

STANDARDS DEVELOPMENT PROCEDURE	SDU P01
	REVISION 02

1. Scope

This procedure provides guidance on the processes required for the development, approval and publication of a Rwanda Standard.

2. Responsibility

All of the staff of the Standards Development Unit is responsible for following the requirements of this Procedure.

3. References

- 3.1 *ISO/IEC Directives – Parts 1, 2 and 3.* International Organization for Standardization
- 3.2 *WTO/TBT Agreement, Annex 3: Code of Good Practice for the Preparation, Adoption and Application of Standards.* World Trade Organization

4. Description of the process steps

4.1 Stage 1: Approval and planning of a standards development project

4.1.1 The request for a standard to be developed can come from a variety of sources. These include:

- Industry or Industry Associations;
- Ministries or Regulatory Authorities;
- National Tender Board;
- Technical Committees;
- RBS Units, i.e. Industry Inspection, Import Inspection, Laboratories, Metrology, Quality Assurance, etc.
- Standards Unit.

4.1.2 Upon receipt of the request, a *New Work Item Proposal (form SDU F01)* is completed by the officer responsible for the specific sector. The New Work Item Proposal is forwarded to the Head of the Standards Development Unit (Head of Unit) for discussion and approval at the next departmental meeting.

4.1.3 On approval of the *Proposal for a New Work Item Proposal*, the relevant TC Secretary prepares a priority list using as guidance the following criteria:

- National development policy;
- Urgency of the standard (due to an emergency situation, standard involving health, safety, etc.);
- Consumer and environmental protection;
- Degree of economic activity in the sector;
- Importance for import inspection, industry inspection or product certification;

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- Capacity as import substitute; and
- Availability of reference material and testing facilities.

4.1.4 This information is used by the relevant Head of Service to prepare the *Service Six Month Work Programme (format SDU F04)* and submits it to the Head (SDU). The Head (SDU) arranges a departmental meeting to discuss and approve the *Six Month Work Programmes* for the whole SDU based on the justification provided by the Head of Services. The departmental meeting revises or amends the work programmes applying the same guidelines listed above as well as taking into consideration the available resources in the Service and SDU.

4.1.5 The approved *Six Month Work Program* is circulated to the Director General, Heads of Units, published in the RBS Newsletter and notified to the WTO by Information and Documentation via the ISONET system.

4.1.6 The approved *Six Months Work Programme* may be adjusted in accordance with emerging priorities as discussed by the Management Meeting. These interim Work Programmes are not sent to WTO or stakeholders.

4.2 Stage 2: New Work Item Draft Proposal

4.2.1 The TC Secretary identifies suitable standards (international, regional or national) that could be used as the basis of the draft proposal for discussion at the first TC Meeting, liaising with stakeholders as relevant.

4.2.2 In developing a draft proposal, the TC secretary uses all relevant available reference Standards. When the international or regional standards are found unsuitable or do not exist, reference is made to other foreign standards.

4.2.3 The draft proposal is drafted in accordance with rules given in ISO/IEC Directives, Part 2.

4.2.4 The TC Secretary and the Head of Service shall ensure the consistency in format of all standards under their scope of activity.

4.3 Stage 3 & 4 Working Draft & Technical Committee Meetings

4.3.1 Based on the approved six month program, each TC Secretary prepares a schedule of meetings using form *SDU F05* in consultation with the TC Chairpersons. The schedule is then submitted through the Head of Service to the Head of Unit for approval.

4.3.2 An invitation to the TC meeting together with the relevant agenda and draft proposal is sent to TC members at least four weeks in advance of the scheduled meeting.

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- 4.3.3 The TC meeting shall normally take place at RBS headquarters.
- 4.3.4 The chairman conducts meeting in such manner that consensus is reached in the discussion on the draft proposal without resorting to formal voting.

If a consensus is not reached on certain issues, the parties with divergent views may appeal to the RBS Management to resolve the issue.

A meeting should not be conducted if 2/3 of the members are not present.

[Consensus is a general agreement characterized by absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity.

Source: ISO Guide 2]

- 4.3.5 At every TC meeting the secretary shall take minutes containing –
- All decisions; and
 - Discussions as requested by members or so directed by the Chairperson.
- 4.3.6 Should a further TC meeting be indicated by the general lack of consensus or unresolved issues, a Working Draft is prepared by the TC Secretary according to decisions of the TC meeting.
- 4.3.7 The invitation to the next TC meeting together with the agenda, minutes of the previous meeting and the Working Draft are circulated to TC members. This process is repeated until the Working Draft is formally elevated to the status of a Committee Draft by the TC.
- 4.3.8 The TC may establish a Working Group from its own membership as well as invite additional experts to form a Working Group in order to develop a Working Draft where it deems it necessary to do so. The Working Group prepares a Working Draft that is to be elevated to Committee Draft status by formal decision of the TC meeting. Once the Working Group has completed its assignment it is disbanded. The TC Secretary shall be a member of any Working Groups so established.

4.4 Stage 5: Committee Draft

- 4.4.1 A Committee Draft is prepared by the TC secretary according to the decisions of the TC meeting.
- 4.4.2 The Committee draft is circulated to the TC for balloting for approval as a Draft Standard.

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In the case of a Working Draft that is an adoption of an international or regional standard without any changes, or in the case where there are no issues to be resolved, or where so decided by the TC committee, the final Working Draft can be elevated to the status of a Committee Draft and balloted at the TC meeting in order to save time and to obtain optimum participation of the TC members. This may only take place if a quorum of actual TC members is present.

4.4.3 After balloting, the responsible TC Secretary prepares the Draft Standard for Public Review in accordance with the final decisions of the TC meeting.

4.5 Stage 6: Public Review of the Draft Standard

4.5.1 As soon as the Draft Standard is available, it is made available for public comment for a period not less than 60 days.

A notice to this effect is published in the government newspaper, *Imvaho nshya*, and at least one other newspaper with a wide circulation. This notice should include the -

- Title and Scope of the Draft Standard;
- Request for comment from interested parties;
- Date of closure for receipt of comments;
- Address for submitting comments; and
- Invitation to interested parties to obtain the full text of the Draft Standard from the RBS Standards Unit.

The Draft Standard is also sent to relevant foreign national standard bodies in order to obtain comments from them.

Copies of the Draft Standard are provided free of charge to interested parties in either printed or in electronic form (in PDF format).

4.5.2 Comments received are collated by the TC Secretary (*format SDU F06*) and circulated to the TC members.

Should it be required, the TC Secretary arranges a TC meeting to discuss the Draft Standard in light of the comments received from interested parties.

4.5.3 After dealing with the collated comments from the public review, the Draft Standard has to be formally elevated to the level of a Final Draft Standard (FDS) by the TC.

The Final Draft Standard is submitted for editing either by the TC Secretary or the Editors. The time taken for editing should not exceed four weeks from time of receipt of the Final Draft Standard from the TC.

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4.6 Stage 7: Approval of Rwanda Standards

- 4.6.1 The edited Final Draft Standard together with a summary of the development process including any unresolved appeal is forwarded to the Management Committee for approval. The Management Committee has to –
- Be assured that due process was followed in developing the Final Draft Standard, i.e. that all the steps of this procedure have been complied with; and
 - Deal with any appeals that may have been lodged that could not be dealt with by the TC or the SDU.

Once the Final Draft Standard is approved by the Management Committee, the Director General signs it on behalf of the Board (*form SDU 07*) indicating the date of approval and elevating it to the status of a Rwanda Standard.

The list of approved Rwanda Standards is provided to the Board Meeting for ratification. The list includes the Title, Scope and Date of Approval of said Rwanda Standards.

- 4.6.2 Should the Management Committee not be able to resolve an appeal, then the Final Draft Standard may not be approved until the appeal has been dealt with by the Board. The Board may request the appellant to state their case in person, or may appoint a panel of experts to review the issue, or deal with it in any other way they deem necessary. The decision of the Board is final.

4.7 Stage 8: Publication of Rwanda Standards

- 4.7.1 One copy of the text of the approved Rwanda Standard is initialled page by page by the Head (SDU) to identify it as the definitive text for any future reference. The Head (SDU) shall arrange for the transfer of the definitive text into a master PDF file.
- 4.7.2 A list of approved Rwanda Standards together with the signed definitive text and associated PDF master file shall be kept in safe custody by the Head Information.
- 4.7.3 The Head Information and Documentation Service shall arrange for –
- New Rwanda Standards to be added to the catalogue;
 - Copies of the new Rwanda Standards to be kept in the Standards Information Library;
 - Printing of the Rwanda Standards on demand for sale; and
 - Provision of electronic copies on demand.
- 4.7.4 The Head Information and Documentation Service shall arrange for the –
- Distribution of the list of recently approved Rwanda Standards in the RBS;

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- Publication of recently approved Rwanda Standards (Number, Title and Scope only) in the *Government Gazette* and in the RBS Magazine; and
- Provision of one copy of the approved Rwanda Standard to the active members of the relevant TC free of charge.

4.8 Adoption of international standards

- 4.8.1 In case of existence of suitable international (ISO, IEC, Codex, etc.) or Regional Standards (EAC Standards, COMESA, etc.) they may be adopted by cover sheet method as indicated by ISO Guide 21-1.
- 4.8.2 When the international or regional standard is adopted, it is taken as it is with the addition of cover page, the national foreword and the Technical Committee membership list. The national foreword and the numbering is done in accordance with ISO Guide 21-1.

4.9 Revision or amendments to Rwanda Standards

- 4.9.1 Should it become known that a published Rwanda Standards is no longer up to date and needs revision, the project is slotted into the normal project programme at the Working Draft stage by the TC Secretary.
- 4.9.2 The revised standard is handled in exactly the same way as a new standard would be handled.
- 4.9.3 Should it become known that a published Rwanda Standard contains errors of a minor nature; a draft amendment is circulated to the TC. On approval of the draft amendment, an amendment sheet is completed, signed by the Head of Unit, and the definitive copy and PDF files held by the Information Unit updated.

4.10 Review of Rwanda Standards

- 4.10.1 Published Rwanda Standards will be reviewed at intervals not longer than five years from date of publication.
- 4.10.2 The Information and Documentation Service will keep track of the date of issue of the published Rwanda Standards, and will notify the Head of Unit and the relevant Head of Service of the need to review specific standards.
- 4.10.3 The Secretary will circulate a request for the review of the standard to the TC members (*form SDU F08*). TC members will be given 30 days to respond. Failure to respond will be taken as an indication that the standard may be re-affirmed.

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4.10.4 The TC members may indicate that a standard may be –

- Re-affirmed, if no changes are required and the standard is still relevant;
- Revised, if the standard is still relevant but needs to be updated; or
- Withdrawn, if the standard is no longer relevant and totally out of date.

4.10.5 A standard that is to be revised is planned into the normal TC programme at the Working Draft stage.

4.10.6 Standards that are re-affirmed without any technical changes are appropriately identified as being re-affirmed on the cover page including the date of re-affirmation.

End.

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