

Rules of procedure for standardization

Rules of procedure for standardization work at the Swedish Institute for Standards, SIS, adopted on 18 June 2024 by SIS' Board in accordance with SIS' statutes.

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1. General

These rules of procedure describe SIS' standardization activities and how the work is performed. SIS standardizes in the ISO, *International Organization for Standardization* and CEN, *Comité Européen de Normalisation* (European Committee for Standardization) areas of responsibility.

SIS' Board makes decisions relating to these rules of procedure. Changes are published at <https://www.sis.se> and enter into force 30 days after publication.

SIS' operations are based overall on:

- Regulation (EU) No 1025/2012 of the European Parliament and of the Council of 25 October 2012 on European standardisation;
- World Trade Organization (WTO);
- Technical Barriers to Trade (TBT) Agreement.

SIS is a member of the European Committee for Standardization (CEN) and the International Organization for Standardization (ISO). SIS also cooperates within the Nordic region via INSTA (Inter-Nordic Standardization Conference).

All standardization work shall take place in accordance with the SIS, ISO and CEN regulations and their codes of conduct.

The basic principles of standardization at SIS are as follows:

- Transparency – participating in and monitoring the development of standardization products is open to everyone.
- Voluntary – participation in standardization work is voluntary, as is the use of standardization products.
- Stakeholder-driven – stakeholders participate in and develop standardization.
- Consensus – one of the aims of standardization is ensuring that all participants are able to accept the content of the standardization products produced.

SIS' CEO¹ and management are tasked with making the necessary decisions to ensure that the work performed falls within the scope of these rules of procedure and complies with SIS' statutes.

2. SIS' responsibility

SIS shall provide organizations operating in Sweden with an opportunity to influence how the content of Swedish and international standardization products is designed. Participation in SIS' activities is open to all legal entities in Sweden. These can include the private and public sectors, small and medium-sized enterprises (SMEs), higher education institutions and stakeholder organizations. This ensures broad support for the content of the standardization products being drafted.

¹ The rules of procedure for the CEO state which decisions the Board of Directors has delegated to the CEO.

SIS is responsible for ensuring that the work of the SIS committee or project complies with established policies, rules and regulations, instructions and agreements. This ensures good quality standardization work.

SIS is responsible for:

Organizing and evaluating

- Ensuring that these rules of procedure are in line with CEN and ISO regulations.
- Promoting close and trusting cooperation between SIS' project management and participants.
- Annually evaluating the participants' experience of standardization work and using this information to make improvements.

Ensuring stakeholder diversity and representing Swedish interests

- Promoting broad participation of stakeholders from different organizations in standardization work.
- Monitoring the surrounding world from a standardization perspective, the aim being to represent Swedish interests in new and ongoing standardization work.

Managing projects and coordinating

- Serving as project management in national and international standardization work.
- Working towards the sustainable financing of standardization work.
- Making decisions to form, restructure or dissolve a committee or project based on analysis of interest and other factors.
- Taking the lead in European and international assignments if interest and other factors are in place.
- Providing standardization participants with documentation from national, European and international standardization work.
- Coordinating Swedish responses and ballots on national and international proposals for standardization products.

Providing information and managing standardization products

- Informing stakeholders about the standardization work programme.
- Taking reasonable measures to ensure that published standardization products are not in contravention of national statutory instruments.
- Ensuring that the language used in the national standardization products and translated products is consistent, accurate and comprehensible, and that translations are identical to the source text in terms of content.
- Developing SIS' translation memories to improve the efficiency and quality of translations.
- Managing standardization products, including coordinating the review of standardization products published and ensuring access to standardization products to which SIS has rights.

3. Standardization work

3.1 Organization of standardization work

Standardization work is organized on the basis of needs and requirements, for example in the form of a committee, working group or project.

Standardization work is initiated if SIS assesses that there is sufficient representation and funding from stakeholders. SIS shall endeavour to ensure that as many stakeholder categories as possible are represented.

SIS can decide to discontinue standardization work if there are not enough stakeholders or sufficient funding to perform the work. In the absence of sustainable financing, SIS may also decide to change or limit the scope and/or reorganize the work. If a group is not active, the work should be discontinued.

3.2 Planning of standardization work

An operational plan for the work of the committee is developed annually and adopted by SIS. The results of SIS' annual evaluation of standardization work shall be included in operational planning. The committee or SIS may propose changes to the operational plan during the ongoing operational period. Any changes shall be approved by SIS and documented. In consultation with the chair of the committee, SIS is responsible for following up on the objectives and activities in the operational plan and communicates this to the committee.

Project work is performed in line with a project plan. The project plan, adopted by SIS, describes the project's scope, schedule, objectives and activities in relation to financing.

3.3 Financing of standardization work

SIS' costs for standardization work are based on the scope of the operational plan. Financing needs and fee levels are based on the operational plan and decisions in this regard are made by SIS. The basic rule is that standardization work is financed by fees from the participating organizations. SIS' contributions cover any deficit at the end of the year. A fee usually finances the participation of up to two people from the participating organization. Exceptions to this rule can be agreed with SIS.

Costs in relation to participants' engagement and participation in national and international meetings fall outside the scope of the committee's funding, unless otherwise specified in the committee's operational plan. Any exceptions are approved by SIS and regulated in a separate agreement.

3.4 Decisions in standardization work

Decisions can be made at meetings, in person or online, or by ballot. Consensus should be sought as far as possible in standardization work. Consensus does not necessarily mean complete agreement. If there are major disagreements, they should be resolved primarily through dialogue.

In cases where consensus cannot be reached, decisions can be made by ballot. In a ballot, each participating organization (legal entity) has one vote, regardless of the number of people participating. A simple majority among those who took part in the ballot is required for a decision to be made. The chair

has the casting vote in the event of a tie. The result of the ballot shall be documented in a traceable manner. SIS' project management determines whether there is a quorum after consulting with the president.

4. Roles in standardization work

4.1 General

All those participating in standardization work are obliged to comply with the regulations, codes of conduct and copyright rules adopted by SIS, CEN and ISO.

4.2 The chair

The chair is a position of trust. In standardization work, the chair shall perform their role in an impartial manner, with no vested interest or consideration for any special interest and closely cooperate with SIS on all issues relating to standardization work.

The chair shall:

- a) work to ensure the implementation of the committee's operational plan;
- b) work towards consensus (solutions of mutual understanding);
- c) act as an ambassador for standardization and the work of the committee;
- d) ensure that enquiries regarding standardization products reach the relevant and requisite recipients;
- e) work to ensure that all participants follow the rules; and
- f) work to ensure that all stakeholders have the opportunity to be heard.

The committee drafts proposals for the chair. SIS makes decisions regarding the chair. The committee and SIS may also propose that the work be led by SIS. The chair is elected on a personal mandate for three years at a time. The maximum term of office of the chair is nine years (3 + 3 + 3 years). If, for any reason, the chair does not fulfil their commitments, a new appointment shall be made in accordance with the above.

The chair may represent SIS in external contexts by agreement.

4.3 Project management

SIS appoints a project management team for each committee, that ensures SIS' obligations towards the committee are met.

4.4 Participants

Participating organizations appoint their representatives, known as "participants", for standardization work. A legally binding agreement between participating organizations and SIS is a prerequisite for participation in standardization work.

4.5 International experts

An international expert is an individual who uses their knowledge to participate in international standardization work, with the aim of influencing the content of standardization products.

In order to act as a Swedish expert in international groups, the organization the expert represents must also participate in SIS' standardization work.

This international expert is nominated by the participating organization, and the decision is made by SIS. The relevant committee is informed of the nomination. The international expert shall report back to the relevant SIS standardization groups.

4.6 Invited experts

SIS has the opportunity to invite experts to participate in standardization work in addition to the regular participants for a limited period of time. The aim of inviting experts is to improve the quality of standardization work by providing specific expertise that is otherwise lacking. SIS evaluates the participation of invited experts on an annual basis. Invited experts do not have the right to vote in standardization work. Invited experts shall also have an agreement with SIS, signed by the legal entity the invited expert represents.

5. Drafting, translation and management of standardization products

5.1 Drafting of standardization products

A committee or project can work on diverse types of standardization products. A standardization product can consist of content in different formats.

Standardization products include standards, technical specifications, technical reports, handbooks, workshop agreements or source/object code.

5.2 Translation of standardization products

Once a standardization product is ready for publication, it can be translated. The committee makes decisions on translation subject to funding being available. SIS can also make decisions on translation. All translations shall be coordinated by SIS' language service. SIS' translation memory shall be utilized and developed. The committee plays a part in the quality assurance of translations.

5.3 Management of standardization products

The standardization products published by SIS are managed by SIS.

6. Copyright in standardization products

For rules and information on copyright in standardization products, see Annex 1.

7. Reference documents

7.1 SIS policies, rules, terms and conditions

[SIS' principles for meetings and cooperation in standardization work](#)

[SIS uppförandekod för standardisering – Allmänna principer](#)

[SIS' general terms and conditions for participation in committees](#)

7.2 CEN policies, rules, terms and conditions

[CEN regulations](#)

[Code of Conduct for delegates, experts and observers participating in the technical work of CEN/CENELEC](#)

[CEN CENELEC Guide 10](#)

7.3 ISO policies, rules, terms and conditions

[ISO Code of Ethics and Conduct](#)

[ISO Directives](#)

[ISO POCOSA 2017](#)

7.4. Miscellaneous

[Policy on communication of committee work to external parties and document retention](#)

[Competition Law Guidelines for Participants in the IEC and ISO Standard Development Process](#)

Annex 1 Copyright in standardization products

A standardization product (including documents and drafts related to the standardization product) is considered to be what is known as a collective work. The copyright in such a work, as well as any other intellectual property rights, always accrues to the natural persons, the authors, who created the work, i.e. all the representatives and experts participating in the committee or working group that drafted the standardization product.

In order for SIS to make standardization products available to the public and charge for those standardization products, representatives and experts participating in the standardization work of a committee or working group must irrevocably grant to SIS, on a fully exclusive basis, free of charge and without limitation, all intellectual property rights to the collective work. This also means that the authors waive the right to be named if and when the work is used. For this reason, the representatives participating in standardization work are required to assign all their rights in relation to the standardization product to SIS. The same applies, where applicable, at European and international level in accordance with ISO and CEN regulations.

The intellectual property rights are assigned to SIS when representatives participate in the standardization work of a committee, project or working group and the participating organization enters into an agreement, which includes SIS' General Terms and Conditions, regarding participation in the committee, project or working group.

By virtue of representatives participating in a committee, project or working group assigning all their intellectual property rights to the standardization product (including documents and drafts related to the standardization product) to SIS, SIS obtains the right to freely dispose of the Swedish standard (this also

applies to standardization products assigned to SIS as described above by CEN and ISO) as specified in the agreement with SIS and in SIS' General Terms and Conditions for participation in committees, projects or working groups. By virtue of the representatives assigning the intellectual property rights in the standardization product to SIS, SIS is able to freely use the product in its business operations. For example, the standard product can then be duplicated, published, modified or presented in different channels or formats. Furthermore, it is possible to offer the standardization product to the public on payment of a fee or free of charge.

CEN and ISO have assigned to their members, including SIS, the economic rights to ISO and CEN in respect of standards and other works (e.g. technical specifications, technical reports, IWAs and CWAs (workshop agreements from ISO and CEN, respectively) and other types of documents and drafts related to standards). SIS can distribute ISO or CEN standards in different formats. SIS thus has the necessary right of use regarding standardization products in line with the international and European regulations specified.

In addition to the provisions of these rules of procedure, the terms and conditions set out in the following documents, applicable from time to time, apply, to the relevant extent:

- CEN-CENELEC Guide 10, currently Edition 4, 2024-01, Policy on dissemination, sales and copyright of CEN-CENELEC Publications, and
- ISO POCOSA currently 2017 ISO/GEN 20:2017, Policy for the Distribution, Sales and Reproduction of ISO Publications and the Protection of ISO's Copyright