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# Internal Regulations Part 2

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**Common Rules For  
Standardization Work**

June 2015

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## COMMON RULES FOR STANDARDIZATION WORK

### Foreword

The Internal Regulations of CEN/CENELEC are issued in four parts:

Part 1 - Organization and structure

Part 2 - Common rules for standardization work

Part 3 - Rules for the structure and drafting of CEN/CENELEC publications

Part 4 - Certification

This revision of Part 2 supersedes the 2013 version.

The essential modifications in this version as compared to the previous version have been brought in the following sections:

Clause 3.5.3.2: Clarifications of the Reporting Secretariat's responsibility

Clause 4.2.1.3: Provisions of joint CEN-CENELEC technical work

Clause 6.1.4: Modification to the approval of a new work item regarding an amendment to or revision of an EN or TS by a CEN/TC

Clause 7: Appeals policy related to Partner Organizations

Clause 11.2.3: Provisions of a 3-month enquiry with an associated vote

Clause 11.2.8: Clarification of the periodical review of ENs

Clause 11.6.1: Clarification of the provisions for issuing Corrigenda

Annex A: Modifications relating to the preparation of CEN/CENELEC Workshop Agreements

NOTE When the expression "CEN/CENELEC" appears it refers, according to the context, to CEN or to CENELEC or to CEN and CENELEC jointly.

# 1 Scope

## 1.1 Objectives

This part of the CEN/CENELEC Internal Regulations provides the common framework within which CEN/CENELEC conduct their standardization work.

This Part describes, in the following order,

- the organizational structures for the standardization work of CEN/CENELEC,
- the fundamental policies that support the work, and
- the main procedures to be followed in the development, production, approval and implementation of publications resulting from the standardization work of CEN/CENELEC.

Annexes are included that give additional guidance material or significant aspects of the work which are particular to one or the other organization.

## 1.2 Deliverables

The portfolio of documents offered by CEN/CENELEC, known collectively as CEN/CENELEC publications, are as follows

- European Standards ([see 2.5](#) and [11.2](#)),
- Technical Specifications ([see 2.6](#) and [11.3](#)),
- Technical Reports (see [2.7](#) and [11.4](#)),
- Guides (see [2.8](#) and [11.5](#)),
- Harmonization Documents (CENELEC only) (see [2.9](#) and [A.1](#)),
- CEN/CENELEC Workshop Agreements (see [2.10](#) and [A.2](#)).

European Standards and Harmonization Documents are “regional standards” within the sense of the ISO/IEC definitions.

CEN/CENELEC have amended and extended their portfolio of documents as a response to market need and an acceptance that there are some areas of economic/industrial activity where the level of consensus required of a European Standard is not necessary but where the speed of development of the document is all-important. Nevertheless, in many cases the formal standardization process, with the widest consensus and transparency, is still the main need and continues to be CEN/CENELEC’s central focus.

## 1.3 Policies

There is a number of common policies within which both CEN and CENELEC work although each do have their own specific rules to reflect the particularities of the operation of each organization. These main policies are described in clauses 5 to 10 and cover standstill, voting, appeals, language, copyright and document availability.

## 2 Definitions

For the purposes of these rules, the following terms and definitions apply in addition to those given in EN 45020:2006, Standardization and related activities - General vocabulary (ISO/IEC Guide 2:2004). See also the CEN/CENELEC Internal Regulations – Part 3.

### 2.1

#### **harmonisation (of national standards)**

prevention or elimination of differences in the technical content of standards having the same scope, particularly those differences that may cause hindrances to trade

### 2.2

#### **standards project**

item of work in a standards programme, intended to lead to the issue of a new, amended or revised standard

### 2.3

#### **technical body**

generic term designating the CEN/CENELEC Technical Committees, Subcommittees, and Task Forces of the Technical Board, all consisting of national delegations

### 2.4

#### **reference document (RD)**

document which is a potential candidate for adoption, possibly modified, as a CEN/CENELEC publication

### 2.5

#### **European Standard (EN)**

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

Note 1 to entry: “Harmonised Standard” is a term used in Regulation (EU) No 1025/2012 of the European Parliament and of the Council, meaning a European Standard adopted on the basis of a request made by the Commission for the application of Union harmonisation legislation.

### 2.6

#### **Technical Specification (TS)**

document adopted by CEN/CENELEC for which there is the future possibility of agreement on a European Standard, but for which at present

- the required support for approval as a European Standard cannot be obtained,
- there is doubt on whether consensus has been achieved,
- the subject matter is still under technical development, or
- there is another reason precluding immediate publication as a European Standard.

### 2.7

#### **Technical Report (TR)**

document adopted by CEN/CENELEC containing informative material not suitable to be published as a European Standard or a Technical Specification

Note 1 to entry: A TR may include, for example, data obtained from a survey carried out among the CEN/CENELEC national members, data on work in other organizations, or data on the “state-of-the-art” in relation to national standards on a particular subject.



## **2.8**

### **Guide**

document published by CEN or CENELEC giving rules, orientation, advice or recommendations relating to European standardization

## **2.9**

### **Harmonization Document (HD)**

CENELEC standard that carries with it the obligation to be implemented at national level, at least by public announcement of the HD number and title and by withdrawal of any conflicting national standards

## **2.10**

### **CEN/CENELEC Workshop Agreement (CWA)**

CEN/CENELEC document, developed by a Workshop, which reflects an agreement between identified individuals and organizations responsible for its contents

## **2.11**

### **amendment**

supplementary document to an EN (and HD for CENELEC) circulated to CEN/CENELEC national members for national implementation, to be read in conjunction with that EN (and HD for CENELEC) and which alters and/or adds to previously agreed technical provisions in that EN (and HD for CENELEC)

## **2.12**

### **corrigendum**

supplementary document to one or several language version(s) of a CEN/CENELEC publication, which corrects one or more errors or ambiguities inadvertently introduced during either drafting or printing and which could lead to incorrect or unsafe application of those versions

## **2.13**

### **conflicting national standard**

national standard, with the same scope as an EN (and HD for CENELEC) including requirements which conflict with the requirements of the EN (and HD for CENELEC)

## **2.14**

### **common modification**

alteration of, addition to or deletion from the content of a reference document, approved by CEN/CENELEC and thus forming part of the EN (and HD for CENELEC)

## **2.15**

### **special national condition**

national characteristic or practice that cannot be changed even over a long period, e.g. climatic conditions, electrical earthing conditions

## **2.16**

### **A-deviation**

modification of, addition to or deletion from the content of an EN (and HD for CENELEC), reflecting a national situation due to regulations the alteration of which is for the time being outside the competence of the CEN/CENELEC national member

Note 1 to entry: Where standards fall under EC Directives or Regulations, it is the view of the Commission of the European Communities (OJ No C 59, 1982-03-09) that the effect of the decision of the Court of Justice in Case 815/79 Cremonini/Vrankovich (European Court Reports 1980, p. 3583) is that compliance with A-deviations is no longer mandatory and that the free movement of products complying with such a standard should not be restricted within the EC except under the safeguard procedure provided for in the relevant Directive or Regulation.

**2.17**

**date of ratification (dor)**

date when the Technical Board notes the approval of an EN (and HD for CENELEC)

**2.18**

**date of availability (dav)**

date when the definitive text in the official language versions of an approved CEN/CENELEC publication is distributed by the CEN-CENELEC Management Centre

**2.19**

**date of announcement (doa)**

latest date by which the existence of an EN (and HD for CENELEC), a TS or a CWA has to be announced at national level

**2.20**

**date of publication (dop)**

latest date by which an EN has to be implemented at national level by publication of an identical national standard or by endorsement as national standard

**2.21**

**date of withdrawal (dow)**

latest date by which national standards conflicting with an EN (and HD for CENELEC) have to be withdrawn

**2.22**

**definitive text**

text distributed by the CEN-CENELEC Management Centre after approval of a CEN/CENELEC publication

**3 Organizational structure and responsibilities for standardization work**

**3.1 Technical Board**

**3.1.1 Function**

The Technical Board (BT) is responsible for controlling the standards programme and promoting its speedy execution by the CEN-CENELEC Management Centre, Technical Committees and other bodies. The functions of the Technical Board, which may be executed either at a meeting or by correspondence, include inter-alia:

- a) to decide on all matters concerning the organization, working procedures, coordination and planning of standards work;
- b) to monitor and control the progress of standards work in close cooperation with the CEN-CENELEC Management Centre and, in particular, in consultation with the Technical Committee chairman and secretary, to keep under review the title, scope and programme of work of each Technical Committee, in order to ensure the greatest possible coordination and avoidance of overlaps and to see that each Technical Committee is engaged in a limited number of practicable projects;

- c) to examine proposals for new projects;
- d) to decide which questionnaires should be issued and to evaluate their results;
- e) to set up and disband Technical Committees, to allocate their secretariats and to appoint their chairmen;
- f) to impose or to release standstill obligations and to deal with members' requests to publish related national standards in the meantime;
- g) to organise technical liaison with intergovernmental organizations, international organizations and European trade, professional, technical and scientific organizations;
- h) to consider and rule upon appeals in accordance with [clause 7](#);
- i) to undertake such other tasks with regard to standards work as may be specifically requested by the General Assembly or by the Administrative Board on its behalf.

The Technical Board may delegate some of its functions to appropriate subgroups or technical bodies, under its full authority and supervision.

### **3.1.2 Membership**

The Technical Board consists of the President and/or the Vice-President(s) and one permanent delegate from each member, who shall establish the necessary contacts at national level so as to be able to represent the member effectively.

Technical Board meetings shall be chaired by the President or a Vice-President.

The secretariat of the Technical Board is held by the CEN-CENELEC Management Centre.

### **3.1.3 Meetings**

Technical Board meetings are convened by the CEN-CENELEC Management Centre on the instructions of the chairman or at the request of at least two members.

Representatives of the European Commission and the EFTA Secretariat and, subject to contractual agreements, other organizations are invited to attend Technical Board meetings as observers. In special cases, the chairman may also invite experts to take part in Technical Board discussions.

For deadlines related to the circulation of documents, see [12.4.2](#) and [12.4.3](#).

### **3.1.4 Reporting**

The Technical Board shall report on its activities to each meeting of the General Assembly or Administrative Board, as appropriate. The chairman of the Technical Board shall ensure that matters of particular importance are brought to the attention of the General Assembly or Administrative Board, as appropriate.

## **3.2 Technical Committees**

### **3.2.1 Establishment and function**

Technical Committees (TC) are established by the Technical Board with precise titles and scopes, to prepare CEN/CENELEC publications. For Joint Technical Committees see [4.2.1.3](#) and 4.2.1.4.

Technical Committees shall take principally into account any ISO/IEC work coming within their scope, together with such data as may be supplied by members and by other relevant international organizations, and work on related subjects in any other Technical Committees.

Each Technical Committee shall establish and secure Technical Board approval for a programme of work with precise title, scope and scheduled target dates for the critical stages of each project. These target dates shall be reviewed at least once each year.

A Technical Committee may be disbanded by the Technical Board at any time.

When a Technical Committee has completed all the tasks assigned to it, it remains formally responsible should questions of amendment and interpretation arise pending the next periodic review of those standards it has produced. It may, however, be designated "dormant" by the Technical Board.

### **3.2.2 Membership**

The members of a Technical Committee are the CEN/CENELEC national members. Not more than three delegates of any one member should normally attend a Technical Committee meeting at the same time.

Technical Committee secretariats are allocated by the Technical Board following the guidelines given in [Annex B](#).

The chairman of a Technical Committee is appointed by the Technical Board on the nomination of the Technical Committee secretariat for a period not exceeding six years. Successive extensions of not more than three years are possible.

### **3.2.3 Responsibilities**

#### **3.2.3.1 Responsibilities of CEN/CENELEC national members**

When forming and briefing its delegation to a Technical Committee meeting, a member shall ensure that the delegation will convey a national point of view that takes account of all interests affected by the work. For Joint Technical Committees, see [4.2.1.3](#).

Members who have an interest in a Technical Committee project should take an active part right from the beginning. Time limits fixed for sending in national comments on Technical Committee documents shall be strictly observed so that, as far as possible, established target dates will be met. Reasons shall always be given in the case of objections and negative votes.

In making the necessary arrangements for the appointment and registration of their delegates to Technical Committee meetings, members shall pay due regard to the need for continuity and ensure that the delegates are properly briefed on the work required and are aware of the CEN/CENELEC Internal Regulations and agree to contribute to the work of CEN/CENELEC in accordance therewith.

Members shall ensure that they deal with Technical Committee correspondence and documents without delay.

### **3.2.3.2 Responsibilities of the secretary**

The secretary, appointed by the national member holding the secretariat, shall in consultation with the chairman ensure that the Technical Committee functions efficiently and, in particular, that agreed timetables are kept to. The secretary is responsible for ensuring that the CEN/CENELEC Internal Regulations are followed.

The secretary shall maintain strict impartiality and divest himself of his national point of view. He has no voting rights.

The secretary shall deal with requests from the CEN-CENELEC Management Centre for examination of new ISO/IEC publications to see if they are suitable as reference documents.

The secretary shall ensure that CEN/CENELEC publications are periodically reviewed.

The secretary shall keep files on Technical Committee work in hand and shall hand these over in good order if the secretariat changes.

The secretary shall ensure that documents are in accordance with the CEN/CENELEC Internal Regulations - Part 3 before transmission of the draft to the CEN-CENELEC Management Centre for initiating the CEN/CENELEC enquiry and formal vote. The editing may be performed by editing committees ([see 3.5.4](#)).

### **3.2.3.3 Responsibilities of the chairman**

In his duties of conducting meetings of the Technical Committee and guiding its secretariat, the chairman shall maintain strict impartiality and divest himself of his national point of view. He has no voting rights.

The chairman shall do everything possible to obtain a unanimous decision of the Technical Committee. If unanimity on a subject is not obtainable, the chairman shall try to seek consensus rather than rely simply on a majority decision. For decisions on the submission of draft European Standards to the formal vote or the Unique Acceptance Procedure, see [11.2.3.5](#) and [11.2.5.2](#), respectively. For decisions after the review of existing European Standards, see [11.2.8](#).

With the agreement of the chairman of the Technical Board, he may represent CEN/CENELEC at meetings of other organizations in order to give technical advice on subjects within the scope of the Technical Committee. On such occasions, he may be accompanied by the secretary or other delegates from the Technical Committee, or may, with the agreement of the committee, send a deputy.

The chairman, in consultation with the secretary, decides on the circulation to the CEN/CENELEC enquiry of drafts prepared by Working Groups of the Technical Committee.

### **3.2.4 Meetings**

Technical Committee work should be carried out by correspondence as far as possible. Meetings should be held only when documentation is sufficiently well established to ensure satisfactory progress and with agenda of sufficient substance, from the technical standpoint, to justify the attendance of the delegates. On this basis, and in consultation with the chairman, meetings should be arranged by the secretary as frequently as is necessary to meet target dates. For document distribution requirements and related deadlines, [see clause 12](#).

On receipt of the calling notice, members shall inform the secretary and, when requested, the member acting as host, whether they intend to be represented at the meeting and, if so, their likely number of delegates ([see 3.2.3.1](#)). Before the meeting, each member should then send likewise a list of the names and affiliations of the delegates, indicating in particular who will be the head of the delegation. A member unable to attend a meeting may submit a written statement for consideration and may arrange for another member to present his views orally at the meeting.

Representatives of bodies such as the European Commission, the EFTA Secretariat and other international and European organizations with particular interests in the work, having been accorded formal liaison ([see 4.3](#)), may attend Technical Committee meetings as observers and without voting rights. Such organizations shall have access to the documents and shall, likewise, send advance notification of the observer who will be attending. Observers from other Technical Committees may likewise be invited to attend meetings. Only one observer should normally attend as the representative of any one body.

The written record of principal decisions taken shall be distributed and confirmed before the close of the meeting. The secretary shall carry out the decisions of the meeting without delay ([see 12.4](#)).

### **3.2.5 Reporting**

The secretary of a Technical Committee shall report on the work of his Technical Committee to the Technical Board after each meeting.

The secretary shall prepare a detailed situation report on any project whenever requested by the Technical Board.

In the case of a dormant Technical Committee, no report is required. The secretariat of a dormant Technical Committee has only the following obligations:

- a) to inform the CEN-CENELEC Management Centre on any outside activity which might warrant reactivating the Technical Committee;
- b) to react on any question raised by the Technical Board or other competent CEN/CENELEC body, in the same way as a Reporting Secretariat ([see 3.5.3](#)).

## **3.3 Subcommittees**

### **3.3.1 Establishment and function**

In principle, a Technical Committee should function through Working Groups. However, Subcommittees (SC) may be established by a Technical Committee having responsibility for a large programme of work in which:

- different expertise is needed for different parts of the work, and
- the range of separate activities needs coordination over long periods of time.

NOTE The CEN policy is to restrict the use of existing Subcommittees and not to create any new Subcommittee.

The parent Technical Committee shall retain full responsibility for the work of its Subcommittees.

A Technical Committee seeking to establish a Subcommittee shall secure Technical Board approval by submitting a request supported by a full justification together with details of the programme of work, precise Subcommittee title and scope.

Once approved, the title and scope of a Subcommittee shall not be changed without prior approval of the Technical Board.

A Subcommittee remains formally responsible should questions of amendment and interpretation arise pending the next periodic review of those standards it has produced. It may, however, be designated "dormant" by the parent Technical Committee.

A Subcommittee may be disbanded by the parent Technical Committee, subject to notification of the Technical Board.

### **3.3.2 Membership**

The members of a Subcommittee are the CEN/CENELEC national members.

The parent Technical Committee in accordance with the guidelines given in [Annex B](#) shall appoint the secretariat of a Subcommittee.

The parent Technical Committee appoints the chairman of a Subcommittee for a period not exceeding six years. Successive extensions of not more than three years are possible.

### **3.3.3 Responsibilities**

#### **3.3.3.1 Responsibilities of the CEN/CENELEC national members**

The members of a Subcommittee have the same responsibilities as Technical Committee members ([see 3.2.3.1](#)).

#### **3.3.3.2 Responsibilities of the secretary**

The secretary, appointed by the member holding the secretariat, has the same responsibilities as the secretary of a Technical Committee ([see 3.2.3.2](#)). For coordination purposes, he should attend meetings of the parent Technical Committee in an ex officio capacity.

#### **3.3.3.3 Responsibilities of the chairman**

The chairman of a Subcommittee has the same responsibilities as the chairman of a Technical Committee ([see 3.2.3.3](#)). For coordination purposes, he should attend meetings of the parent Technical Committee in an ex officio capacity.

### **3.3.4 Meetings**

Subcommittee work shall be carried out in accordance with the provisions of [3.2.4](#).

### **3.3.5 Reporting**

The secretary of a Subcommittee shall maintain liaison with the secretary of the parent Technical Committee for coordination purposes and shall without delay report to the parent Technical Committee on any matter when requested to do so.

The release by a Subcommittee of a document for enquiry and voting is dependent upon the authorization of the chairman and secretary of the parent Technical Committee without consideration by the Technical Committee.

The secretary of a Subcommittee shall report on its work to the parent Technical Committee after each meeting.

In the case of a dormant Subcommittee, no report is required. The secretariat of a dormant Subcommittee has only the following obligations:

- a) to inform the parent Technical Committee on any outside activity which might warrant reactivating the Subcommittee;
- b) to react to any question raised by the parent Technical Committee or other competent CEN/CENELEC body, in the same way as a Reporting Secretariat ([see 3.5.3](#)).

### **3.4 Working Groups**

#### **3.4.1 Establishment and function**

A Working Group (WG) is established by a Technical Committee or a Subcommittee, to undertake a specific short-term task within a target date and shall normally be disbanded by its parent body when this is completed. It shall work within clearly defined policy guidelines from its parent body. Such formally constituted Working Groups are distinguished from ad hoc groups of members of the parent body which may be established informally to undertake preparatory tasks, generally in connection with meetings of the parent body.

#### **3.4.2 Membership**

A Working Group is restricted to individual experts appointed by the CEN/CENELEC national members to serve in a personal capacity. The Working Group experts should be aware of national positions on the subject in order to minimize the risk of rejection of the draft standard at a later stage. A Working Group may, however, also include experts appointed by organizations which have observer status in the parent body. Each Working Group shall have a convenor who is responsible for the proper conduct of the work, with or without the help of a secretary. The convenor is appointed by the parent body for a period of maximum 6 years, with possible successive extensions of 3 years.

The CEN/CENELEC national members and organizations with observer status in the parent body shall ensure that the experts they appoint in a Working Group are aware of the CEN/CENELEC Internal Regulations and secure their agreement to participate in the work of CEN/CENELEC in accordance therewith.

#### **3.4.3 Responsibilities**

A Working Group drafts documents in accordance with the work specifications, guidelines and time schedule provided by the parent body and in accordance with the CEN/CENELEC Internal Regulations – Part 3.



It refers any problems encountered to its parent body, especially where these may be also relevant to other areas. As required by the parent body, it inputs to the assessment and resolution of comments following CEN/CENELEC enquiry and, if necessary, updates the draft.

It provides technical advice to the parent body as required.

#### **3.4.4 Meetings**

Members of a Working Group may correspond with each other and shall send copies of such correspondence to all other members of the Working Group. The convenor is responsible for the distribution of documents, [see clause 12](#), for convening meetings and for questions of languages, [see 8.2.3](#).

#### **3.4.5 Reporting**

The convenor of a Working Group shall send copies of documents to the secretariat of the parent body and the CEN-CENELEC Management Centre as required. The Working Group shall report formally to its parent body as often as required and in particular shall refer to the parent body any problems encountered, especially where these may be relevant to other current activities within the parent body.

### **3.5 Other technical bodies**

#### **3.5.1 Task Forces of the Technical Board**

##### **3.5.1.1 Function**

A Task Force of the Technical Board (BTTF) is a technical body set up by the Technical Board with a view to undertaking a specific short term standardization task within a given target date, and is composed of a convenor and national delegations.

##### **3.5.1.2 Membership**

Besides the convenor, and possibly an acting secretary, the BTTF consists of delegates of the CEN/CENELEC national members, nominated by them and speaking on their behalf.

Not more than three delegates of any one member should normally attend a BTTF meeting at the same time.

The Technical Board allocates the convenorship of a BTTF to a CEN/CENELEC national member. The convenor is appointed by the CEN/CENELEC national member holding the convenorship. The convenor may be supported by an acting secretary. Both the convenor and the acting secretary shall maintain strict impartiality and have no voting rights.

##### **3.5.1.3 Meetings**

BTTF work should be carried out by correspondence as far as possible. Meetings should be convened only when documentation is sufficiently well established to ensure satisfactory progress.

#### **3.5.1.4 Reporting**

A BTTF reports to the Technical Board after each meeting. This report shall include details of the progress made since the previous report and include matters requiring a decision of the Technical Board. The submission of any draft document to the relevant procedure is subject to formal approval by the Technical Board.

#### **3.5.2 BT Working Groups**

A BT Working Group (BTWG) is set up by the Technical Board whenever a technical need for information, advice, a study or rules is identified. The Technical Board decides its composition. The BTWG reports to the Technical Board on a regular basis and is disbanded when its task is finished.

#### **3.5.3 CENELEC Reporting Secretariats**

##### **3.5.3.1 Function**

Reporting Secretariats (SR) exist to provide information to the Technical Board on any work of IEC Technical Committees and Subcommittees which could be of interest to CENELEC, for example in connection with consultations with the European Commission or the EFTA Secretariat concerning appropriate mandates for European standardization. When the Technical Board wishes to examine a technical problem or to investigate a situation in an area not already covered by a Technical Committee, the CEN-CENELEC Management Centre may initially call upon the Reporting Secretariat concerned to provide what information is available. In addition to this, the SR has some day-to-day responsibilities such as described in 3.5.3.2.

##### **3.5.3.2 Responsibility**

A Reporting Secretariat is undertaken by a CENELEC national member, who shall carry out tasks remitted to it in accordance with instructions from the Technical Board by inviting all members and relevant partners for participation. The work of the Reporting Secretariat is normally concluded when it makes its report.

The Reporting Secretariat is responsible for

- the review of deliverables within their remit according to clause 11.2.8;
- the preparation, if relevant, of an Annex ZZ<sup>1</sup> included in the European standard by involving European experts participating in the international work if there is no TC/SC;
- the publication proofing on requests of the CEN-CENELEC Management Centre.

The last two tasks do not require reporting to the Technical Board.

##### **3.5.3.3 Allocation of Reporting Secretariats**

Reporting Secretariats are allocated by the Technical Board following the guidelines given in [Annex B](#).

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<sup>1</sup> See document CLC(DG)1302 'How to draft European Standards for citation in the Official Journal of the European Union' available on the CENELEC Website.

### **3.5.4 Editing Committees**

#### **3.5.4.1 Function**

Each Technical Committee should set up an editing committee as soon as it begins work. The editing committee shall provide support to the Technical Committee secretary for editorial and language validation of texts.

#### **3.5.4.2 Membership**

Members of an editing committee are drawn from experts of the relevant Technical Committee and should include at least one expert having as native language the language decided for the reference language version and the Technical Committee secretariat.

It may include ad hoc assistance, if requested and if resources are available, from the CEN-CENELEC Management Centre and CEN/CENELEC national members.

#### **3.5.4.3 Responsibilities**

The editing committee shall ensure correct formulation and presentation of the text(s) in accordance with the CEN/CENELEC Internal Regulations – Part 3.

It shall ensure, with the Technical Committee secretary, that the text is of good linguistic quality.

An editing committee may not re-open technical discussions during this process.

## **4 Internal and external relations**

### **4.1 ISO/CEN and IEC/CENELEC liaison**

CEN and ISO, and CENELEC and IEC work closely together according to the following agreements:

- Agreement on technical cooperation between CEN and ISO of 1991 (Vienna Agreement), revised in 2001.
- IEC/CENELEC Cooperation Agreement of 1991 (Lugano Agreement), revised in 1996 (Dresden Agreement).

### **4.2 European Standards Organizations (ESO) and European organization liaison**

#### **4.2.1 CEN-CENELEC-ETSI**

##### **4.2.1.1 General**

CEN, CENELEC and ETSI have agreed to work closely together.

Relations between CEN, CENELEC and ETSI on common policy shall be maintained at General Assembly level. Subjects of common interest shall be discussed by the CEN-CENELEC-ETSI Joint Presidents Group, where lines of demarcation of work may be fixed where necessary. For the aims, composition and bodies of the Joint Presidents Group, [see 4.2.1.2](#). Direct liaison and close cooperation shall be maintained by the CEN-CENELEC Management Centre and the ETSI Secretariat.

As a general rule, the closest possible liaison shall be maintained in areas where the technical work of these organizations is found to overlap. The mode of cooperation between technical bodies of CEN, CENELEC and ETSI should be organised according to [Annex C.2](#).

Official representation at Technical Committee level shall be subject to the agreement of the Technical Board.

See also CEN-CENELEC Guide 3 "CEN and CENELEC Cooperation Agreement".

#### **4.2.1.2 Joint Presidents Group**

The CEN-CENELEC-ETSI Joint Presidents Group (JPG) acts as a forum for top-level agreement between the ESOs on matters of common policy. The JPG objectives, working methods and membership are described in its Terms of Reference contained in the CEN-CENELEC-ETSI Basic Co-operation Agreement (see [Annex C.1](#)).

#### **4.2.1.3 Joint CEN-CENELEC technical work**

4.2.1.3.1 Joint CEN-CENELEC Technical Committees and joint CEN-CENELEC Working Groups shall be set up by the Presidential Committee<sup>2</sup> after consultation of all CEN/CENELEC national members within one month, with the aim of carrying out harmonization work. This decision shall be ratified by the relevant body of each organization.

This procedure is applicable where both CEN and CENELEC have some aspects in common. The procedure is normally applied if no competent CEN or CENELEC Technical Committee or Working Group is in existence. It may also be applied if one organization or both already have a competent Technical Committee or Working Group in operation. In the latter case, any pre-existing item on the work programme of a Technical Committee or Working Group falling within the scope of the intended joint work shall be transferred to the joint Technical Committee or joint Working Group. Only in the case where a pre-existing Technical Body is dealing solely with the intended joint work, it should be disbanded upon the creation of the joint Technical Committee or joint Working Group.

4.2.1.3.2 The Presidential Committee shall decide the scope and field of activity of a joint Technical Committee or joint Working Group. The secretariat of a joint Technical Committee shall be entrusted to a CEN/CENELEC national member.

4.2.1.3.3 Joint Technical Committees and joint Working Groups shall be composed of CEN and CENELEC representatives and shall be open to all CEN/CENELEC national members, on the basis of only one common delegation per country with representatives appointed by the members of CEN/CENELEC in that country. When forming their delegations to the joint Technical Committee meetings and appointing experts to joint Working Groups, CEN/CENELEC national members shall ensure that all interests affected by the work are properly taken into account.

If appropriate, at the discretion of the Presidential Committee, representatives from other bodies may participate as observers.

4.2.1.3.4 The chairman of a joint Technical Committee shall be either

- designated by the Presidential Committee, or

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<sup>2</sup> See definition in the CEN/CENELEC Internal Regulations – Part 1.

- elected by the delegations at the first meeting on the proposal of the secretariat.

The Presidential Committee shall designate the convenor of a joint Working Group.

4.2.1.3.5 Joint Technical Committees (and joint Working Groups, if they are so mandated) shall establish a work programme within the given scope.

4.2.1.3.6 Work items shall from the start be allocated to the work programme of one of the organizations. Approval of this work programme shall be secured at the level of the Technical Boards, or in case of difficulties at the level of the Presidential Committee.

4.2.1.3.7 Work results of joint bodies are submitted to the organization to which the work item belongs for enquiry, voting, ratification and publication.

The cover page of any (draft) publication resulting from joint work (Mode 5 of cooperation)

- shall bear the logos of both organizations;
- shall refer to exploitation rights for the Members of both CEN and CENELEC.

#### **4.2.1.4 Joint CEN/CENELEC technical work with ETSI**

The provisions for joint technical work between CEN/CENELEC and ETSI are defined in the CEN-CENELEC-ETSI Basic Co-operation Agreement (see [Annex C.2](#)).

#### **4.2.1.5 Joint advisory and coordination groups**

When advice on, or coordination of, technical activities between two or all three ESOs is necessary, joint advisory or coordination groups may be established, as detailed, and in accordance with [Annex G](#).

#### **4.2.2 Associated Bodies**

4.2.2.1 If CEN or CENELEC feels it appropriate that in specific fields the preparatory work can be done by an existing outside organization on an organised basis, the Technical Board may submit a proposal of that nature to the Administrative Board of CEN or General Assembly of CENELEC, respectively.

4.2.2.2 If the Administrative Board or General Assembly agrees in principle, a person, preferably the President, will be entrusted together with the CEN-CENELEC Director General to negotiate details with the organization concerned. Recognition of and collaboration with such an Associated Body (known as ASB) shall be established on the basis of an agreement signed by the President after decision of the General Assembly.

4.2.2.3 Such an agreement shall cover at least the following matters:

- precise identification of the particular subjects on which preparatory work will be undertaken by the Associated Body;
- assurance that the preparatory work will be presented in accordance with the CEN/CENELEC rules for the presentation of standards;
- assurance that representatives of all CEN/CENELEC national members will have the possibility of participating in the preparatory work;

- definition of the stage at which the preparatory work will be introduced into the normal CEN/CENELEC procedures;
- recognition that CEN/CENELEC will be solely responsible at least for the formal voting and national implementation procedures;
- notification of new projects and drafts to CEN/CENELEC.

See also the CEN-CENELEC Guide 25 "The concept of Partnership with European Organizations and other stakeholders".

### **4.2.3 Affiliates**

An Affiliate is permitted to appoint up to two observers to meetings of Technical Committees and Subcommittees and to receive all documents from the relevant secretariat. Participation in CEN Working Groups follows the conditions in [3.4.2](#). Participation in the Technical Board is not granted to Affiliates.

NOTE Provisions for Affiliates are given in CEN-CENELEC Guide 12 "The concept of Affiliation with CEN and CENELEC".

### **4.2.4 Partner Organizations**

Partner Organizations are independent European or European based international sectoral organizations, as well as European pan-sectoral organizations representing, within their defined area of competence, a sector, subsector, or defined category of stakeholders (e.g. SMEs, consumers, social and environmental stakeholders) and having an interest for cooperation at overall policy and technical level with CEN and/or CENELEC.

The status of Partner Organization is granted by the General Assembly of CEN and/or CENELEC.

Organizations granted Partner Organization status are permitted to appoint one observer to meetings of the Technical Board.

Upon request and if approved by the Technical Board, one observer may be appointed to participate in the technical activities of identified Technical Bodies. Participation in Working Groups follows the conditions in [3.4.2](#).

NOTE Provisions for Partner Organizations are given in CEN-CENELEC Guide 25 "The concept of Partnership with European Organizations and other stakeholders".

## **4.3 Technical liaison**

### **4.3.1 Liaison within one organization**

Within one organization, Technical Committees and BTTFs working in related fields shall establish and maintain liaison. Liaison shall include the exchange of basic documents, including new work item proposals and working drafts. The mode of cooperation should be organised in accordance with [Annex C.2](#).

The maintenance of such liaison is the responsibility of the respective Technical Committee secretariats, which may delegate the task to the secretariats of any Subcommittees, and the CEN/CENELEC national members holding BTTF convenorships.

### 4.3.2 External liaisons

For liaisons with external organizations, see CEN-CENELEC Guide 25 "The concept of Partnership with European Organizations and other stakeholders".

Organizations having been granted observer status in designated Technical Bodies may appoint one observer to participate in the related technical activities. Participation in Working Groups follows the conditions in [3.4.2](#).

NOTE All other formal contacts with outside organizations shall be made through the CEN-CENELEC Director General after prior approval by the Presidents.

When, after liaison has been established, a CEN/CENELEC committee is invited to participate in a meeting of an international organization, it is responsible for nominating its own representative.

## 5 Standstill policy

### 5.1 Principles

5.1.1 Standstill is an obligation accepted by the national members of CEN/CENELEC not to take any action, either during the preparation of an EN (and HD for CENELEC) or after its approval, which could prejudice the harmonization intended and, in particular, not to publish a new or revised national standard which is not completely in line with an existing EN (and HD for CENELEC).

5.1.2 Standstill applies to an individual standards project, i.e. to a work item, accepted by the Technical Board, with a clearly defined scope. It does not apply to areas or programmes of work as such.

5.1.3 Standstill starts from a date as specified in [5.2.1](#) and continues in force until withdrawal of the EN (and HD for CENELEC), unless it is released by decision of the Technical Board.

### 5.2 General provisions

5.2.1 The decision to impose or release standstill shall rest with the Technical Board.

In the case of a Primary Questionnaire (PQ) initiated by the Technical Board, standstill starts on the date of issue of the PQ by the CEN-CENELEC Management Centre.

In the case of other standards projects standstill starts on

- the date of the meeting of the Technical Committee, Subcommittee or Working Group at which work on the project starts; the date has duly to be notified by the relevant body to the CEN-CENELEC Management Centre,

or

- any other date decided by the Technical Board, for example, on a proposal from the relevant body.

In the case of work items initiated by an Associated Body ([see 4.2.2](#)), standstill starts on the date on which the new project is notified to CEN/CENELEC.



Any member of the Technical Board shall be entitled at any time to request a review of standstill on a particular work item.

5.2.2 Standstill is not infringed by:

- a) the issue by a CEN/CENELEC national member of a draft standard for public enquiry intended and designated as a contribution to ISO/IEC or CEN/CENELEC standardization;
- b) the publication by a CEN/CENELEC national member, within three months of the start of standstill, of a national standard which that member has already approved;
- c) the publication by a CEN/CENELEC national member, after notifying the Technical Board, of a national standard adopting without change a published ISO or IEC standard where there is no EN (and HD for CENELEC) already in existence.

In cases b) and c), the member is committed to implementation of the EN (and HD for CENELEC), when published, in accordance with [6.4](#).

5.2.3 A CEN/CENELEC national member shall submit a formal request to the Technical Board seeking derogation from standstill if, on a subject where standstill is in force and except as in [5.2.2.b\) and c\)](#), the member wishes to

- a) change an existing national standard;
- b) publish a new national standard;
- c) adopt a draft EN (and HD for CENELEC) as a national standard;
- d) adopt a reference document with or without changes as a national standard;
- e) take any other action nationally which might prejudice the harmonization intended.

In such a case, the opinion of any relevant Technical Committee or Reporting Secretariat on the technical implications of the request for derogation shall be sought by the CEN-CENELEC Management Centre.

The Technical Board shall deliver a decision as rapidly as possible and in any case, no later than five months from the date of receipt of the member's request.

5.2.4 If, when standstill is in force, a CEN/CENELEC national member encounters a safety or health problem requiring urgent action, the member shall immediately submit a proposal for the preparation or the amendment of an EN (and HD for CENELEC) to the members of the Technical Board and the CEN-CENELEC Management Centre, at the same time circulating the proposal for public enquiry nationally.

The CEN-CENELEC Management Centre shall refer the proposal to the relevant technical body for prompt action or, if no such body exists, the President, or a Vice President and the CEN-CENELEC Director General shall together decide on appropriate action.

Any resulting draft shall be submitted in final form by the CEN-CENELEC Management Centre, on the authority of the Technical Board, sought by correspondence, to the CEN/CENELEC national members for approval under the voting procedure described in [11.2.4.1](#).

If the voting result is affirmative, the approved draft shall be circulated by the CEN-CENELEC Management Centre immediately after the closing date to the Technical Board for ratification by correspondence.



If the voting result is negative, the matter shall be referred to the President, or a Vice President, together with the CEN-CENELEC Director General for a decision on appropriate action.

The procedure shall be completed as rapidly as possible and, in any case, within four months from the date of initial receipt by the Technical Board of the proposal.

### **5.3 Special provisions applicable to mandated work**

Standstill starts no later than the date of agreement in principle by the Technical Board to a standards project to be mandated and the target dates for its completion.

NOTE In the case of standardisation requests (i.e. mandates), as defined in Article 10 of Regulation 1025/2012, the standstill agreement is reinforced by the undertaking required of national standardization bodies by Article 3 (6) of that Regulation.

## **6 Voting policy**

### **6.1 Decisions and votes**

6.1.1 In all cases where a decision is required, every effort shall be made to reach unanimity. CEN/CENELEC national members are bound by decisions taken according to the Statutes/Articles of Association and the CEN/CENELEC Internal Regulations (but [see 6.4.2](#)), within the limits of their legal competence as national standardization bodies.

6.1.2 If a member is prevented from implementing a decision by regulations or conditions outside its competence to alter, it shall nevertheless do everything in its power to bring about the necessary changes.

6.1.3 A voting decision may be reached either by a show of hands at the meeting or outside a meeting by correspondence. When a decision is taken by vote, only members may vote, subject to the provisions of the CEN/CENELEC Statutes/Articles of Association, and only one vote per member may be cast. An abstention shall not be counted as a vote. In cases where a vote is found to be necessary, this will require a simple majority of those voting.

6.1.4 There are three cases where, in addition to the requirement for a simple majority, the votes cast by the members shall be accorded specific weightings. These are:

- a) formal approval of EN and HD;
- b) formal approval of TS;
- c) any initiation of a new work item to become an EN or TS within a CEN Technical Committee (except amendments or revisions);

Such votes, according specific weightings, shall only be taken by correspondence.

The assessment shall be made by the CEN/CENELEC body responsible in each case, which shall allocate weightings as given in [Annex D](#) in order to determine the result.

## 6.2 Counting of weighted votes

6.2.1 Votes from all members are counted first, and the proposal shall be adopted if 71.00 % or more of the weighted votes cast (abstentions not counted) are in favour.

6.2.2 If the proposal is not adopted in accordance with [6.2.1](#), the votes of the members from EEA countries shall be counted separately. The proposal shall be adopted if 71.00 % or more of the weighted votes cast by these countries (abstentions not counted) are in favour (see also [6.4.2](#)).

## 6.3 Appeal mechanism

A mechanism for appeal by a member is given in [clause 7](#).

## 6.4 Implication of voting for the implementation of ENs (and HDs for CENELEC)

6.4.1 If an EN (and HD for CENELEC) has been approved in accordance with [6.2.1](#) all CEN/CENELEC national members shall be bound to implement it (but [see 6.1.2](#)).

6.4.2 If an EN (and HD for CENELEC) has failed to meet the approval criteria of [6.2.1](#), but has been approved in accordance with [6.2.2](#), all CEN/CENELEC national members from EEA countries shall be bound to implement it, together with those CEN/CENELEC national members from non-EEA countries which have voted affirmatively (but [see 6.1.2](#)).

## 7 Appeals policy

7.1 A CEN/CENELEC member or partner organization may appeal against any action, or inaction, on the part of a Technical Committee, other body, or officer of CEN/CENELEC if that member or partner organization considers that such action or inaction is not in accordance with the Statutes/Articles of Association or CEN/CENELEC Internal Regulations, or otherwise with the aims of CEN/CENELEC or not in the best interests of the European market or such public concerns as safety, health or the environment. Appeals on matters arising from meetings or votes shall be made within two months after the issuing of the report of the relevant meeting or vote by correspondence.

NOTE The right of a partner organization to lodge an appeal is limited to matters associated with work carried out by CEN and/or CENELEC Technical Bodies to which the partner organization has contributed.

7.2 Matters under appeal may be either technical or administrative in nature. Appeals on decisions concerning new work item proposals and CEN/CENELEC documents are only eligible for consideration if

- questions of principle are involved, or
- the contents of a draft may be detrimental to the reputation of CEN/CENELEC (e.g. insufficient safety or quality levels).

All appeals shall be fully documented to support the originator's concern.

7.3 The documented appeal shall be submitted by the originator to the CEN-CENELEC Director General who shall communicate it to the appropriate body within one month.

7.4 Appeals shall be considered and ruled upon by the Technical Board, except that appeals against Technical Board and Administrative Board decisions shall be considered by the General Assembly. The decision of the General Assembly on any appeal shall be final.

7.5 In response to an appeal, the chairman of the Technical Board - or, in the case of an appeal to the General Assembly, the President - shall first consider whether the matter can proceed immediately to a decision by the body responsible or whether further processing is needed before the appeal can be resolved. If further processing is required, or on the request of one of the involved parties, the chairman of the Technical Board or the President shall convene an impartial conciliation panel which will hear the appeal as soon as practicable and attempt to resolve any differences of opinion. The members of the panel shall be chosen by the Chairman of the Technical Board - or, in the case of an appeal to the General Assembly, by the President - and the parties involved.

The chairman of the Technical Board or the President shall then report the panel's findings to the Technical Board or General Assembly respectively, with appropriate recommendations. The Technical Board or General Assembly shall take account of the panel's report and recommendations in reaching its decision on the appeal.

7.6 While an appeal is being considered, any work in progress shall be continued up to and including the approval stage. Ratification cannot take place and the deliverable shall not be made available, however, until the decision on the appeal has been taken.

## **8 Language policy**

### **8.1 General**

8.1.1 The official languages of CEN/CENELEC are English, French and German. Delegates participating in meetings of all CEN/CENELEC bodies should be capable of expressing themselves in English, French or German, and should be able to understand at least one other of these three languages.

8.1.2 Draft ENs (and HDs for CENELEC) shall be prepared in all three official languages, unless otherwise agreed by the Technical Board. The relevant CEN/CENELEC national member is responsible for its language version.

### **8.2 Documents and interpretation for meetings**

#### **8.2.1 Communications from the CEN-CENELEC Management Centre**

All documents or circular letters from the CEN-CENELEC Management Centre to members shall be prepared in one of the three official languages, normally in English.

#### **8.2.2 The use of languages in the Technical Board**

Agendas and minutes of the Technical Board shall be circulated in English. Technical Board documents are circulated normally in English.

### **8.2.3 The use of languages in the technical work**

#### **8.2.3.1 General**

The chairman and secretariat of the technical body or the convenor of a working group are responsible for dealing with the question of language at a meeting in a manner acceptable to the participants following the general rules of CEN and CENELEC, as appropriate.

#### **8.2.3.2 At meetings**

Meetings are conducted in any one or more of the official CEN/CENELEC languages, whichever is or are appropriate.

If interpretation facilities are required, these are normally provided by the CEN/CENELEC national member hosting the meeting.

NOTE There is no provision in the budget of the CEN-CENELEC Management Centre to cover interpreting and translation costs.

#### **8.2.3.3 Documents**

The documents shall be in any one or more of the official languages of CEN/CENELEC, whichever is or are appropriate.

There is no commitment for the authors or secretariats to provide translations of documents and circular letters written in one of the official languages. However, formal resolutions (unless otherwise agreed) should always be issued in all three official languages.

National comments and all other technical body correspondence shall be submitted in any one of the three official languages, but if the original language is French or German it should be accompanied by an English translation prepared by the originator to ensure the widest understanding and transparency of the comments, unless otherwise agreed by the technical body.

NOTE 1 In CENELEC secretariat documents for technical bodies are prepared in English and also in the other two languages as far as practicable.

NOTE 2 In CEN, the Technical Committee decides on the official language(s) to be used for the development of the draft document for enquiry and vote.

## **9 Copyright policy**

9.1 In the framework of the Berne Convention, the CEN/CENELEC national members shall ensure that the exploitation rights in contributions to European Standardization made by themselves, their delegates in Technical Committees/Subcommittees and their experts in Working Groups are assigned to CEN/CENELEC for the benefit of its members. The CEN-CENELEC Management Centre is responsible for ensuring that the same conditions apply to other contributors to European standardization. The CEN/CENELEC national members and the CEN-CENELEC Management Centre shall establish a process in support of this obligation.

However, it is recognized that the original copyright holder is not precluded from continuing to exploit his own contribution for his own purposes provided that such exploitation does not adversely affect the exploitation of the common work.

The exploitation rights assigned free of charge worldwide to CEN/CENELEC cover all languages and cover all forms of exploitation known at present in particular and non-restrictively: reproduction and publication by all means and via all graphical support systems by print, press, photocopy, microfilms, and via all magnetic, computerized and numerical support systems, memory cards, CD-Roms, films, photographs, slides, teledistribution, cable, satellite, diskettes and on-line document servers.

This assignment is governed by Belgian law.

9.2 CEN/CENELEC assumes the protection, defence and legal responsibility for the copyright in CEN/CENELEC publications.

9.3 CEN/CENELEC grants exclusively and in totality to its members the assigned exploitation rights for the purpose of publishing, reproducing and distributing by any means the CEN/CENELEC publications in accordance with appropriate agreements.

## **10 Document availability policy**

10.1 CEN/CENELEC publications exist in their own right and are as a general rule issued in the three official languages in a uniform numbering and presentation system in accordance with the CEN/CENELEC Internal Regulations – Part 3.

10.2 The CEN-CENELEC Management Centre is the guardian of the definitive text in the official versions of CEN/CENELEC publications and is responsible for keeping master texts.

10.3 CEN/CENELEC national members shall make ENs (and HDs for CENELEC) and Technical Specifications available at national level either in one of the three official languages or translated into one of the other languages of CEN/CENELEC national member countries.

NOTE The availability of other CEN/CENELEC publications at national level is optional.

10.4 The CEN-CENELEC Management Centre makes CEN/CENELEC publications available to the European Commission, the EFTA Secretariat, applicants from countries outside the CEN/CENELEC membership and recognized European institutions and international organizations.

10.5 CEN/CENELEC working documents should not be made available outside the bodies cooperating in CEN/CENELEC work.

10.6 The International Standards (reference documents) which have been endorsed as CEN/CENELEC publications may be obtained from CEN/CENELEC national members.

## **11 CEN/CENELEC Publications**

### **11.1 Selection of projects**

11.1.1 CEN/CENELEC deal with precise and limited subjects for which standardization is clearly and urgently needed, which can be pursued with intensive work and which are approved for inclusion in their programme of work.

11.1.2 Requests of national origin for CEN/CENELEC standardization work shall be presented, for consideration, to the relevant CEN/CENELEC national member, which may submit proposals for new projects to the Technical Board, using the appropriate form provided by the CEN-CENELEC Management Centre.

11.1.3 Proposals may also be made by CEN/CENELEC technical bodies, the European Commission or the EFTA Secretariat, by international organizations or by European trade, professional, technical or scientific organizations. Such proposals shall be presented to the CEN-CENELEC Management Centre, using the appropriate form provided by the CEN-CENELEC Management Centre, for submission to the Technical Board.

11.1.4 The Technical Board shall decide whether or not a project will be pursued and, if so, how it should be dealt with, in the light of all relevant information.

11.1.5 Final decisions on the inclusion of new projects into the work programme of an existing Technical Committee or BTTF, or the need to set up a new Technical Committee or BTTF to cover the proposed work is the responsibility of the Technical Board.

## **11.2 Preparation of European Standards**

### **11.2.1 General**

11.2.1.1 A European Standard (EN) is a normative document made available by CEN/CENELEC in the three official languages. The elaboration of a European Standard includes a public enquiry, followed by a formal vote (see 11.2.4) of CEN/CENELEC national members and final ratification. The European Standard is announced at national level, published or endorsed as an identical national standard and every conflicting national standard is withdrawn. The content of a European Standard does not conflict with the content of any other EN (and HD for CENELEC). A European Standard is periodically reviewed. During the development and whole lifetime of the European Standard, standstill applies.

11.2.1.2 As the basis for the European Standard, it shall first be established whether

- a) there is published international work in the field and that international work would be acceptable as a European Standard;
- b) the work can be developed within the framework of the international agreements that CEN and CENELEC have with ISO and IEC respectively.

For case a) The "Questionnaire procedure" allows a published international document to be assessed for suitability for progressing to a formal vote as a European Standard.

For case b) the work may be offered to the international organizations for work to be carried out within the international organization with parallel approval conducted by the European organization under the terms of the Vienna Agreement (for CEN and ISO) or the Dresden agreement (for CENELEC and IEC).

11.2.1.3 If there is no relevant international work in the proposed new area of activity the following options are available:

- a) submission of any other published document, copyright issues resolved, to the questionnaire procedure to establish its suitability for progressing as a European Standard;
- b) referral of the proposal to an appropriate Associated Body for the drafting of the prEN;
- c) preparation of the European Standard by a Technical Committee or a BTTF.

11.2.1.4 A European Standard may result from the application of the ISO/CEN and IEC/CENELEC co-operation agreements, from the questionnaire procedure ([see 11.2.2](#)), from Technical Committee work ([see 11.2.3](#)) or from a combination of these processes. Documents may also be suitable for processing under the Unique Acceptance Procedure ([see 11.2.5](#)).

## 11.2.2 Questionnaire procedure

11.2.2.1 The questionnaire procedure permits the Technical Board to find out,

- whether enough interest exists in harmonization on the subject proposed,
- the existing degree of national harmonization with the reference document in question, and
- whether that document would be acceptable as EN.

The questionnaire procedure serves the same purpose as the CEN/CENELEC enquiry ([see 11.2.3](#)).

11.2.2.2 The questionnaire procedure has two applications:

- for an entirely new reference document, using the Primary Questionnaire (PQ);
- for a revised reference document the previous edition of which has already been adopted as an EN, using the Updating Questionnaire (UQ).

A UQ is sent out automatically by the CEN-CENELEC Management Centre where no Technical Committee is involved, whereas each PQ requires the authority of the Technical Board.

A PQ may also be suggested to the Technical Committee where considered necessary for the progress of the Technical Committee's work. If the Technical Board decides to launch a PQ without a preceding formal proposal according to [11.1.2](#), the letter accompanying the PQ shall refer to the Technical Board decision.

11.2.2.3 Both PQ and UQ shall be circulated to the national members by the CEN-CENELEC Management Centre with three months as a normal time limit for replies. Members shall include in their replies the fullest information relating to proposals for common modifications, special national conditions, requests for A-deviations ([see Annex E](#)) and so on. The results of the PQ/UQ, together with any comments received, shall be circulated by the CEN-CENELEC Management Centre without delay.

NOTE The borderline between national standards and national regulations varies from country to country. Therefore, members should explain in detail the effect of national regulations and compulsory testing and approval on harmonization.

11.2.2.4 Evaluation of the replies and comments to the PQ and UQ shall result in an appropriate decision, by the Technical Committee or the Technical Board.

### 11.2.3 Technical Committee procedure

11.2.3.1 Successive working drafts shall be circulated to the responsible technical body. In CEN, at least one working draft shall be circulated to the parent body for information but not for technical enquiry.

NOTE Instructions for the presentation of ENs are given in the CEN/CENELEC Internal Regulations - Part 3.

Every effort shall be made to reach a unanimous agreement of the national members and partner organizations participating in the responsible technical body on the submission of the final text to voting procedures. If unanimity is not possible, the chairman shall seek consensus. If consensus cannot be achieved despite all efforts, a decision can be made by majority of the national members, while duly recording any possible sustained opposition from national members and/or participating partner organizations.

11.2.3.2 When consensus has been reached, the text agreed by the technical body is forwarded by the Technical Committee secretariat to the CEN-CENELEC Management Centre, to be distributed to the CEN/CENELEC national members for public comment. This procedure is called the "CEN/CENELEC enquiry". In addition a vote (in accordance with [6.1.4](#) and [6.2](#)) is associated with this enquiry.

11.2.3.3 The period of the CEN/CENELEC enquiry is 3 months which can be extended by 1 month on a case-by-case basis and upon request of a CEN/CENELEC national member.

11.2.3.4 The results of the CEN/CENELEC enquiry, together with any comments received and the outcome of the vote shall be circulated to the Technical Committee secretariat by the CEN-CENELEC Management Centre without delay.

The Technical Committee shall analyse and evaluate the comments received and decide on the follow-up to be given to each of them. The Technical Committee can delegate this work to another body (e.g. a working group) but shall keep full responsibility for the results thereof and formally approve the follow-up actions. If a comments resolution meeting is held, the participation of those having made comments shall be facilitated as far as possible (e.g. through an e-meeting).

11.2.3.5 If the result of the vote associated with the CEN/CENELEC enquiry is positive,

- In CEN, the Technical Committee may decide to skip the formal vote;
- In CENELEC, if the outcome of the vote is 100% positive, the approval of the EN is noted and the formal vote is skipped. If it is less than 100%, the draft is referred to the Technical Committee.

When proceeding directly to publication, no changes to the technical content of the enquiry draft shall be made.

11.2.3.6 If the result of the vote associated with the CEN/CENELEC enquiry is negative or if the formal vote is not skipped a final text shall be prepared by the Technical Committee secretariat for formal vote (see [11.2.4](#)), subject to review by the Technical Committee of any technical comments received. When submitting the final text for formal vote to the CEN-CENELEC Management Centre, the Technical Committee secretariat shall also ensure that the corresponding TC decision was sent to the CEN-CENELEC Management Centre.



The Technical Committee may also decide to carry out a second enquiry (submitted with the same conditions as the first enquiry). Should the second enquiry show that no consensus can be reached, no further enquiries are allowed and either the work item should be abandoned or the possibility of publishing it as another CEN/CENELEC publication should be considered.

#### **11.2.4 Formal Vote**

11.2.4.1 Approval of the final text of a prEN (abbreviated FprEN) shall be effected by a formal vote of members. The voting period shall be two months. For CEN, a request for an extension of one month may be accepted on the condition that this request is introduced during the first month of the voting period

11.2.4.2 The weighted voting procedure as given in [6.1.4](#) and [6.2](#) shall be applied. All votes shall be unconditional. Editorial comments may however be made. All negative votes shall be accompanied by their justification.

Changes other than editorial to the approved text are not allowed.

11.2.4.3 The CEN-CENELEC Management Centre shall prepare the voting report in consultation with the Technical Committee chairman and secretariat, if any, and circulate it to members for information and to the Technical Board for action.

11.2.4.4 If the voting result is positive, and unless an appeal has been lodged ([see clause 7](#)), the Technical Board shall note the approval of the EN, note or establish a target date of availability (dav) and agree the dates for national implementation, i.e. date of announcement (doa) of the EN, date of publication (dop) of identical national standards or of endorsement and date of withdrawal (dow) of conflicting national standards.

11.2.4.5 If the voting result is negative, the Technical Board shall decide what further action is to be taken and whether or not standstill should be released.

11.2.4.6 Before an EN can be made available, its definitive text shall have been checked in the official languages. No further alteration shall be possible except through the updating and amendment procedures.

11.2.4.7 The definitive text in the official languages shall be made available by the CEN-CENELEC Management Centre.

#### **11.2.5 Unique Acceptance Procedure**

11.2.5.1 The Unique Acceptance Procedure (UAP) may be applied to any type of document, whatever its origin, in order to achieve rapid approval of an EN, if it is reasonable to suppose that the document is acceptable at European level.

For a reference document, the UAP combines the questionnaire procedure and the formal vote.

For a Technical Committee document, the UAP combines the CEN/CENELEC enquiry and the formal vote.

11.2.5.2 The UAP is launched by the CEN-CENELEC Management Centre after agreement of

- the Technical Committee for a document related to an approved standards project, or
- the Technical Board in all other cases.

Every effort shall be made to reach a unanimous agreement of the national members and partner organizations participating in the Technical Committee or Technical Board on the submission of the draft to UAP. If unanimity is not possible, the chairman shall seek consensus. If consensus cannot be achieved despite all efforts, a decision can be made by majority of the national members, while duly recording any possible sustained opposition from national members and/or participating partner organizations.

When submitting the final text for UAP to the CEN-CENELEC Management Centre, the Technical Committee secretariat shall also ensure that the corresponding TC decision was sent to the CEN-CENELEC Management Centre.

11.2.5.3 If, and only after agreement of the Technical Board or the Technical Committee responsible, the UAP is applied to a text available in only one of the official languages, the other two versions shall be available within a period of two months following the launch of the UAP, unless otherwise decided by the Technical Board.

11.2.5.4 The steps in the procedure are:

- submission of the document, by the CEN-CENELEC Management Centre, to the CEN/CENELEC national members normally for a period of five months;
- voting by each member, before the end of the voting period, using the appropriate form provided by the CEN-CENELEC Management Centre (see 11.2.4.2);
- preparation by the CEN-CENELEC Management Centre of the voting report (see 11.2.4.3).

11.2.5.5 If the voting result is positive, the CEN-CENELEC Management Centre shall inform Technical Board members by correspondence of the result and of proposed dates of availability and implementation, without circulating the texts. Acceptance of the result serves as the official ratification. Any editorial comments shall be examined by the CEN-CENELEC Management Centre and the Technical Committee or Reporting Secretariat, in order to allow the CEN-CENELEC Management Centre to prepare the final text of the EN for circulation on or before the due date of availability.

11.2.5.6 If the voting result is negative, the document shall be sent back to the Technical Committee responsible or to the Technical Board for further handling.

## **11.2.6 Implementation**

### **11.2.6.1 General**

An EN shall be implemented by CEN/CENELEC national members within a period agreed by the Technical Board (see 11.2.4.4), normally six months from the date of availability of the EN, and notified to the CEN-CENELEC Management Centre by using the electronic transmission means made available. In exceptional cases, on a justified request, the Technical Board may authorize a delay of the date for withdrawal of conflicting national standards.

#### 11.2.6.2 Obligations

An EN shall be implemented

- by giving it the status of a national standard, either by publication of an identical text (see 11.2.6.3) or by endorsement (see 11.2.6.4), and
- by withdrawing any conflicting national standards.

An EN shall be implemented identical in technical content and presentation (except translation) and with no restrictions for application. Options in an EN are options for the user of the standard, but are not options from which the CEN/CENELEC national member may make a selection in the national standard implementing that EN.

#### 11.2.6.3 Publication of an identical text

Any version of an EN in a language other than the three official languages is published by the CEN/CENELEC national member concerned under its own responsibility. The CEN/CENELEC national member is equally responsible for the accuracy of the translation of an EN and shall provide on request a copy of that EN to the CEN-CENELEC Management Centre.

In cases where national standards are published in one of the three official languages, the CEN/CENELEC national member shall provide on request a copy of the national cover sheet, the national foreword and national annexes (if any) to the CEN-CENELEC Management Centre.

#### 11.2.6.4 Endorsement

Endorsement of an EN as a national standard may be achieved either by publication of an endorsement sheet or by announcement in the CEN/CENELEC national member's official journal. In both cases it shall state that the EN has been approved together with the number, title and date of the EN, the date from which the endorsed EN will be valid in that country, and from where it may be obtained. The CEN/CENELEC national member shall provide on request a copy of the endorsement sheet or announcement to the CEN-CENELEC Management Centre.

### 11.2.7 Updating

During its lifetime, an EN may be updated, as necessary, by

- a) corrigenda ([see 11.6.1](#)),
- b) amendment ([see 11.6.2](#)),
- c) issue of a new edition incorporating amendments.

### 11.2.8 Review and consequences

The responsible Technical Body shall ensure that ENs are periodically reviewed. The periodical review shall occur at intervals not exceeding 5 years. The review may be initiated earlier at the request of the responsible Technical Body. In CENELEC, such request shall be approved by the Technical Board. If there is no Technical Body, the responsibility for review shall rest with the Technical Board.

As a result of the review the EN shall be

- a) confirmed, or

- b) amended, or
- c) revised as a new edition with a new date, or
- d) withdrawn.

Every effort shall be made to reach a unanimous agreement of the national members and partner organizations participating in the Technical Committee or Technical Board on the choice between these four possibilities. If unanimity is not possible, the chairman shall seek consensus. If consensus cannot be achieved despite all efforts, a decision can be made by majority of the national members, while duly recording any possible sustained opposition from national members and/or participating partner organizations.

The resulting decision shall be communicated to all CEN/CENELEC national members for action to be taken with respect to their national implementations.

For European Standards adopting ISO or IEC publications (including common modifications), no review process is initiated at European level. These standards will be subject to the review carried out by ISO or IEC, respectively.

## **11.3 Preparation of Technical Specifications**

### **11.3.1 General**

11.3.1.1 A Technical Specification (TS) is a normative document made available by CEN/CENELEC in at least one of the three official languages. A Technical Specification is established by a technical body and approved by the CEN/CENELEC national members in accordance with 11.3.3.2. The Technical Specification is announced and made available at national level, but conflicting national standards may continue to exist. A Technical Specification is not permitted to conflict with an EN (and HD for CENELEC). A Technical Specification is reviewed every 3 years at the latest.

11.3.1.2 Technical Specifications are established with a view to serving, for instance, the purpose of

- publishing aspects of a subject which may support the development and progress of the European market,
- giving guidance to the market on or by specifications and related test methods,
- providing specifications in experimental circumstances and/or evolving technologies.

The work programme of the technical body shall include a work item indicating subject and end deliverable and the technical body shall secure approval of that work item.

11.3.1.3 A work item meant to become an EN may be published as a Technical Specification where

- there had been insufficient support at the CEN/CENELEC Enquiry for the work item to progress to an EN,
- no consensus can be reached on the submission of the work item to formal vote within the given target date.

Two or more Technical Specifications may be published if, for instance, the draft EN had dealt with more than one class of product, or included alternative methods of test. Technical Specifications may, therefore, compete with each other.

### **11.3.2 Drafting**

11.3.2.1 A TS shall be drafted by a CEN/CENELEC technical body or as indicated in [11.1.3](#).

11.3.2.2 During preparation of a TS, or after its approval, no standstill obligation exists except if the Technical Board has specifically decided so.

11.3.2.3 A TS is drafted as far as applicable in accordance with the CEN/CENELEC Internal Regulations – Part 3. TS are available in at least one of the official languages of CEN/CENELEC.

### **11.3.3 Approval**

11.3.3.1 TS are approved by a vote by correspondence.

11.3.3.2 The procedure for approval is as follows:

- the distribution of the appropriate reference document as a prTS to the CEN/CENELEC national members is made by the CEN-CENELEC Management Centre;
- CEN/CENELEC national members are granted a three-month term for consultation at national level and voting in accordance with [6.1.4](#) and [6.2](#);
- votes received are assessed by the CEN/CENELEC Technical Committee or BTF.

11.3.3.3 If the prTS fails the vote, the CEN/CENELEC Technical Committee or BTF shall decide whether to send it back to the drafting body, or whether to process it as an alternative publication, or whether to stop the work.

### **11.3.4 Availability**

11.3.4.1 When approved the TS is immediately made available to the CEN/CENELEC national members by the CEN-CENELEC Management Centre with the addition of a TS title page giving all the necessary information.

11.3.4.2 CEN/CENELEC national members shall announce the existence of the TS in the same way as for the EN and shall make the TS available.

11.3.4.3 An existing TS shall be withdrawn if the publication of a subsequent EN brings the TS into conflict with that EN.

### **11.3.5 Updating and review**

11.3.5.1 TS are not amended but replaced by a new edition with a new date of edition. Corrigenda published by the CEN-CENELEC Management Centre are, however, possible.

11.3.5.2 The responsible CEN/CENELEC Technical Committee or BTF shall ensure that TS are reviewed at intervals of not more than 3 years, starting from their date of availability (dav).

11.3.5.3 The aim of such review shall be to re-examine the situation which resulted in the publication of a TS and if possible to achieve the agreement necessary for the publication of an EN to replace the TS, the other options being an extension for another 3 years or the withdrawal of the TS.

11.3.5.4 Any decision to confirm the TS for another 3 years shall be accompanied with a valid justification of the responsible Technical Body.

## **11.4 Preparation of Technical Reports**

### **11.4.1 General**

11.4.1.1 A Technical Report (TR) is an informative document made available by CEN/CENELEC in at least one of the official languages, established by a technical body and approved by simple majority vote of CEN/CENELEC national members. A Technical Report gives information on the technical content of standardization work.

11.4.1.2 Technical Reports may be established in cases when it is considered urgent or advisable to provide information to the CEN/CENELEC national members, the European Commission, the EFTA Secretariat, European agencies or outside bodies, on the basis of collected data of a different kind from that which is normally published as an EN.

### **11.4.2 Drafting**

11.4.2.1 The decision to develop a TR can be taken by the Technical Board, by a CEN/CENELEC Technical Committee or by a BTTF. In the latter two cases, the work programme of that technical body shall include a work item indicating subject and end deliverable and the technical body shall secure approval of that work item.

NOTE In CENELEC, Subcommittees are also allowed to develop TRs.

11.4.2.2 TRs are drafted as far as applicable in accordance with the CEN/CENELEC Internal Regulations – Part 3 and are available in at least one of the official languages of CEN/CENELEC.

### **11.4.3 Approval**

11.4.3.1 The CEN/CENELEC technical body, which prepared the draft TR (prTR) is also responsible for its approval. TRs are approved by a vote by correspondence of the CEN/CENELEC national members.

11.4.3.2 The procedure for approval is as follows:

- the distribution of the appropriate reference document as prTR to the CEN/CENELEC national members is made by the CEN-CENELEC Management Centre;
- CEN/CENELEC national members are granted a three-month term for consultation at national level and voting in accordance with [6.1.3](#);

NOTE A shorter period may be decided by the Technical Board on a case by case basis.

- The responsible CEN/CENELEC technical body assesses the votes.

11.4.3.3 If the prTR fails the vote, the responsible CEN/CENELEC technical body shall decide whether to send it back to the drafting body, or whether to stop the work.

#### **11.4.4 Availability**

The approved version of the TR is made available to the CEN/CENELEC national members by the CEN-CENELEC Management Centre, with the addition of a TR title page giving all the necessary information.

#### **11.4.5 Updating and review**

11.4.5.1 TRs are not amended but replaced by a new edition with the same number and new date of edition. Corrigenda published by the CEN-CENELEC Management Centre are, however, possible.

11.4.5.2 No time limit is specified for the lifetime of TRs, but it is recommended that TRs are regularly reviewed by the responsible technical body to ensure that they remain valid.

### **11.5 Preparation of Guides**

#### **11.5.1 General**

11.5.1.1 A Guide is an informative document made available by CEN/CENELEC in at least one of the official languages, established and approved by a corporate body<sup>3</sup> of CEN/CENELEC by simple majority vote.

11.5.1.2 Guides may be established with a view to serving, for instance, the purpose of

- providing technical or administrative orientation to the work of CEN/CENELEC,
- giving advice on how to deal with matters of standardization,
- collecting decisions of a CEN/CENELEC corporate body on specific general questions for future equal treatment of such questions,
- providing information or guidance on matters of conformity assessment in relation to the standardization activities of CEN or CENELEC.

#### **11.5.2 Drafting**

Guides are drafted as far as applicable in accordance with the CEN/CENELEC Internal Regulations – Part 3 and are available in at least one of the official languages of CEN/CENELEC.

#### **11.5.3 Approval**

11.5.3.1 Guides providing information or guidance on technical work shall be approved by the Technical Board, all other Guides by the General Assembly following a recommendation by the Administrative Board through a vote in accordance with [6.1.3](#).

11.5.3.2 If a Guide fails the vote, it is sent back to the originating drafting body.

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<sup>3</sup> General Assembly (AG), Administrative Board (CA) or Technical Board (BT)

#### **11.5.4 Availability**

When approved the Guide is immediately made available by the CEN-CENELEC Management Centre with the addition of a Guide title page giving all necessary information, in any appropriate form.

#### **11.5.5 Updating and review**

11.5.5.1 Guides are not amended, but replaced by a new edition under the same number with a new date. Corrigenda published by the CEN-CENELEC Management Centre are, however, possible.

11.5.5.2 Guides are revised, when appropriate, by the originating body. Withdrawal will also be possible at any moment on the basis of a simple majority vote within the body that has approved that Guide.

### **11.6 Corrigenda and amendments**

#### **11.6.1 Corrigenda**

A corrigendum is issued to correct a technical error or ambiguity in a European Standard (and HD for CENELEC), a Technical Specification or a Technical Report, inadvertently introduced either in drafting or in printing and which could lead to incorrect or unsafe application of the publication.

Corrigenda are not issued to correct errors that can be assumed to have no consequences in the application of the publication, for example minor printing errors.

Corrigenda are not issued to update information that has become outdated since publication.

Suspected technical errors shall be brought to the attention of the secretariat of the technical committee concerned. After confirmation by the secretariat and chair, in consultation with the WG convenor and, if necessary, with the responsible technical body, the secretariat shall submit to CCMC a proposal for correction, with an explanation of the need to do so.

In general, a corrigendum will not be issued for a European Standard that is older than 3 years.

#### **11.6.2 Amendments**

Any modification to, addition to or deletion of specific parts of the text of an EN (and HD for CENELEC) shall be subject to the same procedures as the original text. In urgent cases, the Technical Board may shorten the time periods for these procedures.

If an EN (and HD for CENELEC) endorses a reference document, any subsequent change to that reference document shall be considered by means of an Updating Questionnaire.

The result of approval of a draft amendment is the publication of a new edition of the EN (and HD for CENELEC) in question or the publication of an amendment as such, depending on the nature of the amendment. Preference should be given to the issue of a new edition of the standard. No more than three separate amendments to an EN (and HD for CENELEC) shall be published.



CEN/CENELEC national members have the same obligations for implementation and presentation of the amendment as for the EN (and HD for CENELEC).

## **12 Document numbering, distribution and deadlines**

### **12.1 Numbering of deliverables**

Except for Guides, all CEN/CENELEC publications are numbered sequentially in a single series, with particular blocks of numbers allocated to each organization. CEN and CENELEC each maintain a separate series for Guides, in which Guides are numbered sequentially. European Standards that are identical to, or, for CENELEC, are modified versions of international standards are numbered using the number of the international standard.

### **12.2 Numbering of working documents**

#### **12.2.1 CEN arrangements**

The rules for the numbering of working documents as described in the ISO Supplement, 2001, to the ISO/IEC Directives shall be followed, replacing ISO by CEN and Russian (R) by German (D).

#### **12.2.2 CENELEC arrangements**

The rules for the numbering of working documents as described in the IEC Supplement, 2001, to the ISO/IEC Directives shall be followed, replacing IEC by CENELEC.

### **12.3 Distribution**

All documents correctly numbered, including circular letters, in each available language version, shall be made available by the originating secretariat or member to all CEN/CENELEC national members and on request to the CEN-CENELEC Management Centre.

### **12.4 Deadlines**

12.4.1 Deadlines for circulation of documents related to technical body meetings shall be as follows:

- two months before meeting: agenda;
- four weeks before meeting at least: documents for discussion;
- two weeks before meeting: national comments on those documents;
- before end of meeting: resolutions and decisions;
- four weeks after meeting: minutes;
- four weeks after receipt: comments on decisions or minutes;
- as soon as possible after meeting: new draft texts.

NOTE The circulation of documents within Working Groups may deviate from the above-mentioned deadlines, if agreed upon by the Working Group members.

12.4.2 Deadlines for circulation of documents related to Technical Board meetings shall be as follows:

- at the latest four weeks before meeting: agenda;
- up to two weeks before meeting: documents requiring decision;
- before the end of meeting: resolutions and decisions;
- four weeks after meeting: minutes.

12.4.3 Any meeting may in an exceptional case discuss an item which was not on the agenda, or for which the basic documents had not been circulated in due time. If any delegation objects to taking a decision on such an item at the meeting and a decision would be taken anyhow, national members shall have the right to challenge it within one month of circulation of the minutes.

## **Annex A Other CEN/CENELEC publications**

### **A.1 Harmonization Document (CENELEC only)**

#### **A.1.1 General**

A Harmonization Document is a normative document made available by CENELEC in the three official languages. The elaboration of a Harmonization Document includes a public enquiry, followed by an approval by weighted vote of CENELEC national members and final ratification. The Harmonization Document is announced at national level and every conflicting national standard is withdrawn. A Harmonization Document shall not conflict with any other EN (and HD for CENELEC). A Harmonization Document is periodically reviewed. During the elaboration and whole lifetime of the Harmonization Document, standstill applies.

#### **A.1.2 Preparation and approval**

The preparation and the approval of an HD follow the same procedure as that given for the preparation and approval of an EN, as described from 11.2.1 to 11.2.5.

#### **A.1.3 Implementation**

##### **A.1.3.1 Obligations**

An HD shall be implemented

- by announcing publicly the HD number and title; and
- by withdrawing any conflicting national standards

Members shall notify the CEN-CENELEC Management Centre as soon as these actions have been taken.

##### **A.1.3.2 Equivalent national standards**

Having fulfilled these obligations, a member is free to maintain or issue a national standard dealing with a subject within the scope of the HD, provided that it is equivalent in technical content. The number, title and date of each such national standard shall be notified to the CEN-CENELEC Management Centre.

Options in an HD are options for the user of the standard, but are not options from which the CENELEC national member may make a selection in the national standard implementing that HD.

#### **A.1.4 Updating and review**

The updating and review of an HD follows the same procedure as that given for the updating and review of an EN, as described in [11.2.7](#) and [11.2.8](#).

## **A.2 CEN/CENELEC Workshop Agreement**

### **A.2.1 General**

A.2.1.1 A CEN/CENELEC Workshop Agreement (CWA) is a document made available by CEN/CENELEC in at least one of the official languages. It is an agreement, developed and approved by a CEN/CENELEC Workshop and owned by CEN/CENELEC as a publication, which reflects the consensus of identified individuals and organizations responsible for its contents. The Workshop Agreement is announced and possibly made available at national level. Conflicting national normative documents may continue to exist. Revision of a Workshop Agreement is possible. In CENELEC safety matters are excluded from being the subject of Workshop Agreements.

A.2.1.2 A CEN/CENELEC Workshop Agreement shall not conflict with an EN (and HD for CENELEC). A CWA shall be withdrawn if the publication of an EN (and HD for CENELEC) brings the CWA into conflict with the EN (and HD for CENELEC).

A.2.1.3 During preparation of the CEN/CENELEC Workshop Agreement or after its adoption no standstill obligation exists.

### **A.2.2 Initiation and development**

A.2.2.1 Anyone interested in developing a CWA submits a request to the CEN-CENELEC Management Centre, which in turn informs the CEN and/or CENELEC BTs.

The details for initiation and development of CWAs are specified in CEN-CENELEC Guide 29 "CEN/CENELEC Workshop Agreements".

A.2.2.2 It is highly recommended to make the draft CWA publicly available for comments via the CEN/CENELEC web site for a minimum 60-day-period. Comments shall be sent to the Workshop Secretariat and be considered by the Workshop participants.

NOTE This commenting phase is highly recommended but is not mandatory except when the CWA deals with safety aspects .

### **A.2.3 Approval and availability**

The Chairperson decides, based on the comments received and any further consultation among registered participants, when consensus is reached among the Workshop participants at which point the CWA is considered to be approved.

The Workshop secretariat submits the approved CWA to the CEN-CENELEC Management Centre for circulation to the CEN and/or CENELEC BT for information. The CEN/CENELEC national members notify the CEN-CENELEC Management Centre on whether and how they will make the CWA available in their country.

### **A.2.4 Lifetime and review**

The CWA is valid for 3 years, after which, the former Workshop Secretariat consults the Workshop participants to assess whether the CWA shall be confirmed for another 3 years, revised, transformed into another deliverable or withdrawn.

For more detailed provisions CEN-CENELEC Guide 29 "CEN/CENELEC Workshop Agreements" applies.

#### **A.2.5 Arbitration process**

For CEN/CENELEC members, the appeal mechanism according to clause 7 applies.

Stakeholders shall also have the right to raise concern for the following reasons:

- the workshop and the process to arrive at its deliverable do not or did not comply with clause A.2;
- the content of the deliverable resulting from the workshop conflicts with an existing or draft EN (or HD for CENELEC) or may be detrimental to the reputation of CEN/CENELEC.

Appellants shall submit their concern directly to CCMC. In case of concerns originating from the country of a CEN/CENELEC member, CCMC will put the issue to the attention of the relevant CEN/CENELEC national member.

Any such issue shall be considered by BT which will take the final decision.

## **Annex B Guidelines for allocation of technical secretariats**

### **B.1 Allocation of Technical Committee secretariats and Reporting Secretariats**

B.1.1 Normally a CEN/CENELEC national member which has the secretariat of the corresponding ISO/IEC Technical Committee or Subcommittee takes over the CEN/CENELEC secretariat. Otherwise, the secretariat is entrusted to a CEN/CENELEC national member by agreement within the Technical Board.

B.1.2 Any CEN/CENELEC national member wishing to undertake a secretariat should have consulted nationally and shall ensure that adequate resources are provided to carry out the work without delay.

B.1.3 In cases where there is more than one candidate for allocation of a secretariat, the following principles serve to ensure consistency in Technical Board decisions. The Technical Board determines the final allocation based on all available information including the candidates' experience in the proposed field, if necessary by majority decision.

B.1.4 If a committee is being established as a result of members' replies to a proposal for the study of a new project, the originator of the proposal should be given preference, provided that such an offer has been made during the time of the enquiry to members. Otherwise, the candidate holding proportionally fewer secretariats should be given preference.

### **B.2 Procedure to be followed for the reallocation of Technical Committee secretariats**

B.2.1 Any member who wishes to relinquish the secretariat of a Technical Committee should immediately inform the CEN-CENELEC Director General, giving, whenever possible, a minimum of twelve months notice.

B.2.2 As soon as such a request is received, the information is submitted to all members of the Technical Board together with any comments which the CEN-CENELEC Director General may wish to add. At the same time, all CEN/CENELEC national members are informed and requested to advise the CEN-CENELEC Management Centre, within a period of 3 months, if they wish to submit their candidature.

B.2.3 The CEN-CENELEC Management Centre summarizes the comments received and checks with any member who has been proposed whether it would be prepared, if appointed, to assume secretariat responsibilities for the Technical Committee concerned.

B.2.4 The Secretariat candidate should have participated actively in the work of the Technical Committee for a significant period (of the order of at least 3 years). The candidate holding proportionally fewer secretariats should be given preference.

B.2.5 As a result of these consultations, the Technical Board determines the reallocation of the secretariat, if necessary by majority decision.

## Annex C CEN-CENELEC-ETSI Basic Co-operation Agreement

### Basic Co-operation Agreement

between

**CEN** (the European Committee for Standardization);  
**CENELEC** (the European Committee for Electrotechnical Standardization); and  
**ETSI** (the European Telecommunications Standards Institute),

the officially recognised organizations responsible for developing and defining standards at European level. These standards set out specifications and procedures in relation to a wide range of products and services, thereby facilitating commerce and industry throughout the European Single Market.

In this Agreement, CEN, CENELEC and ETSI may also be individually referred to as “Party” or European Standards Organization (“ESO”), or collectively as “Parties” or “ESOs”.

The Agreement considers in the light of new technologies, mandated work and areas of common interest the increasing need to facilitate co-operation and collaboration between the three Parties and to share the expertise of the standards-making experts.

The present Agreement supersedes version 2.3.0 which was established in 2000. The history of the Agreement is provided for reference in Annex 4.

#### 1 Preamble

##### **The Parties: recognise**

that their field of competencies in some areas of standardization, e.g. ICT, are tangential and partly overlapping. Converging technologies contribute to an increasing number of areas of common interest.

**have agreed** to provide the public with a complete and consistent set of standards and other consensus documents;

to maximise the efficient use of scarce resources, by

- preventing duplication of work by CEN, CENELEC and ETSI;
- identifying any gaps in the work programmes;
- clarifying responsibilities;
- providing a guideline for common activities.

The present agreement is considered as the framework for co-ordination and co-operation, both on strategic issues and the actual process of standardization.

This agreement provides a key reference point for the European Commission and EFTA Secretariat in their work relating to standardization.

This agreement provides the opportunity, where appropriate, to work together as partners, collaborating as appropriate with other partners including the global formal standards organizations ISO, IEC and ITU.

## **2 Details of Agreement**

### **a. The Joint Presidents Group (JPG)**

The JPG shall be kept informed on the liaison and collaborative activities. However, the JPG may on request or on its own initiative intervene in the activities and shall have a role of arbitration whenever consensus is not achieved between individual Parties at working level.

The JPG's Terms of Reference are at Annex 1 to this Agreement.

### **b. Liaisons and information exchange**

Technical Bodies of each ESO may set up a liaison with a Technical Body of one or more of the other ESOs. Such a liaison shall follow one of the modes of co-operation as defined in Annexes 2 and 3.

For liaison with ISO, IEC and ITU, the Parties and their Technical Bodies shall take due account of the CEN-ISO, CENELEC-IEC and ETSI-ITU partnerships. Other cross liaison should only be established in exceptional cases, or where the field of competence requires it.

### **c. The 5 modes of co-operation**

Continuous efforts shall be made to minimise the overlap areas between CEN, CENELEC and ETSI by entrusting areas of work to a particular ESO, where possible.

For areas of work so entrusted the relevant parties (CEN-ETSI or CENELEC-ETSI or CEN-CENELEC or CEN-CENELEC-ETSI) shall agree through either the Directors General or the Joint Presidents Group (for arbitration if necessary) on how the views and interests of the other(s) are taken fully into account, by selecting one of the 5 modes of co-operation as defined in Annex 2.

Rights and duties concerning the modes of cooperation are detailed in Annex 3.

### **d. Co-operation of Secretariats**

The Secretariats from the three ESOs shall co-operate in the implementation of this agreement, and shall assist their Technical Bodies in maintaining the liaisons and collaborative working. This may also include the exchange of relevant deliverables to allow the Technical Bodies to inform themselves and analyse the content of the other ESOs publications for normative reference purposes.

The Secretariats shall maintain a record of liaison and collaborative activities.

### **e. Conflict management**

Working results should be based on consensus as described in Annex 2. Missing consensus and blocking situations on technical issues or procedural aspects should



be reported to the relevant Secretariats or Boards. If an acceptable solution cannot be found at that level, the JPG will be consulted.

### **3 Entry into force, duration and termination**

This Agreement shall come into effect on the date of its signature as indicated below and remain valid for a period of 5 (five) years, and can be renewed for additional five-year periods by mutual consent only.

Either Party may terminate this Agreement anytime by giving 6 (six) months notice to the other Parties.

(made in three copies, place and date)

## C.1

### **Annex 1** **Terms of Reference** **CEN-CENELEC-ETSI Joint Presidents Group**

#### **Authority:**

CEN-CENELEC-ETSI Basic Co-operation Agreement

#### **Responsibilities:**

The function of the JPG is to act as a forum for top-level agreement between the ESOs of matters of common policy. It should be seen as a coordination group and to serve as a basis for consultation of the members on matters affecting all three organizations.

#### **Objectives:**

JPG will be:

- A place for collaboration on policy issues affecting European standardisation, reaching common positions and proposals;
- A place for overseeing collaboration between the three ESOs on common technical, promotional, external relations and other matters;
- A focus for organising joint meetings, conferences and other events to promote European standardisation and how we work.

#### **Participation:**

- Up to five senior representatives per ESO, one to be the Chairman appointed by each ESO in turn, in annual rotation;
- The ESO External Relations Officer;
- The Directors-General of CEN and CENELEC and of ETSI;
- The JPG Secretary, rotated every three years between CCMC and the ETSI Secretariat;
- Other persons per meeting by invitation of the Chairman.

#### **Working methods:**

- JPG will reach common positions of the three ESOs, in relation to matters of general interest to all three, including policy issues, representational statements, responses to European Commission consultations, etc.;

- JPG will work by consensus, with representation of minority views in positions reached where appropriate;
- There will be a minimum of two meetings a year, with work electronically between meetings;
- JPG agendas will be available one month before meetings, and decision documents two weeks before meetings, except in urgent circumstances with the meeting's agreement;
- JPG documents will be on an electronic document server accessible to all participants;
- JPG will create Working Groups and ad hoc Task Forces where appropriate and necessary;
- The participants will reach fast agreement electronically where necessary.

**Reporting groups:**

Longer-term group reporting to JPG is

the CEN-CENELEC-ETSI Joint Working Group on Rules and Processes <sup>4)</sup>.

JPG may agree ad hoc Task Forces where necessary should be set up to decide particular issues. These will work quickly and be closed as soon as the task laid down is complete. Other persons not in JPG may be involved, where appropriate.

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<sup>4)</sup> JPG shall endorse the Terms of Reference of the WG R&P, which will submit regular progress reports to it and arbitrate any consensus problems. On the other hand, the detailed operational decisions taken as a result of the WG R&P discussions shall be subject to the approval of the CEN and CENELEC Technical Boards and the ETSI Board under their respective usual procedures.

## C.2

### Annex 2

#### The 5 modes of co-operation

##### **Mode 1 – Informative relation**

One Party is fully entrusted with a specific work area and keeps the other(s) informed of all progress.

##### **Mode 2 – Contributive relation**

One Party should take the lead of work and the other(s) may make written contributions during the progress of this work. This relation includes also full information sharing via nominated observers.

##### **Mode 3 – Sub-contracting relation**

One Party is fully entrusted with the realisation of work for an identified item(s), but due to specialisation of the other, a part of the work is subcontracted and that part is prepared under the responsibility of the second Party. The subcontracting Party shall make necessary arrangements to guarantee the correct integration of the resulting sub-contracted work into the main part of the programme. To this end, the public enquiry (if the output is an EN) is handled by the Party being the main contractor for the standardization task.

##### **Mode 4 – Collaborative relation**

One Party takes the lead in the activities but the work sessions and meetings receive delegates from the other(s) who have observer status and who assure the technical liaison with the other Party. Such observers should have rights as defined in Annex 3.

##### **Mode 5 – Integrated relation**

###### **1 Joint CEN-CENELEC technical work**

Clause 4.2.1.3 of the CEN/CENELEC Internal Regulations – Part 2 applies.

###### **2 Joint technical work with ETSI participation**

2.1 The creation of a joint technical body with ETSI participation, the definition of its scope and the allocation of its secretariat shall be decided upon by the Joint Presidents Group (JPG). These JPG decisions shall be ratified by the ETSI Board and the Technical Board(s) of the other ESO(s) involved.

2.2 Participation in a joint technical body shall be open to ETSI members, national delegations formed by the NSB-NC of the other ESO(s) involved. The European Commission and the EFTA Secretariat may participate as observers. If appropriate, at the discretion of the JPG, representatives from other bodies may participate as observers.

2.3 The Chairman of a joint technical body shall be nominated at its first meeting on the proposal of the Secretariat and endorsed by the JPG.

- 2.4 The joint technical body shall draft its work programme, clearly indicating the leading ESO for each work item.
- 2.5 The work programme, including the assigned leadership of each work item, shall be endorsed by the ETSI Board and the Technical Board(s) of the other ESO(s) involved.
- 2.6 The involved ESOs have a joint ownership of the (draft) publications that will hence bear the corresponding logos.
- 2.7 For each work item, the drafting rules of the lead ESO shall be applied.
- 2.8 A joint technical body operates on the consensus of participants.
- 2.9 The decision to submit a draft to public enquiry is taken by the joint technical body.
- 2.10 The lead ESO shall organise the public enquiry in accordance with its rules and procedures, with due information to the other ESO(s), in order for the latter to be in a position to inform its/their members and invite them to liaise with their counterpart in the lead ESO if they so wish.
- In practice, in case the lead ESO is CEN or CENELEC, ETSI should collect the comments possibly emitted by its stakeholders that are not established in countries covered by CEN and CENELEC and send them to the secretariat of the joint technical body.
- 2.11 The results of the public enquiry and the comments received are examined by the joint technical body. The latter establishes the resulting final draft for vote.
- 2.12 The decision to submit a draft to vote is taken by the joint technical body.
- 2.13 Due to the differences in geographical coverage between ETSI and CEN-CENELEC, a vote is launched separately by each ESO.
- 2.14 The draft is considered as accepted only if and when approved by all the ESOs involved. If this is not the case, the draft shall be referred back to the joint technical body for further consideration.
- 2.15 The cover page of any publication resulting from the work of a joint technical body shall bear the logo of each ESO involved. The ESOs involved have a joint ownership of the publications, for which they ensure the distribution in accordance with their respective practices and principles.
- 2.16 The involved ESOs are jointly responsible for the maintenance of the publication (e.g. the corresponding joint technical body, if still existing, would be tasked with this).

NOTE Any issue of dispute between the involved ESOs will be pursued through the conflict resolution mechanism.

## C.3

## Annex 3

## ESOs rights and duties in the different modes

|  | Mode 1 | Mode 2                         | Mode 3                          | Mode 4                   | Mode 5 **             |
|--|--------|--------------------------------|---------------------------------|--------------------------|-----------------------|
| Duty to keep other parties informed (Work Programme, agenda and meeting report)  | yes    | yes                            | yes                             | yes                      | yes                   |
| Attend relevant parts of TB/WG/TG meetings *   | no     | yes (via a nominated observer) | yes                             | yes (multiple observers) | yes                   |
| Right to intervene in debate   | no     | no                             | no                              | yes (multiple observers) | yes                   |
| Be subscribed to TB/WG/TG lists  | no     | yes (nominated observer)       | no                              | yes (multiple observers) | yes                   |
| Provide input documents for information to relevant ESO's TBs  | no     | yes                            | yes                             | yes                      | yes                   |
| Get access rights to documents repositories (e.g. for ETSI docbox; or CEN or CENELEC Livelink or Collaboration Tool)           | no     | yes (nominated observer)       | no                              | yes (multiple observers) | yes                   |
| Ability to share working documents received from the other Party with the TB he is representing and with his ESO's Secretariat | no     | yes                            | no                              | yes                      | yes                   |
| Submit contribution to draft deliverable   | no     | yes (nominated observer)       | only for the subcontracted part | yes (multiple observers) | yes                   |
| Right to formally approve documents  | no     | no                             | no                              | no                       | joint decision making |
| Become TB/WG Official (Chairman/Secretary)   | no     | no                             | no                              | no                       | yes                   |
| Manage comments resolution processes   | no     | no                             | only for the subcontracted part | no                       | yes                   |
| * may speak when invited by the Chairman   |        |                                |                                 |                          |                       |
| ** members of all co-operating ESOs will be entitled to participate.   |        |                                |                                 |                          |                       |
| NOTE The Party's "Observer" status as conferred by this agreement, is not intended to imply any formal statutory relationship. |        |                                |                                 |                          |                       |

**C.4**

**Annex 4**  
**Document history**

- Version 1: First version agreed between the parties in 1990
- Version 2.0.0: August 1999 - Presented at JPG #37 on 12 January 2000
- Version 2.1.0: February 2000 - Produced on request of JPG #37
- Version 2.2.0: February 2000 - Subclause 2.5, last paragraph deleted as there is no chance to maintain a complete record on activities according to CEN & CENELEC.
- Version 2.3.0: 9 May 2000 - Revised by the DG/DG on 14 April 2000 and presented to JPG meeting #38 on 9 May 2000
- Version 3: October 2012 - Draft comprehensive update produced for discussion and approved at JPG79 of 31 October 2012

## Annex D Weightings allocated to the CEN/CENELEC national members in case of weighted voting

| Member country                           | Weighting | EEA country |
|--|-----------|-------------|
| France                                   | 29        | X           |
| Germany                                  | 29        | X           |
| Italy                                    | 29        | X           |
| Turkey                                   | 29        | -           |
| United Kingdom                           | 29        | X           |
| Poland                                   | 27        | X           |
| Spain                                    | 27        | X           |
| Romania                                  | 14        | X           |
| Netherlands                              | 13        | X           |
| Belgium                                  | 12        | X           |
| Czech Republic                           | 12        | X           |
| Greece                                   | 12        | X           |
| Hungary                                  | 12        | X           |
| Portugal                                 | 12        | X           |
| Austria                                  | 10        | X           |
| Bulgaria                                 | 10        | X           |
| Sweden                                   | 10        | X           |
| Switzerland                              | 10        | -           |
| Croatia                                  | 7         | X           |
| Denmark                                  | 7         | X           |
| Finland                                  | 7         | X           |
| Ireland                                  | 7         | X           |
| Lithuania                                | 7         | X           |
| Norway                                   | 7         | X           |
| Slovakia                                 | 7         | X           |
| Cyprus                                   | 4         | X           |
| Estonia                                  | 4         | X           |
| Former Yugoslav<br>Republic of Macedonia | 4         | -           |
| Latvia                                   | 4         | X           |
| Luxembourg                               | 4         | X           |
| Slovenia                                 | 4         | X           |
| Iceland                                  | 3         | X           |
| Malta                                    | 3         | X           |



## Annex E Deviations and Special National Conditions

### E.1 General

E.1.1 The harmonization of national standards is considered to have been achieved when the products manufactured to the national standard of one member can be regarded as complying without modification with the national standards of other members and vice versa. In practice, however, members may request modifications or exceptions which create obstacles to harmonization. These are termed deviations.

E.1.2 Special national conditions are not considered as deviations. Therefore, whenever possible, provisions in ENs (and HDs for CENELEC) shall be drafted in such a way that they meet such special conditions without specifically referring to them.

If this is not possible, provisions relating to special national conditions shall be included in the standard as indicated in the CEN/CENELEC Internal Regulations – Part 3.

### E.2 Procedure

E.2.1 A member shall examine its national situation critically before making a request for a deviation to the Technical Board or to the Technical Committee as appropriate (see [11.2.2](#) and [E.2.3](#)), carefully weighing the importance of European harmonization against factors such as the following:

- a) influence of the requested deviation on the established safety level, if any;
- b) whether there is a need for special types not included in the reference document or, alternatively, not all types given in the reference document are used.

E.2.2 The examination according to [E.2.1](#) shall lead to one of the following conclusions:

- a) a special national condition should be requested (for examples, [see 2.15](#));
- b) an A-deviation should be requested, to reflect a national legal requirement;
- c) no such request is justified.

E.2.3 Proposals for common modifications or requests for national deviations shall be made in the answer to a PQ/UQ ([see 11.2.2](#)) or at the earliest possible opportunity in Technical Committee work ([see 11.2.3](#)). In the latter case, final requests shall be made at the latest during the CEN/CENELEC enquiry.

Each requested deviation shall be justified item by item against the document in question as an A-deviation - exact reference shall be given to the legal requirements and the reasons for them.

E.2.4 For declared A-deviations their relevance to the standard shall be evaluated by the Technical Board or Technical Committee as appropriate.

E.2.4 bis When withdrawing an A-deviation, the BT shall be notified by the national member. Following this notification an amendment shall be issued.

E.2.5 Requests for special national conditions shall be fully discussed in the Technical Board or responsible Technical Committee as appropriate ([see 11.2.2](#) and [E.2.3](#)). If considered acceptable, the special national condition shall be added in an annex to the standard

## Annex F Abbreviations

Abbreviations in bold print are applied uniformly in all three CEN/CENELEC languages.

|                |   |
|----------------|---|
| <b>AG</b>      | General Assembly  |
| <b>ASB</b>     | Associated Body   |
| <b>BT</b>      | Technical Board   |
| <b>BTTF</b>    | BT Task Force   |
| <b>CA</b>      | Administrative Board                                    |
| <b>CEN</b>     | European Committee for Standardization                  |
| <b>CENELEC</b> | European Committee for Electrotechnical Standardization |
| <b>CLC</b>     | CENELEC (in document references)                        |
| <b>CCMC</b>    | CEN-CENELEC Management Centre                           |
| <b>CWA</b>     | CEN/CENELEC Workshop Agreement                          |
| <b>D</b>       | German  |
| <b>dav</b>     | date of availability                                    |
| <b>DG</b>      | Director General  |
| <b>doa</b>     | date of announcement                                    |
| <b>dop</b>     | date of publication                                     |
| <b>dor</b>     | date of ratification                                    |
| <b>dow</b>     | date of withdrawal                                      |
| <b>E</b>       | English   |
| <b>EC</b>      | European Commission                                     |
| <b>EEA</b>     | European Economic Area                                  |
| <b>EFTA</b>    | European Free Trade Association                         |
| <b>EN</b>      | European Standard                                       |
| <b>ESO</b>     | European Standardization Organization                   |
| <b>ETSI</b>    | European Telecommunications Standards Institute         |
| <b>F</b>       | French  |
| <b>FprEN</b>   | Final draft European Standard                           |
| <b>HD</b>      | Harmonization Document                                  |
| <b>IEC</b>     | International Electrotechnical Commission               |
| <b>IR</b>      | CEN/CENELEC Internal Regulations                        |
| <b>ISO</b>     | International Organization for Standardization          |
| <b>JPG</b>     | Joint Presidents Group                                  |
| <b>JTC</b>     | Joint Technical Committee                               |

|             |                               |
|-------------|-------------------------------|
| <b>JWG</b>  | Joint Working Group           |
| <b>PC</b>   | Presidential Committee        |
| <b>PQ</b>   | Primary Questionnaire         |
| <b>prEN</b> | draft European Standard       |
| <b>prHD</b> | draft Harmonization Document  |
| <b>prTR</b> | draft Technical Report        |
| <b>prTS</b> | draft Technical Specification |
| <b>RD</b>   | reference document            |
| <b>SC</b>   | Subcommittee                  |
| <b>TC</b>   | Technical Committee           |
| <b>TR</b>   | Technical Report              |
| <b>TS</b>   | Technical Specification       |
| <b>UAP</b>  | Unique Acceptance Procedure   |
| <b>UQ</b>   | Updating Questionnaire        |
| <b>WG</b>   | Working Group                 |

## Annex G Joint advisory and coordination groups

### G.1 Sector Forum

#### G.1.1 Status

A **Sector Forum** is a long-term group created to act as an advisory and coordinating body for standardization activities related to an established field/sector.

It does not develop standardization deliverables. The Sector Forum reports to the (Technical) Boards of the involved ESOs.

The Secretariat of a Sector Forum is provided by a member of one of the ESOs, as agreed by the (Technical) Boards of the involved ESOs.

The Chairperson is appointed by the (Technical) Boards of the involved ESOs.

#### G.1.2 Membership

The membership of a Sector Forum is decided by the (Technical) Boards of the involved ESOs.

Generally, it is composed of all or part of the following having an interest in the sector:

- representatives of the members of the involved ESOs;
- representatives of the CEN-CENELEC Management Centre (CCMC) and ETSI Secretariat;
- representatives of relevant Technical Bodies in CEN, CENELEC and/or ETSI;
- the relevant European Commission DGs and the EFTA Secretariat.

By agreement of the Sector Forum, additional participants may be invited as observers to attend specific meetings, for instance relevant European associations, research projects, national authorities or companies.

#### G.1.3 Objectives

The objectives of the Sector Forum are:

- to provide a platform for the exchange of information between the concerned stakeholders;
- to provide support and guidance to the relevant technical bodies, essentially on horizontal or cross-sectoral matters;
- to coordinate and advise on on-going standardization activities relevant to the sector;
- to consider where further standardization work is needed within the sector;
- when appropriate, to prepare and submit advice to the (Technical) Boards of the involved ESOs for endorsement and dissemination to the appropriate technical bodies;
- to consider requirements resulting from any EU legislation relevant to standardization within the sector and monitor any developments thereon.

### **G.1.4 Working methods**

- As far as possible, the Sector Forum shall work through electronic means (e.g. electronic platforms, e-mail, phone conference, web conference). However, physical meetings shall be held as required;
- The Sector Forum shall use the electronic platform of the ESO holding the secretariat;
- The Sector Forum shall work by consensus. Any difficulties shall be brought to the attention of the secretariats of the involved ESOs.

## **G.2 Focus Group**

### **G.2.1 Status**

A **Focus Group** is a short-term group created (for a specified maximum duration) to ensure the interaction between all relevant European stakeholders interested in potential standardization in a new field or subject.

It does not develop standardization deliverables. The Focus Group reports to the (Technical) Boards of the involved ESOs.

The Secretariat of a Focus Group is provided by a member of one of the ESOs, as agreed by the (Technical) Boards of the involved ESOs.

The Chairperson is appointed by the (Technical) Boards of the involved ESOs.

### **G.2.2 Membership**

The membership of a Focus Group is decided by the (Technical) Boards of the involved ESOs.

Generally, it is composed of all or part of the following, having an interest in the subject:

- representatives of the members of the involved ESOs;
- representatives of the CEN-CENELEC Management Centre (CCMC) and ETSI Secretariat;
- representatives of relevant Technical Bodies in CEN, CENELEC and/or ETSI;
- the relevant European Commission DGs and the EFTA Secretariat.

By agreement of the Focus Group, additional participants may be invited as observers to attend specific meetings, for instance relevant European associations, research projects, national authorities or companies.

### **G.2.3 Objectives**

The objectives of the Focus Group are:

- to prepare an overview for the stakeholder community on suitable standards already publicly available (from the International Standards Organizations ISO, IEC and ITU, from CEN, CENELEC, ETSI or other sources) or in preparation, to meet specific needs for products and services in a particular field or subject;

- where no suitable standards exist, to define best ways to provide them in preference internationally but if necessary in Europe, and make recommendations accordingly;
- to identify and give due consideration to any relevant specific issues linked to European legislation;
- to identify and give due consideration to innovation/research projects impacting the field/subject;
- to consider and advise stakeholders on any strategic issues concerning standardization within the Group's overall remit.

#### **G.2.4 Working methods**

- As far as possible the Focus Group shall work through electronic means (e.g. electronic platforms, e-mail, phone conference, web conference). However, physical meetings shall be held as required.
- The Focus Group shall use the electronic platform of the ESO holding the secretariat;
- The Focus Group shall work by consensus. Any difficulties shall be brought to the attention of the secretariats of the involved ESOs.

### **G.3 Coordination Group**

#### **G.3.1 Status**

A **Coordination Group** is a short-term group, created with the aim to coordinate and advise on standardization activities on a specific topic, involving multiple technical bodies.

It does not develop standardization deliverables. The Coordination Group reports to the (Technical) Boards of the involved ESOs.

The Secretariat of a Coordination Group is provided by a member of one of the ESOs, as agreed by the (Technical) Boards of the involved ESOs. In identified cases, the secretariat can be assigned to CCMC or the ETSI Secretariat.

The Chairperson is appointed by the (Technical) Boards of the involved ESOs.

#### **G.3.2 Membership**

The membership of a Coordination Group is decided by the (Technical) Boards of the involved ESOs.

Generally, it is composed of all or part of the following, having an interest in the subject:

- representatives of the members of the involved ESOs;
- representatives of CEN-CENELEC Management Centre (CCMC) and ETSI Secretariat;
- representatives of relevant Technical Bodies in CEN, CENELEC and/or ETSI;
- the relevant European Commission DGs and the EFTA Secretariat.

By agreement of the Coordination Group, additional participants may be invited as observers to attend specific meetings, for instance relevant European associations, research projects, national authorities or companies.

### **G.3.3 Objectives**

The objectives of the Coordination Group are:

- to facilitate coordination and exchange of information between different technical bodies;
- to make proposals for the allocation of work to specific technical bodies, and for the co-ordination of overlapping issues;
- to coordinate the development of a work programme and monitor the progress of the work;
- to prepare progress reports for the EC/EFTA when appropriate;
- to clarify non-technical questions to avoid unnecessary discussions in technical groups, if needed;
- to ensure information exchange and coordinate as appropriate with similar international and other regional activities concerning relevant standardization issues;

### **G.3.4 Working methods**

- As far as possible, the Coordination Group shall work through electronic means (e.g. electronic platforms, e-mail, phone conference and web conference). However, physical meetings shall be held as required.
- The Coordination Group shall use the electronic platform of the ESO holding the secretariat;
- The Coordination Group shall work by consensus. Any difficulties shall be brought to the attention of the secretariats of the involved ESOs.



## **Annex H - Joint technical responses to phase 1 activities under European Commission mandates performed in collaboration between CEN, CENELEC and ETSI**

### **H.1 Joint ESO Technical Responses to Mandates (TRM)**

The European Commission issues standardization mandates to the three ESOs (CEN, CENELEC and ETSI) and these mandates are often set in two phases. Phase 1 primarily requests the ESOs to present a common work programme for identified standardization work to fulfil the request in the mandate. The latter is submitted to the EC/EFTA for acceptance so that the ESOs can commence phase 2.

In order to produce a common response for the phase 1 action when two or all three ESOs accept the mandate, the outcome of such joint activity will be in the form of a document known as a "Technical Response to a Mandate (TRM)". This document will include the title and number of the mandate and will bear the logos of the ESOs involved. The TRM shall identify which ESO and which TB is to be responsible for which area and work items. If technical co-operation is foreseen, the mode of co-operation shall be identified.

Decisions on the content of the TRM shall be achieved by consensus and the final versions shall be agreed on by each ESO before final publication and transmission to the EC/EFTA. The draft TRM shall be submitted to the ETSI Board (or by delegation, to the responsible ETSI TB) and the CEN and/or CENELEC BTs for approval.

As the TRM is a specific deliverable to the EC/EFTA, it will not have any copyright statement and it is not affected by the different business/financial models of the ESOs.

### **H.2 Joint technical work to deliver a TRM**

Co-operation between ETSI and CEN and/or CENELEC will be necessary to achieve the production of a TRM.

Depending on the complexity of the EC mandate, a Coordination Group between the involved ESOs may be created to coordinate and produce the draft TRM. In this case, the Coordination Group shall be created and have its Terms of Reference established and approved in accordance with the already existing general provisions agreed to by the ESOs.

In simple cases, the mandate follow-up can be dealt with together by the ETSI Secretariat and the CEN-CENELEC Management Centre (CCMC), in consultation with the relevant technical bodies.

For each TRM, the drafting/presentation rules of the ESO providing the secretariat shall be applied.