



MINISTRY OF INVESTMENT, TRADE AND INDUSTRY  
DEPARTMENT OF STANDARDS MALAYSIA

## **DEVELOPMENT OF MALAYSIAN STANDARDS**

### **POLICY ON STANDARDS 2 (PSD 2) - INTERNATIONAL STANDARDISATION ACTIVITIES**

Issue 4, 1 December 2022

**JABATAN STANDARD MALAYSIA**  
**Department of Standards Malaysia**

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## **1. INTRODUCTION**

- 1.1 As mandated under the Standards of Malaysia Act 1996 (Act 549), the Department of Standards Malaysia (Standards Malaysia) is the National Standards Body (NSB) representing Malaysia in international standardisation activities and has the authority to determine the related policy and procedures.
- 1.2 At international level, Malaysia is a member of International Organization for Standardization (ISO), International Electrotechnical Commission (IEC) and The Standards and Metrology Institute for Islamic Countries (SMIIC).
- 1.3 This document is applicable to Standards Malaysia and stakeholders who are managing and participating in international standardisation activities.

## **2. SCOPE**

- 2.1 This policy consists of:
  - a) Management of Membership in International Standards Development Committee (iSDC) and National Mirror Committee (NMC);
  - b) Management of Balloting (Voting and Commenting);
  - c) Management of Participation in International Policy Committee (iPC), International Standards Development Committee (iSDC) and International Standardisation Meeting; and
  - d) Hosting of International Standardisation Meeting / Programme.

## **3. MAINTENANCE OF POLICY**

- 3.1 The policies, principles and requirements in this document are subject to periodic review and amendment when necessary.
- 3.2 The document shall be approved by the Malaysian Standards and Accreditation Council (MSAC) based on recommendation by Coordination Committee, Standardisation Division and the Director General of Standards Malaysia.
- 3.3 Standardisation Division, Standards Malaysia is responsible for the maintenance and all changes are subjected to endorsement by Coordination Committee, Standardisation Division and subsequently approved by the Director General, Standards Malaysia Malaysian Standards and Accreditation Council (MSAC) prior to implementation.

## **4. NORMATIVE REFERENCES**

- 4.1 ISO/IEC Directives Part 1 : Procedures for Technical Work.
- 4.2 SMIIC Directives, Part 1 : Procedures for the Technical Work

## **5. DEFINITION**

### **5.1 Draft of ISO / IEC/ SMIIC standard**

Draft of ISO / IEC/ SMIIC standard based on the project development stage such as:

- a) Working draft (WD) - for preparatory stage
- b) Committee draft (CD) - for committee stage
- c) ISO Draft International standard (DIS) / IEC Committee Draft for Vote (CDV) - for enquiry stage/ SMIIC Draft Standard (DS)
- d) Final draft of International standard (FDIS) - for approval stage/ Final Draft Standard (FDS)

### **5.2 International policy committee (iPC)**

Committee established by international standards body responsible to develop standardisation policies. e.g. ISO Council, IEC Council Board (IEC CB), ISO Committee on Consumer Policy (ISO/COPOLCO), ISO Committee on Developing Country Matters (ISO/DEVCO), SMIIC Board of Directors (SMIIC BOD) and Standardisation Management Council (SMC).

### **5.4 International standards organisation**

Standards organization whose membership is open to the relevant national body from every country.

- a) International Organization for Standardization (ISO)
- b) International Electrotechnical Commission (IEC)
- c) The Standards and Metrology Institute for Islamic Countries (SMIIC)

### **5.5 International standards development committee (iSDC)**

Committee established by international standards body to develop ISO / IEC/SMIIC deliverables comprises:

- a) Technical committee (TC)
- b) Subcommittee (SC)
- c) Working group (WG)
- d) Project committee (PC)
- e) Project team (PT)
- f) Maintenance team (MT)
- g) Joint Technical Committees 1 (JTC 1)
- h) Joint Working Group (JWG)

### **5.6 ISO / IEC/SMIIC deliverables**

Documents published by ISO / IEC/SMIIC:

- a) International Standard
- b) Technical Specification (TS)
- c) Publicly Available Specification (PAS)
- d) Technical Report (TR)
- e) Guide
- f) Technology Trend Assessment (TTA)
- g) Industry Technical Agreement (ITA)
- h) International Workshop Agreement (IWA)
- i) Draft Standard (DS)
- j) Final Draft Standard (FDS)

### **5.7 National mirror committee (NMC)**

A national committee established to mirror the international policy committee / international standards development committee with the role of determining national stand.

### **5.8 National standards development committee (SDC)**

A committee established under Malaysian Standards Development System for the purpose of development of Malaysian Standards and participation in international standardisation activities.

NOTE These may include all National Standards Committees (NSCs/Sub-NSC), Technical Committee (TCs/ Sub-TC), and Working Group (WGs/Sub-WG).

### **5.9 New Field of Technical Activity (TS/P)**

Proposal for the preparation of a standard in a field that is not covered by an existing committee (technical committee, subcommittee or project committee).

Note:  
Received by full member bodies only.

### **5.10 New Work Item Proposal (ISO or IEC NWIP or SMIIC NP)**

Proposal for a new standard, a new part of an existing standard, a TS or a PAS in the field covered by an existing committee (technical committee, subcommittee or project committee).

Note:  
Will be received by P- and O-member of the respective committee.

### **5.11 Observer**

A person who wishes to attend the meeting due to his/her interest in a subject matter. In this regard, an expert may be nominated by the committee members, subject to the consent of the NMC, to provide views and inputs. However, he/she will not have a vote and shall not be participating in the meeting's discussion.

### **5.12 Observing member (O-member)**

ISO / IEC/ SMIIC member body who wish to follow the standardisation work without committing to participate actively. This includes:

- a) Receive committee documents,
- b) Have the right to submit comments, and
- c) May attend meetings.

### **5.13 Participating member (P-member)**

ISO / IEC/ SMIIC member body who participate actively in the standardisation work and has the obligations to:

- a) Vote on all questions formally submitted for voting within the technical committee or subcommittee,
- b) Vote on new work item proposals,
- c) Vote on enquiry drafts,
- d) Vote on final draft International Standards,
- e) Contribute to meetings, and
- f) Appoint experts to the technical work.

### **5.14 Chairman/ Vice Chairman**

Expert appointed by the ISO CS who have access to appropriate resources for leading the Technical Committee (TC) or Subcommittee (SC) in international development work.

### **5.15 Convenor/Co-convenor**

Expert appointed by the technical committee or subcommittee who have access to appropriate resources for leading the Working Group (WG) in international development work.

### **5.16 Committee Manager**

Expert appointed by the ISO CS who have access to appropriate resources for managing the TC or SC in international development work.

### **5.17 Project leader**

Expert appointed by the TC or SC or WG who have access to appropriate resources for leading and carrying out the project in international development work.

### 5.18 International Standardisation Programme

Programme hosted by Department of Standards Malaysia (excluding iPC and iSDC).

NOTE. Examples of standardisation programme are ISO/IEC/SMIIC workshop, conference and seminar e.g IECEx conference and CIE conference.

## 6. ABBREVIATION

- |     |                 |   |
|-----|-----------------|---|
| 6.1 | <b>CIB</b>      | Committee internal balloting  |
| 6.2 | <b>IEC CO</b>   | International Electrotechnical Commission Central Office                        |
| 6.3 | <b>IEC EMS</b>  | International Electrotechnical Commission Expert Management System              |
| 6.4 | <b>ISO CS</b>   | International Organization for Standardization Central Secretariat              |
| 6.5 | <b>ISO GD</b>   | International Organization for Standardization Global Directory                 |
| 6.6 | <b>SMIIC GS</b> | The Standards and Metrology Institute for Islamic Countries General Secretariat |
| 6.7 | <b>SMIIC IS</b> | The Standards and Metrology Institute for Islamic Countries Information System  |
| 6.8 | <b>NSB</b>      | National Standards Body   |
| 6.9 | <b>CC</b>       | Coordination Committee  |

## 7. MANAGEMENT OF MEMBERSHIP IN INTERNATIONAL STANDARDS DEVELOPMENT COMMITTEE (iSDC) AND NATIONAL MIRROR COMMITTEE (NMC)

7.1 There are two (2) types of membership in iSDC:

- a) Participating member (P-member); and
- b) Observing member (O-member).

7.2 Management of membership covers changes in existing membership and assignment of a new one.

### 7.2.1 Existing Membership

7.2.1.1 For existing membership in iSDC, changes of membership are as follows:

No.	From	To	Category
a)	O-member	P-member	Upgrade
b)	P-member	O-member	Downgrade
c)	P-member	Non-member	Downgrade
d)	O-member	Non-member	Downgrade

7.2.1.2 The changes in existing membership in iSDC may be a result from:

(i) Upgrade

- a) Availability of experts who can participate actively in the standards development activities by the iSDC and
- b) There is national interest to participate actively in the iSDC / to follow the development of deliverables by the iSDC.

(i) Downgrade

- a) Inability to fulfill the obligation as P member as per requirement in Clause 8.5, PSD 2
- b) The technology / area where the deliverables are developed is no longer relevant to the national interest.
- c) The disbandment / dissolution of iSDC.

7.2.1.3 Proposal for changes in existing membership shall be reviewed and recommended by relevant SDC or NMC prior to NSC approval.

**7.2.2 New Membership**

7.2.2.1 For new membership in iSDC, changes of membership may be as follows:

No.	From	To
a)	Non-member	O-member
b)	Non-member	P-member

7.2.2.2 The new membership in iSDC may be a result of:

- a) Establishment of new iSDC; or
- b) There is national interest to participate actively in the iSDC / to follow the development of deliverables by the iSDC; or
- c) Availability of experts related to the scope of the iSDC; or
- d) Voting for NWIP/NP or TS/P.



### 7.2.3 National Mirror Committee

- 7.2.3.1 P- & O-membership shall be supported by the establishment of NMC. The NMC shall be balanced in representation except for Working Group (WG). However, for WG which is also act as NMC, it shall be balanced.
- 7.2.3.2 O-membership shall be reviewed every five (5) years. If there is insufficient interest for the O-membership to be upgraded to P-membership, it shall be downgraded to non-member.

## 8. MANAGEMENT OF BALLOTING (VOTING AND COMMENTING)

- 8.1 The development of international deliverables is based on project approach. The sequence of project stages and the associated documents are:

No.	Project stage	Associated document
i)	Preliminary	Preliminary work item (PWI)
ii)	Proposal	New work item proposal (ISO or IEC NWIP or SMIIC/NP)
iii)	Preparatory	Working draft (WD)
iv)	Committee	Committee draft (CD)
v)	Enquiry	Enquiry draft (ISO DIS / IEC CDV/ SMIIC DS)
vi)	Approval	Final draft International Standard (ISO/FDIS/IEC FDIS/SMIIC FDS)
vii)	Publication	International Standard

- 8.2 Voting / commenting period are as follows:

- a) Documents for vote and comments

No.	Document		Period
i)	ISO / IEC/ SMIIC New work item proposal / New field of technical activity	ISO or IEC NWIP or SMIIC NP	12 weeks
ii)	ISO / IEC/ SMIIC Committee Draft	CD	8 weeks
iii)	ISO Draft International Standard / IEC Committee Draft for Vote/ SMIIC Draft Standard	ISO DIS / IEC CDV/ SMIIC DS	12 weeks

iv)	ISO / IEC Final Draft International Standard/ SMIIC Final Draft	FDIS/FDS	8 weeks
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## b) Documents for comments only

No.	Document		Period
i)	IEC Document for Comments	IEC DC	6 weeks
ii)	IEC Questionnaire	IEC Q	6 weeks

8.3 Submission of vote and comments shall be by closing date.

8.4 In cases of missing vote, secretary shall submit justification / explanation to ISO CS/IEC CO/SMIIC within 14 days. Any missing vote persists, Policy Manager shall highlight the issue to Senior Director.

8.5 As P-member, failure to fulfil any of the following requirements will result in downgrading to O-member for a period of 12 months:

- a) In ISO / IEC/ SMIIC, nominate experts to the standardisation work.
- b) In ISO / IEC / SMIIC, contribute to two (2) successive TC / SC meetings, either by direct participation or by correspondence.
- c) In ISO, vote on over 20 % of the questions formally submitted for voting on the CIB within the TC / SC over one calendar year.
- d) In IEC/SMIIC, vote on questions formally submitted for voting within the TC / SC.
- e) technical committee or subcommittee fails to vote on an enquiry draft or final draft International Standard prepared by the respective committee, or on a systematic review ballot for a deliverable under the responsibility of the committee, the Chief Executive Officer shall remind the National Body of its obligation to vote

8.6 The downgrading is effective on the date of notification from ISO / IEC/ SMIIC.

8.8 Submission of proposal for new international project (NWIP/NP or TS/P) to ISO / IEC/ SMIIC shall be through respective NMC.

## 9. MANAGEMENT OF PARTICIPATION IN INTERNATIONAL POLICY COMMITTEE (iPC), INTERNATIONAL STANDARDS DEVELOPMENT COMMITTEE (iSDC) AND INTERNATIONAL STANDARDISATION MEETING

9.1 There are two (2) levels of participation in standardisation activities:

- a) Policy level - Participation in iPC.
- b) Technical level - Participation in iSDC.

9.2 The participation may be as:

No.	Post	Policy level	Technical level
i)	Chairman	✓	✓ (TC)
ii)	Vice Chairman	-	✓ (TC)
iii)	Convenor	-	✓ (WG)
iv)	Co-Convenor	-	✓ (WG)
v)	Committee Manager	-	✓
vi)	Secretariat	-	✓
vii)	Member	✓	✓
viii)	Project Leader	-	✓

9.3 Source of allocation to attend iPC or iSDC meeting are as follows:

- a) Sponsorship using development budget under subjects to Standards Malaysia approval.
- b) Sponsorship using budget under Standards Malaysia subjects to Ministry of International Trade and Industry (MITI) and Ministry of Finance (MOF) approval.
- c) Using own / organisation's budget.
- d) Sponsored by organiser

9.4 At the technical level, as P-member, expert needs to participate actively in the international standardisation meeting. There are three (3) ways of participating in the meeting:

- a) By direct participation / physical attendance - Expert attends the meeting at the venue where it is held.
- b) By correspondence - Expert emails input / comments / national stand to the secretariat to be tabled in the meeting.
- c) By remote participation - Expert uses internet application to attend the meeting virtually. e.g. ISO Zoom, IEC Go to Meeting.

### 9.5 **Participation in International Policy Committee (iPC)**

9.5.1 Participation in iPC (policy level) as per 9.2 i) shall be recommended and approved by Standards Malaysia.

9.5.2 For participation as 9.2 vii), expert nominated shall be approved by Standards Malaysia. However, for iSDC which carry out the technical work such as for ISO COPOLCO and and ISO CASCO, nomination shall be approved by NMC.

**9.6 Participation in International Standards Development Committee (iSDC)**

9.6.1 For participation as member in iSDC (technical level),

- a) Nomination shall be approved by the NMC.
- b) Expert nominated shall be a permanent/ alternate member of the NMC. Co-opted or observer member may be nominated by the committee members, subject to the consent of the NMC.

9.6.2 For participation as 9.2 i) - vi) in iSDC (technical level),

- a) Only one nomination shall be approved by Standards Malaysia.
- b) Expert nominated shall be a member of the NMC and the nomination is agreed upon by the NMC.
- c) If the expert is no longer the member of NMC, he / she shall be appointed as co-opted member of the NMC. Unless the NMC disagree,
  - i) Re-nomination shall be submitted to Standards Malaysia; or
  - ii) Malaysia should relinquish the position

**9.7 Participation in International Standardisation Meeting**

9.7.1 International meeting can be attended by more than one (1) delegates. Delegation comprises of **Head of Delegation (HoD) and delegates**. HoD is selected among the delegates and agreed upon during the preparatory meeting / pre-delegate meeting.

9.7.2 At the technical level,

- a) Priority for selection of HoD shall be given to expert who is actively involve in the standards development activities (i.e active in submitting comments) and registered in ISO GD / IEC EMS/ SMIIC IS to represent Malaysia in the iSDC.
- b) Delegate is the expert from NMC representing national interest in iSDC.

9.7.3 HoD responsibilities shall include but not limited to:

No.	Responsibilities	Policy level	Technical level
a)	Coordinate attendance of delegates to the meetings (if several meetings held concurrently)	✓	✓
b)	Coordinate information and opinions to be highlighted in the meeting	✓	✓
c)	Produce a consolidated report	-	✓

9.7.4 Delegate can be defined as:

- a) At the policy level - Expert attending the meeting usually is Standards Malaysia representative
- b) At the technical level - Expert attending the meeting who is selected among and agreed upon by members of NMC. Priority shall be given to the expert who is actively involved in national standardisation activities. Involvement can be evaluated through:
  - i) Attendance to NMC / SDC meeting;
  - ii) Feedback given for documents that require voting / comment; and
  - iii) Presentation given during workshop / seminar conducted to promote standard or related technical expertise.

9.7.5 Delegate responsibilities shall include but not limited to:

No.	Responsibilities	Policy level	Technical level
a)	Participate actively in the development of ISO / IEC/ SMIIC deliverables	-	✓
b)	Highlight national interest	✓	✓
c)	Update the Director General, Standards Malaysia / NMC on meeting's decisions	NMC	NMC

9.7.6 **Observer** is the stakeholder who may have interested to attend iSDC meeting. Malaysia may be P- / O- member or non-member in the iSDC. Observer is not representing any national interest and shall not be participating in the meeting's discussion. Observer's attendance to iSDC meeting shall be subjected to approval by Standards Malaysia and notified to ISO / IEC/ SMIIC.

9.7.7 If the Observer would like to attend the iSDC meeting which Malaysia is a P- / O-member, NMC shall also be notified.

9.7.8 If the Observer would like to attend the iSDC meeting which Malaysia is not a member, a report shall be provided to Standards Malaysia on the meeting background, resolution and recommendation / way forward whether to remain as non-member or to become P- / O-member.

9.7.9 For sponsorship using budget under Standards Malaysia, submission of request is to the Senior Director (Standardisation), Standards Malaysia for approval. The request shall be submitted within the specified timeline before the international meeting.

9.7.10 Criteria for approval shall include but not limited to:

- a) Availability of allocation.
- b) Position in the iPC / iSDC.
- c) Specific national interest in the iPC / iSDC. e.g. The iSDC is responsible for developing standards that Malaysia has proposed, Malaysia is nominated for election in iPC, etc.
- d) Contribution of the expert to national and international standardisation activities.
- e) The role of expert and objective of attending the meeting.
- f) One (1) expert or more, for each membership depends on budget, roles & justification.

9.7.11 For budget under Standards Malaysia, Standards Malaysia has the right to determine the details of sponsorship including amount, eligibility, number of experts, flight ticket, etc.

## 9.8 **Preparatory Meeting / Pre-Delegate Meeting**

9.8.1 Preparatory meeting / pre-delegate meeting is conducted prior to the international meeting. It is required when:

- a) There is more than 1 delegate;
- b) To determine national stand; and
- c) To monitor follow up actions.

## 9.9 **Post-Meeting Documents**

9.9.1 **Report** shall be submitted to Standards Malaysia within one (1) month from the end date of the meeting. The report shall comprise but not limited to:

- a) Background of the meeting (date, venue, attendance, other meetings held concurrently, Malaysian delegation);
- b) Meeting agenda;
- c) Meeting decisions; and
- d) Follow up actions to be taken.

9.9.2 For sponsorship using budget under Standards Malaysia, **claim** shall be submitted by 10th of the subsequent month from end date of the meeting and using the specified form.

9.9.3 **Tax exemption form** (if applicable) shall be submitted within the year of meeting attended.

## 9.10 **ISO Twinning Policy**

9.10.1 ISO has developed a Twinning Policy for standards development activities between NSB with the following objectives:

- a) To build capacity and improve participation and performance in the twinned partner.
- b) To support those priorities identified by the twinned partner and be integrated into their national development plans/strategies

9.10.3 The Twinning Policy shall be referred in Annex ST – Twinning Policy in ISO/IEC Directive Part 1

#### 9.11 **Participation in International Standardisation Programme (Workshop / Seminar / Conference / Competition)**

9.11.1 Standards Malaysia shall be informed if the expert would like to attend international standardisation programme organised by ISO / IEC/ SMIIC (workshop / seminar / conference / competition, etc).

### 10. **HOSTING OF INTERNATIONAL STANDARDISATION MEETING / PROGRAMME**

10.1 There are three (3) types of hosting:

- a) Policy meeting - Hosting of iPC meeting.
- b) Technical meeting - Hosting of iSDC meeting.
- c) Programme - Hosting of international workshop / seminar / conference, etc.

10.2 Source of allocation for hosting can be solely or combination of the following:

- a) Allocation from Standards Malaysia.
- b) Allocation from other ministries / government agencies.
- c) Sponsorship from relevant stakeholders e.g. industry.

10.3 Hosting shall be managed by Standards Malaysia. In case to case basis, WG Meeting can be managed by the stakeholders, however Standards Malaysia shall be notified.

#### 10.4 **Pre-Hosting**

10.4.1 There are two (2) main stages of communication to ISO / IEC/ SMIIC for hosting:

- a) Announcement of intention to host; and
- b) Confirmation to host.

10.4.2 For 10.4.1 a), it should be done at least three (3) years before the year of hosting. If there is a need for 10.4 a) to be done in less than three (3) years, it shall be discussed with Senior Director, Standards Malaysia and justifications shall be provided.

10.4.3 Priority for hosting shall be given to the iPC or iSDC meeting that Malaysia has never hosted.

10.4.4 The hosting proposal shall be tabled as below within the specified timeline.

No.	Meeting / Programme	Requires recommendation from	Approved by
a)	Policy meeting	Senior Director	Director General, Standards Malaysia
b)	Technical meeting	NMC	Coordination Committee
c)	Programme	Senior Director / NMC	Director General, Standards Malaysia/ Coordination Committee

10.4.5 Prior to 10.4.1 b), Standards Malaysia shall review the following criteria (not limited to):

- a) Justification to host.
- b) Venue - Shall be convenient and practical (e.g. easily accessible, reasonable distance and convenient logistic).
- c) Cost - Reasonable.

10.4.6 Approval shall be obtained through submission of approval paper to the Ministry of International Trade and Industry (MITI) as well as Kementerian Kewangan (MOF), Kementerian Dalam Negeri (KDN) and Kementerian Luar Negeri (KLN) for hosting.

10.4.7 Organising Committee meeting should be chaired by Senior Director, Standardisation Division

## 10.5 **Post-Hosting**

10.5.1 For technical and policy meeting, full report of hosting, resolution and attendance list shall be recorded .

\_\_\_\_\_ **END** \_\_\_\_\_