Form 4: New Work Item Proposal

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| Circulation date:  Click here to enter text.  Closing date for voting:  Click here to enter text. | Reference number: Click here to enter text. (to be given by Central Secretariat) |
| Proposer (e.g. ISO member body or A liaison  organization)  Click here to enter text. | **ISO/TC** Click here to enter text.**/SC** Click here to enter text.  Proposal for a new PC |
| Secretariat  Click here to enter text. | **N** Click here to enter text. |

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the Central Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee. Proposals not within the scope of an existing committee shall be submitted to the secretariat of the ISO Technical Management Board.

The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, an organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General.

The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

**IMPORTANT NOTE:Proposals without adequate justification risk rejection or referral to originator**.  
Guidelines for proposing and justifying a new work item are contained [**in Annex C of the ISO/IEC Directives, Part 1**](http://isotc.iso.org/livelink/livelink?func=ll&objId=4230452&objAction=browse&sort=subtype)**.**

The proposer has considered the guidance given in the Annex C during the preparation of the NWIP.

**Proposal** (to be completed by the proposer)

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| **Title of the proposed deliverable.**  **English title:**  Click here to enter text.  **French title (if available):**  Click here to enter text.  *(In the case of an amendment, revision or a new part of an existing document, show the reference number and current title)* | |
| **Scope of the proposed deliverable.**  Click here to enter text. | |
| **Purpose and justification of the proposal\***  Click here to enter text.  *Consider the following: Is there a verified market need for the proposal? What problem does this standard solve? What value will the document bring to end-users? See Annex C of the ISO/IEC Directives part 1 for more information.*  *See the following guidance on justification statements on ISO Connect:* [*https://connect.iso.org/pages/viewpage.action?pageId=27590861*](https://connect.iso.org/pages/viewpage.action?pageId=27590861) | |
| **Preparatory work** (at a minimum an outline should be included with the proposal)  A draft is attached  An outline is attached  An existing document to serve as initial basis  The proposer or the proposer's organization is prepared to undertake the preparatory work required:  Yes  No | |
| If a draft is attached to this proposal,:  Please select from one of the following options (note that if no option is selected, the default will be the first option):  Draft document will be registered as new project in the committee's work programme (stage 20.00)  Draft document can be registered as a Working Draft (WD – stage 20.20)  Draft document can be registered as a Committee Draft (CD – stage 30.00)  Draft document can be registered as a Draft International Standard (DIS – stage 40.00)  If the attached document is copyrighted or includes copyrighted content, the proposer confirms that copyright permission has been granted for ISO to use this content in compliance with clause 2.13 of the ISO/IEC Directives, Part 1 (see also the Declaration on copyright). | |
| **Is this a Management Systems Standard (MSS)?**  Yes  No  NOTE: if Yes, the NWIP along with the Justification study (see [Annex SL of the Consolidated ISO Supplement](http://isotc.iso.org/livelink/livelink?func=ll&objId=4230452&objAction=browse&sort=subtype)) must be sent to the MSS Task Force secretariat ([tmb@iso.org](mailto:tmb@iso.org)) for approval before the NWIP ballot can be launched. | |
| **Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal.**  International Standard  Technical Specification  Publicly Available Specification  Technical Report | |
| **Proposed development track**  18 months\*  24 months  36 months  48 months  **Note: Good project management is essential to meeting deadlines. A committee may be granted only one extension of up to 9 months for the total project duration (to be approved by the ISO/TMB).**  **\*DIS ballot must be successfully completed within 13 months of the project’s registration in order to be eligible for the direct publication process** | |
| **Draft project plan (as discussed with committee leadership)**  Proposed date for first meeting: ­­­­Click here to enter text.  Dates for key milestones: DIS submission Click here to enter text.  Publication Click here to enter text. | |
| **Known patented items (see** [**ISO/IEC Directives, Part 1**](http://isotc.iso.org/livelink/livelink?func=ll&objId=4230452&objAction=browse&sort=subtype) **for important guidance)**  Yes  No  If "Yes", provide full information as annex | |
| **Co-ordination of work:** To the best of your knowledge, has this or a similar proposal been submitted to another standards development organization?  Yes  No  If “Yes”, please specify which one(s):  Click here to enter text. | |
| **A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized.**  Click here to enter text. | |
| **A listing of relevant existing documents at the international, regional and national levels.**  Click here to enter text. | |
| **Please fill out the relevant parts of the table below to identify relevant affected stakeholder categories and how they will each benefit from or be impacted by the proposed deliverable(s).**   |  |  |  | | --- | --- | --- | |  | **Benefits/impacts** | **Examples of organizations/companies to be contacted** | | **Industry and commerce – large industry** | Click here to enter text. | Click here to enter text. | | **Industry and commerce – SMEs** | Click here to enter text. | Click here to enter text. | | **Government** | Click here to enter text. | Click here to enter text. | | **Consumers** | Click here to enter text. | Click here to enter text. | | **Labour** | Click here to enter text. | Click here to enter text. | | **Academic and research bodies** | Click here to enter text. | Click here to enter text. | | **Standards application businesses** | Click here to enter text. | Click here to enter text. | | **Non-governmental organizations** | Click here to enter text. | Click here to enter text. | | **Other (please specify)** | Click here to enter text. | Click here to enter text. | | |
| **Liaisons:**  A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).  Click here to enter text. | **Joint/parallel work:**  **Possible joint/parallel work with:**  IEC (pleasespecify committee ID)  Click here to enter text.  CEN (pleasespecify committee ID)  Click here to enter text.  Other (pleasespecify)  Click here to enter text. |
| **A listing of relevant countries which are not already P-members of the committee.**  Click here to enter text.  Note: The committee secretary shall distribute this NWIP to the countries listed above to see if they wish to participate in this work | |
| **Proposed Project Leader** (name and e-mail address)  Click here to enter text. | **Name of the Proposer**  (include contact information)  Click here to enter text. |
| **This proposal will be developed by:**  An existing Working Group (please specify which one: Click here to enter text.)  A new Working Group (title: Click here to enter text.)  (Note: establishment of a new WG must be approved by committee resolution)  The TC/SC directly  To be determined | |
| **Supplementary information relating to the proposal**  This proposal relates to a new ISO document;  This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;  This proposal relates to the re-establishment of a cancelled project as an active project.  Other:  Click here to enter text. | |
| **Maintenance agencies and registration authorities**  This proposal requires the service of a **maintenance agency**. If yes, please identify the potential candidate:  Click here to enter text.  This proposal requires the service of a **registration authority**. If yes, please identify the potential candidate:  Click here to enter text.  NOTE: Selection and appointment of the MA or RA is subject to the procedure outlined in the [ISO/IEC Directives](http://isotc.iso.org/livelink/livelink?func=ll&objId=4230452&objAction=browse&sort=subtype), Annex G and Annex H, and the RA policy in the ISO Supplement, Annex SN. | |
| Annex(es) are included with this proposal (give details)  Click here to enter text. | |
| Additional information/questions  Click here to enter text. | |