**FORM 2 - NEW WORK ITEM PROPOSAL FORM**

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| **Circulation date:** Click here to enter text.**Closing date for voting:** Click here to enter text. | **Reference number:** Click here to enter text.(to be given by SMIIC General Secretariat) |
| **Proposer** (e.g. SMIIC Member State or A liaison organization)Click here to enter text. | **SMIIC/TC** Click here to enter text.**/SC** Click here to enter text. |
| **Secretariat**Click here to enter text. | **N** Click here to enter text. |

**IMPORTANT NOTICE**

- A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the General Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee and to the General Secretariat.

- NP is a proposal for: a new standard; a new part of an existing standard; revision of an existing standard or part; an amendment to an existing standard or part; a TS

**-** A NP within the scope of an existing TC or SC may be made in the respective organization by a member body; the secretariat of that TC or SC; another TC or SC; an organization in liaison; the Standardization Department; the Secretary General to the secretariat of the relevant Technical Committe

- Each NP shall be presented using the appropriate form, and shall be fully justified. The originator of the NP shall make every effort to provide a first WD for discussion, or shall at least provide an outline of such a WD; and nominate a project leader.

**PROPOSAL*( to be filled by the proposer )***

**Proposal is for: *( Please select the appropirate option)***

[ ] a new OIC/SMIIC Standard

[ ] a new part of an existing OIC/SMIIC standard

[ ] a revision of an existing standard or part

[ ] an amendment to an existing standard or part

[ ] a Technical Specification

**Title of the proposed deliverable**

In the case of an amendment, revision or a new part of an existing document, show the reference number and current title

**Scope of the proposed deliverable**

Projects shall be within the agreed scope of the technical committee. The scope shall give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions shall be stated.

**Purpose and justification of the proposal**

The purpose and justification of the standard to be prepared shall be made clear and the need for standardization of each aspect (such as characteristics) to be included in the standard shall be justified.

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| **Preparatory work *(at a minimum an outline should be included with the proposal)***[ ] A draft is attached [ ] An outline is attached [ ] An existing document to serve as initial basisThe proposer or the proposer's organization is prepared to undertake the preparatory work required: [ ]  Yes [ ]  No**If a draft is attached to this proposal,:**Please select from one of the following options (note that if no option is selected, the default will be the first option):[ ]  Draft document will be registered as new project in the committee's work programme [ ]  Draft document can be registered as a Working Draft (WD – stage 20.20)[ ]  Draft document can be registered as a Committee Draft (CD – stage 30.00)[ ]  Draft document can be registered as a Draft Standard (DS – stage 40.00) |

**Estimated development track**

[ ] 12 Months [ ] 24 Months [ ] 36 Months

[ ]  Other Please write the estimated development track

**If any, relevant documents**

Please list any known relevant documents (such as standards at international, regional or national level), regardless of their source

**If any, liaisons**

A listing of relevant external organizations or other SMIIC committees to be engaged as liaisons in the development of the deliverable(s).

**If any, please indicate all patented items to be used within the deliverable to be produced**

Click here to enter text.

**Proposed Project Leader name, address, tel, fax and e-mail**

Click here to enter text.

**Name and/or signature of the proposer**

Click here to enter text.

**Remarks**

Click here to enter text.

**List of Annex(es), if any**

Please list all annexes attached to the proposal.

**ANNEX(ES)**

Content of the annex(es) may be pasted here