
INTERNAL RULES FOR STANDARDIZATION –

Part 1: Standardization in general, aims and general principles

Zagreb, June 2009



HZN

Hrvatski zavod za norme
Croatian Standards Institute

Internal Rules for Standardization – Part 1: Standardization in general, aims and general principles

Contents

Foreword	3
1 Scope	3
2 Terms and definitions	4
3 Standardization in general.....	5
4 Aims of standardization.....	6
5 Principles of standardization	7
6 Features of standards	10
7 Use of standards	12
8 Other types of publicly available documents	13
Annex A International level of standardization	14
Annex B International and European organizations.....	15
Annex C Distribution and sales of normative documents	
Bibliography.....	20
Document history	22

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 2, *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.

This second edition of this part of the Internal Rules for Standardization UPN 1 replaces the first UPN 1 edition of 2007. In addition to the text modifications, indicated by a vertical line in the left margin of the text, the definitions of the terms in clause 2 have been harmonized with the new edition of HRN EN 45020:2007 and Annex C, referring to HZN policy of distribution and sales of normative documents, has been added.

1 Scope

UPN 1 describes standardization activity in general and, in particular, relates aims, principles and procedures applied in the development of standards.

2 Terms and definitions

For the purposes of this part of the Internal Rules, the following terms and definitions apply:

2.1 standardization

activity of establishing, with regard to actual or potential problems, **provisions** for common and repeated use, aimed at the achievement of the optimum degree of order in a given context

NOTE 1 In particular, the activity consists of the processes of formulating, issuing and implementing **standards**.

NOTE 2 Important benefits of standardization are improvement of the suitability of products, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

[HRN EN 45020:2007, definition 1.1]

2.2 standard

document, established by **consensus** and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context

NOTE: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

[HRN EN 45020:2007, definition 3.2]

2.3 consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments

NOTE: Consensus need not imply unanimity.

[HRN EN 45020:2007, definition 1.7]

2.4 regulation

document providing binding legislative rules, that is adopted by an **authority**

[HRN EN 45020:2007, definition 3.6]

3 Standardization in general

3.1 Standardization activity

Standardization is an activity that includes the creation of consensus-based documents by recognized bodies and the voluntary use of these documents for collective benefit.

3.2 Types of standards and documents other than standards

Standards are prepared for various reasons and many uses. There are different types of standards such as fundamental standards, vocabularies, testing standards, product standards, process standards, service standards, interface standards, standards on required data, etc.

Documents other than standards are technical specifications, codes of practice, guides, recommendations, guidelines, reports, technical agreements, etc.

An important distinction between standards and technical specifications on the one hand and other documents on the other hand is the level of consensus required for their adoption.

Standards and technical specifications contain provisions to be fulfilled by a product, process or service (normative elements), while the other types of documents contain only informative elements.

3.3 Standardization system

3.3.1 The global standardization system

The global standardization system includes standardizing activities at three levels:

- international level
 - International Organization for Standardization (ISO)
 - International Electrotechnical Commission (IEC)
 - International Telecommunication Union (ITU)
- regional (European) level
 - European Committee for Standardization (CEN)
 - European Committee for Electrotechnical Standardization (CENELEC)
 - European Telecommunications Standards Institute (ETSI)
- national (Croatian) level
 - Croatian Standards Institute (HZN)

The international and regional organizations are linked by cooperation agreements. These organizations have adopted agreed procedures and modes of cooperation which are described in ISO/IEC Guide 59.

Information about the international level of standardization is given in Annex A. Annex B provides a short guide to international and European organizations concerned with standardization.

The national standards body of the Republic of Croatia is the Croatian Standards Institute; it is a full member of ISO and IEC, affiliate of CEN and CENELEC and has the status of the national standards body at ETSI.

3.3.2 Croatian Standards Institute

3.3.2.1 Establishment of HZN

The Croatian Standards Institute was established as a public institution by a Regulation adopted by the Government of the Republic of Croatia. HZN is a legal entity whose rights, obligations and responsibilities are laid down by the Standardization Act.

3.3.2.2 Role of HZN

The role and tasks of HZN as the national standards body are derived from:

- 1) Standardization Act
- 2) Regulation on the Establishment of the Croatian Standards Institute
- 3) Statute of the Croatian Standards Institute
- 4) membership of the Croatian Standards Institute in international and European organizations for standardization.

HZN as the national standards body is responsible for ensuring the availability of Croatian Standards to all stakeholders. It is the responsibility of users of standards to select those standards that are appropriate for their needs and to use them in an appropriate manner.

4 Aims of standardization

Aims of standardization can be summarized as a contribution to the general benefit:

- a) ensuring the fitness for purpose of products, processes and services;
- b) increasing the safety level of products, processes and services, protecting human and animal health and lives and environmental protection
- c) improving production efficiency and ensuring the appropriate use of work, materials and energy
- d) removing technical barriers to trade.

From a public point of view, the main features of standards are as follows:

- standards are based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits; thus they provide an agreed basis for assessing product, process or service performance, particularly with regard to safety and the prevention of injury
- they offer unambiguous technical criteria
- they are universally recognized and used.

5 Principles of standardization

5.1 Principles of Croatian standardization

Croatian standardization is based on the following principles:

- taking into account state of the art, cooperation rules and results of international and European standardization
- consensus on the content of Croatian standards
- right to voluntary participation of all stakeholders and their balanced representation in the process of preparing Croatian standards, voluntary adoption of Croatian standards and voluntary use of Croatian standards
- transparency of work in all its phases and appropriate communication to the public
- mutual alignment of Croatian standards, drafting of Croatian standards in accordance with the rules for the structure and drafting of Croatian standards
- prevention of domination of individual interests over common interest
- respect for copyright and right of reproduction.

5.2 State of the art, rules for cooperation and results of international and European standardization

Standardization is the activity of establishing provisions showing the technological development level in various areas of work and life and the state of the art in a given context.

Standardization activity increasingly relies on international agreements. Basic rules of cooperation between organizations for standardization at all levels are given in ISO/IEC Guide 59.

In accordance with international agreements the Republic of Croatia is bound to, the following sources are taken into account in preparing Croatian standards:

ISO and IEC

In accordance with the WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards, in the preparation of Croatian standards HZN as the Croatian national standards body gives priority to the adoption of international standards.

CEN, CENELEC and ETSI

In accordance with the Stabilization and Association Agreement with the European Communities (SPP) and obligations arising from membership in European organizations, HZN as the Croatian national standards body is obliged to assign the status of national standards to all standards developed by these European organizations. HZN is at the same time obliged to withdraw all conflicting national standards. In this context conflicting standards are those that may create confusion among users due to their conflicting requirements.

The European organizations make efforts to adopt international standards whenever possible and develop original European standards only in special cases.

For a specific topic of national interest only, an original Croatian standard may be developed only if this topic is not covered by either an international or a European standard and no such standard is being developed.

5.3 Consensus

Standardization relies on the consensus of stakeholders. In cases where HZN technical committees cannot reach agreement by consensus, procedures can be invoked to examine whether the dispute can be resolved or whether the project can be redefined to avoid dispute. If consensus cannot be reached even then, HZN technical committees decide by vote. Committees shall reach agreement on the contents of proposed standards before presenting them for public inquiry as draft standards.

5.4 Voluntary participation, balanced representation and voluntary use of standards

Under the Standardization Act and the Rules on Membership in the Croatian Standards Institute, each legal entity or natural person with the head office or residence in the Republic of Croatia may be a member of HZN with a view to fulfilling their interests in relation to Croatian standardization. HZN members shall promote voluntary use of Croatian standards.

Full HZN members may propose their representatives for voluntary work in HZN technical committees.

Standardization activity is not a profit-oriented activity. Standards and other publicly available documents are published for the sake of general and common interest and to the benefit of the Croatian public. It is therefore necessary to make efforts to ensure representation of the common interest over individual interests.

For the sake of balanced representation, members of technical committees may come from the following interest groups:

- governmental bodies and public institutions
- manufacturers, suppliers and service providers, testing laboratories and certification bodies
- consumers and users of goods and services, consumer associations and physical entities
- research and inspection bodies, educational organizations, consulting companies, associations and other professional legal.

HZN is required to ensure that its committees are representative of the interests concerned. The need to secure a balanced representation should not however lead to committees of unmanageable size.

5.5 Transparency

Under Article 66 of the Statute, HZN's work is public. Information on HZN's work is available to the public on HZN web site and in the official bulletin of HZN and other HZN publications. Public inquiry is carried out during the development of standards.

Two announcements during the preparation of national, international and European standards provide the opportunity for anyone to contribute:

- commencement of work on a particular standardization project (work programme available on HZN web site)
- public inquiry on a draft standard (announced in the official bulletin of HZN and on HZN web site).

HZN technical committee members are expected to consult within their companies/institutions and to represent the agreed opinions and positions at all stages of standards development. HZN technical committee members express their comments and views freely during the early stages of standards development.

Once the draft standard is available to the public, any comments and proposals are welcome not withstanding their source and public debate is stimulated outside the committee.

Public comment and proposals help to ensure that issues not fully considered or not given sufficient weight are reconsidered by the committee.

Transparency in the preparation of standards does not extend to making data designated as inaccessible in the catalogue of information accessible to the news media. Within a technical committee, it is important that members can express their views freely in the process of reaching consensus by reconciling conflicting arguments. Availability of committee proceedings and member opinions to the news media before consensus has been reached within the technical committee may lead to confusion and restriction of free expression of committee member opinions.

5.6 Rules for the structure and drafting of Croatian standards

Standards should be drafted with care and precision, often with contractual and sometimes with regulatory application in view.

The rules published by standards bodies include detailed instructions on the presentation and expression of technical requirements and recommendations. The rules for the common elements of international and European standards are identical, allowing international standards to be adopted as European standards.

The same rules are incorporated in the rules for the structure and drafting of Croatian standards (UPN 6), which enable the highest possible harmonization of Croatian standards with international and European standards, as well as the harmonization of Croatian standards themselves.

5.7 Copyright and exploitation rights

Under Article 10 of the Standardization Act, Croatian standards are published as separate publications and are protected in accordance with the existing law and national and international copyright regulations.

Any reproduction of Croatian standards published by HZN, or parts thereof in any form, is forbidden without the written consent of HZN. The copyright and all exploitation rights relating to the normative documents published by HZN are owned by the Croatian Standards Institute.

HZN policy and modalities of distribution and sales of normative documents are defined in accordance with international and European copyright rules (Annex C).

6 Features of standards

6.1 Introduction

The basic requirement for the promotion of international trade is fulfilled in standardization through the features of standards and the standardization process specified in the *WTO/TBT Agreement on Technical Barriers to Trade – Annex 3, Code of Good Practice for the Preparation, Adoption and Application of Standards*. WTO/TBT Code of Good Practice has been accepted by Article 13 of HZN's Statute. Below are several features of standards essential for fulfilling these requirements.

Standards should:

- be needed
- be used
- be a result of full involvement of all parties interested in standardization activity
- allow for technological innovation and competition
- be updated regularly and in planned terms

6.2 Need for a standard

Standards should be developed only if there is a genuine need for standardization and a willingness among all parties concerned to reach a consensus on the standards that they need. The safest way to ensure wide support for standardization is the development of standards that are needed and suitable for their purpose.

6.3 Use of standards

The principles of standardization require the voluntary commitment to the initiation, preparation and production of standards to be extended to their use. The publication of a standard is only of value if the standard is applied. The user requirement for a standard should be clearly understood at the start and borne in mind throughout its development.

6.4 Involvement of all interested parties

Participation in standardization processes at all levels should be available to all interested parties. Duplication of effort shall be avoided by national standards bodies contributing to international or regional standardization rather than developing separate national standards. Standardization efforts and activities should be made within an acceptable timescale.

6.5 Technological innovation, competition and conformity assessment

Standards should not give advantage to the products or services of any individual supplier, any particular group of people sharing a specific commercial interest or the industry of any particular country or countries.

Whenever possible standards should specify the performance required from products, processes or services rather than describe the form or materials involved. This allows greater freedom for innovative design and manufacture and encourages the free movement of goods in accordance with public policy as reflected in international and European treaties.

A standard shall contain a clear statement of how conformity to its requirements may be verified, e.g. by specifying a method of test or of measurement. The wording of any standard should enable conformity to its requirements to be verified equally for all parties concerned.

Any information relating to conformity assessment should be included as informative elements only (see 3.2).

6.6 Regular and planned development and updating of standards

When deciding on developing a standard there is a need to plan when and how it is appropriate to standardize, particularly in a rapidly developing field of technology. On the one hand, the flow of new ideas may be hindered if standards fix designs and methods too early. On the other hand, if standardization does not start soon enough, it may become extremely difficult or even impossible.

Writing a standard starts with selecting what the interested parties are prepared to agree on at the time of writing.

Whilst progress can be made by omitting from the scope of a standard areas on which agreement cannot yet be reached, enough time needs to be allowed for resolution of the important issues if a standard is to be of any value.

Standards should be regularly updated.

When a new standards project is proposed, the committee considering it should satisfy itself that:

- there is a need for the standard
- it can be agreed in a reasonable time (3 to 12 months)
- once published, it can be maintained as an up-to-date document (regular maintenance of standards by review at least every 5 years for the purpose of their confirmation, revision or withdrawal)
- there is a market for the standard (bearing in mind that low sales potential should never be the sole reason for deferring or rejecting a project).

7 Use of standards

7.1 Voluntary status of standards

Neither national standards bodies nor international or European standards organizations have the legal authority to make the use of their standards compulsory. Although a standard or technical specification takes the form of a requirement, its use is voluntary and a legally binding obligation to comply is only created if conformity to it:

- is claimed in the trade description of a product, process or service
- becomes a contractual requirement
- is made mandatory by law or by exclusive reference to it in a regulation.

Unless specifically worded to the contrary, declarations of conformity and contracts referring to particular standards invoke the edition of the standard that is effective as at the date of the declaration or contract.

7.2 Conformity assessment and contracts

Contracts and technical regulations may refer to Croatian standards and other publicly available documents. The existence of relevant standards makes the writing of such documents easier. However, Croatian Standards and other publicly available documents may be drafted in various forms, not only as requirements but also as statements, guides or recommendations. Reference to them in contracts or technical regulations should therefore be carefully considered.

When developing Croatian standards and other publicly available documents to which it is supposed reference will be made in technical regulations, standards should take account of such factors as:

- safeguarding existing levels of protection in areas such as health, safety and the environment
- permitting products already in use to continue to be used
- enabling public bodies to obtain value for money
- minimizing problems of compatibility with existing equipment.

Under the Law on Technical Requirements for Products and conformity assessment, a technical regulation can stipulate that a product is presumed to conform to technical regulations if it conforms to the requirements of Croatian standards that are adopted harmonized European standards.

7.3 Reference to standards in regulations

Standards are referred to in regulations to avoid inclusion of detailed technical provisions in the body of the law and duplication of the task of writing technical criteria. Reference to standards in technical regulations may be *exclusive* or *indicative*.

Identification of a standard by its full designation (including the year of issue, i.e. *dated reference*) is the usual practice of exclusive reference to standards. Exclusive reference to standards is also possible without indicating the year of issue (*undated reference*).

Indicative reference to standards in technical regulations without specifying their full designations promotes voluntary use of standards. An example of *indicative reference* to standards are European New Approach directives, that are being gradually transposed into Croatian legislation.

Reference to the *most recent standards* in technical regulations is not recommended because a manufacturer cannot always be sure which standards precisely reflect the “state of the art”.

8 Other types of publicly available documents

Due to the need for fast development of new products and increasing market demands, international and European standards bodies have developed new types of publicly available documents.

At the international level, ISO and IEC issue the following types of publicly available documents other than standards: technical specifications (TS), technical reports (TR), publicly available specifications (PAS), international workshop agreements of ISO (IWA), technology trend assessments of IEC (TTA) and industry technical agreements of IEC (ITA).

At the European level CEN issues workshop agreements (CEN/CWA), technical specifications (TS), technical reports (TR), guides (Guide). CENELEC issues workshop agreements (CENELEC/CWA), technical specifications (TS), technical reports (TR) and guides (Guide). ETSI publishes ETSI standards (ES), technical reports (TR), guides (EG), technical specifications (TS) and special reports (SR).

In Croatian standardization these documents may be adopted in accordance with UPN 2 (*Internal Rules for Standardization – Part 1: Types of documents and their designation*).

Annex A

International level of standardization

The global standardization system is linked together via cooperation agreements between ISO, IEC and ITU at international level, similar cooperation agreements between organizations for standardization at regional level and the increasing number of cooperation agreements among the national members of the three apex organizations.

At international level, the voluntary standardization process is operated and co-ordinated under the auspices of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and the International Telecommunication Union (ITU).

Electrical and electronic engineering technologies are covered by IEC, telecommunications and radio communications technologies by ITU and all other technology sectors by ISO. For the information technologies field ISO and IEC have established a joint technical committee (JTC 1) for which common and co-ordinated working procedures have been established with the Telecommunication Standardization Sector of the ITU (ITU-T).

The basic mission of IEC, ISO and ITU is the development and publication of international standards as a basis for national standardizations worldwide and for the reference to standards in international bidding documents and contracts.

ISO, IEC and ITU endeavour to support standardization mechanisms which are responsive to the views of all market participants, rapidly adaptable to emerging technologies, and capable of producing documents directly applicable to trade and commerce at national, regional and international level.

In accordance with the WTO/TBT Agreement on Technical Barriers to trade – Annex 3, Code of Good Practice for the Preparation, Adoption and Application of Standards, the three organizations pursue common mission elements to advance the development of voluntary consensus-based standardization in world markets for the purpose of enhancing: product quality and reliability at competitive price; user safety, environmental protection and reduction of waste; compatibility and interoperability of goods and services; simplification for improved usability; optimization of model variety and extension of production series; distribution efficiency and ease of maintenance; and reduction in costs to end-users.

Annex B

International and European organizations

B.1 Standards organizations

ISO **International Organization for Standardization**

ISO was founded in 1947 and is based in Geneva. It comprises national standards bodies of 161 countries. It has 208 technical committees, 531 subcommittees and 2378 working groups. It has published 17 765 standards (as on 11 May 2009).

ISO also provides the secretariat of the International Federation for the Application of Standards (IFAN), comprising official standards user bodies recognized by their national standards bodies.

The State Office for Standardization and Metrology (DZNM) was ISO member from 1993 and HZN became a member body on 1 July 2005.

IEC **International Electrotechnical Commission**

IEC was founded in 1906 and is based in Geneva. It comprises national electrotechnical committees of 72 countries. It has 174 technical committees/subcommittees, 505 working groups, 273 project teams and 486 maintenance teams. IEC has published over 6 027 standards (as on 31 December 2008).

The State Office for Standardization and Metrology (DZNM) was a full member from 1993 and HZN became full member on 1 July 2005.

CEN **European Committee for Standardization**

CEN was founded in 1961 and is based in Brussels. It comprises national standards bodies of EU and EFTA countries (excluding Liechtenstein). It has 287 active technical committees. CEN has published 13 501 standards (as at the end of May 2009). National Standards Bodies of the countries recognized as candidates or potential candidates for EU or EFTA membership, and standardization bodies from countries having close technical, scientific, economic, political and social links with the EU or EFTA, have an Affiliate status. The organizations representing particular sectors of industry, consumers, environmentalists, workers, and small and medium-sized enterprises at European level, with their Statutes in line with European legislation or with national legislation of a certain country, national CEN member, can become Associate Members of CEN.

The State Office for Standardization and Metrology (DZNM) was an affiliate from 1995 and HZN has been an affiliate since 1 July 2005.

CENELEC

European Committee for Electrotechnical Standardization

CENELEC was founded in 1973 from the union of CENEL and CENELCOM. It is based in Brussels. It comprises national electrotechnical committees of EU and EFTA countries (excluding Lichtenstein). It has 75 technical committees and 240 subcommittees and working groups. It has published 5525 standards (as on 31 December 2008). National bodies (national committees) of EU neighbouring countries have the status of CENELEC Affiliates

The State Office for Standardization and Metrology (DZNM) was an affiliate from 1995 and HZN has been an affiliate since 1 July 2005.

ETSI

European Telecommunications Standards Institute

ETSI was founded in 1988 at the initiative of the European Conference of Postal and Telecommunications Administrations (CEPT). At the end of 2008 ETSI had 574 full members from 41 European countries. It has a total of 724 members from 62 countries from all continents. National standards bodies have a consensus-building role in the process of adoption of standards. It has around 35 technical bodies (TC, EP, EPP, SC). Between 1988 and the end of 2008 it published over 4 208 European standards.

The State Office for Standardization and Metrology (DZNM) was NSO member from 1994 and HZN has been National Standards Organization – NSO since 1 July 2005.

B.2 United Nations agencies

CODEX

CODEX Alimentarius Commission

Codex Alimentarius Commission, based in Rome, Italy, is an international organization jointly founded in 1963 by two UN organisations: FAO (Food and Agriculture Organization) and WHO (World Health Organization).

Codex Alimentarius Commission is an intergovernmental body which comprises 180 members + EU (European Union) (data for June 2009).

Codex Alimentarius is a collection of internationally accepted food standards, guidelines, codes of good practice and recommendations to the governments of its members whose main aim is to protect consumer health and to ensure fair practice in food trade.

Codex Alimentarius provides a basis for many national food standards and regulations.

Codex Alimentarius promotes safer food and facilitates world food trade through the harmonization of standards. Since 1995 Codex standards have become an international criteria thanks to the WTO Agreement on the application of sanitary and phytosanitary measures. More rigorous measures at national level require scientific justification.

The Republic of Croatia joined the work of the Codex Alimentarius Commission in 1994 as a member country.

Codex Contact Point

In order to ensure a permanent liaison with member countries, the Commission has, in cooperation with the governments of individual countries, founded Codex Contact Points. The State Office for Standardization and Metrology (DZNM) was designated as Codex Contact Point in the Republic of Croatia in 1994 and HZN on 1 July 2005.

ITU

International Telecommunication Union

ITU is the leading UN agency in the field of information and communication technologies. At the level of governments and private sector it is a focal point for agreements and decision-making on issues related to the development of networks and services. It was founded in 1865 in Paris. Today it is based in Geneva. It comprises 191 member states and more than 700 sector members and associates.

ITU-R *Radiocommunication Sector* (formerly CCIR – International Radio Consultative Committee) issues *Recommendations* which represent international technical standards in the field of efficient use of radio-frequency spectrum for all radiocommunication systems. *ITU-R Recommendations* are approved by its member states, but their application is not mandatory.

ITU-T *Telecommunication Standardization Sector* has so far issued more than 3 000 *Recommendations* (standards) which are applied in the field of telecommunications networks. *ITU-T Recommendations* are not mandatory.

ITU-D *Telecommunication Development Sector* whose main areas of activity are: safe and reliable use of information and communication technologies, use of telecommunications in extraordinary situations and increase of the level of communication connectivity in the world.

B.3 International organizations

WTO

World Trade Organization

WTO was established in 1995 as the only international organisation dealing with the issues related to rules of international trade between countries. WTO enforces GATT rules, applying the principles of non-discrimination between trading partners and equal treatment for imports and domestic goods in internal markets. WTO rules also cover services, investment and intellectual property rights. WTO membership was automatic for all of the former GATT members on the acceptance of the December 1994 agreements (the conclusion of the so-called Uruguay Round). WTO members are the governments of 153 countries while 30 states are observers (as on 23 July 2008). 30 international intergovernmental organisations have been granted the status of observers in WTO bodies.

The Republic of Croatia has been a WTO member since 30 November 2000.

Pursuant to the Conclusion of the Government of the Republic of Croatia of 24 September 1998 during the accession of the Republic of Croatia to WTO, a WTO TBT equity point for the Republic of Croatia was founded within the State Office for Standardisation and Metrology (DZNM). In accordance with the Regulation on the Establishment of the Croatian Standards Institute (*Narodne novine*, 154/2004), the Croatian Standards Institute carries out the activities of the equity point.

The equity point performs the activities set out in the WTO/TBT Agreement and informs the WTO Secretariat about Croatian technical regulations and standards.

B.4 Measurements organizations

CGPM

General Conference on Weights and Measures

CGPM is one of the three organisations established to maintain the International System of Units – SI under the terms of the Metre Convention. As of 28 May 2009 it has 53 member states - countries which signed the Metre Convention – and 27 associate members being either states or economies.

The Republic of Croatia joined CGPM as its member state in 2008.

The International Committee for Weights and Measures (CIPM) proposes changes in the International System of Units to CGPM. CIPM may also issue explanations of resolutions and recommendations relating to SI independently.

The International Bureau of Weights and Measures (BIPM) is an international metrological institute under the responsibility of CIPM with the task to ensure world-wide uniformity of physical measurements.

OIML

International Organisation of Legal Metrology

OIML was founded in 1955 to resolve technical and administrative problems of legal metrology, to establish draft laws and regulations for measuring instruments and their use and to facilitate cooperation between states in this field. It has 58 member states who take an active part in its activities as well as 57 corresponding members who joined as observers.

B.5 European Community

EU

European Union

EU was embodied by the Treaty of Maastricht (1992). It incorporates the three European Communities:

EEC	European Economic Community
ECSC	European Coal and Steel Community
EURATOM	European Atomic Energy Community.

The Single European Act (1986) provided the legislative basis to allow the member states to pursue the aim of a free internal market, commonly known as the Single Market, from 1 January 1993.

EU members since January 2007 are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

The EU is managed by Community institutions:

Council of the European Union

The Council of the European Union, based in Brussels, represents the EU member states and is the EU's main decision-making body. It is composed of a representative from each member state at ministerial level. The actual representative varies depending on the topic discussed at the Council, e.g. external relations, agriculture, industry, etc. Regardless of the Council configuration, which depends on the topic under discussion, it acts as a single institution. Its Presidency is held for 6 months in turn by each member state. The Secretary-General of the Council is also High Representative for the Common Foreign and Security Policy. The Council's decisions are prepared by the Permanent Representatives Committee (COREPER). COREPER is assisted by a number of working groups, made up of officials from the national administrations.

European Commission

The European Commission, based in Brussels, is one of the basic EU institutions which represents the interests of the EU as a whole. It has the right of initiative, implementation, management and supervision. The Commission acts as 'guardian of the Treaties', meaning that it ensures the implementation of the EU's founding treaties. Its members are called 'commissioners' and are elected by EU member states to a five-year term by agreement and approved by the European Parliament. Until the fifth enlargement on 1 May 2004 the Commission consisted of 20 members and in the transitional period from 1 May to 1 November 2004 of 30 members. Under the Treaty of Nice, from 1 November 2004 to the expiry of the present Commission's term in 2009, it will consist of 25 members by the time the EU has 25 member states, i.e. until the next enlargement. The Treaty of Nice (Protocol on the enlargement of the European Union) stipulates that, once the Union reaches 27 member states, the Council will have to take a unanimous decision on the maximum number of commissioners; there will be fewer commissioners than there are member states and they will be selected by a system of rotation that will be fair to all countries.

European Parliament

The European Parliament, based in Strasbourg, is the body of the European Union representing 492 million EU citizens. Since 1979 its members have been elected by direct vote to a five-year term. The number of representatives elected in a member country is proportional to the share of its population in the total EU population. Before the 2004 enlargement the European Parliament had 626 members. The Treaty of Nice envisages that after the EU enlargement this number will rise to a maximum of 785 members, which number might be temporarily exceeded. The Parliament has the following authorities: (1) consideration of the Commission's proposals; (2) participation in the adoption of regulations with the EU Council in the co-decision procedure; (3) appointment and acquittal of the Commission members; (4) right of inquiry related to the work of the Commission and the Council; (5) budgetary authority and budget oversight shared with the EU Council.

Other institutions are the European Court of Justice, European Court of Auditors, Economic and Social Committee, Committee of the Regions, European Investment Bank and European Monetary Institute.

EFTA – European Free Trade Association

EFTA was founded in 1960 and its present membership comprises Iceland, Liechtenstein, Norway and Switzerland. It is governed by a Council, the decisions of which are binding on members. Chairmanship of the Council rotates every 6 months.

EEA – European Economic Area

EEA entered into force on 1 January 1994. It encompasses all EU and EFTA member countries with the exception of Switzerland. EEA is an internal market establishing the free movement of goods, services, capital and labour.

Annex C

Distribution and sales of normative documents

HZN policy and modalities of distribution and sales of normative documents within the Republic of Croatia are in line with international rules related to copyright, exploitation rights and sales of ISO/IEC publications (ISO POCOSA 2005). They are also in line with European rules referring to copyright, exploitation rights and sales of CEN/CENELEC publications (CEN/CENELEC Guide 10).

The aforementioned policy is appropriately applied to normative documents included in UPN 2, Clause 2.

C.1 Exploitation rights

In its capacity, as member of international organizations ISO and IEC HZN has, within the territory of the Republic of Croatia, the right to distribute, adapt, translate, derive revenue from duplication and sales, publish in total or in part, in summary or with comments, as separate documents or as parts of manuals and otherwise exploit international publications and the publications by which international publications have been taken over.

HZN has, within the territory of the Republic of Croatia, the right to distribute, translate, derive revenue from duplication and sales, communicate in total or in part, in summary or with comments, as separate documents or as parts of manuals and otherwise exploit the publications by which CEN/CENELEC publications have been taken over.

The exploitation rights cover all official languages of international and European standardization organisations as well as the Croatian language, together with all forms of exploitation known at present, and in particular: publication by all means and via all graphical support systems, by print, press, photocopy, micro-films and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs, films, photographs, slides, teledistribution, cable, satellite, diskettes and on-line document servers.

C.2 HZN sales policy

C.2.1 HZN sales policy concerning international publications

HZN exercises the exploitation rights related to international publications in a way that safeguards the interests of other members and/or National Committees of international standards organizations ISO and IEC. HZN recognises the value of the intellectual property in international publications and the costs of their development and maintenance.

HZN does not pursue an active policy of putting the international publications or their national adoptions on the market in the territories that are licensed to other members and/or national committees of international organizations for standardization.

C.2.2 HZN sales policy concerning the sales of European publications

In accordance with the rules of European standardization organisations CEN and CENELEC, HZN sells these organisations' publications only as their Croatian adoptions.

If HZN wishes to make available, within the territory of the Republic of Croatia, a CEN/CENELEC publication not adopted as Croatian publication, and which is in one of the languages of CEN/CENELEC members or national committees, it shall conclude a special sales agreement with the respective member or National Committee.

C.3 Reproduction of international and European documents

If HZN receives a request from a third party to reproduce parts of international and/or European publications, it shall respond to this request in conformity with its own sales and distribution policy and in line with the Copyright and Related Rights Act and Standardization Act.

If the request concerns the reproduction of one of the definitive language versions of international or national publications by which international or European publications have been taken over, the request shall be referred to the member or national committee responsible for that language version, irrespective of the origin of the enquiry.

If the request concerns the reproduction of international or European publications in one of the official languages, the request shall be referred to the member of international or European standards organizations from whose territory the request comes.

C.4 Electronic distribution to end users

HZN sells to its clients international or Croatian adoptions of international and/or European publications in electronic media only in non-revisable formats (e.g. PDF).

Electronic distribution of international publications or national adoptions of international and/or European publications may be via on-line secure closed point-to-point connections (including fax and e-mail) or via commonly available transportable media (e.g. magnetic tape, diskette or CD-ROM).

On-line distribution of international publications or national adoptions of international and/or European publications is only allowable if appropriate measures are taken to prevent unauthorized access.

International publications or national adoptions of international and/or European publications, sold in electronic media shall be delivered with a licence setting out the terms and conditions of use.

Requests by end users to network international publications or national adoptions of international or/and European publications shall be subject to specific contracts with HZN.

Bibliography

- [1] Standardization Act (NN 163/2003)
- [2] Act on technical requirements for products and conformity assessment (NN 158/2003; NN 79/2007)
- [3] Regulation on the Establishment of the Croatian Standards Institute (NN 154/2004; NN 44/2005)
- [4] Statute of the Croatian Standards Institute
- [5] ISO/IEC Guide 21-1:2005 *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*,
- [6] ISO/IEC Guide 21-2:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards*
- [7] ISO/IEC Directives, (all parts)
- [8] ISO POCOSA 2005, *ISO Policies and Procedures for Copyright, Copyright Exploitation Rights and Sales of ISO Publications*
- [9] CEN/CENELEC Guide 10:2001, *Guidelines for the distribution and sales of CEN/CENELEC publications*
- [10] CEN/CENELEC Internal regulations – Part 2, Common rules for standardization work, 2008
- [11] CEN/CENELEC Internal regulations – Part 3, Rules for the structure and drafting of European Standards (PNE-Rules), 2009
- [12] CEN/CENELEC Guide 12:2008, The concept of Affiliation with CEN and CENELEC
- [13] ETSI Directives, V25, 2009
- [14] HRN EN 45020:2007, *Normizacija i srodne djelatnosti – Rječnik općih naziva (ISO/IEC Guide 2:2004, EN 45020:2006)*
- [15] HRN EN ISO/IEC 17000:2005, *Conformity assessment – Vocabulary and general principles (ISO/IEC 17000:2004; EN ISO/IEC 17000:2004)*
- [16] ISO/IEC Guide 59:2000, *Code of good practice for standardization*
- [17] UPN 2:2009, *Internal Rules for Standardization – Part 2: Types of documents and their designation*
- [18] UPN 3:2009, *Internal Rules for Standardization – Part 3: Development and adoption of Croatian Standards and other documents*
- [19] UPN 4:2009, *Internal Rules for Standardization – Part 4: Establishment and work of Programming Committees*
- [20] UPN 5:2009, *Internal Rules for Standardization – Part 5: Establishment and work of Technical Committees*
- [21] UPN 6:2009, *Internal Rules for Standardization – Part 6: Rules for the structure and drafting of Croatian Standards and other publicly available documents*

Document history

Edition No.	Published on	Status
1	2007-09-18	Approved at 24th session of the Administrative Board
2	2009-06-17	Approved by electronic voting of the Administrative Board

