



## **Service Agreement between the International Organization for Standardization (ISO) and the ISO member body for [Country name] ([Acronym]) concerning the management of ISO technical committee and subcommittee secretariats**

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*Whereas*

the International Organization for Standardization, hereinafter referred to as ISO, is an international federation of national standards bodies,

*whereas*

the Directives for the technical work of ISO (ISO/IEC Directives) assign the respective responsibilities of the ISO Central Secretariat and of technical committee and subcommittee secretariats,

*whereas*

the ISO member body for [Country name] ([Acronym]) has been allocated responsibility by the ISO Technical Management Board for managing (an) ISO committee secretariat(s) and may be allocated additional such responsibilities in the future,

the ISO Secretary-General (on behalf of the ISO Council) and the CEO of the ISO member body for [Country name] ([Acronym]) agree to the following terms and conditions concerning the management of those ISO committee secretariats.

### **Provisions**

**I** The member body shall notify the Central Secretariat of the name of the individual appointed to act as the secretary of each ISO committee. The resources of secretariats and qualifications of secretaries shall be at least those specified in Annex D of Part 1 of the ISO/IEC Directives.

**II** The secretariat shall act in a purely international capacity, divesting itself of a national point of view.

**III** The general responsibilities assumed by a secretariat shall be as defined in subclause 1.9.2 of Part 1 of the ISO/IEC Directives. The secretariat shall assume and comply with the additional responsibilities defined in Part 1 of the ISO/IEC Directives . (See annex SD of the ISO Supplement to the ISO/IEC Directives for a summary of these responsibilities.)

**IV** Individual secretariats may assume further responsibilities subject to obtaining agreement of the P-members of the committee concerned, providing justification to the ISO Secretary-General for the transfer of certain responsibilities from the Central Secretariat to the committee secretariat and subject to approval of the transfer of responsibilities by the Technical Management Board. Such further responsibilities shall be detailed in separate annexes to this service agreement.

**Duration of service agreement**

The duration of a service agreement in respect to individual secretariats is five years. At the end of this period, the Technical Management Board shall review the performance of each secretariat. In the case of satisfactory performance, the service agreement will normally be extended for a further five years. In the case of unsatisfactory performance, the Technical Management Board shall notify the secretariat as being available for transfer and shall invite P-members of the committee concerned to offer to undertake this responsibility.

A member body wishing to relinquish a secretariat is required to give one year's notice and shall continue to assume the secretariat responsibility for this period even if it exceeds the duration of the service agreement.

If, during the term of this agreement, the Technical Management Board considers that a secretariat is not performing in accordance with the agreement, it may give notice that, unless there is an improvement of performance within one year, the secretariat will be made available for transfer and P-members of the TC or SC concerned will be invited to offer to undertake this responsibility.

**Signed**

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ISO Secretary-General

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CEO of the ISO member body  
for [Country name] ([Acronym ])

**Date**.....

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