**NEW WORK ITEM PROPOSAL**

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| **Date of Proposal**Click here to enter a date. | **Reference Number**Click here to enter text |
| **Name of Proposer**Click here to enter text | **Proposer’s Organization**Click here to enter text |

A formal proposal for the development, revision, or adoption of a standard shall be submitted to the Bahamas Bureau of Standards and Quality (BBSQ). Proposals without adequate justification risk rejection or referral to the proposer.

Text in grey offers guidance to completing this form.

**PROPOSAL**

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| **Primary information relating to the proposal**[ ]  This proposal relates to the development of new document[ ]  This proposal relates to the adoption of a regional/international standard[ ]  This proposal relates to the revision or amendment of an existing document |
| **Title of the proposed deliverable (i.e. document)**The title shall clearly and concisely indicate the subject which the proposed document is intended to cover. |
| **Scope of the proposed deliverable**The scope shall give a clear indication of what the proposed document is intended to cover. If necessary, exclusions (i.e. what the proposed document is not intended to cover) shall be stated.  |
| **Purpose and justification of the proposed deliverable**State the reasons for the development of the proposed document. Consider the following questions:Is there a verified market need for the proposed document?What problem(s) will the proposed document solve?What value will the document bring to end users?What (social/economic/public health) benefits would result from the existence of the proposed document?What national circumstances will the proposed document address?Is there a need to harmonize existing legislation or current industry practices with regional/international standards? |
| **Please select any UN Sustainable Development Goals (SDGs) that this document will support.** [ ]  Goal 1: No Poverty[ ]  Goal 2: Zero Hunger[ ]  Goal 3: Good Health and Well-being[ ]  Goal 4: Quality Education[ ]  Goal 5: Gender Equality[ ]  Goal 6: Clean Water and Sanitation[ ]  Goal 7: Affordable and Clean Energy[ ]  Goal 8: Decent Work and Economic Growth[ ]  Goal 9: Industry, Innovation and Infrastructure[ ]  Goal 10: Reduced Inequalities[ ]  Goal 11: Sustainable Cities and Communities[ ]  Goal 12: Responsible Consumption and Production[ ]  Goal 13: Climate Action[ ]  Goal 14: Life Below Water[ ]  Goal 15: Life on Land[ ]  Goal 16: Peace, Justice and Strong Institutions[ ]  Goal 17: Partnerships for the Goals[ ]  N/A |

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| **Preparatory work**[ ]  An outline is attached[ ]  A draft is attached[ ]  An existing document will serve as the basis for the proposed deliverable**The proposer or the proposer’s organization is prepared to contribute to the preparatory work required:**[ ]  Yes [ ]  No |
| **If a draft is attached to this proposal, please select from one of the following options:**[ ]  Draft document can be registered at the Working Draft Stage (WD – Stage 20.00)[ ]  Draft document can be registered at the Committee Draft Stage (CD – Stage 30.00)[ ]  Draft document can be registered at the Draft National Standard Stage (DNS – Stage 40.00) |
| **Indication of the preferred type or types of deliverable to be produced**[ ]  National Standard provides rules, guidelines or characteristics for activities or for their results, aimed at achieving the optimum degree of order in a given context[ ]  Technical Regulation a standard with which compliance is mandatory[ ]  Technical Specificationaddresses work still under technical developmentpublished for immediate use, but also provides a means to obtain feedback from users |
| **List of relevant existing documents at the international, regional, and national levels**Click here to enter text |

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| **Please complete the relevant parts of the table below to identify relevant affected stakeholder categories and how they will each benefit from or be impacted by the proposed deliverable.**

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| --- | --- | --- | --- |
| **Stakeholder Category** | **Benefits** | **Impacts** | **Examples of organizations/****companies/****individual experts to be contacted** |
| Industry and commerce – large  | Click here to enter text | Click here to enter text | Click here to enter text |
| Industry and commerce – SMEs | Click here to enter text | Click here to enter text | Click here to enter text |
| Government | Click here to enter text | Click here to enter text | Click here to enter text |
| Consumers | Click here to enter text | Click here to enter text | Click here to enter text |
| Academic and research bodies | Click here to enter text | Click here to enter text | Click here to enter text |
| Non-governmental organizations | Click here to enter text | Click here to enter text | Click here to enter text |
| Other (please specifiy)Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text |

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| **This proposal will be developed by:**[ ]  An existing Working Group (please specify: Click here to enter text)[ ]  A new Working Group (suggested title of group: Click here to enter text)NOTE: the establishment of a new working group must be approved by the relevant technical committee[ ]  An existing Technical Committee or Sub-Committee directly (please specify: Click here to enter text)[ ]  A new Technical Committee (suggested title of committee: Click here to enter text)[ ]  To be determined |
| [ ]  Annex(es) are included with this proposalPlease provide details |
| **Comments, questions, and additional information**Click here to enter text |
| **Signature of the Proposer** |
| **Date of Receipt**Click here to enter a date. | **Signature of Director** |