



TRAINING CEN & CENELEC NEWLY APPOINTED TECHNICAL BODY OFFICERS

# Understanding the CEN standardization process



**Nuno Pargana & Thierry Legrand**

Account Managers – CCMC Standards Development



1. Roles and Responsibilities of BT, TC, WG
2. From New Work Item to Publication
3. BOSS and further information
4. Useful information

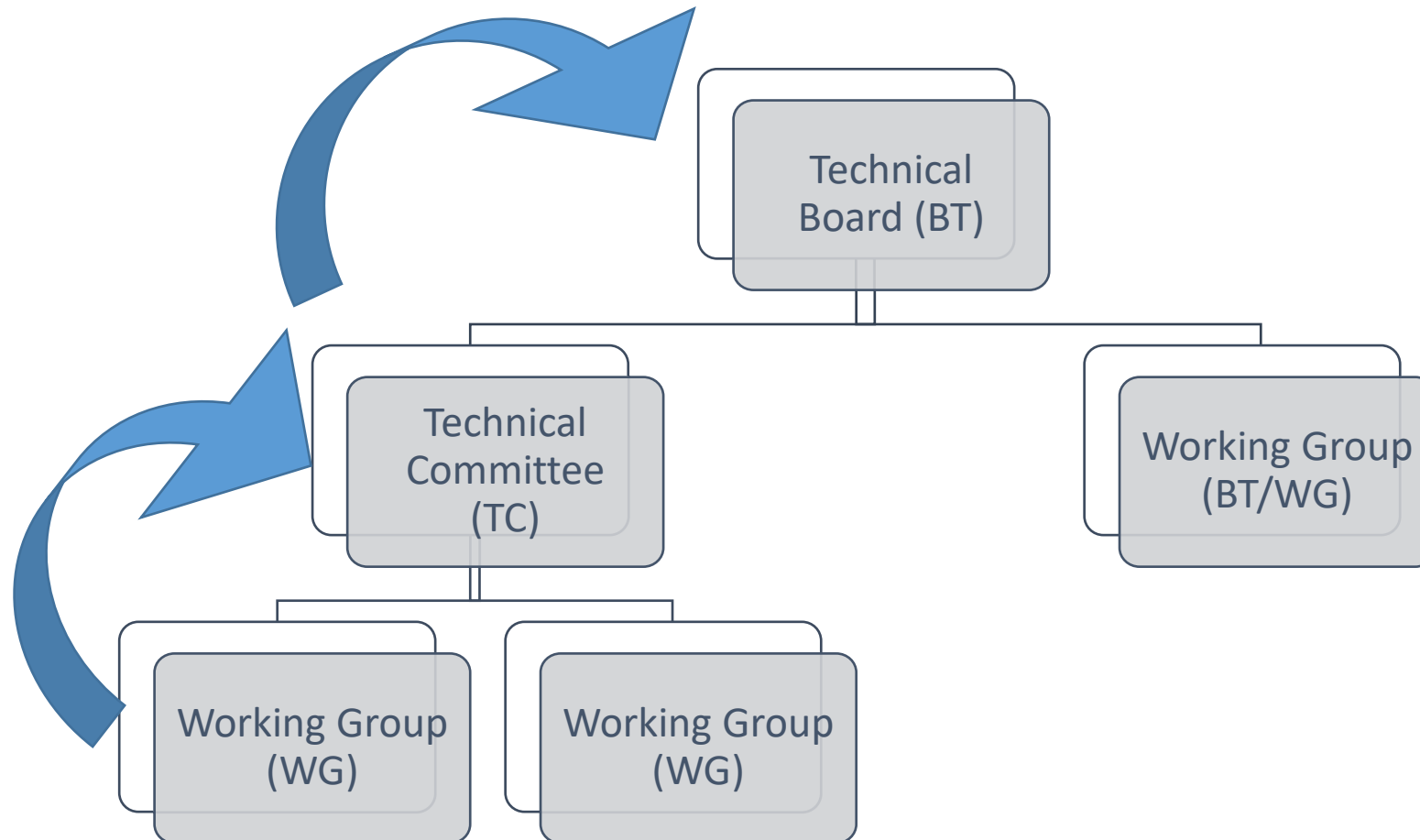
# Acronyms

- ▶ BT: Technical Board
- ▶ CCMC: CEN and CENELEC Management Center
- ▶ CIB: Committee Internal Balloting
- ▶ TC: Technical Committee
- ▶ WG: Working Group
- ▶ NWI: New Work Item
- ▶ PWI: Preliminary Work Item
- ▶ NSB: National Standardization Body

# 1. Roles and Responsibilities of BT, TC, WG



# The three-decision layers at technical level



# The three-decision layers at technical level

**Technical Board**

**BT**

## Composition

- ▶ Chairperson: CEN Vice-President Technical
- ▶ Secretariat: CCMC
- ▶ Membership: one representative per country
- ▶ Observers: ANEC, ECOS, SBS, ETUC, EU Partners, European Commission...

## Working

- ▶ Correspondence (weekly dispatch; 4-week period for decision)
- ▶ Meetings/year: 2 CEN/BT meetings + 2 CEN/BT TCMG meetings

## Responsibilities

- ▶ Advises and decides on technical matters (organization, procedures coordination, overlaps and planning)
- ▶ Examines and decides on new projects (New Work Items (NWI))\*
- ▶ Undertakes any task with regard to technical work as may be requested by the General Assembly or the Administrative Board
- ▶ 'Management by exception' principle

\* [Decision delegated to the Technical Committee \(TC\)](#)

## Delegated decisions

### LIST OF DELEGATED DECISIONS

Templates are accessible via [Formatted decisions](#) page

#### Related to TC organization

- Appointment of the Chairperson of a TC
- Appointment of the Vice-Chairperson of a TC
- Approval of the revised business plan of a TC
- Confirmation of the Business Plan of a TC
- Participation of a Liaison or Partner organization in a TC - Approval
- Participation of a Liaison or Partner organization in a TC - Cancellation

#### Related to the Technical work

- Activation of preliminary Work Item number
- Approval of a package of ENs
- Approval of a package of ENs not belonging to the work programme of the same TC
- Change of deliverable for work items neither mandated nor covered by a Specific Agreement
- Deletion of work items neither mandated nor covered by a Specific Agreement and possible release of their standstill
- Derogation from standstill on an EN
- Derogation from standstill on a Work Item
- Extension of dow for future ENs not yet made available to the CEN Members for final vote

# Technical Board (BT)

## Example 1



BT N 14537  
Draft BT C146/2023

### TECHNICAL BOARD

CEN/BT by correspondence

For decision	Issue date:	2023-08-30
	Deadline:	2023-09-26

### SUBJECT

CEN/TC 256 Railways applications

Withdrawal of EN 13146-8:2012

### BACKGROUND

In its decision CEN/TC 256 C28/2023 taken on 2023-05-01, CEN/TC 256 'Railways applications' requests BT to withdraw 'EN 13146-8:2012: Railway applications - Track - Test methods for fastening systems - Part 8: In service testing' for the following reason:

The revised series EN 13481 'Railway applications – Track – Performance requirements for fastening systems' covers the content of EN 13146-8:2012, therefore this standard is no longer needed.

EN 13146-8:2012 is not a harmonized standard but it is normatively referenced in EN 13481-1:2012 (WI 00256365), still active at this stage.

### PROPOSAL(S)

BT,

- noting that the series EN 13481 'Railway applications – Track – Performance requirements for fastening systems' covers the content of EN 13146-8:2012;
- decides to withdraw EN 13146-8:2012 'Railway applications - Track - Test methods for fastening systems - Part 8: In service testing'.

## Example 2



BT N 14324  
Draft BT C105/2023

### TECHNICAL BOARD

CEN/BT by correspondence

For decision	Issue date:	2023-06-21
	Deadline:	2023-08-01

### SUBJECT

CEN/TC 126 Acoustic properties of building elements and of buildings

EN 17823:202x – Request for 2nd Formal Vote

### BACKGROUND

CEN/TC 126 'Acoustic properties of building elements and of buildings' has developed EN 17823:202X 'Acoustic properties of building elements and of buildings - Laboratory measurement of the impact sound insulation of stairs and stair isolating elements' (WI 00126140).

The Formal Vote on FprEN 17823 closed on 2023-04-13 with a positive outcome, and the standard was ratified on 2023-05-14. However, during the editing phase after Formal Vote, various changes as requested by the TC are to be considered as technical changes.

Therefore, through decision 02/2023 taken on 2023-06-13 (see Annex 1), CEN/TC 126 requested BT to launch a second Formal Vote, in order to avoid the publication of a standard containing errors.

### PROPOSAL(S)

BT,

- noting,
  - the positive vote on FprEN 17823 'Acoustic properties of building elements and of buildings - Laboratory measurement of the impact sound insulation of stairs and stair isolating elements' (WI 00126140);
  - that after Formal Vote, CEN/TC 126 'Acoustic properties of building elements and of buildings' concluded that some technical changes are needed to improve the standard;
  - decision 02/2023 taken on 2023-06-13 by (see Annex 1) requesting BT to launch a second Formal Vote;
- decides to drop the positive vote, cancel ratification and launch a second Formal Vote on EN 17823:202X 'Acoustic properties of building elements and of buildings - Laboratory measurement of the impact sound insulation of stairs and stair isolating elements' (WI 00126140);
- invites CEN/TC 126 to submit the revised text to CCMC for a second Formal Vote.

## Example 3



BT N 14598  
Draft BT C154/2023

### TECHNICAL BOARD

CEN/BT by correspondence

For decision	Issue date:	2023-09-13
	Deadline:	2023-10-10

### SUBJECT

CEN/TC 336 Bituminous binders

Change of title and scope

### BACKGROUND

Through decision C05A-2023 taken on 2023-08-26 (see Annex 1), CEN/TC 336 'Bituminous binders' decided to revise its title and scope that currently reads:

Current title: Bituminous binders

Current scope: Terminology, methods of sampling, standardisation of test methods, classification and specifications for bituminous binders. Group of products covered by standardisation: petroleum refined bitumens, modified bitumens, bituminous emulsions, fluxed and cutback bitumens - Used for paving and industrial applications.

The new title and scope reads as follows:

**New title:** Bitumens and bituminous binders

**New scope:** Terminology, methods of sampling, standardization of test and assessment methods, and specifications for bitumens and bituminous binders used for paving and industrial applications. Natural asphalts are not within the scope of CEN/TC 336.

### PROPOSAL(S)

BT,

- noting decision C05A-2023 taken by CEN/TC 336 'Bituminous binders' (see Annex 1) approving its modified title and scope;
- approves the following modified title and scope for CEN/TC 336 to read:

**Title:** Bitumens and bituminous binders

**Scope:** Terminology, methods of sampling, standardization of test and assessment methods, and specifications for bitumens and bituminous binders used for paving and industrial applications. Natural asphalts are not within the scope of CEN/TC 336.

# The three-decision layers at technical level

**Technical Committee**  
**TC**

## Responsibilities

- ▶ Established by CEN/BT
- ▶ Precise title and scope
- ▶ Responsible for drafting deliverables
- ▶ Support CCMC during the negotiations on standardization request
- ▶ Timely execution of standardization request deliverables

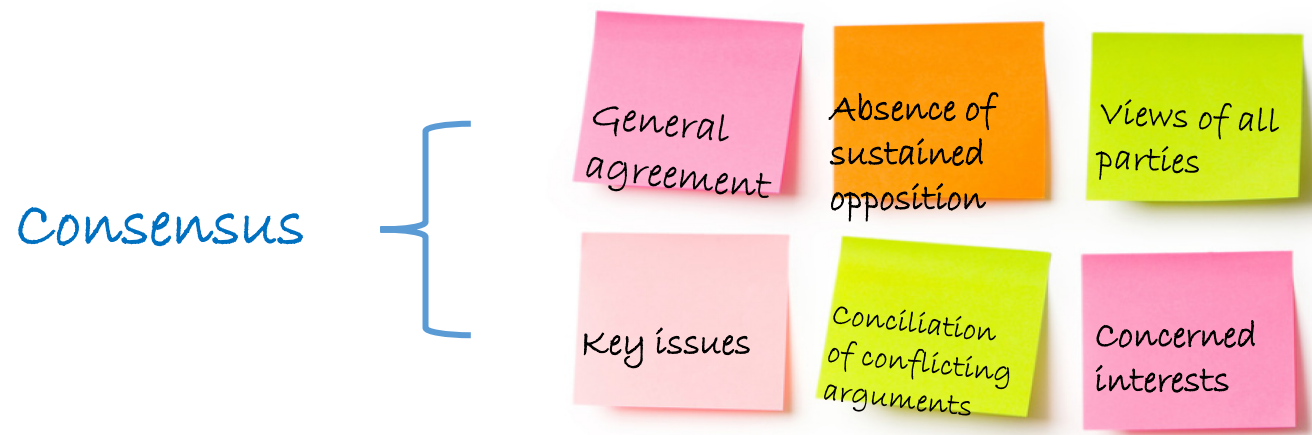
## Composition

- ▶ Chairperson and Secretary
- ▶ National Delegations (national position, voting right)
- ▶ European Partners/Liaisons (observers, no voting right)



## Chairperson

- ▶ Appointed by CEN/BT (delegated decision)
- ▶ Neutral
- ▶ Presides meetings and manages consensus
- ▶ Interface with CCMC (strategic directions, specific issues, external relationships,...)
- ▶ Ensures coordination and info exchange with other TCs



## Secretary

- ▶ Appointed by CEN member holding the secretariat of TC
- ▶ Ensures that TC works efficiently and agreed timetables are kept
- ▶ Prepares and distributes documents (agenda, documents for discussion, reports, decisions, etc)
- ▶ Manages documents distribution via CEN Document platform
- ▶ Is aware of CEN/BT decisions related to technical work and reacts on any question raised by BT or other competent CEN body in relation to his/her assigned CEN/TC
- ▶ Ensures coordination with other TCs
- ▶ Liaises with CCMC
- ▶ In case of Standardization Requests, he/she is responsible for preparing reports

# TC Composition



**Secretariat:** Allocated by BT (to a Member)  
**Chair:** Appointed by BT\*



**CEN Member**  
Max. 3 delegates - **Vote**

**ISO/IEC**  
Observer – **No vote**

**European Commission/EFTA**  
Observer – **No vote**

**European Partners (including Annex III)**  
Observer – **No vote**

**Liaison officers from other TCs**  
Observer – **No vote**

**European Liaison Organisations**  
Observer – **No vote**

**Affiliates Partner St. Bodies**  
Observer – **No vote**

**CEN-CENELEC Guide 25**  
**‘The concept of Partnership with European organisations and other stakeholders’**

# The three-decision layers at technical level

**Working Group**  
**WG**

## Working Group (s)

- ▶ Established by the Technical Committee
- ▶ Short term task (prepare first drafts of EN/TS/TR)
- ▶ Individual experts

## Working Group Convenor

- ▶ Responsible for sending drafts to TC
- ▶ Ensures that WG experts know rules/procedures
- ▶ Actively progresses work and reports regularly to TC
- ▶ Seeks support from the parent body (if needed)

## Decision BT 30/2018 and BT 32/2018

- ▶ **Code of Conduct for experts participating in CEN & CENELEC (technical) work ([here](#))** - raising awareness on Internal Regulations and Guides, especially the Policy on Patents and the provisions regarding competition law
  
- ▶ **Best practices for improving effectiveness of WG meetings ([here](#))** – advices and suggestions to WGs convenors on what should be done before, during and after meetings

## **2. From New Work Item to Publication**

# CEN Deliverables



European Standard (EN)

**Focus on**



Technical Specification (TS)



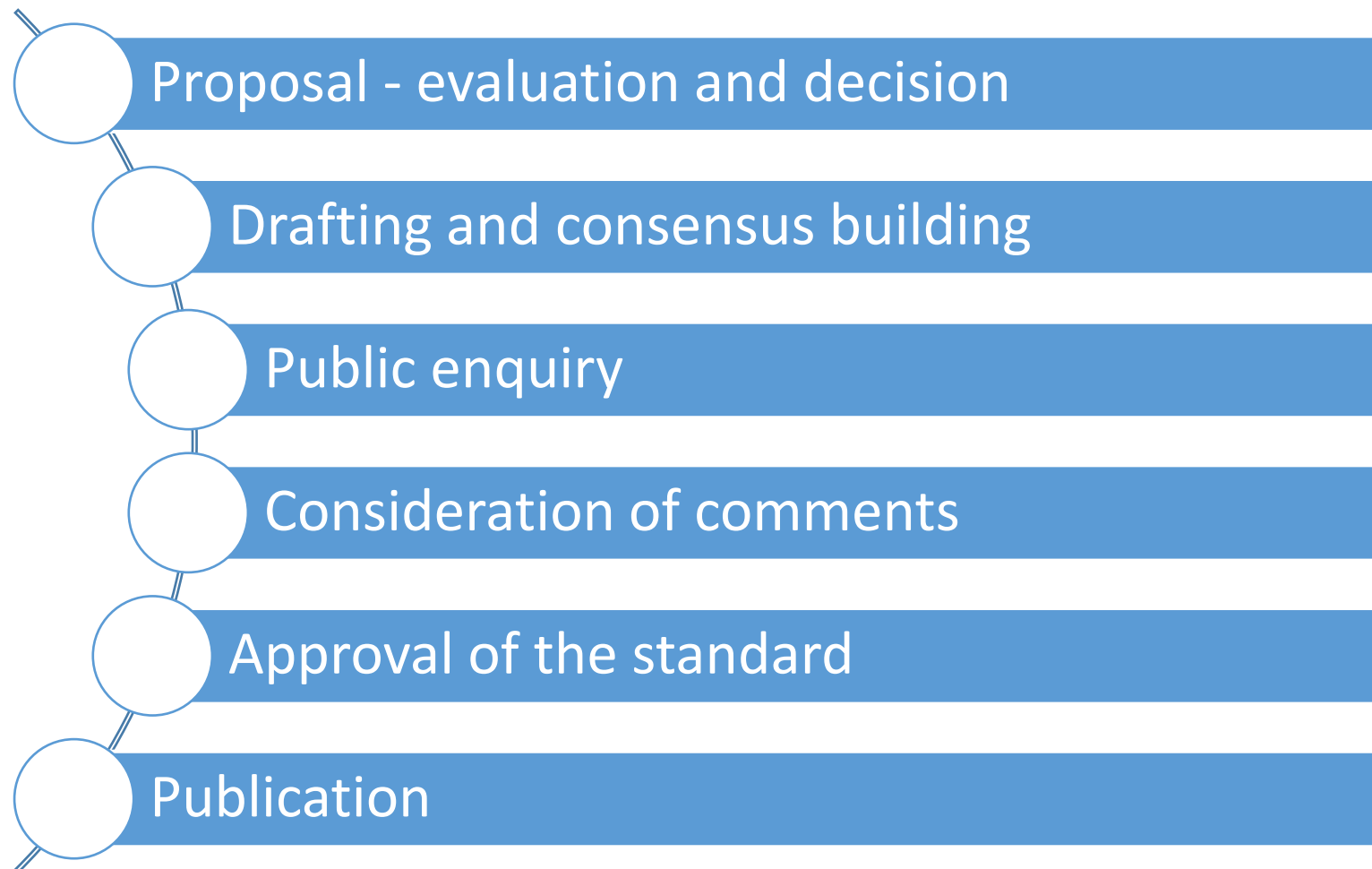
Technical Report (TR)



CEN Workshop Agreement (CWA)



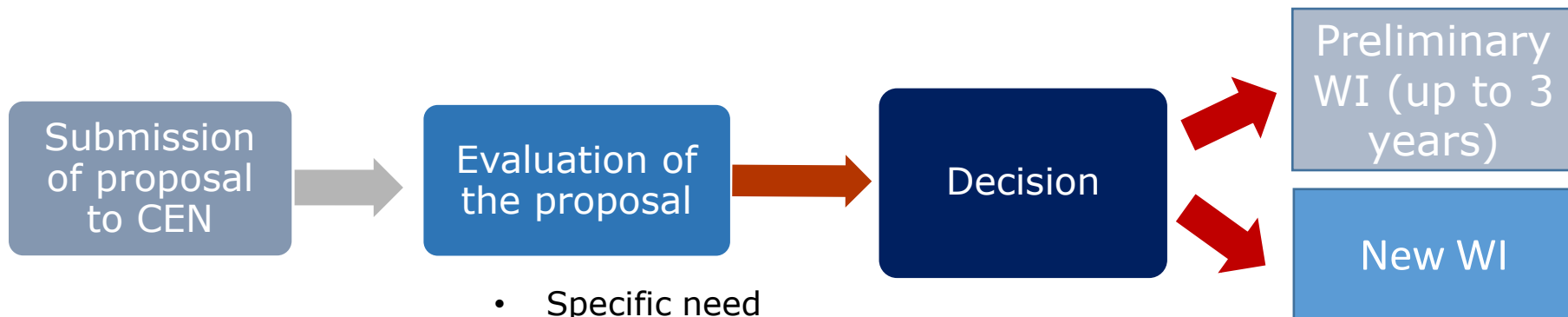
# How are standards made?



# Proposal – Evaluation and decision

## Proposals may originate from:

- Existing Technical Committees
- European Commission or Agency
- National Standardization Bodies
- CEN Partner Organizations



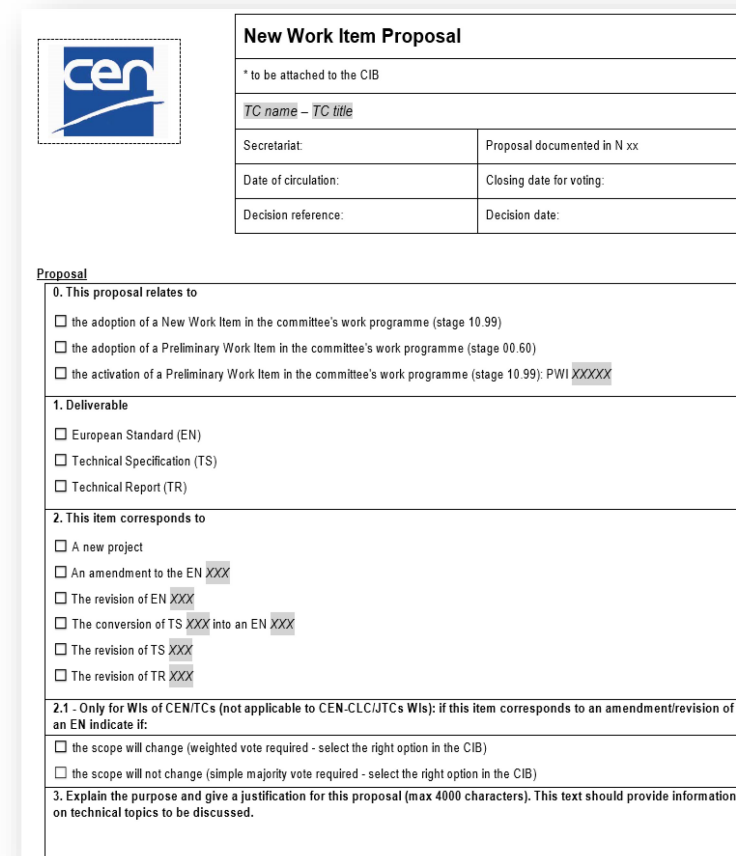
- Specific need
- Feasibility
- Resources
- Consider national legislation/ A-deviation needed
- Check in other TCs work programmes (CEN, CENELEC)

# Vote on New Work Item

- ▶ **Creation of NWI**: decision by correspondence through Committee Internal Balloting CIB (2 months)
- ▶ (At least) Five countries committed to actively participate
- ▶ **Weighted vote** applies to:
  - ▶ new WIs (new EN and TS)
  - ▶ Revisions/amendments of the EN with wider scope
- ▶ **Simple majority** (decision BT 018/2021) applies to:
  - ▶ amendments/revisions within same scope
- ▶ Preliminary work items (PWI) can be adopted during the meeting

# Creation of New Work Item

- ▶ New Work Item' form: **mandatory**
- ▶ Precise information needed (e.g. superseding EN(s), possible a-deviation(s), link with EU regulation, ...)
- ▶ Registration of the WI - only **via Projex Online Working Area** (User guide available)
- ▶ If WI is accepted, standstill applies
- ▶ **NWI Form** available on CEN BOSS



**New Work Item Proposal**

\* to be attached to the CIB

*TC name - TC title*

Secretariat:	Proposal documented in N xx
Date of circulation:	Closing date for voting:
Decision reference:	Decision date:

**Proposal**

0. This proposal relates to

- the adoption of a New Work Item in the committee's work programme (stage 10.99)
- the adoption of a Preliminary Work Item in the committee's work programme (stage 00.60)
- the activation of a Preliminary Work Item in the committee's work programme (stage 10.99): PWI XXXXX

1. Deliverable

- European Standard (EN)
- Technical Specification (TS)
- Technical Report (TR)

2. This item corresponds to

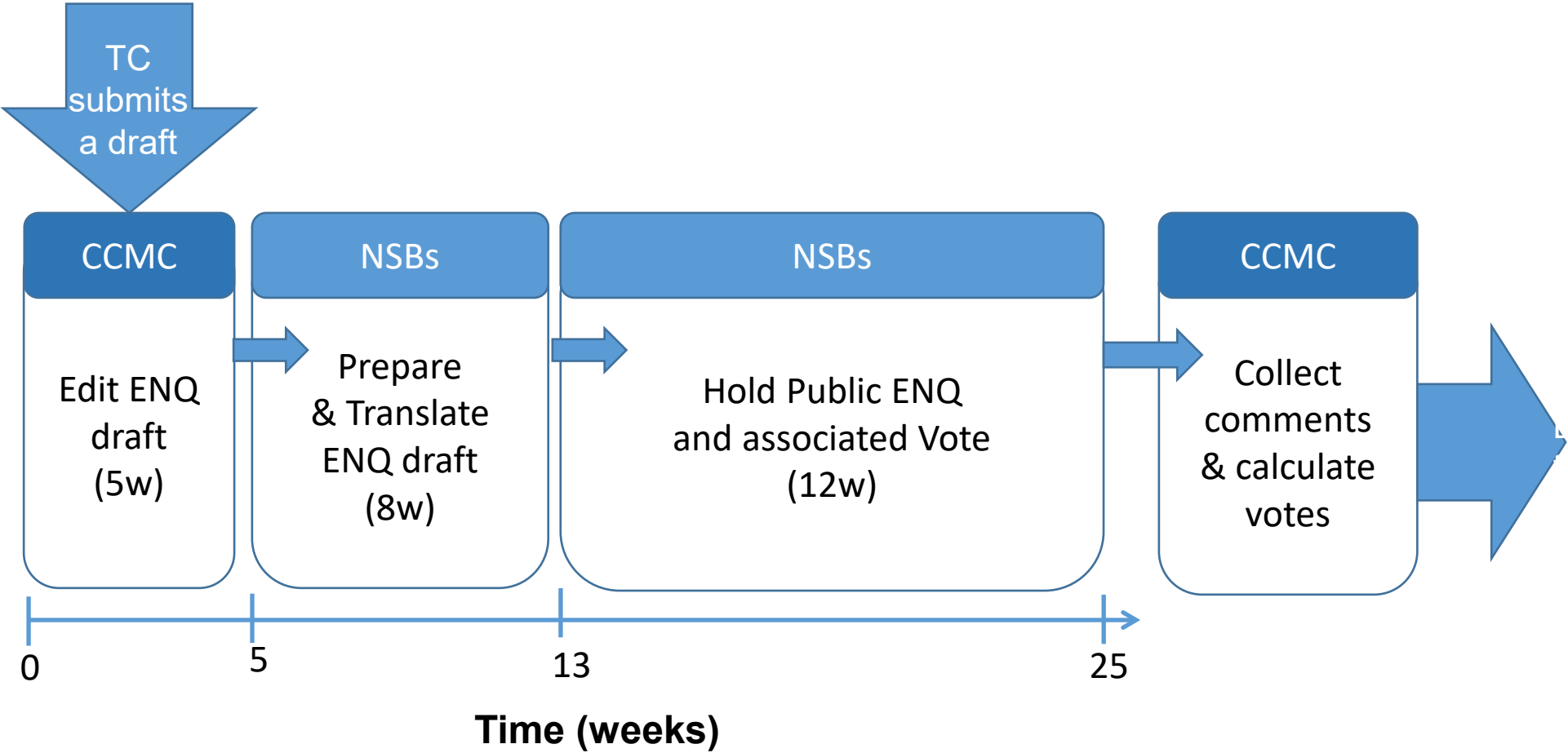
- A new project
- An amendment to the EN XXX
- The revision of EN XXX
- The conversion of TS XXX into an EN XXX
- The revision of TS XXX
- The revision of TR XXX

2.1 - Only for WIs of CEN/TCs (not applicable to CEN-CLC/JTCs WIs); if this item corresponds to an amendment/revision of an EN indicate if:

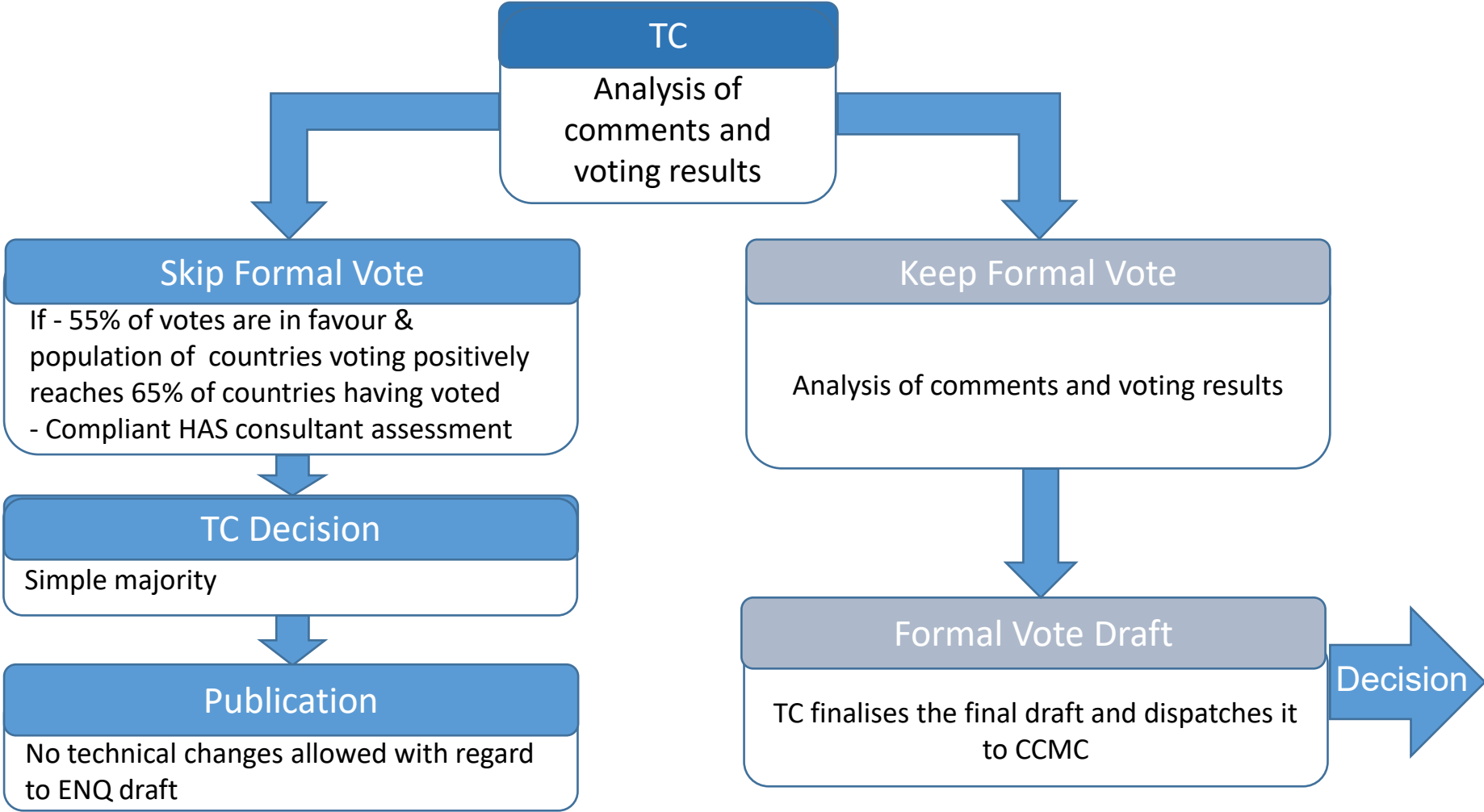
- the scope will change (weighted vote required - select the right option in the CIB)
- the scope will not change (simple majority vote required - select the right option in the CIB)

3. Explain the purpose and give a justification for this proposal (max 4000 characters). This text should provide information on technical topics to be discussed.

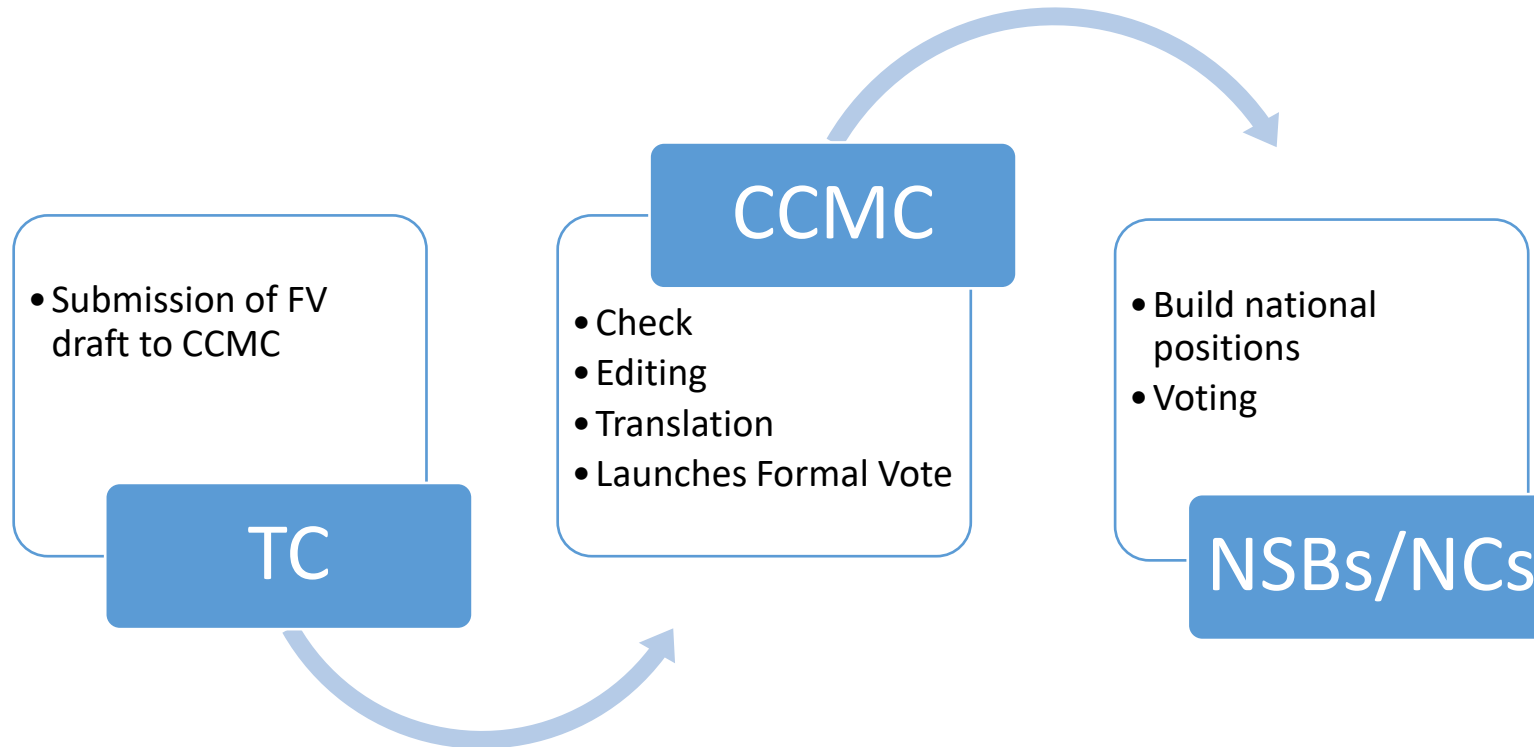
# Public Enquiry



# Consideration of comments



# Formal Vote stage



**55% of votes in favour + 65% of population → approved European Standard**

# Formal Vote stage



## Internal Regulations Part 2

### Common Rules For Standardization Work

July 2023

#### Annex D.2

#### Weightings allocated to the CEN Members in case of weighted voting<sup>8</sup>

Country	Population 2021 (in millions)	Population weight %	EEA country	Membership type
Türkiye	85,043	13,66%	-	Red
Germany	83,129	13,35%	X	Blue
France	67,499	10,84%	X	Blue
United Kingdom	67,327	10,81%	-	Yellow
Italy	59,066	9,49%	X	Blue
Spain	47,327	7,60%	X	Blue
Poland	37,781	6,07%	X	Blue
Romania	19,115	3,07%	X	Blue
Netherlands	17,533	2,82%	X	Blue
Belgium	11,588	1,86%	X	Blue
Czech Republic	10,703	1,72%	X	Blue
Greece	10,665	1,71%	X	Blue
Sweden	10,416	1,67%	X	Blue
Portugal	10,299	1,65%	X	Blue
Hungary	9,710	1,56%	X	Blue
Austria	8,956	1,44%	X	Blue
Switzerland	8,698	1,40%	-	Red
Bulgaria	6,899	1,11%	X	Blue
Serbia	6,844	1,10%	-	Red
Denmark	5,857	0,94%	X	Blue
Finland	5,542	0,89%	X	Blue
Slovakia	5,447	0,87%	X	Blue
Norway	5,408	0,87%	X	Blue
Ireland	5,028	0,81%	X	Blue
Croatia	3,899	0,63%	X	Blue
Lithuania	2,795	0,45%	X	Blue
Slovenia	2,107	0,34%	X	Blue
Republic of North Macedonia	2,065	0,33%	-	Red
Latvia	1,883	0,30%	X	Blue
Estonia	1,329	0,21%	X	Blue
Cyprus	1,216	0,20%	X	Blue
Luxembourg	0,639	0,10%	X	Blue
Malta	0,517	0,08%	X	Blue
Iceland	0,372	0,06%	X	Blue
<b>Total</b>	<b>622,70</b>	<b>100%</b>		



## Decision BT 36/2019 – Handling comments at FV

- ▶ After FV, only **obvious editorial errors** and errors introduced by CCMC can be considered:
  - ▶ 'Obvious editorial error' is an editorial error that is recognized as such immediately and without any doubt, both by the CCMC editor and the TC Secretary`
  
- ▶ After FV:
  - ▶ No reply and CCMC proceeds to finalization
  - ▶ **CCMC editing and TC proofing is 2 weeks each**

## Decision BT 36/2019 – Handling comments at FV

- ▶ Issues during the TC proofing will be escalated to BT
- ▶ Technical Committees requested to deliver high quality texts
- ▶ **Decision BT 48/2014** for limited technical changes to prevent the application of deficient standard

# Publication – Handling FV comments



## Example 1 – Technical Comments

Clause/ Subclause	Paragraph/ Figure/Table	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat
6.1		Ed	There is a Typo in the tolerance of the bowl diameter a 1 is missing. As such it would be over restrictive... <b>Mixing bowls</b> (at least 2), semi-spherical, acid resistant metal, with an upper diameter of (150 ± 5) mm.	an upper diameter of (150 ± 15) mm.	<b>CCMC: this amounts to a technical change. Not allowed at this stage.</b> <b>CEN/TC 336: noted and ok</b>
8.2	Table 3, footnote c	ed	For pipes > 630 mm diameter the test may be carried out water-in-air	For pipes ≥ 630 mm diameter the test may be carried out water-in-air.	<b>CCMC: Technical comment – to be considered for the next revision/amendment</b>

## Example 2 – Editorial comments

11	c)	Ed	Correct typo “... aggregate sample under the <b>tes</b> including ...”	“c) [...] aggregate sample used for the <b>test</b> including [...]”	<b>CCMC: amended</b> <b>CEN/TC 336: ok thanks.</b>
8.2.1	Table 1 Pg 15	Ed	3kN and 6kN to be aligned with text	Correct lines	<b>CCMC: Done. TC, please verify</b>

## CCMC

- ▶ Finalizes and publishes EN
- ▶ Provides EN to National CEN Members for national publication
- ▶ Provides titles to European Commission (if harmonized standard)

## Members

- ▶ Publish as national standard and
- ▶ Withdraw conflicting standard(s)
- ▶ May translate into national language

## Amendments

- ▶ Modification/addition to or deletion of specific parts of the text
- ▶ Only the amended text will be voted upon
- ▶ If amendment → NWI needed - Track: Enquiry (+ vote)

## Corrigenda

- ▶ TC rationale needed
- ▶ Corrects mistakes that lead to incorrect/unsafe use of EN
- ▶ TC to contact CCMC production team

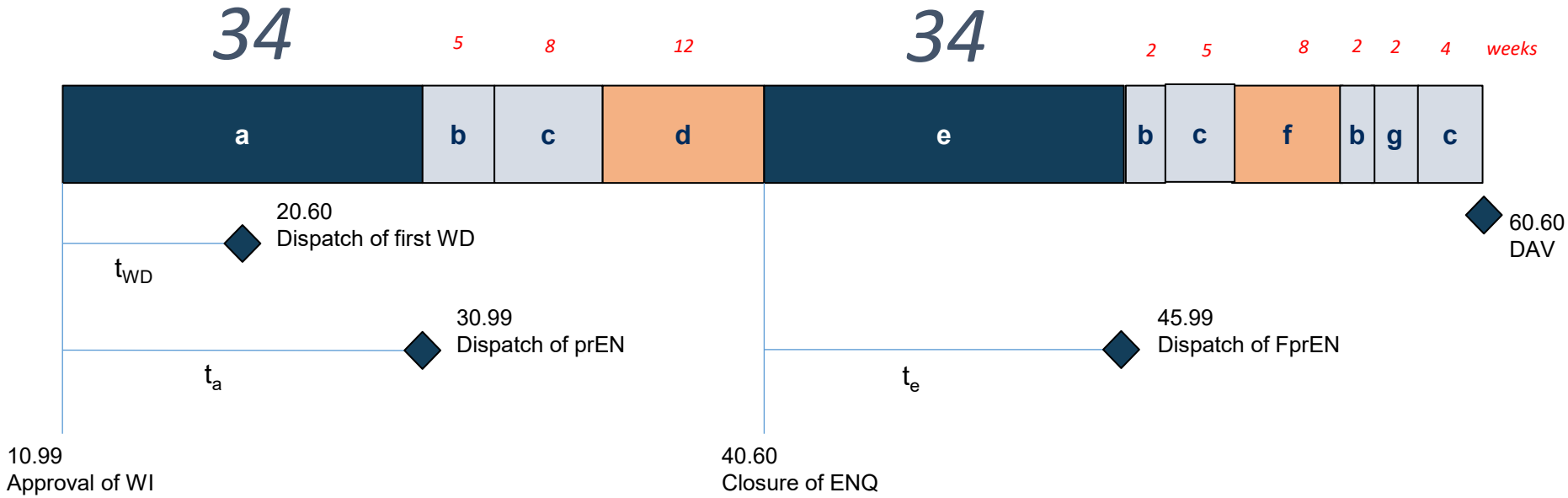
## Maintenance/Systematic review

- ▶ Reviewed every 5 years → Review launched by CCMC
- ▶ TC to take decision according to review results
- ▶ If revision → NWI needed - Track: Enquiry (+ vote)

## **Decision BT 37/2019**

- ▶ Approved flexible standards development [process](#)
- ▶ Applicable to:
  - ▶ **CEN homegrowns ENs**
  - ▶ **CEN work items under Vienna Agreement with CEN lead**
- ▶ Part 1 - Principles & operational aspects - [Play](#) & [PDF](#) & [Q&A](#)
- ▶ Part 2 - IT tools for planning and monitoring - [Play](#) & [PDF](#) & [Q&A](#)
- ▶ Webinar: Flexible standards development process - Clarifications & improvements ([Play](#))

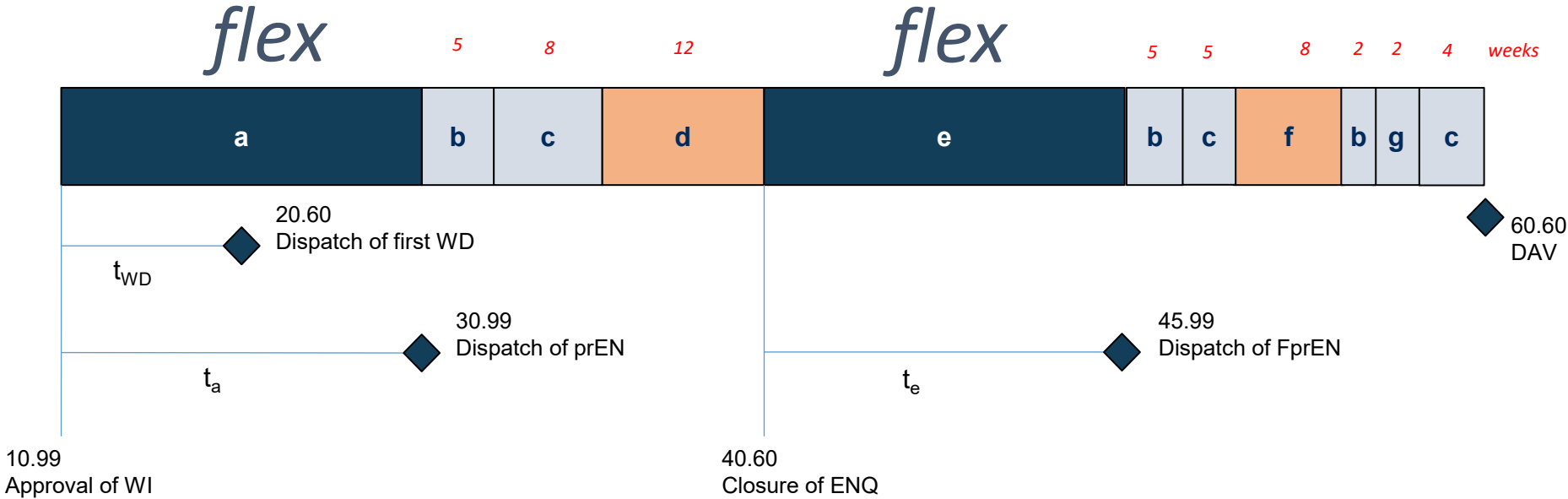
# Before flexible development standards



- a      Drafting of prEN
- b      Editing
- c      Translation and preparation of national publication
- d      Enquiry
- e      Comments handling / preparation of FprEN
- f      Formal Vote
- g      TC proofing

- Internal process
- Technical work
- Voting

# Flexible approach



- a Drafting of prEN
- b Editing
- c Translation and preparation of national publication
- d Enquiry
- e Comments handling / preparation of FprEN
- f Formal Vote
- g TC proofing

- Internal process
- Technical work
- Voting



# Flexible standards development process

- ▶ TCs have 68 weeks to draft standards
- ▶ TC to define the target dates when adopting NWIs:
  - ▶ Target date for dispatch 1st WD
  - ▶ Target date for dispatch ENQ draft to CCMC (min 1 week)
  - ▶ Target date for dispatch FV draft to CCMC (min 6 weeks)



Use the IT tool in Projex-Online Working Area will help in planning and drafting the NWI!

# Flexible standards – NWI form



**18. Track**

Enquiry + Formal Vote (for EN)

Vote on TS or TR by correspondence

---

**19. Please provide the target dates for the below key stages.**

**19.1 – For ENs**

This section applies only to WIs for homegrown CEN standards (excluding ISO adoptions), WIs under VA with CEN lead only and homegrown standards developed by a CEN-CLC/JTC (with CEN lead). This section does not apply to the adoption of PWIs. For JTCs also add the durations in week.

<u>Project start date (10.99)</u>	<u>Dispatch of 1<sup>st</sup> WD (20.60)</u>	<u>Dispatch of ENQ (30.99)</u>	<u>Dispatch of FV draft (45.99)</u>
<u>yyyy-mm-dd</u>	It is half the number of weeks planned for ENQ (30.99)	<u>yyyy-mm-dd</u>	<u>yyyy/mm/dd</u>
	For CEN/TC: automatically calculated via Working Area  For JTC: date will be added by CCMC	For JTC only: to indicate the duration in weeks from 10.99 10.99 + <b>X</b> weeks	For JTC only: to indicate the duration in weeks from 40.60 <u>40.60 + <b>X</b> weeks</u>

# Creation of NWI – Target dates

17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	2020-03-04
20.60	Circulation of 1st WD	2020-07-01
30.99	Dispatch ENQ draft to CMC	2020-10-28
40.20	Submission to Enquiry	2021-01-27
40.60	Closure of Enquiry	2021-04-21
45.99	Dispatch FV draft to CMC	2021-12-15
50.20	Submission to Formal Vote	2022-02-09
50.60	Closure of Formal Vote	2022-04-06
60.55	DOR/Ratification	2022-05-04
60.60	DAV/Definitive text available	2022-06-01

Project start date:

Please enter the start date of the project and push on the button 'Calculate target' dates to generate the committee plan.

Remark: the dates may still be manually changed after the simulation but cannot go beyond the project end date.

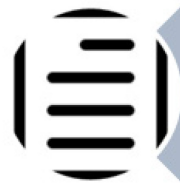
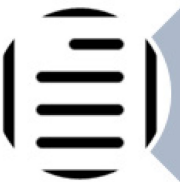

← Editable

Default target dates are proposed by the system, but they can be edited.

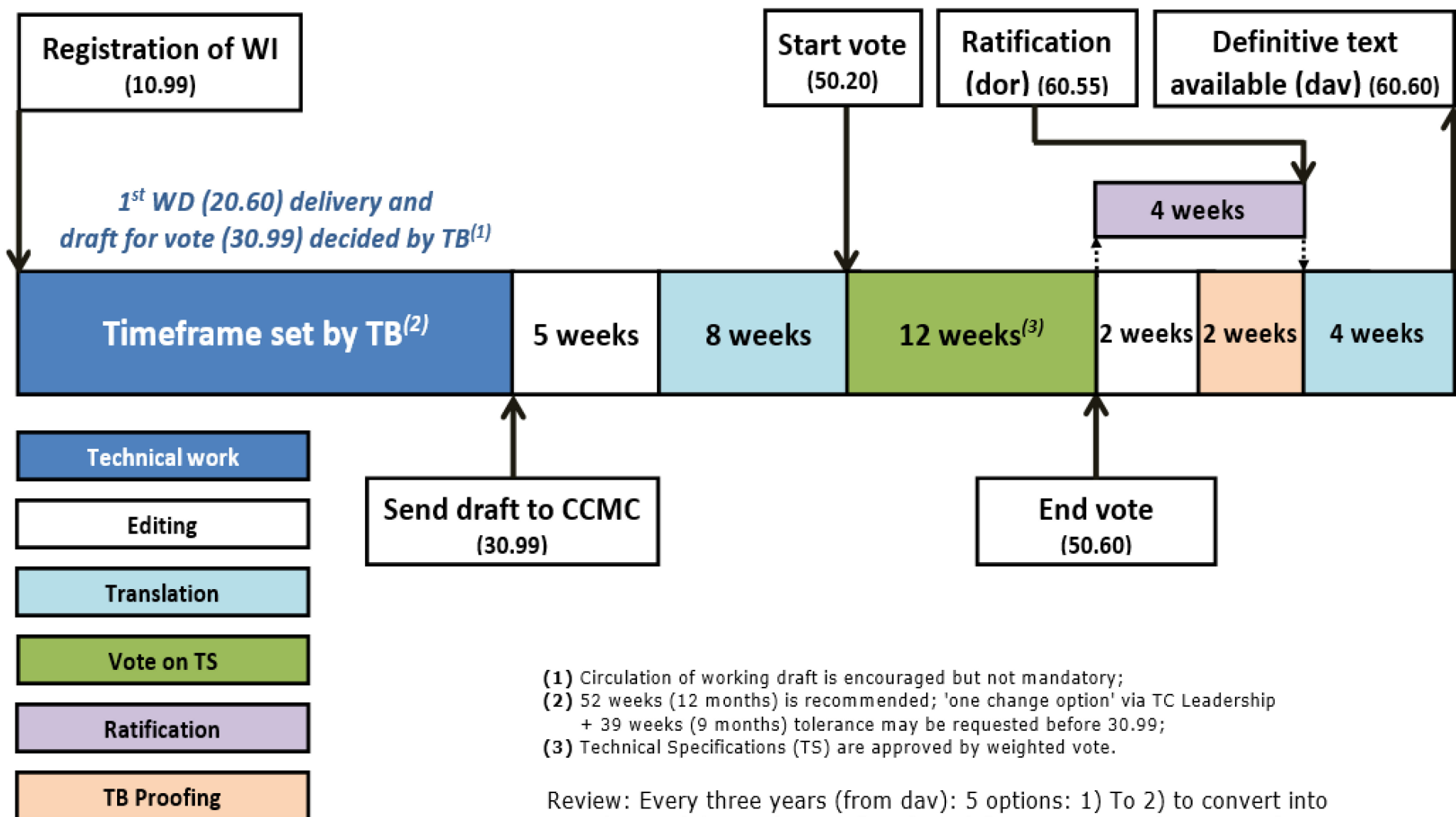
← Editable

- ▶ **At any time before the dispatch for Enquiry (30.99)**, the TC leadership in cooperation with the WG convenor have at disposal the following options for changing the planning:
  - ▶ To change the planning by using the **'one change' option** → TC decision not needed
  - ▶ To ask for a **tolerance** (39 weeks) → it requires TC decision

## Adapting to market needs

-  Technical Specification (TS)
-  Technical Report (TR)
-  CEN Workshop Agreement (CWA)

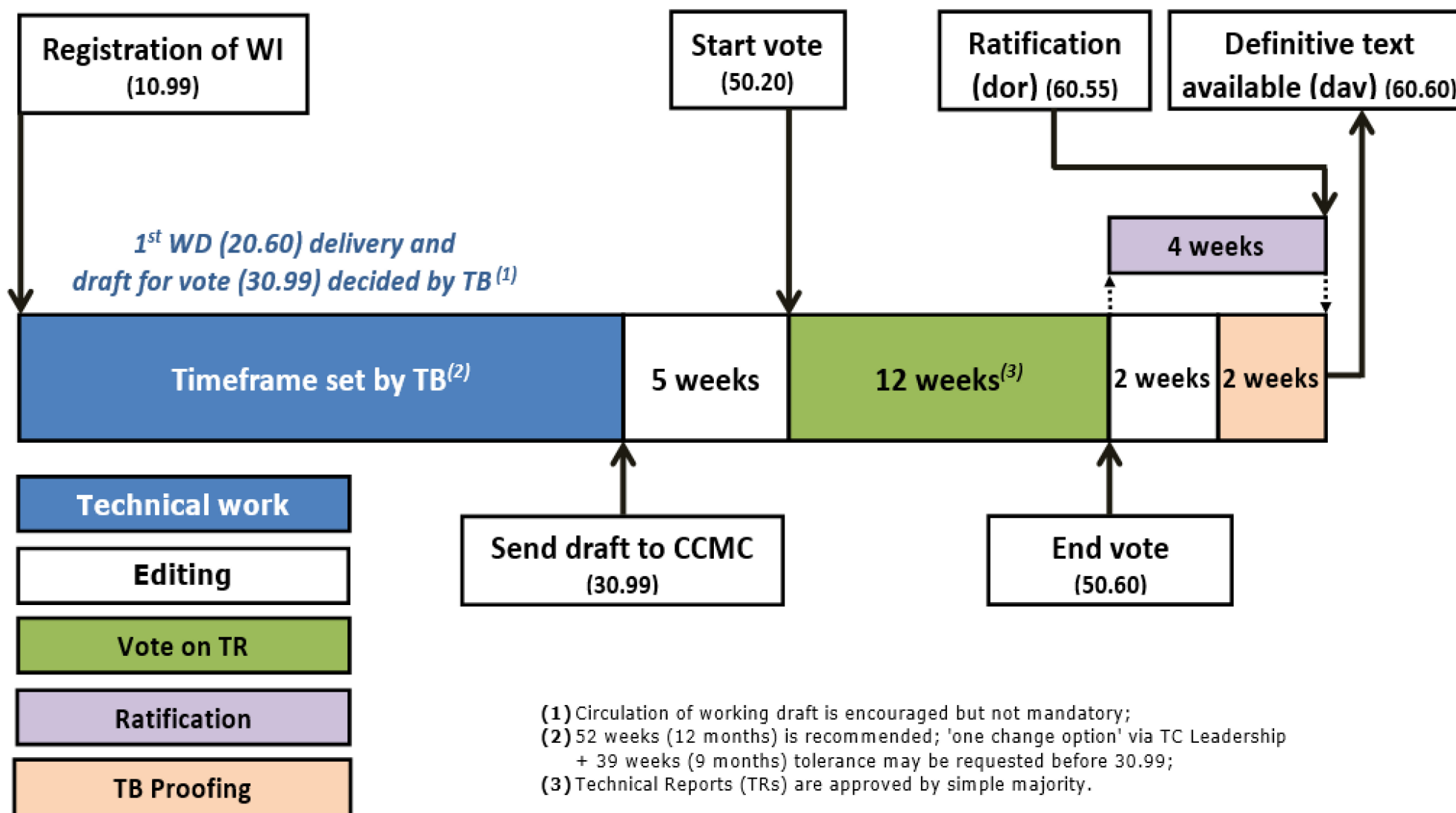
# Technical Specification (TS)



- (1) Circulation of working draft is encouraged but not mandatory;
- (2) 52 weeks (12 months) is recommended; 'one change option' via TC Leadership + 39 weeks (9 months) tolerance may be requested before 30.99;
- (3) Technical Specifications (TS) are approved by weighted vote.

Review: Every three years (from dav): 5 options: 1) To 2) to convert into EN, 3) to withdraw, 4) to confirm (once) for 3 years; or 5) to revise (new edition of TS)

# Technical Report (TR)



- (1) Circulation of working draft is encouraged but not mandatory;
- (2) 52 weeks (12 months) is recommended; 'one change option' via TC Leadership + 39 weeks (9 months) tolerance may be requested before 30.99;
- (3) Technical Reports (TRs) are approved by simple majority.

Review: No limited lifetime.

# Workshop Agreement

- ▶ Developed in 'Workshops' (WS):
  - ▶ Flexible (possibility to join in up until the very end)
  - ▶ Direct participation
  - ▶ Open to non-European
- ▶ Represent the agreement of the WS participants
- ▶ Used for:
  - ▶ Emerging or rapidly-changing technologies
  - ▶ Output of Research Projects
  - ▶ As try-out before the development of ENs





## **3. BOSS - Business Operations Support System**

# Business Operations Support System

- ▶ Source of stable information from CEN to CEN/TC secretaries, chairs, experts.
- ▶ Quick and easy access to navigate - internet tool with public access: <https://boss.cen.eu>
- ▶ [CEN-CENELEC Internal Regulations are on the BOSS](#)
  - ▶ Part 2: Common Rules for Standardization Work
  - ▶ Part 3: Rules for the structure and drafting of CEN/CENELEC Publications
- ▶ [Formatted decisions](#)
- ▶ [Forms and templates](#)
- ▶ IT Tools training on BOSS: [link](#)



## Business Operations Support System

The Business Operations Support System (BOSS) aims at providing practical information to those actively contributing to the development of deliverables within the CEN system. It clearly describes processes and gives access to instructions and guidance for their day-to-day work.



Reference documents

Guidance documents

**Forms and templates**

Formatted Decisions

Profiles

BT Decisions

## Forms and templates

### TECHNICAL BODY ORGANIZATION +

### TECHNICAL WORK -

- > [Commenting Form](#)
- > [IPR - Patents Declaration form](#)
- > [Drafting A-deviations](#)
- > [Draft Standardization Request - BT Commenting form](#)
- > [Environmental checklist - Service standards](#)
- > [Environmental checklist - Testing standards](#)
- > [Environmental checklist - General](#)
- > [Exploitation Rights License Agreement](#)
- > [New activity field proposal](#)
- > [New Work Item proposal](#)
- > [CEN Simple template for drafting standards - French translation](#)
- > [Transmission Notice](#)
- > [Checklist – Items to be considered when drafting standards to be offered for citation in the OJEU](#)

### ANNEX ZA +

## cen Vote Calculator

2018

TC Decision name

Choose Y for Yes, N for No, or A for Abstention

Austria	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Belgium	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Bulgaria	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Croatia	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
Cyprus	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Czech Republic	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Denmark	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Estonia	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
France	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Germany	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Finland	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	The FYROM*	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
Iceland	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Ireland	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Greece	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Hungary	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
Lithuania	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Luxembourg	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Italy	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Latvia	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
Norway	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Poland	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Malta	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Netherlands	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
Serbia*	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Slovakia	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Portugal	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Romania	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
Sweden	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Switzerland*	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Slovenia	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	Spain	<input type="text"/> Y <input type="text"/> N <input type="text"/> A
				Turkey*	<input type="text"/> Y <input type="text"/> N <input type="text"/> A	United Kingdom	<input type="text"/> Y <input type="text"/> N <input type="text"/> A

Remark: in case of negative results, a second counting should be done with the non-EEA countries (marked with \*) counted as 'Abstention'.

Unweighted Majority (requirement >= 55 %)

Yes  0 No  0 %  0 Vote Result

Weighted Majority (requirement >= 65 %)

Yes  0 No  0 %  0 Vote Result

Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

BT Decisions

## Formatted decisions

Templates of decisions for which no BT approval is needed. For more information on their handling see the procedure on '[Delegated decisions](#)'.

**NOTE:** Formatted decisions adopted at meetings or by correspondence (using the [CIB](#)) shall be sent by the TC Secretary by e-mail to [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu) or submitted via the PROJEX-ONLINE working area.

## 0 CALCULATION TOOL

For decisions taken by Technical Bodies, the following calculation tools for determining the voting weights are available:

› [CEN calculation tool](#) (Lisbon treaty)

## 1 DECISION DELEGATED TO CEN-CENELEC MANAGEMENT CENTRE (CCMC)

› [Extension of dow on request of a CEN/TC or CEN member](#)

## 2 DECISIONS DELEGATED TO A TECHNICAL COMMITTEE

2.1 Related to TC organization +

2.2 Related to the Technical work +

## Confirmation of EN

DECISION *number* taken by CEN/TC *number* on *CCYY-MM-DD*

**Subject:** CEN/TC *number* - Confirmation of EN *number:CCYY* after review

CEN/TC *number*,

- having considered the CEN/CENELEC Internal Regulations - Part 2, [subclause 11.2.8](#) stating the obligation of the review of ENs at intervals not exceeding five years;
- having noted the resolution CEN/BT 5/1995, fixing the procedure to be followed when reviewing;

decides to confirm EN *number:CCYY title*.

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

## 4. Useful information

# BT Newsletter



- ▶ Sent after each BT meeting
- ▶ Report on the main outcomes of crosscutting nature discussed in the BT meetings as well as on the latest decisions of transversal nature taken by correspondence
- ▶ Sent by email to all TC Officers
- ▶ Subscribe to the newsletters ([webpage](#))



ISSUE JULY 2021 – Vol. 10



## Decisions from 66<sup>th</sup> CEN/BT TCMG – 93<sup>rd</sup> CEN/BT - 168<sup>th</sup> CLC/BT

Since the last issue of the BT Newsletter in April 2021, the CEN and CENELEC BTs have met once, from 25 to 27 May 2021 and the CEN/BT TCMG has held one meeting, on 8 July 2021 (virtual meetings).

We are pleased to report here on the main outcomes of crosscutting nature discussions resulting from those meetings, as well as on the latest decisions of transversal nature taken by correspondence (**until 15 July 2021**).

Best regards

Cinzia MISSIROLI  
Director Standardization & Digital Solutions

## BT measures relating to COVID-19 pandemic

Since the outbreak of the COVID-19 pandemic the CEN and CENELEC community has consistently supported the European joint efforts in the fight against its spread, notably through decisions and measures taken at the Technical Board level, among which the temporary free-of-charge availability of standards (CEN/BT 004/2021 and CLC/BT 167/011) as well as the issue of [CWA 17553](#) 'Community face coverings - Guide to minimum requirements, methods of testing and use' (CEN/BT 038/2020).

## CWAs on COVID-19 health and safety protocols for tourism establishments and services & Visual identity

In support to the European tourism industry and thanks to the swift work within the Workshop CEN/WS EUROSAFETOUR, two deliverables and an associated visual identity were issued mid-May:

- [CWA 5643-1:2021](#), Tourism and related services - Requirements and guidelines to reduce the spread of Covid-19 in the tourism industry (adoption of ISO/PAS 5643:2021),
- [CWA 5643-2:2021](#), Tourism and related services - Requirements and guidelines to reduce the spread of Covid-19 in the tourism industry - European visual identity
- [Tourism Covid-19 Safety Seal](#), available free-of-charge on the CEN website.

## General information available

- CEN website: [www.cencenelec.eu](http://www.cencenelec.eu)
- CEN expert area: <https://experts.cen.eu/>
- CEN-CENELEC Newsletter: '[On the spot](#)'
- Social Media: [Facebook](#), [Twitter/X](#), [LinkedIn](#) & [YouTube](#)
- [CEN-CENELEC](#) and [CEN](#) Guides
- [CEN Technical Committees](#)
- CEN Members [list](#)
- [Events & Trainings](#)
- [Technical Body information package](#) (all recordings)

# Important contacts in CCMC

[dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu)

**Forward the minutes of each meeting /TC decisions at meeting and by correspondence/Projex alerts/CEN database**

[production@cencenelec.eu](mailto:production@cencenelec.eu)

Submission interface / translation/voting results/corrigenda/final publications

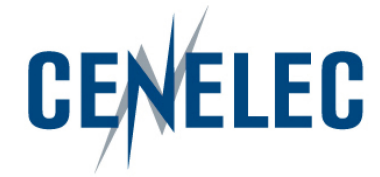
[partners@cencenelec.eu](mailto:partners@cencenelec.eu)

Liaisons with European/international organizations

[research@cencenelec.eu](mailto:research@cencenelec.eu)

Support on research projects





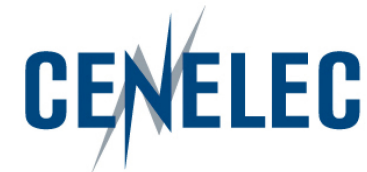
TRAINING CEN & CENELEC NEWLY APPOINTED TECHNICAL BODY OFFICERS

# Thank you!

## Questions?

Nuno Pargana [NPargana@cencenelec.eu](mailto:NPargana@cencenelec.eu)

Thierry Legrand [TLegrand@cencenelec.eu](mailto:TLegrand@cencenelec.eu)



INFORMATION FOR TECHNICAL BODY OFFICERS



# Lunch and networking

12:30 – 13:30