

**RULES OF PROCEDURE
FOR THE ESTABLISHMENT AND WORK OF TECHNICAL WORKING
BODIES
OF THE SLOVENIAN INSTITUTE FOR STANDARDIZATION**

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1. GENERAL

1.1 Purpose

These Rules of Procedure lay down the establishing, re-structuring, dissolving and work of technical working bodies of the Slovenian Institute for Standardization, as well as the powers and responsibilities of their chairmen, members and technical secretaries.

1.2 Technical working bodies

Technical working bodies (hereinafter referred to as "TWB") are the bodies within the Slovenian Institute for Standardization (hereinafter referred to as "the Institute") who carry out its technical assignments.

TWBs are:

- technical committees – TC,
- project groups – PG,
- working groups – WG

The basic task of a technical committee is preparing the Slovenian national standards and other standardization documents, while the task of project groups is just preparing standardization documents of a lower status than a standard (i.e. technical specifications, guides and technical reports). In their work TWBs have to take into consideration the quality assurance principles in line with the quality policy of the Institute.

1.3 Participation in the development of European and international standardization documents / International cooperation

Participation in the development of European and international standardization documents and provision of comments shall run exclusively via TWBs, when existing.

The TWB for participation in a European/international technical committee, subcommittee or working group shall appoint experts and the leader of the delegation. Votes shall be cast by the leader of the delegation in line with the TWB's strategy.

When a TWB has not been established, the competent Technical Board may appoint individual experts, who shall respect the general rules of expert participation in European/international committees. Votes shall be cast by the leader of the delegation in line with the Technical Board's strategy.

TWBs shall conduct their international cooperation, the sending of their opinions and comments on European and international standards and standardization documents, exclusively via the Institute.

1.4 Material copyright

The material copyright for all standards and publications developed by the Institute's TWBs shall be transferred exclusively and without limitations to the Institute. These standards and publications shall be published under the name of the Institute. Any reproduction, rework or distribution of complete documents or parts thereof without the consent of the Institute shall be prohibited.

2. TECHNICAL COMMITTEES

2.1 Composition of technical committees

A technical committee is a group of experts composed of the representatives of parties interested in standardization: manufacturers, consumers, state authorities, technical associations and chambers, educational and scientific institutions and certification bodies. An balanced representation of all interested parties should be provided for in a technical committee.

2.2 Membership in a technical committee

Any person who sends a written application for membership and signs an accession statement shall obtain the right to become a member of a technical committee. By signing the accession statement a future member of a technical committee undertakes to respect the rules adopted by the Institute's bodies.

Membership in a technical committee shall terminate by:

- written notice,
- exclusion, or
- death.

When a member misses three meetings in a sequence without justification, the chairman or the Institute's management (in agreement with the chairman) may, after having previously notified the member, establish a suspension of membership, which shall be recorded in the minutes of the meeting. The member shall be notified in writing of the termination of his/her membership.

Membership lists for individual TWBs shall be kept separately by technical secretaries who are also responsible for updating them.

2.3 Rights and benefits of a TC member

A TC member shall be entitled to the following rights and benefits:

- to participate in the technical committee,
- to influence the contents of Slovenian national, European and international standards,
- to represent the national interests in the European and international standardization,
- to have access to information which is otherwise not readily accessible (e.g. intellectual property).

2.4 TC member's duties

A TC member shall:

- consider the basic principles of standardization,
- make available to the TC all information necessary for work, all by taking into consideration the justified interests of the TC members,
- consider the Standardization Act, the Decision on Foundation, the Articles of Association, and other internal regulations of the Institute, as well as the decisions adopted by the Institute's bodies.

2.5 Establishment of a TC

Initiative for establishing a TC may be given by the Institute's TWBs, the Institute's Technical Boards, interested companies and other legal persons, state authorities, or individuals in the Republic of Slovenia. The initiative shall be written and shall include a statement of the reasons for establishing a new TC, and a list containing at least four representatives of different interested parties.

The initiative shall be discussed by the Technical Board responsible for the field of standardization to which the initiative refers. When the Technical Board accepts the initiative the Institute shall publish the information on the establishment of the TC in the Institute's Bulletin. The Institute shall notify the initiator of its acceptance or refusal of the initiative.

2.6 Chairman of technical committee

The majority of TC members shall be present at the TC meeting at which a proposal for the chairman of the TC is formulated. A candidate is elected if the majority of the members present vote in his/her favour.

The term of office of a chairman of technical committee shall be 4 years with the possibility of re-election.

A chairman of a technical committee can be replaced before the end of his/her term of office: upon his/her own wish, because of termination of his/her membership, or when requested by the majority of the TC members. The decision-making on the replacement of a chairman shall represent a special item on the agenda of the TC meeting. The majority of TC members shall be present at this meeting and the majority of the members present shall vote in favour of the replacement.

The tasks of a chairman of technical committee shall be:

- to draw up the business plan and work program of the TC in collaboration with the technical secretary,
- to participate in the organization of the TC's work, including drawing up agendas for meetings.

2.7 Technical support to TWBs

Technical support to TWBs shall be provided by the Institute's Secretariat. Each technical committee shall be assigned a technical secretary who shall be responsible for the running of standardization procedures in accordance with the rules deriving from membership in the European and international organizations for standardization, and in accordance with the rules set by the Institute's bodies, and who shall provide technical/organizational support to the technical committee. The technical secretary shall be an employee of the Institute.

For the TWBs under his/her responsibility, the technical secretary shall:

- follow the work of international and European organizations for standardization,
- prepare information on new standards to be entered in the Slovenian standards base,
- inform the TC chairman of the work of other Slovenian TCs,
- inform the members of the decisions made by the Assembly, the Council or the Technical Boards, and
- send out invitations and reports, and keep correspondence.

2.8 Working groups

In order to address technical issues of a narrower scope, a technical committee may set up working groups, which it can restructure and dissolve, as appropriate.

The leader of a working group shall be a member of the technical committee, whereas the members of the working group need not be members of the technical committee. The WG leader shall be appointed by the technical committee.

A working group shall perform the tasks assigned to it by the technical committee.

As a rule, the technical secretary need not attend the meetings of a working group.

2.9 Technical committee's business plan (including work program)

The business plan shall be the basis of a TC's work. It shall include:

- designation of TC, its field of activity,
- market environment,
- goals,
- interested parties and target groups,
- work program together with schedule,

- human resources.

The business plan shall be drawn up by the TC chairman and the technical secretary, and shall be approved by the technical committee. The business plan shall be submitted for approval to the relevant Technical Board.

2.10 Chairing of a technical committee

Meetings of a technical committee shall be chaired by a chairman, or - in his/her absence – by the technical secretary. A TC meeting shall be convened upon proposal of the TC chairman or upon proposal of the majority of members. For each meeting, the TC chairman and the technical secretary shall draft the agenda and define its venue and time.

The technical secretary shall see to it that the invitations and the work materials for the meeting are sent in time – two weeks before the meeting, as a rule.

A meeting can be postponed or cancelled, although the invitations have already been sent out. The persons invited shall receive a notification to this matter at least two days before the date of the meeting.

2.11 Quorum at meetings, proxy vote

A TC meeting can be held with at least three members present. The TC constitutes a quorum when at least half of the members attend the meeting. Those TC members who are unable to attend a meeting shall notify the technical secretary or the TC chairman, or send a proxy.

A TC member may appoint another member as his/her proxy.

Proxy vote shall be possible provided that the Institute receives the proxy before the beginning of the meeting. Proxy vote shall not be possible:

- when electing the chairman of a technical committee,
- when restructuring or dissolving a technical committee.

Comments of a TC member who is unable to attend the meeting but who has submitted in time his/her written comments or the accompanying proposals referring to particular items of the agenda, shall be considered when addressing the particular items.

Other experts who are not members of the TC may be invited to the meeting as well, but with no voting power.

2.12 TC's decision-making

The decisions of a technical committee shall be adopted with the majority of votes of the members present. However, the decisions shall be adopted by consensus of at least 75 % of votes of the members present in the following cases:

- when approving draft Slovenian national standards,
- when approving final draft Slovenian national standards.

A technical committee may also adopt its decisions at correspondence meetings. The two exceptions are:

- election of the chairman of a technical committee,
- decision-making on restructuring or dissolving a technical committee.

2.13 The minutes of a TC meeting

Minutes shall be taken of each meeting of a technical committee. The minutes shall include:

- the agenda,
- review of implementation of TC's decisions,
- TC's decisions,

- other proposals and comments, when requested by the members present,
- attendance list.

The minutes shall be circulated to: the TC members, the persons invited, the head of the Technical Standardization and Publishing Department, the head of the relevant standardization sector, and the records.

2.14 Technical committee's documentation

A technical committee's documentation shall be recorded.

2.15 Technical committee restructuring or dissolving

Restructuring or dissolving of a technical committee can be proposed by: the technical committee, the technical secretary or the Technical Board responsible for the standardization field in which the TC operates. Proposal for dissolution of a technical committee shall be a separate item of the agenda of a TC meeting, at which the majority of the TC members shall be present, and the majority of the members present should vote in favour of the dissolution.

The relevant Technical Board shall decide about the restructuring or dissolving of a technical committee.

3. PROJECT GROUPS

Project groups shall be set up by the Technical Board. The appropriate rules applying to technical committees shall also apply to the setting up and dissolving of project groups, with the following exceptions:

- Representation of all parties interested in standardization (see 2.1) shall not be required for the operation of a project group – a single interest group shall suffice;
- In a project group, decisions shall be adopted by the majority of votes of the members present rather than by consensus.

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