

## European Standardization Organizations

Participation of liaison/partner organizations in CLC/TC and CEN-CLC/JTC under CLC NC secretariat

How to use CIV to approve the liaison request

# Your speakers

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**Ana ALFREDO**

Technical Boards  
Standardization

CEN and CENELEC

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

**Stephanie LAVY**

Secretary of several  
CENELEC/CEN/IEC TC's

BSI



# Request for a liaison with (J)TC

1. The applicant contacts CCMC ([partners@cencenelec.eu](mailto:partners@cencenelec.eu)) to establish a liaison with a specific CLC/TC or CEN-CLC/JTC to participate in their technical activities according to criteria in [CEN-CENELEC Guide 25](#)
2. CCMC sends the form which is also available [online](#) (accessible also from [CENELEC Community - Liaison Organisations](#) ([cencenelec.eu](http://cencenelec.eu)))

# The form

## Application form to become CEN and/or CENELEC Liaison Organization

In order to efficiently process your request [Guide 25 “The concept of Cooperation with European Organizations and other stakeholders”](#), please fill in this form with the requested information and return it to [partners@cencenelec.eu](mailto:partners@cencenelec.eu).

*NOTE: Where relevant, you can also send the requested information via email attachment or hyperlink, in which case please specify it using the relevant fields below.*

Organization:	<input type="text"/>
Acronym:	<input type="text"/>
CEN, CENELEC or Joint CEN-CENELEC Technical Body of interest (e.g. CEN/TC NNN):	<input type="text"/>
Head of Organization/EU research Project Coordinator:	Name: <input type="text"/>
	Email: <input type="text"/>
Contact person (if different):	Name: <input type="text"/>
	Email: <input type="text"/>
Website:	<input type="text"/>
For EU research project only, project duration:	From <input type="text"/> to <input type="text"/>

3. The applicant completes and returns the form to CCMC together with the additional documentation as requested in the form
  - ▶ If the applicant has already established a liaison with another Technical Committee, they will be requested to provide CCMC with a description of their interest in that TC and how they intend to contribute (Question 6 of the form)
  
4. CCMC makes a preliminary assessment of the application form **within 1 week**

# Formal TC approval via CIV

5. If the assessment is positive, CCMC requests the (J)TC Secretary to take a decision by correspondence via **a 4-week CIV (mandatory!!)** within the concerned Technical Committee

- ▶ with the following text:

Dear CLC/TC XX members,

Considering the requirements in CEN-CENELEC Guide 25 'The concept of partnership with European organizations and other stakeholders' and the preliminary positive assessment by CCMC, do you agree to the participation of (full name of European organization) in CLC/TC (number) as CENELEC liaison organization?

Possible replies are yes, no, abstention.

- ▶ annexing the CCMC assessment and the original application form.

6. (J)TC Secretary does the necessary for the 4-week CIV

- ▶ Creation and upload of the N document on Collaboration Platform including application form or, for existing liaison organization, applicant's request

**GOAL OF THIS  
TRAINING!**

# Follow up of TC approval

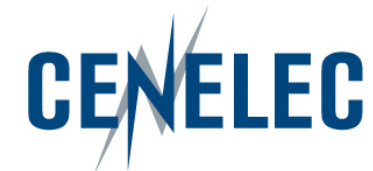
7. The (J)TC Secretary sends via email to [partners@cencenelec.eu](mailto:partners@cencenelec.eu) (preferably in one pdf file)
  - A. the formatted (J)TC decision, by
    - ▶ using the decision template which is available on [CENELEC BOSS](#) (under TECHNICAL BODY ORGANIZATION)
    - ▶ specifying whether the decision was taken by unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s).
  - B. the CIV voting outcome report, that will be made available by CCMC to the Permanent Delegates (notification of delegated decisions)

# Finalization of the agreement

8. As soon as CCMC receives the (J)TC decision (positive), CCMC will contact and request the applicant to:
- ▶ sign an agreement with CENELEC in case of a new liaison organization or update the annex 1 to the existing agreement
  - ▶ appoint a representative/expert.

**Warning! Representatives can be appointed only after signature of the agreement!**





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Thanks for watching!  
Questions? [partners@cencenelec.eu](mailto:partners@cencenelec.eu)