



Company Name:

**ETHIOPIAN STANDARDS AGENCY**

Document No.:

OP/ESA/16

Title

**GUIDELINE FOR THE DEVELOPMENT OF ETHIOPIAN STANDARDS**

Issue No.

3

Page No.:

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**ISSUE HISTORY**

Issue	Description of Change	Status	Originator	Effective Date
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**REFERENCE DOCUMENTS**

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ISO Guide 2:1996	Standardization & related activities- General Vocabulary
Regulation no 193/2010	Regulation for the establishment of ESA
ISO/IEC Directives, Part 1	Procedures for the technical work

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## 0. Foreword

This Guideline describes the underlying principles for the preparation of national standards and other normative documents.

The guideline is intended to serve as a guide for chairpersons and members of Technical Committees, ESA staff and all other persons directly or indirectly involved in the work of standardization.

## 1. Title

This document can be referred to as “Guideline for the Development of Ethiopian Standards”

## 2. Reference

Wide reference has been made to the following normative documents in the preparation of this guideline

ISO/IEC Guide 2: Standardization and related activity- General Vocabulary

ISO/IEC Directives, Part 1: Procedures for the technical work

South African National Standard, SANS 1-1: 2003 part 1: The development of national standards and other normative documents.

d) British Standard, BS 0-1

## 3. Definitions

For the purposes of this Guideline, the following definitions, as well as those given in ISO/IEC Guide 2 apply.

### 4.1 Standard

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Document, established by consensus and approved by 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.

**Note:** Standards should be based on the consolidated results of science, technology and experience, aimed at the promotion of optimum community benefits.

### 3.2 Standardization

Activity of establishing, with regard to actual or potential problems, provisions for common and repeated use aimed at the achievement of the optimum degree of order in a given context.

**Note 1:-** In particular, the activity consists of formulating, issuing and implementing standards.

**Note 2:-** Important benefits of standardization all improvement of the suitability of products, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

### 3.3 Consensus

General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests, and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

**Note:** Consensus need not imply unanimity

### 3.4 Compulsory Standard

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A standard or part of a standard, which has been declared to be subject to mandatory certification by the Standards Council.

### 3.5 Normative Reference

Standard or provision within a standard, with which it is necessary to conform in order to be able to claim compliance to that standard or provision.

### 3.6 Ethiopian Standard

Standard that is approved by the Standards Council and made available to the public by ESA.

### 3.7 National Standard Body

Standards body, recognized at the national level, that is responsible for the preparation and maintenance of National Standards and other normative documents, and eligible to be the national member of the corresponding international and regional standards organization.

### 3.8 Standards Council

The Standards Council established under Draft regulation of ESA

### 3.9 Director General (DG)

The Director General of the Ethiopian Standards Agency (ESA).

### 3.10 Technical Committee (TC)

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Group of representatives that is concerned with standardization, responsible for identifying the need for the preparation of Ethiopian Standards in a defined field and that reflects valid national interests within that field.

### 3.11 Working Group (WG)

Group of experts appointed by a Technical Committee, to deal with a particular standards project or with particular aspect of a standards project.

### 3.12 Secretariat

A body which ensures the provision of technical and administrative services to technical committees.

**3.13 Secretary:** a person representing secretariat in standardization process. It includes project manager, associate and assistant project managers

### 3.14 Stakeholder

Person or body with a concerned interest in standardization.

## 4. Status of ESA

4.1 The Ethiopian Standards Agency, in terms of regulation of ESA is the recognized National Standards Body, for the promotion and maintenance of standards in Ethiopia.

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4.2 The affairs of ESA are controlled by the Ministry of Science and Technology. While Ethiopian Standards are approved and where necessary their implementation is declared as mandatory by the Standards Council.

- 4.3 The objectives of ESA, as stated in its establishment regulation of ESA, include amongst others:
- To issue national standards.
  - To promote indigenous products by developing national standards
  - To assist in the improvement of the quality of products and processes, through the promotion and application of Ethiopian Standards.
  - To promote and coordinate standardization at all levels in the country
  - To safeguard national interest by participating in relevant international technical committees.
  - To ensure technology transfer by implementing standard.

4.4 ESA in the course of exercising its powers and duties in order to achieve its objectives, also:

- a) Declare Ethiopian Standards
- b) Recognize as an Ethiopian Standard, any standard established by a Regional, sub regional or International standardizing body.
- c) Implement quality promotion and standardization polices and strategy in line with the development programmes and objectives of the country.

4.5 ESA is a full member body of the International Organization for Standardization (ISO), the African Organization for Standardization (ARSO), the Codex Alimentarius Commission (CAC) and an affiliate member of the International Electro technical Commission (IEC). In addition to this ESA is a member and secretary for the national Technical Committees.

## 5. Aims of Standardization

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5.1 The main aims and benefits of standardization can be summarized as follows:

- Predominantly adopting international standards as Ethiopian standards, and with a lesser extent of developing national standards for indigenous products.
- Improving the quality (fitness for purpose) of products and services.
- Assist in providing quality of products.
- Promoting import substitution, and enabling export commodities to be competitive.
- Promote public to relay on the usage of local products.
- Maintaining and improving the quality of life of society, by paying attention to such matters as safety, health and the environment and by providing a basis for legislation needed for the protection of the public.
- More efficient utilization of resources through better (i.e. standardized) communication, through simplification of manufacturing, product identification and purchasing by means of variety control, and through cost savings as a result of economies of scale, reductions in wastage etc.
- Providing a framework within which to facilitate and encourage trade among willing partners; contracts based on standards, elimination of trade barriers; the promotion of service excellence and fair and efficient trade at all levels, and
- Promotion of efforts to facilitate and correct application of standards, through, for example, the consideration of training principles.
- Transferring appropriate technologies, so that industries maximize their products and services.

**Standardization involves the following:**

- The development, establishment and publication of standards (covering, for example, specifications for products, services or systems, code of practice, methods of test... etc)

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- When appropriate, inspection and testing of products and processes for compliance with standards
- When required, formal certification by a certification body of the compliance of a product, service or systems with one or more standards
- When appropriate, the application of standards as Technical Regulations, and
- Administrative functions related to, amongst others, the maintenance of the national standards base

## 6 Concepts and principles behind the development of national standards

6.1 The development of Ethiopian Standards is funded by the Government. ESA acts as a facilitator in the development and maintenance of Ethiopian Standards, provides secretarial and technical support facilities and services for the committees responsible for this tasks and is responsible for the publication and issuance of Ethiopian Standards.

6.2 To achieve market relevance of Ethiopian Standards, priority is given to adopting and recognizing Regional and International Standards as Ethiopian Standards.

6.3 The technical content of an Ethiopian standard contextualises national requirements and needs. National standards are thus "Ethiopian Standards" and NOT "ESA" standards.

6.4 Consensus in representative committees on the technical content of standards is arrived at either in formal meetings or by correspondence. The principle of consensus is applied throughout and an appeal procedure exists (see clause 9) for the resolution of disputes.

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## 7. Management of technical work in the standards development process

### 7.1 Governance Body

7.1.1 The standards development activities are overseen by the Standards Council.

7.1.2 The Standards Directorate within ESA is responsible through the Director General for notifying the standards project priorities to the Standards council. It is also responsible for coordinating and monitoring activities and report to the Director General.

### 7.2 Secretariat of Technical Committees

7.2.1 The secretary of technical committees shall be allocated by the Director General.

### 7.3 Technical Committees

#### 7.3.1 General

7.3.1.1 Technical Committees are the backbone of the standardization process consisting of dedicated individuals who are committed to an unbiased and independent view.

7.3.1.2 The policies under which technical committees are composed and managed are determined by the Standards Council.

#### 7.3.1 Responsibilities of Technical Committees

7.3.1.1 Each TC has specific terms of reference prescribing the subject areas that are the responsibility of the committee.

7.3.1.2 Within their terms of reference, TCs are responsible for the preparation and content of an Ethiopian Standard, and of reviewing existing standards. TCs are also responsible for technical

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contributions to regional, sub regional and International Standardization activities within their areas of expertise.

### 7.3.2 Composition of Technical committees

In order to achieve the twin cornerstones of standardization - Transparency and Consensus - a TC needs to represent a balanced cross-section of interests that would potentially use, or be influenced by, the standard. In general terms, the composition of a Technical Committee may include but is not limited to:

- a) Government organizations
- b) Manufacturing or service organizations
- c) Industry and Trade Associations
- d) Consumer Organizations
- e) Educational Institutions
- f) Professional Associations
- g) Regulatory Bodies
- h) Certification, Inspection, and Testing Organizations
- i) Research Organizations
- j) Labour Unions

### 7.3.3 Technical Committee Members

7.3.3.1 Individual persons representing members of a TC are selected by the respective member organization of the committee. The member organizations have a responsibility to ensure both

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continuity of representation and that the representative is a suitable, technically competent individual who is familiar with, and can represent, the views of the organization.

**7.3.3.2** It is the responsibility of the organization to fully brief the member about the organization's view on the standard under development. Similarly, it is the responsibility of the representative to fully consult with the member organization it represents.

**7.3.3.3** Technical Committee members need to ensure discipline with respect to deadlines and timetables in order to avoid long and uncertain periods of "dead time". Similarly to avoid re-discussion, members have the responsibility of ensuring that their technical standard point is established, and that this standpoint is made clear at an early stage of the work rather than, for example, at the final (approval) stage.

**7.3.3.4** Attendance of deputies at committee meetings.

Any committee member unable to attend a technical committee meeting may send a deputy in his/her place but shall always officially inform the committee secretary prior to the meeting in question. Deputies shall be listed in the minutes, along with the rationale for their selection, but are not recorded in ESA membership record. Deputies shall be fully briefed and shall have been supplied with the relevant documents by the organization/committee member for whom they are deputizing. If a TC member is absent for 2 consecutive meetings, the secretariat writes a warning letter. If there is no any improvement, the secretariat proposes with alternative to the Standards Council for removal.

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7.3.4.5. New TC: New additional TCs could be proposed if the item under consideration is not matching with the existing TCs scope. A proposal for work in a new field of technical activity which appears to require the establishment of a new technical committee may be made by

- A Standards Council
- Any technical committee under the Standards Council in question
- the secretariat.

#### 7.3.3.5 Responsibility of the Chairperson

Chairpersons are appointed to their position for a maximum term of three years. They are appointed by the Standards Council.

At the end of this term, or earlier if required by the Standards Council, the committee chairman shall stand down. At a suitable point before the end of the three-year period, an invitation shall be issued by a Standards Council the TC chairperson for nominations for a further term not exceeding three years.

- The chairperson of a TC is responsible for the overall management of that TC, including any WGs. The chairperson shall advise the Standards Council on important matters relating to that TC.

In case of unforeseen unavailability of the chairman at a meeting, a session chairman may be elected by the participant.

- The chairperson of a TC shall
  - act in a purely national capacity, divesting himself or herself of an organizational point of view; thus he/she can not serve concurrently as the representative of an organization.

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guide the secretary of the TC in carrying out his duty

Conduct meetings with a view to reaching agreement on committee drafts

ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present

ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for conformation during the meeting

take appropriate decisions at the enquiry stage.

#### 7.3.4 Review and re-composition of Technical Committees

7.3.4.1 Once in three years, the composition and terms of reference of every TC is reviewed to ensure that there is still a balance and that the terms of reference is still appropriate.

7.3.4.2 To retain balance of the committee, additional and emerging organization may need to be invited to join the committee or existing organizations removed.

7.3.4.3 Following review, it may be decided that major changes are necessary to the composition of a Technical Committee. This often occurs where a committee has been inactive for some time or there has been in significant shift in the technical aspects of the committee's responsibility.

7.3.4.4 Re-composition involves the dissolution of all existing Members of a TC.

#### 7.4 Working Groups

7.4.1 A Working Group is normally established to deal with a very specific task associated with the preparation of a working draft. Such tasks could include clarifying a specific technical issue, preparing guidance material, or drafting the text of a standard.

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**7.4.2** Working Groups could be established by a Technical Committee for the above mentioned purposes.

**7.4.3** Membership of a Working Group is confined to those that have the specific technical expertise required to complete the task. Individual experts, nominated by TC members and selected from a Roster prepared by ESA for this purpose would compose a specific Working Group.

**7.5** Legal Quorum - 50%+1 of the working group or TC members constitute the legal quorum of meetings.

#### **7.6 Public Notification**

The title, scope and membership composition of Technical Committees approved by the Standards Council are notified in ESA's News Bulletins, and national newspapers as appropriate.

### **8. Standards Development Stages**

**8.1** Any person or organization may request a new standards project in writing. The proposal originator shall supply information justifying the development of the standard.

**8.2** In general, the drafting stages in the development of a standard begin after the proposal has been approved by the management committee of ESA. The approved proposal may be a project for either a new standard or the revision of an existing standard.

**8.3** A Working Group/TC, prepares working drafts of the standard, which are preliminary documents.

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- 8.4 Once the Working Group Members have finalized their task, a committee draft (CD) is presented to the Technical Committee to commence the consensus-building process, which entails commenting and voting on the document.
- 8.5 Any of the above steps can be performed repeatedly until consensus is reached within the TC.
- 8.6 On acceptance of the committee draft; a draft Ethiopian Standard (DES) is made available for public comment.
- 8.7 If no comments are received, or no significant technical changes are required to be made to the standard at the public enquiry stage, the standard is deemed to be approved, and is forwarded to the Standards Council for ratification. After ratification the document is released for publication.
- 8.8 The style and layout of standards are the responsibility of the standards directorate of ESA

## 9. Appeals and Disputes

- 9.1 Provision is made for appeal by a member of a committee against a Technical Committee decision, or against a decision of the management of ESA. An appeal shall be lodged in writing, to the Standards Council, within ten working days of the decision, stating clearly the technical ground on which the appeal is made.
- 9.2 An appeal against a decision by the Standards Council shall be lodged to the Minister of Science and Technology. A decision by the Minister concerning an appeal in respect of a standard is final and binding.

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9.3 Pending resolution of an appeal, work in progress on a standard during the appeal, shall continue up to, but not including, ratification of the standard by the Standards Council.

9.4 Disputes over committee composition and representation shall be referred to Standards Council for resolution (see 7.3.3) and its decision shall be final.

## 10. Updating and maintenance of standards

### 10.1 General

Corrections to standards are issued whenever they are found to be necessary. In addition, all standards are subject to regular review to ensure that they do not become obsolete.

Where a committee identifies, post publication, an error or errors in a standard that it considers could be misleading or have serious consequences, the error, together with all relevant information shall be referred to the secretariat, who shall consider what, if any, corrective action is to be taken.

### 10.2 Corrigenda

Typographical or editorial corrigenda are issued with the approval of the chairperson of the responsible Technical Committee.

Suspected technical errors or outdated information shall be brought to the attention of the secretariat of the technical committee concerned. After confirmation by the, secretariat and chairman, ESA shall publish the corrigenda.

NOTE: Technical corrigenda are not issued to correct errors that can be assumed to have no consequences in the application of the publication, for example minor printing errors.

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### 10.3 Amendments

- 10.3.1 Amendments to published standards are issued when essential for the:  
 Alteration or addition (or both) to previously agreed-upon technical provisions that are approved by the TC responsible for the standard
- 10.3.2 Any person or organization may propose an amendment. The proposed text of the amendment shall be supported by a motive.
- 10.3.3 The amendment, when approved by the Standards Council, is incorporated into the standard and the amended standard is then issued as a consolidated edition carrying a new edition number.
- 10.3.4 At the approval stage the Standards Council shall decide, whether to publish an amendment or a new edition of the Ethiopian Standard, incorporating the amendment.

### 10.4 Systematic Review

- 10.4.1 Every Ethiopian standard is reviewed periodically to ensure that it remains valid. The review period is taken to be a maximum of five years.
- 10.4.2 Adopted and recognized Regional or International Standards are reviewed only when the source standard is reviewed.

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10.4.3 When reviewing a standard, the following three options shall be considered by the Technical Committee

a) Confirmation, which means that

The standard, as is, remains valid, or

The standard, as amended, remains valid, or

The standard, subject to amendment, will be considered valid.

b) Revision, which means that

- A revision of the entire standard is to be undertaken, in accordance with the procedure for new standards projects

c) Withdrawal, which means that

- The standard is no longer needed

## 10.5 Revisions

The revision of a standard, resulting in a new edition, shall be considered when:

- a change is needed in the basic structure or layout of the standard;
- as a result of numerous amendments or for other reasons, the resultant page or clause numbering has become confusing to such an extent that reading of the standard becomes difficult;
- the criteria for determining compliance with the standard for a product or service have changed to such an extent, either as a result of amendment(s) or as a result of technological changes, that the chairperson or staff within the standards development organization

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responsible for that standard deems it necessary to issue a new edition of the standard, in order to

- I. draw attention to these substantially changed criteria, or
  - II. make the latest version of the standard more readily understandable;
- d) in the case of adopted standards, a revision of the original standard is issued.

## 11 Copyright

The copyright of all standards published by ESA is vested in ESA. At the drafting stage, the secretary is responsible for insuring that no material is included that would infringe the copyright of a third party. If it is imperative that such material be included, permission has to be obtained from the copyright holder.

Contributions made by committee members and others in the, preparation of national standards and related documents are only, accepted by ESA for inclusion in a standard on the strict condition that the committee member has the permission to contribute to ESA any and, all intellectual property in such material; and all rights of copyright in, the materials and texts contributed shall, and for the purposes of the standard, be fully vested in ESA.

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