To All Members

CHANGE OF SECRETARY AND REPORT FROM ISO/TC 38 HANDOVER MEETING, GENEVA, SWITZERLAND, 8 FEBRUARY 2008

Please see the attached report from the recent handover meeting of ISO/TC 38, outlining the agreed responsibilities of Japan (JISC) and China (SAC).

Finally, I would like to add that it has been a pleasure working with TC 38 for the past five years and I thank you all for your support. During that time I have met many interesting and friendly people, who have contributed towards the sound operation and management of TC 38. I now hand over secretariat responsibility to Mr Hisashi Tazawa (JISC) and Mr Min Chen (SAC), confident in the knowledge that the committee will continue to be a success.

I will continue in my role as secretary to CEN/TC 248 so I hope some of you again in the near future.

Yours sincerely

Tim Bellamy
Secretary to ISO/TC 38
REPORT FROM ISO/TC 38 HANndoVER MEETING, HELD ON 8 FEBRUARY 2008 AT ISO CENTRAL SECRETARIAT, GENEVA

PRESENT

Mr Frank Moore, Chairman of ISO/TC 38
Mr Akira Kataoka, JISC
Mr Hisashi Tazawa, JISC
Mr Min Chen, SAC
Mr Yong Xu, SAC
Mrs Marie-Noelle Bourquin, ISO/CS (attending in place of Mr Stephane Sauvage)
Mr Tim Bellamy, Secretary of ISO/TC 38

The purpose of the meeting was to finalise the arrangements for the handover of the ISO/TC 38 Secretariat from UK (BSI) to the twinned Secretariat of Japan (JISC) and China (SAC). BSI had intended to handover the Secretariat after the plenary meeting in New Delhi. However, following discussions between the relevant parties, it was agreed that the Secretariat would remain with BSI until the end of March 2008.

The allocation of responsibilities between JISC and SAC were finalised. A signed copy of the agreement is attached.

A brief summary of the meeting is as follows:

As outlined at the plenary meeting, Mr Moore (UK) would remain as Chairman until the end of 2009, subject to ISO/TMB approval.

The new Secretaries would be Mr Min Chen (SAC) and Mr Hisashi Tazawa (JISC).

Japan (JISC) would be responsible for managing and supporting the work of the following working groups:

- WG 9: Nonwovens (convenor Mr C Palenske)
- WG 22: Composition and chemical testing (convenor Mrs M Dascot)
- WG 23: Testing for antibacterial activity (convenor Dr H Kourai)

JISC would also offer general assistance to SC 1 and SC 2.

Any questions relating to the work of these groups should be directed to Mr Hisashi Tazawa tazawa@sengikyo.or.jp

China (SAC) would be responsible for managing and supporting the work of the following working groups:

- WG 17: Physiological effects of textiles and clothing (convenor Prof K Umbach)
- WG 21: Ropes, cordage and netting (convenor Mr M Freitas)

SAC will also offer general assistance to SC 20, SC 23 and SC 24.

Any questions relating to the work of these groups should be directed to Mr Min Chen bryansunshine@gmail.com

It was also decided to create a joint email address tc38secretariat@gmail.com so that people and organizations not familiar with the allocation of responsibilities could contact the TC Secretariat.

[Secretary's note. After discussion with Mr Sauvage it was decided to add a copy of these arrangements to the public folder on livelink.]
Agreement on the Responsibility allocation of TC38 twinning secretaries between JISC and SAC

This agreement is made as of the day of 3/13 2008, between JISC, the Japan Industrial Standards Committee and SAC, the Standards Administration of China.

Background

As JISC and SAC were approved by ISO/TMB to take the responsibilities of ISO/TC38 secretariat and secretary in the twinning arrangement effective as of April 1, 2008, the allocation of the duties and responsibilities between the two parties has been discussed and the following conclusion has been agreed.

Agreement

Now it is hereby agreed as prescribed in the Exhibit.

In witness of this Agreement, the parties have signed hereby as of the date of 3/13, 2008.

Hisashi Tazawa, TC38 Secretary of JISC

Chen Min, TC38 Secretary of SAC
Allocation of TC38 secretary’s responsibilities to twinning Secretaries of JISC and SAC

1. Introduction

The basic responsibilities of a secretary of a TC are, as described in more detail in Annex SD of ISO/IEC Directives Part 1: Procedures for the technical work, (1) committee management and general support, (2) reporting and advising, (3) document management, (4) meetings, and (5) project management.

As regards the allocation of above major elements, JISC and SAC discussed with sincerity and concluded it as summarized in the following table.

2. Responsibility allocation

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<thead>
<tr>
<th>Responsibility</th>
<th>Allocation to</th>
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<tbody>
<tr>
<td></td>
<td>Japan (JISC)</td>
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<tr>
<td>1. Nomination of Chairperson (refer to SD.2 of ISO/IEC Directives Part 1)</td>
<td>At and after the next 2009 Plenary meeting in China, JISC is to take over the chair for the two years of 2010 and 2011, and then SAC will take over the Chair’s position for the next two years of 2012 and 2013. After that, JISC and SAC will take the role and responsibility of the Chair for every two years by turns.</td>
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<td>2. General support and Assistance to Subcommittees (SD.2)</td>
<td>Allocated Subcommittees</td>
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<td>SC1: Tests for coloured textiles and colourants</td>
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<td>SC2: Cleansing, finishing and water resistance test</td>
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<td>SC24: Conditioning atmospheres and physical tests for textile fabrics</td>
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<tr>
<td>Responsibility</td>
<td>Japan (JISC)</td>
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<tr>
<td>3. Management and Support of WGs direct under TC38 (SD.2)</td>
<td>Allocated Working Groups</td>
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<td>WG9: Nonwovens</td>
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<td>WG22: Composition and chemical testing</td>
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<td>WG23: Antibacterial testing</td>
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<td>4. Reporting and Advising (SD.3)</td>
<td>Basic principle of providing periodic reports on progress of projects to the committee and TMB if required, and providing advice to the chairman, project leaders and convenors:</td>
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<td>(1) Either of the secretaries according to the allocation of item 2 and 3 has responsibility for providing progress reports and advice on SCs and WGs respectively.</td>
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<td>(2) Either of the secretaries according to the above allocation is responsible for maintaining a register of the membership of WGs.</td>
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<td>(3) Reporting on TC plenary meeting is to be made by the secretary in charge of the meeting. (Refer to the item 6. Meeting)</td>
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<td>5. Document Management (SD.4)</td>
<td>JISC and SAC share the responsibility of document management all the time.</td>
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<td>(1) Maintenance of business plan.</td>
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<td>(2) Updating the record of the status of the membership of the committee in conjunction with ISO/CS.</td>
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<td>(3) Monitoring and management of Document number throughout the committee via ISO Livelink.</td>
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<td>Documentation and preparation of reports for TC plenary meeting is to be made by the secretary in charge of the meeting. (Refer to the item 6. Meeting)</td>
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<td>Responsibility</td>
<td>Japan (JISC)</td>
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| 6. Meetings (SD.5)                | As for TC plenary meeting (establishing and circulating the notice and agenda, identifying the host and venue, and preparation and arrangement for all requirements – Secretariat meeting, issue and circulation of reports, resolution and minutes and etc.), Japan and China are to take care of it by turns:  
China is responsible for the year of 2009 and 2013, and Japan is in charge of the year of 2011 and 2015.  
As regards WG meetings, each secretary is responsible for those of the allocated WGs as described in item 3.                                                                                                                                                                              |
| 7. Project Management (SD.6 to SD.13) | Basic principle of project management:  
(1) For the first five years of 2008 to 2013 Japan is to take care of administrative action for such new business proposal as establishing a new Subcommittee, a new work item and etc.  
For the next five years of 2014 to 2019 China will take care of this administrative action in her turn.  
(2) Each secretary is responsible for the project management of the allocated WGs in above item 3.  
(3) All information is to be shared and sent to the counterpart secretary with each other.                                                                                                                                   |
| 8. Communication                  | To ensure the appropriate and consistent implementation of TC’s activities and to discharge the duties of Chair, Vice Chair and Secretary, a steering meeting composed of Chair, Vice Chair and both secretaries will be held every 12 months in principle. The meeting will be arranged by turns.                                                                                           |
| 9. Nominated Secretary and Secretariat | Secretary: Mr. Hisashi Tazawa of JTETC  
Assistant to Secretary:  
Mr. Akira Kataoka of JTETC  
Ms. Reiko Sashi of JTETC  
Secretariat: JISC                                                                                                                                                                                                                                                                       | Secretary: Mr. Chen Min of Jiangsu Sunshine Group Company  
Assistant to Secretary:  
Mr. Yong Xu of Jiangsu Sunshine Group Company  
Secretariat: SAC                                                                                                                                                                                                                                                                          |