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| ***Minutes*** | | | |
| **Date: 29th May 2019**  **Time: 10.25 p.m.**  **Location: KEBS TC Room 1A** | | | |
| NAME OF COMMITTEE | Consumers Issues TC Meeting | | |
| **CHAIRPERSON** | Oyoo T.O./Francis Orago | | |
| **SECRETARY** | Oyoo T.O. | | |
| **Attendees** | As indicated in Annex I | | |
| **Agenda** | 1. Introductions and elections  2. Information from last ISO COPOLCO Plenary held in Harare  3. Presentation of Draft Plan for FY 2019-20  4. Consideration of KS 1829:2004, General Labeling  5. Any other business | | |
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| **MIN 01/2019: Introductions and elections** | | | |
| **Discussion/**  **RESOLUTIONS** | The meeting was called to order at 8.25 a.m. The secretary welcomed everyone present observing that the notice as given was too short. He observed that since the TC constitution, the committee had never met as required and that this was a necessary meeting to start work on the TC’s scope. It was revealed that at the international level, ISO COPOLCO had taken serious leaps and currently have a number of Standards published and a number under development, all of which affect Kenya. Members heard that ISO Consumer Policy Committee held its first plenary in Africa in Harare, Zimbabwe reiterating the important role the committee will play in national and international affairs.  Elections were then conducted for the position of committee chairman. | | |
| **Conclusions** | Quorum was met and meeting commenced.  Mr. Francis Orago of Kenya Consumer Organization (KCO) was elected chair of the committee. The position of alternate chair was reserved for a female member who was not in the meeting at the time of election. | | |
| **Action item** | | **responsible** | **Deadline** |
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| **MIN 02/2019: Information from last ISO COPOLCO Plenary held in Harare** | | | |
| **Discussion/**  **RESOLUTIONS** | The meeting had a bird’s eye view of the deliberations from the last ISO COPOLCO plenary in Harare. Members noted that.   1. ISO supports the input of consumers’ views in two ways:   **1.** Recognizing consumers as one of its important  stakeholder groups in developing standards, and  **2.** Supporting consumer involvement in policymaking  through its Committee on consumer policy (ISO/COPOLCO)   1. Standards often shape product characteristics. If consumers play an active role in developing standards, a product or service is more likely to meet their needs. This creates a win-win for the consumer and manufacturer or service provider. 2. Consumers’ views in standards are shaped by eight fundamental   principles enshrined in the United Nations Guidelines for Consumer Protection:  • The right to safety  • The right to be informed  • The right to choose  • The right to be heard  • The right to satisfaction of basic needs  • The right to redress  • The right to consumer education  • The right to a healthy environment   1. **Terms of reference of COPOLCO and by extension the Technical Committee**   • To study means of helping consumers benefit from standardization, and means of improving consumer participation in national and international standardization  • To provide a forum for the exchange of information on the experience of consumer participation in the development and implementation of standards in the consumer field, and on other questions of interest to consumers in national and international  standardization  • To advise ISO Council as to the consolidated viewpoints of consumers on matters relevant to ISO’s current and potential standardization and conformity assessment work  • To advise ISO Council on the need for new or revised policies or actions within ISO as they relate to consumers’ needs. | | |
| **Conclusions** | 1. Secretariat to conduct training on ISOlution for Standardization in next meeting 2. Legislation on Consumer Protection, revised in 2016 is in place and sets out structures such as Kenya Consumer Protection Advisory Committee (KECOPAC), being represented by Mr. Francis Orago in the TC. KEBS must be represented in this committee for working loop to be completed. 3. In view of item 2 above, formation of a mirror COPOLCO should be explored in shortest time possible. 4. Secretariat to develop Work Plan for consideration in next FY 2019-20. | | |
| **Action item** | | **responsible** | **Deadline** |
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| **MIN 03/2018: changes in external and internal issues that are relevant to the quality management system** | | | |
| **Discussion/**  **RESOLUTIONS** | The meeting considered the changes in external and internal issues that are relevant to QMS and resolved that;   1. TC allowance requisition and payment to be taken away from SDT officers to finance department. An automated notification from ISOlution to inform finance of impending meetings to be adopted instead. 2. Staff members who have not had an opportunity to be sensitized on ISO 9001:2015 to be listed and a request to be placed before the Training Committee for consideration. 3. Similarly, second phase of editing course to be availed to officers who require it. | | |
| **Conclusions** | As per the report. | | |
| **Action item** | | **responsible** | **Deadline** |
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| **MIN 04/2018: Consideration of KS 1829:2004, General Labelling,** | | | | | |
| **Discussion/**  **RESOLUTIONS** | | | 1. Secretary reported that KS 1829:2004 Kenya Standard – General labelling requirement had faced implementation problems, as reported by the Multi-agency Team on Import Inspection. It was noted that in clause 3.1, the requirements as stated was that a good shall be indelibly and legibly labelled with;   a) Manufacturer’s name and address/and or registered trade mark.   1. After lengthy deliberations it was resolved that; 2. The clause to be split to read;   •Manufacturer’s name and address  •Registered Trademark, if any;  •Brand name and  •Country of Origin   1. The rest of the text was retained as is. | | |
| **Conclusions** | | | Text adopted with the changes suggested above. | | |
| **Action item** | | | | **responsible** | **Deadline** |
| Secretary to process the document for onward circulation to Public enquiry within timelines. | | | | Oyoo T.O. | Tuesday 4th June 2019. |
| **MIN 05/2018: Any Other Business** | | | | | |
| **Discussion/**  **RESOLUTIONS** | | |  | | |
| **Conclusions** | | | 1. No any other business reported. | | |
| **Action item** | | | | **responsible** | **Deadline** |
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| **DISCUSSION/**  **RESOLUTIONS** | |  | | | |
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| **ACTION ITEM** | | | | **RESPONSIBLE** | **DEADLINE** |
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| **DISCUSSION/**  **RESOLUTIONS** |  | | | | |
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| **ACTION ITEM** | | | | **RESPONSIBLE** | **DEADLINE** |
| CONCLUSION | | | |  |  |

There being no other business, the meeting was adjourned at 10.30 p.m. Next meeting to be called on 19th June 2019.

**Minutes prepared by: Date:**

**SECRETARY**

**Minutes Confirmed by: Date:**

**CHAIRPERSON**

**ANNEX 1: ATTENDANCE LIST**

**Name Department**

1. Mr. Francis Orago **(Chairperson)** Kenya Consumer Organization (KCO)
2. Ronald Ngala Oakley Agencies Ltd
3. E.C. Ng’eno Alpha-Tech
4. Julius Bett Export Promotion Council
5. Boaz Andaji Saava Consumer Downtown Association
6. Japheth Ogutu Consumer Downtown Association
7. Joel Mutai Agrochemical Association
8. Elijah Rutoh Anti-Counterfeit Agency of Kenya
9. Carole Ndungi Arata Consultants Ltd
10. Onditi KEPSA
11. Oyoo T.O. – Secretary KEBS

**Apologies**

1. Stephen Bala Consumer Information Network (CIN)
2. Hassan Ndisho Kofinaff (K) Ltd

**Absent**

**ANNEX II: ROLE OF TECHNICAL COMMITTEE**

The following are the principal responsibilities of the Technical Committee representative:

1. Collection and analysis of technical information for the drafting of the relevant standard,
2. Attending and actively participating in Committee meetings,
3. Commenting on Public Review Drafts and balloting on Draft Kenya Standards,
4. Keeping their respective organizations/institutions well informed about current standards development projects and expressing their organization’s views,
5. Participating in international standardization work by attending international meetings, commenting and voting on international draft standards.

Members of Technical committees have access to privileged information, and are expected to respect the **confidentiality** of this information, and to restrict the sharing of internal discussions and working documents, except for that which is necessary to the development of the publication concerned and to obtaining consensus on the content.

The constitution of the Technical Committees shall be reviewed every three years. The absence of any member in two consecutive meetings will automatically disqualify him/her membership.

**Who develops Kenya standards?**

Kenya standards are developed by groups of experts, within technical committees (TCs). TCs are made up of representatives of industry, NGOs, governments and other stakeholders, who are put forward by their respective organizations. Each TC deals with a different subject, for example there are TCs focusing on screw threads, shipping technology, food products and many, many more.

Kenya has over 150 technical committees. Details of the technical committees and links to the secretariat and chairman contact details can be found in the [list of technical committees](http://www.iso.org/iso/home/standards_development/list_of_iso_technical_committees.htm).

*Searching the*[*list of technical committees*](http://www.iso.org/iso/home/standards_development/list_of_iso_technical_committees.htm)*is one way to find out which subjects or sectors are the focus of KEBS’s technical work.*

KEBS’s members (member organization) can decide if they would like to be a participating member (P-member) of a particular ISO TC or an observing member (O-member). P-members participate actively in the work and have an obligation to vote on all questions submitted to vote within the technical committee. O-members follow the work as observers; they receive committee documents and have the right to submit comments and to attend meetings, but cannot vote within the committee.

**Making sure everyone's voice is heard**

**Developing countries at the international level**

More than three quarters of ISO members are from developing countries like Kenya. The knowledge and expertise reflected in International Standards help developing countries realize their potential and getting involved in the development work makes sure that their needs are taken into account. ISO supports the participation of developing countries in standardization through its Committee on Developing Country Matters ([DEVCO](http://www.iso.org/iso/home/about/iso-and-developing-countries/devco.htm)).

Read more about [ISO and developing countries](http://www.iso.org/iso/home/about/iso-and-developing-countries.htm).

**Twinning relationships** is one of the actions ISO has taken to support participation from developing country members. A twinning relationship means that members can work together to build capacity of a developing country. For more information please read the [Guidance on Twinning](http://www.iso.org/iso/pub100341.pdf) (PDF) or contact the Technical Management Board at [tmb@iso.org](mailto:tmb@iso.org).