



NEW WORK ITEM PROPOSAL FORM TEMPLATE: SDU-QF-001	
Date of proposal	Reference number (to be given by DBOS)
Proposer	DBOSNWP: _____

DOMINICA BUREAU OF STANDARDS

A proposal for a new work item shall be submitted to the Dominica Bureau of Standards (DBOS), which will assign it a reference number and process the proposal in accordance with the DBOS Procedure for the Development and Promulgation of Dominica National Standards. The proposer of a new work item may be a member of a TC, industry associations, Business Support Organisations. Guidelines for proposing and justifying a new work item are given in the **DBOS - Procedure for the Development and Promulgation of Dominica National Standards**.

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

Proposal (to be completed by the proposer)

<p>Title of proposed deliverable: <i>(in the case of an amendment, revision or a new part of an existing document, show the reference number and current title)</i></p>
<p>Scope of the proposed deliverable.</p>
<p>Purpose and justification of the proposal. (Describe the trade related, economic, social advantages and/or environmental conditions which would result from the development of the proposed standard)</p>
<p>If 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):</p> <p><input type="checkbox"/> Draft document will be registered as new project in the committee's work programme (stage 20)</p> <p><input type="checkbox"/> Draft document can be registered as a Working Draft (WD – stage 20)</p> <p><input type="checkbox"/> Draft document can be registered as a Committee Draft (CD – stage 30)</p> <p><input type="checkbox"/> Draft document can be registered as a Draft Dominica National Standard (D-DNS – stage 40)</p>
<p>Indication(s) of the preferred type or types of deliverable(s) to be produced</p> <p>Dominica National Standard <input type="checkbox"/> Technical Specification <input type="checkbox"/> Publicly Available Specification <input type="checkbox"/></p> <p>Technical Report <input type="checkbox"/> Code of practice <input type="checkbox"/></p>
<p>Proposed development track <input type="checkbox"/> Fast Track (__ months) <input type="checkbox"/> Normal Development (__ months)</p>
<p>Known patented items</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No if "yes", provide full information as an annex</p>
<p>A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing DBOS deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication or conflict will be minimised</p>

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A listing of relevant existing documents at the international, regional and national levels						
A simple and concise statement identifying and describing relevant affected stakeholder categories (including small, medium and micro enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s)						
Liaison organisations (list of relevant external international or Regional organisations or internal parties (or other DBOS committees) to be engaged as liaisons in the development of the deliverable(s)						
Preparatory work (at a minimum an outline should be included with the proposal) <input type="checkbox"/> A draft is attached <input type="checkbox"/> An outline is attached <input type="checkbox"/> An existing document to serve as an initial basis The proposer or the proposer's organisation is prepared to undertake the preparatory work required Yes <input type="checkbox"/> No <input type="checkbox"/>						
An expression of commitment from the proposer to provide the chair for the committee, if one doesn't exist, if the proposal succeeds						
Name and signature of Proposer (include contact information <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name;</td> <td style="width: 40%;">organisation:</td> <td style="width: 30%;"></td> </tr> <tr> <td>Contact number(s):</td> <td>Email:</td> <td>Signature:</td> </tr> </table>	Name;	organisation:		Contact number(s):	Email:	Signature:
Name;	organisation:					
Contact number(s):	Email:	Signature:				
Supplementary information relating to the proposal <input type="checkbox"/> This proposal relates to a new DBOS document <input type="checkbox"/> This proposal relates to the amendment of an existing DBOS document <input type="checkbox"/> This proposal is for the revision of an existing DBOS document <input type="checkbox"/> This proposal relates to the re-establishment of a cancelled project as an active project						
Annex(es) are included with this proposal (give details) Click here to enter text.						

Comments of the DBOS (to be completed by the Standards Development Department)

Signature
DBOS Director

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