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ISSUE HISTORY				
Issue	Description of Change	Status	Originator	Effective Date
1	Initial release	Approved	SDD	October 2011

REFERENCE DOCUMENTS	
Document Number	Document Title
ES ISO 9001: 2008	Quality management system requirements
ISO Guide 2:1996	Standardization & related activities- General Vocabulary
Regulation no 193/2010	Regulation for the establishment of ESA
OP/ESA/016	Guideline for the Development of Ethiopian Standards Guideline
ISO/IEC Directives Part 1	Procedures for the technical work

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0 Preamble

One practical advantage of participating in the work of standardization is the ability to influence the setting of the national standards and their interpretation and implementation. The practical task of drafting Ethiopian Standards falls to the Technical Committees. However, the interpretation of the technical work procedures by chairpersons and members of Technical Committees may vary hence being a cause for inefficient and ineffective standards development process. There is, therefore, a need to set rules and procedures that define the structure and technical work in a systematic and consistent manner. ESA having the opportunity to improve methods of drafting Ethiopian Standards based on experience by National and International Standardization bodies, has developed this procedural document, which we plan to periodically revise based on comments from users, and our own assessment.

The procedure considers standardization on the major national interest of the government. Standardization brings a significant contribution to the economy of the country such as improving the quality & quantity of export products, import substitution, fair trade, technology transfer, etc. Developing national standards undergoes a priority setting mechanism with a main focus on assisting SMEs, and Middle & Macro Manufacturing industries which includes Textile & apparel, leather and leather products, sugar, cement, metallurgy, chemicals, pharmaceuticals and agro processing.

1 Purpose

To define the structure, process stages and deliverables of the standardization process; and set out procedures for the technical work of drafting and approving Ethiopian Standards.

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2 Scope

This document is applicable to the drafting and approval of Ethiopian Standards and other normative documents.

3 Responsibility

The Office of the Director General of ESA is the owner of this document, and is responsible for its maintenance and distribution to users as specified in this document and relevant operating procedures for Ethiopian Standards development.

4 References

The following normative documents contain requirements and other aspects, which through reference in this text, constitute provisions of this document. For dated reference, subsequent amendments to, or revisions of, any of these publications do not apply. For undated references, the latest edition of the normative document referred applies. Registers of currently valid Ethiopian and International Standards are maintained at ESA.

- ISO/IEC Guide 2:2004, Standardization and related activity - General vocabulary.
- ISO/IEC Directives Part_1, Procedures for the technical work.
- Regulation for the establishment of ESA 193/2010
- Guideline for the development of Ethiopian Standards ([OP/ESA/016](#)).

5 Definitions

For the purpose of this procedure, the relevant definitions given in [OP/ESA/016](#) shall apply.

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6 Roles and responsibilities for the technical work of developing Ethiopian standards

6.1 The Standards Council

- 6.1.1 Approve the structure of Technical Committees, i.e. Title, Scope and Composition.
- 6.1.2 Approve the work plan and procedure for the development of Ethiopian Standards.
- 6.1.3 Approve Final Draft Ethiopian Standards as Ethiopian Standards.
- 6.1.4 Determine and approve Ethiopian Standards the executive bodies thereof which shall be subject to mandatory standard.
- 6.1.5 Approve the standards policy and strategy and follow up for its implementation.
- 6.1.6 When necessary, sanction the Ethiopian standards from being used.
- 6.1.7 When necessary, establish a technical advisory committee for the overall standardization process.
- 6.1.8 Approves the technical committee & working group payment allowance.

6.2 The Director General of ESA

- 6.2.1 Responsible, interalia, for implementing the standards council directives and other rules for the technical work.
- 6.2.2 Has the overall responsibility of providing all relevant documents and data required for the successful review and approval of Ethiopian Standards by the Standards Council
- 6.2.3 Ensure chairpersons and members of Technical Committees are appointed.
- 6.2.4 Publication, notification, free copies distribution and sales of Ethiopian Standards.

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6.2.5 Determine the allowance of the technical committee members and submit to the council for approval.

6.2.6 Assessing national standards priorities

6.3 Secretariat to the Technical Committee

6.3.1 A secretariat shall act in a purely national capacity, divesting itself of an organizational point of view.

6.3.2 The secretariat shall maintain close working relation with the chairperson and the members of technical committees including working Groups and other liaison organizations.

6.3.3 The secretariat shall ensure the provision of technical and administrative services to its respective technical committee(s).

6.3.4 The secretariat is responsible for steering, reporting and ensuring active progress of the technical work.

6.3.5 Monitoring and evaluation of the progress of the technical work and taking appropriate action.

6.3.6 The secretariat shall ensure the timely execution of the following:

- a) preparation of committee drafts and Draft Ethiopian standard, their distribution and treatment of the comments received;
- b) preparation of meetings, including
 - establishment of the agenda and arranging for its distribution;

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- arranging for the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;
 - preparation of compilations of comments on documents which appear on the agenda;
- c) recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
- d) preparation of the minutes of meetings;
- e) preparation of reports to the Standards Directorate;
- f) Preparation of enquiry drafts and final draft Ethiopian Standards.

6.4 Technical Committees

- 6.4.1** A Technical Committee is responsible for the content of a standard (in all standards stages);
- 6.4.2** Prepare and approve Working Drafts (WD) or establishes Working Groups as necessary; and decide upon the total number of experts;
- 6.4.3** Prepare and approves Draft Ethiopian Standards (DES) as Final Draft Ethiopian Standards (FDES);
- 6.4.4** Provides clarification and/or interpretation of an Ethiopian standard;
- 6.4.5** Recommend mandatory Ethiopian Standards.

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6.4.6 The list of professionals (names, addresses, qualification, experience, phone and fax numbers and e-mail addresses) shall be made available by the committee secretary to the working group prior to the first meeting of the working group.

6.4.7 The TC members shall fulfil the duties and responsibilities of ESA standardization process.

6.5 Working Group

6.5.1 Preparation of Working Drafts and background documents deemed necessary to specific projects;

6.5.2 A working group shall report to the technical committee through a project manager. A working group comprises a restricted number of experts individually appointed by the technical committee.

6.5.3 On completion of its task(s) the working group shall be disbanded.

7. Ethiopian Standards Development Stages

General

The primary duty of a technical committee is the development Ethiopian standards. However, committees are also strongly encouraged to consider publication of other deliverables as described in clause 8. Ethiopian standards shall be developed on the basis of a project approach as described below.

7.1 Preliminary stage

7.1.1 National Technical Committees, and any other individual or organization may propose preliminary work items and the secretariat may introduce into its work programme.

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- 7.1.2 The preliminary stage shall be applied for work items where no target dates can be established.
- 7.1.3 All preliminary work items shall be subject to regular review by the TC through the secretariat. The secretariat shall evaluate the resources required for each such item.
- 7.1.4 This stage can be used for the elaboration of a new work item proposal and the development of an initial draft.
- 7.1.5 Before progressing to the preparatory stage, all such items shall be subject to approval in accordance with the procedure described in 7.2. by the Standards Council

7.2 Proposal stage

- 7.2.1 A new work item proposal (NP) is a proposal for:
- a new standard;
 - a new part of an existing standard;
 - a revision of an existing standard or part;
 - an amendment to an existing standard or part;
 - a Technical Specification or a Publicly Available Specification.
- 7.2.2 A new work item proposal within the scope of an existing technical committee may be made by:
- ESA (based on need assessment and employing priority setting mechanisms);
 - any technical committee;
 - the Standards Council and
 - others.

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7.2.3 Each new work item proposal shall be presented using form(OF/ESA/089).

7.2.4 The originator of the new work item proposal may

- make every effort to provide a first working draft for discussion, or shall at least provide information for such working draft;
- as much as possible, assign technical expert.

7.2.5 Once a new work item proposal is approved by the management committee of ESA, it shall be registered in the programme of work of the relevant technical committee as a new project with the appropriate priority and shall be registered by the ESA. The agreed target dates shall be indicated on the form (OF/ESA/131).

7.2.6 The management committee of ESA approves standards project proposal based on the criteria depicted in (OF/ESA/089)

7.2.7 The inclusion of the project in the programme of work concludes the proposal stage.

7.3 Preparatory stage

7.3.1 The preparatory stage covers the preparation of a working draft (WD).

7.3.2 When a new project is accepted, the project manager shall monitor the work of experts nominated by the technical committee.

7.3.3 The preparatory stage ends when a working draft is available for circulation to the members of the technical committee as a first committee draft (CD) and is registered by the secretariat. The committee may also decide to publish the final working draft as a Publicly Available Specification (PAS) to respond to particular market needs.

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7.4 Committee stages

7.4.1 The committee stage is the principal stages at which comments from Technical Committee members are taken into consideration, with a view to reaching consensus on the technical content.

7.4.2 As soon as it is available, the first committee draft shall be circulated to all technical committee members and, if necessary, to observers for consideration, with a clear indication of the latest date for submission of replies.

7.4.3 No more than one week after the closing date for submission of replies, the secretariat shall prepare the compilation of comments and arrange for its circulation to all members of the technical committee. When preparing this compilation, the secretariat shall indicate its proposal, made in consultation with the chairperson of the technical committee and for proceeding with the project, either

- a) to discuss the committee draft and comments at the next meeting, or
- b) to circulate a revised committee draft for consideration, or
- c) to register the committee draft for the enquiry stage

If, within 2 weeks from the date of dispatch, 2 or more members disagree with proposal b) or c) of the secretariat, the committee draft shall be discussed at a meeting.

7.4.4 If a committee draft is considered at a meeting but agreement on it is not reached on that occasion, a further committee draft incorporating decisions taken at the meeting shall be distributed within 1 week for consideration.

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7.4.5 Consideration of successive drafts shall continue until consensus of the members of the technical committee has been obtained or a decision to abandon or defer the project has been made.

7.4.6 The Committee stage ends when all technical issues have been resolved and a Committee Draft is accepted for circulation as draft Ethiopian standard (DES) and is registered by the secretariat.

7.4.7 If the technical issues cannot all be resolved within the appropriate time limits, technical committees may wish to consider publishing an intermediate deliverable in the form of a Technical Specification.

7.5 Enquiry stage

7.5.1 At the enquiry stage, the Draft Ethiopian Standard (DES) shall be circulated by the secretariat within one week to the public for 60 days.

7.5.2 All technical committee members are obliged to vote.

Votes submitted by technical committees shall be explicit: positive, negative, or abstention. A positive vote may be accompanied by editorial or technical comments on the understanding that a secretary, in consultation with the chairman of the technical committee, will decide how to deal with it. If a technical committee member finds an enquiry draft unacceptable, it shall vote negatively and state the technical reasons.

7.5.3 An enquiry draft is approved with a simple majority vote.

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Abstentions and negative votes not accompanied by technical reasons are excluded when the votes are counted.

7.5.4 On receipt of the results of the voting and any comments, the chairman of the technical committee, in cooperation with the secretariat (the project manger), shall do one of the following courses of action:

- a) When the approval criteria of 7.5.3 are met, to register the enquiry draft, as a Final Draft Ethiopian Standard, or
- b) When the approval criteria of 7.5.3 are not met:
 - 1) to circulate a revised enquiry draft for comments and/or voting or
 - 2) to discuss the enquiry draft and comments at the next meeting.

7.5.5 The enquiry stage ends with the registration, by the secretariat as a Final Draft Ethiopian Standard

7.5.6. If consensus is not reached and there is a high demand for the standard the Technical committee may decide to publish as technical specification.

7.6 Approval stage

7.6.1 The criteria for approving Final Draft Ethiopian Standards (FDES) as Ethiopian Standards are:

- a) The FDES submitted for approval is prepared by a Technical Committee whose Title, Scope and Composition has been approved by the Standards Council
- b) Evidence of consensus by a technical committee, signed by all committee members,

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- c) Validity of the standard project's initial purpose and justification in view of current situations;
- d) Appeals, if any, on decisions of the relevant technical committee.

7.6.2 The Criteria for recognizing Regional or International Standards as Ethiopian Standards are that:

- a) the standards to be recognized are generic Regional or International Standards; or
- b) there exists a positive vote on the proposed standard to be recognized in the relevant technical committee in a Regional or International Standardizing body in which the country is represented; or
- c) there is an agreement between ESA and a Regional, or International Standardizing body to recognize the latter's standards as Ethiopian Standards

7.6.3 The criteria for determining the implementation of an Ethiopian standard as compulsory shall address the following concerns and be fully justified:

- a) Human health and safety
- b) Animal or plant life or health
- c) Protection of the Environment
- d) National security of interest
- e) The prevention of deceptive practices.

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7.6.4 The approval stage ends with the decision of the Standards council that the FDES has been approved for publication as an Ethiopian Standard (ES) and included in the master registry maintained at ESA.

7.7 Publication stage

7.7.1 Within two weeks, ESA shall correct any errors indicated by the secretariat of the technical committee and print and distribute the approved Ethiopian Standard.

7.7.2 The publication stage ends with the publication of the Ethiopian Standard.

7.8 Maintenance of standards

7.8.1 Introduction

Every Ethiopian Standard published by ESA shall be subject to systematic review in order to determine whether it should be confirmed, revised/amended, converted to another form of deliverable, or withdrawn, at a frequency of not more than 5 years.

8 DEVELOPMENT OF OTHER DELIVERABLES

8.1 Technical Specifications (TS)

8.1.1 Technical Specifications may be prepared and published under the following circumstances and conditions.

8.1.1.1 When the subject in question is still under development or where for any other reason there is the future but not immediate possibility of an agreement to publish an Ethiopian Standard, the

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technical committee may decide, by following the procedure set out in 7.4.7, and 7.5.6 that the publication of a Technical Specification would be appropriate. The reasons for publishing the Technical Specification, and an explanation of its relationship to the expected future Ethiopian Standard, shall be given in the foreword.

8.1.1.2 When the required support cannot be obtained for a Final Draft Ethiopian Standard to pass the approval stage, or in case of doubt concerning consensus, the technical committee may decide by 2/3rd majority vote, that the document should be published in the form of a Technical Specification. The reasons why the required support could not be obtained shall be given in the foreword to the Technical Specification.

8.1.2 Technical Specifications shall be subject to review by the technical committee not later than 3 years after their publication. The aim of such review shall be to re-examine the situation which resulted in the publication of a Technical Specification and if possible to achieve the agreement necessary for the publication of an Ethiopian Standard to replace the Technical Specification.

8.2 Publicly Available Specifications (PAS)

Documents published by ESA to respond to an urgent market need, representing either a) a consensus in an organization external to ESA, or b) a consensus of experts within a working group

Note. A PAS is not allowed to conflict with an existing Ethiopian Standard

8.2.1 A PAS may be an intermediate specification, published prior to the development of a full Ethiopian Standard. It is a document not fulfilling the requirements for a standard.

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8.2.2 The PAS is published after verification of the presentation and checking that there is no conflict with existing Ethiopian Standards by the committee concerned and following simple majority approval of the Technical committee members.

8.2.3 A PAS shall remain valid for an initial maximum period of 3 year. The validity may be extended for a single 3 year period, following which it shall be revised to become another type of normative document, or shall be withdrawn.

8.3 Technical Reports (TR)

8.3.1 When a technical committee has collected data of a different kind from that which is normally published as an Ethiopian Standard (this may include, for example, data obtained from a survey carried out among the national bodies, data on work in other international organizations or data on the "state of the art" in relation to standards of companies on a particular subject), the technical committee may decide, by a simple majority to request ESA to publish such data in the form of a Technical Report.

The document shall be entirely informative in nature and shall not contain matter implying that it is normative. It shall clearly explain its relationship to normative aspects of the subject which are, or will be, dealt with in Ethiopian Standards related to the subject. The ESA shall decide whether to publish the document as a Technical Report.

8.3.2 It is recommended that Technical Reports are regularly reviewed by the committee responsible, to ensure that they remain valid. Withdrawal of a Technical Report is decided by the technical committee responsible.

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9 Project stages

To facilitate the monitoring of standards project development, ESA has adopted a systematic approach to project management, based on subdivision of projects into stages and sub-stages as described in Annex A.

10. Meetings

10.1 Technical committee meeting

The secretariat shall ensure that arrangements are made for the agenda to be circulated at the latest 1 month before the date of the meeting. All other basic documents, for example new work item proposals, shall be distributed by the same deadline.

10.2 Working group meeting

Arrangements for meetings shall be made between the project manager and the members of the working group. The working group members shall be responsible for all practical working arrangements. The languages at the meetings are Amharic and English, but the minutes are written in English.

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Annex A
(Normative)
Options for development of an Ethiopian Standard

Project stage	Ethiopian Standards			Normative Documents		
	Normal procedure (P1)	Fast-track procedure (P2)	Direct Recognition (P3)	Technical Specification	Technical Report	Publicly Available Specifications
Proposal stage	Acceptance of proposal	Acceptance of proposal	Acceptance of proposal	○ Acceptance of proposal	○ Acceptance of proposal	Acceptance of proposal
Preparatory stage	Preparation of working draft		↓	○ Preparation of working draft	○ Preparation of draft	Approval of draft PAS ↓

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Committee stage	Development and acceptance of committee draft			Acceptance of draft	Acceptance of draft	
Enquiry stage	Acceptance of enquiry draft	Acceptance of enquiry draft				
Approval stage	Approval of FDES	Approval of FDES	Approval of FDES			
Publication stage	Publication of Ethiopian Standard	Publication of Ethiopian Standard	Publication of Ethiopian Standard	Publication of Technical Specification	Publication of Technical Report	Publication of PAS

Stages in dotted circles may be omitted.

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