



Form 4: New Work Item Proposal

<p>Circulation date: Click here to enter text.</p> <p>Closing date for voting: Click here to enter text.</p>	<p>Reference number: Click here to enter text. (to be given by Central Secretariat)</p>
<p>Proposer (e.g. ISO member body or A liaison organization) Click here to enter text.</p>	<p>ISO/TC Click here to enter text. /ISC Click here to enter text.</p> <p><input type="checkbox"/> Proposal for a new PC</p>
<p>Secretariat Click here to enter text.</p>	<p>N Click here to enter text.</p>

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the Central Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee. Proposals not within the scope of an existing committee shall be submitted to the secretariat of the ISO Technical Management Board.

The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, an organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General.

The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral to originator.

Guidelines for proposing and justifying a new work item are contained [in Annex C of the ISO/IEC Directives, Part 1](#).

The proposer has considered the guidance given in the Annex C during the preparation of the NWIP.

Proposal (to be completed by the proposer)

<p>Title of the proposed deliverable.</p> <p>English title: Click here to enter text.</p> <p>French title (if available): Click here to enter text.</p> <p><i>(In the case of an amendment, revision or a new part of an existing document, show the reference number and current title)</i></p>
<p>Scope of the proposed deliverable. Click here to enter text.</p>

Purpose and justification of the proposal*

Click here to enter text.

Consider the following: Is there a verified market need for the proposal? What problem does this standard solve? What value will the document bring to end-users? See Annex C of the ISO/IEC Directives part 1 for more information.

See the following guidance on justification statements on ISO Connect:
<https://connect.iso.org/pages/viewpage.action?pageId=27590861>

Preparatory work (at a minimum an outline should be included with the proposal)

- A draft is attached An outline is attached An existing document to serve as initial basis

The proposer or the proposer's organization is prepared to undertake the preparatory work required:

- Yes No

If a draft is attached to this proposal,:

Please select from one of the following options (note that if no option is selected, the default will be the first option):

- Draft document will be registered as new project in the committee's work programme (stage 20.00)
 Draft document can be registered as a Working Draft (WD – stage 20.20)
 Draft document can be registered as a Committee Draft (CD – stage 30.00)
 Draft document can be registered as a Draft International Standard (DIS – stage 40.00)

If the attached document is copyrighted or includes copyrighted content, the proposer confirms that copyright permission has been granted for ISO to use this content in compliance with clause 2.13 of the ISO/IEC Directives, Part 1 (see also the Declaration on copyright).

Is this a Management Systems Standard (MSS)?

- Yes No

NOTE: if Yes, the NWIP along with the Justification study (see [Annex SL of the Consolidated ISO Supplement](#)) must be sent to the MSS Task Force secretariat (tmb@iso.org) for approval before the NWIP ballot can be launched.

Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal.

- International Standard Technical Specification
 Publicly Available Specification Technical Report

Proposed development track

18 months* 24 months 36 months 48 months

Note: Good project management is essential to meeting deadlines. A committee may be granted only one extension of up to 9 months for the total project duration (to be approved by the ISO/TMB).

***DIS ballot must be successfully completed within 13 months of the project's registration in order to be eligible for the direct publication process**

Draft project plan (as discussed with committee leadership)

Proposed date for first meeting: [Click here to enter text.](#)

Dates for key milestones: DIS submission [Click here to enter text.](#)

Publication [Click here to enter text.](#)

Known patented items (see [ISO/IEC Directives, Part 1](#) for important guidance)

Yes No

If "Yes", provide full information as annex

Co-ordination of work: To the best of your knowledge, has this or a similar proposal been submitted to another standards development organization?

Yes No

If "Yes", please specify which one(s):

[Click here to enter text.](#)

A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized.

[Click here to enter text.](#)

A listing of relevant existing documents at the international, regional and national levels.

[Click here to enter text.](#)

Please fill out the relevant parts of the table below to identify relevant affected stakeholder categories and how they will each benefit from or be impacted by the proposed deliverable(s).

	Benefits/impacts	Examples of organizations/companies to be contacted
Industry and commerce – large industry	Click here to enter text.	Click here to enter text.
Industry and commerce – SMEs	Click here to enter text.	Click here to enter text.
Government	Click here to enter text.	Click here to enter text.
Consumers	Click here to enter text.	Click here to enter text.
Labour	Click here to enter text.	Click here to enter text.
Academic and research bodies	Click here to enter text.	Click here to enter text.
Standards application businesses	Click here to enter text.	Click here to enter text.
Non-governmental organizations	Click here to enter text.	Click here to enter text.
Other (please specify)	Click here to enter text.	Click here to enter text.

Liaisons:

A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).

Click here to enter text.

Joint/parallel work:

Possible joint/parallel work with:

IEC (please specify committee ID)

Click here to enter text.

CEN (please specify committee ID)

Click here to enter text.

Other (please specify)

Click here to enter text.

A listing of relevant countries which are not already P-members of the committee.

Click here to enter text.

Note: The committee secretary shall distribute this NWIP to the countries listed above to see if they wish to participate in this work

Proposed Project Leader (name and e-mail address)

Click here to enter text.

Name of the Proposer (include contact information)

Click here to enter text.

This proposal will be developed by:

- An existing Working Group (please specify which one: [Click here to enter text.](#))
- A new Working Group (title: [Click here to enter text.](#))
(Note: establishment of a new WG must be approved by committee resolution)
- The TC/SC directly
- To be determined

Supplementary information relating to the proposal

- This proposal relates to a new ISO document;
 - This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;
 - This proposal relates to the re-establishment of a cancelled project as an active project.
- Other:
[Click here to enter text.](#)

Maintenance agencies and registration authorities

- This proposal requires the service of a **maintenance agency**. If yes, please identify the potential candidate:
[Click here to enter text.](#)
- This proposal requires the service of a **registration authority**. If yes, please identify the potential candidate:
[Click here to enter text.](#)

NOTE: Selection and appointment of the MA or RA is subject to the procedure outlined in the [ISO/IEC Directives](#), Annex G and Annex H, and the RA policy in the ISO Supplement, Annex SN.

- Annex(es) are included with this proposal (give details)
[Click here to enter text.](#)

Additional information/questions

[Click here to enter text.](#)



[Document reference]

NEW WORK ITEM PROPOSAL (NP)

PROPOSER:	DATE OF PROPOSAL:
DATE OF CIRCULATION:	CLOSING DATE FOR VOTING:

IEC	
SECRETARIAT:	SECRETARY:
NEED FOR IEC COORDINATION:	PROPOSED HORIZONTAL STANDARD: <input type="checkbox"/> Other TC/SCs are requested to indicate their interest, if any, in this NP to the TC/SC secretary
FUNCTIONS CONCERNED: <input type="checkbox"/> EMC <input type="checkbox"/> ENVIRONMENT <input type="checkbox"/> QUALITY ASSURANCE <input type="checkbox"/> SAFETY	

TITLE OF PROPOSAL:

<input type="checkbox"/> STANDARD	<input type="checkbox"/> TECHNICAL SPECIFICATION
PROPOSED PROJECT NUMBER:	

SCOPE
(AS DEFINED IN ISO/IEC DIRECTIVES, PART 2, 6.2.1):

PURPOSE AND JUSTIFICATION
INCLUDING THE MARKET RELEVANCE, WHETHER IT IS A PROPOSED HORIZONTAL STANDARD (GUIDE 108) AND RELATIONSHIP TO SAFETY (GUIDE 104), EMC (GUIDE 107), ENVIRONMENTAL ASPECTS (GUIDE 109) AND QUALITY ASSURANCE (GUIDE 102):

TARGET DATE(S)	FOR FIRST CD:	FOR	:
ESTIMATED NUMBER OF MEETINGS:	FREQUENCY OF MEETINGS: per year	DATE OF FIRST MEETING:	PLACE OF FIRST MEETING:

RELEVANT DOCUMENTS TO BE CONSIDERED:

RELATIONSHIP OF PROJECT TO ACTIVITIES OF OTHER INTERNATIONAL BODIES:

LIAISONS WITH INTERNATIONAL BODIES:

NEED FOR ISO COORDINATION:

DOCUMENT MATURITY:

A DRAFT IS ATTACHED FOR COMMENT*

AN OUTLINE IS ATTACHED

* Recipients of this document are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

CONCERNS KNOWN PATENTED ITEMS(SEE ISO/IEC DIRECTIVES, PART 2)

Yes

No

PATENT DESCRIPTION:

WE NOMINATE A PROJECT LEADER IN ACCORDANCE WITH ISO/IEC DIRECTIVES, PART 1

LAST NAME:

FIRST NAME:

E-MAIL:

COUNTRY:

COMMENTS AND RECOMMENDATIONS FROM TC/SC OFFICERS:

WORK ALLOCATION:

NEW PROJECT TEAM

NEW WORKING GROUP

EXISTING WORKING GROUP:

IF APPROVED, THE NEXT STAGE SHOULD BE:

CD

REMARKS FROM TC/SC OFFICERS:

APPROVAL CRITERIA

- Approval of the new work item proposal by a simple majority of the P-members voting;
- At least 4 P-members in the case of a committee with 16 or fewer P-members, or at least 5 P-members in the case of committees with more than 17 P-members, have nominated or confirmed the name of an expert and approved the new work item proposal.



PROPOSAL FOR A NEW PROJECT

Within: TC SC

Date:

Proposer(s):

Type of proposed publication:

New

Revised

Recommendation

Document

Vocabulary

Guide

Title of proposed publication:

Terms of reference of the project:

Why should the OIML develop this publication?

List of countries known to regulate or intend to regulate this category of interest:

Relevant associated OIML publications:

List of appropriate liaisons and their work related to this proposed project:

proposal for new work or revision of a Codex standard

Title of standard:

the purposes and the scope of the standard:

its relevance and timeliness:

the main aspects to be covered:

an assessment against the Criteria for the establishment of work priorities:

relevance to the Codex strategic objectives:

information on the relation between the proposal and other existing Codex documents:

identification of any requirement for and availability of expert scientific advice:

identification of any need for technical input to the standard from external bodies so that this can be planned for:

the proposed time-line for completion of the new work, including the start date, the proposed date for adoption at Step 5, and the proposed date for adoption by the Commission; the time frame for developing a standard should not normally exceed five years:

Name of the Proposer
(include contact information)

CRITICAL REVIEW*

***From the Procedural Manual of the Codex Alimentarius Commission, "Procedures for the Elaboration of Codex Standards and Related Texts, Part 2".**

Proposals to Undertake New Work or to Revise a Standard

1. Prior to approval for development, each proposal for new work or revision of a standard shall be accompanied by a project document, prepared by the Committee or Member proposing new work or revision of a standard, detailing:

- the purposes and the scope of the standard;
- its relevance and timeliness;
- the main aspects to be covered;
- an assessment against the *Criteria for the establishment of work priorities*;
- relevance to the Codex strategic objectives;
- information on the relation between the proposal and other existing Codex documents;
- identification of any requirement for and availability of expert scientific advice;
- identification of any need for technical input to the standard from external bodies so that this can be planned for;
- the proposed time-line for completion of the new work, including the start date, the proposed date for adoption at Step 5, and the proposed date for adoption by the Commission; the time frame for developing a standard should not normally exceed five years.

2. The decision to undertake new work or to revise standards shall be taken by the Commission taking into account a critical review conducted by the Executive Committee.

3. The critical review includes:

- examination of proposals for development/revision of standards, taking into account the *"Criteria for the Establishment of Work Priorities"*, the strategic plan of the Commission and the required supporting work of independent risk assessment;
- identifying the standard setting needs of developing countries;
- advice on establishment and dissolution of committees and task forces, including ad hoc cross-committee task forces (in areas where work falls within several committee mandates); and
- preliminary assessment of the need for expert scientific advice and the availability of such advice from FAO, WHO or other relevant expert bodies, and the prioritisation of that advice.

4. The decision to undertake new work or revision of individual maximum residue limits for pesticides or veterinary drugs, or the maintenance of the General Standard on Food Additives¹, the General Standard on Contaminants and Toxins in Foods², the Food Categorisation System and the International Numbering System, shall follow the procedures established by the Committees concerned and endorsed by the Commission.

Monitoring Progress of Standards Development

5. The Executive Committee shall review the status of development of draft standards against the time frame agreed by the Commission and shall report its findings to the Commission.

6. The Executive Committee may propose an extension of the time frame; cancellation of work; or propose that the work be undertaken by a Committee other than the one to which it was originally entrusted, including the establishment of a limited number of subsidiary bodies, if appropriate.

7. The critical review process shall ensure that progress in the development of standards is consistent with the envisaged time frame, that draft standards submitted to the Commission for adoption have been fully considered at Committee level.

8. Monitoring shall take place against the time-line deemed necessary and revisions in the coverage of the standard shall need to be specifically endorsed by the Commission. This shall therefore include:

- monitoring of progress in developing standards and advising what corrective action should be taken;
- examining proposed standards from Codex committees, before they are submitted to the Commission for adoption:
 - for consistency with the mandate of Codex, the decisions of the Commission, and existing Codex texts,
 - to ensure that the requirements of the endorsement procedure have been fulfilled, where appropriate,
 - for format and presentation, and
 - for linguistic consistency.