

GUIDELINE FOR STANDARDS DEVELOPMENT



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## Table of Contents

FOREWORD .....	4
INTRODUCTION.....	5
1. TERMS AND DEFINITIONS .....	6
PART 1 - ORGANIZATION OF STANDARDS DEVELOPMENT .....	9
2.1 Board .....	10
2.2 Establishment of Technical committees (TCs).....	10
2.3 Establishment of Subcommittees.....	10
2.4 Establishment of Working Groups .....	11
2.5 Constitution and numbering of the technical committees and subcommittees.....	11
3. GENERAL GUIDANCE FOR MEMBERS OF COMMITTEE .....	11
4. ROLE OF CHAIRPERSON.....	13
5. ROLE OF MEMBER SECRETARY .....	14
PART 2 - DEVELOPMENT OF NATIONAL STANDARDS.....	17
6.1 Project approach.....	17
6.2 Proposal Stage .....	18
6.3 Preparatory Stage .....	18
6.4 Committee Stage .....	18
6.5 Approval Stage .....	19
6.6 Publication Stage.....	20
6.7 Publication.....	21
6.8 Interpretation .....	21
6.9 Amendments.....	21
6.10 Review of standards .....	22
6.11 Adoption of International/Regional Standards and deliverables.....	23
6.12 Recognition of Other Standard as Bhutan Standard.....	23
7. MEETINGS.....	24
7.1 Committee Deliberations.....	24
7.2 Convening the Meetings.....	25
7.2.1 Fixing the Venue and Date of the Meeting .....	25
7.2.2 Issue of Meeting Notice .....	25
7.2.3 Invitation to Meeting.....	25
7.2.4 Preparation and issue of Agenda.....	25
7.3. Action Prior to Meeting.....	26
7.4 Briefing the Chairperson .....	26
7.5 Cancellation and Postponement of Meetings .....	26
7.6 Action during Meeting .....	27
7.7 Order of Business .....	27

7.8 Proceedings and Minutes .....	28
7.8.1 General .....	28
7.8.2 Action after the Meeting .....	28
7.8.2.1 Preparation of the Minutes .....	28
7.8.2.2 Circulation of the Minutes.....	28
7.9 Action on Minutes .....	29
7.10 Follow up Action on the Minutes.....	29
7.11 Supervision of Work and Periodic Monitoring of Progress.....	29
8. BUSINESS PLANS OF TECHNICAL COMMITTEES.....	30
ANNEX 01 .....	32
Code of Good Practice for the Preparation, Adoption and Application of Standards (Annex 3 to WTO/TBT Agreement).....	32
ANNEX 02.....	35
Offer of Representation in the Technical Committee .....	35
ANNEX 02.1 .....	36
Guidelines for Participation in the Technical Committee Work.....	36
ANNEX 03.....	38
Offer of Chairpersonship of Technical Committees .....	38
ANNEX 04.....	39
Documents Required By Secretary for Reference .....	39
ANNEX 05.....	40
Proposing New Subjects for National Standardization .....	40
ANNEX 06.....	42
Register of Documents for Printing .....	42
ANNEX 07.....	43
Format for Sending Comments on BSB Documents .....	43
ANNEX 08.....	44
Advance Notice for Meeting.....	44
ANNEX 09.....	45
Typical List of Agenda Items in Sectional Committee Meeting.....	45
ANNEX 10.....	47
Format for Circulation of Agenda.....	47
ANNEX 11 .....	48
Proforma for Attendance Sheet.....	48
ANNEX 12.....	49
Format for Circulation of Minutes .....	49
ANNEX 13.....	50
Recognition of Contribution of Members .....	50

## FOREWORD

Standardization is the process of formulating and applying rules for an orderly approach to a specific activity for the benefit and with the cooperation of all concerned, and in particular for the promotion of optimum overall economy taking due account of functional conditions and safety requirements. It is based on the consolidated results of science, technique and experience. It determines not only the basis for the present but also for future development, while keeping pace with technological developments world over. The evolution of the concept of standardization has helped in codifying the existing knowledge and in bridging the international barriers, it being a dynamic activity.

With the objective of harmonious development of standardization activity in Bhutan, the Bhutan Standards Bureau, the National Standards Body of Bhutan has been established under the Bhutan Standards Act 2010. Over the years various methods, procedures were established for execution of standardization activities in a more effective and efficient manner. As a policy, the standards formulation activity of BSB has been harmonized as far as possible with the relevant activities and procedures as laid down by the International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) and other regional standards organizations as per the Bhutan's conditions and the national priorities. The Agreement on Technical Barriers to Trade (TBT) under the World Trade Organization has included "Code of Good Practice for the preparation, adoption and application of standards (Article 4 of TBT Agreement, Annex 3)" for the national standards bodies to follow for harmonious development of standardization in the world.

This guideline has been brought out to guide standardization process being initiated in the country under the Bhutan Standards Act and also need for keeping pace with the emerging technologies, environmental issues and trade considerations at national and international level.

While preparing this guideline assistance has been derived from the following publications;

1. ISO/IEC Directives, Part 1 : Procedures for the technical work
2. ISO/IEC Directives, Part 2: Rules for the structure and drafting of International Standards.
3. BTS ISO/IEC GUIDE 21-1:2012 Regional or national adoption of International Standards and other International Deliverables-
  - a. Part 1: Adoption of International Standards
4. BTS ISO/IEC GUIDE 21-2:2012 Regional or national adoption of International Standards and other International Deliverables-
  - a. Part 2: Adoption of International Deliverables other than International Standards.

## INTRODUCTION

Development of national standards and facilitation of their implementation is one of the core mandates of the Bhutan Standards Bureau (BSB), as required by the Bhutan Standards Act 2010 (Ac). The standards formulation is an activity for uniformity and unambiguity in the process of development of standards. The standards activity is normally spread over in the standards body with different departments and sections. It is therefore necessary to have uniformity in constitution of committees, calling the meetings of the committees, deliberations of the committees and follow-up of the decisions of the committees. The guideline for Standards Development aims at bringing uniformity in approach by all those engaged in the development of standards at the national level in line with TBT Code of Practice for Preparation, Adoption and Application of Standards (See Annex 01).

## 1. TERMS AND DEFINITIONS

For the purpose of this guideline the following definitions shall apply:

**Amendment** - modification, addition or deletion of specific parts of the content of a normative document

**NOTE:** The results of amendment are usually presented by issuing a separate amendment sheet to the normative document.

**Basic Standard** - standard that has a wide-ranging coverage or contains general provisions for one particular field

**NOTE:** A basic standard may function as a standard for direct application or as a basis for other standards.

**Bhutan Standard** - means the standard (including any tentative or provisional standard) established and published by the Bureau, in relation to any article or process indicative of the quality and specification of such article or process and includes any standard recognized by the Bureau.

**Bilaterally harmonized standards** - standards that are harmonized between two standardizing bodies

**Certification** - means third-party attestation related to product or article, processes, systems or persons and is applicable to all objects of conformity assessment except for conformity assessment bodies to which accreditation is applicable.

**Code of Practice** - means a set of rules relating to the methods to be applied or the procedure to be adopted in connection with the construction, installation, testing, operation or use of any article, apparatus, instrument, device or process.

**Conformity Assessment** - is a demonstration that specified requirements relating to an article, process or system are fulfilled.

**Consensus - General agreement**, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments Consensus need not imply unanimity.

**Correction** - removal of printing, linguistic and other similar errors from the published text of a normative document.

**NOTE:** The results of correction may be presented, as appropriate, by issuing a separate correction sheet or a new edition of the normative document.

**Draft standard** - proposed standard that is available generally for comment, voting or approval.

**Guidelines** – means code of practice for the development of standards including the establishment of organizations such as the Technical/Sub/Working committees as per section 42 a) of the Act.

**Harmonized standards (equivalent standards)** - standards on the same subject approved by different standardizing bodies, that establish interchangeability of products, processes and services, or mutual understanding of test results or information provided according to these standards.

**Internationally harmonized standards** - standards that are harmonized with an international standard.

**International standards organization** - standardizing organization whose membership is open to the relevant national standard's body from every country. The ISO and the IEC are such bodies.

**Multilaterally harmonized standards** - standards that are harmonized between more than two standardizing bodies.

**National Standards** - standard that is developed/adopted by the NSB and made available to the public.

**National Standards Body (NSB)** - standards body recognized at the national level that is eligible to be the national member of the corresponding international and regional standards organizations. Bhutan Standards Bureau (BSB) is the national standards body of Bhutan.

**Process standard** - standard that specifies requirements to be fulfilled by a process, to establish its fitness for purpose.

**Regionally harmonized standards** - standards that are harmonized with a regional standard.

**Regional Standards Organization** - standards organization whose membership is open to the relevant national standard's body from each country within one geographical, political or economic area only such as SARSO (South Asian Regional Standards Organization).

**Regulation** - document providing binding legislative rules that is adopted by an authority. Regulations are mandatory.

**Regulatory authority** - authority that is responsible for preparing or adopting regulations.

**Revision** - introduction of all necessary changes to the substance and presentation of a normative document.

NOTE: The results of revision are presented by issuing a new edition of the normative document.

**Reprint** - new impression of a normative document without changes.

**Service standard** - standards that specifies requirements to be fulfilled by a service, to establish its fitness for purpose.

NOTE- Service standards may be prepared in fields such as laundering, hotel-keeping, transport, car-servicing, telecommunications, insurance, banking, trading.

**Specification** - means a description of any commodity by reference to its nature, quality, strength, purity; composition, quantity, dimensions, weight, grade, durability, origin, age or other characteristics, or to any substance or material of or with which, or the manner in which, any commodity may be manufactured, produced, processed or treated.

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

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

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

**Standardizing body** - body recognized at national, regional or international level that has as a principal function, by virtue of its statutes, the preparation, approval or adoption of standards that are made available to the public.

NOTE: A standards body may also have other principal functions.

**Standards programme** - working schedule of a standardizing body that lists its current items of standardization work

**Sub-Committee** - a committee constituted by a Technical Committee (TC) to carry out specific aspects of standardization under the standardization activity of the TC.

**Technical Committee** - a committee established by the NSB to carry out standardization within a particular broad subject of standardization.

**Terminology standard** - standard that is concerned with terms, usually accompanied by their definitions, and sometimes by explanatory notes, illustrations, examples, etc.

**Testing standard** - standard that is concerned with test methods, sometimes supplemented with other provisions related to testing, such as sampling, use of statistical methods, sequence of tests product standard, standard that specifies requirements to be fulfilled by a product or a group of products, to establish its fitness for purpose.

**Working Groups** - groups of experts established by the TC or SC to study a specific area within the subject of standardization.

## PART 1 - ORGANIZATION OF STANDARDS DEVELOPMENT

The Bhutan Standards Bureau is the apex body for deciding matter related to standardization in the country and has representation from government, industry, regulatory bodies, research institution and the private sector. It has five divisions for the specialized functions of the Bureau. The standardization division is responsible for preparation and propagation of Bhutan Standards in different sectors of economy. The organization for standards development is shown in Fig. 01

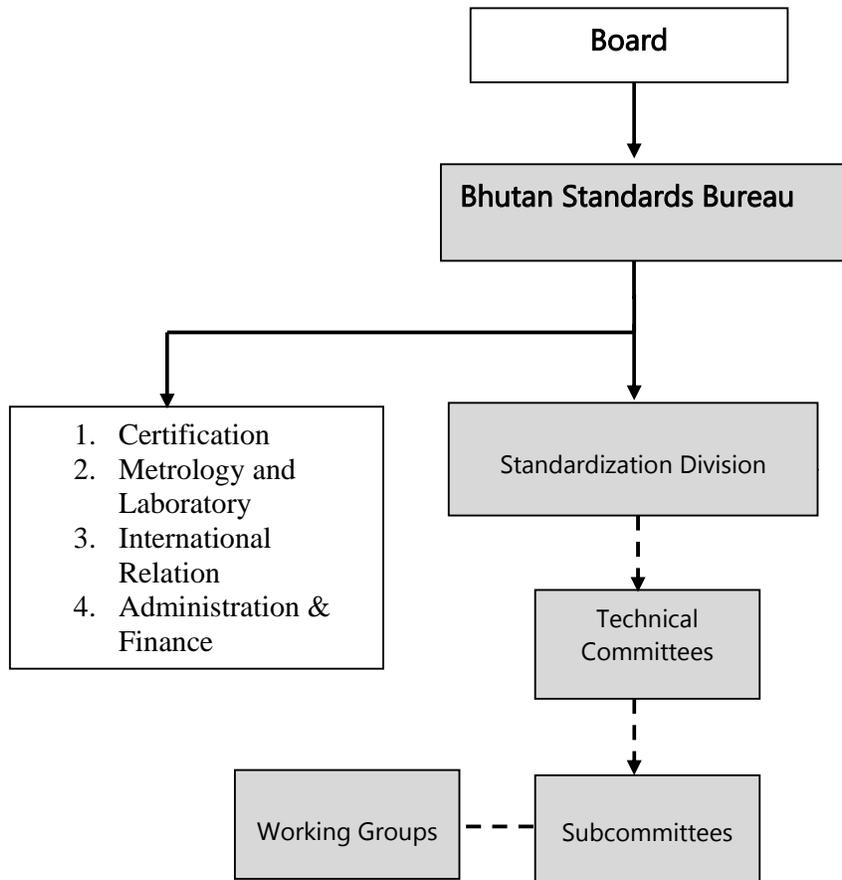


Fig. 01 Organization for Standards Development

## 2. Board, Constitution of Technical Committee, Sub Committee & Working Group

### 2.1 Board

BSB is governed by a Board constituted according to Bhutan Standards Act 2010 (Act).

Development of Bhutan national standards is carried out by the Standards Division guided by the Board, constituted as per the Act.

The Board among other things shall:

1. Approve establishment and dissolution of TCs.
2. Approve titles and scopes of new TCs.
3. Approve the final draft standards developed by the TCs.

### 2.2 Establishment of Technical committees (TCs)

The Technical Committees of BSB represent the different interests such as government, regulatory bodies, sector specific authorities and commissions, industry and industry associations, consumer organizations, academia etc herein referred to as stakeholders. The appropriate balance of the above different interests shall be observed while constituting the TC for approval by the Board.

Following this establishment, the BSB shall invite members from the stakeholder organization to constitute the TC which shall commence its standardization activities as soon as the required numbers of memberships are confirmed. The TC thus constituted may co-opt additional members representing a particular interest or expertise.

### 2.3 Establishment of Subcommittees

The Technical Committee appoints Subcommittees to address a specific group of tasks with a defined scope of work and appoints its Chairperson.

The sub committees are reconstituted once in 3 years. Depending on the progress of work and scope of work it may be elevated to status of Technical Committee if work expands in that technology area.

The parent committee retains the responsibility for general guidance of work of its subcommittee. The secretariat responsibility of the subcommittee is generally assumed by the Member Secretary of the Technical Committee.

## 2.4 Establishment of Working Groups

The TC or the SC may constitute a group of independent experts generally not more than 5 to accomplish a defined task. The membership to the group does not necessarily come from the parent TC or SC. The members on the group represent themselves professionally and not their organizations.

The working groups are generally deemed to be ad-hoc in nature and the parent TC or SC may review the need to continue the working group or dissolve it once the task assigned has been concluded.

The conveners of working groups are appointed by the parent committee, act as its secretary and report to the parent committee.

## 2.5 Constitution and numbering of the technical committees and subcommittees

The size of the committee does not normally exceed 15 and committee is reconstituted once in three years to keep its membership in tune with the program of work of the committee and new activities contemplated. To take specialized areas of standardization under the domain of the Technical committee, subcommittees/working groups are established and their conveners appointed.

A precise title and scope to each committee is decided by the Board and shall not be amended without its approval. The technical committees (TC's), Subcommittees (SC's) and Working Groups (WG's) are sequentially numbered such as Engineering Technical Committee (TC 01). The first subcommittee under TC 01 is numbered as TC 01/SC 01 and the first Working Group (TC 01:01/WG1, and if a working group is constituted directly under the TC it would be TC 01/WG1.

# 3. GENERAL GUIDANCE FOR MEMBERS OF COMMITTEE

3.1 The Technical committees and sub-committees are responsible for drafting National Standards.

3.2 BSB has legal responsibility for all the services it undertakes. Individual committee members share the BSB's duty of care in the development of national standards.

3.3 Committee members who are the nominees of organizations are responsible for expressing their organizations' views, rather than their own, and for keeping their organizations well informed about current projects. Organizations should carefully consider how they will keep in touch with their nominees on Technical Committees. In particular, they should ensure the major comments or criticisms are brought to the committee as early as possible and not left to the final

stages.

3.4 Comments on documents at any stage, as well as on printed Standards, though are welcome at all times, members should be informed to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.

3.5 The effective working of a committee is based on an atmosphere of trust and confidentiality. Members should be free to submit and comment on proposals and it is essential for the drafting of standards that they reveal all pertinent facts. Committee deliberations are therefore to be treated in confidence and, apart from consultations within the organization's members represented, should not be divulged, particularly to the media.

3.6 In the normal course of events, the only public document issued during the preparation of a standard is the draft for wide circulation (public comment) displayed on BSB website.

3.7 BSB is striving to save everyone's time and money, and to get standards quickly to those who need them. Slow committee work increases the costs of all concerned. Committee Chairperson may therefore be requested by secretaries to establish target dates at the start of each standards project (Table 01). The aim should be to get the draft finally approved for printing within prescribed time norms and it should be followed as closely as possible.

TABLE 01 TIME LINE FOR STANDARDS DEVELOPMENT

Sl.No.	Stage of development	Time taken Normal (in days)	Time Taken Fast tract (in days)
01	New work Item proposal (NWIP)	Start	-----
02	Completion of the Working Draft (WD)	90	----
03	Availability of working draft (WD)/ Existing Standard	30	----
04	Draft for Wide Circulation (DBTS)/ Existing Standards	90	30
05	Finalization of Draft National Standard (DBTS)	60	30
06	Finalization and approval of the National Standards (BTS)	75	30
07	Publication of the National Standard (BTS)	60	30

#### NOTES

1. Normal process involves at least two Committee Meetings, one for approval of the draft for wide circulation and another for finalization after completion of the national standard.
2. Fast Track process shall involve only one meeting for finalization of the draft. It shall be adopted when there is no/editorial comment on the Committee Draft. Approval of DBTS shall be taken through circulation.

3. Fast track process is also adopted in the following situations:
  - a. The adoption of an international standard
  - b. In cases of a national emergency, such as a health crisis, a crisis due to natural phenomena (such as flooding, earthquakes etc.) or similar emergency situations.
4. Subjects identified to be published as adoptions of international standards shall follow a fast track process. To further expedite the process, if there is no comment on circulated standard, the standard should be considered as finalized
5. There may be flexibility of time norms at individual stages as long as overall time taken is under control.
6. For development of new standards, timeline may be adopted depending on the complexity and subject of the standard

3.8 Decisions may not be unanimous on all points; some compromise is usually accepted in reaching consensus. If a member feels strongly that he has not received a fair hearing, he should speak to the committee Chairperson and Secretary to resolve the issue. It should be understood, however, that the only way to make progress where strongly held opposing points of view exists is for one side or both to make concessions.

3.9 Matters that have been decided at an earlier meeting should not be reopened, unless the Chairperson decides that some new fact has arisen. A member, who is sole representative of an organization, missing a committee meeting and unhappy with a decision recorded in the minutes, should write to the member secretary without delay. The Chairperson may otherwise rule that it would be out of order to raise the matter at the next meeting.

3.10 Chairpersons are requested to avoid discussion in the Committee on editorial points. The final draft does not go to the printers until it undergoes editing according to the BSB standard format by the Member Secretary.

3.11 Chairperson duties are, in brief; to guide and control the discussions with the object of reaching balanced and prompt decisions; to exercise judgment without bias, particularly as some committee decision have financial and legal consequences; and to keep in close touch with member secretary to ensure that work outside the committee is proceeding on time.

## 4. ROLE OF CHAIRPERSON

The Chairperson for each Technical committee is decided by the members of that TC for a tenure not exceeding 3 years. The chairperson presides over the meeting and in his absence; the committee elects one of the members present to preside over the meeting.

The chairperson of the committee is responsible for the overall management of the committee and subcommittee and working groups under it. The chairperson shall:

- a) Act in a purely national capacity divesting himself of an organizational point of view, thus he cannot serve concurrently as the nominee of an organization,
- b) Confer with the member secretary of the committee/subcommittee in carrying out his duty,
- c) Conduct meeting with a view to reaching agreement on the committee drafts,
- d) Ensure at the meeting that all points of view expressed are adequately summed up so that they are understood by all present,

- e) Ensure at the meeting that all decisions are clearly formulated and made available in written form by the secretary for confirmation.

## 5. ROLE OF MEMBER SECRETARY

5.1 The member secretary besides being the secretary of the committee is also a member of the committee and is expected to play a full part in its technical work. The member secretary is especially responsible for:

- a) Arrangement of meeting in time in consultation with Chairperson.
- b) Submission of documents, preparation of committee drafts, arranging for their circulation and treatment of the comments received.
- c) Preparation of meetings including:
  - i) Preparation of agenda and arranging for its circulation
  - ii) Circulation of all documents on the agenda
  - iii) Compilation of comments on documents which appear on the agenda
- d) Recording of decisions taken in the meeting
- e) Preparation of the minutes of meeting and arranging for its circulation
- f) Assist the Committee in preparation of draft standards
- g) Follow up actions and Implementation of decisions taken
- h) Coordination with standard work in related fields and collection of information from, for example, foreign standards, published papers and books.
- i) Guiding the committee on the principles and practices adopted by BSB and International Standard bodies
- j) Updating information on the committee composition and Program of work on BSB Website quarterly.

5.2 The Member Secretary has a particular duty to ensure the drafts for wide circulation and final drafts are prepared according to the guidance given in Rule for Structure and Drafting of Bhutan Standards 2017 (RS&DBS 2017).

5.3 In all circumstances Member Secretary shall work in close liaison with the Chairperson of the Technical Committee.

5.4 The following would contribute to efficient functioning of the member secretary:

- a) Full familiarity with the Rules and Regulations;
- b) Awareness about the overall policies of BSB in relation to standards development work;

- c) Being in a position to advise the committee on any point of procedure or drafting;
- d) Familiarity with the subjects dealt with by the committees handled by him in respect of economic data, national priorities, technological status of the industry in Bhutan and abroad, availability of standards in Bhutan and outside, any national regulations, laws etc.
- e) Awareness of testing facilities in the country and of R&D work going on;
- f) Awareness of any decision by higher level bodies such as BSB Board regarding the activities of the Technical Committee for which he is responsible.
- g) Awareness of the work accomplished and in hand with other related BSB Technical Committees.
- h) Capacity to organize and independently carry out technical and administrative work of the committee and to influence and promote active participation on the part of the committee member, and
- i) Command of language and clarity of expression

5.5 It has been found that member secretary requires frequent reference to some publications and documents. It is useful if the member secretary keeps them as part of his reference documents so that their availability at any time is assured. A list of essential documents is given in Annex 04.

5.6 The duties of the member secretary in relation to the management of committee include in particular:

- a) Planning in advance the strategies and time schedules concerning the work under his charge with regard to survey of literature, collection of data, preparation of documents, committee meetings, research and investigations, coordination with other BSB departments and external organizations and promotional activities;
- b) Collecting, analyzing and arranging of all related technical and administrative documentation
- c) Consideration and utilization of technical contributions to the work by committee members, organizations in liaison etc., and evaluation of comments made;
- d) Coordination of work with that of other Technical Committees including those Committees and organization in liaison;
- e) Feeding the committee with technical data, information on overseas standards etc. with a view to upgrading technological levels progressively to international standards;
- f) Advising the committee on all procedural matters regarding setting up its subsidiary bodies, periodical review of the performance, composition and scope of such committees;
- g) Responsibility for representation on external committees and vice-versa and participation

in their meetings;

- h) Facilitation of the implementation of standards with relevant stakeholders;
- i) Functioning as spokesman for the committee along with its Chairperson;
- j) Registration of new items on the program of work, continuous supervision of items on the program of work and their advancement in accordance with the target dates established by the committee and its subsidiary bodies, if any;
- k) Preparation of documents (taking care of technical and editorial aspects);
- l) Preparation and arrangements of meetings (agenda, working documents etc), writing the reports and minutes of meetings; and taking follow-up actions on decisions taken.

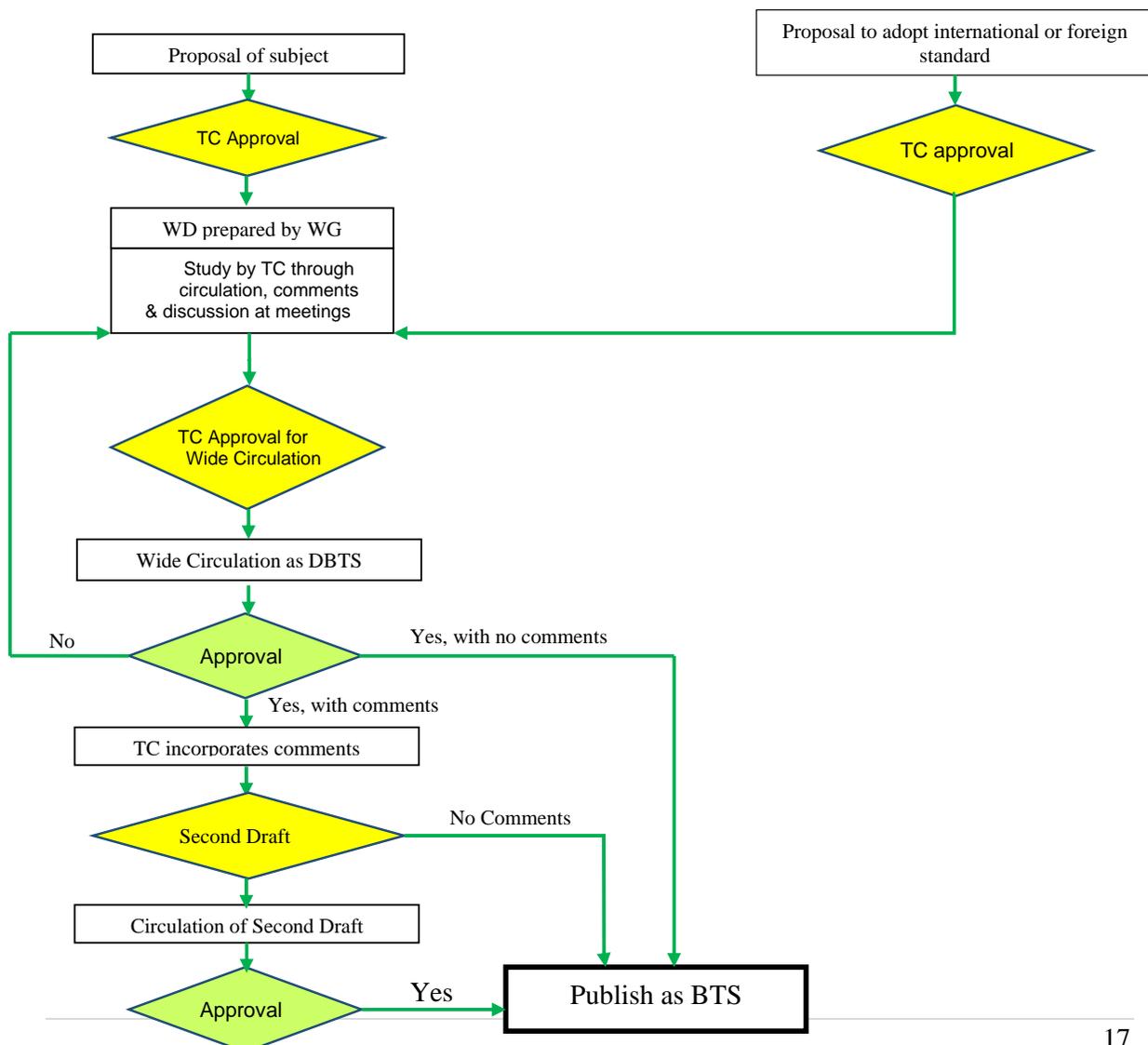
## PART 2 - DEVELOPMENT OF NATIONAL STANDARDS

### 6.1 Project approach

6.1.1 The standardization work is taken up on project to project basis by the committee to ensure that each item of standardization is properly managed in a systematic manner. The sequence of project stages are given below through which the technical work is developed.

Sl.No	Project stage	Associated document	
		Name	Abbreviation
1	Proposal stage	New work item proposal	NP
2	Preparatory stage	Working Draft	WD
3	Committee stage	Committee Draft	CD
4	Approval stage	Draft Bhutan Standards	DBTS
5	Publication stage	Bhutan National Standard	BTS

The flow of progress in the standardization process is shown in Fig.02



## 6.2 Proposal Stage

6.2.1 Requests for new Standards may come from any Organization of the Government including Regulatory Authorities, Consumer Organization, Industries, Industry Associations, Professional Bodies etc. Where regulatory bodies request the development of standards to be used for regulation for which they are responsible, BSB should consider assigning high priority to the development of those standards as national standards.

6.2.2 The proposal shall be made using the form shown in Annex 05 and is to be sent to CEO of BSB who shall recommend the same to the respective TC for their review. The proposals received shall be analyzed by Member Secretary for the consideration of Technical Committee. While scrutinizing the subject, following shall be kept in view:

- i) Feasibility to prepare the proposed standard on time.
- ii) Feasibility of achieving consensus on National Standard(s) in this subject area by the proposed target dates.
- iii) Committee members, besides the proposer who agree to the proposal, and to actively participate in the development of projects.

6.2.3 Only those subjects should be taken up which have potential to mature into a standard in the stipulated time. The concerned Technical Committee should then approve/disapprove a new subject and the BSB shall be informed for concurrence.

## 6.3 Preparatory Stage

6.3.1 The preparatory stage covers the preparation of a draft as per the general principles and framework laid down in RS&DBS 2017. The first document/draft under consideration at the proposal stage shall be called as Working Draft (WD). The working draft shall be modified to make it Committee Draft (CD) by the Working Group assisted by Member Secretary who collects necessary information/data from members/ other sources, which may be necessary to fill the gap observed in the Working Draft.

6.3.2 Committee draft so prepared shall be allotted a document number such as TC 01 (CD- 01) and entry made in the document register (*See Annex 06*).

## 6.4 Committee Stage

6.4.1 The first committee draft shall be circulated to all members of the Technical Committee and concerned Sub-committee(s) and Working Group(s) for comments, with a clear indication of the latest date for sending comments (not less than 3 weeks after circulation).

Papers issued to any Committee are marked 'for BSB use only' and the contents are not used for any purpose other than the work of the committee.

6.4.2 Comment as and when received shall be scrutinized by the Member Secretary concerned for appropriate action. The work of the compilation of comments in smooth sequence editorially as well as technically, shall be completed after the closing date of submission of replies. The form shown at Annex 07 should be used to compile received comments. The Technical Committee (or a delegated Sub-committee) reviews all comments of substance received on a working draft.

6.4.3 Committee draft for discussion at the meeting normally shall be circulated well in advance of the meeting. The decision to approve the Committee draft as DBTS shall be taken on the basis of the consensus principle.

In case clear consensus is not demonstrated, the draft shall be promoted on the basis of approval by 2/3 of members voting and less than 1/4 opposing members.

The secretariat of the Technical committee responsible for the draft shall ensure that subsequent draft fully embodies decisions taken either at the meeting or by correspondence.

6.4.4 When the working draft (an available standard) is attached with the proposal and is found to be in proper format by Member Secretary, it may be sent to the TC/SC Members.

Sl.No	Questions Posed to members	Reaction of members	
		Yes	No
01	Whether you agree to submitting the draft associated with the new work item as proposed for Wide Circulation		

If No, technical or editorial comments are received on the Committee Draft earlier circulated, and it may be issued in Wide Circulation with the approval of the Chairperson of the Technical Committee with necessary modification, if required.

6.4.5 Working Drafts/Committee drafts shall be required to be discussed in Technical Committee Meeting before approval of Wide Circulation, when there are unresolved technical comments or a member does not approve the draft.

6.4.6 Committee draft which has been approved by the Technical Committee as draft Bhutan Standard may be circulated widely to stakeholders for comments.

## 6.5 Approval Stage

6.5.1 A proposed Committee Draft when approved by Technical Committee for wide circulation shall become a Draft Bhutan Standard.

6.5.2 Consultation of draft is based on the following principles

- a) A draft standard is normally available for public comment irrespective of its national or

international origin, and

- b) The consultative procedure is normally applied once only.

6.5.3 The period of circulation shall be determined by the committee concerned in line with Table 01 Timeline for Standards Development. The comments are invited on a prescribed format (See Annex 07) for ease of collation and ease of getting comments on specific requirement.

6.5.4 Distribution and Mailing List is prepared for each technical committee for circulation of draft Bhutan Standards representing:

- i) Key producers
- ii) Key consumers
- iii) Key technologists
- iv) Government departments likely to be interested
- v) Members of the Technical Committee
- vi) Members of the concerned sub-committee(s) and Working Groups(s)
- vii) National Standard bodies with whom exchange arrangements exist

6.5.5 The comments received on wide circulation of the draft shall be scrutinized, compiled and brought to the notice of the committee for decision.

6.5.6 The Technical committee reviews all comments of substance received on the draft standard. It may be appropriate for extensive comments to be considered by small working groups within clearly defined guidelines from the main committee.

6.5.7 The Technical Committee shall endeavor to incorporate the received technical comments into the draft as much as possible and to accept reasonable editorial proposals. Where the incorporation of technical comments results in important substantive change of the draft, the Technical Committee shall prepare a second draft for wide circulation.

## 6.6 Publication Stage

### 6.6.1 Preparation

6.6.1.1 This stage covers the preparation for printing of Standards. It is the responsibility of the Member Secretary concerned to deal without delay with all necessary work in this stage, including preparation of press document and submission of the document to the chairperson of Technical Committee for authorization, and the BSB Board for approval.

6.6.1.2 The Member secretary shall arrange preparation of final version of draft standard, verify their technical content and editorial accuracy particularly their conformity with the official record of the committee's decisions and process them for publication.

## 6.6.2 Approval for Printing

6.6.2.1 When a Technical committee reaches consensus on the content of the final draft and before publication can take place, approval of the edited manuscript has to be formally recorded obtaining the signature of the responsible Technical Committee Chairperson.

## 6.6.3 Press Copy

6.6.3.1 The finalized draft standard is prepared as per RS&DBS 2017, in duplicate, as authorized by the chairperson of Technical Committee, shall be sent for printing incorporating the four cover pages as per RS&DBS 2017, with drawings for editing and subsequent printing along with particulars in proforma indicating number of copies required.

6.6.3.3 The Editorial Group shall edit the draft and suggest changes, if any to the Member Secretary. No changes altering the technical aspect of the draft shall be made without the concurrence of the Member Secretary.

6.6.3.4 Editorial Group examine the text to ensure that the intended meaning is clearly and unambiguously conveyed, having particular regard to possible interpretation in the light of legal liability, house rules and publishing policy. They check for consistency in terminology, forms of expression, structure of presentation and for the accuracy of cross-references, spelling, punctuation, numbering and conventions such as unit, symbols, abbreviations and footnotes.

## 6.6.4 Proof Copy

The proof copy duly compared with the manuscript and corrected by Proof Reader shall be reviewed by the Member Secretary concerned on receipt of the same from Printing. Any changes that seem to be very necessary in the page proofs, concerning the presentation of text, drawings, tables, etc., shall be suitably marked and sent back to printing without any delay. Extensive changes at this stage shall be avoided.

## 6.7 Publication

6.7.1 The member secretary sends requisition to printing for supply of requisite number of copies of the standard.

## 6.8 Interpretation

Interpretation of Bhutan Standards is made by the Bhutan Standards Bureau.

## 6.9 Amendments

### 6.9.2 Amendment Procedure

6.9.2.1 Typographical errors and reference changes are corrected as a matter of routine by issue

of corrigendum. The technical amendment which alters and/or adds to previously agreed technical provisions in an existing Standard require committee approval, and normally made available for public comment and require approval of the Chairperson of Technical Committee.

6.9.2.2 Issue of an amendment (urgent or non-controversial) without circulation as a draft for public comment requires approval of the Chairperson of the concerned Technical Committee. Consultation of stakeholders on such an amendment should be obtained within six months.

6.9.2.3 The CEO of BSB shall also have the powers to make minor changes of the provisions of a Standard as in his view are necessary for expeditious fulfillment of any of the objectives. The concurrence of the concerned Technical Committee and stakeholders is duly obtained within six months of such actions.

### 6.9.3 Standards Referred in Regulations

Any amendment or revision of a standard referred in a regulation or any other documents shall be subject to public notification requirement.

## 6.10 Review of standards

6.10.1 Every standard should be reviewed by the Technical Committee responsible not more than five years after publication or confirmation or revision to establish whether it is still current and, if it is not, to identify and set in motion appropriate action. When reviewing a standard, a committee has five options available:

- i) Confirmation indicating continuing currency of the standard without change,
- ii) Amendment and confirmation indicating the continuing currency of standard after necessary changes to bring it up to date,
- iii) Revision involving the routine procedure for new project and reaffirm for time being,
- iv) Declaration of obsolescence indicating by amendment that the standard is not recommended for use but needs to be retained to provide for the servicing of existing equipment that is expected to have a long working life, and
- v) Withdrawal indicating that the standard is no longer needed.

6.10.2 When a Standard is due for review, a thorough study shall be made about present position of base standard, technological development in the country. Letters shall be sent to the members of the relevant committee, along with available information, enquiring whether they consider the standard should be confirmed, amended and confirmed, revised, declared obsolescent or withdrawn. Following the receipt of comments and appropriate consultation on them with the Chairperson or at a meeting, the committee decides the action to be taken on the standard.

### 6.10.3 Confirmation

When a committee proposes that a standard be confirmed subject to amendment, action depends upon the importance of the amendments. If these do not require consultation, the proposal to

confirm the standard with minor amendment is announced. If a draft for public comment is needed, the proposal to confirm the standard after amendment is stated in the covering circular, but the text of draft amendment makes no reference to confirmation of the standard, and no separate announcement is made of the proposal to confirm it. The Member Secretary then proceeds to announce the confirmation as per decision of the committee on public comments.

#### 6.10.4 Withdrawal

Withdrawal of a Bhutan Standard shall be recommended by Technical Committee. The proposal, with the reason for it shall be conveyed to the Board either by correspondence for a period not less than a fortnight or in the meeting. If there is no objection to the recommendation it shall be referred to the Board for approval. The withdrawal shall be announced for public notification. .

#### 6.10.5 Revision

When it is proposed by the committee that a standard should be revised, the routine procedure for new project is followed. The old version of the standard shall be considered as confirmed till the revised version is available.

### 6.11 Adoption of International/Regional Standards and deliverables

6.11.1 The adoption rules indicated in BTS ISO/IEC Guide 21-1: 2012; BTS ISO/IEC Guide 21-2: 2012, and SARSO Directives shall be followed for the adoption of international, regional standards and other deliverables.

6.11.2 International/Regional Standard adopted as Bhutan Standard, shall be numbered following the dual numbering method requirements of the BTS ISO/IEC Guide 21-1: 2012. Publication of the national standard is effected by the direct reproduction of the international text with addition of a national foreword and when necessary, national annexes (see RS&DBS 2017, when issued). No change to the body of the international text either by statement or implication can be introduced by these national elements.

6.11.3 Where a committee is prepared to adopt an international standard, but wishes to widen the coverage for national purposes, it may incorporate a National Annex or divide the national Standard into parts, one of which is identical with the international standard (and hence will normally be numbered as indicated in the previous paragraph), whereas the other parts will be presented as separate National Standards. If total alignment is not practicable, a statement of the differences should be given in the foreword to the Bhutan Standard.

### 6.12 Recognition of Other Standard as Bhutan Standard

6.12.1 The BSB may, in relation to an article or process, recognize any standard established by

any other institution in Bhutan or outside as a Bhutan Standard with necessary editorial modifications. The proposal for such recognition of the appropriate standard shall be made by the proposer.

6.12.2 The proposal shall be made to the CEO of BSB. When deciding upon the proposal it is to be ascertained that the following criteria are met:

- a) Standard has been developed with significant participation and has a significant level of acceptance at National level;
- b) The standard presents no significant conflict with existing national/international standard;
- c) There is no evidence that the standard contains unfair provisions;
- d) There is no evidence of technical inadequacy of the standard; and
- e) There is evidence that unacceptable reference to the documents or item can be avoided.

If the CEO of BSB is satisfied that proposal shall be further processed then he/she shall;

- a) Settle the copyright and/or trademark situation with the appropriate authority, so that proposed text can be freely copied and distributed to the members of Technical Committee without restriction and
- b) Assess in consultation with the relevant secretariats which Technical committee is competent for the subject covered by the proposed standard, and to ascertain that there is no apparent contradiction with other standards;

6.12.3 The proposed standard shall then be circulated to the committee so decided for comments. Comments, if any, received shall be dealt with by the technical committee or by a separate working group constituted by the technical committee.

6.12.4 After deliberation of the committee, the text of the proposed draft to be amended as per requirement and sent for printing duly approved by BSB Board.

## 7. MEETINGS

### 7.1 Committee Deliberations

7.1.1 The Committee meetings are convened periodically to discuss various issues like processing of draft Bhutan Standards from stage to stage, reviewing and prioritizing the various items of work in hand, resolving controversies by consensus etc. Concerned Member Secretary therefore, shall pay special attention to achieve successful deliberation in the committee meetings.

7.1.2 A member unable to attend a particular committee meeting may send a representative but should always inform the member secretary prior to the meeting. Maximum two representatives

from an organization will be permitted to attend the meeting.

7.1.3 The first meeting of all technical committees whether held in HQs. or outside shall be addressed by CEO of BSB and shall be consulted in fixing the date and venue for the first meeting and an item should be included in the agenda, such as "Welcome by CEO of BSB".

## 7.2 Convening the Meetings

### 7.2.1 Fixing the Venue and Date of the Meeting

The date of the meeting and venue shall be fixed by member secretary in consultation with the Chairperson /convener. The availability of committee room required for the meeting shall be ensured before proposing date to the Chairperson. In fixing the venue of the meeting, the secretary shall exercise due diligence to optimize utilization of resources and bear in mind that the place of the meeting is so fixed as to:

- i) Facilitate attendance of as many members as possible,
- ii) Give preference to a venue having particular bearing on the subject under discussion,
- iii) Satisfy special requests to the extent possible, and
- iv) Take notice of the local and national holidays.

### 7.2.2 Issue of Meeting Notice

The Member Secretary shall ensure that sufficient advance notice (3 weeks minimum) of the Meeting is given to the members. When a shorter notice is found unavoidable, the convenience of the Chairperson shall be ascertained in advance and the matter explained to the members at the time of meeting. A standard letter is used (See Annex07) for uniformity in approach by all Member secretaries.

### 7.2.3 Invitation to Meeting

The Member secretary may extend with the prior knowledge of the Chairperson an invitation to individuals or representatives of organizations whose presence is likely to be helpful in the discussions proposed to be held under the agenda. While all courtesy should be shown to the invitees when they participate in the discussion, they shall not be entitled to vote.

### 7.2.4 Preparation and issue of Agenda

The agenda shall cover all business required to be placed before the Technical Committee for deliberation/information/decision. It normally covers all matters coming for discussion or information. A typical agenda format covering essential items to be considered in a Technical Committee meeting is shown in Annex 09.

It is desirable to develop some systematic records/files to avoid omission in incorporation of item in agenda. A committee record is to be maintained to incorporate all the information, received /felt necessary to report to committee.

At the earliest opportunity but not later than the issue of notice of the meeting, members may be requested to forward in writing suggestions for matters which they would wish to be included in the agenda.

The agenda shall be issued at least 2 weeks in advance .Specimen letter for circulation of agenda is given in Annex 10.

One copy of the Agenda, interleaved with blank sheets, shall be specially bound for the use of the member secretary to enable him to make notes in advance relating to different items of the agenda, references, previous history and any related information useful for the committee. This copy is meant for use by the member secretary at the meeting, for subsequent references and record. Additional blank sheet can be used to note various decisions and discussions during the meeting.

This copy shall serve as a master copy of the entire transaction of a meeting.

### 7.3. Action Prior to Meeting

7.3.1 The following materials are to be collected before the meeting:

- a) Agenda and minutes of the previous meeting
- b) Spare copies of agenda
- c) Relevant draft standards/amendments along with the spare copies
- d) Relevant standards including reference standards
- e) Reference books
- f) Position of work
- g) Form for recording attendance of the members. The form may be structured as indicated in Annex 11.

### 7.4 Briefing the Chairperson

It is advisable for the concerned member secretary to meet the Chairperson of the committee in advance to discuss the agenda and propose a plan of action for the meeting. If the Chairperson desires, member secretary may provide him with brief notes on the agenda items and prepare a draft for his opening remarks. It should be made clear to the Chairperson that the Technical Committee has no mandate to go against the requirements laid down by concerned regulatory authority wherever they exist.

### 7.5 Cancellation and Postponement of Meetings

If a meeting once called is postponed or cancelled for some reason or there is any change in the program of the meeting, information shall be sent to all concerned, including committee

members and invitees

## 7.6 Action during Meeting

7.6.1 The member secretary shall reach the committee room at least half an hour before the meeting and ensure the following:

- a. Seating arrangements with attention to the acoustics of the room,
- b. Supply of water and tea/coffee/cold drinks/lunch to members during the meeting.
- c. The members on arrival can be directed to the room, placards and direction indicators being used where necessary.

7.6.2 The Member Secretary shall receive the members on arrival in the committee room, introduce himself to new members and special invitees and introduce the new members and invitees to others.

7.6.3 The Member Secretary shall ascertain what assistance is readily available in the office where the meeting is held for typing, photocopying etc. for use of the members in course of meeting.

7.6.4 Member secretary shall familiarize himself with admissibility of expenditure on refreshments. He will ensure that suitable refreshment arrangements (tea, lunch etc.) are made for the meetings. He shall also see that expenditure on refreshments does not exceed the admissible limit.

## 7.7 Order of Business

7.7.1 The order of business shall be as stated in the agenda. However Chairperson or the Members may move resolutions at the start of the meeting for change in the order of business and the order shall be changed if a majority of the members are in favour. The Chairperson may, at his discretion, move a change in the order of business at any time. The order shall be changed if there is no dissent.

7.7.2 Member Secretary should ensure that BSB policies and viewpoints are appropriately projected before the Committee. He should provide guidance to Committee on procedural matters, and ensure that the business is conducted in an orderly manner.

7.7.3 The Member Secretary should take notes of discussion during the course of meeting so that he can recall at a later date the background and rational to the decisions taken by the committee. Since Technical Committees work on the principle of consensus, the Member Secretary shall help the Chairperson in resolving sharp differences among various members.

7.7.4 When introducing discussion on technical documents, the member secretary shall provide, as required, previous history of the document, ISO/IEC standards/draft standards and draft standards of the other countries, information on technological development, export-import data

and related laws, regulations etc. He shall apprise the committee of the decisions taken by the committee in its previous meetings and other similar material, which can help the committee in taking a proper decision.

## 7.8 Proceedings and Minutes

### 7.8.1 General

Proceedings are a brief record of the business transacted at meetings of the Board of Bhutan Standards Bureau. This term shall not be used for record of business of other technical committee meetings. Minutes are a brief record of business transacted at meetings of all other technical committees.

Proceedings and minutes should be brief and should not attempt to record all that was said and who said it as this may lead to endless correspondence. Proceedings and minutes are primarily meant for those who took part in the meeting and those who have to take action on them. Decisions are the most significant part of the minutes. These shall be stated clearly and without ambiguity.

### 7.8.2 Action after the Meeting

#### 7.8.2.1 Preparation of the Minutes

Draft minutes shall be prepared most expeditiously preferably within two weeks of the meeting. Every effort shall be made to obtain an early approval of the Chairperson for the draft minutes.

#### 7.8.2.2 Circulation of the Minutes

- a) The copies of the minutes shall be circulated to the members of the Technical Committee, and to the members of sub-committees and working groups, which meet conjointly with Technical Committee.
- b) A deadline, not more than three weeks shall be fixed by which comments on minutes, if any, should reach the secretary and beyond which it will be assumed that the members concerned have no comments to make.
- c) Should any comments be received and member secretary is able to accept them, the correction shall be circulated to the members or recorded in the Agenda of the next meeting under the item' Approval of minutes of the last meeting.
- d) In the event of the member secretary not finding it possible to accept the comments of the member, an attempt shall be made to reconcile the difference of view with the aid of Chairperson the matter reported at the next meeting at the time of presentation of the item "Approval of minutes of the last meeting". Suggested letter for circulation of minutes is given in Annex 12.
- e) The Member Secretary shall maintain a master copy of the minutes, with interleaved

blank sheets, on which he shall note the action to be taken, and persons or authorities who have to take it.

### 7.9 Action on Minutes

7.9.1 Action shall be started after deadlines given for receiving comments on the minutes. Normally, action on the minutes should be completed within four weeks after the deadline fixed for receipt of comments on minutes. .

7.9.2 In case comment is received from member whether or not he was present in the meeting, conveying opposition to the decision taken in the Technical Committee meeting, the comment may be taken up in the next meeting for consideration, without stopping actions on the decision already taken.

7.9.3 Letters of recognition of meritorious services rendered by individual members of the committee' shall be signed by the CEO of BSB [see Annex 13 for guidance].

### 7.10 Follow up Action on the Minutes

7.10.1 The Member Secretary has to take follow up action of the minutes in order to further the work relating to the Technical Committees, and he must so time them that actions required to be taken up first are disposed of at the earliest.

7.10.2 The following major actions are generally involved:

- a) As per the minutes, letters and other forms of communication might have to be initiated to establish contact with organizations and individuals in relation to work program decided upon;
- b) Modifications of draft standards, drawings etc. as decided by the committee;
- c) Updating of mailing address and circulation of documents for development of draft standards, eliciting comments as per the decision of the committee; and
- d) Any other work which needs immediate attention.

### 7.11 Supervision of Work and Periodic Monitoring of Progress

7.11.1 The Member Secretary shall maintain a close supervision on the work assigned to his charge, with particular attention to time targets set on various projects. He shall also devise mechanism for monitoring the progress on existing work items and identify delays and slippages. He shall periodically review the progress of work or otherwise with his head of the department.

7.11.2 Soon after the meeting and after taking follow up actions, efforts shall be made to keep the technical work program up to date.

## 8. BUSINESS PLANS OF TECHNICAL COMMITTEES

8.1 Technical Committees shall prepare Business Plans with the objective of positioning the TC, defining its vision and benefits of its work, defining subjects for standardization, analyzing strengths and weaknesses, identifying obstacles and risks as well as actions to overcome and mitigate them.

8.2 The positioning of the technical committee (TC) is done by stating its title and scope and why it was created.

8.3 The vision and benefits of the TC are expressed by explaining the environment of standards-setting in the particular field and stating the value of the TC standardization work.

8.4 Subjects for standardization shall be identified through collecting economic, social, future information in the technical field of the TC, as well as the needs of stakeholders for new standards or the revision of existing ones.

8.5 Obstacles and risks shall be identified by analyzing the national economic and societal situation, the existence of competing standards setting organizations (if any) and the availability/lack of resources of stakeholders. Resources include technical expertise, financial and logistic resources. Some resources may be found lacking at the international level. This is the case of standards for a purely national type of product which is not produced, consumed or traded internationally. Another case of lack of resources is the lack of scientific knowledge in the field of interest for standardization.

8.6 Actions to overcome obstacles include mobilizing the support of stakeholders, the Government and/or non-governmental organizations (NGOs). To this end, the TC may recommend and spearhead the organization of workshops and seminars, as well as meetings for the industry sector concerned. It may be useful to mobilize the support of donors and/or international organizations.

8.7 The business plan shall include criteria for the measurement of success and failure and shall implement those criteria to the work of the TC. Measures of success may include:

1. The timely execution of the TC Plan
2. Good acceptance and implementation of standards by major stakeholders
3. Better protection of health, safety and property
4. Reduction of the number of fires and explosions;
5. Reduction of the gravity and consequences of accidents
6. Promotion of exports
7. Optimization of trade

Symptoms of failure could be:

1. Insufficient support of new work items by stakeholders
2. Insufficient participation of stakeholders in standards development
3. Lack of societal and NGO support
4. No reduction of fires, explosions, accidents and their consequences due to standardization in the given field
5. The development of standards is too slow and does not satisfy urgent needs

6. No growth of export or improvement of the terms of trade is noted or can be attributed to the standards

The Business Plans of technical committees shall be prepared by the TC, reviewed and approved by the Board and published in the BSB annual report.

The Programmes of Work of the different TCs of BSB, including subjects and target dates, shall be collated into a BSB Work Programme, about which information should be made publicly available.

## Code of Good Practice for the Preparation, Adoption and Application of Standards (Annex 3 to WTO/TBT Agreement)

### General Provisions

This code is open to acceptance by any standardizing body within the territory of a Member of the WTO, whether a central government body, a local government body, or a non-governmental body; to any governmental regional standardizing body one or more members of which are Members of the WTO, and to any non-governmental regional standardizing body one or more members of which are situated within the territory of a Member of the WTO (referred to in this Code collectively as “standardizing bodies” and individually as “the standardizing body”).

Standardizing bodies that have accepted or withdrawn from this Code shall notify this fact to the ISO/IEC Information Centre in Geneva. The notification shall include the name and address of the body concerned and the scope of its current and expected standardization activities. The notification may be sent either directly to the ISO/IEC Information Centre, or through the national member body of ISO/IEC or, preferably, through the relevant national member or international affiliate of ISONET, as appropriate.

### Substantive Provisions

In respect of standards, the standardizing body shall accord treatment to products originating in the territory of any other Member of the WTO no less favorable than that accorded to like products of national origin and to like products originating in any other country.

The standardizing body shall ensure that standards are not prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to international trade.

Where international standards exist or their completion is imminent, the standardizing body shall use them, or the relevant parts of them, as a basis for the standards it develops, except where such international standards or relevant parts would be ineffective or inappropriate, for instance, because of an insufficient level of protection or fundamental climatic or geographical factors or fundamental technological problems.

With a view to harmonizing standards on as wide a basis as possible, the standardizing body shall, in an appropriate way, play a full part, within the limits of its resources, in the preparation by relevant international standardizing bodies of international standards regarding subject matter for which it either has adopted, or expects to adopt, standards. For standardizing bodies within the territory of a Member, participation in a particular international standardization activity shall, whenever possible, take place through one delegation representing all standardizing bodies in the territory that have adopted, or expect to adopt, standards for the subject matter to which the international standardization activity relates.

The standardizing body within the territory of a Member shall make every effort to avoid duplication of, or overlap with, the work of other standardizing bodies in the national territory or

with the work of relevant international or regional standardizing bodies. They shall also make every effort to achieve a national consensus on the standards they develop. Likewise the regional standardizing body shall make every effort to avoid duplication of, or overlap with, the work of relevant international standardizing bodies.

Wherever appropriate, the standardizing body shall specify standards based on product requirements in terms of performance rather than design or descriptive characteristics.

At least once a year, the Bhutan Standards Bureau shall publish a work programme containing its name and address, the standards it is currently preparing and the standards which it has adopted in the preceding period. A standard is under preparation from the moment a decision has been taken to develop a standard until that standard has been adopted. The titles of specific draft standards shall, upon request, be provided in English. A notice of the existence of the work programme shall be published in a national or, as the case may be, regional publication of standardization activities.

The work programme shall for each standard indicate, in accordance with any ISONET rules, the classification relevant to the subject matter, the stage attained in the standard's development, and the references of any international standards taken as a basis. No later than at the time of publication of its work programme, the standardizing body shall notify the existence thereof to the ISO/IEC Information Centre in Geneva.

The notification shall contain the name and address of the standardizing body, the name and issue of the publication in which the work programme is published, the period to which the work programme applies, its price (if any), and how and where it can be obtained. The notification may be sent directly to the ISO/IEC information center, or, preferably, through the relevant national member or international affiliate of ISONET, as appropriate.

The national member of ISO/IEC shall make every effort to become a member of ISONET or to appoint another body to become a member as well as to acquire the most advanced membership type possible for the ISONET member. Other standardizing bodies shall make every effort to associate themselves with the ISONET member.

Before adopting a standard, the standardizing body shall allow a period of at least 60 days for the submission of comments on the draft standard by interested parties within the territory of a Member of the WTO. This period may, however, be shortened in cases where urgent problems of safety, health or environment arise or threaten to arise. No later than at the start of the comment period, the standardizing body shall publish a notice announcing the period for commenting in the publication referred to as mentioned above. Such notification shall include, as far as practicable, whether the draft standard deviates from relevant international standards.

On the request of any interested party within the territory of a Member of the WTO, the standardizing body shall promptly provide, or arrange to provide, a copy of a draft standard which it has submitted for comments. Any fees charged for this service shall, apart from the real cost of delivery, be the same for foreign and domestic parties.

The standardizing body shall take into account, in the further processing of the standard, the comments received during the period for commenting. Comments received through standardizing bodies that have accepted this Code of Good Practice shall, if so requested, be replied to as promptly as possible. The reply shall include an explanation why a deviation from relevant international standards is necessary.

Once the standard has been adopted, it shall be promptly published.

On the request of any interested party within the territory of a Member of the WTO, the standardizing body shall promptly provide, or arrange to provide, a copy of its most recent work programme or of a standard which it produced. Any fees charged for this service shall, apart from the real cost of delivery, be the same for foreign and domestic parties.

The standardizing body shall afford sympathetic consideration to, and adequate opportunity for, consultation regarding representations with respect to the operation of this code presented by standardizing bodies that have accepted this code of good practice. It shall make an objective effort to solve any complaints.

Offer of Representation in the Technical Committee

Our Ref:

Subject: Representation in the Committee of BSB

Dear Sir/Madam,

I am glad to convey to you that .....has decided to offer a representation to your organization on .....Technical Committee.

I hope you will-accept this representation and let me have the name, designation and address including telephone, fax, and e-mail number of your technical representative

May I add that BSB is anxious to give due consideration in its work to the views of your organization. It is, therefore, requested that suitable arrangements may be made to brief your representative on all matters on which he may have to express your organization's views. Furthermore, the possibility of implementing Bhutan Standards within your organization should always be borne in mind by your representative, from the earliest stages of their formulation.

The relevant extract from the guidelines for participation in technical committee work are reproduced overleaf. .

An early reply would be appreciated

Yours sincerely,

CEO of BSB

Encl. As above.

## Guidelines for Participation in the Technical Committee Work

1. All organizations represented in a technical work shall be conscious of the national role they play in the preparation of standards. They shall nominate the best available talent for this work and ensure that their nominees are fully briefed, and utilize all opportunity to express their organization's viewpoint in the committee. For continuity of participation, it shall be ensured that representatives once nominated are continued as long as possible and changes where inevitable are proceeded smoothly and shall be communicated to Secretary without delay.
2. Organizations participating in the technical work may also consider initiating wherever possible formal standardization activity within the organization that would amongst other things aid participation and act as permanent liaison with BSB on all standardization matters and shall coordinate adoption and implementation of national standards.
3. Organizations 'representing the interests of a group/association/federation may ensure that all constituent members (whose interest he/she represent) are consulted /informed of the committee work.
4. All expenses related to the nominees *for* participating in this activity are to be borne by the participating organizations or by BSB, in the event, if the participating organization is not able to finance.
5. Authorities nominating representatives as members of Technical Committee of the BSB, if they so choose may nominate two representatives one to be known as the principal and the other as the alternate, subject to the following:
  - a) Generally one representative shall attend the meeting but if a department or body so desired both the principal and alternate may attend the meeting.
  - b) Only the principal representative shall have the right to vote.
  - c) In the absence of the principal representative, the alternate may exercise the right to vote.
  - d) All documents concerned with the work of the technical committee shall ordinarily be sent to the Principal Representative, if both principal and alternate representatives are located at the same station. However, if principal and alternate representatives are from different stations, all documents shall be sent to both the representatives.
  - e) Organizations may, if they so choose, nominate experts by designation instead of by name.
  - f) Only the designated Principal/ Alternate members can attend Technical Committee meetings. In case of their absence, their representatives can attend the meetings. However, BSB should be given prior intimation in such cases. In any case, no more than two representatives from one organization can attend the committee meetings
6. Comments on documents at any stage, as well as on printed Bhutan Standards, though are welcome at all times, members are requested to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had

the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.

7. In case there is continual failure to contribute either through correspondence or by attending meetings for a period of one year/three technical Committee meetings by the members, the membership of such organizations will be recommended for withdrawal.

Offer of Chairpersonship of Technical Committees

Our Ref:

Subject: Offer of chairpersonship of Technical Committee

Dear Sir/Madam,

I am glad to convey that the Bhutan Standards Bureau has decided to offer you the Chairpersonship of-----Technical committee. I hope you will accept the offer and extend your cooperation and support to the National Standardization effort. I shall appreciate receiving a confirmation of your acceptance.

Your early reply will be very much appreciated.

With regards

Yours sincerely,

CEO of BSB

### Documents Required By Secretary for Reference

1. Copy of each Bhutan Standards with all amendments issued to the current version, arranged committee wise relating to his assigned work.
2. Master copies of Agenda/Minutes relevant to all Technical Committees handled by him.
3. One up-to-date set of Scopes and Composition Technical Committees under his jurisdiction.
4. Basic and reference Bhutan Standards related to the work of technical committees assigned to him
5. One copy of his/her committees' work programme.
6. Work program of other Technical committees, which are of relevance for maintaining liaison.
7. Guidelines for participants in Technical Committee Work.
8. Responsibilities of Member Secretaries of BSB Technical Committee.
9. ISO/IEC work procedures/technical directives.
10. Guideline for Standards Development
11. A set of promotional publicity pamphlets issued by BSB.
12. Position of work of corresponding ISO/IEC technical committee.
13. Copies of statutory regulations/rules/standards related to the work assigned to him/her.

## Proposing New Subjects for National Standardization



PROPOSAL FOR A NEW FIELD OF TECHNICAL ACTIVITY	
Date of proposal:	Reference number(to be given by BSB) : TC:
Proposer:	

A proposal for a new field of technical activity shall be submitted to the BSB, which will assign it a reference number and process the proposal in accordance with RS&DBS 2017. The proposer may be those entities as per Section 6.2.1.

The proposal (to be completed by the proposer)

1. Title of the proposed new committee (The title shall indicate clearly yet concisely the new field of technical activity which the proposal is intended to cover.

2. Scope statement of the proposed new committee (The scope shall precisely define the limits of the field of activity. Scopes shall not repeat general aims and principles governing the work of the organization but shall indicate the specific area concerned.)

3. Proposed initial programme of work (The proposed programme of work shall correspond to and clearly reflect the aims of the standardization activities and shall, therefore, show the relationship between the subjects proposed. Each item on the programme of work shall be defined by both the subject aspect(s) to be standardized (for products, for example, the items would be the types of products, characteristics, other requirements, data to be supplied, test methods, etc.). Supplementary justification may be combined with particular items in the programme of work. The proposed programme of work shall also suggest priorities and target dates.

4. Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal (This may be combined with the "Proposed initial programme of work" if more convenient.)

5. A listing of relevant existing documents at the international, regional and national levels. (Any known relevant document (such as standards and regulations) shall be listed, regardless of their source and should be accompanied by an indication of their significance.)

6. A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing BSB deliverables. (The proposer should explain how the work differs from apparently similar work or explain how duplication and

conflict will be minimized. If seemingly similar or related work is already in the scope of other committees of the organization or in other organizations, the proposed scope shall distinguish between the proposed work and the other work. The proposer shall indicate whether his or her proposal could be dealt with by widening the scope of an existing committee or by establishing a new committee.)

7. A listing of relevant external organizations or internal parties to be engaged as liaisons in the development of the standards and deliverable(s). (In order to avoid conflict with, or duplication of efforts of, other bodies, it is important to indicate all points of possible conflict or overlap. The result of any communication with other interested bodies shall also be included.

8. A simple and concise statement identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s).

9. Purpose and justification for the proposal. (The purpose and justification of the standard to be prepared shall be made clear and the need for standardization of each aspect (such as characteristics) to be included in the standard shall be justified. Proposers should consider these suggestions, but they are not limited to them, nor are they required to comply strictly with them. What is most important is that proposers develop and provide purpose and justification information that is most relevant to their proposals and that makes a substantial business case for the market relevance and the need for their proposals. Thorough, well-developed and robust purpose and justification documentation will lead to more informed consideration of proposals and ultimately their possible success in developing Standards)

Signature

Comment of the CEO of BSB

Signature



### Format for Sending Comments on BSB Documents

(Please use A-4 size sheet of paper only in landscape format and type within fields indicated. Comments on each clause/sub-clause/table/fig. etc. be started on a fresh box. Information in Column 6 should include reasons for the comments and suggestions for modified wording of the clauses when the existing text is found not acceptable. Adherence to this format facilitates Secretariat's work)

#### Template for comments and secretariat observations

Date:	Document No:	Project:
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MB/ TC	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment <sup>3</sup>	Comments	Proposed change	Observations of the secretariat

1. MB = Name of the commentator/organization
2. TC Technical Committee
3. Type of comment: ge = general te = technical ed = editorial

## Advance Notice for Meeting

## MEETING NOTICE

Our Ref:

Subject: Meeting Notice for the .....Meeting of..... Sectional Committee

To,

Members of:

..... Technical Committee

Dear Madam/Sir,

In consultation with Chairperson, it has been decided to hold the.....Meeting of-----  
Technical Committee as per the day/date, time and venue given below:

Technical Committee:	Day:	Date:	Time:	Venue:

The Agenda for the meeting is under preparation and will be sent to you in due course. You are also requested to forward any suggestion(s) for matters you like to be included in the agenda well in advance. Comments, which are sent very late or brought along for tabling during the meeting, deprive other members of the opportunity to discuss and arrive at a viewpoint within their respective organizations and are therefore liable not to be considered during the meeting. We would therefore appreciate, if such comments are sent in advance for the convenience of all concerned.

We hope, you would kindly make it convenient to attend this meeting and a line in confirmation, by FAX/Speed Post, E-mail would be highly appreciated.

Yours sincerely,

Member Secretary

Note: You are also requested to forward any suggestion(s) for matters you like to be included in the agenda

### Typical List of Agenda Items in Sectional Committee Meeting

NOTE - This is a representative list of items only. The details to which the member secretary would prepare the items their style of presentation, or the sequence for discussion may suit individual requirements.

#### AGENDA

TITLE OF TECHNICAL COMMITTEE/ SUBCOMMITTEE/WORKING GROUP	Number of the Meeting
---	-----------------------

Date/Day ----- Venue -----

Time -----

CHAIRPERSON----- MEMBER SECRETARY-----

:

Item 0 WELCOME AND INTRODUCTORY REMARKS

Item 1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

(Formally confirmation of the record of discussions held during the previous meeting to be taken)

Item 2 COMPOSITION OF TECHNICAL COMMITTEE/SUB-COMMITTEE/  
WORKING GROUP

(Latest composition to be brought to the information of committee besides review of the same as the case may be)

Requests received for co-option on the committee to be considered  
Reconstitution of sub-committees and WORKING GROUPS.

Item 3 ISSUES ARISING OUT OF THE PREVIOUS MEETING

Outstanding issues, follow up of the decision taken during the previous meeting etc., not covered elsewhere in the agenda to be discussed.

Item 4 DRAFT STANDARDS / AMENDMENTS FOR FINALIZATION

Necessary particulars of the drafts coming up for finalization together with summary of comments received when not circulated earlier) be included in the agenda to facilitate their orderly consideration

Item 5 DRAFT STANDARDS/AMENDMENTS FOR APPROVAL FOR WIDE  
CIRCULATION AS IN ITEM 4.

Item 6 ACTIVITIES OF THE TECHNICAL COMMITTEE /SUBCOMMITTEES  
/WORKING GROUPS

To consider a review of activities not covered elsewhere in the agenda. Progress or lack of its

ongoing work to be considered.

**Item 7 REVIEW OF PUBLISHED STANDARDS**

To consider comments/queries/proposals for changes received on published Standards

**Item 7 TECHNICAL WORK PROGRAMME OF THE COMMITTEE**

To consider reaffirmation/revision of published Bhutan Standards  
To consider progress of work program pending for long  
To consider new subjects for inclusion in work program  
To allot work relating to work program amongst participating interests

**Item 9 INTERNATIONAL ACTIVITIES**

To consider information relating to work of corresponding ISO/IEC Technical Committees of relevance, drafts and possible Bhutan Comments on the same.

Would specifically include status of membership/degree of participation in corresponding

ISO/IEC committees, meetings held delegations etc.  
Reporting work in progress for those International Standards which have corresponding dual numbered Standards.

**Item 10 ADDITIONAL ISSUES ARISING OUT OF IMPLEMENTATION EFFORTS, CERTIFICATION, and CONFERENCES ETC.**

**Item 11 DATE AND PLACE OF NEXT MEETING**

**Item 12 ANY OTHER BUSINESS**

Reserved to facilitate fresh items to be raised during the meeting not otherwise included in the Agenda.

Format for Circulation of Agenda

AGENDA

Our Ref:

Subject: Agenda for the. . . . . Meeting of . . . . . Technical Committee

To,

The Chairperson and Members of..... Technical I Committee

Dear Madam/Sir,

In continuation to our Meeting Notice of even number dated----- " please find enclosed a copy of the Agenda for the. . . Meeting of . . . Technical Committee.

<i>Technical Committee:</i>	<i>Day:</i>	<i>Date:</i>	<i>Time:</i>	<i>Venue:</i>

Where Principal and Alternate members of an organization are from the same station /office premises, one copy of the Agenda- is being sent only to the Principal Member, who may kindly show this to his Alternate Member(s) as well.

Normally, only the nominated Principal and Alternate members attend the meeting. In case their representative(s) are being deputed in their absence, it would be highly appreciated if you can give us prior intimation. Proposals if any for items to be included for discussions or comments may please be sent to the undersigned at the above address.

We hope, you would kindly make it convenient to attend this meeting and a line in confirmation, if not already done so, by mail, E-mail would be highly appreciated.

Yours sincerely,

Member Secretary

Encl.: As above



Format for Circulation of Minutes

MINUTES OF TC-----

Ref.

Date

TECHNICAL COMMITTEE. ..

Dear Madam/Sir,

Technical Committee/Subcommittee/WORKING GROUP duly approved by the Chairperson,  
Technical Committee meeting of above referred

Please find enclosed the Draft Minutes/Minutes of the

Last date for comments: .....

Comments if any, confined to the accuracy of recording, may please be mailed to the undersigned preferably by the last date for comments. If no reply received by this date, we may be permitted to presume your approval of the minutes as recorded.

Yours sincerely

Member Secretary

Encl. As above.

Recognition of Contribution of Members

Our Ref:

Subject: Contribution in Formulation of Standard on

Dear Madam/Sir,

I am writing this letter to place on record the appreciation of the Bhutan Standards Bureau of the contribution made by (name of the organization) and its representative(s) Mr. /Ms. . . . . along with his/her team the valuable work done by them for the cause of standardization in the field of.  
.....

I have no doubt that BSB through its various technical committees will continue to receive the cooperation and active support of Mr/Ms..... and their dedicated team of technical representatives.

Yours sincerely,

CEO of BSB