
INTERNAL RULES FOR STANDARDIZATION –

Part 3: Development and adoption of Croatian standards and other documents

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HZN

Hrvatski zavod za norme
Croatian Standards Institute

Internal Rules for Standardization – Part 3: Development and adoption of Croatian standards and other documents

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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 TC 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.

This second edition of this part of the Internal Rules for Standardization UPN 3 replaces the first UPN 3 edition of 2008. In addition to the text modifications, indicated by a vertical line in the left margin of the text, the definitions of the terms in the clause 2 have been harmonized with the new edition of HRN EN 45020:2007. Subclause 4.1.7, has been renumbered into the Subclause 3.8, and the Subclauses 4.1.8, 4.1.9, 4.1.10 and 4.1.11 have been renumbered into the Subclauses 4.1.7, 4.1.8, 4.1.9, and 4.1.10 accordingly.

1 Scope

UPN 3 sets out rules for the drafting, approval and publication of Croatian Standards (HRN) and other normative documents.

2 Terms and definitions

For the purposes of this part of the Internal Rules, the terms and definitions given in HRN EN 45020, UPN 1 and UPN 2 apply.

For the sake of facilitating the use of this part of the Internal Rules, the basic terms used in it are specified below with their definitions.

2.1 national standards body

standards body recognized at the national level, that is eligible to be the national member of the corresponding international and regional standards organizations

[HRN EN 45020:2007, definition 4.4.1]

2.2 standards programme

working schedule of a standardizing body, that lists its current items of standardization work

[HRN EN 45020:2007, definition 9.1]

2.3 standards project

specific work item within a standards programme

[HRN EN 45020:2007, definition 9.1.1]

2.4 normative document

document that provides rules, guidelines or characteristics for activities or their results

NOTE 1: The term *normative document* is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

NOTE 2: A *document* is to be understood as any medium with information recorded on or in it.

NOTE 3: The terms for different kinds of normative documents are defined considering the document and its content as a single entity.

[HRN EN 45020:2007, definition 3.1]

2.5 European Standard (EN)

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

[CEN/CENELEC Internal Regulations - Part 2, definition 2.5]

2.6 Harmonization Document (HD)

CENELEC standard that carries with it the obligation to be implemented at national level, at least by public announcement of the HD number and title, and by withdrawal of any conflicting national standards

[CEN/CENELEC Internal Regulations - Part 2, definition 2.9]

2.7 national standard

standard that is adopted by a national standards body and made available to the public

[HRN EN 45020:2007, definition 3.2.1.3]

2.8 Croatian standard (HRN)

standard adopted by the Croatian Standards Institute and made available to the public

2.9 prestandard (ENV)

document that is adopted provisionally by a standardizing body and made available to the public in order that the necessary experience may be gained from its application on which to base a standard

[HRN EN 45020:2007, definition 3.3]

NOTE 1: There is no obligation to withdraw national standards.

2.10 Croatian prestandard (HRS ENV)

document that is adopted provisionally by the Croatian Standards Institute and made available to the public in order that the necessary experience may be gained from its application on which to base a Croatian standard

NOTE 1: A prestandard on the European level has the status of a technical specification, i.e. no consensus has been reached for publishing its contents as a standard.

NOTE 2: Only an adopted European prestandard may have the status of Croatian prestandard.

2.11 technical specification (TS)

document that prescribes technical requirements to be fulfilled by a product, process or service

NOTE 1: A technical specification should indicate, whenever appropriate, the procedure(s) by means of which it may be determined whether the requirements given are fulfilled.

NOTE 2: A technical specification may be a standard, a part of a standard or independent of a standard.

[HRN EN 45020:2007, definition 3.4]

2.12 Croatian technical specification (HRS)

HZN document available to the public that prescribes technical requirements to be fulfilled by a product, process or service

NOTE: A technical specification is a document that contains normative elements but no consensus has been reached for publishing its contents as a standard.

2.13 technical report (TR)

informative document that is not appropriate for publication as a standard or technical specification

2.14 Croatian technical report (HRI)

HZN informative document that is not appropriate for publication as a Croatian standard or Croatian technical specification

2.15 amendment (A)

document altering, deleting or adding a part of the content of a Croatian normative document

2.16 corrigendum (Ispr.)

document removing any printing, linguistic or similar errors in the published text of a Croatian normative document

2.17 guide

informative document giving guidance, advice or recommendation for standardization principles and policy, and guidelines for standard writers

2.18 HZN guide (HRU)

HZN informative document available to the public giving guidance, advice or recommendation for standardization principles and policy, and guidelines for standard writers

2.19 special national condition

national characteristic or practice that cannot be changed even over a long period, e.g. climatic conditions, electrical earthing conditions

NOTE: If it affects harmonization, it forms part of the EN (and HD for CENELEC).

[CEN/CENELEC Internal Regulations - Part 2, definition 2.15]

2.20 A-deviation

national deviation from an EN (and HD for CENELEC) due to regulations the alteration of which is for the time being outside the competence of the CEN/CENELEC national member

[CEN/CENELEC Internal Regulations - Part 2, definition 2.17]

2.21 B-deviation

national deviation from an HD due to particular technical requirements, permitted for a specified transitional period

[CEN/CENELEC Internal Regulations - Part 2, definition 2.18]

2.22 common modification

alteration, addition to or deletion from the content of a reference document, approved by CEN/CENELEC and thus forming part of the EN (and HD for CENELEC)

[CEN/CENELEC Internal Regulations - Part 2, definition 2.14]

3 Development of Croatian normative documents

3.1 Initiation

A proposal for the development of a Croatian normative document may be given by any interested corporate entity, governmental bodies, chambers of commerce, chambers of trades and crafts, interested institutions and other legal entities and natural persons. A proposal for the development of a Croatian normative document may be given by administrative and technical bodies of HZN.

A proposal for the development of a Croatian normative document shall be submitted to HZN on the appropriate form. In the proposal the type of proposed normative document should be stated. The proposal for the development of a normative document may be accompanied by the draft of the Croatian normative document or the translation of a foreign normative document.

Proposals for the development of a Croatian normative document shall be considered by the Technical Board (TU), which adopts a decision to accept or reject the proposal and approves the initiation of a new standards project.

In accordance with the WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards and CEN/CENELEC Internal Regulations, Part 2, HZN shall not initiate the procedure of developing an original Croatian standard in a field where an international or European standard is available or in preparation.

3.2 Planning the development of Croatian normative documents

After the TU has approved the initiation of a new standards project and set the target date of presenting the draft Croatian standard for public enquiry and publishing the Croatian standard or another type of normative document, the new standards project shall be included in the work programme of HZN as an initial proposal.

The HZN work programme shall be available on the HZN web site.

When planning the development of Croatian normative documents, the TU shall ensure that Croatian normative documents are harmonized with each other and that their scopes do not overlap.

A new standards project shall be assigned by the TU to the appropriate technical committee (TO), if established.

If no appropriate TO has been established, the TU shall initiate the procedure for establishing an appropriate TO or establish a working group (RS) for the development of the Croatian normative document.

3.3 General rules for the development of Croatian normative documents

Croatian normative documents shall be drafted and presented in accordance with UPN 6.

3.3.1 Language

Croatian standards and other Croatian normative documents may be in Croatian language and/or a foreign language.

Original Croatian normative documents shall be drafted in Croatian and subsequently translated into a foreign language if necessary.

If an international/European normative document is adopted as a Croatian normative document, it may be adopted in the original language and subsequently translated into Croatian, or it may not be translated at all.

When normative documents taken as the basis for the development of a Croatian normative document are drafted in several foreign languages, all language versions shall have the same status.

With bilingual or multilingual international/European documents a decision shall be adopted on the original language from which the document is to be translated. At HZN, documents are, as a rule, translated from English language, in the absence of a specific request and/or decision to the contrary.

A Croatian normative document as a translation of an international/European normative document may be published as a monolingual, bilingual or a multilingual edition.

Designation of the language shall be assigned to a Croatian normative document in accordance with UPN 2.

3.3.2 Terminology

When Croatian normative documents are developed in Croatian language, Croatian terminology defined in the existing Croatian standards-vocabularies shall be used. In the areas where no Croatian terminology has been defined, the procedure for defining terminology shall be started.

3.3.3 Designation of documents

Croatian normative documents shall be designated in accordance with UPN 2.

3.3.4 Designation of development stages of Croatian normative documents

Stages of development of Croatian normative documents shall be designated in accordance with the international harmonized stage codes (Annex A).

3.4 Development, approval and publication of Croatian normative documents

A Croatian normative document shall be developed and its adoption proposed by the appropriate TO or a special RS established for the purpose of developing that document.

For the adoption of each particular type of Croatian normative documents a separate procedure for development, approval and publication has been set, which depends on the level of consensus that needs to be achieved for the adoption of that type of document.

Croatian standards and other Croatian normative documents shall be published as separate publications.

3.5 Updating of Croatian normative documents

During the life cycle of a Croatian normative document, the need may arise for its update for the purpose of bringing it into line with technical progress. The result of updating may be the publication of an amendment, publication of a new edition of the document with the already published amendments included, publication of a new normative document, or the withdrawal of the document.

The update of Croatian normative documents, which have been drawn up by the adoption of international/European normative documents, shall be carried out in accordance with the update planning for original normative documents.

3.5.1 Periodic review

In order to determine the applicability of Croatian normative documents, they are subject to periodic review every five years.

The result of regular periodic review may be one of the following decisions:

- to confirm normative document
- to revise it (amendment or a new version)
- to withdraw it.

3.5.2 Extraordinary review

If needed, independently of the deadlines for regular review, an extraordinary review of a Croatian normative document may be carried out.

The result of the extraordinary review may be one of the following decisions:

- to revise the normative document (amendment or a new version)
- to withdraw it.

3.6 Withdrawal

A Croatian normative document shall be withdrawn after a new edition thereof has been published or after a new normative document has been published for the same item, or it may be withdrawn without being replaced.

3.7 Notification procedure

3.7.1 Notification of the initiation of the development of an original Croatian standard

HZN shall notify CEN and CENELEC, as well as the WTO/TBT Secretariat of the initiation of the development of an original Croatian standard in accordance with the rules of these organizations (notification).

3.7.2 Notification of national adoptions of European standards

HZN shall notify CEN, CENELEC and ETSI of each adoption of a European normative document in accordance with the rules of these organizations (national implementation).

3.8 Standstill principle

Decisions on imposing or terminating a standstill period for certain items of European standardization and the pertaining deadlines are adopted by the competent bodies of CEN, CENELEC and ETSI.

From the start of a standstill period HZN as the affiliate/member of these organizations may not undertake any standardization action on the national level that might jeopardize the preparation of the European standard for which the standstill period has been imposed and shall not publish any new or revised standards that are not in harmony with an existing European standard and/or a European standard in preparation.

A standstill period shall be applied only to a particular project of developing a European standard, i.e. on a new work item accepted by the competent European standards body with the clearly defined scope and targeted publication date. It shall not be applied to standardization fields or work programmes as such.

Standstill principle is not violated if HZN:

- a) presents an nHRN for public enquiry with a view to contributing to international and European standardizations
- b) within three months from the start of a standstill period, publishes an HRN that has already been approved
- c) notifies CEN, CENELEC or ETSI of the adoption of an HRN that is an adoption of an international standard (ISO, IEC) without modifications where a corresponding European standard does not exist.

In cases under b) and c) HZN undertakes to harmonize the HRN with the European standard as soon as it is adopted.

HZN shall submit request to CEN, CENELEC or ETSI in writing requesting derogation from the application of the standstill principle if, in regard to the item for which the standstill period has been imposed, HZN wishes to:

- 1) modify an existing original HRN
- 2) publish a new original HRN
- 3) adopt a draft European standard (of telecommunications series) as a Croatian standard
- 4) undertake, on the national level, any other action that might jeopardize a planned European harmonization.

As a member of CEN and CENELEC, HZN will have the right to require, at any time, a revision of the standstill period for a particular work item.

4 Development of original Croatian normative documents

4.1 Development of original Croatian standards

4.1.1 Initiation

A **proposal for the development of an original Croatian standard** (stage 00.00, code ipHRN) shall be submitted to HZN in accordance with 3.1 on the appropriate form.

The TU shall consider the proposal and adopt the decision either to accept or reject the proposal. When considering the proposal, the TU shall take care that the standstill principle of European standardization in accordance with 3.8 is respected.

An accepted proposal shall be assigned a unique designation of standards project and shall be registered in HZN's information system (stage 10.00, code pHRN).

4.1.2 Planning

An accepted proposal for the standards project shall be assigned by the TU to the appropriate TO, if it has been established.

If no appropriate TO has been established, the TU shall initiate the procedure for establishing an appropriate TO or establish a special working group (RS) for the development of the original HRN.

The TO/RS-related tasks, usually carried out by the respective TO, shall, in the case of the specific RS, be carried out by the TU.

Proposal for a standards project aimed at developing an original HRN assigned to the appropriate TO shall be considered by the members of that TO. If at least three TO members express interest in active participation in the development of the original HRN, the TO shall decide to accept the project. If this is not the case, the TO shall reject the project.

A TO/TU decision to start a standards project (stage 10.99) shall contain the following:

- list of members of the RS (TO/RS or special RS) to prepare a working draft of the original HRN
- first name and last name of RS convenor
- RS framework programme.
- targeted date of the development of the draft original HRN for public enquiry or the targeted date of the publication of the original HRN as the result of the project.

The TO shall assign a working title to the standards project and the project shall be entered in the work programme of that TO that is publicly available on the HZN web site (stage 20.00, code rpHRN).

Notification of the initiation of a standards project shall be published in the official bulletin of HZN and/or on the HZN web site.

HZN shall inform CEN and CENELEC as well as WTO/TBT Secretariat on the initiation of the development of an original Croatian standard, in accordance with the rules of these organizations, immediately after the adoption of the decision on the initiation of an original Croatian standards project and after the project has been included in the work programme (first notification).

At the earliest stages of the development of a standards project, the TO should examine the need for cooperation with other competent organizations or experts. Special attention should be paid to the planning of the development of an original HRN for which a competent governmental body intends or requires that the standard should support the application of a technical regulation.

If TO members are aware that, for the needs of the development of an original HRN, elements need to be included which involve patent rights or copyright in the Republic of Croatia, they shall inform HZN thereof immediately and HZN shall take further steps in relation to that issue, possibly abandoning the work on that project.

4.1.3 Development of a working draft of an original Croatian standard (nrHRN)

Members of the TO working group (TO/RS) or the special working group (RS) for the development of an original Croatian standard shall develop a **working draft of an original Croatian standard** (stage 20.20, code nrHRN) in accordance with the framework programme.

When drafting an nrHRN, RS members organize their work in the manner they find the most suitable. The text of the nrHRN shall be drafted and presented in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

The text of the nrHRN considered by RS members as the final result of their work shall be sent by the RS convenor to the appropriate TO for further procedure.

The text of the nrHRN developed by the members of the special RS for the development of an original HRN shall be sent to the TU for further procedure.

4.1.4 Committee draft (noHRN)

The TO secretary shall take over the text of the working draft (nrHRN) and, with the consent of the TO chairman, assign it the status of **committee draft** (stage 30.00, code noHRN).

The text of the noHRN shall be discussed and harmonized by TO members, who have to reach consensus on all essential issues. If no consensus may be reached, the text of the noHRN shall be accepted if 71 % of TO members having cast a vote have voted for it.

The final text of the noHRN shall be submitted by the TO secretary for language editing (stage 30.70).

TO members shall consider and approve the language-edited text for presenting it for public enquiry (stage 30.99), and the TO secretary shall assign it the status of **draft original Croatian standard** (stage 40.00, code nHRN).

The text of the nHRN shall be edited for public enquiry in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

The presentation of the draft original HRN for public enquiry shall be approved by the TO chairman, TO secretary and the manager of standardization activities with their signatures on the appropriate form. With her/his signature the TO chairman formally confirms that the TO has discussed the text of the draft original HRN and agreed to its technical content, and that the text reflects the agreed content. With their signatures, the TO secretary and the manager of standardization activities confirm that the draft original HRN has been prepared in accordance with the internal rules of HZN.

4.1.5 Public enquiry on the draft original Croatian standard (nHRN)

Notification of **public enquiry on a draft original HRN** (stage 40.20, code nHRN) shall be published in the official bulletin of HZN and/or on the HZN web site.

During public enquiry the draft original HRN shall be a publicly available document.

HZN shall notify the World Trade Organization and its member countries in accordance with the obligations arising from the Agreement on Technical Barriers to Trade and in accordance with the rules of that organization, and the European Commission in accordance with Directive 98/34/EC and its amendment directive 98/48/EC, and/or in accordance with the provisions of the *Ordinance on the official notification procedure in the area of standards, technical regulations and conformity assessment procedures, and regulations on information society services* (Narodne novine 73/2008) applying to standardization on the announcement of public enquiry about the draft original HRN.

HZN shall inform CEN and CENELEC as well as WTO/TBT Secretariat on the public enquiry on a draft original Croatian standard, in accordance with the rules of these organizations, immediately after the publication of the public enquiry (stage 40.20) (second notification).

Comments on the draft original HRN with an explanation shall be submitted to HZN in writing on the appropriate form within 60 days from the date of the announcement of public enquiry.

Exceptionally, HZN may set a shorter public enquiry period, but not shorter than 30 days.

During public enquiry HZN shall receive comments from the Croatian public and comments from the member countries of the World Trade Organization and the European Union on the published draft original HRN. Comments may not be given by the members of TO having developed the draft original HRN and approved its presentation for public enquiry.

Comments of a technical nature on the draft original HRN shall be discussed by the TO. The TO may accept comments or reject them with an explanation. Notification of the TO's decision shall be sent to the submitter of the comment.

If there have been major changes to the text of a draft original HRN due to the acceptance of a comment, TO shall prepare a new edition of the draft original HRN, approve it and present it for a new public enquiry (stage 40.93, code 2nHRN).

If comments of a technical nature on **the second draft of an original Croatian standard** (2nHRN) are received, about which the technical committee may not reach consensus, the decision shall be adopted to withdraw the nHRN, i.e. to delete the project (stage 40.98), or to publish another type of Croatian normative document.

Development of further editions of the draft original HRN is not permitted.

Editorial comments on nHRN shall be discussed by the TU. The TU may accept the comments or reject them with an explanation.

4.1.6 Publication of an original Croatian standard (HRN)

If no comments are received during public enquiry or only comments of an editorial nature are received, HZN shall edit the **final text of an original Croatian standard** for publication (stage 50.00, code nkHRN).

Sending an original HRN for publication shall be approved by the manager of standardization activities and the Director General of HZN with their signatures on the appropriate form.

With her/his signature the manager of standardization activities formally confirms that the text of the original HRN has been prepared and edited in accordance with the internal rules of HZN. With her/his signature, the Director General of HZN approves the performed procedure and the publication of the original HRN.

Notification of the publication of **an original Croatian standard** (stage 60.60, code HRN) shall be published in the official bulletin of HZN and/or on the HZN web site.

HZN shall inform CEN and CENELEC as well as WTO/TBT Secretariat on the publication of an original Croatian standard, in accordance with the rules of these organizations directly after the publication of respective standards (code 60.60) (third notification).

Data on the published original HRN shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

4.1.7 Updating

Each original HRN shall be periodically reviewed (stage 90.20) in accordance with 3.5. Review of an original HRN shall be the responsibility of the TO having developed it.

The TO may adopt a decision to perform an extraordinary review of an original HRN.

If minor modifications to the text of an original HRN are needed, an amendment to that standard shall be published.

If major modifications to the text of an original HRN are needed, publication of a new edition of that standard rather than publication of an amendment is recommended.

The result of the regular periodic and/or extraordinary review of an original HRN may be the decision to withdraw it with or without a replacement.

4.1.8 Withdrawal

An original HRN shall be withdrawn after a new edition thereof has been published or after a new HRN has been published for the same item, or it may be withdrawn without being replaced in accordance with 3.6.

The withdrawal of an original HRN with or without replacement shall be proposed by the relevant TO having developed and approved it. If no appropriate TO exists, the TU shall decide on withdrawal.

The TO's draft decision on withdrawal of an original HRN shall be confirmed by the TO secretary, the manager of standardization activities and the Director General of HZN with their signatures on the appropriate form.

The TU's decision on withdrawal of an original HRN shall be confirmed by the manager of standardization activities and the Director General of HZN with their signatures.

Notification of the withdrawal of an original HRN shall be published in the official bulletin of HZN and/or on the HZN web site.

Information on the withdrawal of an original HRN shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

4.1.9 Amendment to an original Croatian standard (A)

If the result of the regular and/or extraordinary review of an original HRN is a decision to publish an amendment to that standard, the amendment shall be drafted, approved and published in accordance with the procedure for the drafting, approval and publication of original HRNs (4.1.3 to 4.1.6).

To each original HRN, two amendments at the most may be published for the purpose of minor modifications thereof. After identifying the need to amend an original HRN to which two amendments have already been published, a new edition of the original HRN shall be published.

Notification of the publication of an amendment shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on published amendment shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

4.1.10 Corrigendum of an original Croatian standard (Ispr.)

For corrigenda significantly changing the title or the text of an original HRN, a proposal by the TO having developed the standard is necessary.

The TU shall confirm the need for publishing a corrigendum of an original HRN and approve the text of the corrigendum.

Notification of the publication of a corrigendum shall be published in the official bulletin of HZN and/or on the HZN web site.

Information on the corrigendum of an HRN shall be made publicly available in the Catalogue of Croatian Standards and on the HZN web site.

4.2 Development of other original Croatian normative documents

4.2.1 General

Under UPN 2, other original Croatian normative documents are as follows:

- Croatian technical specification (HRS)
- Croatian technical report (HRI)
- HZN guide (HRU).

4.2.2 Croatian technical specification (HRS)

A **Croatian technical specification** (HRS) is a normative document that prescribes technical requirements to be fulfilled by a product, process or service for which it is not necessary or not possible to adopt an HRN.

An HRS is adopted in cases such as fast development of technology in a given technical field and/or when no national consensus can be reached on a particular standardization item.

The text of an HRS shall be drafted and approved by a TO within its scope of work or by a special RS established by the TU for the purpose of its development.

The TO/RS-related tasks, usually carried out by the respective TO, shall, in the case of the specific RS, be carried out by the TU.

Several HRSs may exist in an area, but they shall not be in mutual conflict.

A **proposal for the development of a Croatian technical specification** (stage 00.00, code ipHRS) shall be submitted to HZN in accordance with 3.1 on the appropriate form.

The TU shall consider the proposal for the development of an HRS and adopt the decision either to accept or reject the proposal.

An accepted proposal for the development of an HRS shall be assigned a unique designation of standards project and shall be entered in HZN's work programme (stage 10.00, code pHRS).

A registered standards project for developing an HRS shall be assigned by the TU to the appropriate TO or a special RS established by the TU for the purpose of developing the HRS.

A standards project for developing an HRS assigned to the appropriate TO shall be considered by the members of that TO, who shall adopt the decision to develop the project or reject it.

A standards project for developing an HRS assigned to the special RS shall be considered by the TU.

For the development of an HRS, an interest in an active participation in it shall be expressed by at least three persons.

A decision to start a standards project for developing an HRS (stage 10.99) shall contain the following:

- list of members of RS (TO/RS or special RS) to prepare the draft HRS
- first name and last name of RS convenor
- RS framework programme

The TO shall assign a working title to the registered standards project and the project shall be entered in the work programme of that TO that is publicly available on HZN web site (stage 20.00, code rpHRS)

The RS shall prepare a **working draft of the Croatian technical specification** (stage 20.20, code nrHRS).

The working draft of the nrHRS shall be submitted to the TO and registered as a **committee draft of the Croatian technical specification** (stage 30.20, code noHRS).

The text of the noHRS shall be discussed and harmonized by TO members, who have to reach a consensus on all essential issues. If no consensus can be reached, the text of the noHRS shall be accepted if 71 % of TO members having cast a vote have voted for it.

The text of the noHRS shall be submitted for language editing (stage 30.70). TO members shall consider and approve the language-edited text of the noHRS (stage 30.99, code noHRS).

If there are not enough votes in favour of the text noHRS, the TO shall adopt the decision to abandon the project (stage 30.98), or to publish another type of Croatian normative document.

The text of an HRS drafted by the special RS established for the purpose of its development shall be considered and approved by the TU before and after its language-editing.

The text of an HRS shall be edited for publication in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

Sending of an HRS for publication shall be approved by the TO chairman, TO secretary, the manager of standardization activities and the Director General of HZN with their signatures on the appropriate form. With his signature the TO chairman formally confirms that the TO has discussed the text and agreed to its technical content, and that the text reflects the agreed content. With their signatures, the TO secretary and the manager of standardization activities confirm that the text of the HRS has been prepared in accordance with the internal rules of HZN. With her/his signature, the Director General approves the publication of the HRS.

Notification of the publication of an **Croatian technical specification** (stage 60.60, code HRS) shall be published in the official bulletin of HZN and/or on HZN web site.

Data on the published HRS shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

A HRS shall be subject to regular review after three years (stage 90.20) and its validity may be extended for an additional three years, after which a decision shall be made either to develop an appropriate standard for the same item or to withdraw the HRS.

If needed, an HRS may be subject to an extraordinary review, independent of the deadlines for regular review.

4.2.3 Croatian technical report (HRI)

A **Croatian technical report (HRI)** is an informative document of HZN that is not appropriate for publication as an HRN or HRS.

A **proposal for the development of a Croatian technical report** (stage 00.00, code ipHRI) may be given by any interested corporate entity, governmental bodies, chambers of commerce, chambers of trades and crafts, interested institutions and other legal and physical entities. A proposal for the development of an HRI may be given by the administrative and technical bodies of HZN.

A proposal for the development of an HRI shall be submitted to HZN in accordance with 3.1 on the appropriate form.

The TU shall consider the proposal for developing of an HRI and adopt the decision either to accept or reject the proposal.

An accepted proposal for the development of an HRI (stage 10.00, code pHRI) shall be assigned a unique designation of standards project and shall be registered in HZN's work programme.

An accepted standards project for developing an HRI shall be assigned by the TU to the appropriate TO or a special RS established by the TU for the purpose of developing the HRI.

A standards project for developing an HRI assigned to the appropriate TO shall be considered by the members of that TO, who shall adopt the decision to develop the project or reject it.

The TO shall assign a working title to the registered standards project and the project shall be entered in the work programme of that TO that is publicly available on HZN web site (stage 20.00, code rpHRI).

The TO shall draft and approve the text of the HRI within its scope of work.

A standards project for developing an HRI assigned to the special RS shall be considered by the TU.

At least three persons shall express interest in active participation in the development of an HRI for that development to proceed.

A decision to start a standards project of developing an HRI (stage 10.99) shall contain the following:

- list of members of the RS (TO/RS or special RS) to prepare the draft HRI
- first name and last name of RS convenor
- RS framework programme

The RS shall prepare a **working draft of the Croatian technical report** (stage 20.20, code nrHRI).

The working draft of the nrHRI shall be submitted to the TO and registered as a **committee draft of the Croatian technical report** (stage 30.20, code noHRI).

The text of the noHRI shall be discussed and harmonized by TO members, who have to reach consensus on all essential issues. If no consensus can be reached, the text of the noHRI shall be accepted if 71 % of TO members having cast a vote have voted for it.

The text of the noHRI shall be submitted for language editing (stage 30.70). TO members shall consider and approve the language-edited text of the noHRI (stage 30.99, code noHRI).

If there are not enough votes in favour of the text of the noHRI, the TO shall adopt the decision to abandon the project (stage 30.98), or to publish another type of Croatian normative document.

The text of an HRI drafted by the special RS established for the purpose of its development shall be considered and approved by the TU before and after its language-editing.

The text of an HRI shall be edited for publication in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

Sending of an HRI for publication shall be approved, with their signatures on the appropriate form, by the TO chairman, TO secretary, the manager of standardization activities and the Director General of HZN or, if the text of the HRI has been drafted by a special RS, by the Head of TU and the Director General of HZN. With her/his signature the TO chairman formally confirms that the TO has discussed the text and agreed to its technical content, and that the text reflects the agreed content. With their signatures, the TO secretary and the manager of standardization activities confirm that the text of the HRI has been prepared and drafted in accordance with the internal rules of HZN. With his signature, the Director General approves the publication of the HRI.

With her/his signature the Head of TU formally confirms that the TU has discussed the text of an HRI drafted by a special RS and has agreed to its technical content, and that the text reflects the agreed content.

Notification of the publication of an **Croatian technical report** (stage 60.60, code HRI) shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRI shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

A HRI shall be subject to review if needed and its validity may be extended or the HRI may be withdrawn.

4.2.4 HZN guide (HRU)

An **HZN Guide (HRU)** is a publicly available informative document of HZN giving guidance, advice or recommendation for standardization principles and policy, and guidelines for standard writers.

A **proposal for the development of an HZN Guide** (stage 00.00, code ipHRU) may be given by any interested corporate entity, governmental bodies, chambers of commerce, chambers of trades and crafts, interested institutions and other legal and physical entities. A proposal for the development of an HZN guide may be given by administrative and technical bodies of HZN.

A proposal for the development of an HRU shall be submitted to HZN on the appropriate form.

The TU shall consider the proposal for the development of an HRU and adopt the decision either to accept or reject the proposal.

An accepted proposal for the development of an HRU shall be assigned a unique designation of standards project and shall be registered in HZN's work programme (stage 10.00, code pHRU).

An accepted proposal for the development of an HRU shall be assigned to an appropriate special RS established by the TU for the purpose of developing the HRU. The TU shall give guidelines for the development of the HRU.

The RS shall assign a working title to the registered standards project and the project shall be entered in the work programme of that RS that is publicly available on HZN web site (stage 20.00, code rpHRU).

The RS shall prepare a **working draft of the HZN Guide** (stage 30.20, nrHRU) in accordance with the guidelines given by the TU.

The text of the nrHRU shall be discussed and harmonized by the TU members, who have to reach consensus on all essential issues. If no consensus can be reached, the text of the HRU shall be accepted if 71 % of the TU members having cast a vote have voted for it.

The text of the nrHRU shall be submitted for language editing (stage 30.70). TU members shall consider and approve the language-edited text of the nrHRU for publication (stage 30.99, code noHRU).

If there are not enough votes in favour of the text of the noHRU, the TU shall adopt the decision to abandon the project (stage 30.98).

The text of an HRU shall be edited for publication in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

Sending of an HRU for publication shall be approved, with their signatures on the appropriate form, by the Head of TU and the Director General of HZN.

With her/his signature the Head of TU formally confirms that the TU has discussed the text and has agreed to its technical content, and that the text reflects the agreed content.

With her/his signature, the Director General formally approves the publication of the **HZN Guide** HRU (stage 60.60, code HRU).

Notification of the publication of an HRU shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRU shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

An HRU shall be subject to review if needed and its validity may be extended, a new edition may be published or the HRU may be withdrawn.

5 Adoption of international/European normative documents

As a member/affiliate of international (ISO and IEC) and European (CEN, CENELEC and ETSI) organizations for standardization HZN has the right and obligation to adopt the standards of these organizations as Croatian standards.

International standards shall be adopted as identical HRNs in accordance with 4.2 of ISO/IEC Guide 21-1:2005, or as HRNs modified in relation to the corresponding international standards in accordance with 4.3 of ISO/IEC Guide 21-1:2005.

European standards shall be adopted only as identical Croatian standard. If needed, and due to specific national circumstances, a temporary national derogation of a technical nature may be added to such standards.

Other international normative documents shall be adopted as identical or modified Croatian normative documents in relation to the corresponding international normative document in accordance with ISO/IEC Guide 21-2:2005.

A Croatian normative document that is an adoption of an international/European normative document shall be designated in accordance with UPN 2.

If there is no corresponding international or European standard for a certain item, HZN may adopt a standard of another national standards body (e.g. DIN, BSI) or a standard of a standardization body (e.g. ASTM) with which HZN has concluded a relevant agreement or upon a special permission. In these circumstances the rules and procedures to be applied are the same as those foreseen for the adoption of international/European normative documents.

5.1 Adoption of an international/European standard

An international standard shall be adopted as an HRN depending on the interest of stakeholders in the Republic of Croatia and at their initiative. In accordance with the *Agreement on Technical Barriers to Trade* of the World Trade Organization, in preparing Croatian standards the adoption of corresponding international standards has priority in all areas where such standards exist.

HZN, as the affiliate of European organizations for standardization CEN and CENELEC is committed to adopt all European standards of these organizations as Croatian standards and to withdraw, simultaneously, the existing conflicting Croatian standards.

As a national standards organisation (NSO) within ETSI, HZN is obliged to adopt as HRN the European standards published by ETSI. At the same time it is obliged to withdraw the existing conflicting Croatian standards.

According to the principle of harmonization of standards at European level, an international standard that has already been adopted as a European standard shall not be adopted directly into Croatian standardization.

In accordance with the rules of international and European organizations for standardization HZN can use two methods of adoption an international/European standard:

- a) the adoption of an international/European standard in the original (code: pr)
- b) the adoption of an international/European standard with translation into Croatian (code: pp)

In adopting an international/European standard in the original, two equivalent procedures are possible:

- endorsement
- reproduction.

An international/European standard shall be adopted as an HRN as a separate document that includes all amendments and corrigenda published in regard to that standard up to the moment of the publication of the HRN.

If, in preparing a European standard, the content of the future EN (HD) had to be adjusted or a part of the text added for the purpose of its application in the Republic of Croatia, HZN shall request approval for an A-deviation or a B-deviation of the relevant European organization for standardization that is developing the relevant EN (HD).

HZN shall file a request for an **A-deviation** in the case of the adoption of an EN that is in conflict with the provisions of Croatian regulations. A request for an A-deviation should be filed at the earliest possible opportunity in the EN development, i.e. when a new standards project is being proposed at European level, at the stage of the so-called Primary Questionnaire procedure, i.e. at the beginning of the work on drafting European standard.

HZN shall file a request for a **B-deviation** from an HD when due to particular technical requirements it is not possible to adopt the HD. A B-deviation is approved for a specified transitional period.

Special national conditions that may not change even after a long period (e.g. climatic conditions) are not considered as deviations and should, whenever possible, be included in the European standard during the harmonization procedure in the course of the development of the European standard. When necessary, HZN shall ensure the inclusion of appropriate Croatian national characteristics in the corresponding European standard during its development. HZN shall file a request for the approval of special national conditions if their inclusion in the European standard is not possible.

5.1.1 Initiation

The initiation of a standards project at international and/or European level may be an impetus for the initiation of a Croatian standards project for the same item (stage 00.00, code ipHRN).

The Croatian standards project for the adoption of an international/European standard may be started at any of the later stages of the development of the international and/or European standard, or after the publication of the international and/or European standard.

The impetus for the initiation of a Croatian standards project for the adoption of an standard may, in exceptional cases, be the publication of a standard or the initiation of the project for the development of a standard of other national standards/standardizing bodies if there is no international or European standard and no international or European project has been started for a certain item.

A proposal for the adoption of an international/European standard shall be considered by the TU, which adopts a decision to accept or reject the proposal.

An accepted proposal for the adoption of an international/European standard shall be assigned a unique standards project designation and shall be registered in HZN's work programme (stage 10.00, code pHRN).

5.1.2 Planning

An accepted proposal for the project shall be assigned by the TU to the appropriate technical committee, if established.

If no appropriate TO has been established, the TU shall initiate the procedure for establishing a new TO in accordance with UPN 5, if there is a foundation for its work, or shall establish a special RS for the adoption of an international/European standard.

A proposal for a standards project for the adoption of an international/European standard assigned to the appropriate TO shall be considered by the members of that TO, who shall adopt the decision to include the project in their work programme (stage 20.00) or to reject the project.

Notification of the initiation of a standards project shall be published in the official bulletin of HZN and/or on the HZN web site.

The schedule of the development of the Croatian standards project for the adoption of an international/European standard arises from the deadlines defined in the corresponding international/European project.

The schedule of the development of the Croatian standards project for the adoption of standard from other countries standards bodies arises from the needs of the project proposer and shall be in accordance with the capacities of the appropriate TO.

After its decision to include the project in its work programme, the TO shall follow the development of the international/European project through all its development stages and participate in the development of the appropriate documents in accordance with the rules of the relevant international/European organization for standardization.

The manner of participation in the development of an international project depends on HZN's status in the relevant international technical body which is developing the project (P-member (participating member), O-member (observer)).

As a member of CEN and CENELEC HZN will be obliged to follow the development of all European projects and make comments or vote on working documents at all development stages of a European project. If no corresponding TO has been established or if the relevant TO does not decide to include a European project from its scope of work in its work programme, the TU shall follow the development of the European project and fulfil its obligations at all project development stages.

A standards project for the adoption of an international standard in the development of which HZN is participating as a P-member or for the adoption of a European standard is activated on the national level at the public enquiry stage (stage 40.20) or the vote on final draft (stage 50.20), or when the TO is considering the corresponding international/European document in order to establish the national standpoint at the voting stage.

As soon as a Croatian standards project has been activated again, TO shall propose the method of adopting the international/European standard on the national level, taking into account the deadlines set for its development, publication of the corresponding Croatian standard and the withdrawal of the conflicting Croatian standard.

In adopting an international/European standard, HZN may define a shorter public enquiry period, but not shorter than 30 days.

5.1.3 Adoption of an international/European standard with translation into Croatian

Upon the adoption of an international/European standard with translation into Croatian, HRN shall be drafted, approved and published according to the procedure of drafting, approving and publishing an original HRN (4.1.3 to 4.1.6).

A registered standards project (stage 20.00, code rpHRN) shall go through all development stages to the publication of HRN.

Members of the TO working group (TO/RS) or the special working group (RS) shall develop a **working draft of the Croatian standard** (stage 20.20, code nrHRN) by translating the text of the international/European standard into Croatian.

The translation of an international/European standard into Croatian may start no sooner than the stage of public enquiry on the relevant draft standard. If an international/European draft standard is being translated, the TO shall follow the development of that standard and bring the translation of its draft into line with the final draft standard or the published international/European standard, respectively.

When drafting the nrHRN, RS members organize their work in the most suitable manner. The Croatian text of the nrHRN shall be technically equivalent to the original text and drafted and presented in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

The text of the noHRN shall be discussed and harmonized by TO members. Discussion of the text and the harmonization of the Croatian text shall not lead to any differences in the technical content in relation to the original text.

The final text of the noHRN shall be submitted for language editing (stage 30.70). The language-editing of the Croatian text shall not lead to any differences in the technical content in relation to the original text. TO members shall consider and approve the language-edited text for presenting it for public enquiry (stage 30.99), and the TO secretary shall assign it the status of **draft Croatian standard** (stage 40.00, code nHRN).

If TO members notice an error in the original text during the development of the nHRN, they shall inform HZN thereof, and HZN shall notify, with or without a proposal for correction, the organization which issued the original. The organization which issued the original may start a procedure to develop and publish a corrigendum of the standard.

If no corrigendum of the original standard has been published by the time of presenting the nHRN which is a translation of the international/European standard for public enquiry, the text of the national foreword to the nHRN shall inform users of the draft of the error noticed.

The text of the nHRN shall be edited for public enquiry in accordance with the rules for the structure and drafting of Croatian standards and other publicly available documents, UPN 6.

The presenting of the nHRN for public enquiry shall be approved by the TO chairman, the TO secretary and the manager of standardization activities with their signatures. With her/his signature the TO chairman formally confirms that the TO has discussed the text of the nHRN and agreed to its technical content, and that the text reflects the agreed content. With their signatures, the TO secretary and the manager of standardization activities confirm that the text of the nHRN has been prepared in accordance with the internal rules of HZN.

Notification of the **public enquiry on a draft Croatian standard** (stage 40.20, code nHRN) shall be published in the official bulletin of the HZN and/or on the HZN web site.

HZN shall notify the organization which issued the original of any comments related to the errors noticed in the original text received during the public enquiry, with or without a proposal for correction. The organization which issued the original may start a procedure to develop and publish a corrigendum of the standard.

If no corrigendum of the original standard has been published by the time of sending the HRN to publication, the text of the HRN shall inform users of the standard of the error noticed.

Sending of the HRN for publication shall be approved by the manager of standardization activities and the Director General of HZN with their signatures on the appropriate form. With her/his signature the manager of standardization activities formally confirms that the text of the HRN has been prepared in accordance with the internal rules of HZN. With her/his signature, the Director General approves the performed procedure and the publication of the HRN.

Notification of the publication of the **Croatian standard** (stage 60.60, code HRN) shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRN shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

The relevant TO shall review the HRN that is an adoption of an international/European standard with translation in accordance with the plan of regular reviews of the original and in the case of an extraordinary review of the original.

If needed, the TO may independently decide to review the HRN that is an adoption of an international/European standard with translation.

The TO may decide to withdraw the HRN that is an adoption of an international/European standard with translation after the original has been withdrawn.

The TO may independently decide to withdraw an HRN that is an adoption of an international or standard from other countries standards bodies, but may not independently decide to withdraw an HRN that is an adoption of a European standard.

After the withdrawal of an original international/European standard, the TO may adopt the decision to keep the content of that standard as an original HRN (a new standards project) if it is not in conflict with another published international/European standard.

5.1.4 Adoption of an international/European standard in the original

At the moment of activating a registered standards project for the adoption of an international/European standard in the original and registering an international/European document (draft, final draft or published standard) as a working document for discussion in a TO (stage 30.00, code noHRN), the TO shall set a deadline for presenting the proposal for the adoption of an international/European standard for public enquiry or for the publication of the HRN as a result of the project defined by the organization developing the standard or setting these dates, respectively.

If no corresponding TO has been established or if the relevant TO does not decide to include a European project from its scope of work in its work programme, the TU shall follow the development of the European project and fulfil its obligations at all project development stages.

The text of the working document shall be discussed by TO members, who have to reach consensus on all essential issues, including the consensus on the translation of the title of the international/European standard into Croatian. If no consensus can be reached, the noHRN shall be accepted and presented for public enquiry if 71 % of TO members having cast a vote have voted for it.

Notification of the **public enquiry on a proposal for the adoption of an international/European standard in the original** (stage 40.20, code nHRN) shall be published in the official bulletin of HZN and/or on the HZN web site.

If errors in the original text are noticed during discussion in a TO or during public enquiry, HZN shall notify the organization which issued the original thereof, with or without a proposal for correction. The organization which issued the original may start a procedure for developing and publishing a corrigendum of the standard.

If no corrigendum of the original standard has been published nor is it in preparation by the time of sending the HRN for publication, the text of the HRN shall inform users of the standard on the error noticed.

The publication of an HRN that is an adoption of an international/European standard in the original shall be approved by the TO chairman, the TO secretary, the manager of standardization activities and the Director General of HZN with their signatures on the appropriate form. With her/his signature the TO chairman formally confirms that the TO has discussed the original and reached consensus on its adoption. With their signatures, the TO secretary and the manager of standardization activities confirm that the draft HRN has been prepared in accordance with the internal rules of HZN. With her/his signature, the Director General of HZN approves the performed procedure and the publication of the HRN.

Notification of the publication of the **Croatian standard** (stage 60.60, code HRN) shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRN shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

The relevant TO shall review an HRN that is an adoption of an international/European standard in the original in accordance with the plan of regular reviews of the original and in the case of an extraordinary review of the original.

If needed, the TO may independently decide to review an HRN that is an adoption of an international/European standard in the original.

If the need for modifying or withdrawing the standard is established during the review of the HRN that is an adoption of an international/European standard, HZN shall notify the relevant organization thereof. The organization which issued the original may start the procedure for reviewing the original.

The TO may decide to withdraw an HRN that is an adoption of an international/European standard in the original after the original has been withdrawn.

The TO may independently decide to withdraw an HRN that is an adoption of an international or standard from other countries standards bodies, but may not independently decide to withdraw an HRN that is an adoption of a European standard.

After the withdrawal of an original international/European standard that has been adopted as an HRN in the original, a TO may decide to keep the content of that standard as an original HRN (a new standards project) if it is not in conflict with another published Croatian standard i.e. international/European standard.

5.1.5 Adoption of European standards in the original under the shortened procedure

In standardization fields in which, for the lack of interest among corporate entities and governmental bodies, no TOs have been established, European standards may, if needed, be adopted as Croatian standards under the shortened procedure in accordance with Article 54 of HZN's Statute.

The shortened procedure for adoption shall be performed only in exceptional cases on a proposal accompanied by a detailed explanation.

A proposal for the performance of the shortened procedure may be given by governmental bodies and administrative and technical bodies of HZN.

A proposal for the performance of the shortened procedure shall be submitted to HZN on the appropriate form.

Proposals for the performance of the shortened procedure shall be considered by the TU. The TU shall decide to accept or to reject the proposal.

The shortened procedure for adopting a European standard shall be performed by the TU.

5.1.5.1 Notification of the performance of the shortened procedure

After accepting the proposal for the performance of the shortened procedure for adopting European standards, the TU shall publish a notification of standardization fields in which it intends to perform the shortened procedure in the official bulletin of HZN and/or on the HZN web site.

This notification shall contain at least the following:

- standardization field (according to UPN 5, Annex A)
- narrower field (name of the technical committee which prepared the original or the designation of the subfield)
- reason for performing the shortened procedure
- targeted date of the announcement of public enquiry on the adoption of the European standards and
- targeted date of the publication of the corresponding HRNs.

5.1.5.2 Shortened procedure for the adoption of a European standard

A proposal for the adoption of a European standard under the shortened procedure shall be prepared by the TU, possibly with the assistance of external consultants.

A proposal for the adoption of a European standard under the shortened procedure, drafted on the appropriate form, shall contain at least the following data:

- standardization field (according to UPN 5, Annex A)
- designation of the European standard (in letters and digits, and year of publication)
- title of the European standard in the language of the original
- title of the European standard in Croatian (may be omitted only in a specially justified case).

A proposal for the adoption of a European standard under the shortened procedure shall be assigned a unique designation of draft standards project and shall be entered in HZN's work programme (stage 10.00, code pHRN).

A standards project under the shortened procedure does not include all the stages of a project for the development, approval and publication of Croatian standards. However, public enquiry (stage 40.20) shall not be omitted and shall always precede the adoption of a European standard as an HRN. Public enquiry on a proposal for the adoption of a European standard under the shortened procedure shall not last less than 30 days.

5.1.6 Adoption of amendments

If the publication of an amendment is the result of a periodic or an extraordinary review of an international/European standard that has been adopted as an HRN, the amendment shall be adopted, approved and published under the procedure for adopting international/European standards (5.1.1 to 5.1.5).

If needed, an original Croatian amendment to an HRN that is an adoption of an international standard shall be adopted, approved and published under the procedure for adopting original HRNs (4.1.3 to 4.1.6).

If needed (only in cases of national elements or linguistic and editorial issues) an original Croatian amendment to an HRN that is an adoption of a European standard shall be adopted, approved and published under the procedure for adopting original HRNs (4.1.3 to 4.1.6).

5.1.7 Publication of a corrigendum

A corrigendum of an HRN that is an adoption of an international/European standard shall be published after the organization which issued the international/European standard has noticed an error therein and published a corrigendum of that international/European standard.

For the publication of a corrigendum of editorial errors, no proposal by the TO which proposed the adoption of the international/European standard is needed.

For corrigenda significantly altering the title or the text of a standard, a proposal by the TO which proposed the adoption of the international/European standard is needed.

The procedure from 4.1.10 shall apply accordingly to the publication of an original Croatian corrigendum of a Croatian standard that is an adoption of an international/European standard.

5.2 Adoption of other international/European normative documents

An international/European normative document may be adopted as a Croatian normative document

- of the same type without modifications in the original and/or with translation
- of a different type without modifications in the original and/or with translation
- of the same type with modifications with translation
- of a different type with modifications with translation.

In adopting an international/European normative document as a Croatian normative document of the same type without modifications with translation, the procedure for the development, approval and publication of that type of Croatian original normative document shall apply accordingly.

In adopting an international/European normative document as a Croatian normative document of the same type without modifications in the original, the procedure for the adoption of an international/European standard in the original (as an HRN) shall apply accordingly with the appropriate procedure and consensus level for the development, approval and publication of that type of Croatian normative document.

Exceptionally, the relevant TO may, with justification, propose an adoption of an international/European normative document as a Croatian normative document of a different type. The TU shall consider the TO's proposal and decide on the method of adoption and the type of normative document to be published.

In adopting an international/European normative document as a Croatian normative document of a different type without modifications with translation, the procedure for the development, approval and publication of that type of Croatian original normative document shall apply accordingly.

In adopting an international/European normative document as a Croatian normative document of a different type without modifications in the original, the procedure for the adoption of an international/European standard in the original (as an HRN) shall apply accordingly with the appropriate procedure and consensus level for the development, approval and publication of that type of Croatian normative document.

The relevant TO may propose the adoption of an international/European normative document as a Croatian normative document with modifications. The TO shall propose and justify modifications of the original normative document.

The TU shall consider the TO's proposal and decide on the adoption of the international/European normative document with modifications.

In adopting an international/European normative document as a Croatian normative document of the same or a different type with modifications with translation, the procedure for the development, approval and publication of the corresponding type of Croatian original normative document shall apply.

5.2.1 Adoption of European prestandards

As an affiliate/member of the European organizations for standardization CEN and CENELEC, HZN has the right to adopt European prestandards (ENV) of these organizations as Croatian normative documents.

A European prestandard may be provisionally adopted as a Croatian prestandard in the original or with translation in order to gain the necessary experience from its application on which to base the development of a future standard.

The relevant TO shall propose the adoption of a European prestandard as a Croatian prestandard from its scope of work and the method of its adoption.

In adopting a European prestandard with translation into Croatian, the Croatian prestandard shall be drafted, approved and published under the procedure for the development, approval and publication of the original HRN (4.1.3 to 4.1.6) with the consensus level applicable to HRS (4.2.2).

A European prestandard shall be adopted in the original as a Croatian prestandard under the procedure for the adoption of international/European standards in the original (5.1.4) with the consensus level applicable to HRS (4.2.2).

For the designation of Croatian prestandards that are adoptions of European prestandards the provisions of subclause 4.2.3.1 of UPN 2 shall apply.

Notification of the publication of a Croatian prestandard shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published Croatian prestandard shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

5.2.2 Adoption of European harmonization documents

As an affiliate/member of CENELEC, HZN has the right to adopt harmonization documents (HD) issued by that organization as Croatian normative documents.

An HD may be adopted as an HRN in its original version or as a translation or, in accordance with CEN/CENELEC Internal Regulations (Part 2), an announcement of the availability of the HD may be published in the official bulletin of HZN and/or on the HZN web site along with the withdrawal of conflicting HRNs.

In adopting an HD as an HRN with translation into Croatian, the HRN shall be drafted, approved and published under the procedure for the development, approval and publication of the original HRN (4.1.3 to 4.1.6).

In adopting an HD in the original, the HRN shall be adopted under the procedure for adopting international/European standards in the original (5.1.4).

A proposal for the publication of a notification on the availability of the HD shall be prepared by the relevant TO in its scope of work.

The TU shall consider the TO's proposal and decide on the notification of the availability of the HD.

If no relevant TO has been established, the TU shall decide on notification of the availability of the HD.

Notification of the publication of an HRN that is an adoption of an HD or notification of the availability of the HD shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRN or HD shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

5.2.3 Adoption of international/European technical specifications

As a member/affiliate of international (ISO and IEC) and European (CEN, CENELEC and ETSI) organizations for standardization, HZN has the right to adopt technical specifications (TS) and publicly available specifications (PAS) of these organizations as Croatian normative documents.

An international/European TS/PAS may be adopted as an identical HRS or as an HRS with modifications.

The relevant TO shall adopt the decision for adopting an international/European TS/PAS as an HRS in its scope of work and on the method of its adoption.

If no relevant TO has been established, the TU shall decide of the adoption of an international/European TS/PAS as an HRS.

In adopting an international/European TS/PAS with translation into Croatian, the HRS shall be drafted, approved and published under the procedure for the development, approval and publication of the original HRS (4.2.2).

An international/European TS/PAS shall be adopted in the original as an HRS under the procedure for adopting international/European standards in the original (5.1.4) with the consensus level applicable to HRS (4.2.2).

Notification of the publication of an HRS shall be published in the official bulletin of the HZN and/or on the HZN web site.

Data on the published HRS shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

5.2.4 Adoption of international/European technical reports

As a member/affiliate of international (ISO and IEC) and European (CEN, CENELEC and ETSI) organizations for standardization, HZN has the right to adopt technical reports (TR) of these organizations as Croatian normative documents.

An international/European TR may be adopted as an identical HRI or as an HRI with modifications.

The relevant TO shall decide of the adoption and on the method of adopting an international/European TR as a Croatian normative document in its scope of work.

If no relevant TO has been established, the TU shall decide of the adoption an international/European TR as a Croatian normative document.

In adopting an international/European TR with translation into Croatian, an HRI shall be drafted, approved and published under the procedure for the development, approval and publication of the original HRI (4.2.3).

An international/European TR shall be adopted in the original as an HRI under the procedure for adopting international/European standards in the original (5.1.4) with the consensus level applicable to HRI (4.2.3).

Notification of the publication of an HRI shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRI shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.

5.2.5 Adoption of international/European guides

As a member/affiliate of international (ISO and IEC) and European (CEN, CENELEC and ETSI) organizations for standardization, HZN has the right to adopt guides (EG, Guide) of these organizations as Croatian normative documents.

An international/European guide may be adopted as an identical HRU or as an HRU with modifications with translation, or in the original.

The TU shall decide on the adoption of an international/European guide as an HRU.

In adopting international/European guides with translation into Croatian, HRUs shall be drafted, approved and published under the procedure for the development, approval and publication of the original HRU (4.2.4).

An international/European guide shall be adopted in the original as an HRU under the procedure for adopting international/European standards in the original (5.1.4) with the consensus level applicable to HRU (4.2.4).

Notification of the publication of an HRU shall be published in the official bulletin of HZN and/or on the HZN web site.

Data on the published HRUs shall be made publicly available in the Catalogue of Croatian Standards on the HZN web site.



Annex A

Stages of development of Croatian normative documents

STAGE	SUBSTAGE							
					90 Decision substages			
	00 Registration	20 Start of main action	60 Completion of main action	70 Language editing	92 Repeat an earlier phase	93 Repeat current phase	98 Abandon	99 Proceed
00 Preliminary stage	00.00 Proposal for new project received (ipHRN)	00.20 Proposal for new project under review	00.60 Close of review			00.93 Proposal for new project returned to submitter for further definition	00.98 Proposal for new project abandoned	00.99 Initial proposal accepted
10 Proposal stage	10.00 Proposal for new project registered (pHRN)	10.20 New project ballot initiated	10.60 Close of voting		10.92 Proposal returned to submitter for further definition		10.98 New project rejected	10.99 Proposal accepted
20 Preparatory stage	20.00 New project registered in work programme (pHRN)	20.20 Working draft initiated (nrHRN)	20.60 Close of comment period				20.98 Project deleted	20.99 nrHRN approved for registration as noHRN
30 Committee stage	30.00 Committee draft registered (noHRN)	30.20 noHRN study/ballot initiated	30.60 Close of comment period	30.70 Language editing	30.92 noHRN referred back to Working Group		30.98 Project deleted	30.99 noHRN approved for registration as nHRN
40 Enquiry stage	40.00 Draft Croatian standard registered (nHRN)	40.20 Public enquiry on nHRN	40.60 Close of comment period		40.92 nHRN referred back to TO or PO	40.93 Decision for new public enquiry	40.98 Project deleted	40.99 nHRN approved for registration as nkHRN
50 Approval stage	50.00 Final draft Croatian standard registered (nkHRN)	50.20 Public enquiry on nkHRN	50.60 Close of comment period; nkHR confirmed		50.92 nkHRN referred back to TO or PO		50.98 Project deleted	50.99 nkHRN approved for registration as HRN
60 Publication stage	60.00 Croatian standard registered under publication (HRN)		60.60 HRN published					
90 Review stage		90.20 HRN under periodic review	90.60 Close of comment period		90.92 HRN to be revised	90.93 HRN confirmed		90.99 Withdrawal of HRN proposed by TO or PO
95 Withdrawal stage		95.20 Withdrawal ballot	95.60 Close of comment period		95.92 Decision not to withdraw			95.99 Withdrawal of HRN

Abbreviations:

ipHRN - *Initial proposal received*
pHRN - *Proposal for new project registered for ballot*
rpHRN - *New project registered in work programme*
nrHRN - *Working draft of Croatian standard*

noHRN - *Committee draft of Croatian standard*
nHRN - *Draft Croatian standard*
nkHRN - *Final draft Croatian standard*
HRN - *Croatian standard*

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Document history

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