

BULGARIAN INSTITUTE FOR STANDARDIZATION

RULES FOR NATIONAL STANDARDIZATION ACTIVITIES

Part 2: Organization of the standardization activities

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FOREWORD

BDS *Rules for National Standardization Activities* are developed in compliance with the principles and rules of the International Standardization Organizations ISO and IEC, the European Standardization Organizations CEN, CENELEC and ETSI and WTO/TBT *Code of Good Practice for the Preparation, Adoption and Application of Standards*.

The *Rules for National Standardization Activities* are intended for all participants in the standardization process (TB's chairmen, secretaries and members, TCs' and other technical working bodies' chairmen, secretaries, members and experts as well as for BDS staff).

The *Rules for National Standardization Activities* comprise the following parts:

Part 1: General Principles

Part: 2 Organization of the Standardization Activities

Part 3: Structure, Contents and Drafting of Bulgarian standards

This 4th edition of the *Rules for National Standardization Activities, Part: 2 Organization of the Standardization Activities*, supersedes the 2014 edition.

In comparison with the previous edition the following significant modifications have been made:

- In item 2 the normative references from dated become undated;
- In item 4.3.2, item 4.4 and item 4.5.3 texts defining the responsibility for the standards after closing the respective working body were added;
- In item 4.3.5 a note explaining the procedure for electing BDS/TC Chairman was added;
- The text of item 4.5.3 "Expert Working Group" was changed;
- Item 4.5.4 "Technical officers for areas of no national interest" was replaced by item 4.6 "Standardization areas where there are no BDS technical working bodies established" and BDS/TC0/SS subsectors were defined;
- In item 6.1.2 texts related to the announcement and assessment of the new working items were added;
- In item 8.1.1 a note explaining the way for implementation the European standards by BDS was added;
- In item 8.1.4 notes explaining the requirements for the implementation of European and International Standards by endorsement were added;
- In item 8.2.2 a text for the implementation of International standards where there is not mirror BDS/TC was added;
- In item 8.4 a note for implementing of the amendment to translated standards was added;
- In the text of the document editorial changes were made.

Rules for National Standardization Activities - Part 2: Organization of the Standardization Activities were developed in implementation of the *Law on National Standardization* and *BDS Statute* and were approved by BDS Governing Board on 19 February 2016.

1 Scope

This part of the *Rules for National Standardization Activities* provides the organization of the standardization activities in the Bulgarian Institute for Standardization (BDS) and sets the rules for the development of standards and standardization documents at national level as well as rules for BDS participation in standardization activities at International and European level.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its implementation. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including amendments) applies.

Rules for National standardization Activities - Part 1: General Principles

Rules for National standardization Activities - Part 3: Structure, contents and drafting of Bulgarian standards

Guide on participation of Bulgarian delegates and experts attending International standardization meetings (ISO, IEC, CEN and CENELEC)

BDS EN 45020:2007 Standardization and related activities - General vocabulary (ISO/IEC Guide 2)

CEN-CENELEC Internal Regulations - Part 2: Common Rules for Standardization Work, <http://www.cen.eu/boss>

CEN-CENELEC Internal Regulations - Part 3: Rules for the structure and drafting of CEN-CENELEC Publications, (ISO/IEC Directives – Part 2, modified) <http://www.cen.eu/boss>

Directives of ISO/IEC – Part 1: Procedures for Technical Work, <http://www.iso.org>

ISO/IEC Directives - Part 1: Consolidated ISO Supplement — Procedures specific to ISO, 2013, <http://www.iso.org>

ISO/IEC Guide 21-1 Regional or national adoption of International Standards and other International Deliverables — Part 1: Adoption of International Standards

ISO/IEC Guide 21-2 Regional or national adoption of International Standards and other International Deliverables — Part 2: Adoption of International Deliverables other than International Standards, <http://www.iso.org>

3 Terms and definitions

For the purposes of this document terms and definitions given in *Rules for National Standardization Activities - Part 1 and Part 3* and the following apply:

3.1

BDS Technical Board (BDS/BT)

BDS technical body that manages, coordinates and supports the technical work on standardization

3.2

BDS Technical Committee (BDS/TC)/BDS Project Committee (BDS/PC)

BDS working body that is responsible for a specified area of standardization

3.3

BDS Standing Working Group (TC/SWG)

working body with activities in more narrow standardization area in the frames of BDS Technical Committee

3.4

Task Working Group (TWG)

working body of competent experts that is set up by BDS/TC or BDS/TB for execution of particular task

3.5

stakeholder

person or organization with activities in Republic of Bulgaria interested in a specific area of the standardization and supporting the standardization activities

3.6.

standards Programme

working schedule of a standards body that lists its current items of standardization work

[BDS EN 45020:2007, term 9.1]

3.7

standards Project

specific work item within a standards Programme

[BDS EN 45020:2007, term 9.1.1]

3.8

New Work Item

item of work in a work programme of a standards body which execution leads to the creation of a new, amended or revised standard or standardization document

3.9

Reference Document

document submitted for enquiry through the questionnaire procedure or for discussion in a technical body for adoption as a CEN/CENELEC publication

[CENCENELEC Internal Regulations - Part 2:2013, term 2.4]

3.10

International Standard (ISO/IEC)

standard that is adopted by an International Standardizing/Standards Organization and made available to the public

[BDS EN 45020:2007, term 3.2.1.1]

3.11

European Standard (EN)

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

NOTE: The term "harmonized standard" is a term used in the context of the New Approach directives – see 4.2 of the "Guide to the implementation of directives based on the New Approach and the Global Approach" edition 2000.

[CEN/CENELEC Internal Regulations - Part 2:2013, definition 2.5]

NOTE: Standards adopted by ETSI are also European Standards.

3.12

Harmonization Document (HD)

CENELEC standard that carries with it the obligation to be implemented at national level, at least by public announcement of the HD number and title and by withdrawal of any conflicting national standards

[CEN/CENELEC Internal Regulations – Part 2:2013, definition 2.9]

3.13

National standard

standard that is adopted by a national standards body and made available to the public

[BDS EN 45020:2007, term 3.2.1.3]

3.14

Bulgarian standard

standard adopted by the Bulgarian Institute for Standardization and made available to the public

Note: Bulgarian standards are:

- Bulgarian standards developed at national level (BDS);
- Bulgarian standard implementing European standard (BDS EN, BDS HD, BDS EN ISO, BDS ETS, BDS ETSI);
- Bulgarian standard implementing International Standard (BDS ISO, BDS IEC, BDS ISO/IEC);
- Bulgarian standard implementing foreign national standard under certain conditions according to an agreement.

3.15

standardization document (SD)

document that is adopted and/or published by Standards Organization that is publicly available, but without statute of a national standard

NOTE: Technical Specification, Publicly Available Specification, Technical Report, Guide and Workshop Agreement are Standardization documents

3.15.1

Technical Specification (TS)

document that is adopted by a standards body for which at preset:

- the required support for approval as a standard cannot be obtained,
- there is doubt on whether consensus could be achieved,
- the subject matter is still under development, or
- there are other reasons preventing its adoption as a standard

[adapted from ISO/IEC Directives - Part 2:2011, definition 3.1.4]

3.15.2

BDS Technical Specification (CD BDS/TS)

Technical specification adopted by BDS

NOTE: BDS Technical Specification is not allowed to conflict with an existing Bulgarian standard.

3.15.3

Publicly Available Specification (PAS)

document published by ISO or IEC to respond to urgent market needs, representing either by:

- a) a consensus of organizations external to ISO or IEC, or
- b) a consensus of experts within a working group

Note 1: A Publicly Available Specification is not allowed to conflict with an existing International Standard.

Note 2: Competing Publicly Available Specifications on the same subject are permitted.

[ISO/IEC Directives - Part 2:2011, definition 3.1.7]

3.15.4

Technical Report (TR)

document adopted by standards body containing informative material, not suitable to be published as a standard or a technical specification

3.15.5

BDS Technical Report (SD BDS/TR)

document adopted by BDS containing informative material, not suitable to be published as a Bulgarian standard or a Bulgarian technical specification

3.15.6

Guide (GD)

document adopted by standards body, giving orientation, advices or recommendations on standardization principles and policies and guidance for standards development.

3.15.7

BDS Guide (SD BDS/Guide)

document adopted by BDS, giving orientation, advices or recommendations on standardization principles and policies and guidance for standards development.

3.15.8

Workshop Agreement (IWA, CWA)

document developed by a workshop (organized by International (only ISO) or European CEN/CENELEC Standards Body) in a way different from the work in Technical Committee and adopted by consensus by identified individuals and organizations that participate in the workshop

3.16

amendment

document that modifies a standard or standardization document through agreed modification, adding or removing certain parts of the technical content

3.17

corrigendum

document which corrects misprints, stylistic errors and other similar errors in the text of a published standard or a standardization document

3.18

conflicting national standard

national standard with the same scope and area of application as EN (and HD for CENELEC) including requirements, which conflict with the requirements of the EN (and HD for CENELEC)

[CEN/CENELEC Internal Regulations - Part 2:2013, definition 2.13]

3.19

special national condition

national characteristic or practice that cannot be changed over a long period, e.g. climatic conditions, electrical earthing conditions

NOTE: If it affects harmonization, it forms part of the EN (and HD for CENELEC).

[CEN/CENELEC Internal Regulations – Part 2:2013, definition 2.15]

3.20

A-deviation

national deviation from an EN (and HD for CENELEC) due to regulations the alteration of which is for the time being outside the competence of the CEN/CENELEC national member

[adapted from CEN/CENELEC Internal Regulations – Part 2:2013, definition 2.17]

3.21

B-deviation

national deviation from an HD due to particular technical requirements, permitted for a specified transitional period

[CEN/CENELEC Internal Regulations – Part 2:2013, definition 2.18]

3.22

standstill

an obligation accepted by the members of CEN/CENELEC not to take any action for developing a new national standard or revising an existing national standard, either during the preparation of a European standard (EN) (or Harmonization Document (HD) for CENELEC) with the same scope or after its approval that could prevent expected harmonization.

3.23

date of ratification (dor)

date when the Technical Board notes the approval of an EN (and HD for CENELEC), from which time the standard may be said to be approved

[CEN/CENELEC Internal Regulations – Part 2:2013, definition 2.19]

3.24

date of availability (dav)

date when the definitive text in the official language versions of an approved CEN/CENELEC publication is distributed by CEN/CENELEC Management Centre.

[CEN/CENELEC Internal Regulations – Part 2:2013, definition 2.20]

3.25

date of announcement (doa)

latest date by which the existence of an EN (and HD for CENELEC), a TS or a CWA has to be announced at national level

[CEN/CENELEC Internal Regulations – Part 2:2013, term 2.21]

3.26

date of publication (dop)

latest date by which an EN has to be implemented at national level by publication of an identical national standard or by endorsement

[CEN/CENELEC Internal Regulations – Part 2:2013, term 2.22]

3.27

date of withdrawal (dow)

latest date by which national standards conflicting with an EN (and HD for CENELEC) have to be withdrawn

[CEN/CENELEC Internal Regulations – Part 2:2013, term 2.23]

3.28

definitive text

text distributed by CEN/CENELEC Management Centre after approval of the respective CEN/CENELEC publication

[CEN/CENELEC Internal Regulations – Part 2:2013, term 2.24]

4 Organization of the national standardization work

BDS bodies that are responsible for the national standardization activities are BDS Technical Boards (BDS/BT), BDS Technical Committees (BDS/TC), Standing Working Groups to the Technical Committees (BDS/TC/SWG), Project Committees (BDS/PC), Expert Working Groups (EWG) and Task Working Groups (TWG).

4.1 Standardization Technical Boards

Two Technical Boards on standardization (BT) are operating within BDS in order to coordinate and support the standardization activities:

- Technical Standardization Board in the non-electro technical areas (BDS/BTN);
- Technical Standardization Board in the electro technical area, areas of energy, electronic, information technologies and telecommunications (BDS/BTE).

NOTE: The abbreviation BDS/BT in the text is used generally for BDS Technical Boards.

4.1.1 Technical Board composition

The standardization sectors and respectively the number of the Technical Councils members shall be defined by a decision of the Governing Board in accordance with BDS Statute.

NOTE: The standardization sectors are defined in accordance with CEN and CENELEC classification of standardization sectors and subsectors

Recognized experts with experience in standardization activities and professional experience in the relevant standardization sectors shall be selected for members of the Technical Boards upon a nomination of the Sector Councils, Technical Committees and BDS members.

The Managing Director shall announce a procedure for selection of members of the Technical Boards or for changes in the structure of the Technical Boards in *BDS Official Bulletin* and on BDS web-site.

The nominations shall include at least the following information:

- full name and address for correspondence of the nominated candidate;
- name of the company/organization – BDS member, on behalf of which the candidate nomination is presented;
- curriculum vitae of the nominated candidate containing information on professional qualification and experience in the respective area of standardization;
- Technical Board title and standardization sector for which the nomination refers to;
- a written declaration of the candidate that contains his/her acceptance to comply with the resolutions of the General Assembly and of the Governing Board and to observe the *Rules for National Standardization Activities*.

The decision on the selection of the Technical Board members shall be taken by BDS Governing Board based on a report by the Managing Director.

4.1.2 Technical Board mandate

The Technical Board mandate shall be three years.

The Technical Board members may be reelected without limitation. The Technical Boards members may be dismissed from the Technical Board by a decision of the Governing Board before normal expiration of the term they have been elected for in the following cases:

- submission of resignation;
- actual inability to participate in the work of the respective Technical Board;
- the member ceases to observe the decision of the General Assembly and of the Governing Board and the *Rules for National Standardization Activities*.

At pro-term dismissal of a Technical Board member another candidate from the same standardization sector shall be nominated for granting Technical Board membership till the end of the term of office.

4.1.3 Technical Board chairman

The chairman of the Technical Board shall be elected from amongst its members.

The decision for election of chairman of the respective Technical Board shall be taken by qualified majority vote of 2/3 of voting members.

The chairman shall be elected within the mandate of the respective Technical Board for not more than two consecutive mandates.

The chairman of the Technical Board may be dismissed before normal expiration of the term he/she has been elected for, by proposal of more than half of the members of the respective Technical Board.

The decision for dismissing the chairman shall be taken by qualified majority vote of 2/3 of voting members.

4.1.4 Technical Board secretariat

The administrative and technical support of a Technical Board shall be provided by a secretariat. The BDS/BT Secretariat consists of BDS staff member(s) and is appointed by an order of the Managing Director.

4.1.5 Technical Board responsibilities

The main responsibility of the Technical Boards on standardization is to approve, monitor and support the fulfillment of BDS standardization Work Programme by making decisions for:

- establishment and disbanding of Sector Councils, when necessary;
- establishment and disbanding of Technical Committees (BDS/TC) and Project Committees (PC), including approval of their title, area of activity and the location of their secretariats;
- performing yearly review of BDS/TC and BDS/PC for observing the conditions for functioning;
- approval of Business Plans of BDS/TC;
- approval of BDS Work Programme at national level;
- establishment and disbanding of Expert Working Groups, Standing Working Groups and identifying areas where there are no BDS/TC established, monitoring and acceptance of the fulfilment of their tasks;
- undertaking activities to overcome disagreements between separate BDS/TCs as well as problems related to BDS/TC, BDS/PC, subsectors and BDS/EWG establishment;
- undertaking activities to overcome problems by reaching consensus at Technical Committee level on projects for national, European or International Standards according to item 11.1 of the *Rules for National Standardization Activities - Part 1*;
- deciding on disputes and appeals of BDS members under item 11 of the *Rules for National Standardization Activities - Part 1*;
- approval of nominations of experts for participation in European and International Standardization Organizations working bodies developing important for Bulgarian economy projects, where there is no mirror BDS/TC established in the respective area;
- deciding on general standardization issues together with Conformity Assessment Technical Board;
- consideration of other issues in respect to the standards work that are assigned by BDS Governing Board or by the General Assembly.

4.1.6 Technical Board meetings

BDS/BT meeting shall be called by its chairman, on the proposal of the Managing Director or at the request of at least two members of the Technical Board.

The Technical Board' decisions shall be taken by correspondence at the discretion of the BDS/BT chairman and secretary.

When decisions are made by correspondence, they shall be confirmed at the next meeting and entered into the meeting minutes.

Upon necessity, members of other BDS bodies and external experts can be invited to participate in a BDS/BT meeting to discuss the subject only for which they are invited, without a right to vote.

Technical Boards' meetings shall be held at the BDS headquarters, and BDS shall provide the administrative and technical support. The meeting agenda shall be defined by the BDS/BT chairman, in coordination with the Managing Director.

The Technical Board secretary shall prepare and send invitations to the members not later than 7 days prior to the meeting date and the invitation shall comprise the meeting date, time and location, agenda together with agenda documents.

The meeting shall be considered regular if not less than 50% of the Technical Board members attend it.

If a BDS/BT member is not able to attend the meeting, he/she shall inform the BDS/BT secretary or chairman beforehand and shall submit a written position on the issues discussed.

4.1.7 Decisions

The decisions of a Technical Board shall be formulated by its chairman.

Decisions for standards approval shall be made observing the consensus principle.

All other decisions shall be taken by simple majority vote, with the exception of election of chairman, for which decisions shall be taken by a qualified two third majority.

The Secretary shall prepare Minutes of the meeting of the Technical Board meeting with the signatures of all participating members. The Technical Board chairman defines the way of publication of BT decisions.

4.1.8 Reporting

Technical Boards shall report for their activity to the BDS Governing Board with a written report at least once a year.

4.2 Standardization Sector Councils (BDS/BT/SSC)

Sector Councils shall be set up upon necessity for certain economy sectors with the aim to support the Technical Boards activities in making decisions in the field they are competent.

Nominations for Sector Councils' members shall be made by BDS members. The composition of each Sector Council shall be decided by the respective Technical Board amongst acknowledged experts in the respective economy sector. The mandate of each Sector Council corresponds to the mandate of the respective Technical Board.

The chairman of the Sector Council shall be elected from amongst its members.

The administrative and technical support to the Sector Council shall be provided by a Secretary. The SC Secretary shall be BDS employee, appointed by order of the Managing Director.

Sector Council meetings, quorum and decisions shall be in the same order as defined for the Technical Boards.

The Sector Councils shall report for their activities to the respective Technical Board.

4.3 Technical Committees for Standardization (BDS/TC)

4.3.1 Establishment of BDS/TC

Technical Committees on standardization (BDS/TC) are working bodies established by BDS, responsible for the standardization activities in specific areas for which there is interest at national level.

The standards development is a collective activity requiring the involvement of a wide range of stakeholders from the various groups, including users of standards and consumers.

Technical Committee on standardization shall be established for a defined sector of the economy of Republic of Bulgaria and/or as a mirror working body to a Technical Committee or other working body of the European or International Standardization Organizations.

Technical Committee on standardization shall be established upon the initiative of interested organizations, public authorities, etc.

Decision for the establishment of Technical Committee shall be taken by the relevant Technical Board under the following criteria:

- there is a justification of the necessity for the establishment of a new BDS/TC;
- a scope is defined that does not overlap the scope of already established BDS/TC and/or within the scope(s) of Technical Committee(s) of European and/or International Standardization Organizations;
- priorities of work are defined or a Business Plan/Working Programme are developed;
- there is a clear statement for participation in the work of the new BDS/TC of at least three representatives of different groups, BDS members.

If one or more of the above mentioned criteria are not fulfilled the respective BDS/BT may reject with justification the proposal for the establishment of a new BDS/TC.

The decision for the rejection of the proposal for BDS/TC establishment may be appealed by submitting an objection to the Governing Board.

The Governing Board shall consider the appeal and make a decision at its next meeting that shall be final. The decision shall be published on BDS website.

BDS maintains a register of the Technical Committees containing the numbers, the titles, the area of activity, date of establishment and the seat of the secretariat of the respective BDS/TC, data about its composition, chairman and secretary, as well as data about the International and European Technical Committees, to which it is a mirror committee.

Data about BDS Technical Committees shall be published in *BDS Official Bulletin* and on BDS website.

4.3.2 Disbanding or restructuring of BDS/TC

The compliance with the conditions for functioning of the Technical Committees (their composition and activity) is a subject to review by the Technical Board.

In case a Technical Committee no longer fulfills one or more of the conditions for functioning, the respective Technical Board on the basis of a report by the Managing Director shall decide to disband or restructure this BDS/TC.

In case of non-fulfillment of the conditions for the establishment and/or functioning of the Technical Committee and depending on the importance and specificity of the area of standardization for the country, BDS/BT may decide to establish an Expert Working Group (EWG) in order BDS to continue to fulfill its functions at European and International level. In this case BDS/BT decides the restructured BDS/TC to be announced "inactive".

BDS/BT shall decide a BDS/TC to be declared "disbanded" in case the activity is terminated due to exhaustion or by uniting with another BDS/TC.

The decision for the disbandment or restructuring of a BDS/TC can be appealed by the chairman of the respective Technical Committee to the Governing Board. The Governing Board shall consider the appeal and decide at the next meeting. The decision shall be published on BDS website.

The maintenance of the standards from the field of BDS/TC after its disbandment shall be under the responsibility of the secretary.

3.3.3 Composition of Technical Committees

In the work of BDS/TC shall participate authorized representatives of BDS members that represent them on all issues related to the standardization work. Every BDS member has the right to participate in a Technical Committee only by one authorized representative.

In the work on specific standardization topics and tasks are involved experts that are not considered authorized representatives of BDS members, but it should be known which organization has proposed them.

NOTE: The authorized representative in BDS/TC can work also as expert.

In view of wide participation of the largest possible range of interested parties BDS encourages the participation in the standardization of small and medium enterprises (SMEs) by facilitating their access to BDS/TC work. SME or SMEs' associations (hereinafter SMEs) that are not BDS members may participate as observers. Participation in standardization through SME associations is recommended as thus their overall interest can be protected better.

SME that is interested and willing to contribute to the development of a specific standard(s) (National, European or International) may participate in the standardization work according to the conditions laid down in the *BDS Statute* and *BDS Procedures for Access to Information*.

In particular cases, at BDS/TC estimation, stakeholders of social, environmental and consumer organizations may also be invited as observers in the work on a specific topic.

Where necessary, for the development of standards, which are expected to serve for legislation purposes, BDS shall notify and invite competent public authorities, including market surveillance bodies.

Aiming at achieving a balance of interests, the composition of each Technical Committee shall be of "appropriate representation" that should not be too large in order to be manageable.

The participating in standardization work representatives and experts, according to their authorization, shall meet the following criteria:

- to demonstrate readiness for standardization work;
- to be able to present adequately the interests of the organization that has authorized them and also to consider the national interests;

- to be competent in the relevant area of activities;
- to work in accordance with the LNS, BDS Statute and the rules and procedures for standardization work;
- to observe the copyright and BDS rights for distribution of standards and not to disseminate working documents and other documents to which they have access to any unauthorized person.

4.3.4 Rights and responsibilities of BDS members as participants in BDS/TC activities

Each BDS member may participate in BDS/TC work as an active member or as an observer.

The rights and responsibilities of BDS members depend on the type of membership they have declared in compliance with BDS Statute as follows:

4.3.4.1 Members with status of active participation

BDS member with active participation status through its authorized representative shall have the right to:

- submit proposals for New Work Item and tasks to be included in the Work Programme and in the Business Plan of the respective BDS/TC;
- nominate experts for fulfillment of specific tasks;
- participate in the plenary and working meetings of BDS/TC and vote when decisions are made by voting;
- receive the drafts of Bulgarian, European and International Standards in the area of the respective Technical Committee for comments as well as all other working documents;
- nominate experts for participation in the working bodies of the European and International Standardization Organizations.

BDS members with active status shall actively participate in standards development through their experts in working groups or submission of expert opinion on draft standards, as well as they shall participate in the voting process in all stages of standards' development.

In submitting comments and voting BDS members shall observe the deadlines set in the Work Programme and in the decisions of the Technical Committee.

In case of systematic absence, passiveness or non-observing the requirements by a TC representative, the chairman and secretary of the Technical Committee shall offer the organization-member of BDS to take the necessary measures or to appoint another representative.

4.3.4.2 BDS members with status of observer

An organization - BDS member with status of observer can participate in the work of BDS technical bodies (BDS/TC, TC/SWG, BDS/PC, TWG) at the following stages of the standardization work:

- proposal of a New Work Item;
- discussing the proposal for a New Work Item;
- submitting comments on draft standards;
- review and revision of existing standards.

An organization with status of observer has the right to participate in working meetings of the relevant BDS/TC through its authorized representative, without the right to vote in making decisions by voting.

An organization with status of observer through its authorized representative is entitled to receive information on adopted national, European and International Standards and working documents on a specific topic(s) including the texts of draft standards.

An organization participating as an observer, may nominate experts in working groups for development of standards on specific topics of the Work Programme.

4.3.4.3 Rights and obligations of SMEs

SME can participate on a specific topic(s) by its authorized representative in the work of BDS technical working bodies (BDS/TC, BDS/PC, TC/SWG, TWG) as follows:

- to propose items and tasks of interest to its activities to be included in the Work Programme and Business

Plan of the respective working body;

- to participate in working body plenary and working meetings through expressing opinion on the issues discussed, without taking part in the voting;
- to receive draft Bulgarian, European and International Standards in the field of the working body that it is interested in.

In order to achieve efficiency of their participation in respective working body work SMEs representatives should demonstrate activity in expressing their interests and contribute to the development of standards observing the applicable legislation, rules and procedures for standardization work.

4.3.5 Technical Committee chairman

Every BDS/TC shall be led by a chairman who shall be assisted by a secretariat.

The nomination of a chairman of a Technical Committee shall be made by representatives of BDS members in the respective BDS/TC.

BDS/TC chairman shall possess leadership abilities and shall be a personality with outstanding professional qualities and authority in the respective area of activity. It is not necessarily he/she to be a representative of an organization-member of BDS but he/she should have experience in the area of standardization.

BDS/TC chairman shall be familiar with the *Law on National Standardization, BDS Statute, ISO/IEC Directives, CEN/CENELEC Internal Regulations and Rules for National Standardization Activities*;

BDS/TC chairman shall be elected by the Technical Committee by qualified majority of 2/3 of the voters at the meeting and shall be approved by the respective Technical Board;

NOTE: It is allowed, in case of impossibility to attend the meeting due to objective reasons, given representative of BDS/TC member to vote by correspondence, provided that the nomination/s for the choice was made and announced to BDS/TC' members in advance and the meeting constitutes a quorum without count the presence of this member.

The mandate of a chairman of a Technical Committee is a period of 3 (three) years without limitation of the number of mandates.

The chairman of a BDS/TC may be replaced before normal expiration of the term of office in the following cases:

- by submission of resignation;
- by proposal of not less than 51% of the members of the respective BDS/TC;

A decision for replacement of BDS/TC chairmen shall be made by qualified majority of 2/3 of the voters.

The TC chairman shall:

- manage the activity of the Technical Committee in conformity with the principles for transparency, equity and impartiality;
- manage the discussions to achieve consensus, observing the defined deadlines;
- organize the work of the Technical Committee and fix the agenda of the TC meetings in collaboration with the Secretary;
- draft the Business Plan and the Work Programme of the Technical Committee in collaboration with the secretary;
- formulate the decisions of BDS/TC;
- represent the respective BDS/TC and perform the relations with other BDS/TC.

BDS/TC chairman shall manage the Technical Committee activity independently and impartially from the interests of the organization that has nominated him/her as well as from other corporative interests. Once elected, the chairman no longer represents particular organization.

In case a topic where the chairman has personal or corporate interest is discussed he/she has to declare it. If the chairman wishes to express its views on such a topic, he/she shall leave the chair and the secretary shall take the role of a chairman.

4.3.6 Technical Committee Secretariat

4.3.6.1 The organization of BDS/TC activity shall be carried out by a secretary (secretariat). The BDS/TC secretariats are maintained by BDS administration. The Managing Director shall appoint secretary (secretariat) among BDS staff by order.

4.3.6.2 On certain conditions the secretariat of particular BDS/TC can be located out of BDS administration and maintained by an organization - BDS member.

When an organization - BDS member wishes to maintain BDS/TC secretariat it shall submit a written application to the BDS Managing Director. The organization shall enclose to its application the necessary evidences for its competence.

The conditions on which an organization - BDS member is assigned to maintain BDS/TC secretariat shall be subject of an agreement (on the basis of written contract). At least the following criteria shall be met:

- the host organization has to submit an evidence that it represents a wide range of interests (for example branch organization, scientific organization, ministry, etc);
- the host organization has to demonstrate the necessary technical capability of organizing and maintaining a secretariat (including personnel and contemporary technical equipment for distribution of correspondence and documentation in conformity with the established national standardization system);
- the organization has to submit a nomination for secretary of the Technical Committee, a personality with proved experience and knowledge in the area of standardization that shall be approved by the respective Technical Board.

BDS Managing Director shall appoint by order a technical officer (among BDS staff) who shall coordinate and control the Technical Committee work.

BDS takes responsibility for the effective and impartial work of the external secretariat.

The technical officer has to receive all the documentation and correspondence related to the activities of the Technical Committee for the purpose of performing the necessary activities at BDS and control on the observance of rules and procedures. In case of detection of non-compliance with the requirements, he/she shall discuss the issue with the secretary of the Technical Committee and report to BDS Managing Director in order appropriate actions to be taken.

The respective Technical Board shall take a decision on the assigning of the maintenance of the BDS/TC secretariat on the basis of a well-grounded report submitted by the Managing Director.

In cases where several organizations - BDS members apply for maintaining a BDS/TC secretariat the decision on the appropriate candidate shall be taken by the respective Technical Board.

The decision of the Technical Board can be appealed by the applicant organization to the Governing Board.

4.3.6.3 BDS/TC Secretary responsibilities

BDS/TC secretary is responsible for organizing the activity of the Technical Committee in accordance with the *Rules for National Standardization Activities*.

TC secretary shall:

- draft the BDS/TC Business Plan and Work Programme in collaboration with the chairman;
- coordinate the fulfillment of BDS/TC Work Programme, including Task Working Groups' activities;
- keep updated information about the fulfillment of the Work Programme and enter in due time the data in BDS information system;
- provide through BDS information system the data and materials needed for the automatic generation of the texts of the draft standards and the standards for publishing;
- organize systematic review of the Bulgarian standards in the scope of the respective BDS/TC in conformity with the 5 years term for periodic review aiming at maintenance of the actuality of BDS standards collection;
- organize BDS/TC activity for participation in the work of the Technical Committees of the European and International Standardization Organizations, to which the respective BDS/TC is mirror;
- inform BDS/TC participants on the state and course of all drafts and New Work Items of the respective

Technical Committees of the European and International Standardization Organizations;

- provide information on draft Bulgarian standards at public enquiry stage that shall be published in *BDS Official Bulletin* and on BDS Internet website;
- provide the draft standards (developed at national, European and International level) for distribution to the members of the respective BDS/TC and to all interested parties (including SMEs) for comments and voting, according to the *Procedure for access to information at BDS*;
- summarize the received comments on the drafts national standards from "public enquiry" and present them for discussion and making decisions by BDS/TC;
- summarize the received comments on the draft European and International Standards and present them for preparation of the national position;
- submit to the secretariats of the mirror Technical Committees at European/International level comments on working documents and draft standards at stages before 40 (if any);
- prepare the meetings of the Technical Committee after coordinating the agenda with the chairman, send it together with the agenda documents to the members, put down the decisions and prepare the Minutes of the meetings;
- assist the chairman in the preparation of the agenda and the activity reports of BDS/TC;
- keep BDS/TC documentation;
- may participate in Task Working Groups for standards development and translation.

4.3.7 BDS/TC functioning

4.3.7.1 Activities and Tasks

BDS/TC shall carry out activities in the area it has been established for by observing the principles for transparency, equity and impartiality performing the following activities:

- develop and approve Business Plan and Work Programme;
- establish Standing Working Groups when necessary;
- propose the development of new Bulgarian standards and amendments or withdrawal of existing Bulgarian standards;
- discuss received proposals for development of new Bulgarian standards and amendments or withdrawal of existing Bulgarian standards;
- establish Task Working Groups for fulfillment of particular tasks;
- organize the development of draft Bulgarian standards and standardization documents at national level and submit agreed drafts at BDS for circulation for public enquiry;
- discuss and approve the draft Bulgarian standards;
- perform systematic review of national standards;
- participate in the standards development process of European and International Standards in the respective area according to CEN/CENELEC Internal Regulations and ISO/IEC Directives (including nomination of experts for participation in European and International Standardization Organizations' working groups, prepare national position on draft European and International Standards and documents at Technical Committee level (ISO/CD), at public enquiry level and at formal vote level, nominate delegates for participation in the meetings of European and International Technical Committees to which it is a mirror;
- take decisions on the way the European and International Standards to be implemented as Bulgarian standards;
- approve the translations in Bulgarian of European and International Standards and drafts;
- take decision for organizing European and International meetings under BDS hosting when there is interest and activity in the respective area and if funding is available;

- perform other tasks assigned by the respective Technical Board.

The financing of the activities performed by BDS/TC is settled by the *Rules for Financing the Activity of the Technical Committees*.

4.3.7.2 BDS/TC Business Plan

Upon its establishment every BDS/TC shall approve and maintain its Business Plan. The Business Plan shall ground the necessity for functioning of a BDS/TC and it shall include the following:

- title and scope of activity of the respective Technical Committee (including to which European and/or International Technical Committees it is a mirror as well as liaisons with other BDS/TC);
- availability of interested bodies and organizations in the standardization in the respective area;
- assessment of the business environment;
- the objectives that have to be achieved;
- Work Programme or priorities for the work of the respective BDS/TC;
- availability of human and financial resources for realization of the activity.

The Business Plan shall be approved by BDS/TC and shall be adopted by the respective Technical Board upon the establishment of a new BDS/TC or restructuring of an existing BDS/TC.

The Business Plan shall be reviewed once a year at a BDS/TC plenary meeting. The reviewing may result in confirmation of the Business Plan or to its actualization or modification.

4.3.8 BDS/TC meetings

It is recommended the work of the Technical Committees as far as possible to be performed by correspondence.

Plenary meetings of Technical Committees shall be carried out at least once a year. At these meetings Business Plans, New Work Items, reports for the Work Programme fulfillment shall be approved and decisions made by correspondence shall be confirmed.

Work meetings of a Technical Committee shall be convened by proposal of BDS/TC chairman when conflicting opinions are received regarding essential problems on draft standards and when a discussion is necessary to decide on national position on European and International draft standards, on translations of European and International Standards and on other topics.

BDS/TC meetings shall be governed by its chairman and in his absence by his/her authorized deputy.

A BDS/TC meeting shall be considered regular if not less than 50% of the authorized representatives of BDS members attends it. If necessary, experts appointed by the authorized representatives may participate in the meetings without voting right when a decision is made by voting.

A meeting may be attended by no more than three delegates from one BDS member (one representative with voting right and two experts). Upon receiving an invitation for a meeting the authorized representatives of the BDS members shall notify the secretary whether they will participate in the meeting as well as inform for the number of participants by the organization they represent.

SMEs and social, consumer and environmental organizations, without being BDS members, may participate as observers by one representative in BDS/TC meeting on specific topics and may give comments on the topics, but cannot participate in the voting.

If a representative in the BDS/TC is not able to participate in a meeting by valid reasons, the member organization may submit written opinion or delegate its rights to a competent deputy, providing him/her with all necessary materials and shall inform BDS/TC chairman beforehand. The names of the deputies shall be included in the Minutes of the particular meeting.

In case of absence of an authorized representative of a meeting he/she cannot demand the discussed topics to be reopened at the next meeting.

BDS/TC secretary shall prepare Minutes after each meeting and shall send it to all members and to the other attendees.

The Minutes of the meeting shall include at least:

- meeting agenda;
- review of the fulfillment of the BDS/TC decisions of previous meeting ;
- adoption of the decisions approved by correspondence;
- decisions approved at the respective BDS/TC meeting;
- other comments or proposals of BDS/TC members;
- a list with the signatures of all attendees.

4.3.9 BDS/TC decisions

A decision for approval of a standard developed at national level, approval of a translation of a standard as well as for the national position on the technical content of a draft European or International standard shall be taken by BDS/TC members by consensus. Failing to achieve consensus, decisions shall be taken by majority vote of two thirds of voters.

The decisions on organizational matters shall be taken by simple majority, except for the election of chairman, who shall be elected by a majority of two thirds of the voters.

When decisions have been taken by correspondence, they shall be confirmed at the next meeting and entered into the minutes.

4.3.10 Reporting

In order to ensure better coordination and awareness between BDS Technical bodies, each Technical Committee shall submit to the respective Technical Board a report on fulfilment of its Work Programme.

These reports shall be submitted at least once a year or more frequently by decision of the Technical Board or the Managing Director.

4.4 Project Committees (BDS/PC)

The Project Committees (BDS/PC) are working bodies established by BDS in order to meet specific short-term tasks, mainly in new areas of standardization, when there is a plan for the development of one or a small number of documents of national interest or when there is an interest in active participation in the work of a Project Committee on European and/or International level.

BDS/PC shall be composed of BDS members, secretary and chairman. BDS/PC secretariat shall be maintained by BDS. The secretary shall be a BDS expert, appointed by order of the Managing Director.

The Project Committees shall be established by a decision of the respective Technical Board that shall approve its title, field of activity, chairman and location of the secretariat.

The Project Committees shall be numbered and registered in the Technical Committees' register according to the numerical order of the Technical Committees.

The conditions for all issues related to the establishment of a project committee, work organization and performance of the specific task(s) shall be the same as for the Technical Committees.

NOTE: Where throughout the text BDS/TC is mentioned it shall be understood also BDS/PC, if it is not stated explicitly.

BDS/PC shall be disbanded with BDS/TC decision after completing the specific task(s).

The maintenance of the standard(s) from the field of BDS/PC after its disbandment shall be under the responsibility of the secretary.

4.5 Working groups

4.5.1 Standing Working Groups

When a BDS/TC covers wide area that can be divided into subareas, Standing Working Groups (TC/SWG) of representatives of BDS/TC members may be set up for the respective subareas.

The title, the scope of TC/SWG, its composition and convener shall be approved by the respective BDS/TC. The established TC/SWG shall be registered in the BDS/TC Register and shall be announced in *BDS Official Bulletin* and on BDS website.

TC/SWG work shall be organized by the secretary of the Technical Committee.

The meetings shall be organized by the convener of the Standing Working Group with BDS/TC Secretary's assistance in accordance with item 4.3.8.

The convener of the Standing Working Group shall report on the fulfillment of the tasks to BDS/TC that has established it.

The decisions on all standardization and organizational issues shall be taken by the relevant BDS/TC.

4.5.2 Task Working Groups

The work on the development of standards shall be carried out by Task Working Groups (TWG) of experts. The TWG shall be created at BDS/TC, BDS/PC or to BDS/BT. The TWG shall be set up for:

- development of a Business Plan;
- development of draft standards at national level or amendment of existing standards;
- preparation of translations into Bulgarian of European or International Standards and draft Standards;
- preparation of proposals to include New Work Items in the Work Programme of the relevant European and International Technical Committees to which BDS/TC is a mirror one;
- formulation and preparation of texts of national position on European or International draft Standards (at public enquiry and formal vote stages);
- systematic review of national standards in the relevant area.

In TWG can participate experts, proposed by organizations - BDS members, by the relevant BDS/TC or appointed by BDS. They shall be independent and shall work only in their capacity of experts, considering the national interests. It is recommended in particular TWG to participate experts from different organizations, various stakeholder groups aiming balanced representation and consideration of different opinions during the development of standards and other documents. Organizations from which the experts are should be identified, but the experts do not represent them. In case of need of participation of experts with specific competence independent experts could be invited in the Task Working Groups.

NOTE: The requirement for balanced participation of experts in the Task Working Groups shall not apply to Task Working Groups created for translation of standards.

The experts usually should not be substituted. Substitution shall be allowed only in exceptional cases by experts with the same competence.

Experts from SMEs and social, environmental and consumer organizations can participate as observers on specific topics in the work of TWG.

The composition of each TWG and its convener shall be defined by decision of the respective BDS/TC, BDS/PC or BDS/TB. The members of the TWG shall be persons with proven professional expertise and proven experience in the development/translation of standards in the relevant area. Experts with experience in editing (including technical check) of standards in the relevant area could be involved in the composition of each task working group.

TWG convener shall be responsible for the entire fulfillment of the task – he/she shall ensure the consideration of the different viewpoints on the technical content of the standards, shall manage the discussion and assist the achievement of consensus together with BDS/TC or BDS/BT chairmen as well as the observance of the deadlines and the layout of the draft standards.

TWG participants shall observe the requirements of the *Rules for National Standardization Activities - Part 3* in the process of their work.

BDS/TC secretary shall coordinate and assist the work of the Task Working Groups to BDS/TC or BDS/BT.

4.5.3 Expert Working Groups

The Expert Working Groups (BDS/EWG) are established to the Technical Boards for standardization when BDS/TC activity is temporary interrupted due to insufficient number of members and the national interest still exists in the respective area – there are national standards, there are interested organizations, there are European and/or International Technical Committees (CEN/CLC/TC and/or ISO/IEC/TC).

Technical Boards shall approve the title, the scope and the composition of the EWG and shall make decisions related to the activity of EWG.

Expert Working Groups shall be registered in the BDS/TC register and shall be announced in *BDS Official Bulletin* and on BDS website.

The organization and coordination of the EWG activity is carried out by a secretary who shall be appointed by Managing Director order.

At BDS invitation, competent experts, nominated by organizations and companies, that have an interest on the subject of standardization of EWG, shall participate in order to carry out the activity of the temporary closed BDS/TC.

The organizations from which the experts come shall be identified, but the experts shall not represent them. The experts shall work in EWG with their expert qualities, taking into account the national interests. It is recommended in given BDS/EWG to participate experts from different organizations from various stakeholder groups.

The Expert Working Groups can:

- a) to give experts' opinions on draft European and International Standards;
- b) to participate in the development of national standards in their area of activity assigned by the respective Technical Board;
- c) to participate in the development of draft standards at European and International level with experts nominated by the respective Technical Board;
- d) to participate in Working Groups for translation of European or International Standards in Bulgarian;
- e) to participate in the systematic review of standards in the relevant area.

EWG members shall observe the requirements of the *Rules and Procedures for National Standardization Activities*.

EWG shall work as far as possible by correspondence. Meetings shall be held when necessary by the secretary.

EWG shall report to the relevant Technical Board on all matters on its activities in accordance with their competences under points a) to e).

A decision for disbandment or restructuring of an EWG shall be made by the relevant Technical Board on change in the conditions: non availability of enough members to carry out the activity the BDS/TC or when EWG no longer fulfills the conditions for functioning, or at depletion of the activity in the respective area, etc.

NOTE: BDS/EWG established under the previous editions of the *Rules for National Standardization Activities, Part 2* shall operate to the depletion of activities in the respective area.

After disbandment of the EWG the maintenance of standards of the relevant field, including performance of systematic review, is the under the responsibility of the secretary.

4.6 Standardization areas where there are no BDS technical working bodies established

The standardization areas where there are national standards and/or CEN/CENELEC and/or ISO/IEC working bodies have been established, but for which there are no conditions to establish BDS technical working bodies (BDS/TC, BDS/PC or BDS/EWG) shall be defined by Technical Boards decision on a proposal of the Executive Director.

The names of the standardization areas shall be offered to the Technical Boards by the Managing Director. Each area may include several different subareas. BDS/TC-0 areas shall be grouped in subsectors designated BDS/TC-0/SC

BDS/TC-0/SC shall be registered in the Technical Committees Register on a separate order of numeration and shall be announced in BDS Official Bulletin and on BDS website.

For each areas of BDS/TC-0/SC Managing Director shall determine a technical officer by order.

The technical officer has the task to organize the activities at national level at all stages in the development of the draft European and/or International Standards, on voting and implementation of standards, on keeping up to date the fund of national standards by providing systematic review, as well as introducing the data in BDS information system.

Upon identifying interest in specific items the technical officer can:

- to organize a survey of the opinions at national level and prepare national position with the assistance of competent experts, offering by the Managing Director for approval by the relevant Technical Board;
- to provide proposals for translation of European/International Standards, to the relevant BDS/TB through the Managing Director;
- to make proposals for establishment of BDS/TC or BDS/PC to the relevant BDS/TB, through the Managing

Director, where there are conditions for it.

The relevant BDS/TB shall make decisions on all BDS/TC-0/SC activities.

5 BDS Work Programme for Standardization

BDS Work Programme consists of the items of BDS/TC Work Programmes and the items that are developed under the responsibility of BDS/BT.

Each BDS/TC shall draw up its Work Programme that shall be approved at least once a year at a plenary meeting.

BDS Work Programme shall be adopted by the relevant Technical Board.

BDS Work Programme shall be open. New Work Items can be included over the year after assessment of the proposals in accordance with clause 6.1.2 and adoption by the relevant Technical Board.

The Work Programme shall include the following:

- items for development, revision or amendment of Bulgarian standards at national level;
- items for development of European Standards under CEN/CENELEC programmes;
- items for development of International Standards under the programmes of ISO/IEC Technical committees;
- items for implementation of International and European Standards by translation in Bulgarian.

The Work Programme shall contain at least:

- working item number (only for Bulgarian standards at national level);
- title and number of the standard;
- relation to an International/European Standard (if any) that is used as a source document;
- deadlines for main stages.

BDS shall publish its Work Programme every six months on BDS website and shall announce the availability of the Work Programme in *BDS Official Bulletin* according to the *Agreement on Technical Barriers to Trade of the World Trade Organization WTO/TBT - Annex 3* and *Regulation (EC) 1025/2012 of the European Commission*.

No later than the date of publication of its Work Programme BDS shall notify its availability to the other national standards bodies - CEN/CENELEC members by notification in CCMC and the European Commission and to WTO members by notification at the ISO/IEC Information Centre in Geneva.

6 Development of Bulgarian standards at national level

The main stages in the standards development process at national level shall be as follows:

- a) New Work Item stage;
- b) development stage;
- c) enquiry stage;
- d) approval stage;
- e) publication stage;
- f) systematic review

The codes of the development stages of Bulgarian national standards corresponding to international harmonized stage codes of standards development are according Annex C.

6.1 Proposal for a New Work Item

6.1.1 Submission of proposal

A proposal for development of a new Bulgarian standard at national level or for amendment of Bulgarian standard may be made by BDS/TC, BDS/PC, BDS/BT, BDS members, public authorities, as well as all other interested parties, including SMEs.

Each proposal, submitted in appropriate form, shall be justified regarding the necessity of development of a standard for the respective object that shall comprise:

- title and scope of the standard;
- type of the proposed standard, for example specification, test method, Guide for good practices, etc.;
- description of the structure of the standard and/or its separate parts;
- relations to other standards/source documents;
- relation to the legislation;
- goals that will be achieved by the development of the standard (assisting production and/or trade, ensuring consumers' safety and protection, environmental protection, to be used in contracts for supply, including public procurement, for the purposes of conformity assessment, etc.);
- availability of stakeholders.

The proposal may be accompanied by a preliminary draft or source document(s) may be indicated to serve as a basis for draft development.

The proposals for development of Bulgarian standards shall comply with CEN/CENELEC standstill agreement under which CEN/CENELEC members shall not undertake any action to develop or revise a national standard when European standard or draft European standard exists for same subject of standardization and standstill procedure has been announced.

With a view to harmonization and avoiding duplication or overlapping of work on a global scale in accordance with Annex 3 of WTO/TBT *Code of Good Practice for the Preparation, Adoption and Application of Standards* when new projects for the development of Bulgarian standards are proposed the existing of relevant International Standards shall be taken into account with a view to their use in whole or in part as a basis for Bulgarian standards or their identical implementation, except where such standards are inappropriate.

6.1.2 Assessment and approval of the proposal

Each proposal for a new Bulgarian standard at national level (new working item) by a decision of the relevant BDS/BT shall be registered in BDS information system with a working number (stage 00.00) and determine whether the new topic falls within the acting BDS/TC.

When the new working item falls within BDS/TC' field the proposal shall be submitted for opinion by the members of the respective BDS/TC and shall be announced in BDS Official Bulletin and on BDS website with the possibility all stakeholders to express their opinion.

On the bases of the comments received, the proposal is assessed and approved by the relevant BDS/TC, including by the participation of SMEs.

The assessment shall be done according to the following criteria:

- a) necessity to support legislation and/or provide a presumption of conformity with the legislation (priority is given to the development of such standards);
- b) potential influence on the competitiveness in internal and external markets;
- c) protection of health and safety or protection of the environment;
- d) wide application (for example terminological and other standards)
- e) availability of organizations willing to participate with experts in the development of the standard (at least three);
- f) financial provision.

The proposal can meet one or more of the criteria under items a), b), c) and d) and criteria e) and f) are mandatory.

Proposals that meet the criteria shall be approved by BDS/TC, (stage 10.99). The decision approving the initiation of the work shall include the names of the members and the convener of the Task Working Group, the deadlines for completion of the stages development, public enquiry, approval by BDS/TC and publication of the standard.

BDS/TC, shall assign a working title of the project and shall register it in BDS Work Programme of the (stage 20.00).

In case where in a given area there is no BDS/TC the proposal shall be announced in BDS Official Bulletin and on BDS website with the possibility all stakeholders to express their opinion. Based on the comments received the proposal shall be assessed and approved by the relevant BDS/BT which by decision recommends creating of a new Technical Committee or a Project Committee or extension the activity of an existing BDS/TC with similar subjects.

6.2 Development of draft Bulgarian standard at national level

6.2.1 Announcement of the initiation of the work on New Work Item

Announcement of the initiation of work on New Work Item, or on revision of existing Bulgarian standard at national level shall be published in *BDS Official Bulletin* and on BDS website.

CCMC shall be notified for the initiation work on a New Work Item or revision of an existing standard in accordance with *Regulation (EC) 1025/2012*. New Work Item in the field of electro-techniques shall additionally be notified at CENELEC in accordance with the *Vilamoura procedure*.

6.2.2 Development of working draft of a national standard

A working draft standard shall be developed for each item in BDS/TC, BDS/PC or BDS/EWG Work Programme by especially established Task Working Group (TWG) (stage 20.20).

All available data and experience in the particular field shall be used in developing the draft. In some cases it might be necessary to perform studies and research for collecting additional data in order to improve the content of the standard.

When drafting Bulgarian standards incorporation of requirements subject to patented materials or processes shall be avoided. (see *Rules for National Standardization Activities, Part 1.*)

The TWG shall observe the stages and deadlines in the standardization Work Programme. The content, structure and layout of draft standards shall be in compliance with the requirements of the *Rules for National Standardization Activities - Part 3, Structure, contents and drafting of Bulgarian standards*.

At the stage of the standard development the various interests shall be taken into account in order to achieve a decision acceptable to all interested parties.

The text of the working draft, agreed in the working group, shall be submitted by its convener to the relevant BDS/TC or BDS/BT for further actions.

6.2.3 Committee Draft

The text of the working draft - Committee Draft (CD) – shall be subject to discussion and approval by the Technical Committee (stage 30.00 to 30.99).

For approval of the Committee Draft a consensus shall be achieved on its content prior to submission for "public enquiry".

During the discussions everything possible should be done for the unanimous approval of the draft by BDS/TC members, the participating SMEs and other observers. If this is not possible, the chairman shall make every effort to achieve consensus on all essential issues. In case consensus cannot be achieved, the text has to be approved by two thirds of the voting BDS/TC members and all persistently supported contrary opinions from BDS members and/or participating observers shall be duly registered. Interpretation of the procedure of decision-making by consensus is defined in clause 7.2 of *the Rules for National Standardization Activities, Part 1*.

The parties expressing "persistently supported objections" have the right to use the mechanism of appeal under clause 11.2 of *the Rules for National Standardization Activities, Part 1*.

The full text of the Committee Draft shall be submitted to technical editing by competent experts according to the *Rules for National Standardization Activities - Part 3*. It is recommended the technical editors to be involved in the development of standards at the earliest possible stage in order to be avoided problems and delays at the preparation stage for publication.

The text of any Bulgarian Committee Draft submitted for public enquiry shall be such that if no comments are received it can be proceeded for publishing without substantial editing, i.e. it shall meet the requirements defined in the *Rules for National Standardization Activities - Part 3*. This is a shared responsibility of BDS/TC, BDS/PC or BDS/BT and the editorial team.

After the editorial changes are made the original text of the draft shall be signed by the secretary and the chairman of BDS/TC or BDS/BT and shall be submitted at the Publishing Department for registration (stage 40.00) and a number shall be given to the standard.

6.3 Public enquiry of draft Bulgarian standards

A fundamental and obligatory stage in the development of any standard is the circulation of the draft for public enquiry.

Public enquiry stage is based on the following principles:

- a) ensuring accessibility of the draft to all interested parties;
- b) the enquiry procedure is usually applied only once, if possible;
- c) the proposals for changes in the technical content before the revision of an existing Bulgarian national standard or before its amendment are made available for public comments.
- d) all opinions received are considered and discussed.

6.3.1 Circulation of draft standards for public enquiry

Information on draft Bulgarian standards for public enquiry shall be announced in *BDS Official Bulletin* and on BDS web site (stage 40.20). The announcement shall be accompanied by an explanatory text on the subject of the standard as well as important facts useful for providing opinions.

In case BDS has not notified CCMC of CEN/CENELEC for a certain draft Bulgarian standard at the stage of "announcement of initiation of work on a New Work Item", this shall be done at the beginning of the "public enquiry" procedure in accordance with the rules of those organizations and the *Procedure for providing information in the area of standardization* no later than the date of announcement of public enquiry.

The draft Bulgarian standards for public enquiry shall be available for information and submission of comments from all interested parties, including SMEs and EU and WTO member countries.

BDS shall provide access to the texts of the draft Bulgarian standards for public enquiry at national level according to *The Procedure for access to information at BDS*.

BDS shall send the texts of particular draft Bulgarian standards for public enquiry to interested parties to EU and WTO member states upon their request at least in electronic format.

6.3.2 Submission and review of comments

The interested ones in a particular draft Bulgarian standard shall submit their comments in writing at BDS in a term of two months after the announcement of a public enquiry. Exceptionally BDS may specify a shorter period, but no less than 30 days (stage 40.60). BDS/TC members may not submit opinions on drafts for public enquiry approved by them at "Committee Draft" stage.

BDS/TC, BDS/PC or BDS/BT shall review and discuss all comments on a draft Bulgarian standard received within the time limit. The comments and opinions may be accepted or rejected, giving reasons for the rejection.

BDS shall notify the submitter of the comments (at national, International or European level) on the BDS/TC or BDS/BC decisions for acceptance or rejection of any proposal.

6.4 Approval of the draft standard

A Bulgarian draft standard, which reflects all acceptable proposals, shall be approved by BDS/TC or BDS/BT (stage 50.99).

When as a result of the approved comments and remarks the technical content or structure of the draft standard has been significantly changed the Task Working Groups shall be entrusted to submit to BDS/TC or BDS/BT secretariat revised draft for a second public enquiry (stage 40.93).

If the results from the public enquiry of the new draft demonstrate that it is not available sufficient support for its

publication as a national standard, the problem shall be referred by a report to the relevant BDS/TC. All reasons for agreement and disagreement and obstacles for the possibility to be published a standard shall be stated in the report. The Technical Board shall decide whether to continue the work with new deadlines, to be published another standardization document (Technical Specification, Technical Report, etc.) or the draft to be abandoned (stage 40.98).

The final text of the approved draft Bulgarian standard shall be signed by the BDS/TC or BDS/BT secretary and the chairman and shall be submitted at the Publishing Department. The signatures verify that the standard is developed in accordance with the requirements of *Rules for National Standardization Activities - Part 3*; all opinions of interested parties are taken into account and the text correctly reflects the achieved agreement on the technical content of the standard.

6.5 Adoption of Bulgarian standard for publication

6.5.1 Editing of a draft standard

The preparation of the standards for adoption for publication shall be made by the Publishing Department (stage 60.00).

Each draft standard shall be subjected to technical (including standardization), language and stylistic editing by competent editors.

Technical editing shall be performed in the process of development of draft standards according item 6.2.3. The editors shall examine the text of the draft standard to ensure that the meaning and the content of the standard are presented clearly and unambiguously, approved terminology is used, correct reference to other standards/documents is made, the structure and the presentation of the content (including text, graphics and tables) and the grammatical forms are used according to the established rules, etc. in compliance with the *Rules for National Standardization Activities - Part 3*.

Prior to the publishing of the standard language and stylistic editing shall be performed. When justification or clarification of the text is necessary, the editors shall consult with the TWG convener or another expert involved in the standard's developing. During editing, change in the technical content of the standard may not be done without consultation with the BDS/TC or BDS/BT secretary and/or chairman.

In case of dispute concerning the terminology used, omissions or other compelling arguments the problem shall be referred to the relevant BDS/BT.

The final text of the draft shall be signed by the Head of the Publishing Department.

6.5.2 Publication of Bulgarian standard

The standard shall be adopted for publication by BDS Managing Director who by his/her signature verifies that all procedures have been performed and confirms the publication of the standard (stage 60.60).

Publication and dissemination of Bulgarian standards is performed by BDS, which is responsible for the compliance with the legal requirements for copyrights and exploitation rights on standards.

The publication of Bulgarian standard, including its number and title shall be announced in *BDS Official Bulletin*. The date from which the standard enters into force is the date of issue of *BDS Official Bulletin* in which the standard is announced.

The information about published Bulgarian standard shall be announced in the *Catalogue of Bulgarian standards* on BDS website.

6.6 Systematic review

In order to be ensured that the Bulgarian standards are up to date they shall be reviewed every five years (stage 90.20). The systematic review of a Bulgarian standard shall be performed under the responsibility of BDS/TC or BDS/BT that has developed it.

The standards may be reviewed at earlier stage at the request of interested party, due to technology and materials modifications or changes in the legislation.

As a result of the systematic review of Bulgarian standard BDS/TC or BDS/TB shall decide on:

- confirmation of the standard;
- amendment of the standard;

- revision of the standard;
- withdrawal of the standard; or
- obsolescence

NOTE: Obsolescent one is a standard for product that is still used and is in compliance with this standard. In this case the standard shall not be applied when creating new products.

6.6.1 Amendment of Bulgarian standard

An amendment of Bulgarian standard shall be developed upon the necessity of making any alteration or supplementing already agreed technical conditions. An amendment shall be developed, adopted and published in compliance with the procedure and rules for development, approval and publishing of Bulgarian standards (item 6.1 to item 6.5).

6.6.2 Corrigendum of Bulgarian standard

Where an error(s) or ambiguity(s) are found in Bulgarian standard a corrigenda shall be published.

For corrigenda of editorial nature agreement by BDS/TC or BDS/BT shall not be required.

For corrigenda that significantly changes the title or the text of the standard agreement by the BDS/TC or BDS/BT responsible for the respective standard shall be required.

The corrigendum of Bulgarian standard shall be adopted for publication by BDS Managing Director and shall be announced in *BDS Official Bulletin*.

Information about corrigendum of a Bulgarian standard shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

7 Development of Bulgarian standardization documents (deliverables)

7.1 BDS Technical Specification (SD BDS/TS)

BDS Technical Specification (SD BDS/TS) is a document that contains technical requirements to be fulfilled by a product, process or service for which it is not possible or is not required to be adopted as Bulgarian standard.

SD BDS/TS shall be developed by and approved by BDS/TC or BDS/BT in case of emerging technologies in particular area and/or when a consensus cannot be reached for the publication of a particular standard, in order to:

- publish aspects for an object that can support the development of the national economy;
- provide stipulations for the market or specifications and related test methods;
- provide specifications in experimental conditions and/or for developing technologies.

SD BDS/TS shall operate under the following conditions:

- SD BDS/TS may compete (for one and the same object there may be more than one specification, for example related to alternative test methods or classes of a product);
- SD BDS/TS shall not be in conflict with a Bulgarian standard;
- existing SD BDS/TS shall be withdrawn if a Bulgarian standard with the same object is published later.

The work item that is included in the Work Programme for Bulgarian standards at national level may be published as a Technical Specification when at the public enquiry it is found that there is insufficient support for the publication of the document as a Bulgarian standard.

A decision for development of SD BDS/TS shall be taken by the respective BDS/BT in case there is no Bulgarian standard for the same subject.

SD BDS/TS shall be developed by TWG in compliance with the rules for development of standards according to the *Rules for National Standardization Activities - Part 3*.

The text of the draft at committee level for SD BDS/TS shall be agreed and approved by BDS/TC or BDS/BT members, which have to reach a consensus on the essential issues. If consensus cannot be reached the text of the

draft shall be approved by a majority vote of two thirds of the voters.

The draft of SD BDS/TS shall be subject to editing according to *the Rules for National Standardization Activities - Part 3*.

SD BDS/TS shall be adopted for publication by BDS Managing Director.

BDS shall announce the existence of SD BDS/TS in the same way as for Bulgarian standard at national level.

SD BDS/TS shall not be changed but shall be superseded by a new edition with a new date.

Review of the Technical Specification shall be made by the responsible body three years after the publication. The purpose is to review the conditions that had resulted in publication of SD BDS/TS and if possible a consensus to be achieved for publication BDS, superseding SD BDS/TS. Other options are confirmation for another three years or withdrawal of SD BDS/TS.

The maximum duration of functioning of a Technical Specification is six years (i.e. a three-year period and one three-year prolongation).

The publication of a Technical Specification shall be announced in *BDS Official Bulletin*. Information about published BDS Technical Specification shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

7.2 BDS Technical Report (SD BDS/TR)

BDS Technical Report (SD BDS/TR) is an informative document providing technical information that is not appropriate to be published as BDS or SD BDS/TS.

SD BDS/TR can be developed in cases where it is appropriate or when it is urgently needed information to be provided based on collected data, differing in type from data usually published in the standards.

A decision for development of SD BDS/TR shall be taken by the respective Technical Board on a proposal by BDS/TC.

SD BDS/TR shall be developed and drafted according to the *Rules for National Standardization Activities - Part 3*, as far as possible.

The text of the draft at committee level for SD BDS/TR shall be agreed and approved by BDS/TC or BDS/BT members, which have to reach a consensus on the essential issues. If a consensus cannot be reached the text of the draft shall be approved by a majority vote of two thirds of the voters.

The draft of SD BDS/TR shall be subject to editing according to *the Rules for National Standardization Activities - Part 3*.

SD BDS/TR shall be adopted for publication by BDS Managing Director.

SD BDS/TR shall not be changed and shall be superseded with a new edition with the same number and new date.

The duration of functioning of SD BDS/TR is unlimited, but it is recommended it to be a subject of review by the responsible technical body in order to maintain its relevance.

The publication of BDS Technical Report shall be announced in *BDS Official Bulletin*.

Information about published BDS Technical Report shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

7.3 BDS Guide (SD BDS/Guide)

BDS Guide is a publicly available informative document, intended to assist the technical work or managing BDS activities, such as:

- recommendations for work on technical issues and administrative matters;
- recommendations for work, related to standardization activities;
- information or guidance for the standardization work in connection with conformity assessment.

Draft of BDS Guide shall be developed by a working group established by BDS Managing Director or by BDS Technical Board, when it is technically focused.

The text of the BDS Guide shall be adopted by the members of the Technical Board, which have to reach consensus

on its content. If consensus cannot be reached the text of the draft shall be approved by majority vote of two thirds of the voters.

The BDS Guides shall not be amended but superseded by new editions with the same number and new date .

The BDS Guides shall be reviewed when necessary by the technical body that has developed them. They shall be withdrawn by the body that has approved them.

The publication of a BDS Guide shall be announced in *BDS Official Bulletin*. Information about published BDS Guide shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

8 BDS Participation in the work of European and International Standardization Organizations

8.1 BDS participation in the work of European standardization organizations

As a member of the European Standardization Organizations CEN and CENELEC, BDS shall participate in their work in accordance with the *CEN/CENELEC Internal Regulations*. As a national standardization body BDS shall perform its obligations according to the agreement between BDS and CRC (Communications Regulation Commission) and *ETSI Rules and Procedures* [13].

The participation in the development of European Standards and the submission of national position on draft European Standards shall be carried out solely through the existing within BDS technical bodies.

BDS technical bodies and experts, involved in the work of the European Standardization Organizations shall work according to the *Guide on participation of Bulgarian delegates and experts attending International standardization meetings (ISO, IEC, CEN and CENELEC)*

BDS participation in the CEN/CENELEC European Standards development is defined in the *Procedures for implementation of BDS obligations in the development of European Standards*.

The stages of development of European standard and respective BDS actions at national level are shown in Table 1.

Table 1 - Stages of development of European standard and respective BDS actions

Stages of development of EN	European standard	BDS action
Proposal for a New Work Item (stage 10)	Proposal (form) presented by European Standardization Organization (CEN/CENELEC) for approval through voting of New Work Item	The proposal shall be announced in BDS Official Bulletin and on BDS website, assessed and voted through the technical bodies (BDS/TC or BDS/BT)
Development of draft standard (stage 20)	European draft standard (Committee Draft CD)	BDS may participate with Bulgarian experts in CEN/CENELEC working group for development of the draft European Standard.
Public enquiry (stage 40)	Draft European standard (prEN) submitted to public enquiry	The draft EN is included in BDS Work Programme (stage 40.20). The draft EN is announced for public enquiry in <i>BDS Official Bulletin</i> and on BDS website and is circulated to interested parties. BDS/TC or BDS/BT elaborates and adopts the national position and submits it to the secretariat of the relevant CEN/CENELEC body.
Formal voting	FprEN submitted to formal vote	FprEN is announced in <i>BDS Official Bulletin</i> and on BDS website for formal vote by

(stage 50)		BDS/TC' members. BDS votes on the draft in CCMC [CEN CENELEC management Centre]
Publishing (stage 60)	European standard EN published in CEN/CENELEC official languages after text ratification	The European Standard is adopted and implemented as Bulgarian standard.

8.1.1 Adoption and implementation of European Standards as Bulgarian standards

As a member of the European Standardization Organizations CEN and CENELEC BDS has an obligation to adopt and implement the standards of these organizations as Bulgarian standards.

European Standards shall be implemented as Bulgarian standards despite the way Bulgaria has voted.

Bulgarian standards implementing European Standards and standardization documents shall be designated according Annex A.

Bulgarian standards implementing European Standards shall be identical in content and type to the implemented European Standards and at the same time conflicting Bulgarian standards shall be withdrawn.

When necessary and due to specific national conditions temporary deviations of technical nature in particular Bulgarian standards implementing European Standards could be entered.

BDS may request **Deviation - type A** in case of development of European Standard, which is in contradiction to the stipulations of the Bulgarian legislation. The request for Deviation - type A shall be made at the earliest possible stage of the development of the European Standard, i.e. at initial draft stage or primary questionnaire stage.

BDS may require **Deviation - Type B** from a Harmonization Document (HD) in the case when due to specific technical conditions it is impossible for HD to be approved as a Bulgarian standard. Deviation - type B can be approved for a defined transitional period.

Special national conditions, which cannot be changed even after a long period of time (e.g. climatic conditions) are not considered deviations and should be included in the European Standards during their development. Where necessary, BDS should ask inclusion of the Bulgarian national conditions in the European Standards.

Other standardization documents (Technical Specifications, Technical Reports, Guides and etc.) can be implemented identically or with modifications in accordance with *CEN/CENELEC Internal Regulations - Part 2*.

European Standards shall be implemented at national level in deadlines usually six months after the date of availability (dav) of the European standard and the date of announcement (doa), date of publication (dop) and date of withdrawal (dow) shall be taken into account.

European Standards shall be implemented giving them the status of Bulgarian standard by:

- publication of an identical text in one of the official languages of CEN/CENELEC or by translation in Bulgarian;
- endorsement of the European Standard for application as a Bulgarian standard (endorsement sheet or announcement in *BDS Official Bulletin*) and
- withdrawal of all conflicting Bulgarian standards.

The method of implementation of European Standard as Bulgarian standard shall be decided by the respective BDS/TC or BDS/BT.

NOTE: It is recommended the implementation of the European Standards by BDS to be done by publication of an identical text in one of the CEN/CENELEC official languages or by translation into Bulgarian language.

Review and revision of European Standard shall be performed by BDS/TC or BDS/BT in accordance with the plan for review/revision of the European Standard of the respective CEN/CENELEC working body.

Amendment of European Standard shall be implemented pursuant to implementation of European Standards.

NOTE: When an amendment is published by CEN or CENELEC as a separate document, it shall be published as a separate document at national level.

BDS shall provide the published ETSI European Standards to be available at national level by publication of an identical text or by endorsement (endorsement sheet or announcement in *BDS Official Bulletin*) in the defined deadlines.

BDS shall notify CEN and CENELEC for each implemented at national level standard according the established rules of those organizations.

8.1.2 Publication of identical text in one of CEN/CENELEC official languages

The respective BDS/TC or BDS/BT shall be responsible for the publication of Bulgarian standard implementing European Standard in one of CEN/CENELEC official languages, including the translation of the title of the standard and the national elements. The translation of the title in areas where no BDS/TC has been established may be consulted by competent experts.

The presentation of the drafts for publication of Bulgarian standard implementing European standard in one of the official CEN/CENELEC languages shall be in compliance with to *the Rules for National Standardization Activities - Part 3* by automatic generation in BDS information system. The necessary data and materials for automatic generation of the standards' texts shall be submitted to the information system by the secretaries/technical officers.

The publication of a Bulgarian standard implementing European Standard in one of the official CEN/CENELEC languages shall be adopted for publication by BDS Managing Director, who by his/her signature verifies that procedures are performed and confirms the publication of the standard.

The publication of Bulgarian standard implementing a European Standard in one of the official CEN/CENELEC languages shall be announced in *BDS Official Bulletin*.

The information about published Bulgarian standard implementing European Standard (including ETSI standards) shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

A copy of the national title page, national foreword and national annexes (if any) shall be sent by BDS to CEN/CENELEC Management Centre (CCMC) at request.

8.1.3 Publication of an identical text by translation into Bulgarian language

BDS shall publish the Bulgarian version (edition in Bulgarian) of the European Standard at its own responsibility. BDS shall guarantee that only the approved by BDS and notified at CEN/CENELEC edition of the standard in Bulgarian shall be officially published and distributed.

The translation of a European Standard shall usually be performed after its publication, but in a case of necessity it may commence at draft stage.

BDS/TC or BDS/BT shall be responsible for the preparation of the draft of the Bulgarian version of a European Standard. The preparation of draft of the Bulgarian version of a European Standard including translation, technical editing, standardization editing and preparation of the national elements (national title page, national foreword and national annexes (if any)) shall be assigned by BDS/TC or BDS/BT to TWG of experts with proven competence in the relevant area and in translation of standards.

In specific cases, for translation of European Standards, TWGs of competent BDS experts may be established by order of the Managing Director.

BDS Managing Director may assign translation of European Standards to competent experts out of BDS.

The text in Bulgarian shall be identical to the text of the original edition of the European Standard and shall be structured and drafted according to the *Rules for National Standardization Activities, Part 3*.

The text of the Bulgarian version shall be considered and approved by the respective BDS/TC or BDS/BT according to the rules for adoption of the Bulgarian standards at national level.

The final text of the European Standard in Bulgarian shall be signed by the secretary and the chairman of BDS/TC or BDS/TB on the title page. By signing the secretary shall guarantee that the national elements are in accordance with the *Rules for National Standardization Activities - Part 3*. By signing the chairman guarantees that the European Standard is approved as a national standard (if the standard has not previously been published by endorsement or by issuing in one of the official CEN/CENELEC languages) and that the Bulgarian text meets the requirements.

The final text of the Bulgarian version shall be subjected to language and stylistic editing in accordance with 6.5.1 as for Bulgarian standard. The editing in Bulgarian shall not lead to change in the technical content of the standard compared to the text of the original edition of the European Standard.

The Bulgarian version of a European standard shall be adopted for publication by BDS Managing Director. By signing BDS Managing Director shall verify that procedures are fulfilled and shall confirm the publication of the standard.

The publication of the Bulgarian version of the standard (the number, title and the date from which a European standard shall receive the status of a Bulgarian standard) shall be announced in *BDS Official Bulletin*.

The information about a published Bulgarian standard implementing a European Standard by translation shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

BDS is responsible for the accuracy of the translation of a European Standard in Bulgarian and upon request shall send a copy of the Bulgarian edition to CEN/CENELEC Management Centre (CCMC). In the case of the translation of European Standards in Bulgarian has been funded by EU under the Grant Agreement for translation of European Standards (FPA), BDS shall send notification to CCMC for the translated standards in the established form.

8.1.4 Publication of European standards by endorsement

Endorsement of a European Standard for application as a Bulgarian standard may be performed either by publication of an endorsement sheet or by announcement in *BDS Official Bulletin*. In both cases it shall be declared that the European Standard has been adopted together with the number, the title and the date of publication as well as the date from which the endorsed European Standard receives the statute of a Bulgarian standard.

NOTE: In case of implementation by endorsement the endorsement sheet shall not be used alone without the text of European standard. In this case BDS has the obligation to purchase the text of the standard by the country responsible for the respective official language. The sales and copyright protection shall be made in accordance with the rules and policies for sales of the respective country.

In a case of endorsement of the EN (telecommunications series) published by ETSI, *ETSI Rules of Procedure* shall be followed [13].

The respective BDS/TC or BDS/BT shall be responsible for the Bulgarian translation of the titles of the European Standards.

Information about a published Bulgarian standard implementing a European Standard shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

A copy of the endorsement sheet of the standard or of the announcement in *BDS Official Bulletin* shall be sent to CEN/CENELEC Management Centre (CCMC) upon request.

8.1.5 Adoption and implementation of European Harmonization Documents (HD) as Bulgarian standards (only CENELEC documents)

As a CENELEC member BDS is obliged to adopt and implement Harmonization Documents (HD), published by that organization as Bulgarian standards.

According to *CEN/CENELEC Internal Regulations - Part 2* Harmonization Documents (HD) are implemented by BDS by:

- announcement in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website (publication of the number and title);
- withdrawal of conflicting national standards.

On the basis of a European Harmonization Document BDS may publish a national standard with the same subject, equivalent in technical content.

When Harmonization Document is implemented identically as Bulgarian standard by translation in Bulgarian the implementation shall follow the procedures defined for implementation of a European standard by translation.

The publication of a national standard based on harmonization document together with the number and date of entry into force shall be notified by BDS at CEN/CENELEC Management Centre (CCMC).

Information about published Bulgarian standards implementing harmonization documents shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

8.2 BDS participation in the activities of the International Standardization Organizations

8.2.1 Participation in the development of standards of the International Standardization Organizations

As a member of the International Standardization Organizations ISO and IEC, BDS participates in their activities

depending on the membership status in a particular Technical Committee or Subcommittee (as "participant" (P) or as "observer" (O) member).

The participation in the development of International Standards and submitting comments shall be performed only through the existing BDS mirror working bodies.

As a P member in particular ISO or IEC Technical Committee BDS has the right to participate with experts in the development of International Standards and obligation to vote at all stages of development of the relevant International Standard.

When BDS membership in ISO/IEC Technical Committee has O member status, BDS has the right to receive the working documents, including draft standards and to participate at all stages except in "formal vote" procedure for adoption of International Standard.

The approval of draft International Standard by BDS/TC with P member status shall be performed by consensus under the procedure for approval of draft national standards.

BDS technical bodies and the experts taking part in the work of the International (ISO/IEC) Standardization Organizations shall act according to the *ISO/IEC Directives* (all parts) and *Guide on participation of Bulgarian delegates and experts attending International standardization meetings (ISO, IEC, CEN and CENELEC)*.

Table 2 – Stages of the development of International Standards and respective BDS actions

Stages of ISO development	International Standard	BDS action
Proposal for New Work Item (stage 10)	Proposal (form) presented by International Standardization Organization (ISO/IEC) for approval through voting of New Work Item	The proposal shall be announced in <i>BDS Official Bulletin</i> and on BDS website, assessed and voted through the technical bodies (mirror BDS/TC or BDS/BT)
Development of draft standard (stage 20)	International draft Standard (ISO/WD or IEC/WD) at Working Group level	BDS may participate with Bulgarian experts in the Working Group for development of draft International Standard.
Development of draft standard (stage 30)	International draft Standard (ISO/CD or IEC/CD) at Technical Committee level	BDS/TC informs its members P – members can vote (if required) O – members may submit comments
Public Enquiry (stage 40)	International draft Standard (ISO/DIS or IEC/DIS) sent for public enquiry	The ISO/IEC draft is included in BDS Work Programme by the relevant mirror BDS/TC or BDS/BT. The draft is announced for enquiry in <i>BDS Official Bulletin</i> and on BDS website. P – members shall circulate the draft to the relevant BDS/TC members for vote. O – members may submit comments. The Technical Committee decides whether the standard will be implemented as a national standard and formulates the national position. BDS expresses the national position on the drafts in the areas in which it is P or O member.
Formal vote (stage 50)	ISO/FDIS or IEC/FDIS sent for formal vote	The Technical Committee formulates the national position. BDS votes on the draft in the areas in which

			it is P-member.
Publication (stage 60)	Published ISO/IEC	International Standard	The International Standard is adopted and implemented as Bulgarian standard (if interest exists).

8.2.2 Adoption and implementation of an International Standard as a Bulgarian standard

An International Standard (ISO/IEC) can be adopted and implemented as a Bulgarian standard depending on the interests and by initiative of the interested parties. According to the *Agreement for Technical Barriers to Trade of the World Trade Organization (WTO/TBT)*, which Bulgaria has acceded, the use of International Standards shall have priority for all areas where such standards exist.

International Standards can be implemented as Bulgarian standards where there are no European Standards in the respective area and an interest in their application is available at national level.

An International Standard can be implemented as a national by decision of the responsible mirror BDS/TC or BDS/BT. It is recommended when BDS has expressed a positive position on a draft International Standard, after its publication the International Standard to be implemented as a national standard.

When a mirror BDS/TC has decided an International Standard to be implemented as a national one, the draft shall be announced in *BDS Official Bulletin* and on BDS website for "public enquiry" and shall be made accessible to the interested parties for comments.

When a mirror BDS technical committee has decided an International Standard not to be implemented as a national, there is no need the draft to be accessible, but information on the availability of the project should be announced in *BDS Official Bulletin* and on BDS website with a view of providing possibility for comments and preparation of national position.

Where there is no mirror BDS/TC but there is an interest in implementing the already published International Standard, in developing of which Bulgaria has not taken part, by decision of BDS/TB the standard can be implemented by a BDS/TC with similar subject, without the obligation to become a member of ISO/IEC Technical Committee.

International Standards can be adopted and implemented as Bulgarian standards either identically in content or with modifications according to ISO/IEC Guide 21-1:2005.

When International Standards are to be implemented identically as Bulgarian standards the procedures shall be the same as for the implementation of the European Standards (see 8.1.1 to 8.1.4).

NOTE In case of implementation by endorsement, the endorsement sheet shall not be used alone without the text of International Standard. In this case the sales and copyright protection of endorsed standards are handled in accordance with the rules and policies of ISO/IEC, for the sale of original standards

In case of implementation of International Standards with modifications the standards shall be developed according to the procedures for development and approval of Bulgarian standards (see clause 5) and shall be published in Bulgarian.

Information about published Bulgarian standard implementing ISO/IEC Standard shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

8.3 Adoption and implementation of amendments of International/European Standards

An amendment of International/European Standard shall be implemented by the procedure as for implementation of an International/European Standard.

When an amendment is published by the respective organization as a separate document, it shall be published at the national level as a separate document, unless it is consolidated by the respective International/European Organization.

If a national amendment to Bulgarian standard implementing International Standard is necessary, it should be approved, adopted and published according to the procedure for Bulgarian standard at national level.

If an amendment to Bulgarian national standard implementing European Standard (only in the national elements or because of linguistic or editorial reasons) is necessary, it should be approved, adopted and published according to the procedure for Bulgarian standard at national level.

8.4 Adoption and implementation of corrigenda to International/European Standards

If an error is noted in the original text of the standard when implementing it in one of the official languages or by translation of International/European Standard, BDS has to notify the relevant organization that can publish a corrigendum of the standard.

A corrigendum of International/European Standard, implemented as a Bulgarian standard, shall be published as a national document only after the organization that had published the International/European Standard has published a corrigendum of this standard.

When an International/European Standard is implemented by translation, a separately published corrigendum shall not be consolidated but to be published as a separate document at national level, until the standard is revised by the respective International/European Organization.

For the publication of a corrigendum that significantly affects the content of the title or the text of the standard in Bulgarian agreement by the responsible for the standard BDS/TC or BDS/BT shall be required.

The publication of a corrigendum of an editorial error shall not require agreement by the responsible technical body.

Any corrigendum to an International/European Standard shall be adopted for publication by BDS Managing Director and shall be published in *BDS Official Bulletin*.

The procedure for announcement and publication of a corrigendum of Bulgarian standard implementing International/European Standard by translation or in one of the official languages (in the national elements in Bulgarian) shall be the same as for corrigendum of a Bulgarian standard at national level according to 6.6.2.

NOTE: It is recommended any corrigendum to an International/European standard implemented by translation to be published in Bulgarian language.

Information for corrigendum shall be announced in the *Catalogue of Bulgarian standards* on BDS website.

8.5 Adoption and implementation of International/European standardization documents

As a national standardization body BDS adopts and implements as Bulgarian standardization documents International/European standardization documents (Technical Specifications/Publicly Available Specifications (TS, PAS), Technical Reports (TR), Workshop Agreements (CWA/IWA) and Guides (GD)) according to the requirements of *ISO/IEC Directives - Part 2* and *CEN/CENELEC Internal Regulations and ISO/IEC Guide 21 – Parts 1 and 2*.

Annex B provides the characteristics and the status of BDS standardization documents (including those implementing International/European Standards and standardization documents).

Annex D provides comparison of the level of adoption of International/European Standards and standardization documents.

8.5.1 International/European Technical Specifications

The International/European Technical Specifications (CEN/CENELEC/TS, ISO/IEC/TS, ISO/PAS, etc.) can be implemented as Bulgarian standardization documents of the same type or of different type. Decision on how to be implemented (type of document, identically or with modifications, when appropriate, etc.) shall be taken by the respective BDS/TC or BDS/BT.

The procedure for implementation of International/European Technical Specifications by translation in Bulgarian as BDS Technical Specifications (SD BDS/TS) shall be the same as for development, approval and publication of BDS Technical Specifications (7.1).

The procedure for implementation of International/European Technical Specification in one of the official languages as BDS Technical Specification shall be the same as for implementation of International/European Standard in one of the official languages (8.1.2) with a level of consensus applicable to BDS Technical Specification (7.1).

In case of implementation of International/European Technical Specifications it is not necessary the conflicting Bulgarian standards to be withdrawn.

The implementation of International/European Technical Specifications as Bulgarian standardization documents shall be approved by decision of the relevant BDS/TC or BDS/BT.

The Bulgarian standardization documents implementing International/European Technical Specifications shall be adopted for publication by BDS Managing Director.

Information about published Bulgarian standardization documents implementing International/European Technical Specifications (CEN/CENELEC/TS, ISO/IEC/TS, ISO/PAS) shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

The publication of the Bulgarian standardization documents, implementing CEN/CENELEC Technical Specifications, shall be notified by BDS at CCMC.

8.5.2 International/European Technical Reports

International/European Technical Reports (CEN/CENELEC/TR, ISO/IEC/TR) can be implemented as Bulgarian standardization documents identically or with modifications. The decision for the method for implementation (type of document, identically or with modifications, when appropriate, etc.) shall be taken by the respective BDS/TC or BDS/BT.

When International/European Technical Reports are implemented it is not necessary the conflicting Bulgarian standards to be withdrawn.

Bulgarian standardization documents implementing International/European Technical Reports shall be approved by the respective BDS/TC or BDS/BT.

The procedure for implementation of International/European Technical Report by translation as Bulgarian Technical Report shall be the same as for Technical Report at national level.

The Bulgarian standardization documents implementing International/European Technical Report shall be adopted for publication by BDS Managing Director.

Information about the published Bulgarian standardization documents implementing International/European Technical Reports shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

8.5.3 Workshop Agreement

Workshop Agreement (CEN CENELEC/CWA, ISO/IWA) is a document that is adopted by consensus among the participating in a Workshop identified individuals and organizations, but out of the Technical Committees of CEN/CENELEC and ISO.

BDS obligation as a national standardization organization is at least to announce at national level the existence of Workshop Agreement, developed at European level (CEN/CENELEC/CWA). BDS has to notify at CEN/CENELEC Management Centre (CCMC) whether and how it will make available in Bulgaria a particular Workshop Agreement.

CEN/CENELEC/CWA may be implemented by translation as Bulgarian standard or as another type of standardization document with the appropriate level of agreement.

If information is received at BDS that there is interest in the country on a topic, subject to Workshop Agreement at International level (ISO/IWA), BDS shall take action for implementation of the document at national level.

Decision on how to be implemented (type of document) shall be taken by the respective BDS/TC or BDS/BT. The procedure for implementation of CWA/IWA shall be the same as for development, agreement and adoption of Bulgarian standard at national level (6) or standardization document (7).

When International/European CWA/IWA are implemented it is not necessary the conflicting Bulgarian standards to be withdrawn.

The Bulgarian standards or standardization documents implementing International/European CWA/IWA shall be adopted for publication by BDS Managing Director.

Information about the published Bulgarian standards/standardization documents implementing CWA/IWA shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

8.5.4 CEN/CENELEC and ISO/IEC Guides

CEN/CENELEC and ISO/IEC Guides (GD) can be implemented as BDS Guides. The decision for the method for implementation shall be taken by the respective BDS/BT.

BDS Guides implementing CEN/CENELEC and ISO/IEC Guides shall be approved by a decision of the respective BDS/BT and adopted for publication by BDS Managing Director.

The procedure for implementation of CEN/CENELEC or ISO/IEC Guide shall be the same as for development and adoption of a Guide at national level.

Information about the published Bulgarian Guides implementing CEN/CENELEC or ISO/IEC Guides shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

8.6 Adoption of foreign national standards

Where there is no International or European Standard for particular object, BDS may approve and implement standards of other national standardization bodies (for example DIN, BSI, AENOR) with which BDS has signed agreement and has received special authorization. In this case, the rules and procedures to be applied shall be the same as for implementation of International/European Standards.

Information about published Bulgarian standard implementing foreign national standard shall be announced in *BDS Official Bulletin* and in the *Catalogue of Bulgarian Standards* on BDS website.

8.7 Cooperation with technical bodies of European, International and national Standardization Organizations

BDS, as a national Standardization Organization, has the right to hold the management of a secretariat of a Technical Committee or other working body of International and European Standardization Organizations (ISO/IEC and CEN/CENELEC).

Proposal for holding a secretariat of European or International Organization may be submitted by BDS/TC in the respective area or by BDS Managing Director. A decision for holding the secretariat shall be taken by the relevant BDS/BT.

The obligations of the Technical Committee secretariat of European or International Standardization Organization shall be in compliance with *CEN/CENELEC Internal Regulations*, *ISO/IEC Directives* and *Guide on participation of Bulgarian delegates and experts attending International standardization meetings (ISO, IEC, CEN and CENELEC)*.

Depending on the interest and available resources BDS may organize in Bulgaria meetings of working bodies of European and International Standardization Organizations in compliance with the rules and procedures of the respective organization.

BDS shall approve, upon declared request, the participation in the work of BDS Technical Committees of representatives of Standardization Organizations from other countries, who had expressed interest in specific standardization items in accordance with *WTO Code of Good Practice* and *EU Regulation 1025/2012*.

Annex A

DESIGNATIONS OF BDS STANDARDS AND STANDARDIZATION DOCUMENTS

Designations of BDS standardization document	Type of standardization documents
Bulgarian standards	
BDS	Bulgarian standard developed at national level
BDS EN BDS HD BDS EN ISO BDS ETS BDS ETSI BDS ISO BDS IEC BDS ISO/IEC	Bulgarian standard implementing European/International Standard
Bulgarian Standardization Documents	
SD BDS/TS SD BDS/TD SD BDS/Guide	BDS Technical Specification BDS Technical Report BDS Guide
BDS Standardization Document implementing CEN/CENELEC Document	
SD CEN/TS, SD CLC/TS or SD ETSI/TS SD CEN/TR, SD CLC/TR or SD ETSI/TR SD CEN/SWA, SD CENELEC/CWA SD CEN/CLC Guide	CEN/CENELEC/ETSI Technical Specification CEN/CENELEC/ETSI Technical Report CEN/CENELEC Workshop Agreement CEN/CENELEC Guide
BDS Standardization Document implementing ISO/IEC Document	
SD ISO/TS, SD IEC/TS SD ISO/PAS, SD IEC/PAS SD ISO/TR, SD IEC/TR SD ISO IWA SD ISO/IEC Guide	ISO/IEC Technical Specification ISO/IEC Publicly Available Specification ISO/IEC Technical Report ISO Workshop Agreement ISO/IEC Guide
Amendment, published as a separate document	
BDS XXXX:YYYY/Amd N BDS EN XXXX:YYYY/A n BDS ISO XXXX:YYYY/Amd n BDS IEC XXXX:YYYY/Am n	Amendment of Bulgarian standard at national level Amendment of European standard Amendment of ISO standard Amendment of IEC standard
Corrigenda, published as a separate document	
BDS XXXX:YYYY/Cor n BDS EN XXXX:YYYY/AC n BDS ISO XXXX:YYYY/Cor n BDS IEC XXXX:YYYY/Cor n	Corrigenda of Bulgarian standard at national level Corrigenda of European Standard Corrigenda of ISO Standard Corrigenda of IEC Standard

Annex B

CHARACTERISTICS OF BDS STANDARDS AND STANDARDIZATION DOCUMENTS

Standard/Standardization Document	Characteristic	BDS activities
Standards		
BDS	Document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context	Organization of development Public Enquiry Approval by BDS/TC Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Withdrawal of conflicting standards
BDS EN BDS HD BDS EN ISO BDS ETS BDS ETSI BDS ISO BDS IEC BDS ISO/IEC		Public Enquiry Approval by BDS/TC Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Withdrawal of conflicting standards
Standardization Documents		
SD BDS/TS	Technical Specification Document for which there is the future possibility of agreement, but for which at present cannot be obtained, the subject matter is still under technical development, there is doubt on whether consensus has been achieved or there is another reason precluding immediate publication as a standard.	Organization of development Coordination within BDS/TC Approval by BDS/TC Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Conflicting national standards are not withdrawn
SD CEN/TS SD CLC/TS SD ISO/TS SD IEC/TS		Agreement within BDS/TC Approval by BDS/TC Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Conflicting national standards are not withdrawn
SD ISO/PAS SD IEC/PAS SD ISO/TS SD IEC/TS (implementing ISO/PAS and IEC/PAS)	Publicly Available Specification Document published by ISO or IEC to respond to an urgent market need, representing either - a consensus in an organization external to ISO or IEC, or - a consensus of the experts within a working group	Agreement within BDS/TC Approval by BDS/TC according to the procedure for Technical Specification Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Conflicting national standards are not withdrawn

Standard/Standardization Document	Characteristic	BDS activities
SD BDS/TR	Technical Report Document containing informative material (general review or technical achievements data, data on the "state of the art") and not appropriate to be published as a standard or a Technical Specification.	Agreement within BDS/TC Approval by BDS/TC Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Conflicting national standards are not withdrawn
SD CEN/TR SD CLC/TR SD ISO/TR SD IEC/TR		Agreement within BDS/TC Approval by BDS/TC Adoption for publishing by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Conflicting national standards are not withdrawn
SD CEN CWA SD CENELECWA SD ISO IWA	Workshop Agreement A document developed by a Workshop (organized by International or European standardization body) in a way different from the work in a Technical Committee, which shall be adopted by consensus between identified individuals and organizations participating in the forum	Agreement within BDS/TC or wider public enquiry (if required) Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Availability at national level (by the respective approving body (CWA) or free of charge on BDS website in specific cases) It may be published as Bulgarian standard or Bulgarian standardization document Adoption for publication at national level by BDS Managing Director Conflicting national standards are not withdrawn
SD BDS/Guide	Guide A document containing directives, advises or recommendations on the principles and policies of standardization, as well as guidance for those who develop standards.	Adoption for publication by BDS Managing Director/respective BT Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Availability at national level Conflicting national standards are not withdrawn
SD BDS CEN/CLC Guide SD BDS ISO/IEC Guide		Adoption for publication by BDS Managing Director Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website Conflicting national standards are not withdrawn

Standard/Standardization Document	Characteristic	BDS activities
BDS XXXX:YYYY/Amd N BDS EN XXXX:YYYY/A n BDS ISO XXXX:YYYY/Amd n BDS IEC XXXX:YYYY/Am n	<p>Amendment</p> <p>Document amending particular standard or standardization document through agreed modification, addition or deletion of specific parts of its technical content</p>	<p>Agreement within BDS/TC</p> <p>Approval by BDS/TC according to the procedure for standard</p> <p>Adoption for publishing by BDS Managing Director</p> <p>Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website</p> <p>Conflicting national standards are withdrawn</p>
BDS XXXX:YYYY/Cor n BDS EN XXXX:YYYY/AC n BDS ISO XXXX:YYYY/Cor n BDS IEC XXXX:YYYY/Cor n	<p>Corrigenda</p> <p>Document removing printing, linguistic and other similar errors from the published text of a standard or standardization document</p>	<p>Approval by BDS/TC of not editing corrections</p> <p>Adoption for publishing by BDS Managing Director</p> <p>Announcement in <i>BDS Official Bulletin</i> and in <i>Catalogue of Bulgarian Standards</i> on BDS website</p>

Annex C

STAGE CODES FOR DEVELOPMENT OF BULGARIAN STANDARDS AT NATIONAL LEVEL

STAGE	SUBSTAGE						
	Activities			90 Decision Substages			
	00 Registration	20 Start of main action	60 Completion of main action	92 Repeat an earlier phase	93 Repeat current phase	98 Abandon	99 Proceed
00 Preliminary stage	00.00 Proposal for new project received	00.20 Proposal for new project under review	00.60 Close of review			00.98 Proposal for new project abandoned	00.99 Approval to ballot proposal for new project
10 Proposal stage	10.00 Proposal for new project registered	10.20 New project ballot initiated	10.60 Close of voting	10.92 Proposal returned to submitter for further definition		10.98 New project rejected	10.99 New project approved
20 Preparatory stage	20.00 New project registered in Work Programme	20.20 Working draft (prBDS-WD) initiated	20.60 Close of comment period			20.98 Project deleted	20.99 Working draft approved for registration as a (prBDS –CD)
30 Committee stage	30.00 Committee draft (prBDS – CD) registered	30.20 (prBDS –CD) study/ballot initiated	30.60 Close of voting/ comment period	30.92 prBDS –CD referred back to Working Group		30.98 Project deleted	30.99 prBDS –CD approved for registration as prBDS
40 Enquiry stage	40.00 prBDS registered	40.20 prBDS ballot initiated	40.60 Close of voting	40.92 prBDS referred back to TC/TWG	40.93 Decision for new public enquiry	40.98 Project deleted	40.99 prBDS for TC approval
50 Approval stage	50.00 prBDS for registered for TC approval	50.20 prBDS ballot initiated	50.60 Close of voting on prBDS.	50.92 prBDS referred back to TC		50.98 Project deleted	50.99 prBDS adopted for publication
60 Publication stage	60.00 Bulgarian standard under publication		60.60 Bulgarian standard published				
90 Review stage		90.20 Bulgarian standard under periodical review	90.60 Close of review	90.92 Bulgarian standard to be revised	90.93 Bulgarian standard confirmed		90.99 Withdrawal of Bulgarian Standard proposed by TC or SC
95 Withdrawal stage		95.20 Withdrawal ballot initiated	95.60 Close of voting	95.92 Decision not to withdraw Bulgarian standard			95.99 Withdrawal of Bulgarian standard

Annex D

COMPARISON OF THE PROCEDURES FOR DEVELOPMENT AND APPROVAL OF EUROPEAN STANDARDS AND STANDARDIZATION DOCUMENTS

	EN	CEN/TS	CEN/TR	CWA	CEN/Guide
Technical or other body (initiation)	CEN/TC	CEN/TC	CEN/TC or BT	CEN Workshop	CEN/BT or CA
Participation	Through national delegations	Through national delegations	Through national delegations	Through national delegations	Through national delegations
Interests represented	All	All	All	Specific	All
Standstill	Yes	No	No	No	No
Public enquiry	Yes – 5 months or shorter	No	No	No ¹	No
Level of approval	CEN national members	CEN national members in CEN/TC	CEN/TC or BT	CEN Workshop participants	AG, CA or BT
Rule for approval	Weighted vote	Weighted vote	Simple majority	Agreement amongst participants	Simple majority
National announcement	Yes	Yes	Optional	Yes	Optional
National accessibility	Yes	Yes	Optional	Optional	Optional
Publication	national standard	Optional	Optional	Optional	Optional
Withdrawal of conflicting standards	Yes	No	No	No	No
Languages	3 CEN/CENELEC official languages	At least one official language	At least one official language	At least one official language	At least one official language
Periodical review	5 years maximum	3 years minimum plus one 3-year confirmation	No limit	3 years maximum	No limit
¹ Public inquiry is strongly recommended, but not obligatory, except in cases where CWA subject is related to safety or public financing issued					

BIBLIOGRAPHY

In the process of development of this part of the *Rules for National Standardization Activities* the following documents are used:

- [1] *CEN/CENELEC Internal Regulations – Part 1: Organization and Structure* <http://www.cen.eu/boss>
- [2] *Directives of ISO/IEC – Part 2: Rules for the Structure and drafting of International Standards*, <http://www.iso.org>
- [3] *CENELEC Guide 8 - Procedure Vilamoura*, <http://www.cenelec.eu>
- [4] *Directives of ISO/IEC Procedures for Technical Work of ISO/IEC JTC 1*, <http://www.iso.org>
- [5] *WTO TBT Code for Good Practice for the development, adoption and application of standards*, <http://www.wto.org>
- [6] *ETSI Directives: ETSI Rules of Procedure*, <http://www.portal.etsi.org>
- [7] *GD CEN deliverables*, <http://www.cen.eu/boss>

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