

## ANNEX II

### Course Module for Training of Chairs, Convenors and Experts for International Standardization Work

**Course Duration: (2 days)**

Session	Topic and contents	Faculty
0945 – 1000 hrs	Opening Remarks & Programme Objectives	DDG (Standardization)/ DDGTI, BIS
<b>Day 1</b>		
Session A (1000 – 1115 hrs)	Structure and management of ISO and IEC (Membership, Governance structure, Committee Structure, Liaison, Twinning arrangements)	Shri J. Roy Chowdhury, Scientist F & Head (International Relations Deptt.), BIS
Morning tea break (1115 – 1130 hrs)		
Session B (1130 – 1300 hrs)	People involved [Secretariats, Chairs, Convenors (Responsibilities, Competencies and attributes, job description), Experts, National contact points, National delegations to meetings, ISO Technical Programme Managers, Stakeholder engagement, ISO Code of Conduct for the technical work]	Dr. Bhawana, Scientist C (International Relations Deptt.), BIS
Lunch break (1300 – 1400 hrs)		
Session C (1400 – 1515 hrs)	Technical Process for Developing International Standards (Procedure of constitution of new technical committees and project committees at ISO, stages of standard development, procedure for technical corrigenda, amendment, revision and minor revision of standards, forms for balloting and Vienna agreement, recent changes introduced in latest edition of ISO/IEC Directives Part 1)	Ms. Nagavalli., Scientist C (Food & Agriculture Deptt.), BIS
Evening tea break (1515 – 1530 hrs)		
Session D (1530 – 1700 hrs)	Legal Policy Issues (Copyright and data protection declaration, patent and Trademarks of ISO and IEC)	Ms. Nagavalli., Scientist C (Food & Agriculture Deptt.), BIS
<b>Day 2</b>		
Session A (1000 – 1115 hrs)	Meeting Preparation (before and during the meeting) and Follow-up (after the meeting)	Ms. Nagavalli., Scientist C (Food & Agriculture Deptt.), BIS
Morning tea break (1115 – 1130 hrs)		

<b>Session</b>	<b>Topic and contents</b>	<b>Faculty</b>
Session B (1130 – 1300 hrs)	Rules for drafting ISO/IEC standards and how to write standards, recent changes introduced in latest edition of ISO/IEC Directives Part 2	Ms. Nagavalli., Scientist C (Food & Agriculture Deptt.), BIS
Lunch break (1300 – 1400 hrs)		
Session C (1400 – 1515 hrs)	Resource area on ISO and IEC website	Dr. Bhawana, Scientist C (International Relations Deptt.), BIS
Evening tea break (1515 – 1530 hrs)		
Session D (1530 – 1700 hrs)	ISO and IEC electronic applications: Global Directory/Expert Management System, Event Notifications, Balloting, Meeting management, Meeting Registration System, Online meetings – WebEx, ISO Connect	Dr. Bhawana, Scientist C (International Relations Deptt.), BIS
1700 – 1715 hrs	Concluding Remarks	BIS