Title: Working Group Technical Document Endorsement Mechanism

Authoring Group: AHWP SECRETARIAT

Date: 26 November 2016
1. **Purpose**

This document proposes to make amendment to the Asian Harmonization Working Party (AHWP) & AHWP Technical Committee (AHWPTC) Terms of Reference (hereafter as “TOR”) as detailed in section 3 below under “Proposed Amendments to the AHWP TOR”.

2. **Background**


2.2. Currently, WG technical documents (guidance documents, reference documents) and white papers, are under resolutions towards endorsement during TC Meetings, which are held annually in recent years.

2.3. To facilitate the acceleration of process for WG technical document endorsement.

2.4. The Amendments will follow the below general principles:-
- TOR can override the AHWP House Rules when there is any discrepancy;
- Under the same conditions, it is preferred to make the minimum amendments to the current TOP and House Rules possible.

3. **Proposed Amendments to the AHWP TOR**

3.1. The current clause on Asian Harmonization Working Party Technical Committee (AHWPTC; or the “Technical Committee”) in AHWP TOR:-

*Clause 2.1 AHWPTC is the executive arm of the Working Party. It performs the following roles and responsibilities to support the Working Party:*

- Execute the Working Party's decisions and resolutions;
- Make recommendations to the AHWP Chair for decisions;
- Submit resolutions to the AHWP Meetings for decisions of key issues related to the policy, direction, organization, structure and operation of the Working Party;
- Provide expert opinions and advices;
- Develop technical documents and policy papers;
- Plan and organize meetings, training, seminars, workshops and experience sharing sessions;
- Work with related organizations and participate in their activities; and
- Report on the progress of its activities to the AHWP Meetings.

is proposed to be replaced by:-

*Clause 2.1 AHWPTC is the executive arm of the Working Party. It performs the following roles and responsibilities to support the Working Party:*

- Execute the Working Party's decisions and resolutions;
- Make recommendations to the AHWP Chair for decisions;
- Submit resolutions to the AHWP Meetings for decisions of key issues related to the policy, direction, organization, structure and operation of the Working Party;
- Provide expert opinions and advices;
- Develop and submit policy papers for resolutions;
- Develop and submit technical documents and white papers for endorsements;
- Plan and organize meetings, training, seminars, workshops and experience sharing sessions;
- Work with related organizations and participate in their activities; and
- Report on the progress of its activities to the AHWP Meetings.
3.2. The below new clause 3.2C and 3.2D are proposed to be added in AHWP TOR after the current clause 3.2B. Resolutions & Decisions to be updated accordingly:

**Clause 3.2 Resolutions, Endorsements & Decision**

C. AHWP TC Representatives may initiate resolutions of AHWP technical documents and white papers for discussions and endorsements through electronic means and/or at AHWP TC Meetings by AHWP TC Representatives.

D. A simple majority is needed for any endorsements of AHWP technical documents and white papers through electronic means by AHWP TC Representatives.

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