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Tononoka FireWorks
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NAIROBI

Attn: Elesh Ghelani

Dear Sir

**RE: APPOINTMENT TO THE COMMERCIAL
EXPLOSIVES & PYROTECHNIC TECHNICAL COMMITTEE**

Following your nomination by your organization to membership of the **Commercial Explosives & Pyrotechnic Technical** Committee, I wish to inform you that the nomination has been considered by the Standards Projects Committee and you have been recommended to be a member of the committee.

I am pleased to formally appoint you as a member of the **Commercial Explosives & Pyrotechnic Technical Committee** for a term of **3 years beginning from 1st April 2012** after which the committee will be reconstituted.

Congratulations for this appointment. I trust you will give useful contribution to the Committee in its onerous task of preparing and maintaining standards within the scope of the Technical Committee.

Attached to this letter are "Notes for members of Technical Committees." The notes outline your responsibilities as a member of the committee.

The committee secretary will in due course invite you for the committee meetings.

Wishing you all the best in your appointment.

Yours faithfully,


Charles G. Gachahi
Director – Standards Development & International Trade

PM/mkn
Attchd

NOTES FOR TC MEMBERS

Standardization

Standardization process involves the development, establishment and publication of standards covering, for example, specifications for products, services or systems, codes of practice, methods of test, guidelines, etc.

The main aims and benefits of standardization can be summarized as:

- a) Improving the quality (fitness for purpose) of goods and services;
- b) Maintaining and improving the quality of life of society, by paying attention to such matters as safety, health and the environment, and by providing a basis for legislation needed for the protection of the public;
- c) More efficient utilization of resources through better (i.e. standardized) communication through simplification of manufacturing, product identification and purchasing by means of variety control and through cost savings as a result of economies of scale, reductions in wastage, etc.;
- d) providing a framework within which to facilitate and encourage trade among willing partners and contracts based on standards, elimination of trade barriers, the promotion of service excellence and fair and efficient trade at all levels;
- e) Promotion of efforts to facilitate the correct application of standards through, for example, the consideration of training principles.

The work of KEBS Technical Committees is thus vital to national prosperity. It also spares effort for new creative work. These notes outline your role as a KEBS Technical Committee member.

Committee meetings

The date, time and place of a meeting shall be subject to an agreement between the chairman and the secretary of the technical committee or subcommittee concerned.

The secretary shall ensure that arrangements are made for the agenda to be circulated at the latest two weeks before the date of the meeting unless there is prior agreement by TC members to hold the meeting earlier. All other basic documents, for example new work item proposals, shall be distributed by the same deadline.

Only those committee drafts for which the compilation of comments will be available at least two weeks before the meeting shall be included on the agenda and be eligible for discussion at the meeting.

Any other working documents, including compilations of comments on drafts to be discussed at the meeting, shall be distributed not less than one week in advance of the meeting.

The Quorum for all technical committee meetings representation shall be at least three organizations, excluding the secretariat.

TC members should concentrate on discussing technical contents of a draft and not editorial aspects. KEBS has an Editorial Section which shall ensure that the editorial content of a draft is not ambiguous to people who have not participated in the committee discussions. Committee Chairs are asked to stop discussion by the committee on editorial points.

Decisions can rarely be unanimous in TC meetings and some give and take is usually expected. The principle of consensus¹⁾ shall be applied throughout the development process. (Define consensus)

If consensus cannot be achieved within three meetings, a vote shall be taken by members present in the third meeting to resolve specific issues. In such cases progress of the project shall be approved by a “**simple majority of TC members present**” voting in favour. In case of a tie, the chair shall cast the deciding vote.

If a TC member has to miss a committee meeting, and he/she is not happy with a decision recorded in the minutes, the TC member shall write to the committee Secretary within seven days from the date of circulation of minutes. Otherwise the member will be ruled out of order if she/he raises the matter during the next meeting.

As a rule, matters which have been decided at an earlier meeting by consensus or voting may not be revisited unless the chair is convinced that a new factor has arisen which must be tabled and supported by data.

Disputes and Appeals

The principle of consensus shall be upheld at all times, but provision is made for appeal by a member of a committee against a subcommittee decision, a technical committee decision, or against a decision of the management of KEBS.

An appeal shall be lodged in writing, within ten working days of the decision, stating clearly the technical grounds on which the appeal is made.

An appeal against a subcommittee decision or a ruling by the chairperson of a subcommittee shall be lodged with the chairperson of the technical committee who shall forward the same to TC for further direction.

An appeal against a technical committee decision or a ruling by the chairperson of a technical committee shall be lodged with the chairperson of SPC who shall forward the same to SPC for further direction.

An appeal against a decision by SPC shall be lodged with the Managing Director of KEBS who shall forward the same to the Standards Approval Committee for further direction. Any decision by the Standards Approval Committee concerning an appeal in respect of a standard shall be final.

Pending resolution of an appeal, work in progress on a standard during the appeal, shall continue up to, but not including, approval of the standard by SAC.

In the event of a Technical Committee failing to reach consensus on the Kenyan position on a project of international or regional origin, a vote shall not be taken by the committee members to resolve the matter. Director of SDI shall be informed promptly with a view to take urgent action, in consultation with the Chairman, Secretary of the Technical Committee and the Head of relevant department.

If the Technical Committee remains unable to reach consensus on the Kenyan position, a vote of abstention shall be forwarded.

Confidentiality

With the exception of drafts for public review, documents circulated by KEBS to any committee, or those designated as confidential by a third party, shall be confidential and for private circulation only (even when documents are not marked as such).

Committee members shall not disclose committee proceedings/documents to any body, other than their nominating body, without the committee's express authorization.

When distributing documents, committee members and their nominating bodies shall ensure that recipients are aware of their confidential nature and are responsible to the committee for the safeguarding of the confidentiality of such documents.

With a committee's agreement, documents may be circulated to individuals who are not committee members at the request of interested organizations; such agreements shall be minuted. Committee members receiving documents through their work on a committee shall not use the contents of such documents for any purpose other than the work of the committee.

NOTE: This does not preclude due consultation on such material within organizations represented on the committee. For this reason it has to be recognized that absolute confidentiality cannot be guaranteed and KEBS can offer no assurances in this respect.

Committee members shall not state or imply that a statement of their personal views on any matter relating to the subject matter of a standard or their work on the committee is the opinion or view of the committee or that of KEBS.

NOTE. Violation of this important principle may lead the committee concerned to remove the committee member involved.

TC Member's Representative Role

KEBS committee work requires sustained co-operative effort for its success. Committee members who are the nominees of organizations are responsible for keeping their organizations well informed about current projects and of expressing their organizations' views, rather than their own, on controversial issues. Standards have to be developed on time in order to retain their value. This calls for discipline in terms of respecting deadlines and complying with target dates of completion of standards and ensuring that the development process is cost effective.

Committee members shall:

- a)** attend all meetings of their committee or send a representative;
- b)** submit their contributions by correspondence to the TC secretary at least one day before the meeting in case they are unable to attend meetings;
- c)** submit to the TC secretary votes on circulated new work item proposals;
- d)** submit to the TC secretary comments on adoption proposal on international/regional standards;
- e)** submit to the TC secretary comments on Kenya standards under systematic review;

- f) submit to the TC secretary comments on circulated preliminary drafts;
- g) submit to the TC secretary comments on Draft Kenya Standards(DKS);
- h) submit to the TC secretary votes on final draft Kenya standards(FDKS);
- i) participate in regional and international standardization activities as required
- j) Submit a draft standard of any products of interest for facilitation.

If a TC member has been persistently inactive and has failed to make a contribution to two consecutive meetings, either by direct participation or by correspondence, the TC secretary shall remind the organization of the obligation to take an active part in the work.

In the absence of a satisfactory response to this reminder, the organization shall automatically be removed from the relevant committee.

If an organization is liquidated it automatically ceases to be a member of the TC.

Committee Chair

TC Chair shall be elected by members during the first meeting of a TC. The core responsibility of the TC Chair shall be the neutral, efficient and effective conduct of meetings. The Chair of a technical committee shall be responsible for the overall management of that committee, including any sub-committees and working groups. The Chair shall ensure that all points of view have received adequate attention.

The chairman of a technical committee or subcommittee shall

- a) act in a purely national capacity, divesting him- or herself of an organization's point of view;
- b) guide the secretary of that technical committee or subcommittee in carrying out his/her duty;
- c) conduct meetings with a view to reaching agreement on committee drafts;
- d) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- e) ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;
- f) take appropriate decisions at all stages of the standards development process.
- g) be knowledgeable in the area and able to make quick accurate decisions on the subject being discussed
- h) able to listen and manage members diplomatically.

In case of unforeseen unavailability of the chairman at a meeting, a session chairman may be elected by the participants.

It is within the Chair's authority to overrule trivial objections, but the minority voice in a committee should be given careful attention, particularly if it reflects user or consumer views where adequate representation can be difficult to secure.

Committee Secretary

The TC Secretary shall be responsible for the management of all projects in the work programme of the TC, including the monitoring of project progress against the agreed target dates. In the role of project manager, TC Secretary shall be assisted by TC

chair. The TC secretary shall act in a purely national capacity, divesting himself/herself of a secretariat point of view.

The committee Secretary will guide the committee, on questions of co-ordination with other committees, prepare and circulate the drafts and minutes to members and is responsible for ensuring that the Procedures for standards development are followed.

The secretary shall ensure the timely execution of the following:

- a) preparation of the work plan at the beginning of each financial year;
- b) prepare and present the Committee Draft and related documents;
- c) prepare Public review drafts (DKS) and final draft Kenyan Standards(FDKS).
- d) circulate documents for comments, collate and redistribute comments to TC members;
- e) convene meetings;
- f) circulation agenda and all other documents to be discussed during meetings;
- g) record minutes at meetings;
- h) submit reports to SPC, or to the parent committee in case of a subcommittee
- i) ensure that the Committee membership does not fall below six (6).
- j) ensure the TC composition is reviewed every 3 years. The TC secretary shall initiate the process of reconstituting the TC three months prior to the expiry of the third year.

In all circumstances, each TC secretary shall work in close liaison with the chairman of its technical committee or subcommittee.