

Part II:

Organization of standardization activities

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1. Scope

This is Part II of DPS Internal Regulation 001. It deals with the structure and manner of organization of standardization activities, the main procedures for the drafting, adoption and publication of Albanian standards and standardization documents, as well as the participation of the General Directorate of Standardization (DPS) in standardization activities at international and European level.

2. Terms and definitions

For the purpose of this Part of the Regulation, the following terms and definitions and those set forth in Law No. 9870/2008 "On Standardization", as amended, as well as those in Part I above, as applicable hereinafter, shall apply, which are the same as given in Albanian Standard SSH EN 45020: 2006 "Standardization and Related Activities - General Vocabulary", and in CEN & CENELEC Internal Regulation, Part 2: 2018 and have the following meanings:

2.1 DPS Technical Board (DPS/BT)

DPS technical body that manages, coordinates and supports the technical work on standardization

2.2 DPS Technical Committee (DPS/TC)/DPS Project Committee (DPS/PC)

DPS working body that is responsible for a specified area of standardization

2.3 DPS Permanent Working Group (DPS/TC/PWG)

working body with activities in more narrow standardization area, established by DPS Technical Committee

2.4 DPS Target Working Group (TWG)

Working body of competent experts that is established by DPS/TC or DPS/BT for the execution of a particular task or tasks

2.5 Stakeholder

Person or organization with activities in Republic of Albania interested in a specific area of standardization and supporting standardization activities

2.6 Harmonization (of National Standards)

Preventing or eliminating differences in the technical content of standards that have the same purpose, in particular those that may cause trade barriers.

2.7 Standstill policy

An obligation accepted by CEN-CENELEC members to not take any action to develop a new national standard or to revise an existing national standard when a European standard with the same purpose is being developed or after its adoption.

2.8. Standards Programme

Working schedule of a standards body that lists its current items of standardization work
[SSH EN 45020:2006, term 9.1]

2.9 Standards Project

Specific work item within a standards Programme
[SSH EN 45020:2006, term 9.1.1]

2.10 New Work Item

Item of work in a work programme of a standards body execution of which leads to the creation of a new, amended or revised standard or standardization document

2.11 Reference Document

Document which is a potential candidate for adoption, possibly modified, as a CEN-CENELEC publication
[CEN-CENELEC Internal Regulations - Part 2:2018, term 2.4]

3. Organization of standardization activities

The DPS bodies implementing the technical work for national standardization activities are the DPS Technical Board (DPS/BT), DPS Technical Committees (DPS/TCs)/DPS Project Committees (DPS/PCs), DPS Permanent Working Groups (DPS/TC/PWG) and DPS Target Working groups (DPS/TWG).

3.1 DPS Technical Board (DPS/BT)

The Technical Board (BT) is a technical managing body of DPS; not part of its staff.

The BT is established on the basis of Article 11 of Law no. 9870 dated 04.02.2008 “On Standardization” **and operates in accordance with the document RB/DL/009 “Regulation on the Functioning of the DPS Technical Board”, approved by the DPS Managing Board**, based on letter d) of point 3 of the Decision of the Council of Ministers no. 433, dated 05.05.2010 “On the establishment, composition, functioning and competences of the DPS Steering Board” and letter d) of point 1 of the “DPS Managing Board Functioning Regulation”.

The BT has the responsibility to manage the DPS standards work programme and its implementation by the Technical Committees.

For the purposes of this regulation **the document RB/DS/009 “Regulation on the Functioning of the DPS Technical Board”** shall be applied.

3.2 Standardization Technical Committees (DPS/TCs)

3.2.1 Establishment of a DPS/TC

The technical committees shall be working bodies which are established by the DPS/BT for standardization work in certain areas of interest at national level.

The development of standards is a collective activity requiring the inclusion of a wide range of stakeholders from different groups, including users of standards and consumers.

A Technical Committee shall be established for a specific sector of the economy of the Republic of Albania and/or as a mirror working body of a technical committee or of another working body of European or international standardization organizations.

A Technical Committee may be set up at the initiative of any stakeholder, (organizations, executive authorities, legal entities and individuals).

A decision establishing a technical committee shall be taken by the Technical Board, subject to the following conditions:

- the need to establish a new DPS/TC is justified according to the stakeholder's interests;
- the area of the DPS/TC activity is defined and it does not overlap with that of other DPS/TCs;
- the area of the DPS/TC activity mirrors the area (s) of the Technical Committee (s) of European and/or international standardization organizations;
- priorities are defined for work or a business plan and draft work programme has been developed;
- there is an expressed interest in participating in the work of the new DPS/TC by at least 4 (four) interested stakeholders' representatives.

In the case that one or more of the above criteria are not met, the Technical Board shall decide whether to approve the request for the creation of a new TC.

The decision to create a new TC or to reject the proposal to set up a TC may be appealed to the DPS Managing Board (DPS Board).

DPS maintains a register of technical committees containing the number, designation, scope of activity, work programme, chair and secretary, as well as data on the European and international technical committees to which the relevant DPS/TC is a mirror.

3.2.2 Merging or reorganization of Technical Committees

DPS/TCs registered until the date of entry into force of the Standardization Law (published in Official Bulletin No. 18, dated 19.02.2008) and those that are newly created, are regularly monitored by the Technical Board for the fulfilment of the criteria on which they are created and operate.

In case one or more criteria are not respected, the Technical Board may decide to re-organise a DPS/TC or merge it with another DPS/TC.

The decision to merge or reorganize a DPS/TC may be appealed by the TC Chairman to the DPS Board. The Board shall consider such an appeal at its next meeting.

3.2.3 Composition of Technical Committees

The composition of a DPS/TC should guarantee a balance of interests of the various stakeholders, while not allowing one party to prevail over the other.

The stakeholders' representatives should take an active part in the work of a DPS/TC.

Stakeholders propose experts to working groups set up by the DPS/TC for specific purposes. Other non-stakeholder experts may participate in working groups in their capacity as individuals and may not appoint substitutes.

Once established, DPS/TCs are open to stakeholder participation.

If a DPS/TC terminates the participation of a stakeholder representative in the DPS/TC operation, the decision may be appealed to the Technical Board.

The rights and obligations of interested parties should be specified by the type of membership they have asked to have in the DPS/TC:

Active participants:

Any interested party who has expressed an interest in actively participating in the work of a DPS/TC should be represented by an authorized representative who participates in the DPS/TC meetings and has the right to vote in the DPS/TC decision-making process regarding acceptance of certain issues. Other representatives of each interested party may be present and participate in DPS/TC meetings, but only the authorized representative has the right to vote. If not able to be present, an authorized representative may submit his comments or delegate his rights to another representative.

Observers:

Interested parties with the status of observers in the work of the DPS/TC shall be represented in the DPS/TC by authorized persons attending the DPS/TC meetings without the right to vote.

Interested parties with the status of observers through its authorised representative shall be entitled to receive information on approved national, European and international standards as well as working documents on a specific topic(s) including texts of draft standards.

Interested parties with the status of observers may propose experts in working groups to develop standards on specific topics of the work programme.

SMEs, social, environmental and consumer organizations:

With a view to the broad participation of the widest possible range of interested parties, DPS encourage the participation of small and medium-sized enterprises (SMEs) in standardization activities by facilitating their access to the work of DPS/TC. SMEs or SME associations (hereafter SMEs) that are not members of DPS technical bodies may take part as observers.

Participation in the standardization work through SME associations is recommended as this can better protect their common interest.

An SME that is interested and willing to contribute to the development of a standard (s) (national, European or international) may participate in the standardization work under the conditions set out in the Law no. 9870 dated 04.02.2008 “On Standardization” as amended and aligned to EU Regulation 1025/2012.

In specific cases, at the discretion of DPS/TC, interested social organizations, environmental and consumer organizations as given in Annex III of the DCM 382/2018 that has transposed the EU Regulation 1025/2012 may be invited to work on a topic as observers and a “Special partnership agreement” between DPS and the organisation concerned may be signed for longer term participation.

3.2.4 Representatives of stakeholders in the DPS/TC

All stakeholder representatives and experts involved in the work of the DPS/TC should be familiar with:

- the basic principles of standardization;
- rules and procedures for standardization activities and all decisions of the DPS Managing Board.

In addition to participating in the DPS/TC work, stakeholder representatives should be active in developing standards by participating in working groups or presenting the technical opinion of experts at the standard drafting stage while being obliged to participate in the voting process at all stages of developing the standard.

If an authorized representative does not attend the DPS/TC meeting, he / she may not request a problem to be discussed again at the next meeting, because he / she has been absent from the previous meeting.

If a representative in the DPS/TC is systematically absent or passive, the chairperson and the secretary of the DPS/TC should take steps to activate participation by requiring the organization where the representative came from to take the necessary measures in this regard or appoint another representative.

The terms specified in the work programme and DPS/TC decisions should be used by stakeholder representatives when they formulate their position.

3.2.5 Chair of the Technical Committee

3.2.5.1 Election of the Chair of the Technical Committee

The appointment of the Chair of the DPS/TC shall be made by the representatives of the stakeholders in the relevant DPS/TC. The Chair should be a well-known personality in that field and of a distinguished professional quality.

The DPS/TC Chair is elected by the representatives of the stakeholders in the relevant DPS/TC by a simple majority of votes, for a term of three years, but not for more than two consecutive terms.

The Chair of the DPS/TC may be replaced before the end of the normal period of his term of office of 3 years in the following cases:

- he/she resigns;
- if the interested party has no further interest in being represented in the relevant DPS/TC;
- with the proposal of more than half of the relevant DPS/TC members.

The decision to replace the Chair shall be taken by a two-thirds majority vote of the members of the DPS/TC.

3.2.5.2 Duties of the Chair of the DPS/TC

Chair:

- must be familiar with the applicable law on standardization, internal regulations of DPS, ISO/IEC directives, CEN-CENELEC internal regulations as well as the rules and procedures for national standardization activities;
- must be capable of reaching consensus and leading the DPS/TC;
- should make the overall work organization and draft the agenda for DPS/TC meetings;
- must direct the activity of the DPS/TC by acting independently and impartially to the interests of the interested party he represents or to other interests;
- should develop in cooperation with the Secretary of the DPS/TC, the work programme/business plan of the DPS/TC.

3.2.6 *Technical Committee Secretary/secretariat*

3.2.6.1 Organization

The overall organization of the DPS/TC work should be done by the secretariat provided by DPS. The DPS administration supports the DPS/TC Secretariats in their daily work. The General Director should appoint the secretaries of the DPS/TC, who are DPS staff, by an internal order.

Where an interested party requests that it maintain the secretariat of a TC, it shall submit its application to the General Director of DPS. The application must be accompanied by relevant documentation showing the technical competence of the interested party to perform this function.

The Technical Board must decide on the location of the relevant DPS/TC secretariat. The conditions under which the interested party obtains the right to hold the secretariat of a DPS/TC are set out in a written agreement with the DPS.

The following criteria must be met:

- the interested party must demonstrate its technical capability to handle all correspondence and flow of DPS/TC documentation;
- the interested party must submit its candidacy for the secretary of DPS/TC. The candidacy is approved by the Technical Board;
- the General Director of DPS should appoint an employee from DPS staff who is responsible for coordinating and monitoring the work of the TC;
- the above appointed employee should receive copies of all documentation and correspondence of the DPS/TC to ensure proper implementation of all procedures. In case of any doubt about the

proper implementation of the procedures, he / she should discuss the problem with the relevant Secretariats of the DPS/TC before reporting the problem to the General Director of the DPS.

- DPS has all responsibility for the effective and impartial work of the DPS/TC Secretariat.

In cases where more than one interested party submit requests to host a DPS/TC Secretariat to the DPS, the Technical Board shall decide on the location of the secretariat. The decision of the Technical Board may be appealed to the DPS Board.

3.2.6.2 Technical Committee Secretary/Secretariat duties

The Secretary of the DPS/TC is responsible for organizing the DPS/TC's activity.

Secretary of DPS/TC:

- develops the draft working programme of the DPS/TC in cooperation with the chairman of the DPS/TC;

- updates the work programme of the DPS/TC;

- organizes the activity of the DPS/TC for participation in the activities of international and European standardization organizations;

- provide the DPS/TC with information on the state and future of all draft standards;

- prepares information on draft standards, to be published in the DPS bulletin and on its website for public comments;

- Provides the DPS/TC draft standards (drafted at national, international and European level) for comments and voting, following the relevant DPS procedure regarding the circulation and supply of documentation for drafting standards;

- summarizes comments on draft standards to prepare the presentation of the national position and to prepare voting forms;

- takes appropriate actions to ensure the preparation and holding of DPS/TC meetings, agenda specifications and notification of members, circulation of documents, preparation of decisions taken, preparation and signature of the minutes of meetings;

- assists the Chairman of the DPS/TC in preparing reports on the activities of the DPS/TC;

- keeps the documentation of the DPS/TC.

3.2.7 Functioning of a DPS/Technical Committee

The DPS Technical Committees should carry out the following activities in the areas for which they are established respecting the principles of transparency, impartiality and consensus:

- proposes the drafting of new Albanian standards, systematically revises the standards, prepares amendments and proposes the withdraw of existing Albanian standards;

- develops Albanian draft standards and standardization document at national level and approves them for public opinion;

- approves the final text of the draft Albanian standards;

- participates in the process of drafting international and European standards in the relevant fields;

- prepares the national position on draft European and international standards and documents at "New work item" stage, at "Draft Technical Committee" stage, at "public enquiry" stage and at the "Formal vote" stage;

- nominates experts for participation in working groups of European and international standardization organisations,

- nominates delegates to participate in the plenary sessions of the European and international technical committees to which it is mirrored;
- performs other duties assigned by the Technical Board.

3.2.8 DPS/TC Business plan

In order to carry out its activities, each DPS/TC should prepare a business plan. The business plan should contain the following points:

- the name of the TC and the scope of its activity;
- assessment of market needs;
- the objectives to be achieved;
- standardization work programme timelines for its implementation;
- human resources, including experts in the relevant fields of activity and translators with relevant experience available to TC;
- funds available for the completion of the work programme and for participation in the TC activities of international and European organizations.

The business plan is adopted by DPS/TC and it is approved by the DPS/BT in the establishment of a new DPS/TC or in the restructuring of an existing DPS/TC.

The business plan is reviewed once a year at a plenary meeting of the DPS/TC. The review may result in the confirmation of the business plan or its update or modification.

3.2.9 DPS/TC Meetings

The DPS/TC meeting is called by its chairman and when there is sufficient readiness to discuss the draft standards and other matters.

The meeting is considered regular if no less than 50% of the members are present.

The meeting is directed by the Chairman of the DPS/TC and in his absence, he / she delegates the right to another DPS/TC member to direct it.

If a DPS/TC member is unable to attend a meeting for important reasons, he / she may delegate his / her rights to another DPS/TC member by providing all necessary materials for the meeting, notifying the chairman in advance. The name of the person replacing him/her must be included in the minutes of the meeting.

The work of the DPS/TC should be carried out to the maximum extent possible by correspondence.

One SME representative, without voting rights may participate as an observer on a specific topic in a DPS/TC meeting.

At the invitation of the DPS/TC, social organizations, consumer and environmental organizations, etc. may participate in a meeting, and may give opinions on the issues under consideration, but without voting rights.

3.2.10 Meetings decisions

The decisions of the DPS/TC meeting should be formulated by the chairman after reaching a general consensus.

The decisions to adopt a draft standard developed at national level, to withdraw, to continue or amend a standard following periodic review, to accept a translation of a standard, and for a national position on the technical content of a draft European or international standard, shall be taken by the members of the DPS/TC on the principle of consensus.

If consensus cannot be reached, decisions shall be taken by a two-thirds majority vote.

Decisions on organisational matters shall be taken by simple majority of the stakeholder's representatives in the DPS/TC meeting.

The minutes of the meeting must be prepared by the Secretary of the DPS/TC and send draft minutes to all members with a requirement that if they have no objection within 10 days then their acceptance of the minutes is assumed. It must be signed by chair and the secretary of TC. The document must contain the following information:

- the agenda;
- reviewing and implementing the DPS/TC decisions made at the previous meeting;
- DPS/TC decisions;
- comments and suggestions from the members of DPS/TC;
- attendance list

The recorded document of each DPS/TC should be forwarded to the Department of Standards at DPS.

3.2.11 DPS/TC reports

In order to ensure better coordination and recognition of the work done by different DPS/TCs, each DPS/TC should send a report to the Technical Board and the General Director containing information on the DPS/TC's activity for a specified period of time. The Technical Board and the General Director shall determine the time limits for submission of such reports.

3.3 Project Committees (DPS/PCs)

The Project Committees (DPS/PC) are working bodies which are established by DPS/BT for the purpose of carrying out specific short-term tasks, mainly in new areas of standardization, where it is envisaged to develop one or a small number of documents at national level or where there is an interest in active participation in the work of a Project Committee at European and/or international level.

DPS/PC are composed of PC members, the Secretary and the Chair. The DPS/PC secretariat is maintained by the DPS.

The project committees shall be established by a decision of the Technical Board approving its name, scope of activity, members, chair and location of the Secretariat.

The project committees shall be numbered and entered in the Register of technical committees in the order of the technical committees numbering.

On all matters relating to the establishment of the Project Committee, the organisation of work and the performance of the specific task (s) are the same as for the Technical Committee.

Upon completion of the specific task (s), the DPS/PC shall be closed by a decision of the DPS/BT.

Once the DPS/PC has been closed, the maintenance of the standard (s) of the area, including periodic review, is the responsibility of the secretary appointed.

3.4 Working groups

3.4.1 *Permanent working groups (PWG)*

3.4.1.1 Creation and composition

Permanent working groups consisting of stakeholder representatives may be established if the scope of the DPS/TC's activity allows to be divided into different sub-areas.

Permanent working groups should be composed of at least three representatives of stakeholders who declare their intention to participate in the work of these permanent working groups.

The Secretary of the DPS/TC should organize the work of the permanent working groups.

In cases where the conditions for the establishment of a DPS/TC are not met, the Technical Board may establish a permanent working group consisting of representatives of interested parties. The Technical Board may decide to restructure a DPS/TC into a permanent working group when the conditions for the establishment of a TC are no longer met.

The General Director should appoint a DPS employee who will be responsible for organizing the work of the permanent working group.

During the meeting of the DPS/TC or the Technical Board members should specify the activity of the working groups, composition and management. The created group must register in the DPS documents and be notified in the DPS Bulletin and website.

The permanent working groups created by DPS/TC should work for that part of the work programme for which they were created and the DPS/TC has the right to approve the work performed by them.

The DPS/TC delegates to the permanent working groups, the right to approve and accept the work of the working subgroups, which are normally created by the permanent working groups.

3.4.1.2 Meetings

Permanent working group meetings should be held when members are willing to discuss standard drafts and other issues. Meetings should be organized by the convener of the permanent working group in cooperation with the secretary of the TC or the person appointed by DPS.

3.4.1.3 Reporting

The Permanent Working Group Convener should prepare a report on the completion of the assigned task and submit it to the DPS/TC who has assigned that task or to the Technical Board that created the working group.

3.4.2 Task working groups (TWG)

The work on developing a standard should be carried out by subgroups of experts. These TWGs shall be established by the permanent working groups of the DPS/TC, those established by the Technical Board or the DPS/TC. TWGs should be responsible for developing draft standards, the content and the structure. They are also responsible for the translation, preparation for publication and structure of Albanian national standards that adopt international or European standards.

TWGs can also be set up to perform other tasks for a short time, such as drafting specific parts of the DPS/TC business plan.

The TWGs should be composed of experts, proposed by the stakeholders. Experts coming from outside stakeholders can be proposed to work in subgroups but only as experts in a particular field.

The creation of the TWGs and the convener should be appointed by the permanent working group established by the relevant DPS/TC or the Technical Board.

In their work, the TWGs shall comply with the "Rules and procedures for national standardization activities".

3.5 Standardization areas where there are no DPS technical working bodies established

The areas of standardization which have national standards and/or have established working bodies of CEN-CENELEC and/or ISO/IEC, but for which there are no conditions for the establishment of technical working bodies of DPS, shall be determined by decision of the Technical Board, on a proposal from the Standards Director.

The Standards Director proposes to the Technical Board the names of the standardization areas. Each area can include several different sub-areas.

The areas of DPS/TC-0 are grouped in subsectors with the symbol DPS/TC-0/SC.

DPS/TC-0/SC shall be entered in the Register of technical committees by separate line of numbering and shall be announced in the Official Bulletin and on the website.

For each DPS/TC-0/SC by order of the Director General, a responsible employee of the DoS shall be appointed.

The responsible employee shall have the task of organising the activities at national level at all stages of the elaboration of the draft European and/or international standards, voting and implementation of the standards, on keeping the fund up to date with national standards, by conducting periodic reviews, as well as in filling in the information system of the DPS.

In the case of identified interest for certain subjects, the responsible employee may:

- organise a study of opinions at national level and prepare a national opinion with the assistance of competent experts, which it proposes through the Standards Director for approval by Technical Board;

- make proposals through the Standards Director to the Technical Board for translation of European/international standards;
 - make proposals through the Standards Director to the Technical Board for the creation of DPS/TC or DPS/PC, where conditions are met.
- Decisions relating to all activities in the fields shall be taken by the Technical Board.

4 DPS Standardization work programme

The DPS work programme consists of the topics of the work programmes of DPS/TC and of the topics that are developed under the responsibility of the Technical Board.

Each DPS/TC draws up its work programme, which is adopted at least once a year in plenary meeting.

The DPS work programme is approved by the Technical Board.

The DPS work programme is open. New work topics may be included in the course of the year after evaluation of the proposals and approval by the Technical Board.

The DPS work programme includes:

- topics to develop, revise or amend Albanian standards at national level;
- topics for the development of European standards under CEN-CENELEC programmes;
- topics for developing international standards for the programmes of ISO/IEC technical committees.
- topics for implementation of international and European standards through translation into Albanian language;

The work programme shall contain at least:

- working number of the topic (only for Albanian standards at national level);
- name of the subject and number of the standard;
- relationship with an international standard (if any) used as a basis;
- deadlines for the implementation of the different stages.

According to the WTO Agreement on Technical Barriers to trade WTO/TBT – Annex 3 and article 3 of the European Regulation (EU) 1025/2012 DPS publishes its work programme every six months on its website.

No later than the date of publication of its work programme, DPS shall notify its presence to the other national standardization bodies-members of CEN-CENELEC, by notification to the CEN-CENELEC Management Centre (CCMC), to the European Commission and to the members of the WTO by a notification to the ISO/IEC Information Centre in Geneva.

5 Development of Albanian standards at national level

The main stages in the standards development process at national level shall be at follows:

- new work item proposal stage;
- development stage;
- enquiry stage;
- approval stage;

- publication stage;
- systematic review.

The stage codes for the development of Albanian standards at national level, which correspond to the International Code of the standard development stages, are in Annex B.

5.1 Proposal for a New Work Item

5.1.1 Submission of a proposal

Requests for new standards or for upgrading existing ones at national level can be made by any interested party in Albania. Any proposal must be reasonable and financially supported and made in accordance with Article 15 of Law no. 9870, dated 4.2.2008 “On standardization”.

Note: Albanian standards at national level should be developed only when international and European standards, even those at draft stage, are missing in the relevant area. The development of a new Albanian standard at national level should be based on the real need to standardize in that area.

Any proposal given in an appropriate form must be justified on the need to develop a standard for the given site, containing:

- name and area of application of the standard;
- type of standard proposed, e.g. specification, test method, guide to Good Practice and others;
- description of the structure of the standard and/or its individual parts;
- relation to other standards/source documents;
- relationship with the legislation;
- objectives to be achieved with the development of the standard (support for production and/or trade, ensuring safety and consumer protection, environmental protection, use in supply contracts, including public procurement, for the purposes of conformity assessment, etc.);
- willingness to actively participation of interested parties.

The proposal may be accompanied by a preliminary draft or an indication of the source document (s) to serve as a basis for the design of the project.

The proposals for development of Albanian standards shall comply with CEN-CENELEC standstill agreement under which CEN-CENELEC members shall not undertake any action to develop or revise a national standard when European standard or draft European standard exists for same subject of standardization and standstill procedure has been announced.

With a view to harmonization and avoiding duplication or overlapping of work on a global scale in accordance with Annex 3 of WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards when new projects for the development of Albanian standards are proposed the existence of relevant International Standards shall be taken into account with a view to their use in whole or in part as a basis for Albanian standards or their identical implementation, except where such standards are inappropriate.

Each proposal for a new work theme is registered in the DPS Standardization Management and Information System (SMIS) by giving it a working number (**stage 00.00**).

5.1.2 Assessment and approval of the proposal

5.1.2.1 All received proposals must be submitted to the secretary of the appropriate DPS/TC for evaluation and adoption (**stage 10.20**).

The proposal is announced on the DPS website with the possibility of expressing comments and opinions from all those interested.

The assessment must be made on the basis of the following criteria:

- (a) the need to support legislation and/or provide a presumption of conformity with legal acts (the development of such standards is given priority);
- (b) potential impact on the competitiveness of internal and external markets;
- (c) health, safety or environmental protection;
- (d) broad general application (e.g. terminological and other standards);
- (e) the presence of organisations wishing to participate with experts in the development of the standard (not less than three);
- (f) financial provision.

The proposal must meet one or several of the criteria under (a), (b), (c) and (d), and criteria (e) and (f) are mandatory.

The decision to adopt (**stage 10.99**) the proposal by DPS/TC shall be taken by simple majority when the criteria referred to above are met, taking into account the contributions received from interested parties and SMES. For the unaccepted opinions of interested parties DPS/TC must give reasons.

The decision must include the working name, the object and area of application of the new topic, the names of the members and the head of the Target Working Group, the deadlines for completion of the development stages, public enquiry, approval by the Technical Board and publication of the standard.

Any accepted proposal shall be included in the DPS Standardization work programme (**stage 20.00**).

In case of refusal to accept the proposal (**stage 10.98**), the DPS/TC shall notify the submitter of the proposal, giving reasons for the refusal.

5.1.2.2 Where there is no active DPS/TC in the area, the proposal is evaluated by the DPS/BT according to the criteria in 5.1.2.1 and is adopted by decision of the DPS/BT (**stage 00.99**).

In case of refusal to accept the proposal (**stage 00.98**), the DPS/BT shall notify the submitter of the proposal, giving reasons for the refusal.

With the decision to accept the proposal, the DPS/BT recommends the Standards Director to initiate a procedure for the creation of a new DPS/TC, DPS/PC or to extend the activity of active DPS/TC with a similar scope.

In case of a successfully completed procedure, the DPS/BT decides to create a new DPS/TC, DPS/PC or to extend the activity of active DPS/TC.

The DPS/BT decision includes the accepted proposal in the work programme of the relevant DPS/TC or DPS/PC and in the DPS Standardization work programme (**stage 20.00**).

In the event of unsuccessful completed procedure, DPS shall inform the submitter of the impossibility implementing the proposal.

5.2 Development of draft Albanian standard at national level

5.2.1 Announcement of the initiation of the work on New Work Item

Announcement of the initiation of work on New Work Item, or on revision of existing Albanian standard at national level shall be published in DPS Bulletin and on DPS website. CCMC shall be notified for the initiation work on a New Work Item or revision of an existing standard in accordance with Regulation (EU) 1025/2012. New Work Items in the electro-technical field shall additionally be notified at CENELEC in accordance with the Vilamoura procedure¹.

5.2.2 Development of working draft of a national standard

The working draft standard shall be developed by especially established Task Working Group (TWG) (**stage 20.20**).

All available data and experience in the particular field shall be used in developing the draft. In some case it might be necessary to perform studies and research for collecting additional data in order to improve the content of the standard.

When drafting Albanian standards incorporation of requirements subject to patented materials or processes shall be avoided.

The TWG shall observe the stages and deadlines in the Standardization Work Programme. The content, structure and layout of draft standards shall be in compliance with the requirements of this regulation - Part 3, Structure, contents and drafting of Albanian standards.

At the stage of the standard development the various interests shall be taken into account in order to achieve a decision acceptable to all interested parties.

The text of the working draft, agreed in the task working group, shall be submitted by its convener to the relevant DPS/TC or DPS/BT for further actions.

5.2.3 Committee Draft

The text of the working draft - Committee Draft (CD) – shall be subject to discussion and approval by the DPS/Technical Committee (**stage 30.00 to 30.99**).

¹ See [CENELEC Guide 8](#)

For approval of the Committee Draft a consensus shall be achieved on its content prior to submission for "public enquiry".

During the discussions everything possible should be done for the unanimous approval of the draft by DPS/TC members, the participating SMEs and other observers.

If this is not possible, the chair shall make every effort to achieve consensus on all essential issues.

In case consensus cannot be achieved, the text has to be approved by two thirds of the voting DPS/TC members and all persistently supported contrary opinions from DPS members and/or participating observers shall be duly registered.

Interpretation of the procedure of decision-making by consensus is defined in clause 7.2 of the Working Rules of procedures for National Standardization Activities, Part 1.

The parties expressing "persistently supported objections" have the right to use the mechanism of appeal under clause 10.3 of the Working Rules of procedures for National Standardization Activities, Part 1.

The full text of the Committee Draft shall be submitted to technical editing by competent experts according to this regulation - Part 3. It is recommended that technical editors are involved in the development of standards at the earliest possible stage in order to avoid problems and delays at the preparation stage for publication.

The text of any Albanian Committee Draft submitted for public enquiry shall be such that if no comments are received it can proceed for publishing without substantial editing, i.e. it shall meet the requirements defined in this regulation - Part 3.

This is a shared responsibility of DPS/TC or DPS/BT and the editorial team.

After editorial changes are made to the original text, the draft shall be submitted for registration (**stage 40.00**) and a number shall be given to the standard.

5.3 Public enquiry of draft Albanian standards

An important and obligatory stage in the development of any standard is the circulation of the draft for public enquiry. The text of an Albanian national standard draft must circulate for public enquiry in accordance with the relevant procedure for the distribution of DPS documents. The public enquiry project should also have explanatory notes.

Note: The texts of the Draft National Albanian Standards should be formulated in the way that in case there are no comments, should be published without major changes, hence should meet the requirements set out in the Rules and Procedures for National Standardization Activities, Part III. It is on the responsibility of both technical and publishing staff to ensure this during the drafting process.

Public enquiry stage is based on the following principles:

- a) ensuring accessibility of the draft to all interested parties;
- b) the enquiry procedure is usually applied only once, if possible;
- c) the proposals for changes in the technical content before the revision of an existing Albanian national standard or before its amendment are made available for public comments;
- d) all opinions received are considered and discussed.

5.3.1 Circulation of draft standards for public enquiry

Information on draft Albanian standards for public enquiry shall be announced in DPS Bulletin and on DPS web site: www.dps.gov.al (**stage 40.20**).

The announcement shall be accompanied by an explanatory text on the subject of the standard as well as important facts useful for providing opinions.

In case DPS has not notified CCMC about a certain draft Albanian standard at the stage of "announcement of initiation of work on a New Work Item", this shall be done at the beginning of the "public enquiry" procedure in accordance with the rules of those organizations and the *DPS Procedure for providing information in the area of standardization* no later than the date of announcement of public enquiry.

The draft Albanian standards for public enquiry shall be available for information and submission of comments from all interested parties, including SMEs and EU and WTO member countries.

DPS shall:

- (a) ensure access to draft Albanian standards in such a way that all relevant parties in particular those established in other Member States have the opportunity to submit comments;
- (b) allow other national standardization bodies to be involved passively or actively, by sending an observer, in the planned activities.

DPS shall provide access to the texts of the draft Albanian standards for public enquiry at national level according to the *DPS Procedure for access to information at DPS*.

DPS shall send the texts of particular draft Albanian standards for public enquiry to interested parties upon their request in electronic format.

5.3.2 Submission and review of comments

Those interested in a particular draft Albanian standard shall submit their comments in writing, by electronic means at DPS within two months of the announcement of a public enquiry. Exceptionally DPS may specify a shorter period, but no less than 45 days (**stage 40.60**).

DPS/TC members may not submit comments on drafts for public enquiry approved by them at "Committee Draft" stage.

DPS/TC, DPS/PC or DPS/BT shall review and discuss all comments on a draft Albanian standard received within the time limit. The comments and opinions may be accepted or rejected, giving reasons for the rejection.

DPS shall notify the submitter of the comments (at national, international or European level) on the DPS/TC or DPS/BT decisions for acceptance or rejection of any proposal.

5.4 Approval of the draft standard

An Albanian draft standard, which reflects all acceptable proposals, shall be adopted by DPS/TC or DPS/BT (**stage 50.99**).

When, as a result of the approved comments and remarks, the technical content or structure of the draft standard has been significantly (more than 50% of the texts) changed, the Task Working Groups shall be entrusted to submit to DPS/TC or DPS/BT secretariat revised draft for a second public enquiry (**stage 40.93**).

If the results of the public enquiry of the new draft demonstrate that there is insufficient support for its publication as a national standard, the problem shall be referred by a report to the DPS/BT. All reasons for agreement and disagreement and obstacles for the possibility to be published a standard shall be stated in the report.

The Technical Board shall decide whether to continue the work with new deadlines, to publish another standardization document (Technical Specification, Technical Report, Workshop Agreement, etc.) or the draft to be abandoned (**stage 40.98**).

The final text of the adopted draft Albanian standard shall be signed by the DPS/TC or DPS/BT secretary and shall be submitted for preparation for approval and publication. The signature verify that the standard is developed in accordance with the requirements of this regulation - Part 3 and all opinions of interested parties are taken into account and the text correctly reflects the achieved agreement on the technical content of the standard.

5.5 Preparation for approval and publication

An Albanian national standard project approved by the DPS/TC should be checked for:

- compliance with the Rules and Procedures for National Standardization Activities, Part III
- adherence to DPS internal rules and procedures;
- the applicability of the standards referred to therein;
- consistence with other national standards; and
- the need to change or withdraw existing standards.

Draft standards that meet the requirements and are checked for their consistency in terminology, way of expression, structure, layout, accurate references, grammar etc. must be submitted to the Director General for official approval.

Draft standards that do not meet the requirements of Albanian national standards must be returned through the Secretary of the DPS/TC to review and eliminate discrepancies.

5.6 Approval

The general director of DPS makes the final approval of the standards through its decision based on the relevant KT decision giving to these standards the status of the Albanian National Standards

5.7 Publication

The final text will be published as an Albanian Standard the abbreviation of it is - SSH.

5.8 Systematic review

To ensure that National Standards are kept up to date, the relevant DPS/TC should review the standard over a period of one to five years (**stage 90.20**). Standards can be revised even earlier upon request of the standardization stakeholders f, due to technology changes and/or technical regulations changes.

Following the revision of the National Standard, the relevant TC should decide on actions to be performed between the following options:

- Confirmation of the Standard,
- Editing of the text or technical changes to the standard,
- Full review,
- Withdrawal, if the standard is no longer in force as per being withdrawn by European or international standards organizations, in case of adoptions,
- Withdrawal, because the standard is outdated

Note: If a standard is declared outdated (obsolete), it means that the standard will no longer be reviewed or used with the release of new products, but will be retained to serve existing equipment for their life cycle.

5.9 Corrections (Corrigenda)

When one or more mistakes (errors) are identified in a standard which may cause misinterpretations or serious consequences and corrective actions have been approved, the approved correction should be published in the bulletin of the DPS to inform the public.

5.10 Amendments

An amendment to a standard should be drafted to make an annex or change on the agreed technical conditions. Amendments should be elaborated in compliance with the rules and procedures for drafting standards.

6 Drafting of National Standardization Documents (DS)

Albanian documents of standardization are:

- technical specifications, technical reports, manuals or specific technical DPS agreements;
- Albanian standardization documents adopting CEN and CENELEC technical specifications, CEN and CENELEC technical reports, CEN and CENELEC guidelines, CEN technical agreements.

- Albanian standardization documents adopting ISO and IEC technical specifications, ISO and IEC technical reports, ISO and IEC guidelines.

6.1 Technical specification (TS)

A technical specification of national origin (DS, TR, etc.) is a document containing technical requirements approved by the TC of DPS by simple majority. A technical specification is defined with the intent to serve e.g. the purpose of:

- publishing aspects of a subject that can support the development of national industry,
- giving guidance to the market with or on the specifications and methods of analysis associated with them,
- providing specifications in the case of experiments and / or technologies under development.

The TC of DPS work programme should include a work item which should show the topic and the final product.

A work item intended to become an Albanian national standard may be published as a Technical Specification when:

- there has been sufficient support for work to advance as an Albanian national standard,
- consensus cannot be reached at TC level.

The decision to prepare a DS, TR should be made by the TC when there is no national standard for that subject.

A DS or TR project must be prepared by the DPS's TC or a TC designated working group.

A DS, TR project should be prepared following the rules for preparing an Albanian standard.

No technical specification can be contrary to an Albanian standard.

DS, TR must be approved by the General Director of DPS.

DS, TR should not be amended but replaced by a new edition with a new publication date.

Publication with corrections is possible.

The responsible TC shall ensure that the ST technical specifications are reviewed at intervals of not less than three years, starting from the date they are available.

The purpose of these reviews should be to review DS or TR published and if it is possible to reach agreement to publish ST or TR that will replace the existing one, another option is to extend the review deadline for another 3 years or withdrawal of ST or TR.

The maximum life expectancy for a ST or TR is 6 years (i.e. a 3 years period and a deferral).

A ST or TR should be repealed if the publication of another ST or TR is in violation of it.

6.2 Technical reports

A Technical Report (DS DPS/ RT) is an informative document approved by the TC of the DPS by simple majority vote. A Technical Report provides information on the technical content of the standardization work.

The Technical Report may be established where it is considered urgent or advisable to provide information on the basis of data collected which are slightly different from those normally published by the DPS.

The TC of the DPS work programme should contain a task with a form and object specified as the final document.

The decision to design a DS DPS / RT must be made by the Technical Board.

The DS DPS / RT project must be designed by a DPS CT.

The DS DPS / RT project should be designed in accordance with the rules of drafting Albanian national standards.

DS DPS / TR is approved by the Director General of DPS.

DS DPS/TR shall not be changed and shall be superseded with a new edition with the same number and new date. The duration of functioning of SD DPS/TR is unlimited, but it is recommended it to be a subject of review by the responsible technical body in order to maintain its relevance.

However, corrections may be made by the DPS.

There is no time limit on how effective a DS or DPS / TR is, but it is recommended that they be reviewed by the responsible TC to make sure they are valid.

6.3 DPS Guidelines

The guideline is an informational document drafted by DPS.

The Guidelines may be designed with a view to providing technical or administrative guidance in the work of the DPS:

- providing advice on how to handle standardization issues,
- providing information or guidance on conformity assessment issues related to DPS standardization activity.

The guidelines are drafted by DPS working groups.

When the guides are technically orientated they are drafted by the TC.

The guidelines are approved by the DPS Board of Directors.

When the guides are of technical content they are approved by the relevant TC.

The guides are not amended but replaced by new editions with the same number as the new date.

However, corrections may be made by the DPS.

The Guidelines shall be reviewed when judged appropriate by the body that drafted it. The repeal shall be effect by that body which has approved it.

7 DPS Participation in the work of European and International Standardization Organizations

7.1 DPS participation in the work of European standardization organizations

DPS shall participate in the work of the European Standardization Organizations CEN and CENELEC in accordance with the CEN-CENELEC Internal Regulations.

The participation in the development of European Standards and the submission of national position on draft European Standards shall be carried out solely through the existing DPS technical bodies.

DPS technical bodies and experts, involved in the work of the European Standardization Organizations shall work according to the Regulation RB/DL/002 Guide on participation of Albanian delegates and experts attending International standardization meetings (ISO, IEC, CEN and CENELEC)

DPS participation in the CEN-CENELEC European Standards development is defined in the *Procedures for implementation of DPS obligations in the development of European Standards.*

The stages of development of European standard and respective DPS actions at national level are shown in Table 1.

Table 1 - Stages of development of European standard and respective DPS actions

Stages of development of European Standard	European standard	DPS action
Proposal for a New Work Item (stage 10)	Proposal (form) presented by European Standardization Organization (CEN-CENELEC) for approval through voting of New Work Item	The proposal shall be announced in DPS Bulletin and on DPS website, assessed and voted through the technical bodies (DPS/TC or DPS/BT)
Development of draft standard (stage 20)	European draft standard (Committee Draft CD)	DPS may participate with Albanian experts in CEN-CENELEC working group for development of the draft European Standard.
Public enquiry (stage 40)	Draft European standard (prEN) submitted to public enquiry	The draft EN is included in DPS Standardization Work Programme (stage 40.20). The draft EN is announced for public enquiry in DPS Bulletin and on DPS website and is circulated to interested parties. DPS/TC or DPS/BT elaborates and adopts the national position and submits it to the secretariat of the relevant CEN-CENELEC body.
Formal voting (stage 50)	FprEN submitted to formal vote	FprEN is announced in DPS Bulletin and on DPS website for formal vote by DPS/TC' members. DPS votes on the draft in CCMC [CEN CENELEC management Centre]
Publishing	European standard EN published in	The European Standard is adopted and

(stage 60)	CEN-CENELEC official languages after text ratification	implemented as Albanian standard.
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7.1.1 Adoption and implementation of European Standards as Albanian standards

European Standards shall be implemented as Albanian standards irrespective of the way Albania has voted.

Albanian standards implementing European Standards and standardization documents shall be designated according to Annex A.

Albanian standards implementing European Standards shall be identical in content and type to the implemented European Standards and at the same time conflicting Albanian standards shall be withdrawn.

When necessary and due to specific national conditions temporary deviations of technical nature in particular Albanian standards implementing European Standards could be entered.

DPS may request Deviation - type A in case of development of European Standard, which is in contradiction to the stipulations of the Albanian legislation. The request for Deviation - type A shall be made at the earliest possible stage of the development of the European Standard, i.e. at initial draft stage or primary questionnaire stage.

Special national conditions, which cannot be changed even after a long period of time (e.g. climatic conditions) are not considered deviations and should be included in the European Standards during their development. Where necessary, DPS should ask for the inclusion of the Albanian national conditions in the European Standards.

For any deviations and special national conditions CEN-CENELEC Internal Regulations – Part 2:2018, Annex E, is applicable.

Other standardization documents (Technical Specifications, Technical Reports, Guides and etc.) can be implemented identically or with modifications in accordance with CEN-CENELEC Internal Regulations - Part 2:2018.

European Standards shall be implemented at national level in deadlines usually six months after the date of availability (dav) of the European standard and the date of announcement (doa), date of publication (dop) and date of withdrawal (dow) shall be taken into account.

European Standards shall be implemented giving them the status of Albanian standard by:

- publication of an identical text in one of the official languages of CEN-CENELEC or by translation in Albanian;
- endorsement of the European Standard for application as an Albanian standard (endorsement sheet or announcement in DPS Bulletin); and
- withdrawal of all conflicting Albanian standards.

The method of implementation of European Standard as Albanian standard shall be decided by the respective DPS/TC or DPS/BT.

NOTE: It is recommended that implementation of European Standards by DPS shall be done by publication of an identical text in one of the CEN-CENELEC official languages or by translation into Albanian language.

Review and revision of European Standard shall be performed by DPS/TC or DPS/BT in accordance with the plan for review/revision of the European Standard of the respective CEN-CENELEC working body.

Amendment of European Standard shall be implemented pursuant to implementation of European Standards.

NOTE: When an amendment is published by CEN or CENELEC as a separate document, it shall be published as a separate document at national level.

DPS shall notify CEN and CENELEC for each standard implemented at national level according to the established rules of those organizations.

7.1.2 Publication of identical text in one of CEN-CENELEC official languages

The respective DPS/TC or DPS/BT shall be responsible for the publication of Albanian standard implementing European Standard in one of CEN-CENELEC official languages, including the translation of the title of the standard and the national elements.

The translation of the title in areas where no DPS/TC has been established may be consulted by competent experts.

The presentation of the drafts for publication of Albanian standard implementing European standard in one of the official CEN-CENELEC languages shall be in compliance with the Rules for National Standardization Activities - Part 3.

The necessary data and materials for automatic generation of the standards' texts shall be submitted to the DPS/SMS by the secretaries/technical officers.

The publication of an Albanian standard implementing European Standard in one of the official CEN-CENELEC languages shall be approved for publication by DPS Director General, who by his/her signature verifies that procedures are performed and confirms the publication of the standard.

The publication of Albanian standard implementing a European Standard in one of the official CEN-CENELEC languages shall be announced in DPS Bulletin.

The information about published Albanian standard implementing European Standard (including ETSI standards) shall be announced in the Catalogue of Albanian Standards on DPS website.

A copy of the national title page, national foreword and national annexes (if any) shall be sent by DPS to CEN-CENELEC Management Centre (CCMC) on request.

7.1.3 Publication of an identical text by translation into Albanian language

DPS shall publish the Albanian version (edition in Albanian) of the European Standard at its own discretion. DPS shall guarantee that only a version approved by DPS and notified to CEN-CENELEC shall be officially published and distributed.

The translation of a European Standard shall usually be performed after its publication, but in a case of necessity it may commence at draft stage.

DPS/TC or DPS/BT shall be responsible for the preparation of the draft of the Albanian version of a European Standard.

The preparation of a draft of the Albanian version of a European Standard including translation, technical editing, standardization editing and preparation of the national elements (national title page, national foreword and national annexes (if any)) shall be assigned by DPS/TC or DPS/BT to TWG of experts with proven competence in the relevant area and in translation of standards, in accordance to Procedure for translation of a European standards.

In specific cases, for translation of European Standards, TWGs of competent experts may be established by order of the Director General.

DPS Director General may assign translation of European Standards to competent experts out of DPS technical bodies.

The text in Albanian shall be identical to the text of the original edition of the European Standard and shall be structured and drafted according to the Rules for National Standardization Activities, Part 3.

The text of the Albanian version shall be considered and adopted by the respective DPS/TC or DPS/BT according to the rules for adoption of the Albanian standards at national level.

The final text of the European Standard in Albanian shall be signed by the secretary and the chairman of DPS/TC or DPS/TB on the title page.

By signing the secretary shall guarantee that the national elements are in accordance with the Rules for National Standardization Activities - Part 3.

By signing the chairman guarantees that the European Standard is approved as a national standard (if the standard has not previously been published by endorsement or by issuing in one of the official CEN-CENELEC languages) and that the Albanian text meets the requirements.

The Albanian version of a European standard shall be approved for publication by DPS Director General. By signing DPS Director General shall verify that procedures are fulfilled and shall confirm the publication of the standard.

The publication of the Albanian version of the standard (the number, title and the date from which a European standard shall receive the status of a Albanian standard) shall be announced in DPS Bulletin.

The information about a published Albanian standard implementing a European Standard by translation shall be announced in the Catalogue of Albanian Standards on DPS website.

DPS is responsible for the accuracy of the translation of a European Standard in Albanian and upon request shall send a copy of the Albanian edition to CEN-CENELEC Management Centre (CCMC).

If the translation of European Standards in Albanian has been funded by EU under the Grant Agreement for translation of European Standards (FPA), DPS shall send notification to CCMC for the translated standards in the established form (in force from the day of full membership).

7.1.4 Publication of European standards by endorsement

Endorsement of a European Standard for application as a Albanian standard may be performed either by publication of an endorsement sheet or by announcement in DPS Bulletin. In both cases it shall be declared that the European Standard has been adopted together with the number, the title and the date of publication as well as the date from which the endorsed European Standard receives the statute of a Albanian standard.

NOTE: In case of implementation by endorsement the endorsement sheet shall not be used alone without the text of European standard. In this case DPS has the obligation to purchase the text of the standard by the country responsible for the respective official language. The sales and copyright protection shall be made in accordance with the rules and policies for sales of the respective country.

The respective DPS/TC or DPS/BT shall be responsible for the Albanian translation of the titles of the European Standards.

Information about a published Albanian standard implementing a European Standard shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

A copy of the endorsement sheet of the standard or of the announcement in DPS Bulletin shall be sent to CEN-CENELEC Management Centre (CCMC) upon request.

7.1.5 Adoption and implementation of European Harmonization Documents (HD) as Albanian standards (only CENELEC documents)

According to CEN-CENELEC Internal Regulations - Part 2 Harmonization Documents (HD) are implemented by DPS by:

- announcement in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website (publication of the number and title);
- withdrawal of conflicting national standards.

On the basis of a European Harmonization Document DPS may publish a national standard with the same subject, equivalent in technical content.

When Harmonization Document is implemented identically as Albanian standard by translation in Albanian the implementation shall follow the procedures defined for implementation of a European standard by translation.

The publication of a national standard based on harmonization document together with the number and date of entry into force shall be notified by DPS at CEN-CENELEC Management Centre (CCMC).

Information about published Albanian standards implementing harmonization documents shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

7.2 DPS participation in the activities of the International Standardization Organizations

7.2.1 Participation in the development of standards of the International Standardization Organizations

As a member of the International Standardization Organizations ISO and IEC, DPS participates in their activities depending on the membership status in a particular Technical Committee or Subcommittee (as "participant" (P) or as "observer" (O) member).

The participation in the development of International Standards and submitting comments shall be performed only through the existing DPS mirror working bodies.

As a P member in particular ISO or IEC Technical Committee DPS has the right to participate with experts in the development of International Standards and obligation to vote at all stages of development of the relevant International Standard.

When DPS membership in ISO/IEC Technical Committee has O member status, DPS has the right to receive the working documents, including draft standards and to participate at all stages except in "formal vote" procedure for adoption of International Standard.

The approval of draft International Standard by DPS/TC with P member status shall be performed by consensus under the procedure for approval of draft national standards.

DPS technical bodies and the experts taking part in the work of the International (ISO/IEC) Standardization Organizations shall act according to the ISO/IEC Directives (all parts) and the document Regulation RB/DS/002 *Guide on participation of Albanian delegates and experts attending International standardization meetings (ISO, IEC, CEN and CENELEC)*.

Table 2 – Stages of the development of International Standards and respective DPS actions

Stages of ISO development	International Standard	DPS action
Proposal for New Work Item (stage 10)	Proposal (form) presented by International Standardization Organization (ISO/IEC) for approval through voting of New Work Item	The proposal shall be announced in DPS Bulletin and on DPS website, assessed and voted through the technical bodies (mirror DPS/TC or DPS/BT)
Development of draft standard (stage 20)	International draft Standard (ISO/WD or IEC/WD) at Working Group level	DPS may participate with Albanian experts in the Working Group for development of draft International Standard.
Development of draft standard (stage 30)	International draft Standard (ISO/CD or IEC/CD) at Technical Committee level	DPS/TC informs its members P – members can vote (if required) O – members may submit comments
Public Enquiry (stage 40)	International draft Standard (ISO/DIS or IEC/DIS) sent for public enquiry	The ISO/IEC draft is included in DPS Work Programme by the relevant mirror DPS/TC or DPS/BT. The draft is announced for enquiry in DPS Bulletin and on DPS website. P – members shall circulate the draft to the relevant DPS/TC members for vote. O – members may submit comments. The Technical Committee decides whether the standard will be implemented as a national standard and formulates the national position. DPS expresses the national position on the drafts in the areas in which it is P or O member.
Formal vote	ISO/FDIS or IEC/FDIS sent for	The Technical Committee

(stage 50)	formal vote	formulates the national position. DPS votes on the draft in the areas in which it is P-member.
Publication (stage 60)	Published International Standard ISO/IEC	The International Standard is adopted and implemented as Albanian standard (if interest exists).

7.2.2 Adoption and implementation of an International Standard as an Albanian standard

An International Standard (ISO/IEC) can be adopted and implemented as a Albanian standard depending on the interests and by initiative of the interested parties. According to the Agreement for Technical Barriers to Trade of the World Trade Organization (WTO/TBT), which Albania has acceded, the use of International Standards shall have priority for all areas where such standards exist.

International Standards can be implemented as Albanian standards where there are no European Standards in the respective area and an interest in their application is available at national level.

An International Standard can be implemented as a national standard by decision of the responsible mirror DPS/TC or DPS/BT. It is recommended when DPS has expressed a positive position on a draft International Standard, after its publication the International Standard to be implemented as a national standard.

When a mirror DPS/TC has decided an International Standard to be implemented as a national one, the draft shall be announced in DPS Bulletin and on DPS website for "public enquiry" and shall be made accessible to the interested parties for comments.

When a mirror DPS technical committee has decided an International Standard not to be implemented as a national, there is no need for the draft to be accessible, but information on the availability of the project should be announced in DPS Bulletin and on DPS website with a view of providing possibility for comments and preparation of national position.

Where there is no mirror DPS/TC but there is an interest in implementing the already published International Standard, in developing of which Albania has not taken part, by decision of DPS/BT the standard can be implemented by a DPS/TC with similar subject, without the obligation to become a member of ISO/IEC Technical Committee.

International Standards can be adopted and implemented as Albanian standards either identically in content or with modifications according to ISO/IEC Guide 21-1:2005.

When International Standards are to be implemented identically as Albanian standards the procedures shall be the same as for the implementation of the European Standards (see 7.1.1 to 7.1.4).

NOTE In case of implementation by endorsement, the endorsement sheet shall not be used alone without the text of International Standard. In this case the sales and copyright protection of endorsed standards are handled in accordance with the rules and policies of ISO/IEC, for the sale of original standards

In case of implementation of International Standards with modifications the standards shall be developed according to the procedures for development and approval of Albanian standards (see clause 5) and shall be published in Albanian.

Information about published Albanian standard implementing ISO/IEC Standard shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

7.3 Adoption and implementation of amendments of International/European Standards

An amendment of International/European Standard shall be implemented by the procedure as for implementation of an International/European Standard.

When an amendment is published by the respective organization as a separate document, it shall be published at the national level as a separate document, unless it is consolidated by the respective International/European Organization.

If a national amendment to Albanian standard implementing International Standard is necessary, it should be approved, adopted and published according to the procedure for Albanian standard at national level.

If an amendment to Albanian national standard implementing European Standard (only in the national elements or because of linguistic or editorial reasons) is necessary, it should be approved, adopted and published according to the procedure for Albanian standard at national level.

7.4 Adoption and implementation of corrigenda to International/European Standards

If an error is noted by everyone in the original text of the standard when implementing it in one of the official languages or by translation of International/European Standard, DPS has to notify the relevant organization that can publish a corrigendum of the standard.

A corrigendum of International/European Standard, implemented as a Albanian standard, shall be published as a national document only after the organization that had published the International/European Standard has published a corrigendum of this standard.

When an International/European Standard is implemented by translation, a separately published corrigendum shall not be consolidated but to be published as a separate document at national level, until the standard is revised by the respective International/European Organization.

For the publication of a corrigendum that significantly affects the content of the title or the text of the standard in Albanian, a decision by the responsible for the standard DPS/TC or DPS/BT shall be taken.

The publication of a corrigendum of an editorial error shall not require agreement by the responsible technical body.

Any corrigendum to an International/European Standard shall be published in DPS Bulletin.

The procedure for announcement and publication of a corrigendum of Albanian standard implementing International/European Standard by translation or in one of the official languages (in the national elements in Albanian) shall be the same as for corrigendum of a Albanian standard at national level according to 5.9.

NOTE: It is recommended any corrigendum to an International/European standard implemented by translation to be published in Albanian language.

Information for corrigendum shall be announced in the Catalogue of Albanian standards on DPS website.

7.5 Adoption and implementation of International/European standardization documents

As a national standardization body DPS adopts and implements as Albanian standardization documents (DS) International/European standardization documents (Technical Specifications/Publicly Available Specifications (TS, PAS), Technical Reports (TR), Workshop Agreements (CWA/IWA) and Guides (GD) according to the requirements of ISO/IEC Directives - Part 2 and CEN-CENELEC Internal Regulations and ISO/IEC Guide 21 – Parts 1 and 2.

Annex A provides the characteristics and the status of DPS standardization documents (including those implementing International/European Standards and standardization documents).

Annex C provides comparison of the level of adoption of International/European Standards and standardization documents.

7.5.1 International/European Technical Specifications

The International/European Technical Specifications (CEN-CENELEC/TS, ISO/IEC/TS, ISO/PAS, etc.) can be implemented as Albanian standardization documents of the same type or of different type. Decision on how to be implemented (type of document, identically or with modifications, when appropriate, etc.) shall be taken by the respective DPS/TC or DPS/BT.

The procedure for implementation of International/European Technical Specifications by translation in Albanian as DPS Technical Specifications (DS DPS/TS) shall be the same as for development, approval and publication of DPS Technical Specifications (7.1).

The procedure for implementation of International/European Technical Specification in one of the official languages as DPS Technical Specification shall be the same as for implementation of International/European Standard in one of the official languages (7.1.2) with a level of consensus applicable to DPS Technical Specification.

In case of implementation of International/European Technical Specifications it is not necessary to withdraw conflicting Albanian standards.

The implementation of International/European Technical Specifications as Albanian standardization documents shall be approved by decision of the relevant DPS/TC or DPS/BT.

The Albanian standardization documents implementing International/European Technical Specifications shall be adopted for publication by DPS Director General.

Information about published Albanian standardization documents implementing International/European Technical Specifications (CEN-CENELEC/TS, ISO/IEC/TS, ISO/PAS) shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

The publication of the Albanian standardization documents, implementing CEN-CENELEC Technical Specifications, shall be notified by DPS at CCMC.

7.5.2 International/European Technical Reports

International/European Technical Reports (CEN-CENELEC/TR, ISO/IEC/TR) can be implemented as Albanian standardization documents identically or with modifications.

The decision for the method for implementation (type of document, identically or with modifications, when appropriate, etc.) shall be taken by the respective DPS/TC or DPS/BT.

When International/European Technical Reports are implemented it is not necessary to withdraw conflicting Albanian standards.

Albanian standardization documents implementing International/European Technical Reports shall be approved by the respective DPS/TC or DPS/BT.

The procedure for implementation of International/European Technical Report by translation as Albanian Technical Report shall be the same as for Technical Report at national level.

Information about the published Albanian standardization documents implementing International/European Technical Reports shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

7.5.3 International/European Workshop Agreement

Workshop Agreement (CEN-CENELEC/CWA, ISO/IWA) is a document that is adopted by consensus among those participating in a Workshop, but out of the Technical Committees of CEN-CENELEC and ISO.

DPS obligation as a national standardization organization is at least to announce at national level the existence of Workshop Agreement, developed at European level (CEN-CENELEC/CWA). DPS has to notify at CEN-CENELEC Management Centre (CCMC) whether and how it will make available in Albania a particular Workshop Agreement.

CEN-CENELEC/CWA may be implemented by translation as Albanian standard or as another type of standardization document with the appropriate level of agreement.

If information is received at DPS that there is interest in the country on a topic, subject to Workshop Agreement at International level (ISO/IWA), DPS shall take action for implementation of the document at national level.

Decision on how to be implemented (type of document) shall be taken by the respective DPS/TC or DPS/BT. The procedure for implementation of CWA/IWA shall be the same as for development, agreement and adoption of Albanian standard at national level (5) or standardization document (6).

When International/European CWA/IWA are implemented it is not necessary to withdraw conflicting Albanian standards.

Information about the published Albanian standards/standardization documents implementing CWA/IWA shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

7.5.4 CEN-CENELEC and ISO/IEC Guides

CEN-CENELEC and ISO/IEC Guides (GD) can be implemented as DPS Guides. The decision for the method for implementation shall be taken by the respective DPS/BT.

The procedure for implementation of CEN-CENELEC or ISO/IEC Guide shall be the same as for development and adoption of a Guide at national level.

Information about the published Albanian Guides implementing CEN-CENELEC or ISO/IEC Guides shall be announced in DPS Bulletin and in the Catalogue of Albanian Standards on DPS website.

Annex A (Informative)

DESIGNATIONS OF ALBANIAN STANDARDS AND ALBANIAN STANDARDS DOCUMENTS

Document	Definition	DPS's activity
Standards		
Standard	Standard is any voluntary document, drafted by consensus and approved by a recognized standardization body, which provides, for shared and repeated use, rules, instructions or characteristics for their activities or results, to an optimal degree of regularity, in a given context.	<ul style="list-style-type: none"> - Public opinion - Acceptance from a TC of DPS - Approval by the DG of DPS - Notification at DPS bulletin - Withdraw of the national standards that conflict.
SSH EN, SSH HD, SSH EN ISO SSH EN IEC SSH ISO, SSH IEC SSH ISO/ IEC		<ul style="list-style-type: none"> - Acceptance from a TC of DPS - Approval by the DG of DPS - Notification at DPS bulletin - Withdraw of the national standards that conflict.
Standardization Documents		
DS	<p>A document adopted by the DPS which is likely to be agreed to be an Albanian national standard, but which currently does not have the necessary support to be transposed into an Albanian national standard,</p> <ul style="list-style-type: none"> - there is doubt that consensus can be reached, - the technical content is still being drafted, or - there is another reason for the rapid publication of a European standard. 	<ul style="list-style-type: none"> - Public opinion - Approval from the TC of the DPS - Approval by the DG of DPS - Notification at DPS bulletin - National Standards conflicted do not withdraw.
DS CEN/TS, DS CLC/TS DS ISO/TS, DS IEC/TS		<ul style="list-style-type: none"> - Approval from the TC of the DPS - Approval by the DG of the DPS - Notification at DPS bulletin - National standards that conflict cannot be withdrawn.
DS DPS	A document that contain informative material (general reviews or technical achievement data) that is not yet complete to be published as a standard or technical specification.	<ul style="list-style-type: none"> - Public opinion - Acceptance of a TC of DPS - Approval by the DG of DPS - Notification at DPS bulletin - National Standards that conflict cannot be withdrawn

DS CEN/TR, DS CLC/TR DS ISO/TR, DS IEC/TR		<ul style="list-style-type: none"> - Acceptance of a TC of DPS - Approval by the GD of DPS - Notification at DPS bulletin - National Standards that conflict cannot be withdrawn
DS Guideline of DPS	A document containing guidance, advice or recommendations on standardization principles and policies, as well as guidance for those designing or using standards.	<ul style="list-style-type: none"> - Approval by the DG - Notification at DPS bulletin
DS Guideline of CEN/CLC		<ul style="list-style-type: none"> - Approval by the DG - Notification at DPS bulletin
DS Guideline of ISO/IEC		

Annex B (Informative)

STAGE CODES FOR DEVELOPMENT OF ALBANIAN STANDARDS AT NATIONAL LEVEL

STAGE	SUBSTAGE						
	Activities			90 Decision Substages			
	00 Registration	20 Start of main action	60 Completion of main action	92 Repeat an earlier phase	93 Repeat current phase	98 Abandon	99 Proceed
00 Preliminary stage	00.00 Proposal for new project received	00.20 Proposal for new project under review	00.60 Close of review			00.98 Proposal for new project abandoned	00.99 Approval to ballot proposal for new project
10 Proposal stage	10.00 Proposal for new project registered	10.20 New project ballot initiated	10.60 Close of voting	10.92 Proposal returned to submitter for further definition		10.98 New project rejected	10.99 New project approved
20 Preparatory stage	20.00 New project registered in Work Programme	20.20 Working draft (prSSH-WD) initiated	20.60 Close of comment period			20.98 Project deleted	20.99 Working draft approved for registration as a (prSSH -CD)
30 Committee stage	30.00 Committee draft (prSSH -CD) registered	30.20 (prSSH-CD) study/ballot initiated	30.60 Close of voting/ comment period	30.92 prSSH – CD referred back to Working Group		30.98 Project deleted	30.99 prSSH-CD approved for registration as prSSH
40 Enquiry stage	40.00 prSSH registered	40.20 prSSH ballot initiated	40.60 Close of voting	40.92 prSSH referred back to TC/TWG	40.93 Decision for new public enquiry	40.98 Project deleted	40.99 prSSH for TC approval
50 Approval stage	50.00 prSSH registered for TC approval	50.20 prSSH ballot initiated	50.60 Close of voting on prSSH.	50.92 prSSH referred back to TC		50.98 Project deleted	50.99 prSSH adopted for publication
60 Publication stage	60.00 Albanian standard under publication		60.60 Albanian standard published				
90 Systematic (periodical) Review stage		90.20 Albanian standard under	90.60 Close of review	90.92 Albanian standard to be revised	90.93 Albanian standard confirmed		90.99 Withdrawal of Albanian Standard

		periodical review					proposed by TC or BT
95 Withdrawal stage		95.20 Withdrawal ballot initiated	95.60 Close of voting	95.92 Decision not to withdraw Albanian standard			95.99 Withdrawal of Albanian standard

Annex C (Informative)

COMPARISON OF THE PROCEDURES FOR DEVELOPMENT AND APPROVAL OF EUROPEAN STANDARDS AND STANDARDIZATION DOCUMENTS

	EN	CEN/TS	CEN/TR	CWA	CEN/Guide
Technical or other body (initiation)	CEN/TC	CEN/TC	CEN/TC or BT	CEN Workshop	CEN/BT or CA
Participation	Through national delegations	Through national delegations	Through national delegations	Through national delegations	Through national delegations
Interests represented	All	All	All	Specific	All
Standstill	Yes	No	No	No	No
Public enquiry	Yes – 5 months or shorter	No	No	No ¹	No
Level of approval	CEN national members	CEN national members in CEN/TC	CEN/TC or BT	CEN Workshop participants	AG, CA or BT
Rule for approval	Weighted vote	Weighted vote	Simple majority	Agreement amongst participants	Simple majority
National announcement	Yes	Yes	Optional	Yes	Optional
National accessibility	Yes	Yes	Optional	Optional	Optional
Publication	national standard	Optional	Optional	Optional	Optional
Withdrawal of conflicting standards	Yes	No	No	No	No
Languages	3 CEN-CENELEC official languages	At least one official language	At least one official language	At least one official language	At least one official language
Periodical review	5 years maximum	3 years minimum plus one 3-year confirmation	No limit	3 years maximum	No limit
¹ Public inquiry is strongly recommended, but not obligatory, except in cases where CWA subject is related to safety or public financing issued					

Annex D

BIBLIOGRAPHY

In the process of development of this part of the Rules for National Standardization Activities the following documents are used:

- [1] CEN-CENELEC Internal Regulations – Part 1 - Organization and Structure, <http://www.cen.eu/boss>
- [2] CEN-CENELEC Internal Regulations – Part 2 - Common Rules For Standardization Work, <http://www.cen.eu/boss>
- [3] CEN-CENELEC Internal Regulations – Part 3 - Principles and rules for the structure and drafting of CEN and CENELEC documents, <http://www.cen.eu/boss>
- [4] ISO/IEC Directives – Part 2: Principles and rules for the structure and drafting of International Standards, <http://www.iso.org>
- [5] CENELEC Guide 8 Procedure Vilamoura, <http://www.cenelec.eu>
- [6] WTO TBT Code for Good Practice for the development, adoption and application of standards, <http://www.wto.org>
- [7] REGULATION (EU) No 1025/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL
- [8] CEN GUIDES, <http://www.cen.eu/boss>