



**Statutes and Rules of Procedure of the African Electrotechnical Standardisation  
Commission,  
a Subsidiary Body of the African Energy Commission**

# **Rules of Procedure**

## **of AFSEC Statute Ed. 2**

**(2025 edition)**

**\*\*\*\*\***

## AFSEC Rules of Procedure

### Purpose of the AFSEC Rules of Procedure

The AFSEC Rules of Procedure provide the operational framework for implementing the AFSEC Statutes. They set out clear, consistent, and transparent processes to guide the work of the Council, the Management Committee, the Standards Management Committee, the Technical Committees, and the Conformity Assessment Committee. Their purpose is to ensure orderly governance, efficient decision-making, and uniform application of procedures by all AFSEC organs and members.

Specifically, the Rules of Procedure aim to:

- Promote consistency and clarity in AFSEC's operations;
- Ensure efficiency, transparency, and accountability in decision-making;
- Facilitate compliance with the AFSEC Statutes and approved directives;
- Support coordination among AFSEC's committees and working groups;
- Provide practical guidance for meetings, reporting, and implementation of AFSEC's programmes.
- Ensure due diligence processes are followed

**These Rules operate in complement to the Statutes and shall be applied by all AFSEC bodies in carrying out their respective mandates.**

These Rules of Procedure, include the Council which describes its relations with the Management Committee, the Standards Management Committee including the Technical Committees and the Conformity Assessment Committee, followed by Staff Regulations

### **1 The Council**

The following functions are the responsibility of the Council:

- a) Definition of the policy line of AFSEC,
- b) Approval long-term strategic and financial objectives,
- c) Approval of the accounts,
- d) Approval of annual budget and auditor appointment ,
- e) Approval of National membership fees and any other financial matter,
- f) Election of AFSEC ExCo,
- g) Election of the Chairpersons of the Technical Committees recommended by the AMC.
- h) Election of Regional Representatives
- i) Election of ACAC Members
- j) Admission of new members of AFSEC,
- k) Approval and Revision of the Statutes and all the Rules of Procedure,
- l) Settlement of appeals emanating from the Management Committee, eg those emanating from the Standards Management Committee, the Technical Committees and the Conformity Assessment Committee which the Management Committee could not resolve and dissolution of AFSEC.
- m) Approval of the AFSEC administrative processes recommended by the AMC
- n) Approval of the standards in the fields of electricity, electronics, information and communication technologies and associated technologies recommended by the AMC for adoption as harmonised African Electrotechnical Regional Standards.
- o) Approval of Joint Technical Work with other organisations and the appointment of AFSEC representatives to these organisations.

## 2 The AFSEC Management Committee (AMC).

**The Council delegates to the AFSEC Management Committee the management of all activities of AFSEC and, in particular, the following:**

- a) Implementation of the policy of the Council;
- b) Recommendations of a policy nature to the Council;
- c) Ratification of the agendas of the meetings of the Council and preparation of the related documents;
- d) Receiving and examination of the minutes the Technical Committees and of the Conformity Assessment Committee;
- e) Creation of advisory bodies and Joint Technical bodies (with formal MOU's) depending on the needs;
- f) Continuous revision of the optimisation of the structures of the study committees;
- g) Allocation of the standardisation work, creation of new study committees and restructuring or dissolving of the existing study committees
- h) Nomination of the ATC chairs and ACAC members to council ;
- i) Receiving of the minutes and examination of the proposals emanating from these advisory bodies;
- j) Other operational decisions

## 3 The AFSEC Standards Management Committee (ASMC)

- a) The Council delegates to the AFSEC Standards Management Committee the management of the standardisation work, including the following functions:
- b) Running, management and supervision of the standardisation activities, including the approval of the Directives, technical processes and other related rules;
- c) Approval of the Designation of the Secretary of a Technical Committee recommended by the TC;
- d) Ensuring that the priorities of the technical work based on the recommendations of the advisory committees are fixed;
- e) Controlling that the TC work is completed timely and taking any corrective measures;
- f) Coordination of the work of the technical committees by the allocation of the work to the latter or create working groups to fill technical gaps;
- g) Examination of the necessity of work of the ATC in new technologies
- h) Creation of action groups to advise the committee on the subjects not dealt with by the technical committees or on the improvement of the performances of the technical work;
- i) Examination of the questions raised by the members on the technical questions submitted to the members for approval according to the voting procedures applicable and of any problem resulting from the vote on the technical documents;
- j) Preparation of the revision of the Directives and other rules concerning the standardisation work;
- k) Examination of any standardisation question of a general nature and of any particular request emanating from the President of AFSEC, the Council or the Management Committee

*A member who is deemed to have abandoned the Committee after missing three consecutive scheduled meetings without valid reason may be re-admitted upon written justification from the member country, subject to the approval of the Chair and the Secretariat.*

### 3 AFSEC Conformity Assessment Committee (ACAC)

The Council delegates to the AFSEC Conformity Assessment Committee the overall management of the Conformity assessment activities, including the following functions:

- a) Definition of the policy of AFSEC in terms of Conformity assessment, so as to better satisfy the present and future needs of the regional and international trade;
- b) Promotion and maintaining of relations with national, regional and international organisations on subjects relating to the Conformity assessment, in particular with the IEC;
- c) Proposal for the creation, modification & dissolution of the AFSEC Conformity assessment systems;
- d) Control of the functioning of the Conformity assessment activities and take any measure necessary;
- e) Continuous verification of the appropriateness of the Conformity assessment activities of AFSEC in general and of the individual Systems in particular;
- f) Emission of recommendations to the Council for modifications to the Statutes and Rules of Procedure that concern it;
- g) Identify/Prioritise related systems and approve the Regulations of the systems;
- h) Ensure that the rules and procedures of the Systems comply with the policy of AFSEC in terms of Conformity assessment;
- i) Proposal of the Chairperson of the systems; (*However, the operational management of the work is the responsibility of each system*).
- j) Examine any Conformity assessment question of a general nature and any request emanating from the President of AFSEC, Council or the Management Committee.
- k) Calendar of activities: The chair and secretary shall prepare a program of activities for each calendar year. Such a program shall be discussed and adopted at the first meeting of the year.
- l) Reporting: The committee through the chair shall prepare and present a report of its activities to the Management committee or General assembly meeting, Such a report shall be forwarded to the secretariat four weeks before the scheduled meeting.
- m) Projects: Any member of the committee can propose a project for the committee. Such a proposal shall be deliberated at a scheduled meeting for adoption. A project team will be formed from among members of the committee. The team will nominate their chair in the first meeting who will prepare and present to the committee a schedule of activities for the project with timelines. The team will be at liberty to incorporate required expertise whenever necessary.

### 4) The AFSEC Technical Committees (ATCs)

Upon proposal of the Management Committee, the Council delegates to the ATCs the technical standardisation activities of AFSEC in the fields of electrotechnology, Information Communication Technology, renewable energy and associated technologies, the TC's report to ASMC.

The Technical Committees are responsible for:

- a) Identifying and developing/harmonising the standards in accordance with the market needs based on approved NWI's.
- b) Participating in conformity assessment activities.
- c) The ATCs can also form Project teams or Subcommittees (SCs) to handle specific aspects of its work.
- d) Planning of their activities to be submitted for approval by the AFSEC Management Committee (AMC) on the recommendation of the Standards Management Committee.
- e) Report back to the Standards Management Committee on all their decisions and program of work schedule.
- f) Establish liaison with other AFSEC Technical Committees, international or partner organizations, including sponsorship opportunities which shall be considered and approved by the AMC on the recommendation of the Standards Management Committee before implementation.
- g) Adopt standards inline with the AFSEC standards adoption process relevant to TC's

## 5) Procedures to Establish a AFSEC Technical Committee (ATC)

- a) Define the Scope and Purpose:
  - The ATC primary function is to develop international standards for a specific technical area.
  - The proposal should clearly define the scope, specifying the technologies, products, or systems it will address.
  - A well-defined scope ensures that the work remains relevant to AFSEC needs and the broader industry.
- b) Identify a Lead:
  - A lead person should be identified to guide the initial establishment and structure/TOR of the TC
  - This individual will be responsible for convening the first meeting and facilitating discussions.
- c) Nominate Members:
  - NCs play a crucial role in nominating experts to participate in ATCs.
  - Each NC represents a member country within AFSEC and has the responsibility of selecting experts who are knowledgeable and experienced in the area of focus.
- d) Seek ASMC Approval:
  - The completed proposal, including the scope & membership information, is submitted to the ASMC for review and approval.
  - The ASMC assesses the proposal to ensure that the work aligns with the overall objectives and that there is sufficient support from the AFSEC members for recommendation to the AMC for approval by the Council.
- e) Establish the ATC:
  - Upon approval, the ATC can begin its work, which may include developing new standards, revising existing ones, or participating in conformity assessment activities.
- f) Ongoing Management:
  - Each ATC is managed by a secretariat, selected from the ATC members.
  - The secretariat is responsible for providing technical and administrative support to the ATC, ensuring the smooth functioning of its operations.
- g) Collaboration and Communication:
  - Effective communication and collaboration are essential for the success of any ATC.
  - AFSEC provides various platforms and tools to facilitate communication and collaboration among ATC members

## 6) Procedures for Dissolution of an AFSEC Technical Committee (ATC)

- A Request to close its operations with a final Report including achievements has to be submitted by AFSEC Technical Committee (ATC) to the ASMC
- Once the ASMC supports the request, the AMC should be review the request and if recommended it will then be submitted to the council/GA for approval to take necessary decision for dissolving the ATC.