

Our Ref. No: **KEBS/ISO/IEC/JTC 1/**

Date:.....~~2008-05-21~~

To whom it may concern

Dear Sir / Madam;

RE: REPRESENTATION IN TECHNICAL COMMITTEES

The Kenya Bureau of Standards is developing standards in the Information Technology sector. We are therefore constituting/reconstituting Technical Committees to develop these standards.

The Technical Committee will be responsible for preparing and maintaining standards covering the scope defined in the attached file.

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

- (i) Collection and analysis of technical information for the drafting of the relevant standard,
- (ii) Attending and actively participating in Committee meetings,
- (iii) Commenting on Public Review Drafts and balloting on Draft Kenya Standards,
- (iv) Keeping their respective organizations/institutions well informed about current standards development projects and expressing their organization's views,
- (v) 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.

Kindly nominate/reappoint your representative in the Committee and urgently forward the name of your choice to us.

Enclosed herewith, please find a nomination form for you to complete and return to Kenya Bureau of Standards not later **21st June 2008** for the attention of **Mwatha Zacheus**.

Kindly fill a separate form for each Technical Committee.

Z. I Mwatha

For: General Manager – Standards Development Division