



**REQUIREMENTS FOR THE SETUP OF NATIONAL
PROFESSIONAL STANDARDIZATION TECHNICAL COMMITTEES**

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REQUIREMENTS FOR THE SETUP OF NATIONAL PROFESSIONAL STANDARDIZATION TECHNICAL COMMITTEES

1. Working requirements

Speed up and finish the Setting Up on time: All related organizations, especially who lead the setting-up work and who hold the secretariats, should start the setting-up work and make detail working plan, indicating the schedule.

- All approved 135 National Professional Standardization Technical Committees at the end of who have not submitted the setting-up proposals should submit the proposals by the end of this February.
- All approved 135 National Professional Standardization Technical Committees at the end of who have not submitted the setting-up proposals should submit the proposals by April 10.
- After the approval by SAC, the National Professional Standardization Technical Committees should hold the setting up meeting within 15 days and start the work.

2. Ensuring impartiality, openness, and fairness when doing work

Each organization who are in charge of the setting-up work should strengthen the coordination and cooperation, making full use of roles from various sides to do the best of setting-up work and ensure the impartiality, openness, fairness of the setting-up work. SAC is going to open suggestion webpage for the setting-up work to solicit comments from society and at the mean time SAC will welcome any disclosure of any violation of rules and laws and get the organization punished once the violation activities are approved.

3. Application with complete supporting materials and procedures

Standard developing Working groups (WG) can apply with reduced applying materials (see the complementary notification), applications requirements for committees and subcommittees and standardization working group remain the same. To set up working groups must get the permission of the related committees and subcommittees (if there are no related set-up committee or subcommittees, get the permission of the related secretariats.). To set up subcommittee must get the permission of the related secretariats (if there are no related set-up committees, get the permission of the related secretariats).

4. Maintain the seriousness of the setting-up work

The final approval by SAC has been the result of several procedures, including acquisition for proposals, selection, publishing and comments coordination and etc. There was a lot of coordination work for each of the procedure and various sides were involved in the work. Especially, SAC held several administer-level meetings to discuss the setting-up work. So the approval is the result of deep study and detail discussion. So every related organization should respect and maintain the result. Without the permission of SAC, any organization or person cannot change Committee setting –up organizations, working guided organization, secretarite organization, responsible working area for GB standard development and correspondent international organizations which are specified by the SAC plan NO. (2007)95 and No. (2007) 104. If there is remark that any related content can be changed or adjusted, it only can be done with the consensus from all sides and with the approval of SAC.

Matters that Need Attention

1. About the submitted materials

- To reduce the application materials for setting-up WG. (See requirements SAC file NO. (2008)2.
- To file the form with print characters (suggest to use electronic form), with the seal of the related organization, or it is considered invalid.
- The affiliated organizations of the committee members should be the direct employer of the members.
- The setting-up plan should be submitted by the setting-up organization specified in the SAC file or by the leading organization if there are several setting-up organizations. If there are several committees set up by one organization, the setting-up plan should be submitted in one file if possible.
- Both the had copy and electronic version of the application materials should be submitted to SAC (Suite 1310, Building B, No. 9 Madian Donglu, Haidian District, Beijing). If the plan is submitted by email, please call for confirmation. (Telephone number: 010 82262926). When the plan is submitted by email, please copy to the contact person specified by the file.
- The original copy of the plan (with the seal on it)should be submitted, with an extra copy, including two pictures of the member (no contamination).
- Before the submission, contact the department in SAC who is in charge first for necessary communication.
- If the plan is not submitted exceeding the time limit and without reasonable excuse, SAC will justify the setting-up organization or secretariat up to the cancellation of the setting-up.

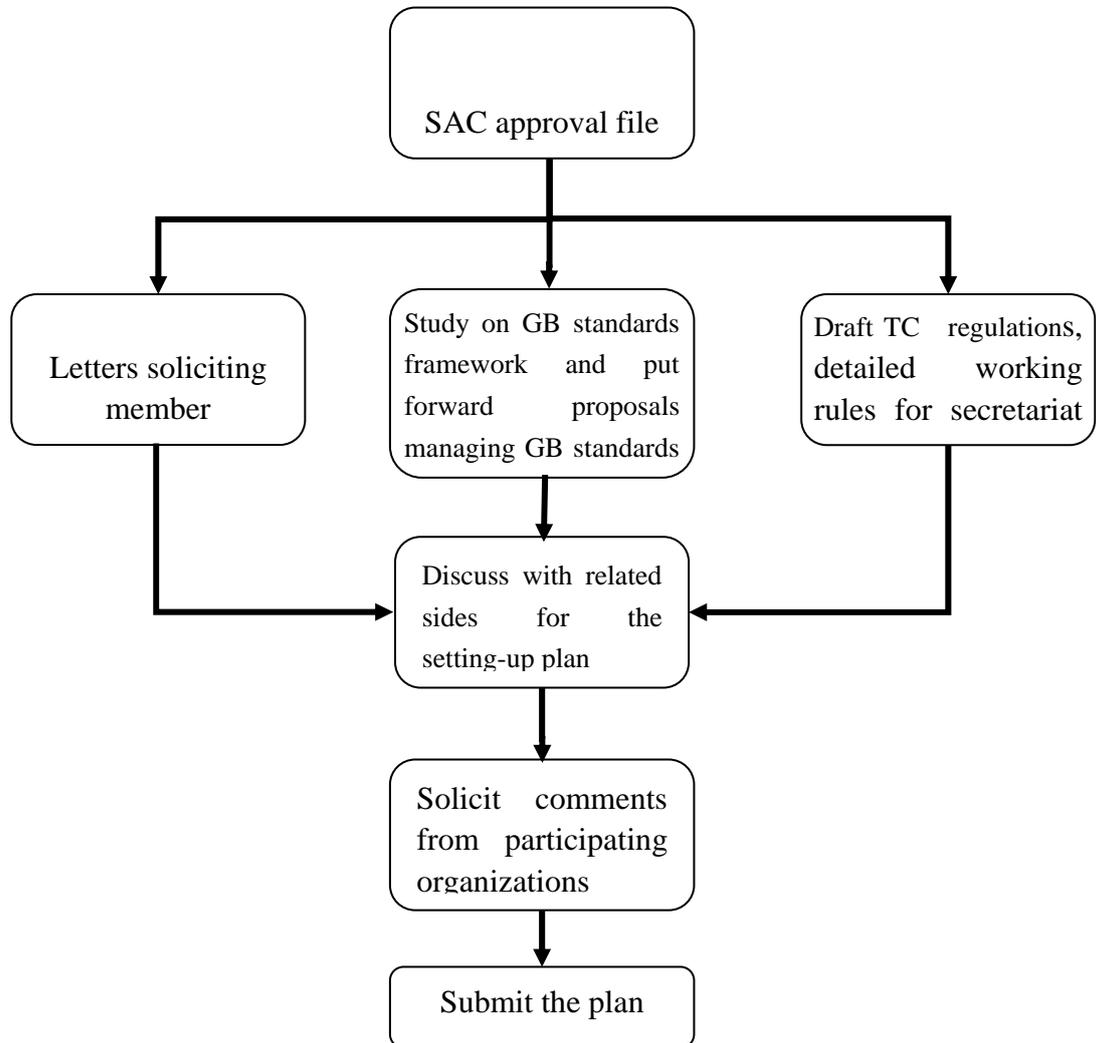
2. Constitution of the committees

- Qualification of the committee member: medium level or higher of professional title, employed by organizations within the border of China; one member cannot have positions in more than five committees.
- Setting-up plan reasonable: the ratio of members from companies should comply with the requirements, considering the scale of the company, representing areas and industries to make the work easy. The total number of the committee member cannot be very large. If the plan is not reasonable (such as, too many members are from the same organization or same area), SAC will justify the setting-up organization or secretariat up to the cancellation of the setting-up.
- Limitations to official members. If the number of the members is less than 40, the people in the leading group should be less than 30% of the total number. The people in the leading group (the number of vice chief members and vice secretaries cannot exceed 5) should be less than 12 when the number of the members is over 40.
- Coordinating person: In order to facilitate coordination and contact work, the related TCs should send experts as the coordinating person to attend other TCs' activities. If TC A sends its member A1 as coordinating person to attend the activities of TC B, TC A should send formal letter to TC B to inform of this. With the agreements from both sides, when TC B submits its plan to SAC, it should specify the identification of A1 as a coordinating person (A1's original TC is TC A). A1 can attend the activities of TC B and has comments, but he or she has no right to vote. Only one member can be designated as a coordinating person from one TC to attend activities of another TC. No letter of employment is issued to the coordinating person.
- Consultants: The consultants should be in-service or not in-service prestigious experts and scholars with the particular industry of one TC. The number of consultants within one TC should not be 10% of the total number of the members, less than 5.
- For the complete opened industries, it is permitted that the foreign enterprise can send people as observers to take part in activities of the related TCs. The setting-up organization can discuss the detail with related sides.

3. working procedures

- Setting-up procedures for Standard developing working group and that for standardization working group is different. The procedure for standardization working group is almost the same with that for TCs.
- The setting-up organizations send soliciting letters for membership to the related sides, specifying the requirements based on the requirements of SAC. The letter is published on the website of the setting-up organization as well as on the website of SAC. Please send the electronic soliciting letter to this email address: lizp@sac.gov.cn, with the title "letter of A soliciting membership for TC B" (one organization responsible for setting up several TC may publish one soliciting letter.)
- The setting-up organizations should call for the secretariats to discuss the TC's framework of GB standard in its own industry, put forward a list of developed GB standards and standards in plan, need to communicate with the related industry department in SAC.
- The secretariats should draft the related setting-up documents (including TC regulations, working detailed rules, working plans and etc.)
- The setting-up organizations can discuss the primary construction plan with the related sides(including business supervising organizations, setting-up participating organizations, joint organizations for the secretariat, superior TCs, organizations recommending committee members) by the way of meetings or letters.
- The setting-up plan for SC should be submitted before comments about the construction plan (constitution members, the same in the followings) from superior TC. The setting-up plan for WG should be submitted before comments from superior SC (WG is under SC) or TC (WG is under TC). If the setting-up organization and business supervising organization are different, the setting-up organization should report on its own initiative to the business supervising organization, and solicit comments for the setting-up plan (including the constitution members and the related materials).
- The business supervising organizations, setting-up participating organizations, joint organizations for the secretariat, superior TCs should positively take part in the setting-up related working, and response the solicitation for comments within three days without any delay. If there is any delay, the setting-up organization should timely report to SAC, and SAC will take some actions against it.

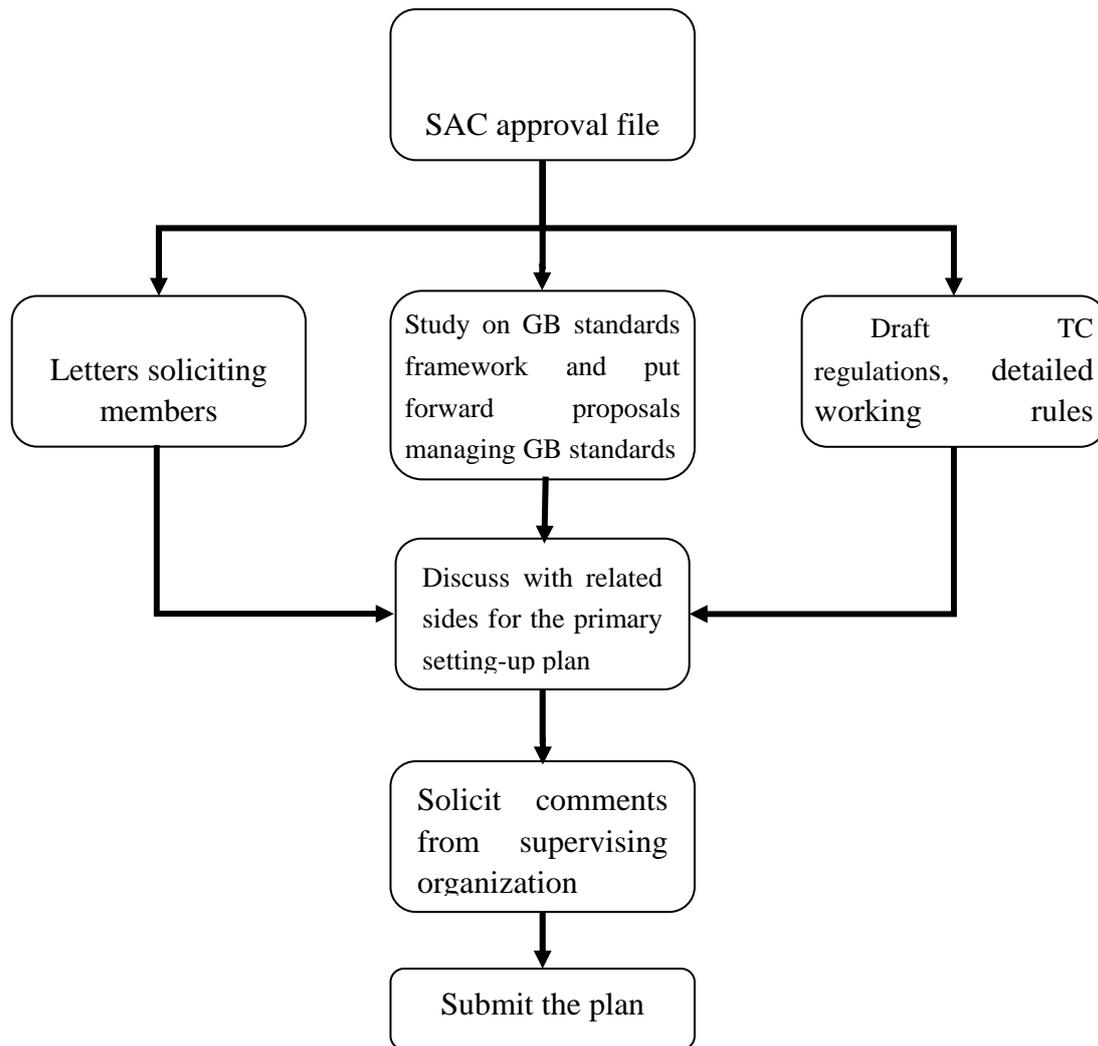
**TECHNICAL COMMITTEE SETTING-UP CHART AND
LIST FOR SUBMITTED MATERIALS**



The list of TC setting-up submitted materials:

1. the file for setting-up plan;
2. national TCxxx registration form;
3. national TCxxx members summary form;
4. national TC xxxmembers registration form;
5. national TC xxxregulations(draft);
6. national TC xxxsecretariat working detailed rules(draft);
7. national TC xxxresponsible developing and revising GB standards framework(draft);
8. responsible managing GB planned standards projects and GB standards;
9. staff, financial and office supporting report for secretariat from the responsible organization;
10. working plan for TC xxx.

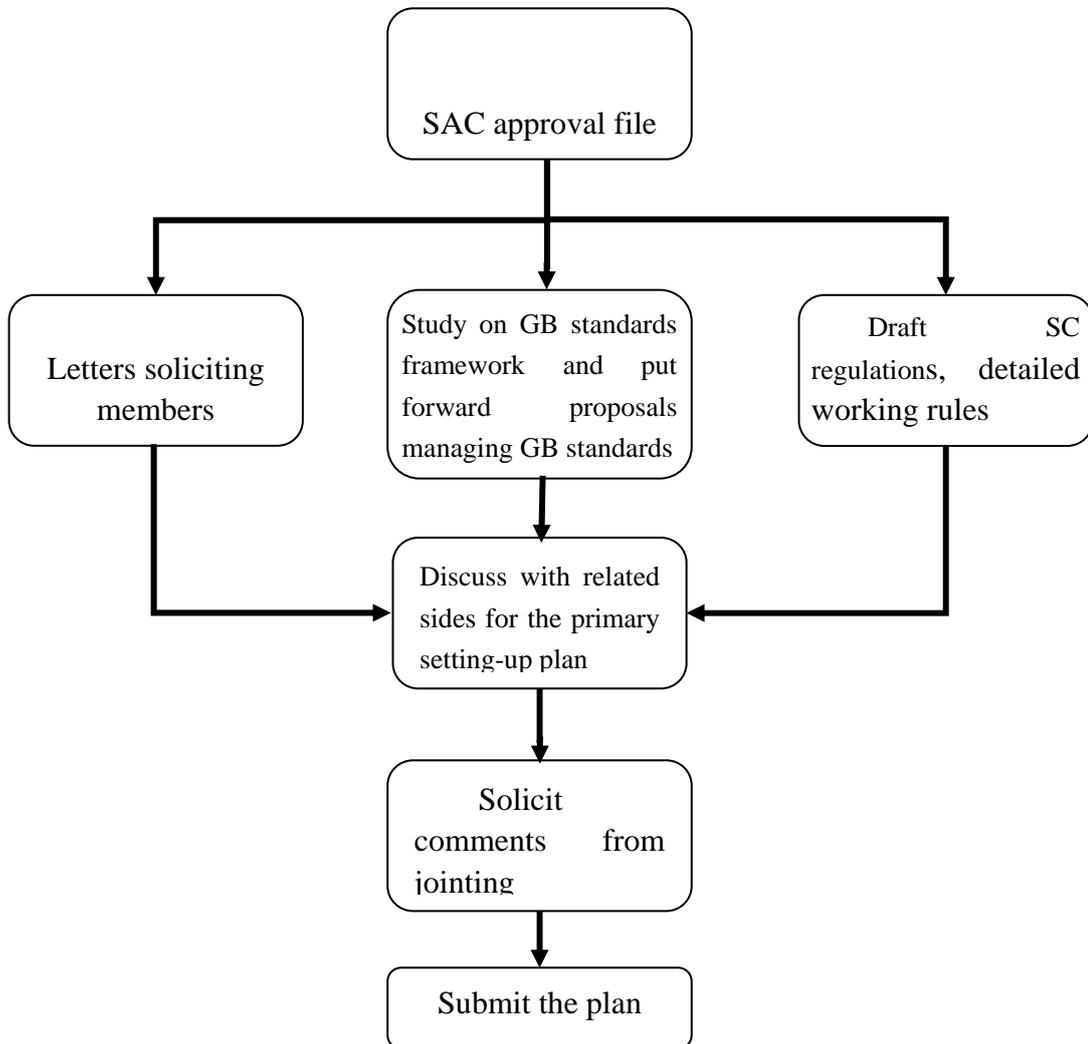
**STANDARDIZATION WORKING GROUP (SWG) SETTING-UP CHART AND
LIST FOR SUBMITTED MATERIALS**



The list of SWG setting-up submitted materials:

1. the file for setting-up plan;
2. national TCxxx registration form;
3. national TCxxx members summary form;
4. national TC xxxmembers registration form;
5. national TC xxxregulations(draft);
6. national TC xxxsecretariat working detailed rules(draft);
7. national TC xxxresponsible developing and revising GB standards framework(draft);
8. responsible managing GB planned standards projects and GB standards;
9. staff, financial and office supporting report for secretariat from the responsible organization;
10. working plan for TC xxx.

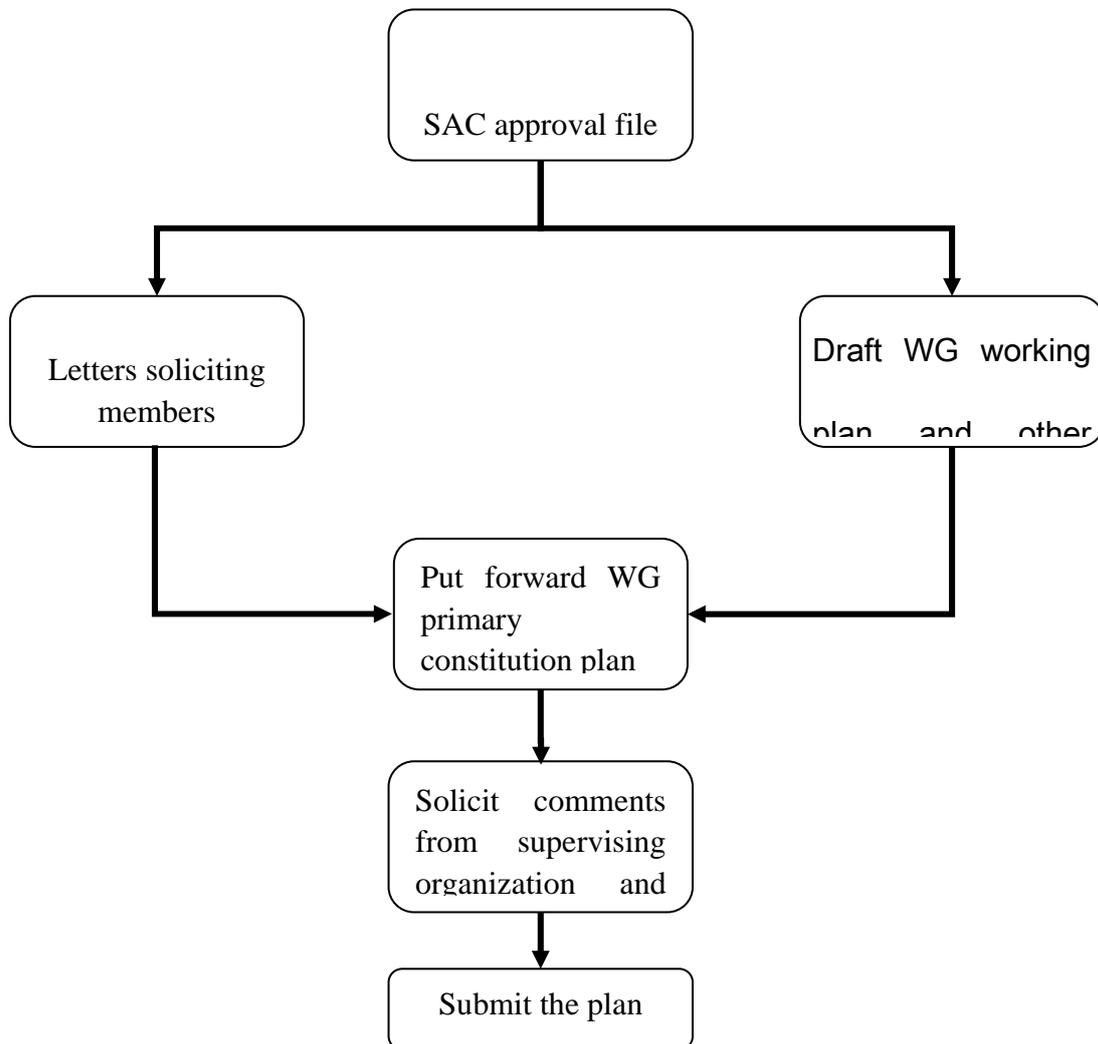
**SUB-COMMITTEE (SC) SETTING-UP CHART AND
LIST FOR SUBMITTED MATERIALS**



The list of SC setting-up submitted materials:

1. the file for setting-up plan;
2. national TCxxx registration form;
3. national TCxxx members summary form;
4. national TC xxxmembers registration form;
5. national TC xxxregulations(draft);
6. national TC xxxsecretariat working detailed rules(draft);
7. national TC xxxresponsible developing and revising GB standards framework(draft);
8. responsible managing GB planned standards projects and GB standards;
9. staff, financial and office supporting report for secretariat from the responsible organization;
10. working plan for TC xxx.

Working group (WG) setting-up Chart



The list of WG setting-up submitted materials:

1. the file for setting-up plan;
2. national TCxxx registration form;
3. national TCxxx members summary form;
4. national TC xxxmembers registration form;
5. staff, financial and office supporting report for secretariat from the responsible organization;
6. working plan for TC xxx.