

BULGARIAN INSTITUTE FOR STANDARDIZATION

RULES FOR NATIONAL STANDARDIZATION ACTIVITIES

Part 2:

Organization of the Standardization Activity

2018

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Foreward

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 (BT's Chairs, secretaries and members, TCs' and other technical working bodies' Chairs, secretaries, members and experts as well as for BDS staff).

The *Rules for National Standardization Activities* consist of the following parts:

Part 1: General Principles

Part: 2 Organization of the Standardization Activity

Part 3: Principles and rules for the structure and drafting of national standards

This fifth edition of the *Rules for National Standardization Activities, Part: 2 Organization of the Standardization Activities* supersedes the 2016 edition.

This edition consolidates amendment 1 and amendment 2 from 2017.

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

Clause 2: The introductory text of the referenced documents has been updated;

Clause 3: The wording and sources of some of the terms and definitions have been updated;

Clause 4.1.5: It has been updated and supplemented regarding the responsibilities of the Technical Board;

Clause 4.3.1: It has been changed regarding the participation of at least five stakeholders in the establishment of BDS/TC;

Clause 4.3.2: It has been changed regarding the conditions for disbandment BDS/TC;

Clause 4.3.3: It has been changed regarding the composition of BDS/TC with the participation of partner organizations;

Clause 4.3.7.1: It has been changed and supplemented regarding the BDS/TC functioning;

Clause 4.3.8: The wording on the participation of SMEs and partner organizations has been improved;

Clause 4.3.9: It has been supplemented and changed regarding BDS/TC decision making;

Clause 6.1.2: The text has been expanded and updated;

Clause 6.2.3: Reedited in accordance with the new wording of the CEN/CENELEC Rules, Part 2: 2018;

Item 6.4: Text on the vote on the final draft has been added;

Clause 6.6: The text on systematic review has been expanded, the possibility of "phasing out" has been removed;

Clause 6.6.1: It becomes 6.7, the text for amendment of a Bulgarian standard has been expanded and updated;

Clause 6.6.2: It becomes 6.8, the text for correction of Bulgarian standard has been expanded and updated;

Table 1 has been updated;

Clause 8.1.1: The text for deviation - type B is excluded;

Clause 8.2.2: The text for implementation the international standards have been supplemented and reedited;

Clause 8.3: The text for approval and implementation of an amendment to European/international standard has been expanded and updated;

Clause 8.4: The text for approval and implementation of an amendment of European/international standard has been expanded and updated;

Clause 8.5.1: A text with recommendation for implementation of European and international technical specifications is included;

Clause 8.5.2: A text with recommendation for implementation of European and international technical reports is included;

Clause 8.5.3: The text for CWA has been changed in accordance with CEN/CENELEC Internal Rules and IWA has been excluded;

Annex B: IWA has been excluded;

Annex C: The text for 30.99 and 40.00 stages has been updated;

Bibliography: The reference documents used have been updated

General editorial changes have been made to improve the text;

Rules for National Standardization Activities - Part 2: Organization of the Standardization Activity were developed in implementation of the *Law on National Standardization* and *BDS Statute* and were approved by BDS Governing Board on 14 Desember 2018.

1 Scope

This part of the *Rules for National Standardization Activities* refers to the organization of the standardization activity in the Bulgarian Institute for Standardization (BDS) and determines 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 are referred to in the text in such a way that some or all of their content constituted requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Rules for National standardization Activities - Part 1: General Principles

Rules for National standardization Activities - Part 3: Principles and rules for the structure and drafting of the national standards (CEN and CENELEC Internal Regulations, Part 3: 2017)

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

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

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

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

ISO/IEC Directives, Part 1: Consolidated IEC Supplement- Procedures specific to IEC <http://www.iec.ch>

ISO/IEC Guide 21-1 Regional or national adoption of International Standards and other International Deliverables — Part 1: Adoption of International Standards, <http://www.iso.org>

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>

ETSI Directives, <http://www.portal.etsi.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 body that manages, coordinates and supports the technical activity of 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)

a working body working in a narrower area of standardization within the BDS Technical Committee

3.4

Task Working Group (TWG)

working body of competent experts, established by BDS/TC or BDS/TS to perform a specific task

3.5

Stakeholder

a person or organization with activity in the Republic of Bulgaria, which has interests in a given field of standardization and supports the standardization activity

3.6

standards programme

a work plan of a standardization body, including its current standardization tasks

[SOURCE: BDS EN 45020: 2007, 9.1]

3.7

harmonization (of national standards)

preventing or eliminating differences in the technical content of standards which have the same object and scope, in particular those which may create barriers to trade

[SOURCE: CEN/CENELEC IR Part 2: 2018, 2.1]

3.8

standards project/New Work Item

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

[SOURCE: CEN/CENELEC IR Part 2: 2018, 2.2, an alternative term "new work item" is included]

3.9

reference document

a document that could potentially be approved, possibly with changes, such as CEN/CENELEC publication or a national standard

[SOURCE: CEN/CENELEC IR Part 2: 2018, 2.4 - amended - "national standard" added]

3.10

International Standard (ISO/IEC)

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

[SOURCE : 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 1 to the entry: "Harmonized standard" is a term used in Regulation (EU) N^o 1025/2012 of the European Parliament and of the Council, which means a European Standard adopted on the basis of a request from the Commission to implement Union Harmonization Legislation.

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.5]

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

[SOURCE: CEN/CENELEC IR Part 2:2018, definition 2.9]

3.13

national standard

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

[SOURCE: 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 1 to the entry: 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

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

Note 1 to the entry: 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 there is a future possibility of agreement on a standard, but 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

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.6, adapted]

3.15.2

BDS Technical Specification (CD BDS/TS)

technical specification adopted by BDS

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

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

[SOURCE: ISO/IEC Directives, Part 2:2018, 3.1.6]

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

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.7, adapted]

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

Note 1 to the entry: The TR may include, for example, data obtained from a survey conducted among BDS members, data on work in other organizations or data on "state of the art" in relation to national standards for a specific object .

3.15.6

Guide (GD)

document adopted by standards body, giving rules, orientation, advices or recommendations on standardization activities

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.8, adapted]

3.15.7

BDS Guide (SD BDS/Guide)

document adopted by BDS, containing rules, guidelines, advice or recommendations on national standardization activities

3.15.8

CEN/CENELEC Workshop Agreement (CWA)

CEN/CENELEC document developed by a workshop reflecting an agreement by identified individuals and organizations responsible for its content

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.10]

3.16

amendment

an additional document to a standard amending the technical prescriptions in this standard, which must be read in conjunction with it and which must be notified to the members of the relevant Technical Committee

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.11, adapted]

3.17

corrigendum

an additional document which corrects one or more errors or ambiguities introduced inadvertently during the preparation or printing and which could lead to incorrect or uncertain application of the document

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.12, adapted]

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, 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

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.18]

3.20

A-deviation

modification, addition to or deletion from the content of EN (and HD for CENELEC), reflecting a national situation feature arising from due to regulations the alterations of which is for the time being outside the competence of CEN/CENELEC national member

Note 1 to the entry: When standards fall within the scope of EU Directives or Regulations, the opinion of the Commission of the European Communities (OJ No C 59, 1982-03-09) is that the effect of the judgment of the Court of Justice in Case 815/79 Cremonini v Vrankovich (European Court Reports of 1980, p. 3583) is that compliance with A-tolerances is no longer mandatory and that the free movement of products meeting such a standard should not be restricted within the EU except within of the safeguard procedure provided for in the relevant Directive or Regulation.

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.16]

3.21 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.

3.22 date of ratification (dor)

date when the Technical Board notes the approval of an EN (and HD for CENELEC)

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.17]

3.23 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.

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.18]

3.24 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

[SOURCE: CEN/CENELEC IR Част 2:2018, 2.19]

3.25 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 for implementation as national standard

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.20]

3.26 date of withdrawal (dow)

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

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.21]

3.27 definitive text

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

[SOURCE: CEN/CENELEC IR Part 2:2018, 2.22]

4 Organization of national standardization activities

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 (BDS/BT)

Two Technical Boards on standardization (BDS/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 field of electrical engineering, energy, electronics, information technologies and telecommunications (BDS/BTE).

NOTE: The designation BDS/BT in the text is used as a general abbreviation for Technical Board.

4.1.1 Technical Board composition

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

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 Boards, Technical Committees and BDS members.

The Managing Director shall announce in *BDS Official Bulletin* and on BDS website a procedure for election of members of the Technical Boards or for change in the composition of the Technical Boards.

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

4.1.2 Mandate of the Technical Board

The term of office of the Technical Board is 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, in the following cases:

- submission of resignation;
- actual inability to participate in the work of the respective Technical Board;
- in case of systematic non-observance of the decisions of the General Assembly and of the Governing Board and the *Rules for National Standardization Activities*.

In case of early dismissal of a member of the Technical Board, another candidate from the same standardization sector shall be elected in his place for a term until the end of the term.

4.1.3 Technical Board Chair

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

The decision for election of Chair of the respective Technical Board shall be taken by qualified majority of two thirds of voters present at the meeting

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

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

The decision to release the Chair early shall be taken by a qualified two thirds majority.

4.1.4 Technical Board secretariat

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

4.1.5 Responsibilities of Technical Board

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

- establishment and disbanding of Sector Councils, when necessary;
- establishment, disbanding and restructuring of Technical Committees (BDS/TC), Project Committees (PC) and Expert Working Groups (EWG) including approval of their title, field of activity and location of their secretariats;
- approval of national opinions on proposals for new area of standardization in order to establish new International and European working bodies;
- approval of the participation/change of BDS/TC status in the international organizations for standardization ISO and IEC working bodies;
- performing review of BDS/TC, BDS/PC and BDS/TC O/SS for observing the conditions for functioning;
- approval of Business Plans of BDS/TC;
- approval of National Work Programme of BDS;
- approval of the *Rules for National Standardization Activities*
- establishment and disbanding of Expert Working Groups, Task Working Groups and identifying area where there are no BDS/TC or BDS/PC established, monitoring and decision-making related to the implementation of their work;
- 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*;
- making decisions on disputes and complaints of BDS members according to item 11 of the *Rules for National Standardization Activities - Part 1*;
- approval of experts for participation in working bodies of the European and International Standardization Organizations on projects that are important for the Bulgarian economy, when in a given field no mirror BDS/TC has been established;

- addressing common standardization issues together with the Technical Board for Conformity Assessment;
- consideration of other issues related to the work on standardization, raised by the Management Board or by the BDS General Assembly.

4.1.6 Meetings of Technical Board

A meeting of the Technical Board shall be convened by its Chair on a proposal from the Managing Director or at the request of at least two of its members.

At the discretion of the Chair and the Secretary, the decisions of the Technical Board shall be taken by correspondence.

When decisions are taken by correspondence, they shall be confirmed at the next meeting and recorded in the minutes.

If necessary, members from other BDS bodies and external experts may be invited to a certain meeting, who may participate in the discussion only on the issue for which they have been invited, without the right to vote.

The meetings of the Technical Board shall be held in BDS, which provides administrative and technical services. The agenda of the meetings shall be determined by the Chair of the Technical Board, in coordination with the Managing Director.

The Secretary of the Technical Board shall prepare and send an invitation to the members not less than 7 (seven) days before the meeting, in which the date, time and place of its holding, the agenda together with the documents on the agenda shall be indicated.

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

If a BDS/BT member is not able to attend the meeting, he/she shall inform the BDS/BT Secretary or Chair 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 Chair.

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

Decisions on all other matters shall be taken by simple majority vote, with the exception of the approval of a Chair and the establishment of a new Technical Committee, for which decisions shall be taken by a qualified two-thirds majority.

The minutes of a meeting of the Technical Board shall be prepared by the Secretary and accompanied by the signatures of all members present. The Chair of the Technical Board determines the manner of publishing the BT decisions.

4.1.8 Reporting

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

4.2 Standardization Sector Councils (BDS/BT/SC)

Sector Councils shall be established, if necessary, for certain sectors of the economy in order to support the activities of the Technical Boards in making decisions within their competence.

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 Chair 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.

The meetings, quorum and decisions of Sector Council shall be in accordance with the procedure established 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 for standardization are working bodies established by BDS, that are responsible for the standardization activities in specific areas of interest at national level.

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

A Technical Committee for 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 for standardization shall be established at 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:

- the need for the creation of a new BDS/TC is justified;
- the field of activity is determined, which shall not duplicate the field of other already established BDS/TC, and/or for the field(s) of the Technical Committee(s) of European and/or international standardization organizations;
- work priorities have been set or a Business Plan/Work Programme has been developed;
- participation in the work of the new BDS/TC has been announced by at least five interested organizations, at least by two different groups, members of BDS.

In case one or more of these conditions are not fulfilled, the respective BDS/BT may reasonably reject the proposal for establishment of a new BDS/TC.

The decision for the rejection the proposal for establishment of BDS/TC can be appealed by the applicants before the Governing Board.

The Governing Board shall consider the objection 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 names, the area of activity, date of establishment and location of the secretariat of the respective BDS/TC, data about its composition, Chair 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 Disbandment or restructuring of BDS/TC

Compliance with the conditions for functioning of the Technical Committees 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 (composition, less than three members and/or exhausted activity), 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 field of standardization for the country, BDS/BT may decide to establish an Expert Working Group (EWG) in order to continue performing 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 merging with another BDS/TC.

The decision for the disbandment or restructuring of a BDS/TC can be appealed by the Chair of the respective Technical Committee before 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.

4.3.3 Composition of Technical Committees

In the work of the Technical Committees authorized representatives of the BDS members shall take part, which represent them on all issues related to the standardization activity. Each member of BDS has the right to participate in a Technical Committee with only one authorized representative.

Experts are involved in the work on specific topics and tasks of standardization, who are not considered authorized representatives of the BDS members, but it shall be known by which organization they are proposed.

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

In view of the wide participation of the widest possible range of stakeholders, BDS encourages the participation of small and medium-sized enterprises (SMEs) in the standardization activity, facilitating their access to the work of BDS/TC. SMEs or SME associations (hereinafter SMEs) that are not members of the BDS may participate as observers. Participation in standardization activities through SME associations is recommended, as in this way their common interest can be better protected.

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 specific cases, at the discretion of BDS/TC, in the work on a specific topic may be invited as observers interested organizations from the social sphere, environmental and consumer organizations. For longer-term participation, special partnership agreements can be signed between BDS and the respective organization.

Where necessary, in developing standards that are expected to serve for regulatory purposes, the BDS shall notify and invite competent public authorities, including market surveillance authorities, to participate.

In order to achieve 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 representatives and experts involved in the standardization work, according to their powers, 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, taking into account national interests;
- to be competent in the relevant field 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 persons.

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

Each BDS member can 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 BDS members with status of active participation

A member of BDS with the status of active participation through his authorized representative has 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 field of the respective Technical Committee for opinion 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 participation status shall be active in the development of standards by participation of their experts in working groups or by giving expert opinions on draft standards, as well as participation in the voting at all stages in the development of standards.

When expressing opinions and voting, the members of BDS shall comply with the deadlines provided in the Work Programme and in the decisions of the Technical Committee.

In case of systematic absence, inactivity or non-compliance with the requirements of an authorized representative in BDS/TC, the Chair and the Secretary of the Technical Committee shall propose to the organization - member of BDS, to take the necessary measures or to authorize another representative.

4.3.4.2 BDS members with status of observer

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

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

An organization with observer status has the right to participate in working meetings of the relevant BDS/TC through its authorized representative, without the right to vote when 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, can 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

SMEs can participate on a specific topic(s) by its authorized representative in the work of technical working bodies of BDS (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 for which he shows interest.

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

4.3.5 Technical Committee Chair

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

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

BDS/TC Chair shall possess leadership abilities and shall be a personality with outstanding professional qualities and authority in the respective field 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 Chair 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 Chair 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;

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

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

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

The decision for replacement of the BDS/TC Chair shall be taken by a qualified majority of two thirds of the voters.

The TC Chair shall:

- directs the work of the Technical Committee in accordance with the principles of transparency, equality and impartiality;
- leads the discussions for reaching a consensus in compliance with the set deadlines;
- organize, together with the Secretary, the work of the Technical Committee and determine the agenda of the meetings of the Technical Committee;
- develops together with the Secretary the business plan and the Work Programme of the Technical Committee;
- formulates the decisions of BDS/TC;
- represents the respective BDS/TC and carries out the liaisons with other BDS/TC.

The Chair of the BDS/TC shall manage the activities of the Technical Committee independently and impartially from the interests of the organization that nominated him/her, as well as from other corporate interests. Once elected, the Chair ceases to represent a specific organization.

When the Chair has a personal or corporate interest in discussing an issue, he/she shall declare it. If the Chair wishes to express his views on such an issue, he shall leave the Chair and the Secretary shall take on the role of Chair.

4.3.6 Technical Committee secretariat

4.3.6.1 The organization of BDS/TC activity shall be carried out by Secretary (secretariat). The BDS/TC secretariats are maintained by BDS administration. The Managing Director shall appoint by order an employee (s) from the BDS administration as Secretary (secretariat).

4.3.6.2 Under certain conditions the secretariat of BDS/TC can be located out of BDS administration (outsourced) 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 present a nomination for Secretary of the Technical Committee, a person 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 (BDS employee) who shall coordinate and control the Technical Committee work.

The BDS administration is responsible for the efficient and impartial work of the outsourced 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 Responsibilities of BDS/TC Secretary

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:

- develops together with the Chair the Business plan and the Work Programme of BDS/TC;
- coordinates the implementation of the BDS/TC Work Programme, including the work of Task Working Groups' activities;
- maintains up-to-date information on the activity of BDS/TC and on the implementation of the Work Programme by timely filling in the data in the BDS information system;
- provides through the information system of BDS the data and materials necessary for automated generation of the texts of the draft standards and of the standards for publishing;
- organizes the revision of the Bulgarian standards in the field of the respective BDS/TC, taking into account the five-year term for systematic review in order to maintain the actuality of the fund of standards;
- organizes the activity of BDS/TC, related to its participation in the work of the technical committees of the European and International Standardization Organizations of which it is a mirror;
- informs the participants in BDS/TC about the status and progress of the projects and the new working topics of the relevant Technical Committees of European and International Standardization Organizations;
- provides information on the draft Bulgarian standards at the stage "public enquiry " for publication in the *BDS Official Bulletin* and on the website of BDS;
- 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 opinion and voting, according to the *Procedure for access to information at BDS*;
- summarizes the opinions received on the draft national standards for "public enquiry" and provides them for discussion and decision-making by BDS/TC;
- summarizes 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 Chair, send it together with the agenda documents to the members, put down the decisions and prepare the Minutes of the meetings;
- assist the Chair in the preparation of the Work Programme 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 Functioning of BDS/TC

4.3.7.1 Activities and Tasks

BDS/TC shall operate in the field for which it was established, in compliance with the principles of transparency, equality and impartiality, performing the following activities:

- develops and approves Business Plan and Work Programme;
- establishes Standing Working Groups, when necessary;
- makes proposals for the development of new Bulgarian standards and amendments or withdrawal of existing Bulgarian standards;
- discusses proposals for development of new Bulgarian standards and amendments or withdrawal of existing Bulgarian standards;
- establishes Task Working Groups for fulfillment of particular tasks;
- organizes the development of draft Bulgarian standards and standardization documents at national level and submit agreed drafts at BDS for circulation for public enquiry;
- discusses and approves the draft Bulgarian standards;
- perform systematic review of national standards;
- makes proposals for changing the scope of BDS/TC with areas of European and international technical committees or with areas at national level;
- participates 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:
 - prepares the national position on draft European and International Standards and documents at "New Work Item", "Committee Draft" (CD), "Public Enquiry" and "Formal Vote" stages.
 - nominate experts for participation in working groups of European and International standardization bodies;
 - nominate delegates for participation in the plenary meetings of European and International Technical Committees to which it is a mirror;
- decides on the manner of implementation of European and International Standards;
- approves the translations in Bulgarian of European and International Standards and drafts;
- decides on holding European and international meetings hosted by BDS, when there is interest and activity in the given field and if financial resources are available;
- perform other tasks assigned by the respective Technical Board.

The financing of the activities performed by BDS/TC is regulated in the *Rules for financing the activity of the Technical Committees*.

4.3.7.2 Business Plan of BDS/TC

Upon its establishment every BDS/TC shall create a Business Plan. The Business Plan shall justify the need for the functioning of a BDS/TC and shall include:

- title and scope of the respective Technical Committee (including European and/or International Technical Committees to which it is a mirror as well as liaisons with other BDS/TC);
- 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 updating or modification.

4.3.8 Meetings of BDS/TC

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 fulfillment of Work Programme shall be approved and decisions made by correspondence shall be confirmed.

Working meetings of a Technical Committee shall be convened on the proposal of BDS/TC Chair when conflicting opinions on significant issues have been received on draft standards and when discussion is needed to formulate a national opinion on draft European and International Standards, on translations of European and International Standards or other matters.

BDS/TC meetings shall be governed by its Chair 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.

In a BDS/TC meeting may participate one SME representative as an observer on a specific topic, without the right to participate in voting.

At the invitation of BDS/TC, social organizations, consumer and environmental organizations and other partners may participate in a given meeting, who may give opinions on the issues under consideration, without the right to participate in voting.

Where, for valid reasons, a representative of a BDS member is unable to attend a BDS/TC meeting, the member organization may submit written opinion on the matters in question or authorize its competent alternate, to whom it shall provide all necessary materials, informing in advance for this the Secretary of BDS/TC. The names of the alternates shall be included in the minutes of the specific 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 shall include at least:

- meeting agenda;
- review of the implementation of the BDS/TC decisions from the 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;
- attendants list with the signatures of all present.

4.3.9 Decisions of BDS/TC

Decision to adopt a draft standard developed at national level, to withdrawal, confirmation or amendment of a standard following a systematic review, to adopt a translation of a standard, as well as the national opinion on the technical content of a draft European or International Standard, shall be taken by BDS/TC members on the principle of consensus. If consensus cannot be reached, decisions shall be taken by a two-thirds majority vote.

Decisions to adopt new work items in stage 10.99 shall be taken by a simple majority.

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

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 relevant Technical Board a report for the implementation 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

The Project Committees (BDS/PC) are working bodies established by BDS in order to meet specific short-term tasks, mainly in new field 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 Chair. 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, Chair 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.

Upon completion of the specific task (s) the BDS/PC shall be disbanded by a decision of the respective BDS/ BT.

After disbandment of the BDS/PC, the maintenance of the standard (s) in the field, including periodic review, is the responsibility of the Secretary.

4.5 Working Groups

4.5.1 Standing Working Groups

When a BDS/TC covers a wide area, allowing it to be subdivided into sub-areas, Standing Working Groups (TC/SWG) may be established for the respective sub-areas, in which the respective representatives of the BDS/TC members participate.

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 Technical Committee Secretary.

The meetings shall be organized by the convener of the Standing Working Group with the help of the Secretary of BDS/TC according to item 4.3.8.

The convener of the Standing Working Group shall report on the implementation of the tasks to BDS/TC which 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 performed by Task Working Groups (TWG) of experts which are established at BDS/TC, BDS/PC or BDS/BT. The Task Working Groups are created 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 for inclusion of New Work Items in the Work Programme of the relevant Technical Committees of European and International Standardization Organizations, which BDS/TC is a mirror;
- 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 field.

The Task Working Groups may include experts nominated by BDS member organizations, from the respective BDS/TC or determined by BDS. They shall be independent and work only in their capacity as experts, taking into account national interests. It is recommended in a TWG to participate experts from different organizations, from different interest groups with a view to have appropriate representation and taking into account different opinions in the development of standards and other documents. Organizations, from who are the experts shall be identified, but the experts do not represent them. In case of need of experts with specific competence independent experts could be invited in the Task Working Groups.

NOTE: The requirement for appropriate 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 a decision of the respective BDS/TC, BDS/PC or BDS/BT. The members of the TWG shall be persons with proven professional expertise and proven experience in the development/translation of standards in the relevant field. Experts with experience in editing (including standardization edition) of standards in the relevant area could be involved in the composition of each task working group.

TWG convener shall be responsible for the overall implementation of the task - he/she shall ensure the consideration of different points of view on the technical content of the standards, guides the discussion and supports reaching a consensus together with the Chair of the BDS/TC or BDS/BT, as well as for meeting the deadlines and the layout of 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) shall be established at the Technical Boards for standardization in temporary suspension of the activity of BDS/TC due to insufficient number of members but 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 order of the Managing Director.

At the invitation of BDS, 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 expert opinions on draft European and International Standards;
- b) to participate in the development of national standards in their field 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 for National Standardization Activities*.

EWG shall work as far as possible by correspondence. Meetings shall be organised 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 sufficient members for formation of BDS/TC or when EWG ceases to fulfill the conditions for functioning, or upon exhaustion of the activity in the respective field, etc.

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

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

4.6 Areas of standardization not covered by a BDS technical working body

Area of standardization in which there are national standards and/or there have been established working bodies of CEN/CENELEC and/or ISO/IEC, but for which there are no conditions for the establishment of BDS technical working bodies (BDS/TC, BDS/PC or BDS/ERG), shall be determined by a decision of the Technical Boards upon proposal of the Managing director.

The Managing Director shall propose to the Technical Boards the names of the area of standardization. Each area may include several different sub-areas. The areas of BDS/TC-0 are grouped in subsectors with designation BDS/TC-0/PS.

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 BDS/TC-0/PS by order of the Managing Director a technical officer from BDS is appointed.

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.

In case of identified interest in specific topics, the technical officer may:

- to organize a survey of opinions at national level and to prepare a national position with the assistance of competent experts, which it proposes through the Managing Director for approval by the respective BDS/BT;
- to provide proposals for translation of European/International Standards, through the Managing Director,

to the respective BDS/BT;

- to make proposals, through the Managing Director, to the relevant BDS/BT, for establishment of BDS/TC or BDS/PC, where there are conditions for this.

Decisions related to all activities in the areas BDS/TC-0/SC shall be taken by the respective BDS / BT.

5 BDS Work Programme for standardization

BDS Work Programme consists of the items of BDS/TC Work Programmes and the the work items, 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 approval 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 according to CEN/CENELEC programmes;
- items for development of International Standards according to 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 reference document;
- deadlines for implementation of 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) proposal for a New Work Item;
- b) development of draft standard;
- c) enquiry;
- d) approval;
- e) publication;
- 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 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/reference documents;
- relation to the legislation;
- the objectives to be achieved by the development of the standard (production support and/or trade, ensuring safety and consumer protection, environmental protection, use in supply contracts, including public procurement, for the purposes of conformity assessment and others.);
- availability of stakeholders.

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

Proposals for the development of Bulgarian standards shall comply with the agreement of CEN/CENELEC for "standstill", according to which the members of CEN/CENELEC shall not take any action to develop or revise a national standard, when there is a European Standard or a draft European Standard for the 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.

Each proposal for a New Working Item shall be registered in BDS information system, giving it a working number (stage 00.00).

6.1.2 Assessment and approval of the proposal

Proposals shall be made to the Managing Director in an appropriate form specified in a BDS procedure for work on national standardization.

6.1.2.1 When the proposal falls within the field of standardization of an active BDS/TC, the Managing Director submits it to that BDS/TC for assessment and acceptance (stage 10.20).

The proposal shall be announced on BDS website with the possibility all stakeholders to express their opinion.

The assessment shall be done according to the following criteria:

- a) the need to support legislation and/or to ensure a presumption of conformity with legislation (priority is given to the development of such standards);
- b) potential influence on the competitiveness in internal and external market;
- c) protection of health and safety or protection of the environment;
- d) wide general application (for example terminological and other standards)
- e) availability of organizations willing to participate with experts in the development of the standard (not less than 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.

In assessment the proposal, the requirements of the penultimate two paragraphs of item 6.1.1 shall also be taken into account.

The decision to adopt (stage 10.99) BDS/TC proposal is taken by a simple majority when the criteria set out above are met and in accordance with paragraph 4.3.9 of these rules, taking into account the opinions received from stakeholders and SMEs. BDS/TC shall give reasons for the non-adopted opinions of the interested parties.

The decision shall include the working title and scope of the new item, the names of the members and the convenor of the Task Working Group, the deadlines for completing the stages of development, public enquiry, approval by BDS/TC and publication of the standard.

Each adopted proposal is approved by BDS/TC for inclusion in the BDS Work Programme (stage 20.00).

In case of refusal to adopt the proposal (stage 10.98) BDS/TC notifies, through the Managing Director, the submitter of the proposal, presenting reasons for refusal.

6.1.2.2 When the proposal does not fall within the field of an active BDS/TC, the Managing Director shall submit it to the respective BDS/BT for assessment and approval and announcement on BDS website with the possibility to express opinions of all interested parties.

Based on the received opinions, the proposal is assessed according to the criteria in item 6.1.2.1 and shall be adopted by a decision of the respective BDS/BT (stage 00.99).

In case of refusal to adopt the proposal (stage 00.98) BDS/TC notifies, through the Managing Director, the submitter of the proposal, presenting reasons for refusal.

With the decision for approval of the proposal BDS/BT recommends to the Managing Director to start a procedure for establishment of a new BDS/TC, BDS/PC or for enlargement of the activity of an active BDS/TC with similar subjects.

In case of successfully completed procedure, BDS/BT decides to create a new BDS/TC, BDS/PC or to enlarge the activity of an active BDS/TC.

With its decision BDS/BT includes the adopted proposal in the Work Programme of the respective BDS/TC or BDS/PC and in the Work Programme of BDS (stage 20.00).

In case of unsuccessful completion of the procedure, the Managing Director shall notify the submitter of the impossibility to implement the proposal.

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 national standard

For each New Work Item included in the Work Programme of BDS/TC, BDS/PC or BDS/EWG, a working draft of a standard shall be developed by a specially created Task Working Group (stage 20.20).

When developing the draft, all available data and experience in the given field shall be used. In specific cases, it may be necessary to carry out studies and research in order to gather the necessary additional data to improve the content of the standard.

When developing drafts of Bulgarian standards, the inclusion of developments that are the subject of a patent should be avoided (see *Rules for National Standardization Activities, Part 1.*)

Task Working Groups shall comply with the stages and deadlines in the Work Programme for Standardization. The content, structure and layout of the draft standards shall be in accordance with the requirements of the *Rules for National standardization Activities - Part 3: Principles and rules for the structure and drafting of the national standards (CEN and CENELEC Internal Regulations, Part 3: 2017)*

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, adopted by the working group, shall be presented by its convener to the respective BDS/TC or BDS/BT for next actions.

6.2.3 Committee Draft

The Chair of the Technical Committee, after consulting with the Secretary, shall decide on submission of the draft to the Technical Committee for discussion and vote on the principle of consensus (stage 30.00 to 30.99).

According to this principle, everything possible should be done to reach a unanimous agreement on the draft for presenting for "public enquiry". If unanimity is not possible, the Chair should seek consensus. The Chair of the Technical committee is responsible for assessing whether consensus has been reached or whether there are "sustained oppositions".

If, despite all efforts, no consensus can be reached or in case of doubt concerning consensus, a decision on approval may be taken by a two-thirds majority of BDS/TC members, duly recording any possible objections from BDS/TC members and/or participating SMEs and other partners. Interpretation of the consensus principle is given in the *Rules for National Standardization Activities, Part 1*.

The parties expressing "sustained oppositions" 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 adopted by BDS/TC shall be submitted for technical editing by competent experts according to the *Rules for National Standardization Activities - Part 3*. It is recommended the technical editors be involved in the process of development of standards at the earliest possible stage in order to avoid problems and delays at the preparation stage for publication.

The text of each draft Bulgarian standard, adopted at committee level and presented to the "public enquiry", should be such that, if no comments are received, it is possible to proceed to its publication without major editing, i.e. it should meet the requirements set out in the *Rules for National standardization Activities - Part 3*: This shall be common responsibility of BDS/TC, BDS/PC or BDS/TS and the editorial team.

After reflecting the editorial changes, the text of the draft shall be signed by the Secretary and the Chair of BDS/TC or BDS/TS and submitted to the Publishing Department for registration (stage 40.00), which gives the number of the standard.

6.3 Public enquiry on 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 proposed for public enquiry shall be announced in *BDS Official Bulletin* and on BDS website (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 giving 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 for public enquiry.

The draft Bulgarian standards for public enquiry shall be available for acquaintance and giving opinions by all interested parties, including SMEs and EU and WTO member states.

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 opinions

Those interested in a specific draft of a Bulgarian standard shall submit their opinions to the BDS in writing within at least two months after the date of the announcement for public enquiry. Exceptionally, the BDS may set a shorter period, but not less than 30 days (stage 40.60). The members of the respective BDS/TC may not give opinions on the projects for public enquiry, which have been accepted 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 (national, International or European level) on the BDS/TC or BDS/BT decisions for acceptance or rejection of any proposal.

6.4 Approval of a final draft standard

The final draft of the Bulgarian standard, which reflects all acceptable proposals, shall be approved by a two-thirds majority of BDS/TC or BDS/BT (stage 50.99) by voting by correspondence or at a meeting.

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 of the public enquiry on the new project show that there is insufficient support for its publication as a national standard, the matter shall be referred with a report to the relevant BDS/BT. The report shall state all the reasons for the agreement and disagreement and the obstacles to the possibility of publishing a standard. The Technical Board shall decide whether to continue the work with new deadlines, or to publish 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 Chair 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 Approval of Bulgarian standard for publication

6.5.1 Editing of draft standard

The preparation of the standards for approval 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.

The technical and standardization editing shall be performed in the process of developing the draft standards according to 6.2.3. The editors check the text of the draft standard to make sure that the meaning and content of the standard are presented clearly and unambiguously, that the accepted terminology is used, reference to other standards/documents is made correctly, structure and presentation of the content (including texts, graphs and tables), grammatical forms are used according to established rules, etc. in accordance 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 development of standard. 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 Chair.

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 approved 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).

The 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 the 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 the 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/BT shall decide on:

- confirmation of the standard;
- amendment of the standard;
- revision of the standard;
- withdrawal of the standard.

When choosing one of these options, every effort should be made to reach a unanimous agreement between BDS/TC members, the participating SMEs and other partners. If unanimity is not possible, the Chair should make every effort to reach a consensus. If, despite all efforts, no consensus can be reached, the decision may be taken by a two-thirds majority of BDS/TC members, duly recording any possible objections from BDS/TC members and/or the participating SMEs and/or partner organizations.

Decisions taken by Technical Committee as a result of the systematic review shall be communicated to the members of the Technical Committee with a view to taking appropriate follow-up action.

6.6.1 Amendment of Bulgarian standard

An amendment to a Bulgarian standard shall be developed when it is necessary to change or supplement previously agreed technical conditions. An amendment shall be developed, approved and published according to the rules and procedures for development, approval and publication of Bulgarian standards (6.1 to 6.5). In urgent cases, the Technical Board may shorten the time limits for these procedures.

The approved draft amendment shall be published as a new (consolidated) edition or as a separate edition, depending on the nature of the amendment. It is preferable to issue a new edition of the standard. When consolidating, the changed texts are marked in an appropriate way.

No more than three amendments to a standard should be published. Amendments shall be numbered in the order of their approval, with the wording "Amendment 1", "Amendment 2 ..." after the number of the standard.

When a Bulgarian standard that has one or more amendments issued separately needs to be withdrawn, the amendments shall be withdrawn, together with it.

6.6.2 Corrigendum of Bulgarian standard/document

A corrigendum of a standard, technical specification or technical report is issued to correct a technical error or ambiguity introduced inadvertently in the preparation or printing, which could lead to incorrect or uncertain use of the document.

No corrigendums are issued to correct errors that can be assumed to have no consequences in the application of the document, such as minor typographical errors.

No corrigendums are issued to update information that has become out of date after publication.

In principle, no corrigendum is issued for a Bulgarian standard that was published more than three years ago.

A suspected technical error that significantly changes the title or text of the standard shall be reported to the secretariat of the respective BDS/TC or BDS/BT. After confirmation by the Secretary and the Chair and, if necessary, after consultation with the Convener of the Working group and the relevant working body, the Secretariat shall submit to the Publishing Department a proposal for correction with an explanation of the need for this.

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

7.1 BDS Technical Specification (SD BDS/TS)

A BDS technical specification (SD BDS/TS) is a document containing technical requirements to a product, process or service that is not possible or does not need to be adopted as Bulgarian standard.

SD BDS/TS is developed and adopted by BDS/TC in cases of rapidly developing technologies in a given field and/or when consensus cannot be reached on the publication of a specific standard with a view to serving, for instance, the purpose of:

- publishing aspects of a subject which may support the development and progress of national economy,
- giving guidance to the market on or by specifications and related test methods;
- providing specifications in experimental circumstances and/or evolving 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;
- an existing technical specification of BDS shall be withdrawn if a Bulgarian standard with the same object is subsequently published.

The work item under consideration 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 two-thirds majority vote.

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

SD BDS/TS shall be approved 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 as a result of which the SD BDS/TS was published and if possible a consensus

to be achieved for publication BDS, superseding SD BDS/TS. Other possibilities 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 extension).

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

Information about publication of 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 suitable for publication as BDS or as SD BDS/TS.

SD BDS/TR may be developed in cases where it is appropriate or urgent to provide information on the basis of collected data, different in type from those 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 the members of BDS/TC or BDS/BT, who should reach a consensus on the essential issues. If consensus cannot be reached, the text of the draft shall be approved by a two-thirds majority vote.

The draft of SD BDS/TR shall be subjected 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 publication of BDS Technical Report shall be announced in the *Catalogue of Bulgarian Standards* on BDS website.

7.3 BDS Guide (CD BDS Guide)

CD BDS Guide is a publicly available information document aimed at supporting the technical work or management of BDS activities, such as:

- recommendations for work on technical and administrative issues;
- recommendations for work related to the standardization activity;
- information or guidance on the standardization activity in relation to 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 should reach consensus on its content. If consensus cannot be reached the text of the draft shall be approved by two-thirds majority vote

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 which 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 Participation of BDS in the activities of European and international Standardization Organizations

8.1 Participation of BDS in the activities 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].

Participation in the development of European Standards and submission of national position on draft European Standards shall be carried out only through the technical bodies operating within the BDS.

The BDS technical bodies and experts, involved in the work of the European Standardization Organizations shall work according to the *Guide for the participation of the Bulgarian delegates and experts in ISO/IEC and CEN/CENELEC standardization meetings*.

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) In case of approval draft EN shall be included in BDS Work Programme (stage 10.99)
Development of draft standard (stage 20)	European draft standard (Committee Draft CD)	BDS may participate with Bulgarian experts in working group of CEN/CENELEC for development of the draft European Standard.
Public enquiry (stage 40)	Draft European Standard (prEN) circulated to public enquiry	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 formulates and approves the national position and submits it to the secretariat of the relevant CEN/CENELEC body.
Formal voting (stage 50)	FprEN circulated to formal vote	FprEN is announced in <i>BDS Official Bulletin</i> and on BDS website for formal vote by BDS/TC' members. BDS votes on the draft in CCMC [CEN CENELEC management Centre]
Publication (stage 60)	European Standard EN published in CEN/CENELEC official languages after ratification	The European Standard is approved 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 the obligation to adopt and implement the standards of these organizations as Bulgarian standards.

European Standards shall be implemented as Bulgarian standards regardless of 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, in specific Bulgarian standards implementing European Standards, temporary deviations of a technical nature may be imposed.

BDS may request **Deviation - type A** in case of development of European Standard, which is in contradiction to the prescriptions of the Bulgarian normative act. 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.

Special national conditions that 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. When necessary, BDS should request the inclusion of the Bulgarian national conditions in the European Standards.

Other standardization documents (Technical Specifications, Technical Reports, Guides and etc.) may 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.

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

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

According to ETSI Directives BDS as a national standardization body 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 of any European Standard, implemented at national level, according to the established rules of these 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 and the national elements of the standard. In areas where no BDS/TC has been established, the translation of the title may be consulted by competent experts.

The layout of the drafts for publication of Bulgarian standard implementing European Standard in one of the official CEN/CENELEC languages shall be in compliance with 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 ensure that only the approved by BDS and notified at CEN/CENELEC edition of the standard in Bulgarian language will 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 Chair of BDS/TC or BDS/BT 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 Chair guarantees that the European Standard is approved as a national standard (if the standard has not previously been published by endorsement or by publication 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 approved for publication by BDS Managing Director. With his signature, the BDS Managing Director verifies that the procedures have been completed and confirms 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 receives 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.

In case of implementation by endorsement the endorsement sheet cannot be used separately 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 translation in Bulgarian 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 member of CENELEC, 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 standards development 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-member) or as "observer" (O-member).

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

As a P-member in a 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 has O-membership status in ISO/IEC Technical Committee, 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 Standardization Organizations (ISO/IEC) they shall act according to the *ISO/IEC Directives* (all parts) and *Guide on participation of Bulgarian delegates and experts attending meetings of European and international standardization organisations (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 International Standard ISO/IEC	The International Standard is adopted and implemented as Bulgarian standard (if interest exists).

8.2.2 Adoption and implementation of International Standard as Bulgarian standards

An International Standard/standardization document (ISO/IEC) can be adopted and implemented as a Bulgarian standard depending on the interests and by initiative of the interested parties, according to *ISO/IEC Guide 21-1* or *ISO/IEC Guide 21-2*.

According to the *Agreement for Technical Barriers to Trade of the World Trade Organization (WTO/TBT)*, which Bulgaria has joined, the use of International Standards shall have priority for all areas where such standards exist.

International standards can be implemented as Bulgarian standards when there are no European Standards in the field and at the national level there is interest in their application.

An international standard shall be implemented as a national one by a decision of the respective mirror BDS/TC or BDS/BT. It is recommended that when the BDS has given a positive opinion on a draft International Standard, after its publication the International Standard to be implemented as a national standard.

When a BDS mirror Technical Committee has decided to implement an International standard 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 not to implement an International Standard as a national one, then the project does not need to be made available, but information on the project's existence shall be announced in the *BDS Official Bulletin* and on the BDS website with opportunity for comments and preparation of a national opinion.

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, the standard can be implemented by a BDS/TC with similar subject by decision of BDS/BT, 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 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).

In case of implementation by endorsement, the endorsement sheet shall not be used separately 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.

Systematic review of an international standard shall be performed in accordance with the plan for systematic review of the international standard of the relevant ISO/IEC working body.

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 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 and published according to the procedure for Bulgarian standard at national level.

It is recommended that when the basic standard is issued in Bulgarian, the amendments introduced to it be issued separately also in Bulgarian.

When there is a justified need, when issuing a European Standard in Bulgarian, mainly for CENELEC standards, it is allowed to consolidate to the basic standard the subsequently introduced amendment(s). The inclusion of these amendments is recorded in the national preface of the consolidated edition in Bulgarian and is indicated in an appropriate manner.

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 responsible 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 consolidated by the respective International/European Organization.

When the European Organization for Standardization (CEN) has published a consolidated edition including the corrigendum (AC), the consolidated edition is introduced when translating into Bulgarian.

It is recommended that a corrigendum to an international/European Standard implemented with translation be published in Bulgarian.

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.

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

Any corrigendum to a standard shall be approved for publication by BDS Managing Director.

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

8.5 Adoption and implementation of European/International standardization documents (deliverables)

As a national standardization body BDS adopts and implements as Bulgarian standardization documents European /International 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 European /International Standards and standardization documents).

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

8.5.1 European/ International Technical Specifications

The European/International 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.

It is recommended that all European Technical Specifications and International Technical Specifications of ISO/IEC/TS, in which the mirror BDS/TC has P-membership, be introduced as Bulgarian standardization documents, if there are no serious obstacles to this.

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

The procedure for implementation of European /International 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 European /International Technical Specifications it is not necessary the conflicting Bulgarian standards to be withdrawn.

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

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

Information about published Bulgarian standardization documents implementing European /International 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 European/International Technical Reports

European/International 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.

It is recommended that all European Technical Reports and International Technical Reports of ISO/IEC/TC, in which the mirror BDS/TC has P-membership to be introduced as Bulgarian standardization documents, if there are no serious obstacles to this.

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

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

When implementing by translation European/International Technical Report as Bulgarian Technical Report, the procedure shall be the same as for Technical Report at national level.

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

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

8.5.3 CEN/CENELEC Workshop Agreement

CEN/CENELEC Workshop Agreement (CWA) is a document provided by CEN/CENELEC in at least one of the official languages. This is an agreement developed and approved by a CEN/CENELEC workshop and held by CEN/CENELEC as a publication that reflects the consensus of identified persons and organizations responsible for its content. The CWA is announced and possibly made available at the national level. Conflicting national normative documents may continue to exist. A revision of CWA is possible. At CENELEC, safety issues are excluded from the subject matter of CWA.

CWA shall not contradict EN (and HD for CENELEC). The CWA shall be withdrawn if the publication of EN (and HD for CENELEC) will result in a conflict between the CWA and EN (and HD for CENELEC).

There is no Standstill obligation during preparation or after approval of the CWA.

As a national standardization organization BDS has an obligation at least to announce the existence of CWA at national level.

BDS has to notify at CEN/CENELEC Management Centre (CCMC) whether and how it will make available in Bulgaria a given CWA.

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

The decision on the method of implementation (type of document) shall be taken by the respective BDS/TC or BDS/BT. When implementing CWA, the procedure is the same as when developing, coordinating and approving a Bulgarian standard at national level (6) or a standardization document (7).

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

When implementing a CWA, it is not necessary to withdraw conflicting Bulgarian standards.

The Bulgarian standards or standardization documents implementing CWA shall be approved for publication by BDS Managing Director.

Information about the published Bulgarian standards/standardization documents implementing CWA 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 approved for publication by BDS Managing Director.

For implementation of CEN/CENELEC or ISO/IEC Guide by translation the procedure 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 standards as national standards

Where there is no European or International Standard for particular subject, 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 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

As a national Standardization Organization, BDS 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 made by BDS/TC in the respective area or by BDS Managing Director. The decision for holding the management of the secretariat shall be taken by the respective BDS/BT.

The responsibilities of the Secretariat of the Technical Committee of a European or International Standardization organization are in accordance with the *CEN/CENELEC Internal Regulations*, *ISO/IEC Directives* and *Guide for the participation of the Bulgarian delegates and experts in ISO/IEC and CEN/CENELEC standardization meetings*.

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 Approval 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 Approval 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 Approval 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 Approval 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 <ul style="list-style-type: none"> – consensus in an organization external to ISO or IEC, or – consensus of the experts within a working group 	Agreement within BDS/TC Approval by BDS/TC according to the procedure for Technical Specification Approval 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 Approval 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 Approval 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 Approval 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.	Approval 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		Approval 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>Approval 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 corrections that are not of an editorial nature</p> <p>Approval 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 Ready draft approved for registration as prBDS for public enquiry
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 Final 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 groups	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
Systematic review	5 years maximum	3 years minimum plus one 3-year confirmation	No limit	3 years maximum	No limit
¹ Public enquiry 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] *CEN/CENELEC Internal Regulations – Part 3 Principles and rules for the structure and drafting of CEN and CENELEC documents* <http://www.cen.eu/boss>
- [3] *ISO/IEC Directives – Part 2: Principles and rules for the structure and drafting of International Standards* <http://www.iso.org>
- [4] *CENELEC Guide 8 Procedure Vilamoura*, <http://www.cenelec.eu>
- [5] *WTO TBT Code for Good Practice for the development, adoption and application of standards*, <http://www.wto.org>
- [6] *REGULATION (EU) No 1025/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL Regulation (EU) No 1025/2012 of the European Parliament and of the Council on European standardization*, <http://www.bds-bg.org>
- [7] *Guide for the participation of the Bulgarian delegates and experts in ISO/IEC and CEN/CENELEC standardization meetings.*
- [8] *CEN GUIDES*, <http://www.cen.eu/boss>

Document history

Edition	Published on	Approved by
1	20-09-2006	BDS Governing Board
2	15-07-2010	BDS Governing Board
3	21-02-2014	BDS Governing Board
4	19-02-2016	BDS Governing Board
5	14-12-2018	BDS Governing Board