

## **TERMS OF REFERENCE OF THE ACCSQ WORKING GROUP (WG) 1 ON STANDARDS**

### **Article 1: Establishment of the Working Group (WG) 1**

- 1.1 The ASEAN Consultative Committee for Standards and Quality (ACCSQ) was formed by the ASEAN Economic Ministers in 1992 with the aim of removing technical barriers to trade in order to facilitate the implementation of the Common Effective Preferential Tariff (CEPT) Agreement and to realize the ASEAN Free Trade Area (AFTA).
- 1.2 The Eleventh ACCSQ Meeting held in Kuala Lumpur, Malaysia on 11-12 March 1998 endorsed the ACCSQ 1998-2000 Strategic Plan and agreed to restructure the ACCSQ Technical Working Groups into four WGs, including WG 1 on MRAs; WG 2 on Regulation and Accreditation; WG 3 on Standards and Conformity Assessment and WG 4 on Information.
- 1.3 The Nineteenth ACCSQ Meeting held in Ho Chi Minh City, Viet Nam on 26-27 March 2002 revised the scope of the WG 2 and WG 3 and agreed to rename WG 2 as Working Group 2 on Accreditation and Conformity Assessment and WG 3 as Working Group 3 on Standards and Technical Regulation.
- 1.4 In order to make standards and conformance more effective and more relevant to ASEAN economic integration, the Twenty Second ACCSQ Meeting held in Singapore on 9-10 July 2003 agreed to restructure the ACCSQ WGs where the WG 1 on Mutual Recognition Arrangements (MRAs) and WG 3 on Standards and Technical Regulations were merged into one working group. The merged WG was renamed as WG 1 on Standards and MRAs.
- 1.5 The Forty Seventh ACCSQ Meeting held in Bandar Seri Begawan, Brunei Darussalam on 25-27 April 2017 agreed that WG 1's **core work** is to focus its task on the harmonisation of standards. In pursuing harmonisation, WG 1 should liaise with the Product Working Groups (PWGs) to seek inputs to identify which standards are priority for harmonisation. Additionally, it should, in consultation with Standards Committees in NSBs and other stakeholders, identify other standards for harmonisation in ASEAN that have an impact on market integration, including standards that are for voluntary application.

### **Article 2: The Role of the WG 1**

- 2.1 The role of the WG 1 is to assist the ACCSQ in facilitating the reduction of technical barriers to trade through harmonisation of standards.
- 2.2 When requested by ACCSQ, WG 1 will provide inputs on technical matters related to any draft MRAs that will be finalised by PWGs.

### **Article 3: Scope of the WG 1**

The scope of the WG 1 covers the following activities:

#### **3.1 Standards**

- 3.1.1 Develop, monitor and review policies and strategies for harmonisation of standards in ASEAN, such as harmonisation of ASEAN Member States (AMS)' national standards with relevant international standards;
- 3.1.2 Provide inputs and recommendations to the ASEAN sectoral bodies on the approach for harmonisation of standards in ASEAN;
- 3.1.3 Provide inputs and recommendations to ACCSQ on provisions for standards in ASEAN Free Trade Agreements (FTAs);
- 3.1.4 Coordinate capacity building programme for AMS

#### **3.2 Cooperation**

- 3.2.1 Promote cooperation amongst standards bodies and regulatory agencies; and
  - 3.2.2 Recommend to the ACCSQ, proposals, activities or issues for ASEAN cooperation with relevant international and regional organisations or fora such as International Organization for Standardization (ISO), International Electrotechnical Commission (IEC), Asia-Pacific Economic Cooperation (APEC) and Asia-Europe Meeting (ASEM).
- 3.3 Any other tasks that may be assigned by the ACCSQ, e.g. review of the 2009 ASEAN Good Regulatory Practice (GRP) Guide.

### **Article 4: Structure of the WG 1**

#### **4.1 Composition**

- 4.1.1 The WG 1 shall be composed of:
  - i. The Working Group's Chair and Vice Chair;
  - ii. Official representatives from the national standards bodies; and,
  - iii. Representatives of the ASEAN Secretariat.

- 4.1.2 The WG 1 may invite:
- i. Other organisations (e.g. donor organisations, dialogue partners, international and regional organisations);
  - ii. Expert(s)/observer(s);
  - iii. Regulatory bodies;
  - iv. Representatives nominated by the AMS; and
  - v. Any ACCSQ member wishing to participate.

## **4.2 Expert committee / Task force**

- 4.2.1 The WG 1 may form expert committee(s) or task force(s) to assist to carry out certain specific activities.

## **Article 5: The Duties and Responsibilities of Chair and Vice Chair**

- 5.1 The Chair of the WG is responsible to the ACCSQ. The Chair shall be present at every meeting of the WG and ensure that all interests are heard, keep discussion to the point, judge when a consensus of opinion has been reached and express it by summing up progress in order that the minutes are clear and precise.
- 5.2 Prior to any discussion, the Chair shall consult with the members of the WG on the subject to be covered during the discussion.
- 5.3 The Chair shall report to the ACCSQ for further consideration any policy issues which may arise during discussion by the WG.
- 5.4 The Vice Chair shall assist the Chair in implementing the above duties and responsibilities and shall assume these duties and responsibilities when the Chair is not available.

## **Article 6: Frequency of Meetings and Reports**

- 6.1 The WG will meet at least once a year, and in between the ACCSQ Meetings.
- 6.2 Any member of the WG 1 can request for a meeting with the approval of the Chair and the Vice Chair.

- 6.3 At the conclusion of each meeting, the WG 1 will determine the time, date and venue of each next meeting. Members shall be given at least one month notice of meeting.
- 6.4 The WG 1 may hold a seminar or forum back to back with the meeting if necessary.
- 6.5 Proceeding of WG 1 Meeting shall be attended by at least 6 Member States to constitute a quorum.
- 6.6 The WG 1 shall report its recommendations and proceedings to the ACCSQ.

**Article 7: Term of Office**

- 7.1 The Chair and Vice-Chair shall not be from the same Member States.
- 7.2 The tenure for the Working Group 1 chairmanship shall be for a period of one year and followed by alphabetical order. In the event an AMS cannot take up the position of Chair or Vice-Chair, the next AMS by alphabetical order will be offered the position.

Adopted by the Members of the Working Group on Standards (WG 1).

Signature

**Chair**

**Vice Chair**

Malaysia

Singapore