



AC/5/2017

Administrative Circular

2017-01-20

**TO ALL NATIONAL COMMITTEES
TO THE CHAIRS AND SECRETARIES OF ALL TECHNICAL COMMITTEES AND
SUBCOMMITTEES AND SYC AND OTHER SMB GROUPS**

Reporting deadlines for TC/SC, SyC, SEG or other SMB groups

Dear Sir/Madam,

With reference to SMB decision 157/17, the SMB accepted that TC/SCs, SyCs, SEGs or other SMB Groups are required as a minimum to publish Decision Lists with Actions **within one week** after their meetings.

The SMB also decided to make the deadline for publishing any additional meeting reports required by the TC/SC, SyC, SEG or other SMB Group, as well as the RSMB, **to be 4 weeks** following the meeting (previously 3 months).

The TC/SCs, SyCs, SEGs and other SMB groups Secretaries, Chairs and Conveners are invited to take the appropriate actions in order to provide these reports in due date.

The future edition of the Directives Part 1 will further reflect this change.

This will take effect for meetings held on or after 1 February 2017.

Yours faithfully,

F.W.P. Vreeswijk
General Secretary & CEO

PJL