INTERNAL RULES FOR STANDARDIZATION –

Part 4: Establishment and work of Programming Committees

Hrvatski zavod za norme
Croatian Standards Institute

Internal Rules for Standardization – Part 4: Establishment and work of Programming Committees

Contents

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Foreword

The Internal Rules for Standardization (UPN) of the Croatian Standards Institute are harmonized with the principles of international and European organizations for standardization and with the WTO Code of Good Practice for Standardization.

The Internal Rules for Standardization (*Unutrašnja pravila za normizaciju* – UPN) are primarily designed for HZN employees and technical committees, particularly for TO chairmen and technical secretaries, as well as for all those involved in the development of draft standards and other publicly available HZN documents.

These rules for the work of Croatian standardization, under the general title *Internal Rules for Standardization,* consist of the following parts:

Part 1, *Standardization in general, aims and general principles;*

Part 1, *Types of documents and their designation;*

Part 3, *Development and adoption of Croatian standards and other documents;*

Part 4, *Establishment and work of Programming Committees;*

Part 5, *Establishment and work of technical committees;*

Part 6, *Rules for the structure and drafting of Croatian standards and other publicly available documents.*

Each of these parts of the Internal Rules for Standardization has been published as a separate document and has been assigned a uniform designation composed of letters (UPN).

Users are held responsible for the correct application of these Rules.

In accordance with the provisions of HZN Statute any proposals for amendments to these Rules shall be submitted to HZN in writing. The amendments shall be discussed by the Technical Board and thereupon proposed to the Director General. The Administrative Board shall decide on the adoption of amendments proposed by the Director General.

New editions of UPN shall be published following the acceptance of amendments by the Administrative Board. In the new edition of UPN modifications shall be indicated by a vertical line in the left margin of the text. The designation of the new edition, as well as the date of issue of the Administrative Board decision, shall be stated in the *Document History* section.

1   Scope

UPN 4 describes the establishment, work and disbandment of HZN Programming Committees.

2   Terms and definitions

Terms and definitions used in UPN 1 and UPN 2 shall be used for the purposes of this part of the Internal Rules.

3   Programming Committees and their Working Groups

3.1   General principles

The Regulation on the Establishment of the Croatian Standards Institute (*Narodne novine*, 154/2004; 44/2005) laid down the activities and defined the infrastructure of advisory bodies (programming committees) as well as that of technical bodies of HZN.

Article 55 of HZN Statute stipulates that Programming Committees shall be established in order to define the standardization policy for a broader field of standardization (UPN 5, Annex A).

Programming Committees put together various stakeholders' interests in certain broader fields of standardization. They also decide on standardization priorities in these fields.

Each Programming Committee has been assigned its specific designation and title which show the standardization field of its competence.

In order to exercise the activities related to their specific scope, Programming Committees can establish Working Groups.

The Working Groups of Programming Committees are technical bodies established in order to fulfil specific tasks. Upon the fulfilment of their tasks they are usually disbanded.

In accordance with HZN Statute participation in the work of Programming Committees is on a voluntary basis.

3.2   Designation of Programming Committees

Programming Committees are assigned their specific designation and title:

HZN/PRO X, Programming Committee Title

RS designation and title are assigned to Working Groups of Programming Committees:

HZN/PRO X/RS n, Programming Committee Title; Programming Committee's Working Group Title

The designation of a Programming Committee (PRO) or of a Working Group (RS) consists of the PRO (RS) designation and of the number which follows the order of establishment.

3.3   Programming Committees (PRO)

3.3.1   Establishment of a Programming Committee

A Programming Committee is established on the proposal by stakeholders interested in specific field of standardization.

In accordance with UPN 1 the stakeholders interested in standardization activities can be the following:

– governmental bodies and public institutions;

– producers, suppliers and service providers, testing laboratories and certification bodies;

– consumers and users of goods and services, consumer protection associations and private persons;

– research and inspection bodies, educational organisations, consultancy firms, associations and other specialized legal entities.

Administrative and technical bodies of HZN can also bring forward a proposal for the establishment of a Programming Committee.

The Technical Board considers the proposal and assigns the preparatory work referring to the establishment of a PRO to the manager in charge of the respective field of standardization.

A call for HZN members to propose their candidates as PRO members shall be published in the official bulletin of HZN and/or on HZN web site.

A member of HZN, i.e. a State Administrative body, is allowed to propose only one candidate for PRO membership.

During the member selection procedure preference shall be given to the candidates who:

– are prominent experts in the field of competence of the future PRO;

– have at least 10 years of professional experience in that specific field;

– have the appropriate level of proficiency in at least one of the three official CEN/CENELEC languages (English, German or French);

– are able to use electronic means of communication.

The Technical Board shall examine the applications received and shall consequently propose to the Director General the candidates for PRO membership.

Whenever possible, PRO members should represent various stakeholders (interested parties).

The Technical Board shall present final proposal for the establishment of a PRO to the Director General while the decision on its establishment and on the appointment of its members shall be taken by HZN Administrative Board which also nominates the manager of the relevant standardization field for the position of PRO Secretary.

Notification of the newly established PRO shall be given in the official bulletin of HZN and/or on HZN web site.

A PRO founding meeting shall be convened in order to define the scope of PRO, to elect its Chairman and to define its Work Programme.

3.3.2 Programming Committee Members

The number of PRO members should be between 7 and 15. A PRO has a Chairman as well.

PRO membership shall reflect equal participation of all stakeholders interested in specific fields of Croatian standardization.

A PRO is composed of:

– up to 4 representatives of HZN members coming from producers, service providers, testing and measuring laboratories;

– up to 3 representatives of central State Administrative bodies competent in the field of technical regulations;

– up to 2 representatives of scientific and educational institutions;

– up to 2 representatives of professional associations;

– up to 2 representatives of entrepreneurs' associations;

– 1 representative of the national accreditation body;

– 1 representative of consumer protection associations.

PRO members are nominated for a four-year term.

3.3.3 Chairman of the Programming Committee

The Chairman manages the work of the PRO, chairs PRO meetings and does everything possible to obtain a consensus.

Chairman is elected by majority vote of PRO members.

The Administrative Board of HZN approves the appointment of PRO Chairman.

Chairman is appointed for a four-year term. His mandate can be extended for four (4) years, but not more than twice.

In case of PRO Chairman's justified absence, the meeting shall be chaired by one of the PRO members proposed by members present at the meeting.

The responsibilities and rights of PRO Chairman are given in Annex A.

3.3.4 Secretary of the Programming Committee

The Secretary of the Programming Committee is an HZN employee and manager of the field of standardization for which the PRO has been established.

PRO Secretary's mandate lasts as long as he/she is manager for the respective field of standardization.

PRO Secretary assists the Chairman of the Programming Committee in the PRO management. He/She is also responsible for the implementation of PRO decisions in relation to the establishment of technical bodies and their coordination in certain standardization field, as well as for providing PRO guidelines to these bodies.

The duties of the PRO Secretary are given in Annex B.

3.3.5 Work of a Programming Committee

A Programming Committee performs the tasks within its scope at meetings which take place as required, but at least once a year.

PRO's task is also to create standardization policy for a certain standardization field on the basis of HZN's data, paying attention to specific features of the field:

– putting together the interests and needs of all stakeholders in a certain field of standardization;

– proposing the establishment of expert bodies in a certain programming area, taking into account the respective European standardization scheme, as well as the specific needs of the Republic of Croatia;

– deciding on priorities concerning the establishment of technical bodies in certain programming areas and their involvement in the standardization work at European and international level;

– providing guidelines for the work of Technical Committees in certain fields of standardization;

– coordination of the work of Technical Committees belonging to the same field of standardization when they work on a common project;

– deciding on priorities related to the adoption of certain standards;

– cooperation with PROs belonging to other sectors in the fields where their competencies overlap.

PRO performs its work according to the Rules of Procedure adopted by the PRO at its founding meeting.

3.3.6 Disbandment of a Programming Committee

A PRO is disbanded when the need for its work ceases to exist.

Proposal for disbandment of a PRO shall be prepared by the Technical Board and presented to the Director General of HZN.

Upon the Director General's proposal the Administrative Board decides on the disbandment of a PRO.

Annex A

Responsibilities and rights of PRO Chairman

Role:

- the Chairman manages the work of the Programming Committee.

Responsibilities of the Chairman:

- management of the PRO Work Programme in line with its objectives and deadlines;

- preparation of PRO meetings in cooperation with the Secretary;

- management of PRO meetings in accordance with PRO Rules of Procedure;

- arrangement of common positions in case a consensus has not been reached;

- precision and clarity of all decisions presented in writing;

- monitoring the implementation of decisions in order to ensure progress of work;

- reporting to the Administrative Board of HZN on the implementation of standardization policy in the PRO's field of competence;

- reporting to the PRO on the outcome of international and European meetings in which he/she takes part.

Reports to:

- the Programming Committee and to the Administrative Board of HZN.

Rights:

- calls and manages meetings;

- acts as a representative of Croatian standardization in the respective field of PRO competence at meetings of organisations at Croatian, European and international level, after having obtained written approval of HZN Director General limited to the standardization field where he/she acts as a PRO Chairman;

- takes part in the work of European or international standardization organisations, provided that he/she has obtained a written approval by HZN Director General to represent the PRO in the standardization field where he/she acts as a PRO Chairman.

Methods of work

- works in cooperation with PRO members and the Secretary and consults them for any issues.

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Annex B

Duties of PRO Secretary

The Secretary provides technical assistance to the President and to PRO members.

Duties of PRO Secretary:

– proposes, prepares and organises PRO meetings;

– monitors the developments related to his standardization field at Croatian, European and international level;

– provides advice to PRO Chairman in relation to the implementation of HZN Internal Rules for Standardization;

– takes part in the preparation of PRO Work Programme;

– takes part in deciding on deadlines and defining priorities;

– coordinates PRO members and updates the information on members;

– makes contacts between PRO and other HZN bodies;

– implements the decisions taken by PRO in its field of competence.

Meetings:

– organises meetings in cooperation with the Chairman and prepares the appropriate documentation;

– takes part in drafting the invitations and the agenda of PRO meetings;

– provides PRO members with the invitation for meeting accompanied by the appropriate documentation;

– checks the fulfilment of criteria required for holding a meeting (quorum);

– drafts minutes of PRO meetings and circulates them to PRO members within 30 days of the meeting;

– drafts and assigns appropriate designation to PRO documents and is held responsible for them;

– provides members with PRO documents;

– monitors the meeting of deadlines for the implementation of PRO projects.

Bibliography

[1]   Standardization Act (NN 163/2003)

[2]   Regulation on the Establishment of the Croatian Standards Institute (NN 154/2004, NN 44/2005)

[3]   Statute of the Croatian Standards Institute

[4]   Rules of Procedure on the Membership of the Croatian Standards Institute

[5]   UPN 1: 2009, *Internal Rules for Standardization – Part 1*: *Standardization in general, aims and general principles*

[6]   UPN 2: 2009, *Internal Rules for Standardization – Part 2*: *Types of documents and their designation*

[7]   UPN 3: 2009, *Internal Rules for Standardization – Part 3: Development and adoption of Croatian standards and other documents*

[8]   UPN 5: 2009, *Internal Rules for Standardization – Part 5: Establishment and work of Programming Committees*

[9]   UPN 6: 2009, *Internal Rules for Standardization – Part 6: Rules for the structure and drafting of Croatian standards and other publicly available documents.*

[10]   ISO/IEC Guide 59:2000, *Code of Good Practice for Standardization*

[11]   ISO/IEC *Directives* (all parts)

[12]   CEN/CENELEC *Internal Regulations* (all parts)

[13]   ETSI *Directives*, V25, 2009

[14]   ETSI Handbook

[15]   CEN/CENELEC Guide 7: 2001, *Participation of a National Standards Institution in the Activities planned by another Standards Institution*

[16]   HRN EN 45020:2007, *Standardization and related activities – General Vocabulary (ISO/IEC Guide 2:2004, EN 45020:2006)*

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Document history

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