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For SMIIC use only

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

*This Statute was revised by the Third General Assembly of SMIIC held in Istanbul on 04 May 2012 including amendment approved by the Second General Assembly of SMIIC held in Istanbul on 12 July 2011.*

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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 1**

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;

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

**2.7 Member Body:** A 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;

**2.8 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 Certification:** A procedure by which the third party gives written assurance that a product, process or service conforms to specified requirements;

**2.12 Accreditation:** A procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks;

**2.13 Conformity Assessment:** Any activity concerned with determining directly or indirectly that relevant requirements are fulfilled;

**2.14 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 harmonized standards in Member States and to eliminate any factor relating to the standards covering materials, manufactures and products, 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 certification scheme for the purpose of expediting exchange of materials, manufactured goods and products among Member States, beginning with mutual recognition of certificates.

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

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

**3.6** To provide education and training for the Member Bodies 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 Bodies 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 those Member Bodies, as defined in Article 4.2 and Correspondents as detailed in Article 4.3.

**4.2** The Member Bodies shall be those national bodies most broadly representative of standardization or metrology or accreditation in the OIC Member States and which have been admitted into Institute in accordance with the Rules of Procedure.

**4.3** Status of the correspondent may be granted to:

- a) Member States interested in standardization or metrology or accreditation without a specialized national body in standardization or metrology or accreditation; or
- b) Specialized national bodies in standardization in non-Member States of the Institute.
- c) Organizations working on related issues or areas of standardization or metrology or accreditation in Member States.

The granting of such status is done in conformity with the relevant procedures defined by the Board of Directors.

The Correspondent has no right to vote except the status defined in Article 4.3 (a).

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

## **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. If there are more than one Member Bodies from a Member State represented in the General Assembly and since each Member State holds one vote, a co-decision must be obtained among the Member Bodies of a Member

State and a Member Body to represent the Member State shall be informed to the General Secretariat to be circulated to the departments of the Institute within a month after the Board of Directors meeting where membership accepted. A decision must obtain the majority of the votes of present and participating members in the vote. Methods of voting may vary on some specific circumstances as explained in the Rules of Procedure, Statute and other internal regulations.

**5.2** In some circumstances, when needed, the General Assembly or Board of Directors may delegate some of its authorities and powers to the Chairman or to the Secretary General except the Clauses 2.13.1, 2.13.2, 2.13.3, 2.13.4, 2.13.8, 2.13.9, 2.13.10 and 2.13.11 of Rules of Procedure that could not be delegated and remain with the General Assembly.

**5.3** The Secretary General has the broadest 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.

**5.4** 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 internal structure of the Institute comprises the following organs:

- The General Assembly;
- The Board of Directors;
- The General Secretariat; and
- The Accreditation Committee.

#### **6.1 General Assembly:**

The General Assembly is the supreme decision-making organ of the SMIC and composed of the Member States as indicated in Article 4.2 and 4.3 above. Each Member State holds one vote. The General Assembly meets once at the last quarter of each year in an ordinary session at the Headquarters of the SMIC or at any other venue as it may be agreed by Member States.

Correspondents may be invited to participate in these meetings without right to vote except the status defined in Article 4.3 (a).

#### **6.2 Board of Directors:**

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 minimum seven members 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 a second consecutive term. Any extension for the office of the term of any member of the Board is subject to decision of the General Assembly.

The Board shall elect a chairman and two vice-chairmen among its members for a term of three years renewable for a second consecutive term. Any extension for the office of the term of chairman and two vice-chairmen is subject to decision of the Board of Directors.

The Board of the Directors shall hold two to four meetings every year, upon the invitation of its Chairman.

The Board of Directors shall be responsible before the General Assembly.

### **6.3 General Secretariat:**

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 three Assistant Secretaries General and other staff members appointed to the different departments of the General Secretariat.

**6.3.1** The Secretary General shall be elected by the General Assembly from among the candidates of Member Bodies to this post, for a period of three years renewable for another consecutive term of three years. Any extension for the office of the term of Secretary General is subject to decision of the General Assembly.

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 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.

**6.3.2** Three Assistant Secretaries General shall be appointed by the Secretary General with the approval of the Board of the Directors, from among candidates of Member Bodies for a period of three years renewable for another consecutive term of three years. Any extension for the office of the term of Assistant Secretaries General is subject to decision of the Board of Directors.

An Assistant Secretary General will be entrusted with the supervision of activities of the General Secretariat relating to standardization; an Assistant Secretary General will be responsible for metrology and technical support and training; and the other will assume the responsibility of supervising activities concerning administrative and financial services.

**6.3.3** The General Secretariat shall be composed of various specialized units called Departments, as follows:

**6.3.3.1 Standardization Department:**

Standardization Department is the unit assigned the task of harmonization of standards prepared by the Member Bodies, coordination of OIC/SMIIC Standards preparation activities on behalf of the Secretary General and performance of secretariat services for the Technical Committees actually carrying out these activities.

Standardization Department performs standardization activities in the fields of machinery, chemicals, material, minerals and metals, agriculture, food, health and environment, construction, electrical, electronics, quality and certification scheme, engineering activities and any other activity determined by the Board of Directors.

Main units of the Standardization Department shall form Technical Committees as it might deem necessary in line with their work programs and fields of responsibility.

The Department shall take into consideration the opinions of Member Bodies who are unable to participate in activities of Technical Committees.

It shall submit draft standards and documents of harmonization to the approval of the Member Bodies in accordance with the relevant procedures.

It shall ensure publication of adopted standards and documents of harmonization as the OIC/SMIIC Standards in the official languages.

**6.3.3.2 Metrology Department:**

SMIIC shall have an inventory of existing calibration standards and establish a chain of traceability reaching reference standards for each basic unit.

SMIIC 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.

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

This Department, which will coordinate fulfilment of requirements and determine the level of technical services supplied, shall be paid fees for its services in accordance with the amounts fixed in the regulations approved by the Board of Directors.

#### **6.3.3.3 Technical Support and Training Department:**

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

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.

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

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

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

#### **6.3.3.4 Administrative and Financial Department:**

Administrative and Financial Department 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:

1. Personnel affairs;
2. Organization of training of officials and supervision of programs established to that effect;
3. General services including the general register of the staff of the Institute and Headquarters services;

4. Rendering consultations to other Departments on organizational matters;
5. Preparation of studies on the administrative organization in the Institute;
6. Maintaining and auditing the accounts of the Institute;
7. Supervision of storage and purchasing;
8. Preparation of the Institute's budget;
9. Organization of administrative services for conferences and meetings;
10. Maintaining and organization of the library and the archives as well as their use.

#### **6.4 Accreditation Committee:**

Accreditation Committee is the unit carrying out activities aimed at the establishment of an accreditation scheme in the OIC Member States.

Accreditation Committee is responsible for supporting actions for establishing a sound accreditation system OIC-wide and raise awareness of accreditation concept within the OIC Member States.

This Committee shall be responsible for implementing OIC/SMIIC accreditation standards, performing peer assessment activities and issuing related certificates.

Accreditation Committee shall provide the world wide recognition of accreditation certificates and protect against unfair uses.

Accreditation services shall be performed against payment within the framework of principles described in relevant procedures.

Secretariat facilities of the Accreditation Committee are provided by the SMIIC General Secretariat for administrative arrangements only.

### **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 Bodies, 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.

## **DIRECT ADOPTION OF THE REFERENCE DOCUMENTS**

### **Article 12**

**12.1** If the Standardization Department deems it appropriate to accept a reference document as a harmonized standard, it will assign a draft harmonized standard number to the document and circulate it with the special form after acceptance of the Member Bodies.

## **AMENDMENTS AND REVISIONS OF SMIIC STANDARDS**

### **Article 13**

**13.1** The decisions for the amendment and revision requests for OIC/SMIIC Standards will be taken by the Standardization Department upon request of the relevant Technical Committee or a Member Body. The procedure to be implemented is the same as in the preparation of new standards. Decisions may also be adopted, upon the request of a Member Body, on whether the OIC/SMIIC Standards should remain in force with revisions at intervals shorter than five years, or they should be withdrawn as stated in the Rules of Procedure.

## **GENERAL PROVISIONS**

### **Article 14**

**14.1** 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.

**14.2** 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.

## **AMENDMENT OF THE STATUTE OF THE INSTITUTE**

### **Article 15**

**15.1** 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 five Member States. The decisions shall be taken according to Article 5.1 of the Statute.

## **RULES OF PROCEDURE**

### **Article 16**

**16.1** 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.

**16.2** 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 five Member States. Decisions shall be taken according to Article 5.1 of the Statute.

## **DISSOLUTION OF THE INSTITUTE**

### **Article 17**

**17.1** 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.

**17.2** 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 18**

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

**18.2** 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.