust or cancel.

Article 37 In accordance with the needs of general planning of TC and change of international counterpart, SAC can directly make adjustment on TC and TC subcommittee's scope of work, name, secretariat undertaking unit, etc. SAC shall cancel those TC or TC subcommittees who are with little needs in standardization work or whose relevant work can be incorporated into that of other TC.



Chapter IV Supervision and Management

Article 38 Supervision and management of TC shall be carried out by SAC, relevant administrative authorities under the State Council, relevant trade associations and administrative authorities for standardization of provincial, autonomous regional and municipal people's governments. The result of supervision and management shall be submitted to SAC by relevant administrative authorities under the State Council, relevant trade associations and administrative authorities for standardization of provincial, autonomous regional and municipal people's governments.

Article 39 SAC shall establish an assessment and evaluation system, assess and evaluate TC's work and the like periodically, as well as announce the result to the public.

Article 40 TC shall establish an internal supervision and inspection system for enhancing self-regulation and shall be open to social supervision.

Article 41 In accordance with relevant national regulations concerning financial system, the secretariat undertaking unit of TC shall include TC's funds into the unit's financial system for unified management but does separate accounting for it and earmark it for its specific use. The secretariat shall report annual revenue and expenditure to all members.

It is prohibited for TC to charge any fees for the purpose of making profit. It is prohibited to charge any fees in ways like apportionment or selling byline.

Article 42 The subsidy for national standard development and revision shall be granted according to relevant regulations of Ministry of Finance. No unit or individual is allowed to withhold or embezzle the subsidy for national standard development and revision. The TC secretariat undertaking unit shall be open to the supervision and inspection from SAC and the audit from auditing body concerning the spending of subsidy for national standard development and revision.

Article 43 The seal of TC shall be produced and issued by SAC in a unified way and managed by the secretariat. The original seal shall be returned to SAC where TC is revoked, cancelled or changes its name.

The seal of TC is a special seal for business, which shall be used for standardization work of its professional field, and be used mainly in situations like material submission, instruction request, opinion solicitation, meeting holding, external liaison and other situations stipulated by SAC without exceeding allowed scope of application. The application of seal shall be approved by the director of TC or the vice director authorized by the former with signature.

Article 44 TC shall submit annual work report to SAC and send copies to professional guidance unit, preparatory unit and secretariat undertaking unit. TC subcommittee shall report work to TC periodically.



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Article 45 TC shall manage files according to *Administrative Measures on Standard Files*. Documents from daily work shall be archived in time and kept properly and file retention period shall be no less than 5 years.

Article 46 Any unit or individual can report or complain about TC, its members and secretariat violating these Measures to SAC, relevant administrative authorities under the State Council, relevant trade associations and administrative authorities for standardization of provincial, autonomous regional and municipal people's governments. Investigation shall be carried out by units accepting the report or complaint. SAC shall make a decision when evidence is verified.

Article 47 Meeting any of the following conditions, TC shall be ordered by SAC to make correction within a fixed period of time:

- I. Fail to complete the task of national standard development and revision in time without justifiable reasons;
- II. Unqualified standard development;
- III. No task of national standard development and revision, national standard reexamination or international standardization in 2 consecutive years;
- IV. Voting procedure not implemented according to these Measures;
- V. Funds not spent or managed according to regulations;
- VI. Violating the rules of seal application;
- VII. Poor management on TC subcommittee;
- VIII. Unqualified assessment and evaluation;
- IX. Other violations.

In correction period, SAC shall not assign any new tasks to it. For those remaining unqualified after correction, SAC shall adjust secretariat undertaking unit or reorganize or cancel TC basing on actual case.

The work of cancelled TC shall be included into that of TC appointed by SAC.

Article 48 Meeting any of the following conditions, TC shall be reorganized by SAC:

- I. Reject the involvement in national standard development and revision from interested parties or profiteer for minority interested parties which seriously affected the justice and fairness of national standard development and revision;
- II. Falsification in work;
- III. Postpone work for too long;
- IV. Other significant violations against laws and regulations.

In reorganization period, all TC work shall be stopped.



Article 49 Meeting any of the following conditions, TC secretariat undertaking unit shall be adjusted by SAC:

- I. Poor performance causing TC unable to carry out work normally;
- II. Take advantage of TC to profiteer for itself or its interested parties;
- III. Violating the rules for spending funds and circumstance is serious;
- IV. Other significant violations.

Article 50 Meeting any of the following conditions, members shall be disqualified by TC notifying SAC:

- I. Fail to fulfill the duties stipulated herein and in the regulations of TC;
- II. Skip voting for 2 times in a row without excuse;
- III. Take advantage of the membership to profiteer for himself/herself or others;
- IV. Violations against laws or regulations.

Article 51 Violating any provisions herein, the directly responsible person of TC shall be notified by SAC to his/her unit, which shall impose punishment according to regulations basing on actual case.

Article 52 Supervision and management for TC subcommittee refer to that of TC.

Chapter V Supplementary Provisions

Article 53 Involving any national security or state secrets during work, TC shall conform to relevant laws and regulations.

Article 54 The management of TC jointly established by military and civilian shall refer to these Measures.

Other standard development institutions can refer to these Measures for establishing TC.

Article 55 AQSIIQ is responsible for the explanation of these Measures.

Article 56 These Measures go into effect as of January 1st, 2018. After its implementation, these Measures shall prevail where any previously SAC or AQSIIQ released regulations and normative documents disagree with these Measures.



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Introduction of SESEC Project



The Seconded European Standardization Expert in China (SESEC) is a visibility project co-financed by the European Commission (EC), the European Free Trade Association (EFTA) secretariat and the three European Standardization Organizations (CEN, CENELEC and ETSI).

Since 2006, there has been two SESEC projects in China, SESEC I (2006-2009) and SESEC II (2009-2012). In Dec 2014, SESEC III was officially launched in Beijing, China. Dr. Betty XU was nominated as the SESEC expert and will spend the next 36 months on promoting EU-China standardization information exchange and EU-China standardization cooperation.

The SESEC project supports the strategic objectives of the European Union, EFTA and the European Standardization Organizations (ESOs). The purpose of SESEC project is to

- Promote European and international standards in China;
- Improve contacts with different levels of the Chinese administration, industry and standardization bodies;
- Improve the visibility and understanding of the European Standardization System (ESS) in China;
- Gather regulatory and standardization intelligence.

The following areas have been identified as sectoral project priorities by the SESEC project partners: Internet of Things (IoT) & Machine-to-Machine (M2M) communication, communication networks & services, cybersecurity & digital identity, Smart Cities (including transport, power grids & metering), electrical & electronic products, general product safety, medical devices, cosmetics, energy management & environmental protection (including eco-design & labelling, as well as environmental performance of buildings).

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