



**SAINT LUCIA BUREAU OF STANDARDS  
NEW WORK ITEM PROPOSAL (NWIP) FORM GUIDELINES/ INSTRUCTIONS**

**Use this form to propose:**

- a) a new SLBS document (including a new part to an existing document), or
- b) the amendment/revision of an existing SLBS document; or
- c) or the re-establishment of a cancelled project; or
- d) the change in the type of an existing document, e.g. conversion of a Technical Specification into a National Standard.

This form is not intended for use to propose an action following a systematic 5 year review.

Proposals for correction (i.e. proposals for a Technical Corrigendum) should be submitted in writing directly to the Head of Department Standards Development.

**Guidelines on the completion of a proposal for a new work item**

- a) **Title:** Indicate the subject of the proposed new work item. This does not have to be the title of a specific standard.
  
- b) **Scope:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
  
- c) **Purpose and justification:** This is the most important part of the proposal that will give information to guide the evaluators to make a decision on conducting work in proposed subject area. Give details based on a critical study of the following elements wherever practicable.
  - 1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
  - 2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
  - 3) Feasibility of the activity: Are there factors that could hinder the successful establishment or national application of the standard?
  - 4) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
  - 5) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
  - 6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
  - 7) Consider including statements and real data to provide evidence of
    - o **relevance or contribution to industry,**
    - o **trade, efficiency & production in Saint Lucia,**
    - o **potential contribution to GDP and/or export earnings (facilitating access to export markets);**
    - o **relevance or contribution to addressing issues: social, health, safety, environment;**
    - o **extent of demand for standard by stakeholders**
  - 8) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed having a common purpose and justification, one common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

- d) **Relevant documents and their effects on national relevancy:** List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal.
- e) **Cooperation and liaison:** List relevant organizations or bodies with which cooperation and liaison should exist.
- f) **Envisaged publication type:** National Standard gives technical requirements which are voluntary; Code of Practice gives requirements for operation or general guidelines to be followed.
- g) **Known patented items** (see also ISO directives Annex I): Reference should be made to any known items covered by patent rights — defined as patents, utility models and other statutory rights based on inventions, including any published applications for any of the foregoing for which a proposal for standards development is being made.



NEW WORK ITEM PROPOSAL (NWIP)	
Date of proposal:	Proposer:
<b>FOR SLBS – SDD USE ONLY</b>	
Project number: <i>(to be assigned by the SLBS)</i>	
SLBS TC	/SC /WG NWIP
Received By HOD SDD: <span style="background-color: #e0e0e0; display: inline-block; width: 100px; height: 15px;"></span>	
Date:	

A proposal for a new work item shall be submitted to the SLBS-SDD for an evaluation in accordance with the SLBS Procedures and Guidelines for standardization. The proposer of a new work item could be a member of the SLBS council, management or staff; chairpersons and members of any technical committees or subcommittees; organisations, government ministries or agencies and general public/consumers. **All proposals** are subject to evaluation to determine priority and acceptance. The results of the evaluation and the recommendations of the SDD will be passed on to the Technical Management Committee [TMC] of the SLBS for its consideration and decision.

**See guidance/ instructions on use of this form. Click on item for more guidance.**

**IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral to the originator.**

**THE PROPOSAL (to be completed by the proposer)**

<b><u>TITLE of the proposal:</u></b> <small>(In case of an amendment, revision or a new part of an existing document, include the reference number and current title)</small>	
<b><u>SCOPE of proposed project:</u></b>	
<b><u>PURPOSE and JUSTIFICATION:</u></b> <small>(attach a separate page as annex if necessary)</small>	
Target Date for availability (date by which publication is considered necessary):	
<b><u>Relevant Documents to be Considered:</u></b>	<b><u>Liaison Organisations:</u></b>
<b><u>Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal.</u></b>	
<input type="checkbox"/> National Standard <input type="checkbox"/> Code of Practice	
<b><u>Known patented items</u></b> (see ISO/IEC Directives, Part 1 for important guidance)	
<input type="checkbox"/> Yes <input type="checkbox"/> No    If "Yes", provide full information as annex	
<b>Relationship of project to activities of other national, regional or international BODIES:</b>	
<b>Preparatory Work:</b> (if applicable)	
<input type="checkbox"/> A draft is attached <input type="checkbox"/> An outline is attached <input type="checkbox"/> An draft will be supplied by: _____	
<b>Name and Signature of Proposer</b> (include contact information):	
Name:	Organization:
Contact number(s):	Email: <b>Signature:</b> <span style="background-color: #e0e0e0; display: inline-block; width: 80px; height: 15px;"></span>
<b>Supplementary information relating to the proposal</b>	
<input type="checkbox"/> This proposal relates to a new SLBS document;	
<input type="checkbox"/> This proposal relates to the amendment of existing SLBS document	
<input type="checkbox"/> This proposal is for the revision of an existing SLBS document;	
<input type="checkbox"/> This proposal relates to the re-establishment of a cancelled project as an active project.	
Other:	
<b>Annex(es) are included with this proposal</b> (give details)	