

**Internal rules of standardization –  
Part 2: Establishing and work of technical  
committees for standards and related documents**



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## Foreword

Internal rules of standardization are intended to employees of the Institute for Standardization of Serbia (hereinafter: Institute), members of national technical committees, members of expert councils, as well as to those who, directly or indirectly, participate in the process of development of Serbian standards and related documents.

Internal rules of standardization shall comprise the following parts with the common designation IRS:

- 1) IRS 1:2018, *Internal rules of standardization – Part 1: Development, publication, maintenance, review and withdrawal of Serbian standards and related documents*
- 2) IRS 2:2021, *Internal rules of standardization – Part 2: Establishing and work of technical committees for standards and related documents*
- 3) IRS 3:2017, *Internal rules of standardization – Part 3: Drafting and rules for the structure of Serbian standards and related documents*

This part of internal rules of standardization is harmonized with the relevant provisions of the Law on Standardization, Decision amending the Decision on Establishing the Institute for Standardization of Serbia, rules of the international and European organizations for standardization, as well as with the Code of Good Practice for the Preparation, Adoption and Application of Standards which is an integral part of the Agreement on Technical Barriers to Trade of the World Trade Organization.

In accordance with Articles 29 and 47 of the Decision amending the Decision on Establishing the Institute for Standardization of Serbia („Official Gazette of the Republic of Serbia”, No. 36/09, 46/15), the internal rules of standardization shall be rendered by the Managing Board of the Institute, upon a proposal of the expert councils. Amendments to the internal rules of standardization, as a result of amendments to the documents according to which these rules are harmonized with, shall be adopted in the same manner and by the same procedure.

Proposal of the first edition of this part of internal rules of standardization has been reviewed by the Expert Council for General Fields of Standardization - at the session held on 30 March 2011, Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization – at the session held on 25 March 2011 and the Expert Council for Standardization in the Field of Conformity Assessment at the session held on 6 April 2011. In accordance with its authorizations and based on proposals of the expert councils, the Managing Board of the Institute rendered this part of internal rules of standardization at the session held on 20 May 2011.

Proposal of the second edition of this part of internal rules of standardization has been reviewed by the Expert Council for General Fields of Standardization – at the session held on 26 December 2012 and Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization – at the session held on 27 December 2012. In accordance with its authorizations, and based on proposals of the expert councils, the Managing Board of the Institute rendered the second edition of this part of internal rules of standardization at the session held on 25 January 2013.

Amendments of the second edition of this part of internal rules of standardization largely resulted from the need to describe in detail the process of establishment of technical committees by a special procedure (QP.11, *Establishing and renewal of technical committee composition*). To this end, certain clauses from the previous edition of this part of internal rules have been omitted, as well as the annexes-forms which were related to the mentioned process, some clauses have been supplemented by minor explanations, while some editorial modifications were executed as well (such as, for example, compliance with the latest editions of international and European documents). In accordance with the mentioned amendments, the renumbering of clauses in this edition of internal rules has also been made.

Proposal of the third edition of this part of internal rules of standardization has been reviewed by the Expert Council for General Fields of Standardization and Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization at the meetings held by correspondence between 7 February 2014 and 13 February 2014. In accordance with its authorizations, and based on proposals of the Expert Councils, the Managing Board of the Institute rendered the second edition of this part of internal rules of standardization at its session held on 17 March 2014.

Proposal of the fourth edition of this part of internal rules of standardization has been reviewed by the Expert Council for General Fields of Standardization and Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization at the meetings held on 18 March 2016. In accordance with its authorizations, and based on proposals of the Expert Councils, the Managing Board of the Institute rendered the fourth edition of this part of internal rules of standardization at its session held on 1 April 2016.

Amendments of this fourth edition mostly relate to the amended way of drafting the annual work programme for adoption of Serbian standards. This activity is in compliance with the latest version of the Law on Standardization and Decision amending the Decision on Establishing the Institute for Standardization of Serbia. In addition, the deadlines for certain activities are also harmonized with the international and European rules of standardization. References to the latest documents in bibliography and the text itself have also been made.

By adopting the fourth edition, the application of the third edition of this part of internal rules of standardization shall cease.

The need to amend the fourth edition of this part of the internal rules of standardization appeared because ISS changed the status in the European Organizations for Standardization CEN and CENELEC (from affiliate to full member), i.e. because of the new obligations resulting from the full membership status in these organizations, as well as because of the need to be harmonized with the latest editions of the International and European rules on standardization.

The draft of the fifth edition of this part of the internal rules of standardization was considered by the Expert Council for General Fields of Standardization and Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization at the meetings held on 26 September 2017. In accordance with their authorities, upon the proposal of the Expert Councils, the ISS Managing Board approved the fifth edition of this part of the internal rules of standardization, at the meeting held on 29 September 2017.

By adopting the fifth edition, the application of the fourth edition of this part of internal rules of standardization shall cease.

The draft of the sixth edition of this part of the internal rules of standardization was considered by the Expert Council for General Fields of Standardization at the meetings by correspondence from 18 till 24 December 2018 and Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization at the meetings by correspondence from 18 till 21 December 2018. In accordance with their authorities, upon the proposal of the Expert Councils, the ISS Managing Board approved the sixth edition of this part of the internal rules of standardization, at the 124<sup>th</sup> meeting held on 27 December 2018.

By adopting the sixth edition, the application of the fifth edition, published in 2017, of this part of internal rules of standardization shall cease.

The proposal for the seventh edition of this part of the internal standardization rules was considered by the Expert Council for General Areas of Standardization at a session held on 19 May, 2021, and by the Expert Council for Standardization in the Field of Electrical Engineering, Information Technologies, and Telecommunications at a correspondence session held from May 19 to 28 May, 2021. In accordance with its authority, and based on the proposals of the expert councils, the Institute's Governing Board adopted the seventh edition of this part of the internal standardization rules at its 156<sup>th</sup> session held on 31 May, 2021.

The seventh edition of this part of the internal standardization rules replaces and supersedes the sixth edition published in 2018. All amendments in relation to the previous edition are marked with the vertical line on the margin.

## 1 Scope

This part of internal rules of standardization shall specify the hierarchy and structure of expert bodies of the Institute, rules for the establishment and organization of work of the technical committees for standards and related documents (hereinafter: technical committees), their subcommittees, as well as working groups which may be established by the technical committees and subcommittees, the manner of submitting and reviewing an appeal against the conclusions and decisions of the expert working bodies, as well as the manner of participation of technical committees, subcommittees and working groups in the work of technical working bodies of international and European organizations for standardization.

## 2 Terms and definitions

For the purpose of this part of internal rules of standardization, the terms and definitions given in SRPS ISO/IEC Guide 2, SRPS ISO/IEC Guide 21-1 and IRS 1:2018 (some of them being, for convenience, cited herein again) shall apply, as well as the terms and definitions below.

### 2.1

#### **development of standard or related document**

a set of coordinated activities that commence with the enactment of a proposal for adoption of a standard or related document, and end with the adoption of an act promulgating the adoption of a standard or related document;

[Law on Standardization, „Official Gazette of the Republic of Serbia”, No. 36/09, 46/15]

### 2.2

#### **review of standard or related document**

check of standard or related document for the purpose of determining whether it needs to be confirmed, modified, reviewed, adopted as other type of standardization document or withdrawn

[SRPS ISO/IEC Guide 2:2007, 9.4, adapted]

### 2.3

#### **maintenance of standard or related document**

improvement and updating of an existing standard or related document, whilst respecting the needs of interested parties for stable publication

[ISO/IEC Directives, IEC supplement: 2018, 2.9.1.4, adapted]

### 2.4

#### **interested party**

a state administration and/or provincial and municipal authority, company, entrepreneur, consumers' organization or other legal or natural person expressing interest for standardization

[Law on Standardization, „Official Gazette of the Republic of Serbia”, No. 36/09, 46/15]

### 2.5

#### **consensus**

an in-principle agreement on any significant matter that is achieved by taking into account the views of all interested parties and reconciling any conflicting views; however, a consensus shall not be deemed to mean unanimity in adoption of standards

[Law on Standardization, „Official Gazette of the Republic of Serbia”, No. 36/09, 46/15]

### 2.6

#### **standards project**

specific subject in the Plan for the adoption of standards

[SRPS ISO/IEC Guide 2:2007, 9.1.1, adapted]

## 2.7

### **business plan**

set of activities of a technical committee for a period up to five years

## 2.8

### **national point of view**

a position of a technical committee or subcommittee or expert council in relation to the document of international or European organization for standardization reached by consensus

NOTE National point of view is used in case of voting on the document of international or European organization for standardization by means of correspondence and/or in case of direct expressing of position at the meeting of the corresponding technical committee or subcommittee of international or European organization for standardization

## 3 Expert bodies

In accordance with the Law on Standardization and Decision amending the Decision on Establishing the Institute for Standardization of Serbia, the expert councils and technical committees for standards and related documents (hereinafter: technical committees) shall be established in the Institute as its expert bodies.

Participation in the work of each expert body of the Institute shall be voluntary.

Conclusions and decisions of the expert bodies shall have a character of recommendation for the Institute.

## 4 Expert councils

Expert councils are established in order to guide the professional work of the technical committees which are established for various subjects within a specific, wider field of standardization.

Two expert councils shall be established in the Institute, as follows:

- The Expert Council for the fields of standardization within the responsibility of the International Organization for Standardization (ISO) and the European Committee for Standardization (CEN);
- The Expert Council for the fields of standardization within the responsibility of the International Electrotechnical Commission (IEC), the International Telecommunication Union, the Sector for Standardization of Telecommunications (ITU), the Joint Committee for Information Technology (ISO/IEC JTC 1), the European Committee for Electrotechnical Standardization (CENELEC) and the European Telecommunications Standards Institute (ETSI);

As necessary, the Managing Board of the Institute may take a decision on establishing a joint expert council or on establishing more than one expert council for previously mentioned fields of standardization.

The Managing Board of the Institute shall nominate the chairpersons and members of the expert councils within the representatives of members of the Institute who are renowned experts in their fields, and/or in the fields the expert council is established for.

The expert councils shall be accountable for their work to the Managing Board of the Institute.

Expert councils shall propose the adoption of internal rules of standardization, prepare expert grounds for drafting the annual plans for the adoption of Serbian standards and related documents, propose the establishment and termination of work of technical committees with the purpose of implementation the plans, including the amendments to the enactments on establishing the corresponding technical committees, and carry out other tasks in accordance with the Decision amending the Decision on Establishing the Institute, Statute of the Institute and its rules of procedures.

In cases when for objective reasons it is not possible to establish a technical committee, the responsible expert council shall perform the duties of the technical committee in the process of the development and adoption of Serbian standards and related documents in the respective field of standardization in order to fulfil the commitments arising from the membership of European and international organizations for standardization.

Establishing, composition, duties and the manner of work and decision making of the expert councils shall be specified by the Decision amending the Decision on Establishing the Institute and the expert councils' rules of procedure.

Expert councils recommend a direct cooperation with the ministries responsible for the adoption of technical regulations in order to avoid the overlapping of fields governed by standards and/or technical regulations, as well as to avoid the defining of conflicting requirements in standards and/or technical regulations.

To this end, it is necessary to provide a systematic and continuous communication among the ministries responsible for the adoption of technical regulations and the Institute. This is achieved by holding the meetings on a regular basis between the representatives of the Institute and the corresponding units of the ministries responsible for the adoption of technical regulations with the aim of harmonizing the plans and current activities, as well as the mutual information. It is necessary to draft the minutes on all agreed future activities.

In addition, a systematic and continuous communication among the representatives of the relevant industry sectors in the Republic of Serbia and the Institute should be provided in order to identify the needs of the economy, harmonize the plans and current activities and the exchange of mutual information. By holding the meetings on a regular basis between the two mentioned parties, the possibilities for fulfilling the requests of the industry sector representatives will be assessed and the points of view will be harmonized accordingly. It is necessary to draft the minutes on all agreed future activities.

Permanent communication should also exist with the academic and research centres and universities, by holding the regular meetings with the aim of assisting them to fulfil their needs and bring new initiatives.

The competent expert council should be informed on all mentioned activities, results and arrangements at the first subsequent session.

## **5 Technical committees**

Expert work of the Institute in specific fields of standardization shall take place in the technical committees.

The fields of standardization for which the technical committees are established shall be identified according to the fields of standardization for which the technical committees of international and European organizations for standardization have been established.

As a rule, the technical committees shall be established in ISS whose fields of activity are identical with those of only one international and/or European technical committee (national mirror technical committees). However, in case of justified need it is allowed to establish a technical committee whose field of activity comprises fields of activities of two or more international and/or European technical committees, i.e. one or more subcommittees that are established within the same international and/or European technical committees.

Each technical committee has a unique designation, title and field of activity and is responsible for its work to the relevant expert council.

Within their competence, the technical committees shall prepare and implement business plans and annual work programmes for standards and related documents in relevant fields of standardization, follow and participate in the work of corresponding technical working bodies of international and European organizations for standardization, and perform other activities in conformity with this part of internal rules for standardization.

The competent expert council may propose at any time the establishment of a new technical committee, merging of two existing technical committees, division of the existing technical committee into two or more new ones, modification or renewal of the technical committee composition, dormant status, as well as the termination of work of the technical committee.

The work in the technical committees shall be voluntary and based on general principles of standardizations as laid down in the Law on Standardization.

The technical committees shall be accountable for their work to the respective expert council.

### 5.1 Designations and titles of technical committees, subcommittees and working groups

A unique designation and title shall be assigned to each technical committee in the following way:

$$KS \text{ } \llcorner \langle x \rangle \langle y \rangle - \langle z \rangle, \llcorner \langle \textit{Title of the technical committee} \rangle,$$

where KS is the abbreviation standing for „technical committee” (in Serbian language); x – is the one-letter code of the standards branch to which the committee’s field of activity belongs according to the standard SRPS A.A0.004; y – is the three-digit numeric code of the committee; and z – is the alpha, numeric or alpha-numeric code that is used only depending on the need.

Abbreviation KS is not used in a spoken language and databases, but only in the publications, documents and correspondence of the Institute.

If the field of activity of the technical committee is identical with that of ISO, IEC, CEN or CENELEC technical committee, the numeric code y is identical with the numeric code of that international or European committee. When the numeric code of an international or European committee is a single-digit number, two zeros shall be added in front of the numeric code y, but if the numeric code of an international or European committee is a 2-digit number, only one zero shall be added in the numeric code y.

When the field of activity of a technical committee at the same time comprises fields of activities of one ISO and one CEN technical committee, i.e. of one IEC and CENELEC technical committee, but the numeric codes of these committees are not identical, the code of ISO, respectively IEC technical committee, as a rule, shall be taken for numeric code y.

In the case when the field of activity of a technical committee comprises fields of activities of two or more international and/or European technical committees, numeric code y is identical with the numeric designation of the dominant international, respectively European technical committee.

In case when the field of activity of a technical committee is not identical with that of an international or European technical committee, but covers the fields of activities of one or more of its subcommittees, the numeric code y is identical with that of an international, respectively European technical committee, while the addition z shall contain alpha, numeric or alpha-numeric codes of all relevant subcommittees of an international, respectively European technical committee, which shall be cited in a logical sequence and separated by a comma.

The previous rules for designations shall also apply in cases when a field of activity of a technical committee is in some of the mentioned relations with a field or fields of activity that belong to the subcommittee of the Joint technical committee ISO/IEC JTC 1 (Information technology), to the technical committee of the European Telecommunications Standards Institute (ETSI), and the like.

Title of the technical committee whose field of activity is identical with that of ISO, IEC, CEN or CENELEC technical committee shall represent a translation of the title of that international, respectively European technical committee.

When the field of activity of a technical committee at the same time comprises fields of activities of one ISO and one CEN technical committee, and/or respectively one IEC and one CENELEC technical committee, the translation of title of ISO technical committee, respectively of the IEC technical committee shall be, as a rule, taken for the title thereof.

In case when the field of activity of a technical committee comprises fields of two or more international or European technical committees, the committee title shall be informative enough to simultaneously indicate the fields of both technical committees.

Likewise, when the field of activity of a technical committee is not identical with the entire field of activity of the relevant international or European technical committee, but it covers the field of activity of one or more of its subcommittees, the committee title shall be informative enough so that simultaneously indicates the area of the relevant international or European technical committee, as well as the fields of activities of the relevant subcommittees.

A unique designation and title shall be assigned to the subcommittees in the following way:

$$KS \hookrightarrow \langle x \rangle \langle y \rangle - \langle z \rangle / PKS \hookrightarrow \langle w \rangle, \hookrightarrow \langle \textit>Title of the technical committee} - \textit>Title of the subcommittee} \rangle$$

where PKS is the abbreviation standing for „subcommittee” (Serbian term); and w is the subcommittee code, which may be alpha, numeric or alpha-numeric.

Abbreviation PKS is not used in a spoken language and databases, but only in the publications, documents and correspondence of the Institute.

If the field of activity of a subcommittee is identical with that of ISO, IEC, CEN or CENELEC subcommittee, the numeric code „w” shall be identical with the numeric code of that international or European subcommittee.

When the field of activity of a subcommittee at the same time comprises fields of activities of one ISO and one CEN technical subcommittee, or fields of activity of appropriate IEC and CENELEC subcommittees, and the designations of these subcommittees are not identical, for designation of subcommittee w shall be taken the code of ISO or IEC subcommittee.

In case when the field of activity of a subcommittee comprises fields of two or more subcommittees of an international or European technical committee, the subcommittee designation w shall be identical to the ordinal number assigned in the order of the establishment of subcommittees.

If one subcommittee terminates its work, its code shall not be transferred to any other subcommittee, except if termination of work is not at the same time part of complete re-organization of the parent technical committee.

Title of a subcommittee which field of activity is identical with the field of activity of one subcommittee of any technical committee of ISO or CEN, and/or IEC or CENELEC respectively, represents translation of the title of that international or European subcommittee.

If the field of activity of a subcommittee at the same time comprises fields of activities of one ISO and one CEN technical subcommittee, or fields of activity of appropriate IEC and CENELEC subcommittees, for the title of subcommittee shall be, as a rule, taken the title of ISO or IEC subcommittee.

In case when the field of activity of a subcommittee comprises field of activity of two or more subcommittees of one international and/or European technical committee, the title of that subcommittee has to be such as to indicate the field of activities of relevant international or European subcommittees.

Working group of a technical committee shall be designated in the following way:

$$KS \hookrightarrow \langle x \rangle \langle y \rangle - \langle z \rangle / RG \hookrightarrow \langle q \rangle, \hookrightarrow \langle \textit>Title of the technical committee} - \textit>Title of the working group} \rangle,$$

while the working group of a subcommittee shall be designated as follows:

$$KS \hookrightarrow \langle x \rangle \langle y \rangle - \langle z \rangle / PKS \hookrightarrow \langle w \rangle / RG \hookrightarrow \langle q \rangle, \hookrightarrow \langle \textit>Title of the technical committee} - \textit>Title of the subcommittee} - \textit>Title of the working group} \rangle,$$

where RG is abbreviation standing for "working group" (Serbian term); q – numeric code of the working group, which is assigned in the order of the establishment of a working group within the same technical committee or subcommittee.

Abbreviation RG is not used in a spoken language and databases, but only in the publications, documents and correspondence of the Institute.

The title of a working group shall be assigned in accordance with the terms of reference for which the working group is established.

The numerical code and title of the working group are unique within the same technical committee or subcommittee, i.e. there cannot exist two or more working groups with the same designation and the same title. After termination of the working group, its numerical designation and its title cannot be assigned to the next newly established working group within the same technical committee or subcommittee.

## 5.2 Function and scope of technical committees

Technical committees shall plan, prepare, develop, review and maintain Serbian standards and related documents in fields of standardization, for which they are established, follow the work and participate in the work of relevant technical working bodies of international and European organization for standardization and perform other tasks in relation to standards and standardization.

Within its competences, technical committees shall inter alia:

- determine the business plan and annual programmes in accordance with the grounds adopted by the competent expert council;
- determine priorities and methods of adoption of European and international standards and related documents as Serbian standards, i.e. related Serbian documents;
- prepare and determine draft Serbian standards and related documents under public enquiry, consider the received comments and proposals in the course of public enquiry and determine texts of final draft Serbian standards and related documents;
- propose to Director of the Institute the adoption and/or withdrawal of Serbian standards and related documents in the fields of standardization they are established for;
- participate in the interpretation of standards from their competence;
- as necessary, review pure national standards notified by the national standardization bodies of other countries to the World Trade Organization or European Commission and propose necessary actions associated with them in order to protect the interests of the citizens and economy in the Republic of Serbia;
- participate in the development of European standards and related documents in accordance with the internal rules of European organizations for standardization and the rights arising from the membership of the Institute in these organizations;
- participate in the development of international standards and related documents in accordance with the directives of international organizations for standardization and the rights arising from the membership of the Institute in these organizations;
- formulate the national point of view related to the working documents of international and European technical committees when the Institute needs to vote thereon in the process of development of corresponding international and European standards and related documents;
- nominate delegates (or delegations) who participate in the meetings of European and international technical committees and define the national points of view represented by them during those meetings, with the consent of the Institute;
- participate in the organization of meetings of international and European technical committees which are, with the consent of the Institute, held in the Republic of Serbia;
- promote the significance and application of standards and standardization;
- propose projects of new Serbian standards and related documents, carry out a periodic review, prepare amendments and propose withdrawal of published standards and related documents from their competence;
- perform also other tasks ordered by the competent expert council.

In establishing the technical committee it should be taken into account to determine the scope of their work, as well as to avoid the overlapping with the scopes of work of other technical committees.

Technical committees must take into consideration each standard and related document of the corresponding international (ISO, IEC or ISO/IEC JTC 1) and/or European technical committee (CEN, CENELEC or ETSI) belonging to the scope of work of the technical committee, as well as to the work pertaining to the relevant subjects of standardization in other technical committees.

Each technical committee must prepare its business plan and annual work programme for the adoption and withdrawal of Serbian standards and related documents from its competence, as well as to obtain consent from the competent expert council pertaining to those documents. Standard projects (tasks) and deadlines for their implementation must be reviewed at least once a year.

When the technical committee completes all associated tasks, it shall still officially remain responsible for amendments and interpretation of standards and/or related documents from its competence, in case such need emerges during the subsequent periodical review thereof. In such case the competent expert council may declare the dormant status of that technical committee.

### 5.3 Establishment of technical committees

Technical committees shall be established primarily in the fields where there exist the strategic, national and economic interests. These interests are determined by the economic policy of the country.

The basic condition for establishment of technical committee is the readiness of at least three interested parties to nominate their experts as technical committee members, to assume the responsibility of providing them all necessary support and bear the costs related to their work in that technical committee.

Technical committee members should be the competent experts in the field the technical committee is established for. In addition, it is necessary to provide that technical committee members represent all societal interests such as the manufacturers, importers, testing laboratories, state authorities, consumers' associations, etc.

A representative of any interested party who is actively engaged in the technical committee work shall have the right to express his/her opinion and such opinion shall be timely taken into consideration. The work in technical committees should be conducted in an impartial manner by which no interested party is not favoured over another.

Based on Article 34 and in accordance with Article 50 of the Decision amending the Decision on Establishing the Institute, the enactments on establishing a technical committee, as well as on the dissolution (termination) of work thereof, shall render Director of the Institute at the proposal of the relevant expert council.

The membership in the technical committees shall be voluntary and may not be transferred or taken over.

A detailed description of the procedure for establishing and renewal of technical committee composition is given in the integrated system management procedure *QP.11 Procedure for establishment and reconstitution of technical committee*.

### 5.4 Data on the established technical committees and their members

The Institute shall maintain a unique register of all the established technical committees. Based on the decision on establishing a technical committee, the following data for each technical committee shall be entered in the register:

- technical committee designation;
- technical committee title;
- reference number of the decision on establishing a technical committee;
- date of the decision on establishing a technical committee;
- field of standardization;

- scope of the work of a technical committee;
- international technical committee whose work is followed by the national technical committee;
- European technical committee whose work is followed by the national technical committee;
- name and surname of a technical committee member;
- function of a technical committee member (chairperson, secretary or member);
- information about the technical committee member being a member of a particular working group of the international and/or European technical committee or sub-committee, or about his/her nomination in the role of the delegate/head of the delegation at the meetings of the technical committee or sub-committee, who represents ISS in these meetings;
- name of organization represented by a technical committee member;
- address (street and number) of the organization's head office represented by a technical committee member;
- post code of the place where the organization's head office is located;
- place where the organization's head office is located;
- date of the last review of data regarding the technical committee composition;
- note.

## 5.5 Composition of technical committees

A technical committee shall have members, a chairperson and a secretary. A technical committee member is nominated within the renowned experts in the fields the Serbian standards and related documents are developed in. A technical committee may be established when, in addition to the chairperson, there are at least two members who are representatives of different interested parties.

Number of technical committee members is not limited, but for effectiveness of the work it is recommended that this number does not exceed 25, including the secretary of the technical committee.

As a rule, all interested organizations that nominated their experts as technical committee members should be equally represented in the technical committee. However, it should bear in mind that certain organizations may sometimes have a particular interest for specific field of standardization and nominate as technical committee members higher number of their experts, including ones of different expertise (profile). In such a case, a maximum of three representatives of the same organization may be appointed in the technical committee, while only one of them may have the voting right in decision making process.

Organizations which have more than one representative in the technical committee shall decide upon one representative who has the voting right at each meeting.

## 5.6 Technical committee members

The term of office of technical committee members is not limited and it depends on their active role and contribution to the implementation of the business plan, annual work programme and tasks of the technical committee.

When joining the technical committee, each member and expert who is invited to temporarily, or on just one occasion, participate in its work is obligated to sign:

- the statement by which the collective copyrights are transferred to the Institute for each document that is created during the work in committee, as well as in subcommittee and working group; and
- the confidentiality statement pertaining to the information and copyrights of the Institute and the international and European organizations for standardization.

Other rights and obligations of technical committee members are given in **Annex A**, while the Code of Conduct is given in **Annex G**.

Technical committee members are appointed and released by enactment of the Director of the Institute.

In case when members are appointed for the first time, as well as in case of renewal (reconstitution) of the technical committee composition, enactment on establishing a technical committee shall be rendered at the proposal of the relevant expert council, while enactments amending these (first) enactments which refer to later modifications of the technical committee composition due to individual appointments of new or release of existing members, shall be rendered at the proposal of the technical committee and delivered to the relevant expert council for information only.

The membership in the technical committee shall cease when technical committee member himself requests such release or becomes released, as well as in case of termination of the technical committee work and/or discontinuation of the Institute operations.

Request for release from membership in the technical committee shall be submitted to Director of the Institute – directly or through the technical committee secretary.

A technical committee may propose to Director of the Institute to render an enactment by which a technical committee member is released from membership, in case of:

- unjustified absence from three consecutive meetings of the technical committee or not taking part in three consecutive meetings via correspondence (correspondence meetings);
- unjustified failure to fulfil his/her obligations laid down therein or inability to fulfil them for a long time;
- damaging effects on the technical committee work or reputation of the Institute due to his/her behaviour;
- non - respectful behaviour in terms of copyrights and intellectual property rights of the Institute and the international and European organizations for standardization;
- unauthorized disclosure of the technical committee points of view or information pertaining to its work to the public;
- his/her release is requested by the organization which nominated him/her for a technical committee member;
- termination of his/her employment contract with the organization which nominated him/her for a technical committee member;
- the cessation of work of the organization which nominated him/her for a technical committee member<sup>1)</sup>.

Initiative for defining a proposal for release from membership may submit a chairperson, secretary and each technical committee member.

Proposal for a member release due to failure to fulfil the obligations, unauthorized disclosure of information pertaining to the work of a technical committee or damaging effects on reputation of the Institute shall be defined after obtaining a previous observation by the member for which s/he must be summoned in written form. In case the invited member does not respond, the enactment shall be rendered without his/her observation.

Member who resigned from membership can be nominated again as a member only after the expiry of six months from the day of his/her membership termination.

## 5.7 Technical committee chairperson

Chairperson of the technical committee shall convene and chair the committee meetings, represent and act on behalf of the technical committee and be accountable for its work to the relevant expert council.

Rights and obligations of the technical committee chairperson are given in **Annex B** and the Code of Conduct in **Annex G**.

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<sup>1)</sup> The cessation of work includes removal from the register of companies, court registry, registry of associations and other registry.

In performance of his/her duties the technical committee chairperson shall be assisted by the technical committee secretary with whom s/he shall consult on all matters related to the technical committee work.

Technical committee chairperson shall be appointed and released by enactment of Director of the Institute, at the proposal of the relevant expert council.

In addition to the general terms concerning all technical committee members, chairperson of the technical committee should be familiar with the principles of standardization, possess the negotiation skills, project management and chairing the meetings, as well as the expertise pertaining to the scope of the technical committee.

Chairperson should make efforts in taking the decisions and conclusions of the technical committee unanimously. If on certain matters it is not possible to achieve unanimity, chairperson should try to reach consensus before s/he decides to make a decision or conclusion by voting.

The technical committee chairperson's term shall be four years, while the term of the same person may be repeatedly extended for periods of up to two years.

Duties of the technical committee chairperson shall cease after expiration of the term to which s/he was appointed, but it may cease even earlier in case of resignation or release from duty or if s/he is unavailable to carry out the duties for any other reason.

Technical committee chairperson shall file his/her resignation to the Director of the Institute and is also obliged to notify at the same time the technical committee thereof. The resignation must be in writing and reasoned.

Technical committee chairperson may be released from duties at the proposal of the competent expert council, specifically if:

- she/he does not fulfil the duties laid down in this part of internal rules of the Institute, or
- his/her release is requested by at least two technical committee members.

The technical committee shall elect an acting chairperson and initiate the procedure for the election and appointment of a new chairperson by the competent expert council within 15 days after receipt of the enactment rendered by Director of the Institute on release from duties of technical committee chairperson. The competent expert council shall review and verify the enactment of a technical committee regarding the proposed candidate for the new technical committee chairperson.

The resigning technical committee chairperson is obliged to perform only those duties which are necessary for smooth functioning of a technical committee.

## **5.8 Technical committee secretary**

Professional and administrative tasks related to the technical committee's work are carried out by the secretary of the technical committee who is appointed within the competent experts employed at the Institute. The technical committee secretary is appointed by the Decision of the Director regarding the establishment of the technical committee. The chairperson and technical committee members are appointed by the same Decision.

She/he provides professional and technical assistance to the chairperson and members of the technical committee in performing their duties and implementing the committee's business plan and annual work programmes.

Secretary shall assist the technical committee chairperson in convening and conducting the meetings thereof, obtaining and supplying the needed publications for work, designating, delivering and archiving of working documents generated in the work of the technical committee, voting on documents of international and European technical committees whose work is followed by the national technical committee, as well as in performing other activities, if needed.

Secretary, together with the chairperson of the technical committee, has to ensure that the technical committee works effectively and efficiently, and in particular to comply with the deadlines set for the implementation of planned standard projects (tasks) and the internal rules of the Institute.

Secretary has the right to participate in the debate on all issues that are discussed by the technical committee, but has no right to vote. Therewith, he/she must be strictly impartial and refrain from expressing the personal views.

Secretary of the technical committee at the same time is a secretary of each subcommittee and working group thereof. Other duties of the technical committee secretary are given in **Annex V**.

## 5.9 Technical committee meetings

### 5.9.1 Convening the meetings

A technical committee shall work and decide in its meetings ("face to face" meetings) or by means of correspondence („meetings by correspondence”, which is performed in case the decisions are not arguable and can be adopted without additional consultations). “Face to face” sessions are considered to be those of the standards commissions held live, whether at the Institute's premises or elsewhere, as well as sessions held online using an appropriate platform. The Institute provides links to access the platform and join the online commission session. Online sessions are recorded to ascertain the number of members present and to prepare the relevant documents. Exceptionally, if a commission member is unable to attend a live session due to objective reasons, the commission president may permit their attendance and participation online via an appropriate platform.

The work of technical committees should be carried out through correspondence as much as possible. The meetings should be held only when a large number of documents have been prepared well enough so that a satisfactory progress can be expected and when agenda contains enough material for consideration, because of which a presence of all the members is necessary. Bearing this in mind, the technical committee chairperson, in consultation with its secretary, should convene the meetings as often as it is necessary to complete all tasks within the planned deadlines.

As a rule, technical committee meetings are held at the head office of the Institute, and elsewhere – only if the technical committee decides to do so.

Meetings are convened and chaired by the technical committee chairperson and by the authorized member who replaces him/her in his/her absence.

Meetings are prepared by the technical committee secretary in consultation with its chairperson.

An invitation for the meeting shall be submitted to all technical committee members in accordance with the deadline laid down in clause 5.9.5. The invitation shall include: the date, time and place of the meeting; the proposed agenda. Head of department to whom the technical committee belongs shall sign the invitation.

The technical committee chairperson can decide that the decisions on particular issues be adopted by correspondence (at the “meeting by correspondence”), in such a way that a brief written explanation of particular issues is delivered at the same time to all technical committee members with the voting paper containing the draft decisions.

A technical committee member who is prevented from participating in the work of the meeting shall notify the technical committee secretary thereof at least two days prior to the day of the meeting.

Normally, only members of the technical committee shall participate in the work thereof. If invited by the technical committee chairperson, experts who are considered to be able to contribute to the discussion related to specific agenda items, and/or documents, may participate in the work of particular meeting, but with no voting rights.

Based on the invitation of the technical committee chairperson, the representatives of SMEs and other, the so-called weak (vulnerable) interested parties may participate in the work of a technical committee if they express such interest (and if they are not already the members thereof), but with no voting rights.

Observers from other technical committees of the Institute may be invited to the meeting, usually only one observer from each technical committee, but they shall participate in the work thereof with no voting rights. Other observers from the country and abroad, wishing to attend meetings of the technical committee for special reason, must first obtain the approval from the technical committee chairperson and Director of the Institute after which they may participate in the meeting with no voting rights.

In case of lack of quorum for the work and decision making, the start of the meeting shall be postponed for 15 minutes, and if there is no quorum again after that the present members shall decide on the work of the committee with incomplete composition. Draft decisions and draft conclusions adopted at the technical committee meeting that was held with incomplete composition shall be sent to all technical committee members for approval and/or comments by means of correspondence.

### **5.9.2 Decision making**

Decisions and conclusions of the technical committee (regardless of whether the meetings thereof are held „face to face” or by correspondence „meetings by correspondence”) shall be deemed valid if at least half of the technical committee members with the voting rights participate in the work of such meeting. The proposals and opinions of the absent technical committee members are submitted on the appropriate forms before the beginning of the meeting held “face to face” are taken into account when making the decision.

As a rule, decisions and conclusions of the technical committee shall be adopted on the basis of a consensus. However, if there are contentious issues over which the technical committee cannot reach consensus, conclusions and decisions regarding such issues shall be adopted by open voting.

In case that more than one technical committee member represents the same organization, only one of them shall have the voting right.

For adopting the decisions and conclusions about the draft standards and final texts of draft standards, it is needed the qualified majority (two-thirds), and about other questions – simple majority of the present technical committee members with the voting right. Votes of abstained members shall not be taken into consideration.

Each technical committee member may file an appeal within the deadline of 60 days from the adoption of conclusion or decision, adopted in the face-to-face meeting or in the meeting by correspondence, if she/he in meantime has come up with new findings which might have influence on the previous decision and/or conclusion of the technical committee.

### **5.9.3 Course of the meetings**

The agenda is determined in the meeting, based on proposal specified in the invitation thereto. Technical committee members who participate in the meeting may suggest amendments to the proposed agenda during such meeting.

After the agenda is determined, it is followed by the adoption of the minutes from previous meeting and after that the discussion on implementation of conclusions and decisions adopted during the previous meeting of the technical committee.

In debating on certain agenda items all present members shall equally participate and their opinions, suggestions and appeals have to be considered equally, as well as the appeals and suggestions of absent technical committee members, which are submitted by the beginning of the meeting on the prescribed forms.

Before adopting the conclusion and decision, technical committee chairperson, or a member who chairs the meeting instead of him, shall formulate the draft conclusion and/or decision.

Appeals on draft conclusion and decision can file any participant of the meeting if he/she considers that the conclusion is unclear, imprecise or not in compliance with the conducted debate. If the chairperson accepts the appeal, the new draft conclusion will be prepared. Otherwise, the applicant of the appeal may formulate his/her own draft conclusion which is put on voting as alternative proposal.

#### 5.9.4 Minutes

Minutes shall be taken during each meeting of the technical committee and signed by the chairperson and secretary thereof, and in the case of chairperson's absence – by a member who chaired the meeting.

Writing the meeting minutes is the obligation of the technical committee secretary. Minutes of each meeting must contain the following information:

- date and place of the meeting;
- list of the present technical committee members and possibly other invited persons;
- list of the absent technical committee members with notes on whether the absence was previously announced or not;
- list of the absent technical committee members who submitted their ballots or standpoints related to specific agenda items by the beginning of the meeting;
- agenda;
- conclusion on the adoption of the minutes from previous meeting;
- brief report on the implementation of conclusions and decisions adopted during the previous meeting;
- conclusions and decisions adopted during the meeting, in particular with relation to defining draft and final draft Serbian standards and related documents, reviewing of published Serbian standards and related documents, etc.;
- suggestions, appeals and other comments of participants related to specific agenda items, as necessary;
- approximate date and place of holding the next meeting.

In addition to the minutes, the list of participants on a special form shall be made for each meeting.

Before the meeting is concluded, technical committee must draw up and confirm the list of adopted decisions and conclusions.

Minutes shall also be taken during each decision-making by means of correspondence („meeting by correspondence”).

#### 5.9.5 Deadlines for submitting the documents

The documents related to the technical committee meetings shall be submitted only via electronic mail within the following deadlines:

- invitation to the meeting together with the agenda – at least two weeks before the meeting;
- ballot and documentation for the meeting by correspondence - at least two weeks before the meeting;
- working documents to be discussed during the meeting – at least two weeks before the meeting;
- lists of collated comments and proposals related to the submitted working documents to be discussed during the meeting – one week before the meeting;
- list of the proposed decisions and conclusions to be adopted during the meeting – before the beginning of the meeting;
- minutes – two weeks after the meeting;
- appeals and suggestions related to the decisions and conclusions or the minutes – four weeks after receipt;
- new versions of the reviewed working documents – as soon as possible after the meeting.

In exceptional cases, an item that is not on the agenda or for which the necessary documents are not submitted within an appropriate period of time may be discussed during each meeting. If any technical committee member files an appeal in the meeting regarding the adoption of conclusion or decision pertaining to such item, that kind adoption of conclusion and/or decisions must be departed. If, in spite of that, such conclusion or decision is adopted, technical committee members shall have the right to request its review within 15 days from receipt of the minutes.

### **5.9.6 Formatting of the working document texts**

Formatting (graphical and technical editing) and proofreading of the working document texts resulting from certain development stages of standards and related documents shall be the responsibility of employees in the Institute. Technical committee members should notably pay attention to formulating the technical requirements and Serbian terms in standards and related documents in the development of which they participate, and to leave the matters of graphical and technical editing and proofreading to the technical committee secretary and responsible employees in the Institute. However, technical committee members who voluntarily take over the obligation to prepare the text of any working document are recommended to adhere to the provisions of Internal rules of standardization, Part 3: *Drafting and rules for the structure of Serbian standards and related documents*, because they will, by doing this, contribute to the significant reduction of time needed for text processing in the last stage and/or accelerate publishing of the resulting Serbian standard or related document. In addition, technical committee members who voluntarily take over the responsibility to prepare the translation of international or European standard, and/or related document are recommended to use the standardized Serbian terms from the special register developed in the Institute for this purpose. Obtaining the necessary terms for specific field or subject of standardization shall be the responsibility of the technical committee secretary.

### **5.9.7 Expenses of participating in the work of technical committees**

Expenses of participating in the work of technical committees related to the transportation, accommodation, daily allowances, compensation for salaries/wages for the time spent in the meetings and communication via Internet, shall be borne by employers of technical committee members, and/or companies, institutions and other legal persons which nominated them. That obligation is the key contribution to the infrastructure of national standardization in the Republic of Serbia. Such policy of the Institute is fully in line with the current practice of national standardization bodies in other countries worldwide.

Technical committee members, as well as members of its subcommittees and working groups, may contribute to the reduction of the meeting duration and resulting expenses in the following way:

- by submitting the written comments and proposals related to the working documents before the meeting;
- by careful reading and studying of all received working documents before the meeting;
- by regular participation in the meetings and decision-making by means of correspondence.

### **5.10 Working documents of technical committees**

Typical documentation of any technical committee shall include the following working documents:

- business plan and the annual work programme of the technical committee;
- periodical and annual reports on the technical committee work;
- invitations to the meetings;
- list of meeting participants;
- list of conclusions and decisions adopted in the meetings;
- minutes of the meetings;
- preliminary drafts, drafts and final drafts of text of Serbian standards and related documents;
- proposals for development and withdrawal of Serbian standards and related documents;

- ballots related to voting on Serbian standards and related documents, as well as on international and/or European standards and related documents;
- lists of collated comments and proposals related to preliminary drafts, drafts and final drafts of text of Serbian standards and related documents;
- various information, annexes referred to in other working documents, etc.

Each document of any technical committee, except the lists of meeting participants, annexes to which the working documents refer, and draft and final draft texts of standard and related documents adopted in English language, shall be entered in the single reference register kept in the registry office of the Institute. By entering into the reference register each document gets its unique reference number and date of entry. Upon the expiry of a calendar year, an extract from the reference register, i.e. the list of all enactments of the technical committee shall be produced and kept in the archives of the Institute.

## **5.11 Business plan and annual work programme of technical committees**

### **5.11.1 Business plan of a technical committee**

Business plan of a technical committee is a document laying down basic aspects and dynamics of economic, societal, regulatory and other environment in which the technical committee works, as well as its main objectives and strategies, internal structure and cooperation with other organizations.

It is necessary for a business plan to identify important interested parties for the work in technical committee, including the manner and activities in terms of their greater engagement. It is also necessary to achieve balance between all interested parties such as the manufacturers, consumers, conformity assessment bodies, universities, laboratories, etc. Participation of small and medium enterprises as the relevant factors is extremely significant and all efforts should be made in order to increase their participation in the work of technical committees. Small and medium enterprises should be enabled to participate in the work even when those are not technical committee members, but without decision-making rights. Inviting the experts to work in the technical committees should be carried out periodically. If the national technical committee members are at the same time members of technical committees, subcommittees or working groups at the international or European level, it should be emphasized, as well as a „P” or „O” status of our country in international technical committees observed by the national technical committee.

Business plan shall, inter alia, contain the information on the current condition of standardization, economy, legislation, on the market, in particular in the field which the technical committee is established for, then objectives that the technical committee should achieve in the five-year period and strategy for attainment of such objectives, interested parties expected to take part in the work of technical committee, etc.

In making the business plan, technical committee shall take into account:

- the policy and general and specific objectives of the Institute for the current five-year period;
- obligations of the Institute arising from European and international integrations of the Republic of Serbia;
- requests of technical committee members and other interested parties for development of Serbian standards and related documents from the corresponding field of work;
- published international and European standards and related documents from the field of standardization the technical committee is established for;
- current standard projects in the business plans of international and European technical working bodies which the technical committee follows and participates in;
- needs pertaining to the regular review and maintenance of published Serbian standards and related documents which are under the competence of the technical committee;
- deadlines and available resources for development of Serbian standards and related documents; and
- other influential factors related to the implementation of the business plans.

Business plan of a technical committee shall be adopted in the meeting thereof or by means of correspondence („meeting by correspondence”) not later than 60 days from the date of its establishment.

For the basis of drafting the business plan of each technical committee it is recommended to analyse the business plan (strategic business plan) of technical committee(s) of International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC) and technical committee(s) of European Committee for Standardization (CEN)/European Committee for Electrotechnical Standardization (CENELEC).

The competent expert council shall approve the business plan of a technical committee. The approved business plan of a technical committee shall serve for drafting and adoption of its annual work programmes.

Business plan of a technical committee shall be published on the website of the Institute.

### **5.11.2 Annual work programme of a technical committee**

Annual work programme of a technical committee must be harmonized with the professional grounds rendered by the competent expert council for the current year. In drafting the annual work programme, the following shall be taken into account:

- the policy and general and specific objectives of the Institute for the respective one-year period;
- obligations of the Institute arising from European integrations of the Republic of Serbia;

In drafting the annual work programme of a technical committee based on professional grounds rendered by the competent expert council for the current year, the following elements shall also be taken into account:

- proposals of technical committee members and other interested parties for development of Serbian standards and related documents from the corresponding field of work;
- requests of the ministries and other state administration authorities, public agencies and other entities, for development of Serbian standards and related documents that are necessary for the adoption of technical and other regulations;
- business plan of a technical committee;
- current projects of technical working bodies of international and European organizations for standardization which the technical committee follows and participates in;
- the necessary activities pertaining to the regular review and maintenance of published Serbian standards and related documents which are under the competence of the technical committee;
- deadlines and available resources for development of Serbian standards and related documents; and
- other factors that the implementation of annual work programme of a technical committee depends on.

Annual work programme of a technical committee shall comprise the following parts:

- the part pertaining to development of Serbian standards and related documents (which are not identical with international and European standards);
- the part pertaining to development of Serbian standards and related documents in Serbian language (by translation method).
- the part pertaining to development of Serbian standards and related documents related to International and European standards.

The part of the annual work programme pertaining to development of Serbian standards and related documents must contain the following information:

- designation and title of the technical committee;
- title of the organizational unit of the Institute which is responsible for the technical committee;
- ordinal number of Serbian standard or related document;

- designation of Serbian standard or related document;
- designation and year of publication of international standard that is being adopted as planned Serbian standard, and/or related document, and degree of correspondence therewith;
- designation „ИЗВ” in case of pure Serbian standard and related document or designation of the adoption method in case of Serbian standard and related document by which the standards of other countries are being adopted: „PP” for translation method, „PS” for endorsement and „PR” for reprinting;
- title of Serbian standard and/or related document in Serbian language;
- title of Serbian standard and/or related document in English language;
- stages in the process of development of Serbian standard and related document, in particular for new project stage (10.99), close of voting/comment stage on committee draft (30.60), initiation of enquiry stage on draft standard (40.20), close of enquiry stage on draft standard (40.60), close of enquiry stage on final draft (50.60), publication stage (60.60) and review stage – decision to Amend or Revise the standard (90.92).

From the aforementioned it follows that those standards and related documents which are in the process of development are also a part of the annual work programme of a technical committee, as well as standards and related documents from the programme of the previous year, standards and related documents which will start to be developed in the current year and those standards which are planned to be reviewed.

The work programme of Serbian standards (sometimes referred to as: Annual plan for the adoption of Serbian standards) shall also contain information on the number of international and European standards that are expected to be taken over into the national standardization system by the Institute, based on the available data from international and European organizations for standardization.

The programme shall also contain standards adopted in Serbian language by translation method. Those shall be entered in a separate table which contains the titles in English and Serbian language, designation and year of publication of the adopted documents, number of pages, as well as stages specified by months as follows: project phase (10.99), close of voting/comment stage on committee draft (30.60), enquiry stage on draft standard (40.20), approval stage on final draft standard (50.60) and publication stage (60.60).

Annual work programme of a technical committee shall be adopted in the meeting thereof or by means of correspondence („meeting by correspondence”).

The competent expert council shall approve the annual work programme of a technical committee. Deadline for submitting the annual work programme to the competent expert council for the subsequent year shall be 15<sup>th</sup> September of the current year.

Annual work programmes of technical committees represent the basis for drafting and adoption of annual work programme (Annual plan for the adoption of Serbian standards and related documents) of the Institute. By passing the annual work programme of the Institute and annual work programme of standards and related documents, the annual work programmes of the technical committees are adopted at the same time.

Annual work programme of a technical committee shall be published on the official website of the Institute, in accordance with the Code of Good Practice for the Preparation, Adoption and Application of Standards (Annex III of the Agreement on Technical Barriers to Trade of the World Trade Organization).

A detailed description of the process of standards development is given in the Procedure QP.08, *Procedure for the creating of the annual plan for the ISS standardization activity*.

During the implementation of the approved annual work programme of a technical committee which relates to the pure standards, its amendments and modifications must be approved by Director of the Institute, with previously obtained consent of the Managing Board, if those relate to more than 10% of the planned projects.

## 5.12 Reporting on the work of a technical committee

Report on the work of technical committee for the first quarter of the current year shall be submitted by 15 April, for the second quarter by 15 July, for the third quarter by 15 October and for the fourth quarter at the latest by 15 January of the next year.

Technical committee secretary shall prepare a detailed report on the condition of implementation of any standard project (task) when it is required by the competent expert council or Director of the Institute.

When the technical committee is in the dormant status, the reports are not necessary. In such case, secretary of the technical committee which is in the dormant status shall have the following obligations:

- to inform the competent expert council on any activity of the corresponding international and European technical working bodies which may be the reason for reactivation of the technical committee;
- to respond to each request of the competent expert council or other professional body in the Institute in relation to standards and related documents for which the technical committee is responsible.

Reports on the work of technical committees are the basis for drafting and submitting the report on the implementation of the Institute's annual work programme and report on the implementation of the annual work programme (Plan for the adoption of Serbian standards and related documents) of the Institute.

### **5.13 Cooperation with other technical committees**

As necessary, the technical committee shall have the right to ask for and establish cooperation with other technical committees in the Institute, but also the obligation to respond to similar invitations by other technical committees if they ask for such cooperation. Cooperation with other technical committees shall mean mutual exchange of information and working documents, as well as participation of representatives of one technical committee in the work of other, but in the capacity of observer without the voting right.

### **5.14 Copyright and information security**

In order to protect the copyright of the Institute in relation to Serbian standards and related documents as a result of collective work of the technical committee members and their working bodies (subcommittees and working groups), all technical committee members, as well as other participants in the work of their working bodies, must without any compensation and irrevocably assign to the Institute exclusive and unlimited right of exploitation of the results of collective work. To this end, the technical committee secretary is obliged to obtain from each technical committee member (including the members of subcommittees and working groups), a signed statement on the assignment of rights to use the results of collective work, as well as the confidentiality statements pertaining to the information and copyrights.

In order to include the other participants in the work of technical committee and its working bodies (for example, experts who by invitation of the chairperson of technical committee or subcommittee participate in the work of certain meetings), the text of statement on the assignment of rights to use the results of collective work must be an integral part of the list of participants for each expert body.

### **5.15 Changes in relation to the composition and field of activity of a technical committee**

#### **5.15.1 Current changes related to the technical committee composition**

The need for changes in the composition of a technical committee normally occur over time, either due to those members who do not wish or are not able any more to participate in its work or due to the interested experts who apply for the work therein after its establishment.

The interested legal persons may nominate their experts for the work in a technical committee even after its establishment. To this end, they need to submit to the Institute their application for membership in a technical committee. Received applications shall be considered at the first subsequent meeting of the technical committee during which a conclusion on acceptance or non-acceptance of the nominated candidates shall be adopted. In doing so, the technical committee must take care that the recommended number of its members is not exceeded, the nominated candidates are competent and the approximately equal representation of all interested parties is maintained.

Based on the technical committee conclusions on acceptance of the nominated candidates, which shall be entered into the minutes of the meeting thereof, Director of the Institute may render a decision amending the decision on establishing a technical committee by which the candidates shall be appointed as members thereof. Such decision shall be delivered to the new members, technical committee and competent expert council at the same time. In case when a technical committee adopts the opposite conclusion, the applicants shall receive a notification and explanation about the reasons for non-acceptance of candidates.

In cases laid down in clause 5.6, a technical committee may adopt a conclusion on submitting the proposal for release of a certain technical committee member. Such conclusion shall be delivered to Director of the Institute who, based on that, may render a decision amending the decision on establishing a technical committee by which the appointed member is released from membership thereof. The decision shall contain the instruction on legal remedy, i.e. the right to appeal and shall be submitted at the same time to the released member, technical committee and the competent expert council.

In case when a member of a technical committee submits a request for release from membership therein or a chairperson of a technical committee resigns, Director of the Institute shall render a decision amending the decision on establishing a technical committee, by which the appointed member shall be released from membership, i.e. the chairperson shall be released from duty.

A technical committee member may be replaced by another expert from the organization which nominated him/her as a member, if such request is submitted by that organization.

The decision amending the decision on establishing a technical committee shall be submitted to the chairperson and members of the technical committee, including the members whose membership will be terminated or the chairperson whose duty will be terminated, as well as to the competent expert council. Based on that decision, the necessary data shall be entered in the register of established technical committees and register of their members (see clause 5.4).

### **5.15.2 Changes related to the field of activity (scope) of a technical committee**

A technical committee should periodically (for example, once in two years), compare its field of activity with the current standard projects (tasks) in its business plan and review the adequacy thereof. In doing so, it may be concluded that it is necessary to make some changes in relation to the field of activity of that technical committee, which consequently requires the amendments of the decision on establishing the technical committee. In accordance with the Decision amending the Decision on Establishing the Institute for Standardization of Serbia, amendments to decision on establishing the technical committees shall be rendered by Director of the Institute, at the proposal of the competent expert council. In this regard, the committee may address the request to the competent expert council for:

- extending or narrowing its field of activity, i.e. request to increase or decrease the number of international and/or European technical working bodies which the technical committee follows and participates in;
- merging of its field of activity with the field of activity of other technical committee or vice versa, with the proposal for cessation of work for one of them, or
- division of its field of activity into two or more separate activities and assigning each of them to a particular technical committee (new or existing), if necessary, with a proposal for establishing a new technical committee.
- change its membership status in the international and European technical working bodies, i.e. change of the observer status (O-member) by the active participant status (P-member) or vice versa;

In such case, the competent expert council shall consider the request of the technical committee and define the appropriate proposal on the basis of which the Director of the Institute shall render one or more appropriate decisions.

### **5.16 Dormant technical committee**

A technical committee is dormant when the competent expert council renders conclusion on declaration of dormant status of such technical committee.

A technical committee may be dormant if it is found that there is no need for its work for a longer period or if it is declared a dormant status of the corresponding international and/or European technical committee whose work was followed by the national technical committee under condition that it has completed all standard projects (tasks) foreseen by its business plan and annual work programme.

During the dormant status, technical committee shall still remain responsible for periodical review, maintenance and withdrawal of published Serbian standards and related documents within its scope, and if necessary for their interpretation as well.

The chairperson and secretary of technical committee, as well as the heads of competent organizational units in the Institute, may submit a request for declaration of dormant status of technical committee.

The conclusion of the expert council on declaration of dormant status of technical committee shall be delivered to the chairperson, secretary and members of that technical committee. Based on such conclusion, a note „dormant” shall be entered into the column „technical committee status” of the register of established technical committees, while adequate notice shall be published in the official journal of the Institute and on its website accordingly.

The competent expert council may render a conclusion on reactivation of the dormant technical committee if such a need arises over time. The conclusion on reactivation of the technical committee shall be rendered in the same manner and by the same procedure as the conclusion on declaration of its dormant status.

### **5.17 Cessation of work of technical committees**

A technical committee shall cease with its work when Director of the Institute, upon a proposal of the competent expert council, renders an appropriate enactment thereof.

The reason for cessation of work of a technical committee may be the lack of need for its work, lack of interests of technical committee members for further work therein and cessation of work of the corresponding international or European technical working body followed by the national technical committee.

Secretary of a technical committee is responsible to inform accordingly the competent expert council which may propose to Director of the Institute to render an enactment on cessation of work of such technical committee.

The chairperson and secretary of a technical committee, as well as the heads of competent organizational units in the Institute, may submit a request for cessation of work of a technical committee.

An enactment on cessation of work of a technical committee must contain the provision by which it is specified the designation and title of a technical committee to which the documentation of the disbanded technical committee shall be delivered and which shall assume the competence of the disbanded technical committee in terms of further maintenance of its standards and related documents.

An enactment on cessation of work of a technical committee shall be submitted to the chairperson of that technical committee, as well as the competent expert council. Based on such conclusion, a note "dormant" shall be entered into the column "technical committee status" of the register of established technical committees, while adequate notice shall be published in the official journal of the Institute and on its website accordingly.

## **6 Subcommittee**

### **6.1 Function and scope of a subcommittee**

Each technical committee may establish its subcommittees and/or working groups for carrying out specific activities and tasks. As necessary, each subcommittee may establish its working groups as well.

As a rule, the work of a technical committee should be carried out in working groups. However, when the business plan of a technical committee is very voluminous and requires special expertise for various subfields of work, i.e. coordination of activities in several particular subfields for a long time, a technical committee may decide to establish the subcommittees.

Each subcommittee and each working group shall have a unique designation, title and scope (field of activity). Each subcommittee shall be accountable for its work to the parent technical committee and each working group – to the parent technical committee, i.e. subcommittee.

Although a subcommittee may carry out the largest part of the work related to development, review and withdrawal of Serbian standards and related documents, the parent technical committee shall remain fully responsible for all the work of its subcommittees.

A subcommittee may work and adopt decisions independently if a parent technical committee decides so.

Draft Serbian standards developed by a subcommittee, and, as necessary, draft related documents as well, shall be placed under public enquiry and voting only with the consent of the chairperson and secretary of a parent technical committee because the discussion in the technical committee meeting is not necessary.

## **6.2 Establishment of a subcommittee**

A subcommittee shall be established by decision of the parent technical committee, at the proposal of the chairperson or secretary of the parent technical committee.

For establishment of a subcommittee it is necessary to obtain consent from the competent expert council. Request for consent of the competent expert council shall be submitted on a special form that contains a designation, title and field of activity (scope) of a subcommittee, as well as an explanation of a need for the establishment of a subcommittee. The business plan of a subcommittee shall be submitted along with the request.

The title and field of activity (scope) of a subcommittee shall determine the parent technical committee and they have to be within the field of activity of the parent technical committee. Once approved, the designation, title and field of activity of a subcommittee shall not be changed without previous consent of the competent expert council.

As a rule, a subcommittee shall be established in a manner so that its field of activity is identical with only one international and/or European subcommittee. However, in case of justified need it is allowed to establish a subcommittee whose field of activity comprises fields of activities of one or more subcommittees that are established within the same international and/or European technical committee. Ultimately, in case of a justified need, a subcommittee with the field of activity (scope) that is not identical with the scope of neither international nor European subcommittee may be established.

In establishing a subcommittee it should take care to avoid the overlapping with the scopes (field of activities) of other subcommittees.

In accordance with clause 5.13, upon obtaining consent from the relevant expert council for the decision of the parent technical committee, a newly established subcommittee may, as necessary, establish cooperation with other technical committees and subcommittees of the Institute.

## **6.3 Composition of a subcommittee**

The parent technical committee shall nominate the chairperson and members of a subcommittee, while the proposal shall be adopted by a simple majority.

A subcommittee may comprise the parent technical committee members or members of various technical committees if so requested by the wide field of activity.

A subcommittee may be established only if at least three members of the parent technical committee express their interest to actively participate in the work thereof.

A subcommittee may have at least 3 members, but should not have more than 15 members.

## **6.4 Subcommittee members**

The same provisions as for the members of the parent technical committee shall apply to the subcommittee members (see clause 5.6).

## **6.5 Subcommittee chairperson**

The subcommittee chairperson shall have the same responsibilities as the technical committee chairperson (see clause 5.7), except that he/she is accountable for his/her work to the chairperson of the parent technical committee and not to the competent expert council.

The subcommittee chairperson should participate in the work of the parent technical committee for the coordination of activities.

## **6.6 Subcommittee secretary**

Secretary of the parent technical committee shall carry out the duties of subcommittee secretary (see clause 5.8).

## **6.7 Subcommittee meetings**

The same provisions as for the technical committee meetings shall apply to the subcommittee meetings (see clause 5.9).

## **6.8 Reporting on the work of a subcommittee**

The subcommittee chairperson must cooperate with the parent technical committee chairperson for the coordination of activities. In addition, he/she must report to the parent technical committee on implementation of standard projects and related documents (tasks) which are under the competence of a subcommittee, as well as on other matters the parent technical committee is interested in.

The subcommittee secretary shall submit a brief report to the parent technical committee on the work of a subcommittee after each meeting thereof.

A subcommittee shall submit periodical reports to its parent technical committee on its work, as well as regular annual reports within the deadlines that are 15 days shorter than the deadlines related to the submittal of reports of the parent technical committee.

The subcommittee secretary shall prepare a detailed report on implementation of standard projects and related documents when requested so by the parent technical committee or the relevant expert council.

When a subcommittee is dormant, the reports shall not be submitted. In such case the subcommittee secretary shall have the following obligations only:

- to inform the parent technical committee on any activity of the corresponding international and European technical working bodies that might be the reason for reactivation of a subcommittee;
- to respond to any request of the parent technical committee or other expert body of the Institute in relation to standards and related documents for which the subcommittee is responsible.

Annual reports on the work of subcommittees represent the basis for drafting and submitting the annual report of the parent technical committee.

## **6.9 Changes in relation to the composition and field of activity of a subcommittee**

The same rules that apply to the technical committee, specified in clause 5.15, shall also apply to the changes in relation to the composition and field of activity of a subcommittee.

## **6.10 Dormant subcommittee**

The parent technical committee may declare that its particular subcommittee is dormant if that subcommittee had completed all the assigned tasks and no new tasks in its business plan and current annual programme exist. However, a dormant subcommittee shall formally be responsible for the periodic review, as well as for the potential interpretation of standards and related documents within its competence.

The decision on dormant status of a subcommittee shall be delivered to the chairperson, secretary and members of such subcommittee. Based on the same decision, a note „dormant” shall be entered into the corresponding column „technical committee/subcommittee status” of the register of established technical committees and subcommittees, while adequate notice shall be published in the official journal of the Institute and on its website accordingly.

### 6.11 Cessation of work of a subcommittee

A subcommittee shall cease with its work when the parent technical committee takes a decision to that end.

The reason for cessation of work of a subcommittee may be the ceased need for its work, lack of interests of subcommittee members for further work therein and cessation of work of the corresponding international or European subcommittee followed by the national subcommittee.

The chairperson and secretary of the parent technical committee, as well as the heads of competent organizational units in the Institute, may submit a proposal for cessation of work of a subcommittee.

The decision on cessation of work of a subcommittee shall be submitted to the chairperson and members of that subcommittee and the competent expert council. Based on that decision, a note „dormant” shall be entered into the column „technical committee/subcommittee status” of the register of established technical committees and subcommittees, while adequate notice shall be published in the official journal of the Institute and on its website accordingly.

## 7 Working groups

### 7.1 Function and scope of working groups

A working group shall be established for carrying out specific tasks in relation to development of standards and related documents within a particular period<sup>2)</sup>. Such tasks may be:

- making drafts and/or final drafts of text of Serbian standard or related document;
- harmonization of Serbian terms in the translations of international and European standards and related documents which represent basis for making the drafts of identical Serbian standards, and/or related Serbian documents;
- providing professional opinions on particular matters, etc.

A working group shall work in accordance with the tasks, guidelines and deadlines defined by the parent technical committee and/or subcommittee.

A working group shall have a leader who is responsible for its work. The parent technical committee and/or subcommittee shall nominate the leader and working group members.

A working group shall cease with its work upon completion of the tasks for which it was established.

The parent technical committee and/or subcommittee shall remain fully responsible for the work of working groups it established.

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<sup>2)</sup> Such working group should be distinguished from an ad hoc group, which a technical committee or subcommittee may establish with the task to study the precisely defined problem and submit the report thereof at least at the subsequent meeting. An ad hoc group is established within the members who attend the meeting of a parent technical committee and/or subcommittee, and, as necessary, within the experts outside. Therewith, it is mandatory to appoint a rapporteur who submits a report on behalf of the group. The decision on cessation of work of an ad hoc group shall be adopted automatically in the meeting during which a group submitted its report.

## 7.2 Establishment of a working group

A working group shall be established under decision of the technical committee and/or subcommittee.

Proposal for the establishment of working group may submit the chairperson, secretary and each technical committee member.

The decision on establishing the working group must contain:

- designation and title of the working group in accordance with clause 5.1;
- name and surname of leader and members of the working group, including their contact details;
- tasks and guidelines for the working group work;
- deadlines for completing the assigned tasks;
- brief explanation related to the establishment of working group.

## 7.3 Composition of a working group

The parent technical committee and/or subcommittee shall appoint the working group members within its own members who voluntarily apply for the work in a working group.

Number of working group members is not limited, but for effectiveness and efficiency of the work it is recommended not to be less than three and higher than five.

At the proposal of the chairperson and members of the parent technical committee and/or subcommittee, the members in the working group may also be appointed among the experts with proven professional experience in some specific field, even if they are not members of the committee and/or subcommittee. In that case, the selected organizations shall be invited to nominate their experts in a working group. These experts must be familiar with the tasks of a working group and internal rules of standardization of the Institute, while they shall have the same rights and obligations as other members of the working group.

## 7.4 Working group members

Working group members during their work in the working group shall not represent the interests of organizations which nominated them to the parent technical committee, but shall work as individuals with personal professional capacities.

## 7.5 Working group leader

Working group leader shall convene and chair the working group meetings, manage the work of the group, represent and act on behalf of the working group and be accountable for its work to the parent technical committee and/or subcommittee.

In performance of his/her duties the working group leader shall be assisted by the working group secretary with whom s/he shall consult on all matters related to its work.

Working group leader shall be appointed and released under decision of the parent technical committee and/or subcommittee.

Working group leader should make efforts in taking the decisions and conclusions of the working group related to its work unanimously. If on certain matter it is not possible to achieve unanimity, working group leader should try to reach consensus before s/he decides to make a decision or conclusion by voting.

Working group leader shall have the following obligations:

- to encourage the work of working group and actively participate therein;
- to coordinate the work of working group members and take care of the implementation of its tasks and adhering to the prescribed deadlines;

- to take care of the adherence to the principles of national standardization and internal rules of the Institute in the work of working group;
- to inform the parent technical committee, in cooperation with the technical committee secretary, on the implementation of the working group tasks, its results and other matters related to the work of working group;
- to take care of compliance with copyrights and intellectual property rights of the Institute and the international and European organizations for standardization.

Duties of the working group leader shall cease after the cessation of the work of working group, unless the parent technical committee and/or subcommittee decides otherwise. However, duties of the working group leader may cease even before that, in case of resignation or release from duty.

Working group leader shall file his/her resignation to the chairperson of the parent technical committee and/or subcommittee and is also obliged to notify at the same time the working group members thereof. The resignation must be in writing and reasoned.

Working group leader may be released from duties in case of:

- unjustified failure to fulfil his/her obligations or inability to fulfil them for a long time;
- damaging effects on the working group work or reputation of the Institute due to his/her behaviour;
- her/his release from duties is requested by the chairperson or secretary of the technical committee, and/or subcommittee, or at least two working group members.

The parent technical committee, and/or subcommittee, is obliged to consider the working group leader's resignation or request for his/her release within 15 days as of the day of its receipt.

The resigning working group leader is obliged to perform only those duties which are necessary for smooth functioning of the working group.

## 7.6 Working group secretary

Secretary of the parent technical committee shall carry out the duties of working group secretary (see clause 5.8).

Secretary has the right to participate in the debate on all issues that are discussed during the working group meeting, but has no right to vote.

Secretary shall assist the working group leader in convening and chairing the meetings, obtaining and supplying the needed publications for work of the working group, delivering and archiving of working documents prepared by the working group, as well as in performing other activities, if needed.

## 7.7 Working group meetings

A working group shall work and decide in its meetings.

Meetings are convened and chaired by the working group leader and by the authorized working group member who replaces him/her in his/her absence.

Meetings shall be convened as necessary, usually between the meetings of the parent technical committee and/or subcommittee.

The work of working groups should be carried out through correspondence as much as possible. Meetings should be held only when a large number of documents have been prepared well enough so that a satisfactory progress can be expected and when agenda contains enough material for consideration, because of which a presence of all the working group members is necessary.

Working group members may communicate with each other, but they are obliged to submit the copies of their messages and working documents to all other group members.

Deadlines for submitting the working documents of the working group may deviate from the deadlines laid down in clause 5.9.5, if the working group members agree so.

## 7.8 Reporting on the work of a working group

Working group leader must submit report on the work of working group to the parent technical committee and/or subcommittee, if requested by that parent technical committee. In addition, he/she must inform the parent technical committee and/or subcommittee on all issues occurred in the work thereof, in particular if such issues may have an impact on flow of other activities within the scope of technical committee and/or subcommittee.

Working group leader shall submit the copies of documents to the parent technical committee and/or subcommittee, if requested so by that parent technical committee.

## 7.9 Cessation of work of a working group

A working group shall cease with its work under decision of the parent technical committee and/or subcommittee.

# 8 Appeals

## 8.1 Appeals in general

Each member of technical committee, subcommittee and working group shall have the right to file an appeal related to the work of the technical committee secretary, as well as to any adopted decision or any decision that has not been adopted in the competence of technical committee or subcommittee, if he/she believes that such, adopted or not adopted, decision:

- is not in accordance with the Statute or founding act or internal rules of standardization of the Institute;
- is not in the interest of free movements of goods and doing business on the common European market or not in line with the care of public health, safety and protection of the environment.

An appeal shall be filed within 60 days as of the date the decision it relates to was adopted, in particular:

- to the technical committee against the decision of its subcommittee;
- to the expert council against the decision of the technical committee under its competence;
- to the Managing Board of the Institute against the decision of the expert council. The decision of the Managing Board of the Institute shall be final in case of any appeal. Subject of the appeal may be of administrative or technical nature.

Appeals against the decisions related to the content of draft Serbian standards and related documents, in any development stage, shall be considered only:

- if relates to matters regarding the rules, or
- if the content of draft document may be detrimental to the reputation of the Institute (for example, due to insufficient level of safety or quality).

An appeal must be submitted in writing and contain a clear reason, explanation and annexes by which the claims therein are documented.

## 8.2 Appeal against the subcommittee decision

An appeal against the subcommittee decision shall be submitted to the parent technical committee, while the copy thereof shall be submitted to Director of the Institute.

Upon receipt of an appeal, technical committee secretary must inform the chairperson and technical committee members thereof and take immediate necessary action, by means of correspondence or in the meeting, in order for the appeal to be discussed and decided upon, by consulting the competent heads of organizational units and Director of the Institute.

When the technical committee gives support to the decision of its subcommittee, the complainant may either accept the decision of that technical committee or file an appeal against it.

### **8.3 Appeal against the technical committee decision**

An appeal against the technical committee decision shall be submitted to Director of the Institute, while the copy thereof shall be submitted to the technical committee chairperson.

After necessary consultations, Director of the Institute must deliver her/his opinion about the appeal and to submit it to the expert council chairperson, along with such appeal, within 30 days from the receipt thereof.

The chairperson of expert council should first check whether the received appeal can be resolved instantly by a new decision of the technical committee or is it necessary to establish an inquiry group consisted of expert council members who will review the appeal before the expert council reaches a final decision.

The inquiry group must carry out the hearing of the complainant, chairperson and secretary of the technical committee within 30 days from its establishment and try to eliminate the differences in opinions as soon as possible, as well as to deliver to the chairperson of the expert council a final report with recommendations for the appeal resolution.

The chairperson of the expert council must transmit the report and recommendations to other expert council members, so that they may take them into account during the adoption of final decision regarding the appeal, either by means of correspondence or in the meeting.

### **8.4 Appeal against the expert council decision**

An appeal against the expert council decision shall be submitted to Director of the Institute, while the copy thereof shall be submitted to the expert council chairperson.

After necessary consultations, Director of the Institute must deliver his/her opinion about the appeal and to submit it to the Managing Board chairperson, along with such appeal, within 15 days from the receipt thereof.

The chairperson of the Managing Board should first check whether the received appeal can be resolved instantly by a new decision of the expert council or is it necessary to establish an inquiry group consisted of Managing Board members who will review the appeal before the Managing Board reaches a final decision.

The inquiry group must carry out the hearing of the complainant, chairperson and secretary of the expert council within 30 days from its establishment and try to eliminate the differences in opinions as soon as possible, as well as to deliver to the chairperson of the Managing Board a final report with recommendations for the appeal resolution.

The Managing Board shall adopt the decision regarding the appeal in the first subsequent meeting thereof or by means of correspondence, but in any case within 2 months from the receipt of the appeal and the opinion of Director of the Institute.

### **8.5 Procedure with the Serbian standard or related document project in case of a complaint**

In case of a complaint against the decision regarding pure Serbian standard or related document project which is in the procedure of adoption, such procedure shall not be stopped until, and including, the approval stage. However, Director of the Institute cannot render a decision on the adoption of standard or related document until the final decision regarding the appeal is reached.

### **8.6 Complaint against the published standard**

Each interested party may file a complaint regarding the content of published Serbian standard, in particular when standard leads to the possible unfair competition. In addition, each interested party may file a complaint against the inappropriate composition of a technical committee which adopted Serbian standard. The complaint on the content of standard shall be submitted to the corresponding technical committee in writing. Technical committee shall include the complaint in the agenda of its first subsequent meeting.

The response to the complaint shall also be in writing. If the party is not satisfied with the response it shall have the right to file a complaint to the competent expert council. The decision of the expert council shall be final.

## **9 Participation in the work of technical working bodies of international and European organizations for standardization**

### **9.1 Cooperation with international and European organizations for standardization in general**

Rights and obligations of the Institute in international and European organizations for standardization arise from its membership status in these organizations. In accordance with its membership status, the Institute is entitled to vote on the draft international and European standards and related documents, to nominate delegates and delegations of the Institute who will participate in meetings of international and European technical committees and subcommittees, as well as to nominate experts as members of European and international working groups. In addition, depending on its capabilities, the Institute may be the host for meetings of international and European technical working bodies in the Republic of Serbia and it may also take responsibility of holding the secretariats of international technical committees and subcommittees.

#### **9.1.1 Institute's membership in international and European organizations for standardization**

The Institute is a full member to the International Organization for Standardization – ISO and International Electrotechnical Commission – IEC. As a full member the Institute has a direct access to working documents of all technical committees and subcommittees of ISO and IEC, Joint Technical Committee ISO/IEC JTC 1 (Information technology) and its subcommittees, as well as to published international standards and related documents developed by them.

In ISO and IEC technical committees, as well as in the Joint technical committee ISO/IEC JTC 1 – Information technology and its subcommittees, the respective national technical committees may have a status of P-member (participant member) or O-member (observer member). Therewith, each technical committee shall independently decide to apply for its status in the corresponding international technical committee or subcommittee whose work it follows.

A technical committee with a P-member status in the corresponding international technical committee or subcommittee shall vote within the defined deadlines on all working documents thereof, when it is required, and participate in the meetings thereof, whenever possible. Unlike, a technical committee with an O-member status shall not be bound to vote, but it may vote on documents of the respective technical committee or subcommittee.

#### **9.1.2 Institute's membership in European organizations for standardization**

The Institute is a full member of the European Committee for Standardization - CEN and the European Committee for Electrotechnical Standardization – CENELEC. Based on the full membership status in CEN and CENELEC, the Institute has the following rights and obligations:

##### **a) rights**

- to participate in the sessions of the General Assembly and other bodies and the right to vote;
- to participate through its representatives (permanent delegates) in the meetings of the Technical boards of CEN and CENELEC (CEN/BT and CENELEC/BT), as well as in a general session of these bodies, with voting right;
- to participate in all technical committees, subcommittees and working groups;
- to provide free-of-charge access to the draft European standards in the prescribed period for public enquiry to all interested parties, and after that period is over, to distribute them according to the ISS regular conditions. In addition, ISS has the right to distribute the texts of final drafts of the European standards (FprEN) to the end users, but only in a limited period of time, or until the publication of Serbian standards that represent the adoptions of the European ones;
- to adopt (implement) European standards (EN) as Serbian standards and withdraw conflicting Serbian standards;
- to receive and sell corporate publications of CEN and CENELEC in accordance with CEN/CENELEC Guide 10.

## b) obligations

- to commit to comply with the rules set by the CEN Statutes and/or CENELEC Articles of Association, Internal Regulations and other relevant resolutions taken by the General Assembly and Administrative Council of CEN and/or CENELEC, including financial obligations;
- to notify national implementations of European standards, i.e. Serbian standards by which the European standards are adopted in the Republic of Serbia;
- to notify all national projects of pure, new Serbian standards that are not the result of identical adoption of international or European standards and to implement standstill procedure thereon, in accordance with the procedure for the provision of information on standards as given in the European Directive 2015/1535/EU, and in accordance with the Villamura procedure in case of standards belonging to the competence of CENELEC;
- to strictly apply CEN/CENELEC Guide 10;
- to respect the agreements on cooperation between ISO and CEN, as well as between IEC and CENELEC;
- to abide by the terms of the Agreements on implementation and exploitation of CEN/CENELEC publications.

## 9.2 Voting on documents of international and European organizations for standardization

Procedures for development of international standards and related documents are laid down in ISO/IEC Directives – Part 1 and Procedures for technical work of ISO/IEC JTC 1 for information technologies, while procedures for development of European standards and related documents are laid down in CEN/CENELEC Internal Regulations – Part 2.

Policy of the Institute is to vote on a regular basis and submit comments on all documents of international and European technical committees and subcommittees in which corresponding national technical committees have a P-member status, except in cases when the national technical committees decide to abstain from voting on certain document, in accordance with relevant rules.

In cases when there are no interested parties for certain fields of standardization, and/or currently there is no national technical committee whose scope of work is identical with the scope of international and/or European technical committee, it shall be voted as „abstain”.

In defining the national point of view, technical committee shall consider all interests of the Republic of Serbia in the national and international context. Technical committee must maintain close and active cooperation with all interested parties, to consider and/or to address them so that the interested parties may consider any issue concerning the application of international and European standards within its scope.

Chairperson of the technical committee, or a member authorized by him/her, is responsible for coordinating the comments and voting, as well as for gathering comments from the technical committee members. Position (point of view) of the technical committee shall be based on consensus and must reflect the interests of all interested parties in the Republic of Serbia, and not the views of any individual, organization or interest group. Chairperson or a member of the technical committee authorized by him/her shall submit the ballot or the committee’s reply to the technical committee secretary, along with a recommendation for voting, and the secretary is obliged to pass it on to the organizational unit within the Institute which is authorized and responsible for electronic voting in the international and European organizations for standardization.

When voting against the adoption of a particular document, it is necessary to clearly specify and communicate the reasons for such a position, as well as the changes that are the condition for the acceptance of the document.

When opting to vote for adoption of some European or international document, the following principles should be adhered to:

- the proposal is technically sound and acceptable for use in the Republic of Serbia;
- the proposal is technically sound, but is not relevant for the current use in the Republic of Serbia;
- the proposal is in line with the actual practice in the Republic of Serbia (which is based on Serbian or other standard or design/production principles used in the Republic of Serbia);

- the proposal is not in conflict with local imperatives of the culture, legislation, technical systems and/or tradition in the Republic of Serbia.

When opting to vote against adoption of some document, the following principles should be adhered to:

- the proposal is not technically sound;
- the proposal is not acceptable for use in the Republic of Serbia;
- the proposal will be in conflict with published Serbian standards or basic design/production criteria used in the Republic of Serbia;
- the proposal is in conflict with local imperatives of the culture, legislation, technical systems and/or tradition in the Republic of Serbia.

When opting to abstain from voting, the following principles should be adhered to:

- technical committee or subcommittee has not participated in development of the document and considers that the subject of standardization is not significant, currently and in the near future, for use in the Republic of Serbia;
- technical committee or subcommittee cannot reach consensus about the national point of view pertaining to the document.

Comments on working documents put on voting, shall be submitted on the appropriate ballot form of the international and/or European organizations for standardization by electronic means.

The comments shall be submitted as appropriate, except in case of:

- negative voting on the new project – proposal of international standard (new work item proposal),
- negative voting on any working document,
- „abstain” voting on the final draft European standard,
- when the technical committee is obliged to explain the reasons for their voting.

### **9.3 Appointment (accreditation) of the Institute delegates to the meetings of technical committees and subcommittees of international and European organizations for standardization**

#### **9.3.1 General**

Each national organization for standardization (such as the Institute), whose national technical working bodies in technical committees and subcommittees of international and European organizations for standardization have the status of P-member, has the right to be represented by one or more delegates in the meetings of those international and European technical committees and subcommittees. Participation of representatives of the Institute is necessary in the meetings of technical committees and subcommittees of international and European organizations for standardization where relevant technical committees have a P-member status (ISO/IEC Directives – Part 1, clause 1.7.1).

#### **9.3.2 Nomination and accreditation of delegates**

Technical committee shall nominate a delegate, and/or delegation, who will participate in the meeting of international or European technical committee and/or subcommittee and notify the Director of the Institute thereof, not later than 45 days before the scheduled opening date of the meeting. Thereby, technical committee must be a P-member in the corresponding international or European technical committee and/or subcommittee, or at least O-member with the intention of becoming a P-member.

Candidates for the head of delegation and members thereof must:

- be active technical committee members within a period of at least one year;
- have knowledge of the relevant field and subjects of international and/or European standardization;

- have knowledge of the actual practice in the Republic of Serbia and the interests of interested parties in the relevant field of standardization;
- have knowledge of English language, including reading, writing and conversation;
- be familiar with the procedures of the relevant international and/or European organization for standardization.

Along with the proposal addressed to the Director of the Institute, it is compulsory to enclose the grounds for participation in the meeting which must contain the following information:

- designation and title of international and/or European technical committee and subcommittee;
- date and place of the meeting;
- composition of delegation of the Institute, i.e. the Republic of Serbia;
- state of relations between the technical committee and the relevant technical working body of international or European organization for standardization;
- reasons for participating in the meeting;
- basic matters to be discussed in the meeting;
- national point of view of the technical committee pertaining to each matter for which the official points of view and/or voting are envisaged;

Draft agenda of the meeting must be enclosed with the grounds for participation.

### **9.3.3 Head of delegation**

If a delegation of the Institute consists of two or more members, technical committee shall elect the head of delegation. The head of delegation acts as an official speaker who communicates the national point of view during the meeting, but at the same time may invite other delegation members to speak and participate in a discussion related to specific agenda items.

### **9.3.4 Number of delegation members**

When giving proposals for participation in the meeting it should be taken into account the resulting costs of the representation, both in terms of time and in terms of travel, having in mind the significance of the potential results for the Institute, i.e. the Republic of Serbia. In case of joint plenary sessions of technical committees and their belonging subcommittees, when submitting proposal one should tend to cover as many meetings by as smallest number of delegates, with adequate coverage of all relevant agenda items.

### **9.3.5 Authorizations of delegation**

Delegates and delegations in the meetings of international and European technical committees and subcommittees represent the Institute, which is a formal member of the international and European organizations for standardization on behalf of the Republic of Serbia.

### **9.3.6 Expenses of participation in the meetings**

All expenses of the delegates participation in the international and European meetings shall be borne by those organizations in the Republic of Serbia that are directly interested in the work and the results of the work of relevant international or European technical committee and/or subcommittee. In some cases, there is a possibility for the Institute to intervene in providing a sponsorship<sup>3)</sup>, if a sponsorship is envisaged for the specific meeting.

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<sup>3)</sup> For certain, in advance planned meetings of technical working bodies of International Organization for Standardization (ISO), it is possible to submit a request for sponsorships from a dedicated fund managed by the Committee on Developing Country Matters (ISO/DEVCO) because the Institute is a full member thereof. The funds provided in this way may sometimes cover almost all expenses related to participation in the meeting, and sometimes only the expenses of transportation (two-way airplane ticket).

### **9.3.7 Procedure for nomination (accreditation)**

Information on the meeting and draft agenda thereof received in the Institute by the secretariat of international or European technical committee and/or subcommittee shall be submitted to the competent technical committee.

The technical committee shall, in the meeting or by correspondence, nominate a delegate or delegation for the meeting, in accordance with the criteria referred to in clause 9.3.2. In case of delegation, the technical committee shall also nominate the head of delegation. If a delegate or some delegation members do not fulfil the criteria referred to in clause 9.3.2., the proposal must contain an explanation for that kind of proposal.

Proposal of the technical committee shall be submitted to the Director of the Institute.

Only when the Director of the Institute approves the technical committee proposal, the responsible organizational unit of the Institute shall file a formal application or accreditation to the secretariat of international or European technical committee and/or subcommittee and shall intermediate in obtaining the invitation letters, if those are necessary for obtaining visas for the country in which the meeting is held. When applying for the technical committee and/or subcommittee meetings of International Electrotechnical Commission (IEC), accreditation is made by the competent organizational unit of the Institute, while the technical committee member has to complete the application personally using his/her own username and password, according to the official guidelines of the IEC.

Each delegate, regardless of whether s/he participates in the meeting as a single representative or as a member of the Institute delegation, shall be delivered special enactment of the Director of the Institute by which s/he is allowed (accredited) to participate in the meeting. The enactment shall specifically state the obligations of a delegate, being a representative of the Institute (to represent the national points of view defined by the competent technical committee and to submit report on his/her participation in the meeting to the Director and the technical committee within the prescribed period), as well as the obligations of the organization which bears the costs related to his/her participation in the meeting. In case when the Institute partially participates in the costs or it had intermediated in providing a sponsorship, the enactment shall also contain an obligation of filing the evidences on participation, in accordance with clause 9.4.6.

## **9.4 Responsibilities of the Institute delegates who participate in the technical committee and subcommittee meetings of international and European organizations for standardization**

### **9.4.1 Consultative meeting (briefing)**

Before going to the meeting of international and European technical committee or subcommittee, whenever possible, a consultative meeting (briefing) of the technical committee should be held with the attendance of the delegate and/or all delegation members. Each relevant item of the agenda of such international, respectively European meetings must be discussed on that occasion and a national point of view, reflecting the local technology and experience, as well as the interests of the interested parties in the Republic of Serbia, must be defined for each of them. If it is not possible to convene the consultative meeting in a short notice, technical committee chairperson must carry out a consultation with the delegate and/or delegation in another way, for example, via email or telephone.

### **9.4.2 National point of view**

When representing the Institute at the international or European meeting, each delegate must express and represent the national point of view, while all the comments on behalf of the Institute, being a member of the respective international or European organization, must communicate using the third person singular. During the meetings, as well as during the accompanying social events, delegates of the Institute shall not represent either the views of their employers or their own. They have to refrain from expressing their personal views that are contrary to the official national point of view defined at the consultative meeting of the committee.

### 9.4.3 Approval of the working documents in a meeting

If during a meeting certain decision is made to, for example, distribute the working draft of any document as a draft international standard, delegate or delegation of the Institute should express their view in a clear and explicit manner. In doing so, care should be taken to avoid a situation in which a delegate and/or delegation of the Institute support the approval of a document and later on recommend to the competent technical committee to vote against the approval of the same document in the draft stage.

### 9.4.4 Assuming the international responsibilities

For assuming of any obligation in addition to those that are previously agreed at the consultative meeting of the technical committee (briefing), as well as for all other obligations for which no previous written consent is obtained from Director of the Institute, it is necessary to consult the Institute and obtain its standpoint. This particularly relates to:

- changes of membership status of the technical committee (“P” to “O” membership and vice versa);
- appointments of experts into the working groups, except in ad hoc groups which are established within the participants of the meeting;
- participating in eventual testing programmes which include obligatory engagements of financial and/or human resources of the Institute or other entity in the Republic of Serbia;
- accepting the obligation of leading the secretariat of international or European technical committee, and/or subcommittee, accepting the duties of the chairmanship in that bodies or the leader of the International or European working group;
- submitting the invitation for holding the meeting of any international or European technical working body in the Republic of Serbia.

The approval of the Institute is necessary for submitting a proposal or an invitation for holding the meeting of international or European technical working body in the Republic of Serbia according to clause 9.7.

### 9.4.5 Participation in a meeting

Delegates and delegations can plan their business travel so that they stay for the entire duration of the meeting in the place where such meeting is held. If that is impossible, a delegate or the head of the delegation should make an arrangement with the chairperson of the meeting so that all items on the agenda which are of the interest for the Institute and the Republic of Serbia are finalized before his/her departure from the meeting.

Each delegate whose expenses are fully or partially covered by the Institute or the Institute intermediated in providing the sponsorship for travelling to the international or European meeting, is obliged to submit to the Institute the evidence on his/her participation in the meeting within 15 days as of his/her return from such meeting. Adequate evidence shall be deemed to be the copy of:

- hotel accommodation invoice;
- boarding passes (or used airplane tickets); and
- list of the meeting participants with their signatures.

### 9.4.6 Report on participation in a meeting

Within 30 days as of the day of returning from the meeting, the head of delegation or the delegate in the meeting of international or European technical committee, or subcommittee, as well as the expert of the working group, is obliged to submit the report on his/her participation in the meeting to the Director of the Institute and the competent technical committee. In addition to basic information about the meeting (place and date, number of participants, etc.), the report must contain the following information:

- issues that need to be worked on before receiving the official minutes from the meeting;
- achieved results that are of interest for the Institute and/or interested parties in the Republic of Serbia;

- contribution of the delegates, delegation or the experts to the work of the relevant international or European technical working body;
- problematic matters and decisions which are not in the interest of the Institute and/or interested parties in the Republic of Serbia;
- evaluation of significance of such work for the Institute and/or interested parties in the Republic of Serbia;
- recommendations related to further participation.

The report should not include technical details which are likely to be involved in the formal minutes from the meeting drafted by the competent secretariat, except the items which could be particularly significant for the Institute or the interested parties in the Republic of Serbia.

Working documents of the meeting, except the list of decisions or recommendations (if available), should not be attached unless this is necessary for illustrating a particularly important issue.

In addition to the above, after returning from the meeting the head of delegation and/or delegate and expert in the working group is obliged to orally present his/her report on participation in the meeting at the first subsequent meeting of the national technical committee and to prepare a brief article for publication in the official journal of the Institute.

## **9.5 Appointment of experts in the working groups of international and European organizations for standardization**

### **9.5.1 General**

Technical committees and subcommittees of international and European organizations for standardization may establish working groups for the preparation of draft international, European standards and related documents, as well as other tasks. Such groups are consisted of a limited number of experts appointed individually by the national organizations for standardization (such as the Institute) whose national technical committees participate in the work of the respective international or European technical committees and subcommittees. In cases when there are common elements and interests between the specific technical committees or subcommittees, it is possible to establish also the common working groups.

When the decision on establishing a working group is adopted, secretariat of the corresponding international or European technical committee and/or subcommittee, delivers notification to all national organizations for standardization whose national technical committees are participating in the work of that body (or have the status of a P-member) inviting them to nominate their experts.

Although nowadays most of the working group tasks can be done through correspondence (via email or otherwise), occasional meetings are required in order to achieve the final agreement.

### **9.5.2 Membership of the Institute in working groups**

Appointment of the Institute representative as a member of the international or European working group should be considered in cases when there is a significant interest of the interested parties in the Republic of Serbia for specific working groups and especially when the resulting international or European standard could affect the international trade, transfer of technologies, industrial, commercial, health, security, ecological, consumption aspects or the adoption (or withdrawal) of Serbian standards. For these reasons, it is recommended that the appointment of an expert is made in the initial phase of work.

Participation of the Institute in international or European working group could be limited to one expert who has to be well informed on the subject of work of the working group and to be familiar with the current interests of the interested parties in the Republic of Serbia related to the subject. Therefore, an expert must be capable to estimate whether a specific request or compromise is acceptable for the interested parties in the Republic of Serbia or not.

Within the working group an expert shall participate using his/her own personal professional (expert) capacities, not just as official representative of the Institute or the organization where s/he works. The mandate i.e. the period of the appointing of expert in the working group is limited by the completion of the working group tasks.

### 9.5.3 Qualifications needed for appointment in a working group

To be appointed as a member of the working group, an expert has to be a member of the competent national technical committee, to know well the scope of the parent international or European technical committee and/or subcommittee, to be able to access its working documents online, to have knowledge of English language, including reading, writing and conversation, as well as to know the procedures of the corresponding international and/or European organization for standardization.

### 9.5.4 Conditions for appointment in a working group

For appointing the representative of the Institute in international or European working group, the following conditions have to be fulfilled:

- the candidate for expert in the working group has to be an active member of the relevant technical committee who follows the work and possibly participates in the work of international or European technical committee or subcommittee which established that working group;
- the national technical committee has to be P-member in the relevant international or European technical committee or subcommittee which established that working group;
- membership in the working group is significant for interested parties in the Republic of Serbia in terms of adoption of international or European standards which would be later adopted as Serbian, especially if those standards could influence the international trade or business of companies or other subjects in the Republic of Serbia.

### 9.5.5 Procedure for appointment (accreditation)

When the Institute receives the notification on establishment of a working group from the secretariat of international or European technical committee and/or subcommittee it shall submit such notification to the competent technical committee. Technical committee chairperson shall, together with other technical committee members, review the notification and decide on whether the appointment of an expert is justified in accordance with clauses 9.5.2 to 9.5.4.

When the technical committee decides that there is a need to appoint specific member as the expert in the international or European working group, and if the conditions laid down in clause 9.5.4 are fulfilled, the technical committee chairperson shall submit a proposal for appointing the expert to the Director of the Institute who will make the final decision.

Based on consent of Director of the Institute, the competent organizational unit of the Institute shall notify the secretariat of the parent international or the European technical committee or subcommittee, on the appointment of the expert and provide the contact details of that expert. The Institute shall deliver the notification on appointment to the appointed expert, competent technical committee and expert council at the same time.

A special enactment of Director of the Institute by which the expert is accredited to the meeting shall be delivered to each appointed expert. The enactment shall specify the responsibilities of the expert as a representative of the Institute and details on the (legal) person who bears the expenses of his/her participation in the meeting. In case when the Institute partially participates in the costs or it had intermediated in providing a sponsorship, the enactment shall also contain an obligation of filing the evidences on participation, in accordance with clause 9.4.6.

Accreditation of a permanent expert in the working group (as well as in similar bodies) shall be carried out only during his/her first departure to any of the meetings. In case the continuity of participation is not guaranteed for whatever reason, accreditation shall be done for each meeting. Thus, the competent technical committee

decides each time on whether to nominate a particular technical committee member as expert in international or European working group and submits to Director of the Institute an appropriate proposal thereof.

The appointed expert shall receive all the correspondence and working documents directly from the working group leader.

## **9.6 Responsibilities of the Institute representatives who are appointed as experts in the working groups of international and European organizations for standardization**

### **9.6.1 Participation of experts in working groups**

Functions of the international working groups, advisory groups and ad hoc groups are set out in the clauses 1.12, 1.13 and 1.14 of ISO/IEC Directive Part 1, respectively, and the functions of the European working groups in the clause 3.4 of CEN/CENELEC Internal Regulations – Part 2.

Appointing of the Institute representatives into the working groups and joint working groups of technical committees or subcommittees of international and European organizations for standardizations shall be made according to the clause 9.5.

National organizations for standardization, in this case the Institute, shall appoint the members of the international and European advisory groups with the consent of the parent international or European technical committee and/or subcommittee.

Members of the ad hoc groups are elected among the delegates who participate in the work of the meeting, and for their appointing the consent of the national organization for standardization, in this case the Institute, is not necessary.

Participation of the Institute representatives in the initial work phases of the international and European organizations for standardization working groups is desirable when the task of the working group refers to subject of interest for the Institute, and/or for interested parties in the Republic of Serbia, or when the resulting standards could have undesirable effect on the foreign trade and international business of the companies in the Republic of Serbia.

Representatives of the Institute in international and European working groups shall regularly inform the competent technical committee and the Director of the Institute on the progress of work within their groups and, when necessary, to consult with them.

When appointed representative of the Institute receives an invitation for the meeting of an international or European working group, if his/her participation is justified, s/he shall submit one copy of such invitation to the chairperson of the competent technical committee and to the Institute, i.e. to the organizational unit which is responsible for international cooperation.

Representatives of the Institute in international and European working groups should encourage their own groups to perform assigned tasks with a minimum number of meetings, and to combine their meetings with the meetings of the parent technical committees or subcommittees, whenever possible, in order to minimize the travel costs to the extent possible.

Request for providing the possible sponsorship in order to participate in the working group meeting shall be processed according to the procedure given in clause 9.3.6. The right for sponsorship shall not apply to the meetings of the advisory, ad hoc and similar groups.

### **9.6.2 Assuming the international responsibilities**

Before the invitation for holding an international meeting in the Republic of Serbia is sent and prior to assuming the duty of international or European working group leader, the approval of the Director of the Institute has to be obtained in accordance with the clause 9.7.

### 9.6.3 Report on participation in a meeting

Since the documents of the working groups are submitted only to the members, the report of the working group member is the primary source of information on the activities thereof. Therefore, after each working group meeting is over, the representative of the Institute shall submit the report on participation in the meeting to the Director of the Institute and the competent technical committee, within 30 days as of his/her return from the meeting.

The report should contain a minimum of technical details, unless some of the considered issues are of the special significance or interest for the Institute and/or the Republic of Serbia.

The usual report on participation in the working group meeting should contain:

- place and date of the meeting;
- list of experts who participated in the meeting;
- basic subjects of work;
- information on achieved progress in completing the tasks and plan of further work;
- information on all matters which are of particular interest for the Institute and/or the Republic of Serbia;
- evaluation of significance of such work for the Institute and/or the Republic of Serbia;
- opinion on justification of further participation in the working group activities.

Copies of the working documents from the meetings should not be enclosed in the report, except when this is necessary to illustrate specific matters.

## 9.7 Holding the meetings of technical committees, subcommittees and working groups of international and European organizations for standardization in the Republic of Serbia

### 9.7.1 General

The meetings of technical committees, subcommittees and working groups of international and European organizations for standardization represent a forum for making decisions in connection with the development of draft international and/or European standards. The Institute believes that it is in the interest of the member countries of those organizations that they actively participate in the work of technical working bodies in fields of standardization for which they have special interest, as well as that they invite corresponding technical committee, subcommittee or working group to their countries.

It is expected from organizations in the Republic of Serbia which have special interest in the results of certain technical committee to bear certain costs for organizing and holding the meetings of the relevant technical working bodies of international and European organizations for standardization in the Republic of Serbia. As a rule, the Institute may partly participate in the funding of holding the meetings, only if the funds for that purpose are provided in the financial plan for the current year.

### 9.7.2 Criteria for organizing the meetings in the Republic of Serbia

The technical committee may be the organizer of the meeting of corresponding international or European technical working body in the Republic of Serbia, if it fulfils the following conditions:

- it has a P-member status in that body, i. e. actively participates in the work thereof;
- it has the approved business plan and the annual work programme for the current year;
- it has established an organizing board, which shall provide all necessary conditions and resources for successful work of the meeting, as well as prepare a detailed budget in accordance with clause 9.7.3.2.

### **9.7.3 Planning a meeting**

#### **9.7.3.1 Approval**

After the Director of the Institute approves a preliminary proposal for holding an international or European meeting in the Republic of Serbia, the chairperson and secretary of the technical committee shall prepare a detailed plan of meeting organization and shall obtain the corresponding consent of the Director at least 12 months prior to the planned date of the meeting. Only after obtaining the approval, the Institute shall submit an official invitation to the secretariat of an international or European organization for standardization, i.e. to the secretariat of the technical working body whose meeting is organized in the Republic of Serbia.

#### **9.7.3.2 Budget**

The organizing board must prepare a detailed budget and submit it to the Director of the Institute for approval. The budget shall contain:

- 1) sources of necessary funds (including sponsors and the amounts of their contribution);
- 2) written statements of all sponsors;
- 3) all expenses related to the meeting, which shall include (if applicable) the following:
  - the facility, i.e. facilities in which the meeting is planned to be held;
  - audio and video equipment (microphones, computers, projectors, printers, projection screens, power supply, flip charts, etc.);
  - catering services (coffee and tea during coffee breaks, lunch, etc.);
  - cocktail or welcome and/or farewell dinner;
  - copying and printing;
  - administrative support services (staff);
  - telephone, fax, Internet and courier services;
  - translation services;
  - usual conference materials (badges, pins, pencils, paper bags, bags, etc.);
  - reservation of the hotel accommodation.

#### **9.7.3.3 Sponsorship**

All commitments by the sponsors must be documented and submitted along with the budget that is submitted to the Director of Institute. The information on sponsorship should include: sources of funds, the promised amounts, sponsorship letters by which the sponsors explicitly assume their obligations, a schedule of the cash flows and the final amount received.

### **9.7.4 Initial proposal**

#### **9.7.4.1 General**

The Institute shall consider the initial proposal of the technical committee to host an international or European meeting in the Republic of Serbia, only if the criteria laid down in clause 9.7.2. are fulfilled.

As a rule, the Institute provides the professional and administrative support only with regard to the registration of delegates and holding a meeting. The Institute shall not assume responsibility for the organization of free time (leisure), local transportation of participants, booking of hotel accommodation and costs of participants stay.

#### **9.7.4.2 Meetings of working groups**

Experts appointed by the Institute to participate in international and European working groups may extend an invitation to the leaders of their groups to hold a meeting in the Republic of Serbia, but only after the consultation with the Director of the Institute and obtaining his/her written consent.

The meetings of working groups have an informal character and the national experts are expected to organize the meetings at minimal costs. The planning of these meetings shall be made in consultation with the leader of the international, respectively European working group, and the proposal that is submitted to the Director of the Institute shall contain the date and place of the meeting, expected number of participants, necessary working conditions and other relevant information.

#### **9.7.4.3 Preliminary proposals**

At the beginning of each calendar year, the technical committee chairperson should consult with other technical committee members and notify the Institute about their potential wish or intention to organize a meeting of specific international or European technical committee, subcommittee or working group in the Republic of Serbia. Preliminary proposals in this respect shall be submitted to the Director of the Institute for consideration at any time. This is so because the delegation of the Institute could submit the preliminary proposal, at the meeting of international or European technical working body, that some of the following meetings might be held in the Republic of Serbia. In doing so, a clear remark must be made that such proposal needs to be confirmed by the Institute prior to the final arrangement with the secretariat of the relevant international or European organization for standardization.

#### **9.7.4.5 Responsibility for organizing a meeting**

##### **9.7.4.5.1 Organizing board**

In order to implement the necessary preparations for the meeting and to assist the technical committee chairperson, it is needed to establish the organizing board. The organizing board may ask for assistance and instructions from the Director of the Institute related to specific organizational matters. The technical committee chairperson shall inform the Institute on all arrangements related to the meeting and on any change of the approved plan of organization.

##### **9.7.4.5.2 Responsibility of the organizing board**

The organizing board is responsible for determining the programme, organization, management and provision of all resources which are needed for successful work of the meeting in the Republic of Serbia.

The technical committee chairperson shall coordinate the organization of the meeting with the secretariat of relevant international or European technical committee or working body and this coordination shall be made through the Institute.

#### **9.7.4.6 Administrative matters**

##### **9.7.4.6.1 Opening a meeting**

At the request of the organizing board, the Institute will appoint a representative to open or participate in the opening of the meeting. The request in this regard should be submitted to the Director of the Institute at least 30 days before scheduled date of opening of the meeting.

##### **9.7.4.6.2 Support in organizing a meeting**

At the request of the organizing board, the Institute can provide the badges with names of delegates, desk plates with the names of countries and available promotional material.

As soon as the envisaged deadline for registration of participants expires, the secretary of international or European technical committee and/or subcommittee shall be requested to submit to the Institute a list with names of delegates and their countries, not later than 14 days before the scheduled opening date of the meeting. The Institute shall then submit the list to the chairperson of the responsible technical committee and the organizing board.

#### **9.7.4.6.3 Support in recording the revenues and expenditures**

At the request of the organizing board, the Institute can provide the professional and administrative support in recording the revenues and expenditures with regard to the meeting. In such case, the president of the organizing board must approve all invoices before these are submitted to the Institute for payment, and after the meeting is over and when all the invoices are settled down the organizing board must file a financial report to the Institute. The revenues and expenditures must be calculated according to generally accepted accounting principles.

### **9.8 Taking over the responsibilities for holding the secretariat of technical committees and subcommittees of international and European organizations for standardization in the Republic of Serbia**

Depending on financial and human resources, the Institute may undertake the obligation to hold the secretariat of international or European technical committee and/or subcommittee, in accordance with the rules of international or European organization for standardization.

In case when holding a secretariat of international or European technical committee and/or subcommittee is not assigned to any national organization for standardization or when it is expected that one of them will relinquish the secretariat, and if holding of such a secretariat is of interest to the interested parties in the Republic of Serbia, the competent technical committee should inform on its intention the Director of the Institute, who will examine the opportunities and carry out necessary activities for the implementation of such intention. In case that such situation occurs during the meeting of international or European technical committee, or subcommittee, delegation of the Institute could express interest on behalf of the Institute in taking over of such secretariat, but at the same time they must clearly state that only the Institute itself is competent for submitting the final answer regarding the takeover of such obligation.

In each case, in order for the Institute to take over the holding of a secretariat of international or European technical working body, the responsibilities and duties which arise from such obligation has to be previously taken into account and the active support of the competent technical committee must be provided, without which the Institute cannot take over the holding of a secretariat in question.

In principle, the secretariats of international or European working groups are not managed by the national organizations for standardization (like the Institute), but by the working group leaders who are personally in charge to coordinate the group's work, with or without the help from the secretary.

If certain members of the technical committee want to take over the holding of international or European working group, it is necessary to inform its technical committee and the Director of the Institute, who will consider the possibility of supporting such initiative.

## **Annex A** (informative)

### **Rights and obligations of technical committee members**

Technical committee members shall have the following rights:

- to participate directly in the drafting and defining the business plans and annual work programmes of the technical committee, i.e. to decide on priorities, deadlines and methods of the implementation of standards projects for which the technical committee is responsible;
- to give their own opinions, make comments and take decisions on the working documents under the discussion;
- to access to all working documents of the technical committee, and as necessary to other documents and information of the Institute which, because of the copyrights protection, are not available to wider audience;
- to access to the working documents of international and European technical committees whose work the national technical committee follows and participates in, which because of the copyrights protection, are not available to wider audience;
- to access to all the funds, bibliographic data (databases) and catalogues of standards and related documents which are at disposal within the Information Centre of the Institute, as well as to the services thereof, with the aim of performing the tasks within the competence of that technical committee;
- in accordance with the internal rules of the Institute and as the representatives of the Institute and the technical committee, to participate in the meetings of European and international technical committees whose work is followed and participated in by certain national technical committee, if their employers are ready to bear the travel costs of such a meeting;
- to participate at the seminars, conferences, consultative meetings and other professional meetings organized by the Institute, either independently or in cooperation with other organizations;
- to participate in campaigns and other activities related to informing the domestic public on the significance of standards and standardization, as well as on the effects of their implementation in contemporary society.

Technical committee members shall have the right on protected electronic copy of each pure national standard, as well as of the international, European and other standard which had been adopted as Serbian standard by the translation method, and/or related document, if they have actively participated in its development.

Technical committee members shall have the following obligations:

- to obey the principles of standardization and internal rules of the Institute;
- to attend the technical committee meetings on a regular basis, and to inform the technical committee secretary at least two days prior to the meeting in case of their unavailability;
- to be seriously prepared for each meeting of a technical committee by studying all received documents and submit his/her comments and proposals related to them to the technical committee secretary at least seven days before the meeting, using a special form;
- to actively participate in the work of a technical committee and contribute to the implementation of its business plan and annual work programmes;

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- to carry out the assigned tasks within a technical committee on a regular basis and in a timely manner;
  - to regularly inform the organizations which nominated them as technical committee members about the work of a technical committee and his/her work therein;
  - to abide by the copyrights and intellectual property rights of the Institute, as well as the international and European organizations for standardization;
  - to promote the application of standards and related documents;
  - to affirm the work of the Institute and enhance the national standardization;
  - to notify the technical committee secretary in a timely manner on changes of the essential conditions pertaining to their membership and work in the technical committee;
  - in cooperation with technical secretary to prepare, if necessary, the interpretation of published Serbian standards and related documents prepared by the national technical committee.

## **Annex B** (informative)

### **Rights and obligations of technical committee chairperson**

Technical committee chairperson shall have the following rights:

- to access to all working documents and publications within the scope of the technical committee, and as necessary to other information and publications of the Institute which, because of the copyright protection, are not available to other technical committee members and wider audience;
- to access to all working documents and publications of international and European technical committees whose work the national technical committee follows and participates in, which because of the copyright protection, are not available to other technical committee members and wider audience;
- to access to all the funds, bibliographic data (databases) and catalogues of standards and related documents which are at disposal within the Information Centre of the Institute, as well as to the services thereof, with the aim of performing the tasks within the competence of that technical committee;
- to represent and act on behalf of a technical committee during the meetings of other technical committees in the Institute and, with the consent of the competent expert council chairperson and Director of the Institute, in the meetings and professional meetings outside the Institute, for the purpose of providing information and technical advice related to the work and results of his/her technical committee<sup>4)</sup>;
- in accordance with the internal rules of the Institute, as the representative of the Institute and a technical committee, to participate in the meetings of European and international technical committees, subcommittees and working groups whose work is followed and participated in by certain national technical committee, if his/her employer is ready to bear the travel costs of such a meeting;
- to participate at the seminars, conferences, consultative meetings and other professional meetings organized by the Institute, either independently or in cooperation with other organizations;
- to participate in campaigns and other activities related to the domestic public information on the significance of standards and standardization, as well as on the effects of their implementation in contemporary society.

Technical committee chairperson shall have the following obligations:

- to convene and chair the technical committee meetings;
- to propose, together with the technical committee secretary, the agenda for the meetings and prepare all necessary materials related to specific items on the agenda;
- to take care in a timely manner of the distribution and consideration of working documents of international and European technical committees followed by the national technical committee, as well as the formulation of national point of view for voting on such documents;
- to align the positions of technical committee members with the aim of reaching unanimity and/or consensus on each matter;

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<sup>4)</sup> In such occasions, he/she may be accompanied by the secretary or other technical committee member, but he/she may also send a technical committee member to represent him/her, if the technical committee agrees.

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- to take care of the implementation of business plans and annual work programmes of a technical committee in accordance with the defined objectives and deadlines;
  - to take care of the adherence to the principles of national standardization and internal rules of standardization in the work of a technical committee, together with the technical committee secretary;
  - to prepare and sign the minutes from the technical committee meetings together with the technical committee secretary;
  - to participate in the work of certain expert council meetings at the invitation of the competent expert council chairperson with no voting right or to deliver the requested information;
  - to take care of the enforcement of adopted conclusions and decisions in order to ensure the progress in the work of a technical committee;
  - to prepare proposals of business plans and annual work programmes of a technical committee together with the technical committee secretary;
  - to prepare quarterly and annual reports, together with the technical committee chairperson, on the work of a technical committee to be submitted to the competent expert council;
  - to decide, in consultation with the technical committee secretary, on the distribution of working documents prepared by the working groups of a technical committee;
  - to chair the meetings of a technical committee in such a way that the technical committee members are encouraged to express their opinions, ensure that all opinions are equally discussed about and formulate the proposals of conclusions and decisions about the reached agreements in a clear and unambiguous manner;
  - to encourage the technical committee members to actions when necessary (for example, when the deadline for voting on certain working documents of the corresponding international and European technical committees is approaching, when there is a threat of exceeding the deadlines for the implementation of certain standard projects, etc.);
  - to coordinate the work of subcommittees and working groups established by a technical committee;
  - to establish cooperation with other technical committees of the Institute, if necessary;
  - to work on the affirmation and improvement of national standardization;
  - to prepare brief information, together with the technical committee secretary, on the work of a technical committee for the general public which may be intended for publication in the official journal of the Institute, on its website or in journals of other organizations;
  - to inform the technical committee secretary in a timely manner of his/her inability for carrying out the duties of technical committee chairperson or of circumstances relevant for the membership in a technical committee.
  - to represent the interests of the technical committee in the public
  - in cooperation with technical secretary to prepare, if necessary, the interpretation of published Serbian standards and related documents prepared by the the national technical committee.

## **Annex V** (informative)

### **Obligations of technical committee secretary**

Technical committee secretary shall have the following duties:

**a) in relation to the establishment and cessation of work of technical committee and its working bodies**

- to make proposals, prepare necessary documents and carry out necessary activities regarding the establishment and/or cessation of work of technical committee and the corresponding subcommittees and working groups;
- to prepare proposals and justifications related to the renewal of composition (reconstitution), dormant status and cessation of work of technical committee and its subcommittees;
- to participate in defining the scope and composition of technical committee, as well as the associated subcommittees and working groups and to take care of their current modifications;
- to take care of submitting and entering the necessary data in the register of technical committees and the register of their working bodies;

**b) in relation to the meetings of technical committee and its working bodies**

- to cooperate with the technical committee chairperson in establishing the agenda for the technical committee meetings, preparing the necessary working documents for items on the agenda and convening the meetings;
- to deliver within the prescribed deadlines the invitations for the technical committee meetings, along with the associated materials, to technical committee members and, as necessary, to other persons as well;
- to take the minutes during the technical committee meetings, aligns them with the technical committee chairperson and deliver the minutes within the prescribed deadline to technical committee members and other participants of the meetings;
- to take care of the enforcement of decisions and conclusions of technical committee, as well as its subcommittees and working groups;

**v) in relation to working documents**

- to determine the needs for translation of foreign standards and related documents into Serbian language, initiate the procedure for obtaining the necessary translations, participate in the selection of professional translators and carry out the quality control of the ordered translations;
- to prepare and shape draft standards and related documents, as well as other working documents of technical committee, in accordance with internal rules of the Institute;
- to cooperate with the relevant organizational units of the Institute responsible for proofreading and graphical and technical editing of publications in the publication stage of standard;

**g) in relation to public enquiry on draft standards and related documents**

- to take care of placement of draft standards and related documents under public enquiry and take the related necessary actions;
- to collect comments during the public enquiry, process and submit them to the technical committee for review and decision-making;

**d) in relation to published standards and related documents**

- to collect appeals, proposals and other comments related to the application of published Serbian standards and related documents prepared by a technical committee;
- to make interpretations of published Serbian standards and related documents prepared by the technical committee, in cooperation with the chairperson and technical committee members, as necessary;
- to take care of the regular, periodical review of standards and related documents which are under the competence of a technical committee;

**đ) in relation to the archive of technical committee and archive of its working bodies**

- to prepare, designate, distribute and store (in an archive) the working documents of a technical committee;
- to keep the register of the technical committee documents and take care of its archive, bearing in mind the obligation that she/he must hand it over in good condition in case other person takes them over;

**e) in relation to international and European standards and related documents**

- to follow the activities of technical working bodies of international and European organizations for standardization which are under the competence of a technical committee and inform its members thereof;
- to provide the international and European standards and/or related documents necessary for the work of a technical committee;
- to take care of voting on working documents of the technical committees of international and European organizations for standardization which are under the competence of a technical committee;

**ž) in relation to the planning and reporting**

- to prepare the proposals of business plans and annual work programmes together with the technical committee chairperson and submit them to the competent expert council;
- to participate in defining the deadlines and priorities during the drafting of annual programmes of a technical committee;
- to take care of defining the needs for translations of international and European standards and related documents, as well as of the provision thereof;
- to take care of complying with the deadlines for implementation of standard projects which are specified in the business plans and annual work programmes of a technical committee;
- to regularly inform the technical committee members on the implementation of planned standard projects and new project proposals;
- to take special care of standard projects whose implementation is late for more than two months in relation to the deadlines set out in the annual work programme or for those which do not have enough support from technical committee members and to propose appropriate measures;
- to prepare quarterly reports, together with the technical committee chairperson, on the work of a technical committee and submit them to the competent expert council;

**z) in relation to other needs of a technical committee and its members**

- to assist the technical committee members in accessing and assigning them the rights to access the working documents of a technical committee and/or documents of the relevant technical committees and other technical working bodies of international and European organizations for standardization;
- to provide professional assistance to the members of delegation of the Institute and/or the Republic of Serbia during their preparations for participation in the meetings of technical working bodies of international and European organizations for standardization which are under the competence of a technical committee and, if necessary, to participate in such meetings;
- to advise the chairperson of a technical committee, including the chairpersons of subcommittees and leaders of working groups established by that technical committee, about the implementation of internal rules of the Institute;
- to follow the work of a chairperson and members of a technical committee and/or the corresponding subcommittees, as well as the leader and members of working groups established by them;
- to establish cooperation with the secretaries of other technical committees;
- to participate in the promotion of standards and standardization, providing assistance in the implementation of standards and related documents, information of experts interested in the work of a technical committee and its bodies, etc.
- to inform a technical committee on the notification of pure national standards from other European countries;
- to keep records about the experts participating in the work of the technical working bodies of the International and European organizations for standardizations and to inform the responsible head regarding that, and the head of the responsible department for standardization is responsible for the maintenance and updating of the register of experts participating in technical working bodies.

## Annex G (informative)

### Code of Conduct for participants in the work of the national technical committees

#### INTRODUCTION

This document shall establish a code of conduct for participants in the work of the national technical committees for standards and related documents (hereinafter: technical committee), subcommittees and working groups in order to facilitate the technical work of the Institute for Standardization of Serbia (hereinafter: Institute) that is carried out at the national, international and European level. The Code of Conduct shall apply to all representatives of stakeholders participating in the work of technical committees, subcommittees and working groups of the Institute. Compliance with the rules prescribed by the Code of Conduct shall be obligatory for participation in the mentioned technical working bodies of the Institute and shall be in accordance with the internal rules of standardization.

#### GENERAL PRINCIPLES

All participants in the work of technical committees, subcommittees and working groups (chairperson, secretary and members) are expected to accept the responsibility and privilege of participating in the process of development and review of Serbian standards and related documents. All technical committee members shall adhere to this Code of Conduct in order to support a more productive and active participation in the process of development of Serbian standards and adoption of European and international standards as Serbian in accordance with the following principles:

<b>Work for the benefit of all citizens and stakeholders in the Republic of Serbia</b>	Development of standards for the benefit of the citizens, industry, commerce, state administration bodies, consumer organizations, unions, academic and research institutions, conformity assessment bodies and other stakeholder categories in the Republic of Serbia is over and above the interest of any individual, company or representative of an organization. Technical committee members may represent the interests of an organization nominating them for the work in the technical committee, but they must be willing to accept the decisions made on the basis of consensus that express the national interest.
<b>Adherence to the key principles of standardization</b>	Technical committee members should adhere to the key principles of standardization, such as: the principle of consensus and prevention of individual interests to prevail over the common interests of stakeholders, the principles of transparency, openness, impartiality, effectiveness, relevance, coherence and the right of all stakeholders to voluntary participate in the process of standards development.
<b>Defining a clear purpose and scope</b>	Technical committee members must be committed to developing a clear common purpose and scope, objectives and the corresponding plans, work programmes and business plans in order to ensure the timely and efficient development, review and maintenance of Serbian standards and related documents.

<p><b>Impartiality of the technical committee chairperson and secretary</b></p>	<p>Technical committee chairperson shall adhere to the impartiality principle by chairing the technical committee meeting in an impartial manner so as to achieve the balanced and fast decisions, making sure to take into account the standpoints of all technical committee members. Technical committee chairperson must express the standpoint of the organization that nominated him for the work in the technical committee in a clear manner in cases when such a standpoint is a direct personal or business interest that can influence the decision pertaining to certain items of the agenda. In such cases the technical committee chairperson must act in an impartial manner and in accordance with the internal rules of the Institute.</p> <p>Technical committee secretary should also be strictly impartial and refrain from expressing personal views and should comply with his/her duties in accordance with the internal rules of standardization. In addition, technical committee secretary should provide relevant guidelines and advice at any time during the technical committee meeting and to participate in the discussions that can lead to either illegal decisions or decisions detrimental to the reputation of the Institute.</p>
<p><b>Compliance with the rules to ensure the smooth flow of the technical committee meeting</b></p>	<p>Technical committee members must comply with certain rules in order to ensure the smooth flow of the meeting, such as:</p> <ul style="list-style-type: none"> <li>• to adhere to their rights and responsibilities in a professional manner;</li> <li>• to respect each other and the opinions of others;</li> <li>• to be aware that only one person can speak at the time;</li> <li>• to accept the majority decisions and not go back to the "adopted agenda" unless a new and relevant proposal occurs;</li> <li>• to notify the organizations that nominated them for the work in the technical committee on the decisions thereof;</li> <li>• to respect and follow the approved agenda.</li> </ul> <p>Technical committee members must attend the meetings and be fully familiar with and prepared for the agenda.</p>
<p><b>Active participation in the process of standards development</b></p>	<p>Technical committee members should comply with their rights and responsibilities and should actively participate in the process of standard development. They should contribute to the work of technical committees by adhering to the internal rules of standardization prescribed by the Institute.</p>
<p><b>Timely resolution of all matters</b></p>	<p>Technical committee members should identify all matters and potential issues in a timely manner in order to make quick decisions. In addition, they are expected to uphold the processes of prompt resolution of possible disputes in a manner agreed upon at the technical committee meeting.</p>
<p><b>Behave ethically</b></p>	<p>All technical committee members are expected to act conscientiously, in good faith and with due care and diligence, to promote a culture of fair and ethical behaviour, as well as to encourage the reporting on unethical conduct, failure to observe the Law on standardization and internal rules of standardization as well as on other matters detrimental to the Serbian standards and reputation of the Institute.</p>

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