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# **INTERNAL RULES FOR STANDARDIZATION –**

## **Part 5: Establishment and work of technical committees**

Zagreb, July 2009



**HZN**

**Hrvatski zavod za norme**  
Croatian Standards Institute

## Internal Rules for Standardization – Part 5: Establishment and work of technical committees

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## Foreword

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

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

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

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

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

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

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

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

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

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

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

In accordance with the provisions of HZN Statute any proposals for amendments to these Rules shall be submitted to HZN in writing. The amendments shall be discussed by the Technical Board (TU) 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 5 replaces the first UPN 5 edition of 2007. In addition to the text modifications, indicated by a vertical line in the left margin of the text, Subclause 5.6 has been renumbered into Subclause 5.7 and two new subclauses (5.6 and 5.8) have been added.

## 1 Scope

UPN 5 specifies the structure of HZN technical committees, subcommittees and working groups, their establishment and designation, and principles and procedures to be followed in their work.

## 2 Terms and definitions

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

### **Croatian mirror technical committee**

HZN technical committee mirroring one or several corresponding international and/or European technical committees

## 3 HZN working bodies

For the Croatian standardization work HZN establishes its expert working bodies: technical committees (4.3), subcommittees (4.4) and working groups (4.5).

## 4 Technical committees, subcommittees and working groups

### 4.1 General

Technical committees (TOs) are established for the purpose of Croatian standardization tasks and for monitoring international and European standardization in the relevant narrow standardization fields. Technical committees are classified into standardization sectors (Annex A).

HZN technical committees may be mirror committees of one or several international and/or European technical committees and/or working groups, such as ISO/TMB/SR, CEN/BT/WG, CEN/BT/TF, CLC/BT/WG or CLC/ BT/TF.

Technical committees may have a scope not corresponding to the scope of any international or European technical committees.

Each technical committee has its uniform designation, title and defined scope.

For the tasks belonging to specific narrow fields, technical committees may establish subcommittees and working groups.

Technical subcommittees (POs) are technical bodies of HZN monitoring a specific narrow work field within the scope of the relevant technical committee. The relevant technical committee retains full responsibility for the work of its subcommittees.

A technical subcommittee may adopt its decisions independently if the relevant technical committee allows that.

Technical subcommittees of HZN technical committees may mirror one international and/or European technical committee or subcommittee.

Working groups (RS) are technical bodies of HZN established for an individual standardization task and are usually disbanded after the completion of their task.

According to UPN 1, participation of representatives of HZN members in the work of technical committees (TO), subcommittees (PO) and working groups (RS) is voluntary.

## 4.2 Designation

Technical committees are assigned a uniform designation and title:

**HZN/TO XXX, *Title of technical committee***

The numeric designation may contain three digits at the most.

Technical committee subcommittees are designated with TO/PO and a number:

**HZN/TO XXX/PO nn, *Title of technical committee; Title of technical committee's subcommittee***

Technical committee working groups are designated with RS and a number:

**HZN/TO XXX/RS nn, *Title of technical committee; Title of technical committee's working group***

Technical subcommittee working groups are designated with RS and a number:

**HZN/TO XXX/PO nn/RS nn, *Title of technical committee;  
Title of technical subcommittee; Title of technical subcommittee's working group***

The principles of assigning designations to technical committees are given in Annex B.

## 4.3 Technical committees (TOs)

### 4.3.1 Establishment of TOs

A proposal to establish a TO may come from any interested company, governmental body, chamber of commerce, chamber of crafts, interested institution or other legal entity. A proposal may also be made by programming committees, existing TOs and standardization field managers.

A proposal to establish a TO shall contain a description of its scope, which has to be clear and have precisely defined limits.

The TU considers the proposal, taking into account that the scope of TOs shall not overlap, and entrusts the relevant standardization field manager with preparing the establishment process.

Research into the interest in the establishment of a particular TO is conducted through the publication of relevant notification on HZN web site and in the official bulletin of HZN.

A TO for a certain standardization field can be established if the proposal for its establishment is supported by at least three HZN members. Whenever possible, these members should represent different stakeholders (interest groups).

The final proposal to establish a TO is submitted by the TU to the Director General. The final decision on the establishment is adopted by the Administrative Board on the proposal of the Director General.

A Technical committee's status remains "in the process of being established" until the Administrative Board has confirmed its scope.

At the founding meeting of the Technical committee its draft scope is discussed, and its chairman and work programme proposed. Technical committees shall base their work programmes on the work programmes and work results of the relevant international and European technical committees.

Notification on a newly established TO is published on HZN web site and/or in the official bulletin of HZN.

#### 4.3.2 TO members

Only representatives of legal entities which are full HZN members, representatives of governmental bodies which submit application for cooperation and physical entities may be members of technical committees. A TO shall have at least three members representing different stakeholders.

The number of members in a TO is not limited. However, for reasons of efficiency it is recommended that this number should not exceed 25. A legal entity which is a full HZN member, governmental body which submits application for cooperation and physical entity may have no more than three representatives in a technical committee, only one of whom is allowed to vote, i.e. one full HZN member (legal and physical entity) and one governmental body which submits application for cooperation has only one (1) vote. Legal entities, governmental bodies and physical entities with more than one representative shall, for each meeting, designate the representative entitled to vote.

If the number of persons applying for TO membership exceeds the recommended number (25), legal entities, governmental bodies and physical entities with more than one representative should reduce the number of their representatives.

A legal entity, governmental body or physical entity providing the TO chairman may nominate another representative to the TO.

Technical committees may propose retired experts as their invited members with the approval of the TU. The TU may designate a representative of an institution with which HZN has a cooperation agreement as an invited member. Invited members have no right to vote. A committee may have no more than two (2) invited members, whose membership in the committee lasts two (2) years and may be renewed several times, each time for further two years. Membership of an invited member on the committee may be terminated by TO decision or at the invited member's request.

All TO members shall have access to the Internet and e-mail.

The obligations and rights of TO members are given in Annex C.

#### 4.3.3 TO chairman

The chairman manages the work of the technical committee, chairs its meetings and makes efforts to reach a consensus. He/she shall act impartially. In the technical committee that he/she chairs he/she may not represent the HZN member having nominated him/her and has no right to vote.

The chairman may be proposed by any TO member or by the TO secretary on behalf of HZN. The chairman is designated by TO members at their meeting by majority vote of all members. The chairman is appointed by HZN Director General at the proposal of the technical committee on the basis of the previously obtained opinion of the TU.

The chairman is appointed for a four-year term. His/her term may be prolonged several times for another two-year period.

The responsibilities and rights of TO chairman are given in Annex D.

#### 4.3.4 TO secretary

The TO secretary is an employee of HZN. He/she assists the TO chairman in managing the TO work. He/she is responsible for the implementation of TO decisions related to the drafting, publishing, maintenance and withdrawal of standards.

The duties of a TO secretary are given in Annex E.

The administrative affairs of a TO (secretariat) may be entrusted to a legal entity that is a full member of HZN. The secretariat shall adhere to the HZN Internal Rules and appoint a person to be in charge of administrative affairs and coordinate work with the TO secretary.

#### **4.3.5 Dormant status and disbandment of TOs**

The TU makes the decision to assign “dormant” status to a technical committee if it has completed all the assigned tasks and if there are no new tasks on its work programme. However, it still remains responsible for amending, correcting and periodically reviewing the published standards.

A Technical Committee is disbanded on the Administrative Board’s decision taken on the proposal of the Director General or of the TU:

- when the need for its work ceases to exist
- when there is no more interest in its work or
- when its mirror international and/or European committee has been disbanded.

#### **4.4 Subcommittees (POs)**

##### **4.4.1 Establishment of POs**

Technical committees may establish subcommittees in order to perform their tasks more effectively.

A proposal to establish a PO may be made by the TO chairman, secretary or members. This proposal shall contain a description of the PO’s scope, which has to be clear and have precisely defined limits.

The decision on the establishment of a technical subcommittee and its scope is adopted by the relevant TO.

##### **4.4.2 PO members**

Only representatives of legal entities which are full HZN members, representatives of governmental bodies which submit application for cooperation and physical entities may be PO members. PO members may at the same time be members of the TO having established the PO.

The number of members in a PO is not limited. However, for efficiency reasons it is recommended that this number should not exceed 15. A legal entity which is a full HZN member, governmental body which submits application for cooperation and physical entity may have no more than three representatives in a technical committee, only one of whom is allowed to vote, i.e. one full HZN member (legal and physical entity) and one governmental body which submits application for cooperation has only one (1) vote. Legal entities, governmental bodies and physical entities having more than one representative shall, for each meeting, designate the representative entitled to vote.

A subcommittee may propose a retired expert as its invited member with the approval of the relevant TO and the TU. The TU may designate a representative of an institution with which HZN has a cooperation agreement as an invited member. The invited member has no right to vote. A subcommittee may have no more than one (1) invited member, whose membership in the subcommittee lasts two (2) years and may be renewed, several times for two years. The invited member’s membership in the subcommittee may be terminated by a PO decision or at the invited member’s request.

All PO members shall have access to the Internet and e-mail.

The obligations and rights of PO members are given in Annex C.

#### **4.4.3 PO chairman**

The PO chairman manages the work of the technical subcommittee, chairs its meetings and makes efforts to reach a consensus. He/she shall act impartially. In the technical subcommittee that he/she chairs he/she may not represent the HZN member having nominated him/her and has no right to vote.

The PO chairman may be proposed by the relevant TO, any PO member or by the PO secretary on behalf of the HZN. The PO chairman is nominated by PO members at their meeting by majority vote of all PO members. The chairman is appointed by the relevant TO at the proposal of the technical subcommittee.

The chairman is appointed for a four-year term. His/her term may be prolonged several times for another two-year period.

Rights and responsibilities of PO chairman are given in Annex D.

#### **4.4.4 PO secretary**

The PO secretary is the secretary of the relevant TO.

The PO secretary assists the PO chairman in managing PO work. He/she is responsible for the implementation of PO decisions.

The duties of the PO secretary are given in Annex E.

#### **4.4.5 Dormant status and disbandment of POs**

A TO makes the decision to assign “dormant” status to a technical subcommittee if it has completed all the tasks assigned and if there are no new tasks on its work programme. However, it remains responsible for amending, correcting and periodically reviewing the published standards.

A PO is disbanded by the respective TO's decision:

- when the need for its work ceases to exist
- when there is no more interest for its work or
- when its mirror international and/or European technical committee/subcommittee has been disbanded.

### **4.5 Working groups (RSs)**

#### **4.5.1 Establishment of RSs**

Technical committees and subcommittees may establish working groups in order to perform their tasks more effectively.

A proposal to establish an RS of a TO/PO may be made by the TO/PO chairman, secretary or members. This proposal shall contain a clear description of the RS's task.

The decision on the establishment of an RS is adopted by the relevant TO or PO.



#### 4.5.2 RS members

RS members may be nominated from among the experts from legal entities which are full HZN members, governmental bodies which submit application for cooperation and physical entities which are full HZN members. RS members may also be nominated from among members of the relevant TO or PO. An RS member does not represent the opinion of the HZN member having nominated him/her but works on certain tasks within the RS on the basis of his/her expert knowledge. RS members may also be nominated from among the experts who are not representatives of HZN members, but are invited on the proposal of TO or the TU.

The number of members of an RS is not limited. However, for reasons of efficiency it is recommended that this number should not exceed 5.

All RS members shall have access to the Internet and e-mail.

#### 4.5.3 RS convenor

The RS convenor manages the work of the working group. He/she chairs RS meeting. The RS convenor is appointed by the relevant TO/PO.

The RS convenor reports to the relevant TO/PO on the progress of RS work.

The term of the convenor of an RS ceases when the task for which the RS has been established is completed.

#### 4.5.4 Disbandment of RSs

An RS is disbanded when there is no more need for its work, its members have no more interest in working in it or the international and/or European technical committee/subcommittee it is mirroring has been disbanded. The decision to disband an RS is adopted by the TO/PO having established it.

## 5 Principles of standardization work

### 5.1 General

According to the UPN 1 of the Internal Rules, the principles of HZN's standardization work are as follows:

- taking into account state of the art, cooperation rules and results of international and European standardization
- right to voluntary participation of all stakeholders and their equal representation in the process of preparing Croatian standards, voluntary adoption of Croatian standards and voluntary use of Croatian standards
- consensus on the content of Croatian standards
- publicity of work in all its phases and appropriate communication to the public
- homogeneity 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 of copyright and right of reproduction.

## 5.2 Work programme

The standardization work programme contains an overview of all standardization projects, i.e. covers the work programmes of all HZN technical committees.

The work programmes of individual technical committees shall be reviewed on a regular basis in order to ensure the review of published standards and include new projects.

The updated HZN work programme is available on HZN web site. In this way the provisions of the WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards are being implemented.

## 5.3 Responsibility for the standardization work

### 5.3.1 Responsibility of TO and PO members

TO and PO members represent the interest of the legal entity, governmental body and physical entity having nominated them. At their meetings they present positions of an HZN member or governmental body having nominated them and report to them on the conclusions and agreements reached. The legal entity represented by a TO/PO member shall consciously accept this obligation of its representative.

TO and PO members shall:

- actively participate in TO/PO work
- regularly attend meetings
- study documents received for a meeting and prepare their comments and proposals
- be constructive in discussions and respect other members' opinions
- contribute with their expertise to the drafting of standards
- vote on the documents when needed
- respect the given deadlines
- respect, support and implement the adopted decisions
- use any information received in their capacity as TO/PO members solely for TO/PO work and not disclose them to any other persons.

TO/PO membership is terminated:

- if the TO/PO member constantly avoids his/her obligations (preparation for meetings, preparation of opinions, comments, etc.)
- if he/she is absent from three consecutive meetings without notice or fails to answer three consecutive inquiries by the secretary
- if the legal entity, governmental body and physical entity having delegated him/her requests so
- if the behaviour of the TO/PO member is harmful to TO/PO work and HZN (e.g. unauthorized disclosure of data received in the capacity of TO/PO member, undermining the reputation of TO/PO members, etc.)
- if the TO/PO member presents his/her personal opinion as the established TO/PO opinion
- if the TO/PO member is prevented from fulfilling his/her duties for a considerable period
- if the TO/PO member requests termination himself/herself.

A notification of the termination of TO/PO membership is sent to the concerned TO/PO member and to the HZN member having delegated him/her.

### **5.3.2 Responsibility of RS members**

RS members shall contribute with their expertise to the drafting of standards taking into account the “state of the art”. They are responsible for the efficient and timely performance of assigned tasks.

### **5.3.3 Responsibility of TO/PO chairman**

The Chairman is responsible for:

- managing the TO/PO work programme in accordance with the objectives and schedule
- implementation of the existing HZN rules and ensuring that TO/PO works in accordance with these rules
- identification of interest for new tasks and their objectives
- encouraging members to perform their obligations
- preparing TO/PO meetings in cooperation with the secretary
- chairing meetings in such a manner that TO/PO members are encouraged to present their opinions and ensure discussion on these opinions
- concise and clear presentation of the achieved agreements
- aligning of views if no consensus has been reached
- adopting clear and unambiguous decisions to which the members have agreed at the meeting
- implementation of decisions in order to ensure progress in work
- coordination of TO, PO and RS work
- coordination of work with other technical committees when necessary (TO chairman).

The Chairman’s term is terminated in case of:

- failure to perform his/her duty
- failure to respect HZN rules
- undermining HZN’s reputation
- considerable period of inability to perform his/her duties
- when the full HZN member (legal or physical entity) or governmental body he/she represents requests his/her withdrawal
- at his/her own request.

If a TO/PO chairman’s term is terminated for any reason, he/she shall be informed in writing thereof. Appropriate notification shall also be sent to the HZN member having delegated him/her.

### **5.3.4 Responsibility of RS convenor**

Working group convenor is responsible for:

- timely completion of tasks assigned to RS
- implementation of the existing HZN rules and ensuring that RS works in accordance with these rules
- encouraging members to perform their obligations
- distribution of working documents to RS members
- preparing and chairing meetings

- chairing meetings in such manner that RS members are encouraged to present their opinions and ensure discussion on these opinions
- coordination of work with the relevant TO/PO
- preparation of reports for TO/PO.

If it is established that a convenor fails to perform his/her obligations, HZN shall inform the relevant TO/PO thereof.

The convenor's term is terminated in case of:

- failure to perform his/her duty
- failure to respect HZN rules
- undermining HZN's reputation
- considerable period of inability to perform his/her duties
- when the full HZN member (legal or physical entity) or governmental body he/she represents requests his/her withdrawal
- at his/her own request.

Notification of the termination of a convenor's term is sent to the convenor and to the relevant TO/PO.

### **5.3.5 Secretary's responsibilities**

A Secretary proposes, prepares and organizes the establishment of HZN technical bodies.

The Secretary, in cooperation with the chairman, organizes TO/PO meetings and prepares appropriate documents. He/she ensures technical assistance to TO/PO chairman and members for the purpose of implementing the work programme on schedule.

He/she ensures that the TO/PO works in accordance with the HZN Internal Rules for Standardization and that TO/PO decisions are implemented.

He/she follows the work of mirrored technical committees/subcommittees/working groups (TC/SC/WG) and other technical bodies or international and European organizations for standardization.

The duties of TO/PO secretaries are given in Annex E.

## **5.4 Meetings**

Technical committees and subcommittees work at their meetings and/or by correspondence. Work by correspondence is encouraged and meetings should be held only when working documents have been prepared, in order to ensure satisfactory progress in the performance of tasks. The agenda should justify the reasons for calling a meeting.

Meetings are prepared by the secretary in agreement with the TO/PO chairman. PO meetings may be prepared and held without the secretary's presence, but PO chairman shall inform the secretary that the meeting has been held and inform him/her about the decisions adopted at the meeting.

TO/PO meetings are held when necessary, at least once a year.

The Secretary agrees the agenda with the TO/PO chairman and sends out the invitations with the agenda at least 10 days before the meeting. The Secretary shall place all documents received 14 days before the meeting on the agenda and attach them to the invitation. Any proposals and documents sent to the secretary after the invitations have been sent out may be placed on the agenda at the meeting itself if TO/PO members present decide so.

A member who cannot attend a meeting shall inform the secretary thereof at least two days before the meeting. In this case he/she shall send his/her written proposals or comments on the documents received for the meeting at least one day before the meeting. A TO/PO member can be replaced by a substitute at a meeting, but this substitute shall receive from the TO/PO member all documents and instructions for the meeting. The TO/PO member shall send a written notification (by mail or e-mail) on his/her designated substitution at least one day before the meeting.

A TO/PO meeting may be held only if the majority of TO/PO members with voting rights are present (51 %). Each full HZN member (legal and physical entity) and governmental body which submits application for cooperation represented on the TO/PO has only one vote.

In the case of justified absence of the TO/PO chairman, the meeting shall be chaired by one of the TO/PO members proposed by the members present at the meeting.

Decisions are adopted by consensus.

Exceptionally, if no consensus can be reached, a decision shall be considered valid if accepted by at least 71 % of voting TO/PO members. Votes received in writing before the meeting are also taken into account. Abstentions are not taken into account.

## 5.5 Documents of technical committees/subcommittees

TO/PO documents may be the original and the working documents of the relevant international/European TCs/SCs they mirror (*mirror* TC/SC).

Original working documents are those created by a TO/PO or outside HZN and related to the work of a particular TO/PO.

HZN receives and puts at TO/PO members' disposal those working documents of international/European TCs/SCs, whose work is followed by the respective HZN TO/PO. These are basic documents for TO/PO work and TO/PO members should consider them on a regular basis, issue opinions and vote on them as necessary.

Any documents received by TO/PO members in this capacity may be used solely in accordance with their purpose, i.e. as support to standardization work.

Types and designation of working documents are given in Annex F.

## 5.6 Copyright

In order to secure legal protection of the documents collectively elaborated by the participants in HZN's standardization work, by signing the list of participants in an HZN technical body's meeting, its participants assign to HZN, without charging any fees, the sole, explicit and irrevocable right to exploit the results of their collective work. All HZN members' representatives as well as other experts participating in the work of HZN/TOs, HZN/POs and HZN/RSP are considered participants in HZN activities. The Exploitation Rights Assignment Statement is an integral part of the list of participants in the meeting (Form: TU25-2009-06).

The exploitation rights assigned to HZN cover all official languages of international and European organizations for standardization as well as the Croatian language. The aforementioned rights also cover all exploitation forms known at present, in particular and non-restrictively the following: publication by all means and all graphical support systems, by print, press, photocopy, microfilms, and via all magnetic, computerized and numerical support systems, memory cards, CD-ROMs (CD digital compact discs), films, photographs, slides, teledistribution, cable, satellite, diskettes and on-line document servers.

## 5.7 External experts

For standardization fields for which it is recognized that there is no interest in establishing a technical committee, the TU can submit a proposal to the HZN Director General to hire external experts to prepare a proposal for the adoption of Croatian standards. The work of external experts is coordinated by standardization field managers. The TU is responsible for controlling the performance of contractual obligations of external experts.

## 5.8 Appeals procedure

HZN members as well as any other users of HZN services and products, i.e. any other legal or physical entity having its registered office or permanent residence in the Republic of Croatia, have the right to appeal against the work of HZN.

The appeals may be of administrative (concerning the work of HZN) or technical nature (concerning a single standardization document).

The appeal shall include the grounds for appealing with a detailed explanation supported by facts as well as the appellant's signature.

### 5.8.1 Administrative appeal

The administrative appeal submitted by HZN members, TO members, PO members, by the members of working groups as well as the appeal submitted by any other users of HZN services or products concerning the work of HZN and its bodies shall be addressed to HZN Administrative Board.

The administrative appeal shall be submitted when the interested party considers that HZN and its bodies have not acted in accordance with the Statutes of HZN, with the HZN Internal Rules, with the commonly accepted principles of standardization work, or in the case it considers that HZN decisions are not in line with public interest of the Republic of Croatia.

HZN Administrative Board shall discuss and take decisions concerning the appeal. It may request an expert opinion or support from the respective bodies of HZN.

The details of the processing procedure for administrative appeals have been explained within the N-P 90XX procedure (in the preparatory stage).

### 5.8.2 Technical appeals

The appeal by HZN members, TO members, PO members or members of working groups as well as the appeal by any other users of HZN services and products concerning technical irregularities in a certain standardization document shall be submitted to the respective HZN/TO.

In the case of non-existence of the relevant HZN/TO, the appeal shall be submitted to the TU.

The appeals can concern any HZN standardization document at any stage of their development.

TO Chairman, i.e. the Head of the TU shall put the submitted appeal on the agenda of the next TO meeting, i.e. the next TU meeting. Upon the discussion the TO, i.e. the TU, shall propose a decision concerning the appeal to the Director General.

Director General's decision concerning the appeal shall be sent to the appellant at the latest within 30 days after the receipt of the appeal.

In the case the appellant is not satisfied with the Director General's decision, he/she may submit the appeal to the Administrative Board within 30 days. The Administrative Board shall decide on the appeal within 30 days after the receipt of the appeal, i.e. at the latest within 90 days after the receipt of the first appeal. The Administrative Board's decision shall be final.

If the appeal concerns technical irregularity of a normative document accepted as an international or European normative document and particularly if that irregularity may be detrimental to the life in general, to the health or to the environment, the TO or HZN TU shall decide whether or not to submit the appeal to the competent international or European body which has drafted the document.

If the appeal concerns a standards project for the development of an original Croatian normative document, the development of the project shall be stopped until the final decision concerning the appeal is made.

A note concerning the technical appeal, as well as the decision concerning the appeal shall be submitted to HZN body having developed or having adopted the respective standardization document.

The details of the processing procedure for technical appeals have been explained within the N-P 90xx procedure (in the preparatory stage).

## 6 Cooperation with European and international technical committees

### 6.1 General

HZN's rights and obligations in relation to international and European organizations for standardization arise from its membership in these organizations in accordance with their rules.

HZN is a member of ISO and IEC, affiliate of CEN and CENELEC and has the status of the national standards body at ETSI (NSO member). In these capacities HZN enables its representatives to participate in the activities of ISO, IEC, CEN and CENELEC.

Depending on its resources HZN may, organize meetings of international and European technical committees in the Republic of Croatia.

HZN shall approve the participation of representatives of standards bodies of other countries in the work of HZN technical committees on their request.

During the preparation of international and European standards HZN shall not take any actions regarding relevant standard project, that could prejudice the harmonization intended at the international and European levels.

Draft European standards are circulated by HZN in order to enable the widest public in the Republic of Croatia to submit their comments.

HZN is obliged to inform European organizations for standardization of the European standards adopted as Croatian standards.

HZN informs international organizations for standardization of the international standards adopted as Croatian standards on their request.

HZN is obliged to inform European and international organizations of the development of any original Croatian standards.

## **6.2 Participation in the international organizations' work**

HZN is a member body of the International Organization for Standardization (ISO) and a full member of the International Electrotechnical Commission (IEC).

In ISO and IEC technical committees HZN may have the status of participating member (P-member) or observer (O-member). Unlike the observers, participating members have the obligation to vote on the documents received within the prescribed time limits.

All ISO and IEC members have the right to receive all documents, participate in the work, attend the meetings of technical committees and make comments.

## **6.3 Participation in the European organizations' work**

HZN is an affiliate of the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC).

An HZN representative may be observer on CEN and CENELEC technical committees' meetings.

HZN coordinates national standardization activities in relation to the European Telecommunications Standards Institute (ETSI).

## **6.4 Representatives of the Republic of Croatia in international and European technical bodies**

Representatives of the Republic of Croatia at the meetings of international and European TCs/SCs are proposed by Croatian mirror technical committees. The TU discusses the proposal and submits its decision to the Director General. Representatives are confirmed by the Administrative Board at the Director General's proposal.

One or several representatives (delegation) of the Republic of Croatia may be present at the meetings of international and European TCs/SCs, depending on the rules of the relevant international or European organization for standardization. When a delegation attends a meeting, it shall have its chairman, who has the right to present the national position. Delegations/representatives of the Republic of Croatia have no right to express their own personal opinions or the positions of their companies at the meetings of international and European TCs/SCs.

The national position on the issues on the agenda of an international or European technical committee is adopted by the Croatian mirror technical committee.



Before going to a meeting of an international and European TC/SC, representatives shall receive instructions about the national position and any lobbying. Instructions shall be made in writing.

After returning from a TC/SC meeting, the representatives of the Republic of Croatia shall, within thirty days, submit a detailed written report on their participation in the meeting of the international or European technical committee and report the agreements achieved and conclusions adopted to the respective Croatian mirror technical committee. They are also obliged to prepare a short report for publication in the official bulletin of HZN.

The experts working in international and European working groups do not have the status of representatives of the Republic of Croatia although they are delegated by HZN. Within the working groups they provide their expertise on a specific issue. They shall, however, be acquainted about the national position on a specific subject in order to reduce the risk of giving negative opinion on the draft standard in future stages of standard development.

The experts working in international and European working groups shall be acquainted with the rules of work in these groups and shall regularly submit reports to HZN on the work of these working groups.

## **6.5 Management of the secretariat of an international or European technical committee**

Depending on its resources and on the decision by the Administrative Board, HZN may manage the secretariat of international and/or European technical committees/subcommittees. The Secretariat is managed in accordance with the rules of the relevant international or European organization for standardization.

The Secretary of the Croatian mirror technical committee is responsible for coordinating tasks related to the secretariat of the international and/or European technical committee/subcommittee (TC/SC).

HZN may, in accordance with the decision by the Administrative Board, appoint an HZN member to manage an international or European committee and/or subcommittee secretariat.

HZN and the HZN member assuming the obligation of managing the secretariat of an international or European technical committee and/or subcommittee shall conclude a cooperation contract on mutual relations concerning the management of the respective international or European technical committee and/or subcommittee secretariat.

The TU controls the management of the secretariat of international and/or European technical committees/subcommittees.

## Annex A

### Standardization fields

HZN technical committees are classified into 14 standardization fields:

- building and construction
- chemicals, chemical engineering, agricultural and food products
- metallic materials
- non-metallic materials
- health, environment and medical equipment
- fundamental standards
- transport, mechanical handling and packaging
- mechanical engineering
- services, products for household and leisure use
- general electrotechnical standards
- electronic engineering
- electrical engineering
- information technology
- telecommunications.

## Annex B

### Designation of technical committees

Designation of technical committees is given in Table B.1 for general standardization fields, in Table B.2 for electrotechnical fields, in Table B.3 for telecommunications and in Table B.4 for joint technical committees of several international and/or European standards bodies.

After a technical committee has been disbanded, the number assigned to it may not be assigned to another technical committee.

**Table B.1 – Designation of technical committees for general standardization fields**

International technical committee (ISO/TC)	European technical committee (CEN/TC)	Designation of HZN technical committee (HZN/TO)
ISO/TC XXX	CEN/TC does not exist	HZN/TO 1-499 (No. of ISO technical committee)
ISO/TC XXX	CEN/TC XXX of similar scope	HZN/TO 1-499 (as a rule the number of ISO technical committee)
ISO/TC XXX	Several CEN/TCs of very similar scope	HZN/TO 1-499 (as a rule the number of ISO technical committee)
Several ISO/TCs of similar scope	One or several CEN/TCs of similar scope	HZN/TO 500-999*
ISO/TC does not exist	One or several CEN/TCs of similar scope	HZN/TO 500-999*
ISO/TC does not exist	CEN/TC does not exist	HZN/TO 500-999*

\* Numerical designations are assigned in the order of establishment of technical committees.

**Table B.2 – Designation of technical committees for electrotechnical fields**

International technical committee (IEC/TC)	European technical committee (CLC/TC)	Designation of HZN technical committee (HZN/TO)
IEC/TC XXX	CLC/TC does not exist	HZN/TO E1-E499 (No. of IEC technical committee)
IEC/TC XXX	CLC/TC XXX of similar scope	HZN/TO E1-E499 (as a rule the number of IEC technical committee)
IEC/TC XXX	Several CLC/TCs of very similar scope	HZN/TO E1-E499 (as a rule the number of IEC technical committee)
Several IEC/TCs of similar scope	One or several CLC/TCs of similar scope	HZN/TO E500-E999*
IEC/TC does not exist	One or several CLC/TCs of similar scope	HZN/TO E500-E999*
IEC/TC does not exist	CLC/TC does not exist	HZN/TO E500-E999*

\* Numerical designations are assigned in the order of establishment of technical committees.

**Table B.3 – Designation of technical committees for telecommunications**

International technical committee	European technical committee	Designation of HZN technical committee (HZN/TO)
–	ETSI TC, ETSI EP, ETSI EPP... i.e. one or several ETSI technical bodies	HZN/TO T1-T499*

\* Numerical designations are assigned in the order of establishment of technical committees.

**Table B.4 – Designation of technical committees which follow the work of joint technical committees of several international and/or European standards bodies**

International technical committee	European technical committee	Designation of HZN technical committee (HZN/TO)
ISO/IEC/TC	–	HZN/TO Z1-Z499*
–	CEN/CLC/TC CEN/CLC/ETSI/TC CLC/ ETSI/TC	HZN/TO Z1-Z499*

\* Numerical designations are assigned in the order of establishment of technical committees.

## Annex C

### Rights and obligations of the members of Croatian technical committees/subcommittees

#### Role

a TO/PO member

- is a person who participates in the work of a technical committee/subcommittee
- represents a full HZN member (legal or physical entity) or governmental body having delegated him/her to represent its interests

#### Competencies, skills, knowledge

- knowledge of the field and interests of the HZN member having delegated him/her
- knowledge of the standardization work rules
- computer literacy and electronic communication skills
- knowledge of English language

#### Obligations

- actively participates in the work of technical committee/subcommittee (meetings, answering enquiries, etc.)
- regularly attends TO/PO meetings
- if he/she is not able to attend a meeting, informs HZN thereof at least two days before the meeting
- prepares for meetings studying the documents received and prepares comments and proposals
- is constructive at the meeting and respects other members' opinions
- contributes his/her expertise to the drafting of standards
- respects deadlines, i.e. expresses his/her opinion and answers enquiries within the prescribed time limit
- respects, supports and implements the decisions adopted by TO/PO
- undertakes to use any information (in electronic, written, oral or any other form) received in his/her capacity as TO/PO member solely for TO/PO work, i.e. as support to standardization work, and not to disclose them to any other persons
- in case of a change of any important personal data relevant for TO/PO membership, informs HZN thereof
- respects copyright and right of reproduction.

#### Rights

- accessibility to working documents
- voting on documents (working documents, drafts, standards, etc.), only those TO/PO members appointed by full HZN member (legal entity or physical person) and governmental body for voting
- possibility of participation in the work of European or international technical committees, subcommittees and working groups
- possibility of representing the relevant HZN technical committees at the meetings of other organizations, with the written approval of the HZN Director General and TO chairman and within the scope of the relevant TO.

## Annex D

### Rights and responsibilities of the chairman of a technical committee/subcommittee

#### Role

- chairman is the person managing the work of TO/PO

#### Competencies

- negotiation, leadership and management skills
- knowledge of the standardization work rules
- computer literacy and electronic communication skills
- knowledge of English language

#### Responsibilities

- manages TO/PO work programme in accordance with objectives and schedule
- assists the secretary in implementing the existing HZN rules and ensures that TO/PO works in accordance with these rules
- identifies interest in new tasks and the objectives of these tasks
- encourages members to perform their obligations, e.g. when a voting deadline is approaching, when deadlines have been exceeded, etc.
- prepares TO/PO meetings in cooperation with the secretary
- chairs TO/PO meetings, encourages TO/PO members to present their opinions, ensures discussion on these opinions
- provides concise and clear presentation of the agreement reached in order to avoid any misunderstandings
- aligns views until a consensus has been reached
- ensures that all decisions adopted at the meeting are clear and available in writing at the meeting in order to be confirmed by the members
- monitors the implementation of decisions in order to ensure progress in work
- ensures the coordination of TO, PO and RS work (TO chairman)
- informs TO of the progress in the work of his/her PO (PO chairman)
- ensures the coordination of working activities with other TOs (TO chairman)

#### Voting

- has no right to vote and acts impartially during the entire term; in the technical committee he/she chairs he/she may not represent HZN member (legal or physical entity) or governmental body having delegated him/her

#### Reports to

- Technical Board (TO chairman)
- technical committee (PO chairman)

#### Rights

- may represent the HZN technical committee/subcommittee he/she chairs at the meetings of other organizations, with the written approval of the HZN Director General and within the scope of the relevant TO/PO
- may participate in the work of European or international technical committees, subcommittees and working groups

#### Methods of work

- cooperates with the secretary and discusses all issues with him/her.

## Annex E

### Duties of the secretary of a technical committee/subcommittee

The Secretary provides technical support to the chairman and members of technical committee/subcommittee in the implementation of the work programme in accordance with schedule. A secretary of a technical committee/subcommittee has the following duties:

#### Technical committee/subcommittee

- proposes, prepares and organizes the establishment of technical bodies (TO, PO, RS)
- follows the work of mirrored technical committees/subcommittees/working groups (TC/SC/WG) and other technical bodies or international and European organizations for standardization
- proposes representatives of the Republic of Croatia in these bodies and participates in the work of these bodies if necessary
- advises TO/PO chairman on the application of HZN Internal Rules for Standardization
- participates in the preparation of TO/PO scope and work programmes
- participates in the establishment of deadlines and priorities
- participates in the procedure of appointing TO/PO chairman
- monitors the composition of TO/PO and updates members' data in HZN IT system
- monitors the work of TO/PO chairman, RS convenor and committee members
- establishes cooperation with other TOs/POs
- proposes termination of work on projects that are 12 months or more behind the schedule or for which there is no more support
- prepares justifications of proposals to disband a TO/PO
- implements the adopted decisions within his/her scope of work

#### Meetings

- organizes meetings in cooperation with the chairman and prepares relevant documents for TO/PO meeting
- participates in the drafting of meeting invitations with the agenda for TO/PO meetings
- sends invitations to TO/PO members with the relevant documents attached
- establishes whether the conditions for a meeting are fulfilled (quorum)
- writes the minutes of a TO/PO meeting within 30 days and circulates them to TO/PO members

#### Working documents

- produces and numbers TO/PO working documents and follows up on them
- makes TO/PO documents available to TO/PO members

### Standardization tasks

- follows projects of mirror international and European technical committees/subcommittees (TC/SC) and informs TO/PO thereof
- ensures regular entry of TO/PO projects in HZN work programme
- prepares the announcement of the enquiry about the proposals for adoption of original international/European standards for the official bulletin of HZN and processes comments thereon
- initiates the procedure of translating international/European normative documents into Croatian
- participates in the preparation of draft standards and other normative documents in Croatian language, monitors their development, prepares the announcement of public enquiry on draft documents and processes comments
- receives comments during the application and review of standards and other normative documents
- initiates and monitors voting, and reviews and processes voting results
- controls the adherence to the schedule in the implementation of TO/PO projects
- proposes the conclusion of contracts with external experts for the preparation of proposals for the adoption of Croatian standards
- participates in the preparation of expert interpretations of provisions contained in standards and other normative documents.



## Annex F

### Types and designation of working documents of technical committees/subcommittees

#### F.1 Working documents of a technical committee/subcommittee

TO/PO working documents may be drawn up before, during and after a meeting.

The documents drawn up before a TO/PO meeting:

- meeting invitations with the respective agenda
- working drafts and/or drafts of Croatian normative documents
- various project proposals (for the adoption, withdrawal and correction)
- comments
- reports by the respective international/European technical committees referred to in the meeting agenda
- information notes related to voting concerning international/European documents.

Documents drawn up during a TO/PO meeting

- list of participants
- meeting conclusions (if separately prepared)

Documents prepared after a TO/PO meeting:

- minutes of the meeting
- adopted proposals
- enclosed documents referred to in the minutes of the meeting

TO/PO working documents are designated in accordance with Clause F.2 of this Annex.

#### F.2 Designation of working documents

The designation of a technical committee/subcommittee working document consists of the designation of the relevant technical committee (and subcommittee) and the ordinal number of the document, linked with letter “N”.

Example:

**HZN/TO 138 N 7**

Letter „r“ may be added after the designation if it applies to a revised document.

Example:

**HZN/TO 71/PO 2 N 19r1**

## Bibliography

- [1] Standardization Act (NN 163/2003)
- [2] Regulation on the Establishment of the Croatian Standards Institute (NN 154/2004; NN 44/2005)
- [3] Statute of the Croatian Standards Institute
- [4] Rules on Membership in the Croatian Standards Institute
- [5] UPN 1:2009, *Internal Rules for Standardization – Part 1: Standardization in general, aims and general principles*
- [6] UPN 2:2009, *Internal Rules for Standardization – Part 2: Types of documents and their designation*
- [7] UPN 3:2009, *Internal Rules for Standardization – Part 3: Development and adoption of Croatian Standards and other documents*
- [8] UPN 6:2009, *Internal Rules for Standardization – Part 6: Rules for the structure and drafting of Croatian Standards and other publicly available documents*
- [9] ISO/IEC Directives, (all parts)
- [10] CEN/CENELEC Internal Regulations (all parts)
- [11] ETSI Handbook
- [12] ETSI Memorandum of Understanding
- [13] CEN/CENELEC Guide 7, 1. ed., 2001.

## Document history

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