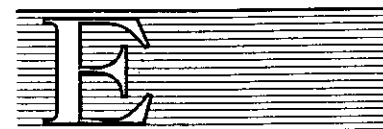


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**Eighth Meeting of the Standing Committee  
on Harmonization and Standardization of  
Information Systems in Africa**

**Addis Ababa, Ethiopia  
21-25 June 1999**

**Terms of Reference, Organization and Functions of the Standing Committee on  
the Standardization and Harmonization of Documentation and Information  
Systems at Regional and Sub-regional Institutions in Africa**

**A. Membership**

1. All ECA sponsored institutions as well as other regional and sub-regional institutions active in the documentation and information field are eligible for membership in the Standing Committee on the Standardization and Harmonization of Documentation and Information Systems at Regional and Sub-regional Institutions in Africa hereafter referred to as the Standing Committee. Those institutions which are not among ECA sponsored institutions may also become members upon request.
2. The persons selected by the institutions as their representatives shall be specialists in the field of information and documentation, computer, telecommunications and other related field of activities.

**B. Election of Officers**

3. ECA/DISD, as a co-ordinating agency, shall chair the meetings of the Standing Committee.
4. The Standing Committee shall elect at its regular annual meeting a vice chairman and a rapporteur; these shall form the Standing Committee's Bureau for a period of two calendar years.

**C. Organization of Meetings**

5. The Standing Committee shall normally meet in regular plenary session once every two years.
6. The session shall be convened by the DISD Director in accordance with the decision of the Standing Committee.
7. The meeting of the Standing Committee shall be held at ECA headquarters, Addis Ababa, unless another institution agrees to host the meeting.
8. The servicing expenses of the Standing Committee shall be covered by the institution hosting the meeting.
9. Member institutions shall bear the expense of the participation of their representatives in meetings of the Standing Committee.
10. All ECA sponsored institutions as well as other African Sub-regional and regional institutions shall be informed in good time of the place and date of the meetings of the Standing Committee.

**D. Functions**

11. Within the framework of the decisions of the chief executives concerning the co-ordination and harmonization of information systems at ECA sponsored institutions and other African sub-regional and regional institutions, the Standing Committee shall:

- encourage the full participation of all regional and sub-regional ECA sponsored institutions as well as other African sub-regional and regional institutions in the DISD network;

- develop and/or promote standardization procedures in information handling activities for adoption by member institutions;
- promote coordination and networking of African sub-regional and regional institutions with a view to reducing duplication of activities, improving the sharing of information, introducing new and innovative information services and stimulating the creation of databases of importance to development;
- Establish follow up mechanisms for ensuring that standard procedures are uniformly adhered to among member institutions;
- Promote the training of information specialists in collaboration with relevant international organizations;
- Encourage the allocation of adequate budget resources for each member institutions to participate in the activities of the Network; and
- Promote the establishment, strengthening and development of information and documentation units within ECA Sponsored institutions as well as other African sub-regional and regional institutions.

#### **E. Secretariat**

12. The Secretariat of the Standing Committee shall be provided by the ECA/DISD, which shall place at the Standing Committee's disposal the staff and other means required for its operation.

13. The Secretariat shall provide the necessary services for the Standing Committee meetings, fix the date of its meetings in accordance with the Standing Committee's or the Bureau's instructions, and shall take the steps required to convene such sessions.

#### **F. Decisions**

14. The Standing Committee shall endeavour to arrive at its decisions by consensus where, however, no consensus is reached, the matter shall be referred to the Conference of Chief Executives of ECA sponsored sub-regional and regional institutions.

#### **G. Working Language**

15. The working languages of the Standing Committee shall be French or English

#### **H. Reporting**

16. The Standing Committee shall report on its activities to the ECA Conference on Development Information (CODI)