



# CEN and CENELEC Technical Body Officers Event

## Understanding the CEN Standardization process

# Content

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



# Acronyms

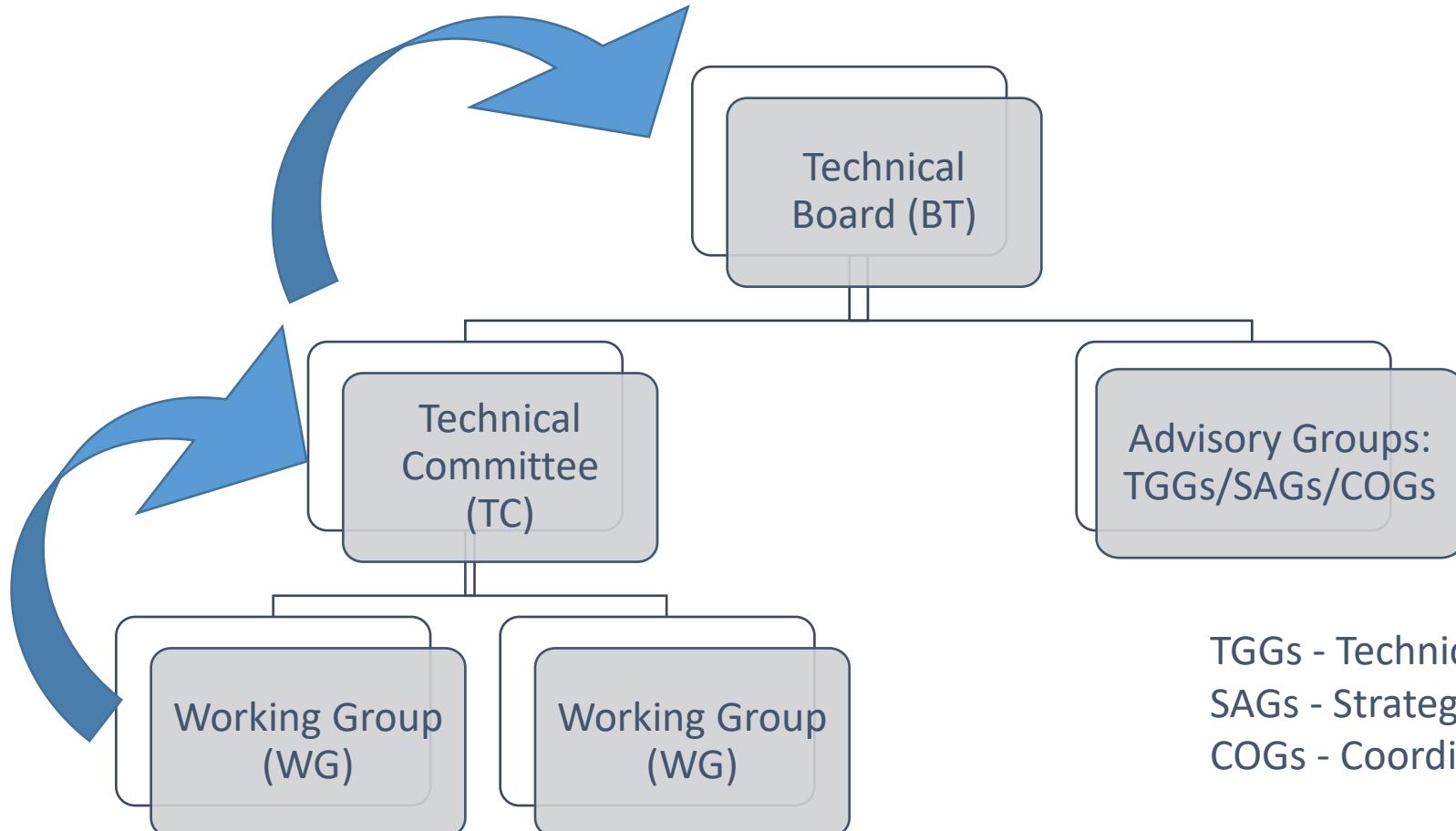
- ▶ BT: Technical Board
- ▶ CCMC: CEN and CENELEC Management Center
- ▶ CIB: Committee Internal Balloting
- ▶ ESO: European Standardization Organizations
- ▶ TC: Technical Committee
- ▶ WG: Working Group
- ▶ NWI: New Work Item
- ▶ PWI: Preliminary Work Item
- ▶ NSB: National Standardization Body
- ▶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



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



# The three-decision layers at technical level



TGGs - Technical Governance Groups  
SAGs - Strategic Advisory Groups  
COGs - Coordination Groups

## 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 (Wednesdays); 4-week period for decision (6-week in holiday period)
- ▶ Meetings/year: 3 CEN/BT 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

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

**cen**

BT N 18607  
Draft BT C211/2025

**TECHNICAL BOARD**

CEN/BT by correspondence

For decision – IR2 Clause 6.2.3      Issue date: 2025-10-08  
Deadline: 2025-11-04

**SUBJECT**

CEN/TC 469      Animal health diagnostic analyses  
Technical changes after FV

**BACKGROUND**

On 2025-10-01, AFNOR addressed a letter to the Director Standardization & Digital Solutions (see Annex 1) requesting a BT decision to allow technical modifications after Formal Vote and prior to publication of EN 18000-1:202X 'Animal health diagnostic analyses – Control of in vitro diagnostic reagents – Part 1: Application file for the initial and the batch-to-batch control' (WI 00469001).

The 2nd Formal Vote on FprEN 18000-1 closed on 2025-07-03 with a positive result and the standard was ratified on 2025-08-04. However, during the Formal Vote, technical comments were provided and some corrections to the document are needed before publication to prevent the incorrect and unsafe application of the standard.

The proposed changes have been confirmed by the leadership of both CEN/TC 469 and responsible WG 1 including its convenor. The justification is provided in Annex 1 and the corrected version of EN 18000-1:202X in track changes is presented in Annex 2.

This request was accepted by the Director Standardization, after consultation with the CEN/BT Chair.

CEN/BT is asked to approve the above-mentioned corrections to EN 18000-1:202X following the provisions of IR2 clause 6.2.3, thereby applying Decision BT 48/2014.

**Note:** Possible votes are 'Agrees', 'Disagrees with comments' and 'Abstains'. Any vote indicating 'Deferring decision' will be counted as 'Disagrees with comments'.

## Example 2

**cen**

BT N 15192  
Draft BT C002/2024

**TECHNICAL BOARD**

CEN/BT by correspondence

For decision – IR2 Clause 6.2.3      Issue date: 2024-01-10  
Deadline: 2024-04-02

**SUBJECT**

New CEN/TC on 'Sustainable production of raw materials from mining related activities'

**BACKGROUND**

On 2023-12-08, SIS submitted a proposal to CCMC for the creation of a new Technical Committee in the field of sustainable production of raw materials from mining related activities (Annex 1). The proposed Technical Committee will be responsible for standardization of sustainability aspects of production of raw materials from mining related activities covering the whole value chain from exploration, extraction, treatment, smelting, refining, other processing, as well as recycling and mine closure and reclamation, to minimize the negative impacts from mining through its life cycle. Energy raw materials, i.e., coal, oil and gas, and aspects covered by CEN/TC 472 'Rare earth' are excluded from the scope of the proposed TC.

Access to raw materials is essential for the Union economy and the functioning of the internal market. In addition, the European mining industry plays a crucial role for reaching the objectives of the Paris Agreement, and the necessary climate transformation set for Europe. In March 2023, and as a part of the Green Deal, the European Commission (EC) proposed a comprehensive set of actions to ensure the EU's access to a secure, diversified, affordable and sustainable supply of critical raw materials, the [Critical Raw Materials Act](#).

One main objective of the new proposed CEN/TC is to set up an infrastructure to take care of the expected standardization request from the EC following the entry into force of the Critical Raw Material Regulation or any other relevant standardization requests in the area. The proposed CEN/TC should mirror the work in ISO/TC 82/SC 7 and assess which ISO/TC 82/SC 7 standards could be relevant for adoption as European standards. The proposed CEN/TC should also mirror the work in the ISO/PC 348 Sustainable Raw Materials and assess if relevant to adopt as a European standard.

CEN/TC 472 'Rare Earth' intends to mirror the work of ISO/TC 298 'Rare Earth' while also addressing the Critical Raw Materials Act to regulate strategic topics along the supply chain. CEN/TC 472 also covers aspects such as sustainability, traceability and recycling. Given that Critical Raw Materials (CRM) to a very large extent is extracted as by-products of other mining activities, it is necessary to also consider sustainable aspects of mining in general regardless of the type of mineral being extracted, in order to cover the full life cycle of CRM, hence this proposal for a new CEN/TC. If the proposed CEN/TC is approved, it is crucial that the two Technical Committees work closely together in order not to duplicate work or develop standards with overlapping scopes.

A proposal for the initial work programme of the new CEN/TC is presented in Annex 1.

## Example 3

**cen**

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.

## Technical Committee

TC



## Responsibilities

- ▶ Established by CEN/BT
- ▶ Precise title and scope
- ▶ Responsible for drafting deliverables
- ▶ Provide input on draft Standardization Requests in Standardization Request Ad-Hoc Groups
- ▶ Timely execution of deliverables

## Composition

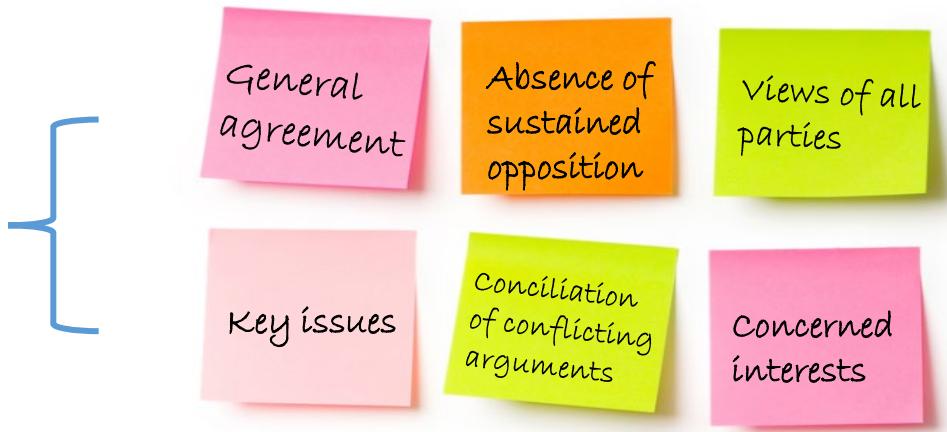
- ▶ Chairperson and Secretary
- ▶ National Delegations (national position, voting right)
- ▶ European Partners/Liaisons (observers, no voting right)



## 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

Consensus



## 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 SD Docs 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 their assigned CEN/TC
- ▶ Ensures coordination with other TCs
- ▶ Liaises with CCMC
- ▶ In case of Standardization Requests, the Secretary is responsible for providing inputs to work programme and preparing annual reports



# TC Composition

**Secretariat:** Member (allocated by BT)  
**Chair:** appointed by TC (delegated by BT)



**CEN Member**

Max. 3 delegates - **Vote**

**European Partners (including Annex III)**

Observer – **No vote**

**CEN-CENELEC Guide 25**

'The concept of Partnership with European organisations and other stakeholders'

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

**Affiliates Partner Standardization Bodies**  
Observer – **No vote**

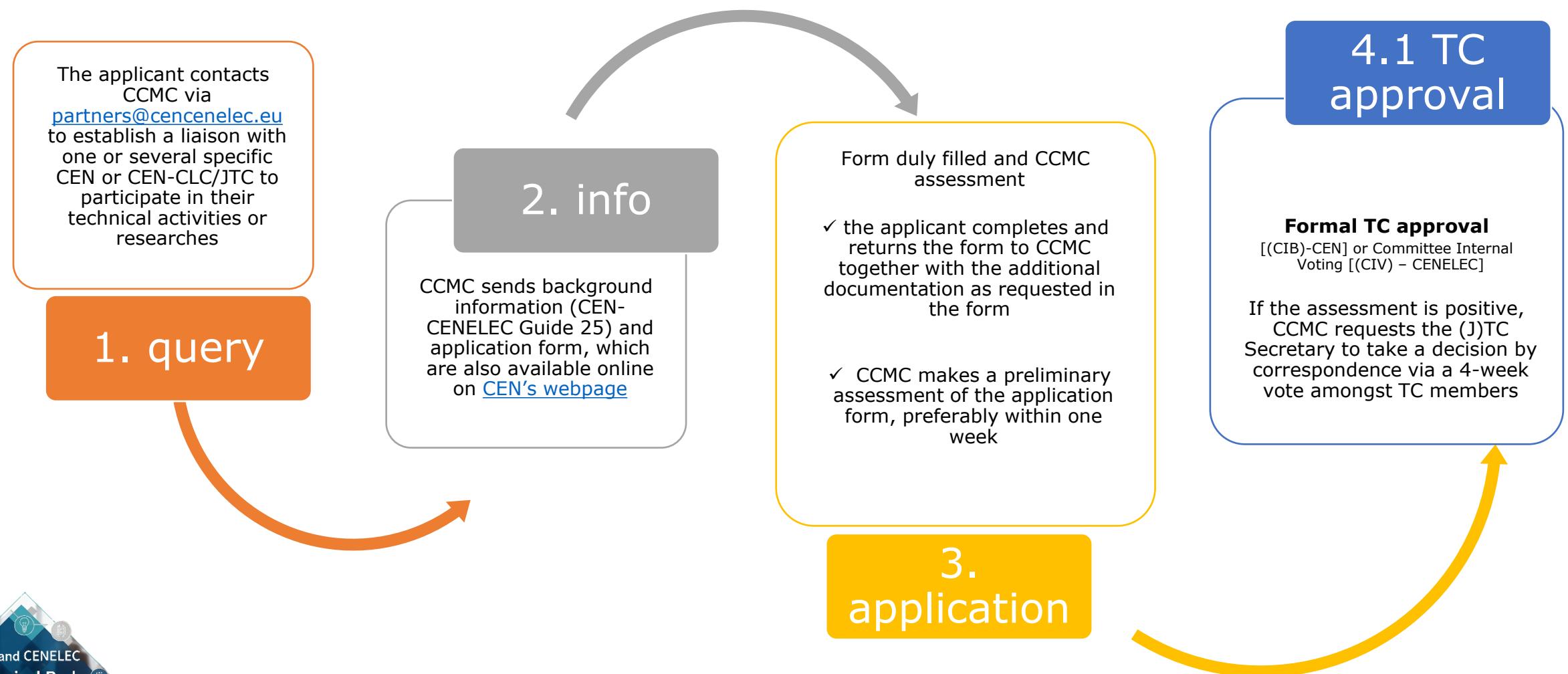
**ISO/IEC**  
Observer – **No vote**

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

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



# Becoming a Liaison Organization



# Becoming a Liaison Organization



## 4.2 TC approval

### Follow up of TC approval

The (J)TC Secretary sends via email to [partners@cencenelec.eu](mailto:partners@cencenelec.eu) (preferably in one pdf file):

- ✓ the formatted (J)TC decision, by using the decision template (available on [CEN BOSS](#)) specifying whether the decision was taken by unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)
- ✓ the CIB voting results

**Note: when relevant approval from CEN or/and CENELEC Technical Boards may be sought by CCMC**

### Liaison Agreement

CCMC receives the (J)TC decision (positive), CCMC contacts the applicant organization requesting it to:

- ↳ Sign an agreement with CEN in case of a new liaison organization or update the Annex 1 to an existing agreement
- ↳ Appoint observer to TC(s)/SC(s)/WG(s)

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

## 5. Agreement



## Regulatory background

- ✓ CEN-CENELEC Internal Regulations - Part 2

### 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](#).

- ✓ CEN-CENELEC Guide 25 "The concept of Cooperation with European Organizations and other stakeholders" – Chapter 2



## Useful Links/Documents:

- ✓ [CEN dedicated BOSS page](#)
- ✓ [Application form](#)
- ✓ [Formatted Decision CEN](#)
- ✓ [CEN-CENELEC Guide 25](#)  
“The concept of Cooperation with European Organizations and other stakeholders”
- ✓ [CEN-CENELEC Internal Regulations - Part 2](#)



## Before plenary

- ▶ Register a meeting in '[Meetings' platform](#)
- ▶ Circulate agenda (2 months before) and documents for discussion (4 weeks before) - templates available on [BOSS website](#)
- Check on Projex-Online: TC Work programme , when terms of office of TC officers finish

## By end of plenary

- Circulate TC decisions in SD documents

## After plenary

- ▶ Registration of TC decisions either via CCMC (at [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu)) or Projex-online working area (see slide 57)

## Other

- ▶ New normal [guidelines](#) developed (hybrid meetings etc.)
- ▶ [Information on availability of rooms in CCMC](#)



# Joint Technical Committees (JTCs)



## ► Why CEN/CLC JTCs?

- To avoid duplication of work where electrotechnical and non-electrotechnical sectors have technical subjects in common (such as Accessibility, Digital Product Passport, Space, Quantum technologies,...).

## ► Creation by Technical Boards

## ► Composition

- Chair
- Secretary (from CEN or CENELEC member)
- national delegations from CEN and CENELEC (common delegation per country) - members
- European Partners, EC, Affiliates, European liaisons - observers



# Joint Technical Committees (JTC)



- ▶ **IT tools and platform:**
  - ▶ The National Member holding the JTC secretariat determines the platform for distributing documents and IT tools for handling internal balloting or decisions by correspondence
- ▶ **Reporting**
  - ▶ JTCs report to both CEN and CENELEC BTs
  - ▶ Many aspects are decided by both BTs (e.g. appointment of Chairperson), but some are being delegated to JTC (e.g. liaisons, approval of WI - see next slide)



## February 25: Decision to approve of NWI has been delegated to JTCs

- **8-week consultation** period for approval on NWI (weighted vote for ENs and TSs, and simple majority for TRs) **No BT approval!**
  - CEN CIB for those JTCs under a CEN Member secretariat;
  - CLC NWI eVoting tool for those JTCs under CENELEC Member secretariat;
- Next stages through tools and channels of organization having Secretariat lead (e.g. submission of draft, voting system,...)
- **Change of lead possible** via a JTC decision (simple majority)
- The commitment of **at least 5 Members** is required for a NWI to be approved (except for adoptions, without modifications, of existing ISO/IEC standards as ENs)
- For further details on NWI creation and change of lead please see [the dedicated webinar](#)

# Changing the lead by JTCs



- ▶ After NWI approval, the joint committee may decide by simple majority to transfer and change the lead to other organization (e.g. from CEN to CENELEC)
- ▶ Organizational rules of secretariat continue to apply
- ▶ Enquiry and voting carried out according to the tools and experts registered in the lead organization (e.g. by the NCs in each country if CENELEC has the lead)
- ▶ In countries with separate CEN and CENELEC entities, comments are consolidated at national level into a single national position



## Working Group WG



## Working Group (s)

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

## Working Group Convenor

- ▶ Appointed by TC via decision (BOSS formatted decision)
- ▶ 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)



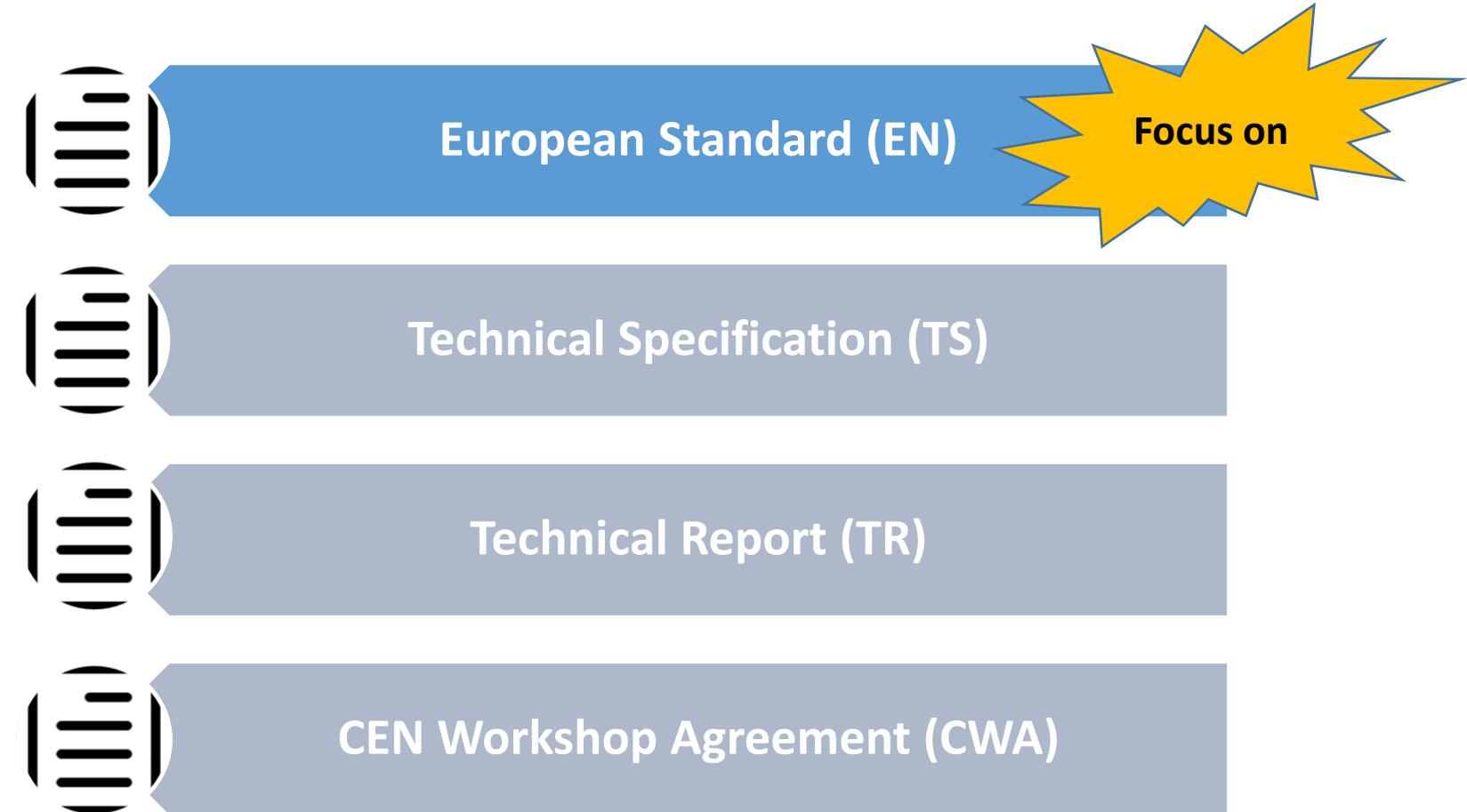
## Decision BT 30/2018 and BT 32/2018

- ▶ **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

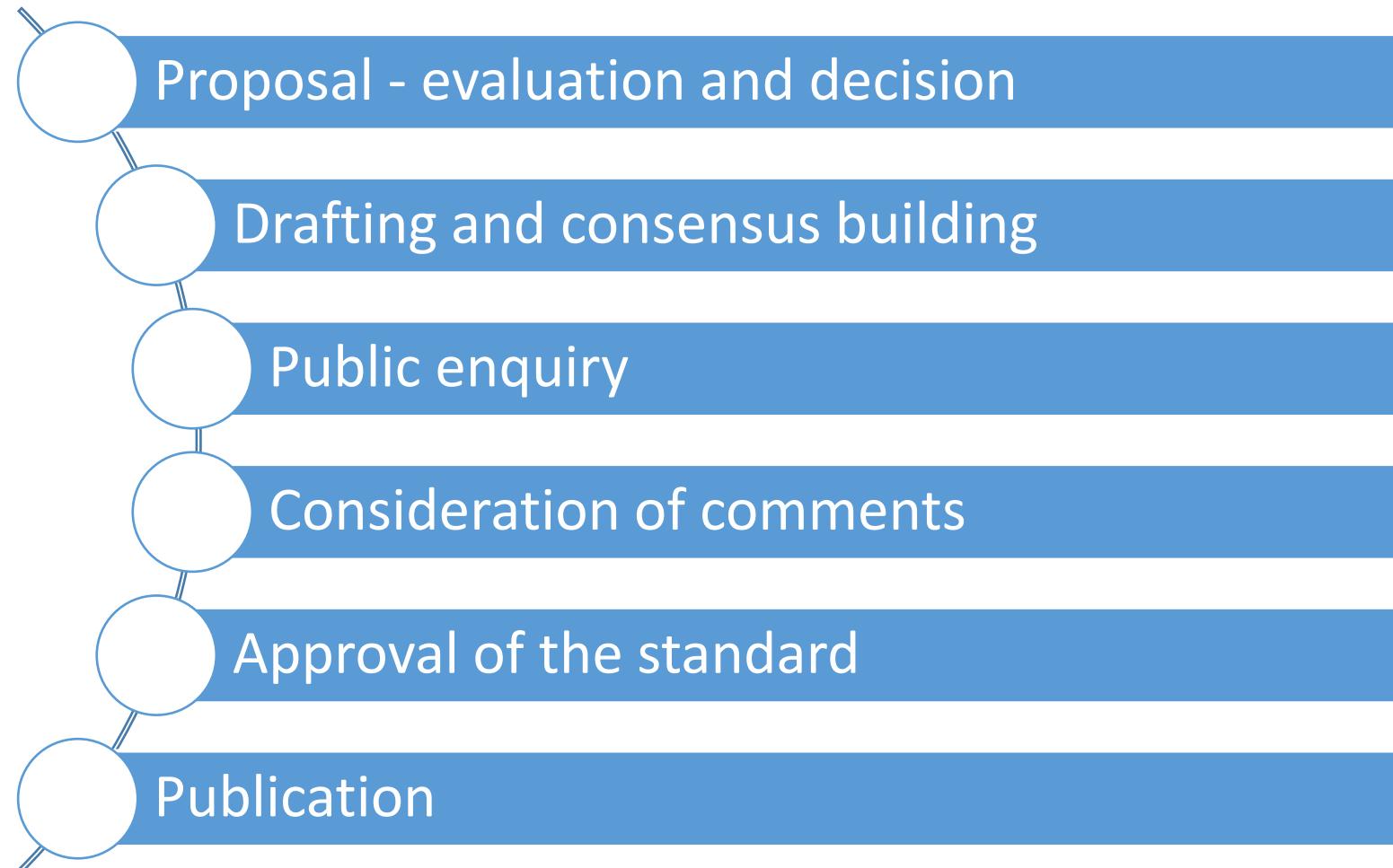


## 2. From New Work Item to Publication



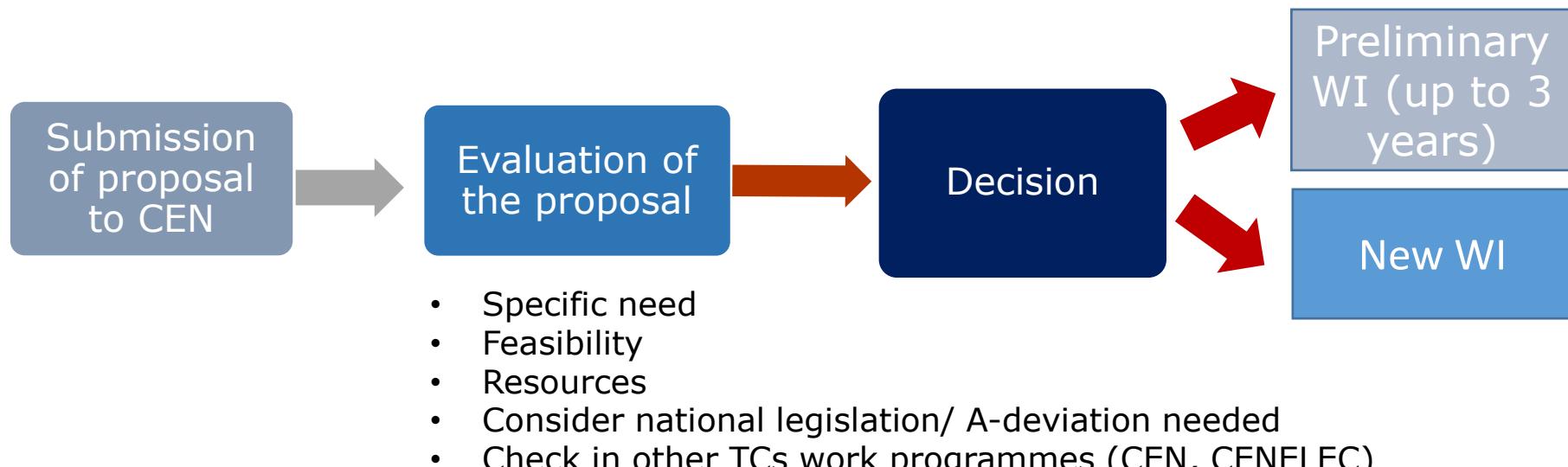


# How are standards made?

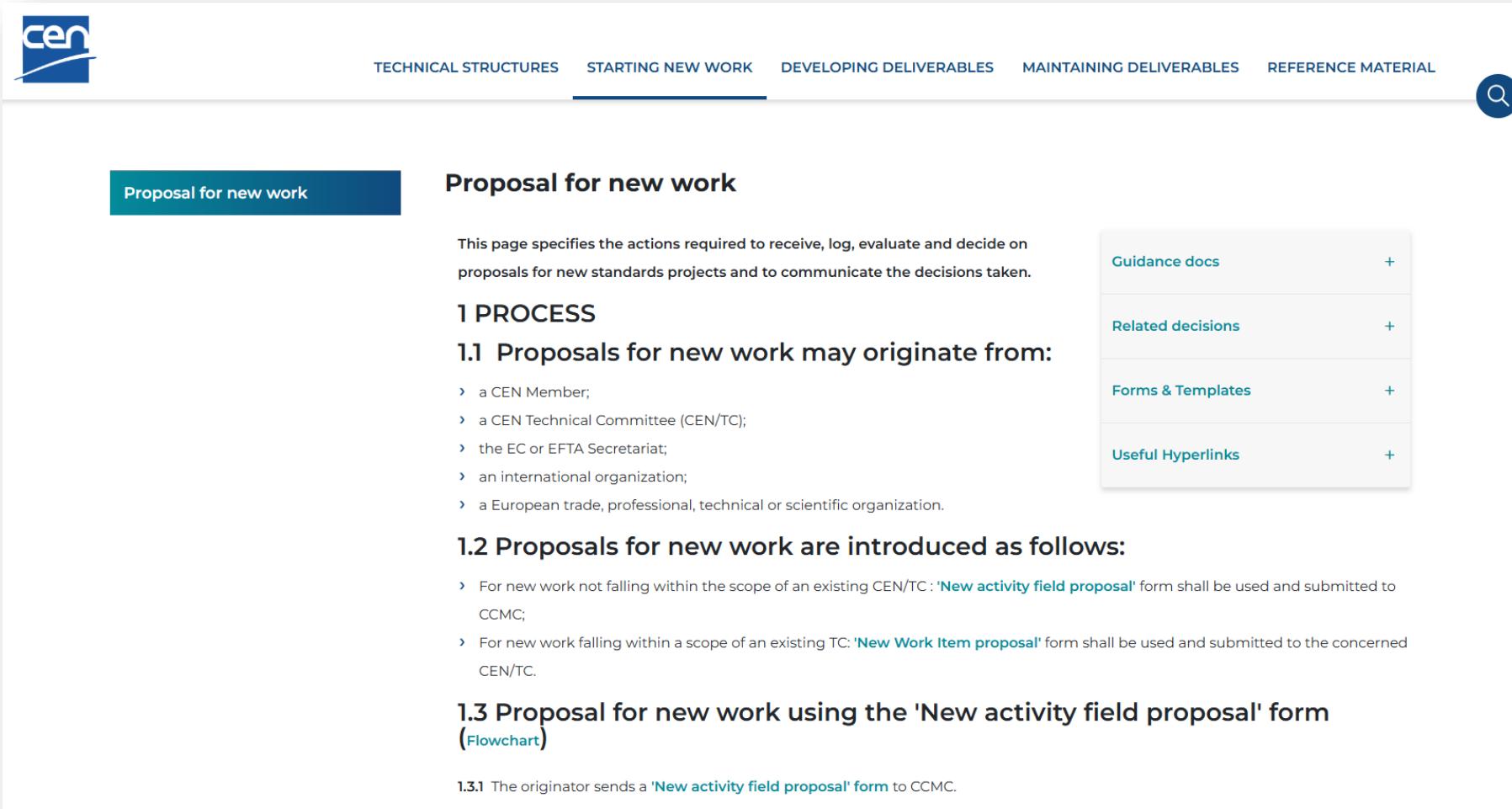


## Proposals may originate from:

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



## ► Step 1: Download New Work Item form proposal from CEN BOSS



**Proposal for new work**

This page specifies the actions required to receive, log, evaluate and decide on proposals for new standards projects and to communicate the decisions taken.

### 1 PROCESS

#### 1.1 Proposals for new work may originate from:

- a CEN Member;
- a CEN Technical Committee (CEN/TC);
- the EC or EFTA Secretariat;
- an international organization;
- a European trade, professional, technical or scientific organization.

#### 1.2 Proposals for new work are introduced as follows:

- For new work not falling within the scope of an existing CEN/TC: '[New activity field proposal](#)' form shall be used and submitted to CCMC;
- For new work falling within a scope of an existing TC: '[New Work Item proposal](#)' form shall be used and submitted to the concerned CEN/TC.

#### 1.3 Proposal for new work using the 'New activity field proposal' form (Flowchart)

1.3.1 The originator sends a '[New activity field proposal](#)' form to CCMC.

- Guidance docs +
- Related decisions +
- Forms & Templates +
- Useful Hyperlinks +

# Adoption of NWI – step by step



## ►Step 2: Fill the New Work Item form

**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.**

Note: In case the WI is based on documents from other organizations than ISO/IEC, please specify it here

**16. The project is based on**

- No document from another organization
- An ISO or ISO/IEC document (not covered by a parallel procedure)
  - Identical
  - Non-identical
    - ISO/IEC project reference:
    - ISO/IEC project ID:
    - Publication date:
- A document from another organization than ISO or ISO/IEC:  
Note: Please explain the purpose and give a justification for this proposal in Section 3.

**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.

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

**20. Related standardization request(s) (formerly mandate):**

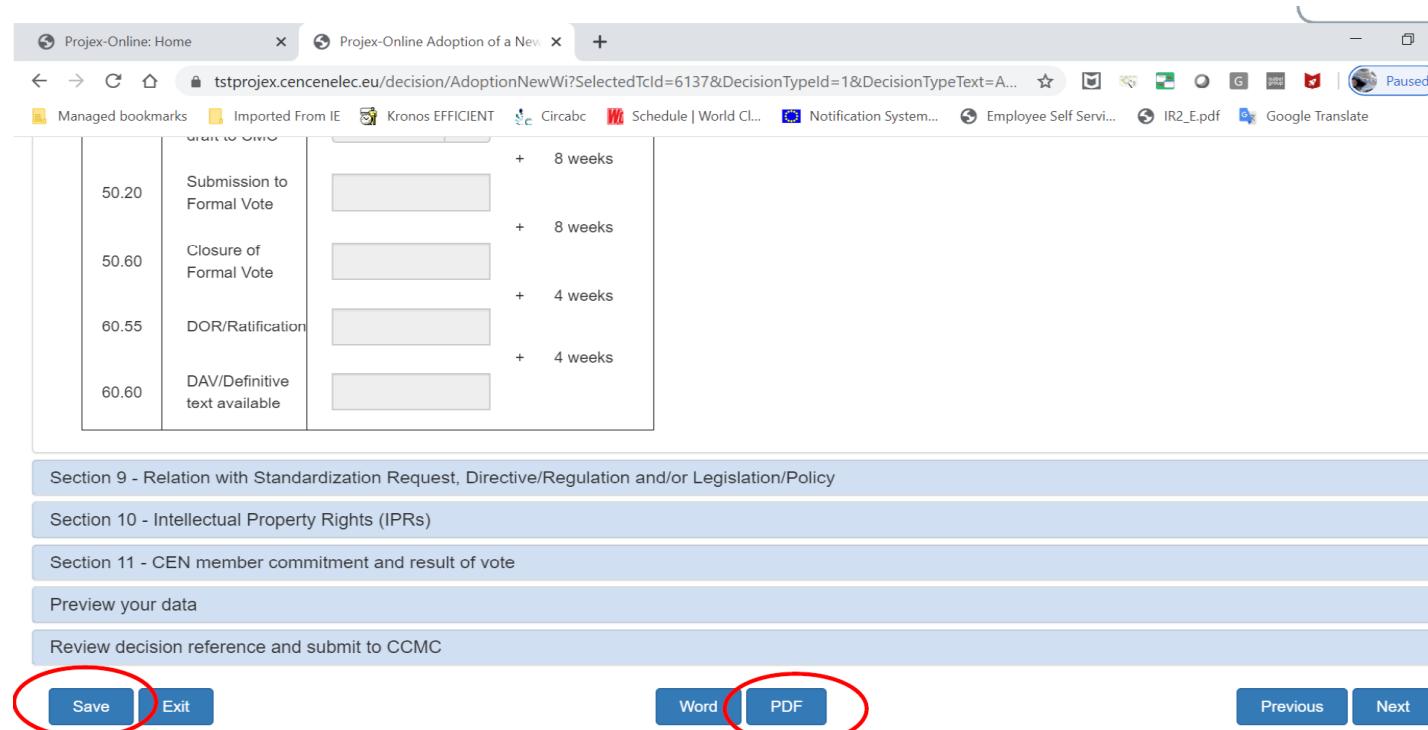
- No
- Yes (please specify):

**21. Related directive(s)/regulation(s)**

<input type="checkbox"/> No	Directive/ Regulation reference	Candidate for citation in Official Journal?
<input type="checkbox"/> Yes		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes

# Adoption of NWI – step by step

- ▶ **Step 3:** TC secretary to review the proposal
- ▶ **Step 4 (recommended):** TC secretary to insert NWI info into Projex-Online working area → **save** → **create pdf** → **DO NOT REGISTER DECISION**



Projex-Online: Home    Projex-Online Adoption of a New Work Item

Managed bookmarks    Imported From IE    Kronos EFFICIENT    Circabc    Schedule | World Cl...    Notification System...    Employee Self Servi...    IR2\_E.pdf    Google Translate

50.20	Submission to Formal Vote	+ 8 weeks
50.60	Closure of Formal Vote	+ 8 weeks
60.55	DOR/Ratification	+ 4 weeks
60.60	DAV/Definitive text available	+ 4 weeks

Section 9 - Relation with Standardization Request, Directive/Regulation and/or Legislation/Policy

Section 10 - Intellectual Property Rights (IPRs)

Section 11 - CEN member commitment and result of vote

Preview your data

Review decision reference and submit to CCMC

Save    Exit    Word    PDF    Previous    Next

# Adoption of NWI – step by step

## ► Step 5: Launch of Committee Internal Ballot (CIB)

- Eight-week CIB (decision BT 020/2025)
- NWI proposal to be attached
- Preliminary work items (PWI) can be adopted during a meeting (if announced 2-months)

1



Committee Internal Balloting

All open

npargana@cencenelec.eu 2024-12-09

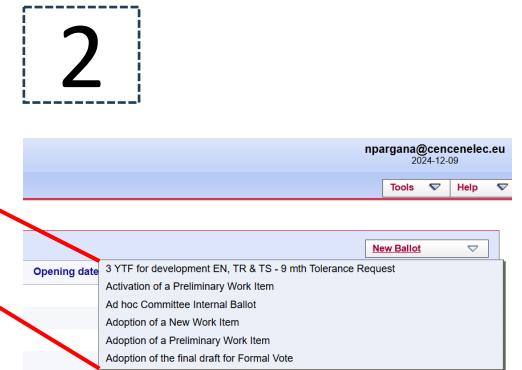
Tools Help

All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks All pending Search

0 ballots found

Type	Committee	Reference	Vote	Opening date	Closing date	Role
There are no ballots which meet these criteria.						

2



npargana@cencenelec.eu 2024-12-09

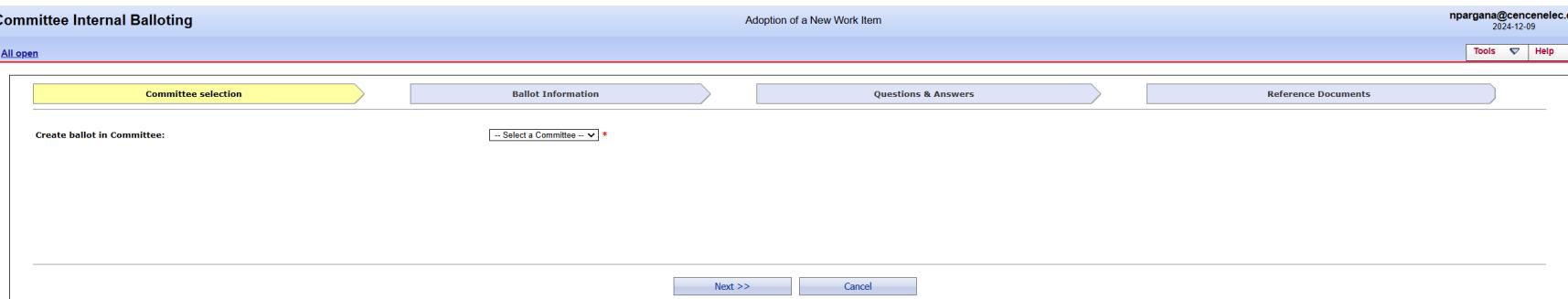
Tools Help

New Ballot

Opening date

3 YTF for development EN, TR & TS - 9 mth Tolerance Request  
Activation of a Preliminary Work Item  
Ad hoc Committee Internal Ballot  
Adoption of a New Work Item  
Adoption of a Preliminary Work Item  
Adoption of the final draft for Formal Vote

3



Committee Internal Balloting

All open

npargana@cencenelec.eu 2024-12-09

Tools Help

Committee selection Ballot Information Questions & Answers Reference Documents

Create ballot in Committee:

Next > Cancel

## ► **Step 6:** Closure of Committee Internal Ballot (CIB)

Approval of NWI proposal requires:

### 1) **Positive vote:**

- **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

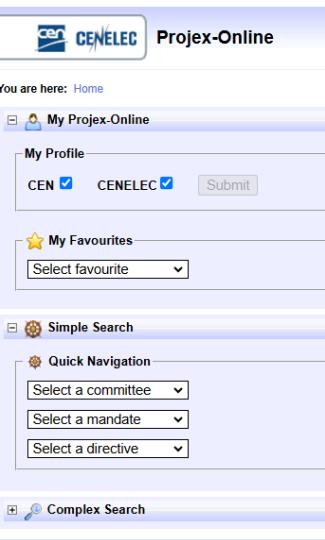
### 2) **Five countries committed to actively participate**

- If WI is accepted → **standstill** applies



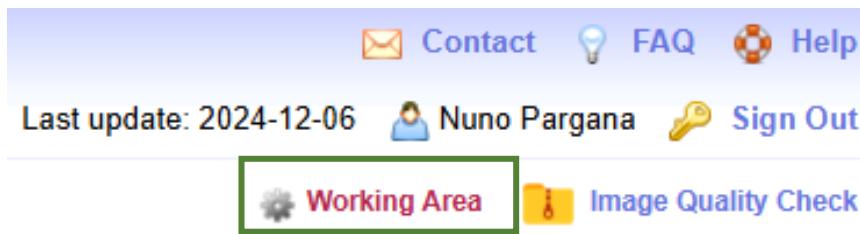
# Adoption of NWI – step by step

## ► Step 7: Registration of decision in Projex-Online Working Area (mandatory)



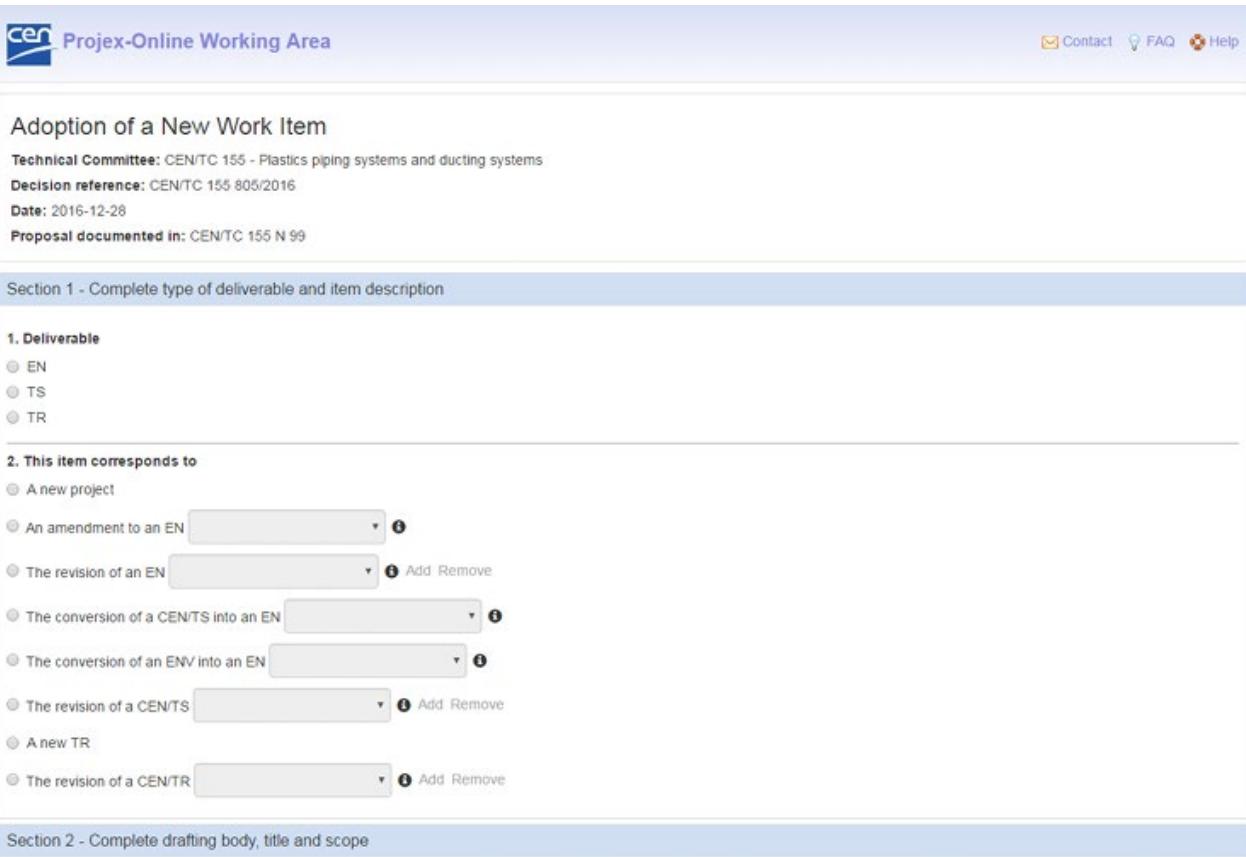
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- CEN  CENELEC  [Submit](#)
- My Favourites
- Simple Search
- Quick Navigation
  - Select a committee
  - Select a mandate
  - Select a directive
- Complex Search



Last update: 2024-12-06 Nuno Pargana [Sign Out](#)

[Working Area](#) [Image Quality Check](#)



**Projex-Online Working Area**

**Adoption of a New Work Item**

Technical Committee: CEN/TC 155 - Plastics piping systems and ducting systems  
Decision reference: CEN/TC 155 805/2016  
Date: 2016-12-28  
Proposal documented in: CEN/TC 155 N 99

Section 1 - Complete type of deliverable and item description

**1. Deliverable**

EN  
 TS  
 TR

**2. This item corresponds to**

A new project  
 An amendment to an EN  
 The revision of an EN [Add Remove](#)  
 The conversion of a CEN/TS into an EN [Add Remove](#)  
 The conversion of an ENV into an EN [Add Remove](#)  
 The revision of a CEN/TS [Add Remove](#)  
 A new TR  
 The revision of a CEN/TR [Add Remove](#)

Section 2 - Complete drafting body, title and scope



# Adoption of NWI – step by step



## ► Step 8: Circulation of TC decision via SD Docs

TC CEN/TC 229 "Precast concrete products"

View Members list

General Meetings Decisions Projects Member area Mail archive

Committee documents See all documents...

N	↑ Title	Modified	Expected action
2438	Systematic review of EN 15564_2008 - Decision 669-2024 and result of vote	2024-12-04	Info
2437	Systematic review of EN 15422_2008 - Decision 668-2024 and result of vote	2024-12-04	Info
2436	Systematic review of EN 14474_2004 - Decision 667-2024 and result of vote	2024-12-04	Info
2435	Systematic review of EN 13198_2003 - Decision 666-2024 and result of vote	2024-12-04	Info
2434	Decision 6642024 - Adoption of WI 00229219 - Revision of EN 16757	2024-12-03	
2433	Decision 6632024 - Adoption of WI 00229220 - prEN PCP	2024-12-03	

cen

### Result of voting

**Ballot Information**

Ballot reference	Adoption of NWI - Revision of EN 16757
Ballot type	CIB-NWI
English title	Decision 664/2024 (revision of EN 16757 under new draft standardisation request)
Opening date	2024-09-28
Closing date	2024-11-28
Note	

**Result of voting**  
(National Members having abstained are not counted in this vote.)

**DISCLAIMER**  
This voting result is calculated based on IR2, Clause 6.4 'Decisions concerning Standardization Requests and related mandated work'. The counting of the votes of Blue-Type Members (Members from EEA countries) is by default displayed on this voting report. If the voting result is 'pending', the item has to escalate to the Technical Board for final decision in line with CEN-CENELEC Internal Regulations Part 2, clause 6.4. TCs are expected to carry out a preliminary assessment of the voting result so that to provide advice to BTs for an informed decision.

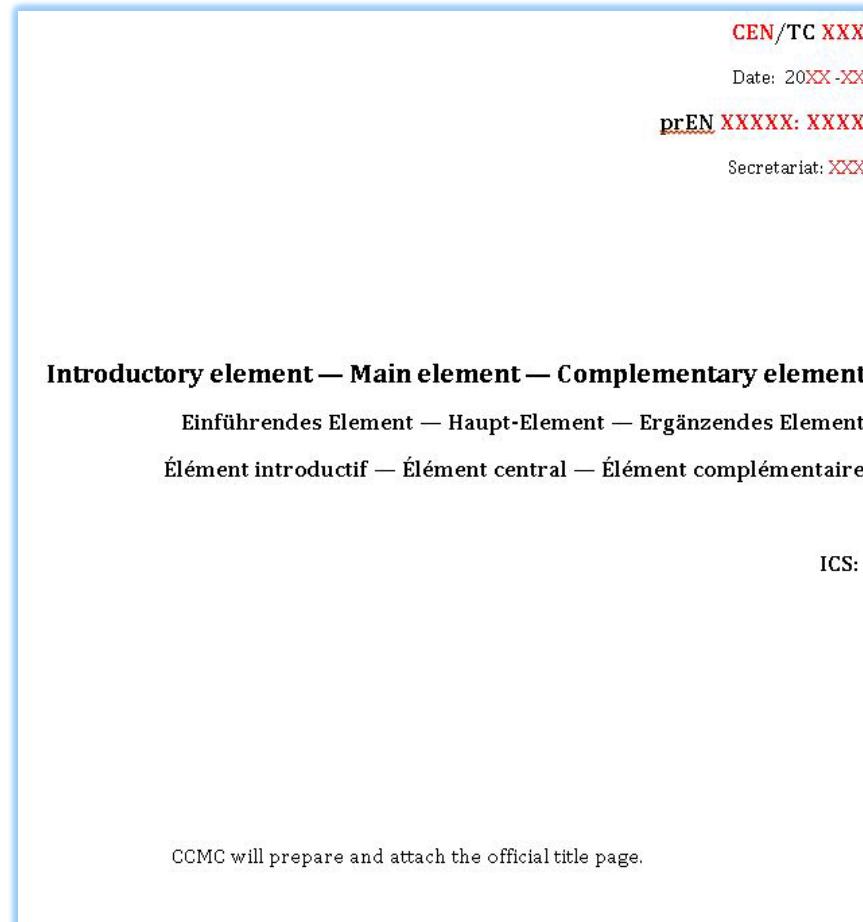
**Approved by National Members**

National Members approving: 13
National Members disapproving: 0
Number of Members approving: 100.000 % (requirement >= 55 %)
Weighted percentage of Population approving: 100.000 % (requirement >= 65 %)
Blue-Type Members approving: 12
Blue-Type Members disapproving: 0
Number of Blue-Type Members approving: 100.000 % (requirement >= 55 %)
Weighted percentage of EEA (Blue-Type) Population approving: 100.000 % (requirement >= 65 %)



- ▶ What if CIB outcome for NWI approval is **negative**?
  - ▶ Way forward to be discussed by TC
- ▶ What if CIB outcome for NWI approval is **positive but less than 5 members committed**?
  - ▶ TC secretary has 4 weeks to find potential interested members
  - ▶ TC can request CEN/BT for a derogation from 5-members rule





## Useful tools to get you started

- ▶ [Internal Regulations Part 3](#)
- ▶ [CEN Simple template for drafting standards](#)
- ▶ [CEN Simple template for drafting Amendments](#)

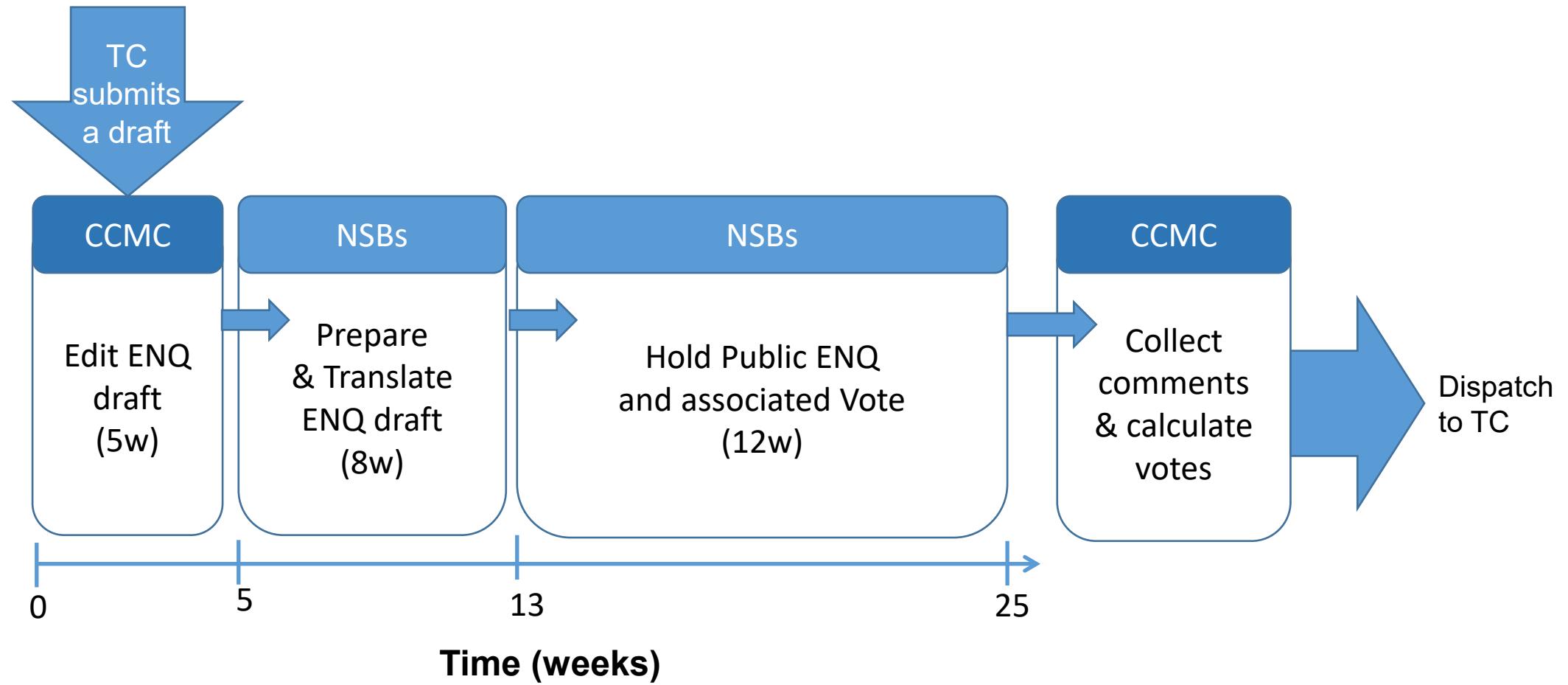
▶ Available on CEN BOSS

▶ **Ready-styled**

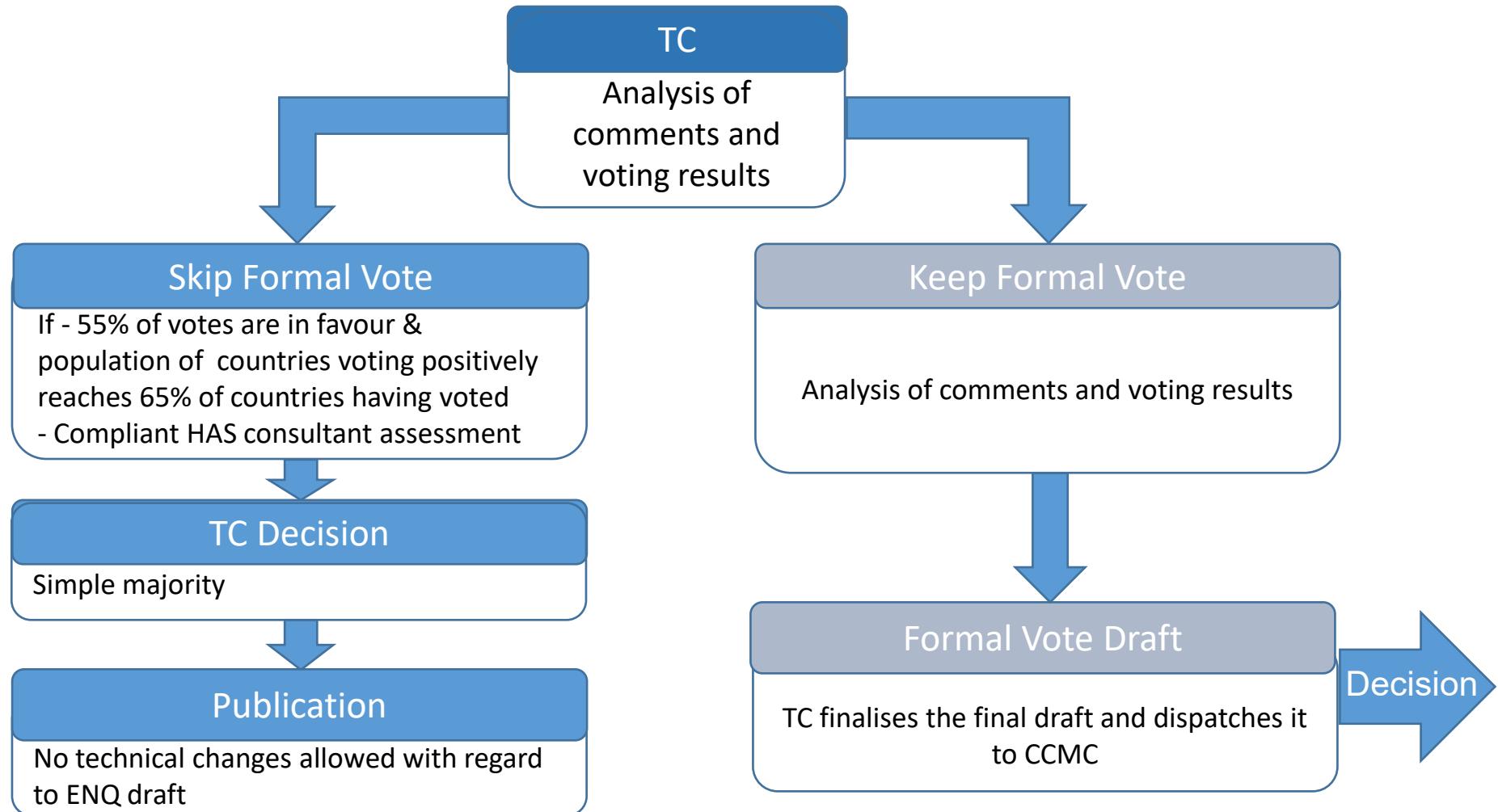
## Contains all elements

- ▶ Styles
- ▶ Headings
- ▶ Content layout

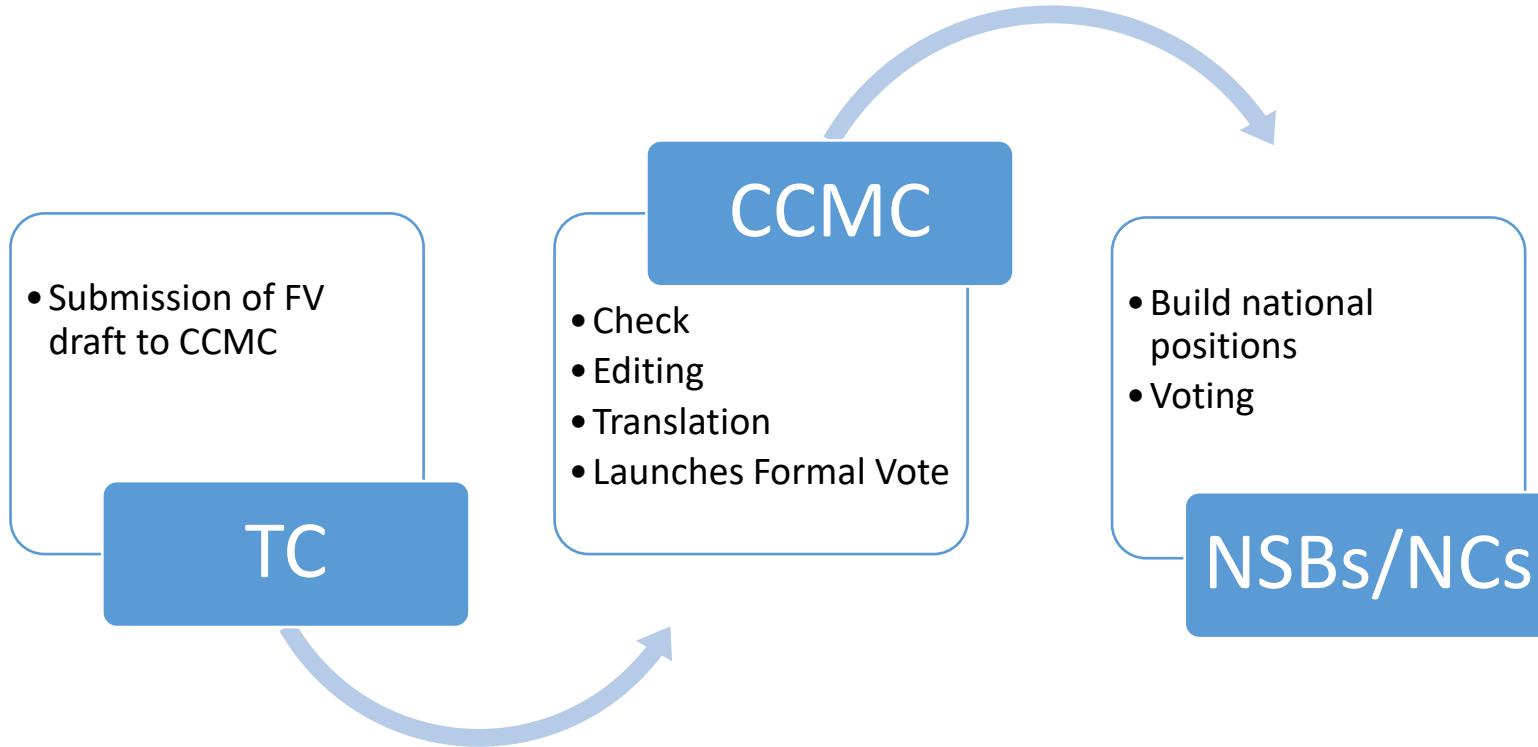
# Public Enquiry



# 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	<p>There is a Typo in the tolerance of the bowl diameter a 1 is missing. As such it would be over restrictive...</p> <p><b>Mixing bowls</b> (at least 2), semi-spherical, acid resistant metal, with an upper diameter of <math>(150 \pm 5)</math> mm.</p>	<p>an upper diameter of <math>(150 \pm 15)</math> mm.</p>	<p>CCMC: this amounts to a technical change. Not allowed at this stage.</p> <p>CEN/TC 336: noted and ok</p>
8.2	Table 3, footnote c	ed	<p>For pipes &gt; 630 mm diameter the test may be carried out water-in-air</p>	<p>For pipes <math>\geq 630</math> mm diameter the test may be carried out water-in-air.</p>	<p>CCMC: Technical comment – to be considered for the next revision/amendment</p>

## Example 2 – Editorial comments

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



## 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)

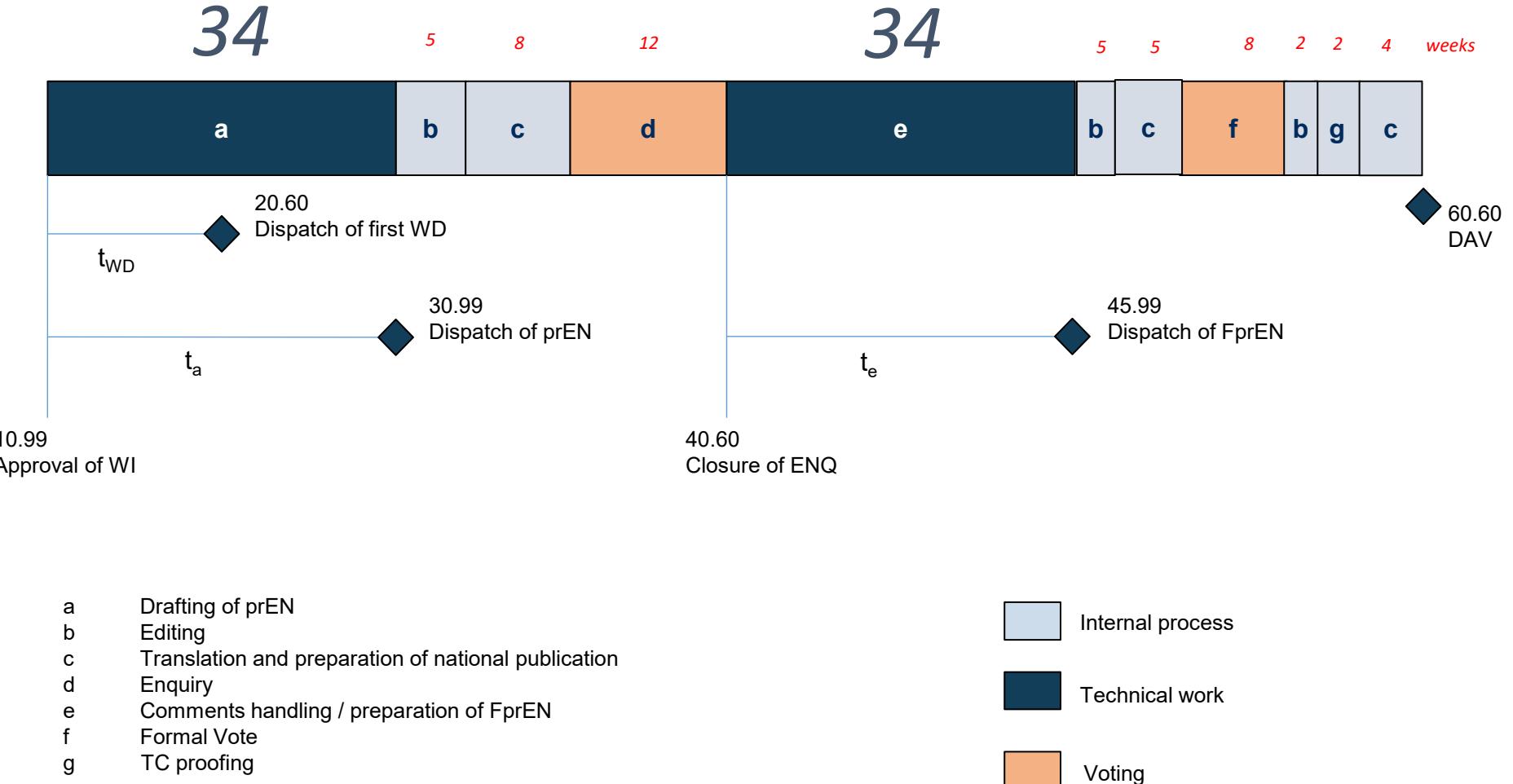


## Decision BT 37/2019

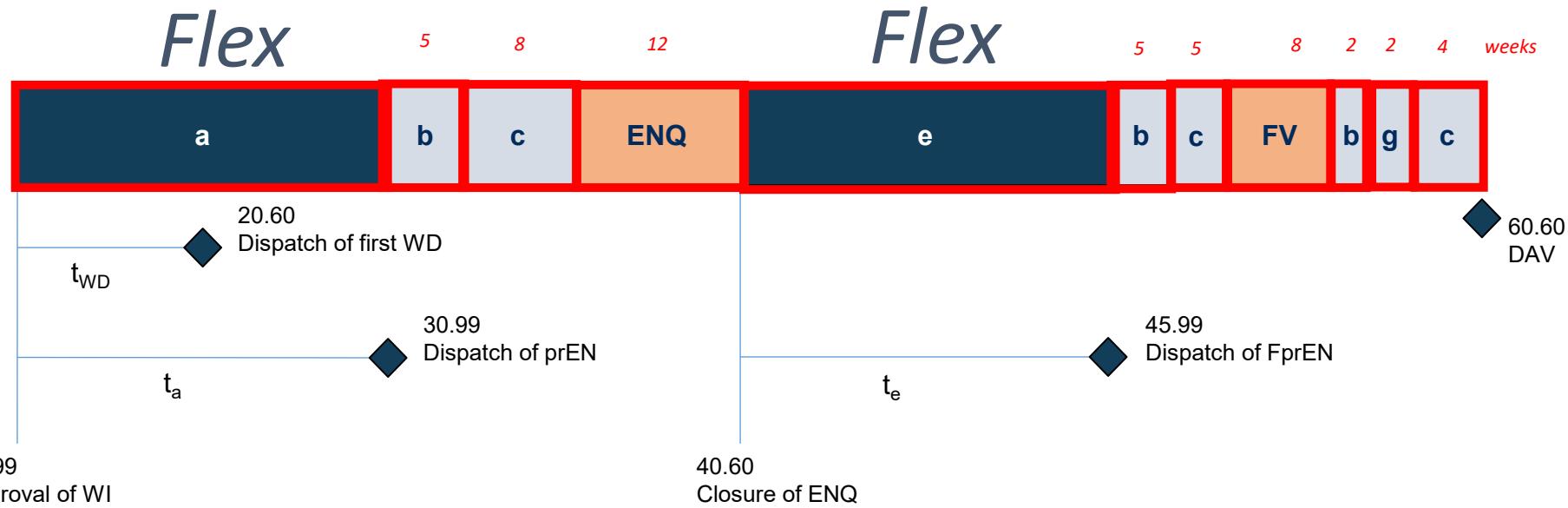
- ▶ Approved flexible standards development [process](#)
- ▶ Applicable to:
  - ▶ **CEN homegrowns ENs**
  - ▶ **CEN work items under Vienna Agreement with CEN lead**
- ▶ Part 1 - Principles & operational aspects - [Play](#) & [PDF](#) & [Q&A](#)
- ▶ Part 2 - IT tools for planning and monitoring - [Play](#)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



# Before flexible development standards



# Flexible approach for ENs



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

- Internal process
- Technical work
- Voting

- ▶ 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!

**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>
yyyy-mm-dd	It is half the number of weeks planned for ENQ (30.99)  For CEN/TC: automatically calculated via Working Area  For JTC: date will be added by CCMC	yyyy-mm-dd  For JTC only: to indicate the duration in weeks from 10.99  10.99 + <b>X</b> weeks	yyyy/mm/dd  For JTC only: to indicate the duration in weeks from 40.60  <b>40.60 + X weeks</b>

# 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	+ 17 weeks
20.60	Circulation of 1st WD	2020-07-01	+ 17 weeks
30.99	Dispatch ENQ draft to CMC	2020-10-28	+ 13 weeks
40.20	Submission to Enquiry	2021-01-27	+ 12 weeks
40.60	Closure of Enquiry	2021-04-21	+ 34 weeks
45.99	Dispatch FV draft to CMC	2021-12-15	+ 8 weeks
50.20	Submission to Formal Vote	2022-02-09	+ 8 weeks
50.60	Closure of Formal Vote	2022-04-06	+ 4 weeks
60.55	DOR/Ratification	2022-05-04	+ 4 weeks
60.60	DAV/Definitive text available	2022-06-01	

Project start date: 2020-03-04

 Calculate target dates

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

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

← **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



► CEN/TC secretary via **projex-online working area**

or

► TC secretary to contact CCMC ([dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu))

- e.g., creation of WG, appointment of chair/convenor, participation of liaison organizations, TC cooperation, etc
- Use formatted decisions available on [CEN BOSS](#)



# Projex-online working area: list of TC decisions



## Creation of a Work Item

- ▶ Adoption of a New Work Item (Automatic)
- ▶ Adoption of a Preliminary Work Item (Automatic)
- ▶ Activation of a Preliminary Work Item (Automatic)

## Modification/Deletion of a Work Item

- ▶ Deletion of a Work Item (Semi-automatic)
- ▶ Change the title and/or scope of a Work Item (Automatic)
- ▶ Change of deliverable for a Work Item (Semi-automatic)
- ▶ Change of track for a Work Item (Semi-automatic)

## Launching of a Procedure or Tolerance request

- ▶ Tolerance request (Automatic)
- ▶ Decision to skip the Formal Vote (Semi-automatic)
- ▶ Decision to launch 2<sup>nd</sup> Enquiry (Automatic)

## Maintenance/withdrawal of CEN deliverable

- ▶ Confirmation of published EN(s) (Automatic)
- ▶ Confirmation of published CEN/TS(s) (Automatic)
- ▶ Confirmation of published ENV(s) (Automatic)
- ▶ Withdrawal of published EN(s) (Semi-automatic)
- ▶ Withdrawal of published TS (ENV) or TR (Semi-automatic)



# New Delegated Decisions to CEN/TCs and CEN-CLC/JTC (CEN lead)



- ▶ CEN/BT agreed to delegate to CEN/TCs the following decisions:

- ▶ withdrawal of ENs, TSs, TRs
- ▶ removal of link to legislation
- ▶ request for 2<sup>nd</sup> FV on harmonized standards

- ▶ Webinar on 3 February 2026

- ▶ Implementation on 4 February 2026

**CEN webinar 'New Delegated Decisions to CEN Technical Committees and CEN-CLC Joint Technical Committees with CEN lead'**

TRAINING TECHNICAL BODIES

Expert

The CEN Technical Board (BT) has agreed to delegate three types of decisions to CEN/TCs and CEN-CLC/JTCs with CEN lead – namely the withdrawal of ENs, TSs, TRs, the removal of links to legislation, and the request for a second Formal Vote (FV) on harmonized European Standards (hENs). In addition, BT has approved changes to the approval criteria for certain decision types.

Ahead of their implementation on 4 February 2026, this webinar will guide participants through these changes, explain their practical implications, and provide an opportunity for questions.

**Target audience:** Officers from CEN/TCs and CEN-CLC/JTCs with CEN lead.  
**Speaker:** Alessia Gaetani, CEN and CENELEC Account Manager – Technical Management.  
Contact: [bt@cencenelec.eu](mailto:bt@cencenelec.eu).

REGISTER

**Tuesday  
2026-02-03**  
Online  
10:00 - 11:00 CET  
REGISTRATION MANDATORY



## Adapting to market needs



**Technical Specification (TS)**

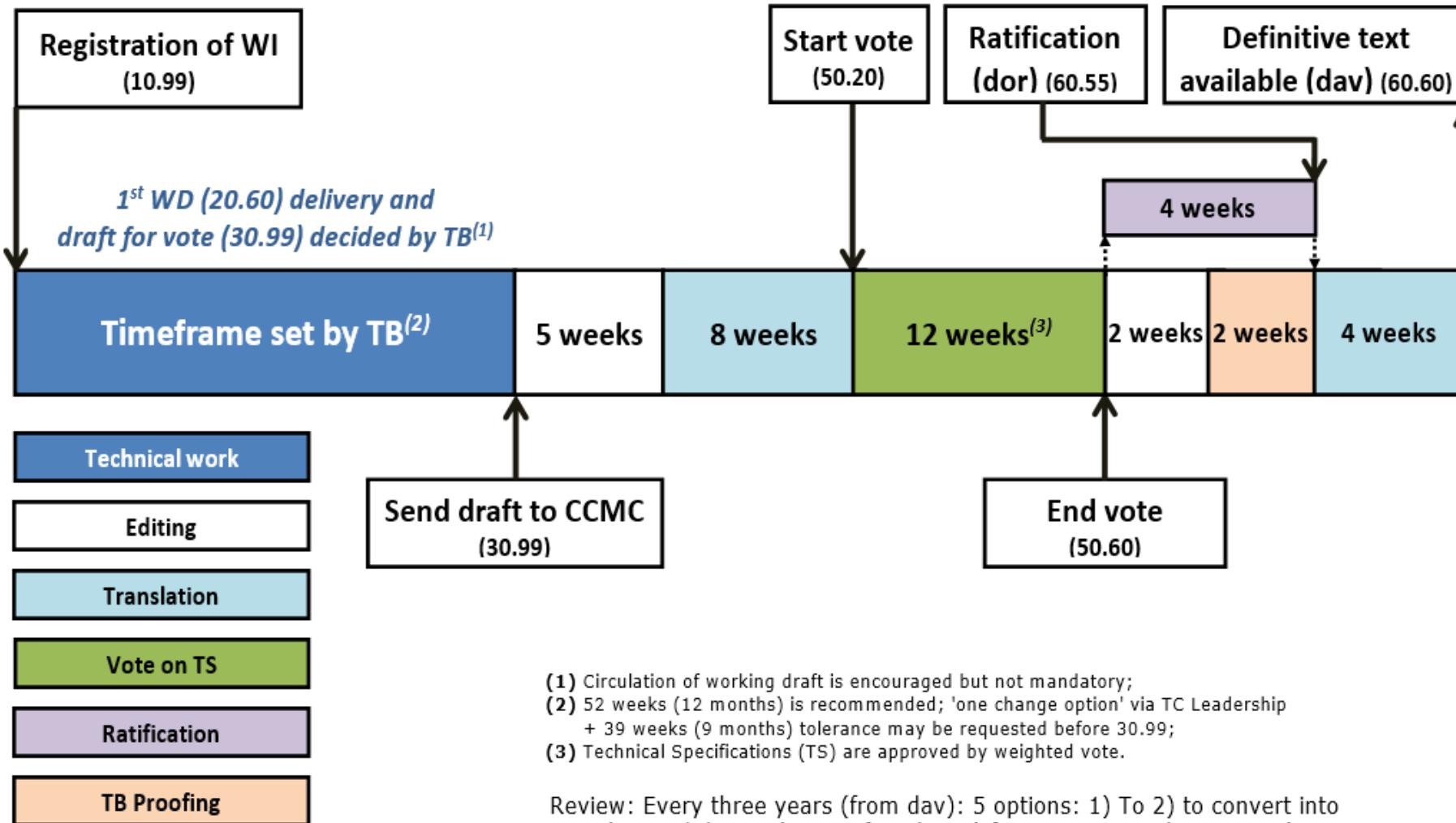


**Technical Report (TR)**

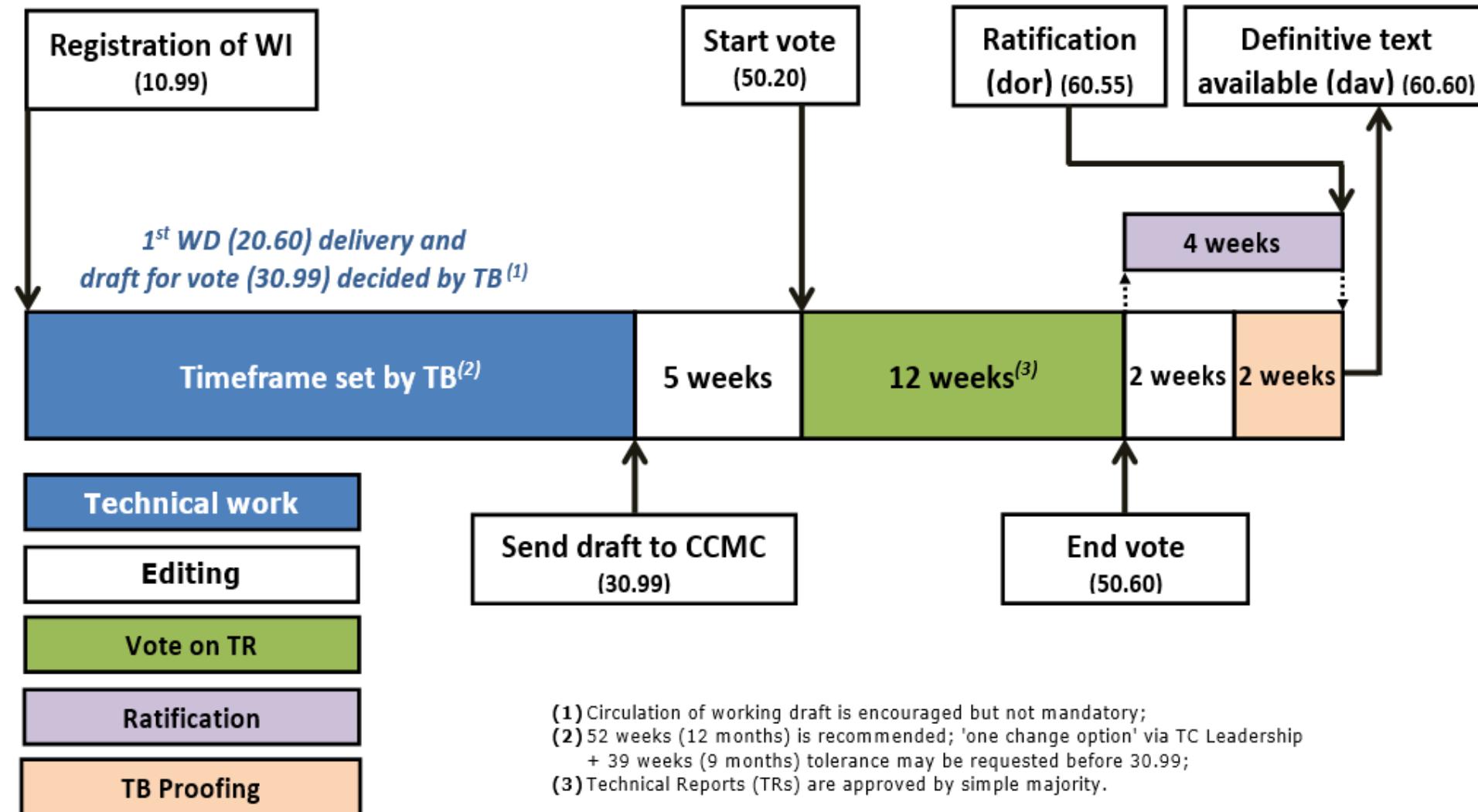


**CEN Workshop Agreement (CWA)**

# Technical Specification (TS)



# Technical Report (TR)



# CEN Workshop Agreement (CWA)

- ▶ 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
- ▶ [CEN-CENELEC Guide 29 'CEN and/or CENELEC Workshop Agreements – A rapid way to standardization'](#) (March 2024)



### **3. Day to day management of Vienna Agreement**



# Vienna Agreement

What?

Formal agreement on technical cooperation between ISO and CEN

When?

- 1991 - Signature
- 2001 'Codified version'

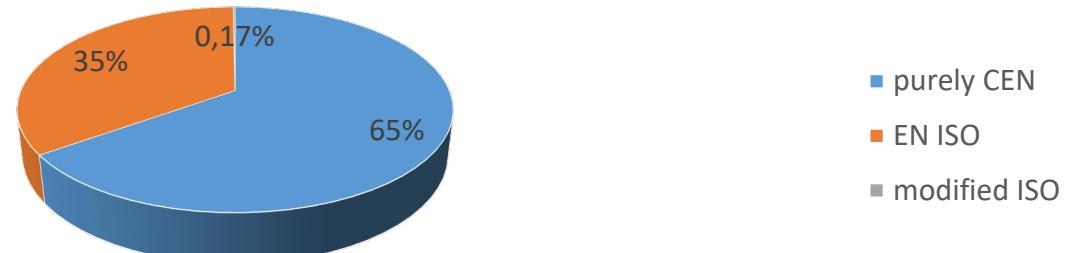
Why?

To avoid duplication of work at International and European levels

What in practice?

- Guidelines on implementation
- Day to day management between ISO/CS and CCMC
- Frequently Asked Questions
- In ISO, see [here](#) to access the same documents

CEN – portfolio – relation to ISO



# Objective and principles

## Primacy of International standards

- Commitment of ISO and CEN Members to primarily undertake work at ISO level to develop globally relevant standards
- Rational use of available resources avoiding duplication of work and structures and creating synergies

## Basic principles

- Technical co-operation in line with rules and processes of both organizations
- Process of consensus and approval are synchronised
- ISO recognizes particular needs of CEN (EU market; harmonized standards)
- ISO lead by preference, CEN lead possible
- CEN commits to respond adequately to comments from non-CEN ISO members
- Possibility to proceed separately if expected results not attained



INTERNATIONAL  
STANDARD

Fine ceramics (advanced ceramics, advanced technical ceramics) — Mechanical properties of ceramic composites at high temperature in air at atmospheric pressure — Determination of fatigue properties at constant amplitude (ISO 17142:2014)

EN ISO 17142

April 2016

Supersedes EN 15157:2006

English Version

Fine ceramics (advanced ceramics, advanced technical ceramics) — Mechanical properties of ceramic composites at high temperature in air at atmospheric pressure — Determination of fatigue properties at constant amplitude (ISO 17142:2014)

Céramiques techniques - Propriétés mécaniques des céramiques composites à haute température sous air à pression atmosphérique - Détermination des propriétés de fatigue à amplitude constante (ISO 17142:2014)

Hochleistungskeramik - Mechanische Eigenschaften von keramischen Verbundwerkstoffen bei hoher Temperatur in Luft unter Atmosphärendruck - Bestimmung der Ermüdungseigenschaften bei konstanter Amplitude (ISO 17142:2014)

This European Standard was approved by CEN on 25 March 2016.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving to European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made a translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Example:

- Identical publication of  
EN ISO 17142:2016  
(ISO 17142:2014)
- EN ISO 17142:2016  
supersedes EN 15157:2006

EUROPEAN STANDARD  
NORME EUROPÉENNE  
EUROPÄISCHE NORM

EN 15157

August 2006

ICS 81.060.30

English Version

Advanced technical ceramics - Mechanical properties of ceramic composites at high temperature in air at atmospheric pressure — Determination of fatigue properties at constant amplitude

Hochleistungskeramik - Mechanische Eigenschaften von keramischen Verbundwerkstoffen bei hoher Temperatur in Luft unter Atmosphärendruck - Bestimmung der Ermüdungseigenschaften bei konstanter Amplitude

Céramiques techniques avancées - Propriétés mécaniques des céramiques composites à haute température sous air à pression atmosphérique - Détermination des propriétés de fatigue à amplitude constante

This European Standard was approved by CEN on 14 July 2008.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving to European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

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CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.



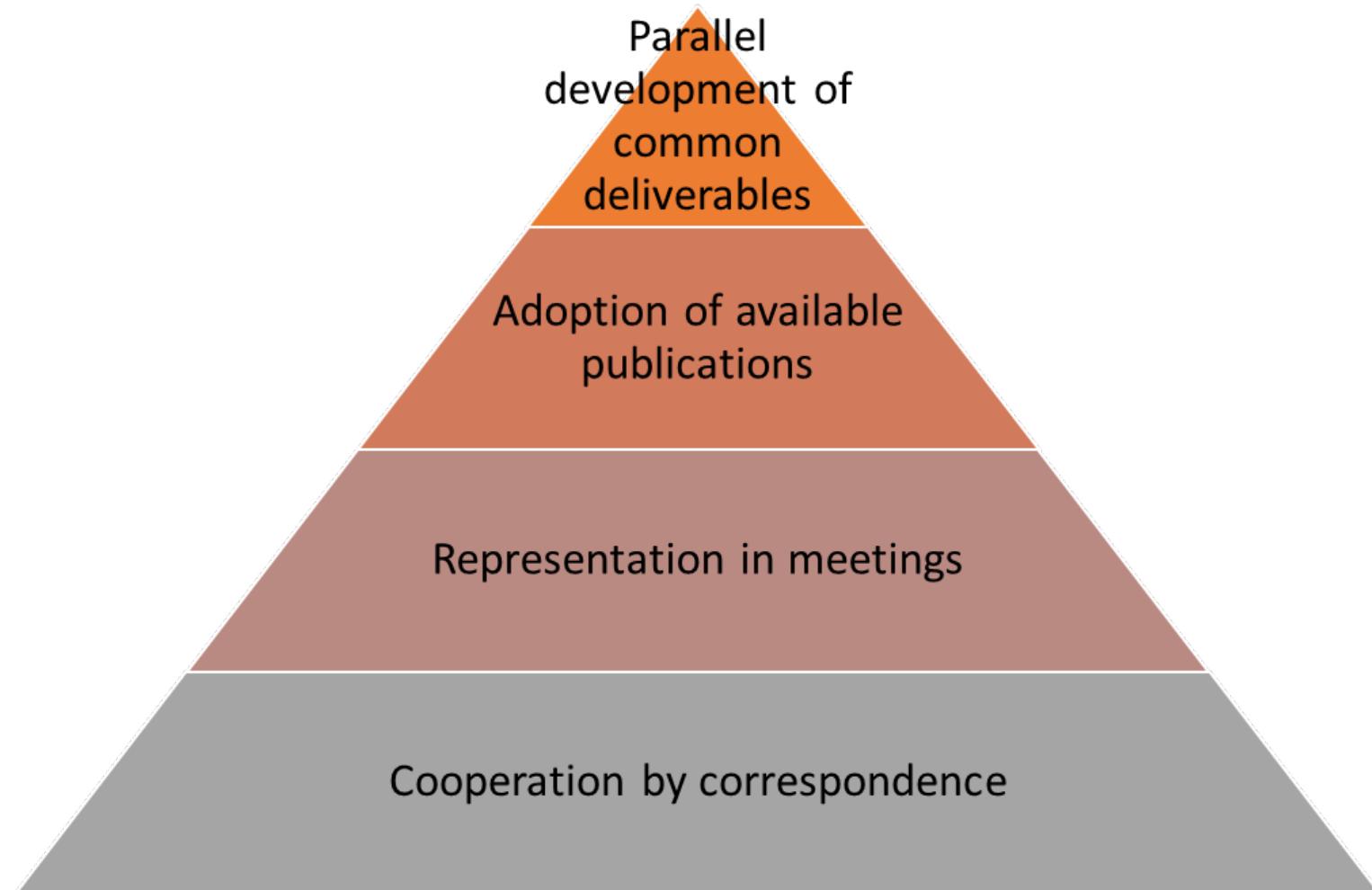
EUROPEAN COMMITTEE FOR  
STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG



EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG

Reference number  
ISO 17142:2014(E)

# Different modes of cooperation



# Registration of new projects

- VA Guidelines define procedures for mutually agreed parallel work
- ISO Committee Manager and CEN committee secretary shall check whether a new project can be developed under VA, and, if yes, – **is created**
- Creation of new project follow the normal procedure in CEN and ISO (but specific rule for revisions of EN ISOs – next slide)
- The joint (parallel) work should be registered before DIS phase starts in ISO

# Registration of new projects



- Revisions and amendments of already existing EN ISO documents:
  - ISO Committee passes a resolution to initiate revision or amendment as usual
  - CCMC systematically registers WI in CEN based on notification from ISO/CS and informs CEN/TC secretary → no CIB in CEN/TC
- By default, project is registered under the **ISO lead preferred option** (VA Guidelines)



- ▶ Committee Manager/Secretary of the lead committee posts all files in ISO Submission Interface
- ▶ ISO/CS prepares text for Enquiry (English version) → informs on dates of vote
- ▶ Parallel ISO/DIS vote and CEN Enquiry is 12 weeks
- ▶ ISO members cast their vote in ISO portal, CEN members cast vote in the CEN balloting application
- ▶ The ISO committee leadership takes into account the CEN results of voting and comments for an ISO Lead project and the CEN committee leadership takes into account the ISO results of voting and comments for a CEN Lead project



# Skipping FDIS/Formal Vote



- ▶ If ISO/TC skips the vote - CEN follows
- ▶ CEN/TC decision is not necessary
- ▶ Conditions:
  - ▶ Enquiry results are positive;
  - ▶ no technical changes are made before publication
- ▶ Applicable to all WIs under ISO lead leading to the development of EN ISO standards (already published by ISO or developed in parallel)

Decision CEN/BT 003/2023



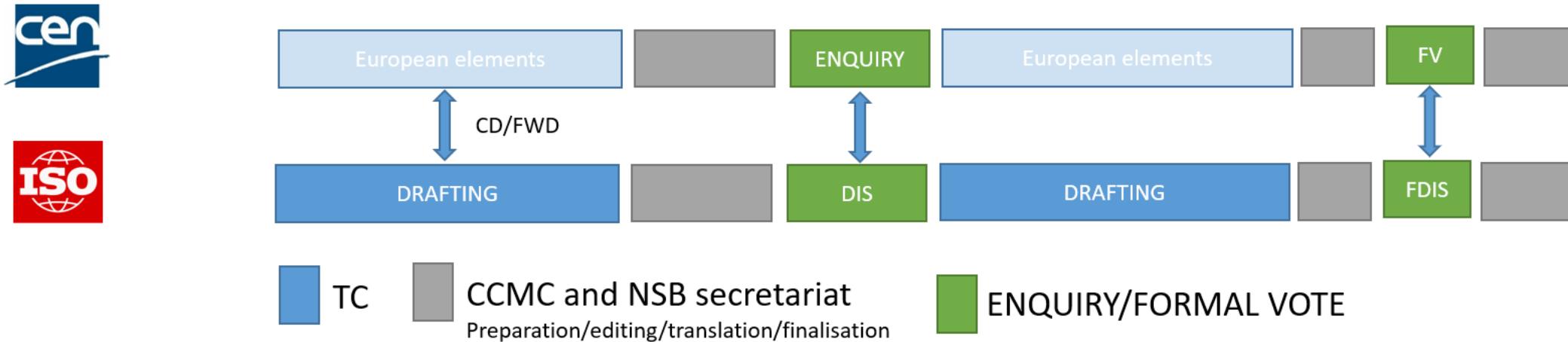
- ▶ Committee Manager/Secretary of the lead committee posts all files in ISO/CS Submission Interface
- ▶ ISO/CS prepares the text for vote (English version) available for translation and vote
- ▶ Parallel ISO/FDIS - CEN Formal vote is 8 weeks
- ▶ ISO members cast their vote in ISO portal, CEN members cast vote in the CEN balloting application

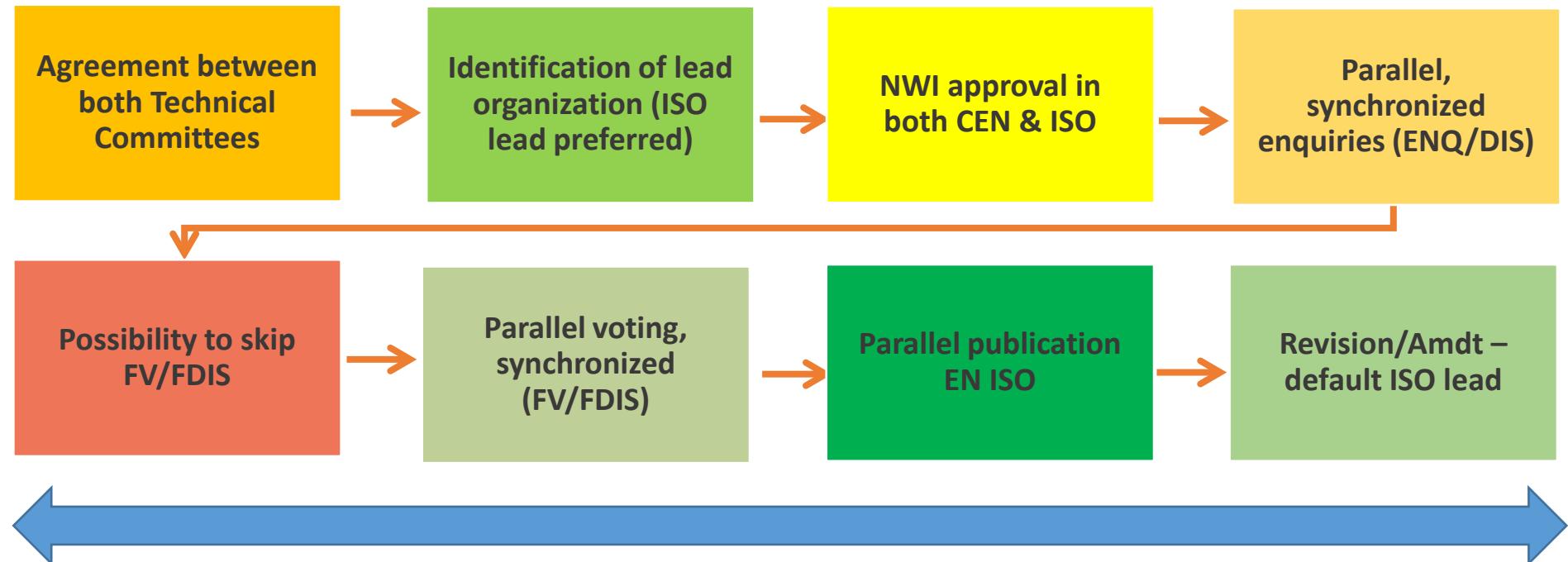


- ▶ ISO CS finalizes the text considering the necessary editorial changes
- ▶ Text submitted the Committee Manager/Secretary of the lead committee and the project leader for a 2-week review (non-lead TC is informed)
- ▶ ISO CS notifies CCMC of the edition date and publishes (in principle same year)
- ▶ CCMC makes available:
  - ▶ EN ISO title page;
  - ▶ European Foreword;
  - ▶ Annex ZA (where applicable);
  - ▶ German translation when available



# Parallel development process





## ► Systematic review for standards under the Vienna Agreement

- ISO carries out a systematic review of VA items (RESOLUTION BT C033/2009)
- In case of the confirmation, the outcome is not registered in CEN

- ▶ ISO and CEN can adopt each others published standards by submitting them to their own adoption procedures
- ▶ In CEN
  - ▶ CIB for adoption of NWI (no need of 5 members)
  - ▶ 8 week translation (DE) + 12 week Enquiry Vote
  - ▶ formal vote is skipped for identical adoptions
- ▶ Ideally, the standard should be adopted without change (identical standards)
- ▶ If changes are needed: 2 options

Revision of publication using parallel ISO-CEN approval (preferred)

Adoption of modified version of the available publication



## 4. BOSS and further information



# 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 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](#)



# Business Operations Support System

A screenshot of a web page titled 'Forms and templates'. The page has a navigation bar at the top with links for 'TECHNICAL STRUCTURES', 'STARTING NEW WORK', 'DEVELOPING DELIVERABLES', 'MAINTAINING DELIVERABLES', and 'REFERENCE MATERIAL'. The 'REFERENCE MATERIAL' tab is currently selected. On the left, there is a sidebar with links for 'Reference documents', 'Guidance documents', 'Forms and templates' (which is highlighted in blue), 'Formatted Decisions', and 'Profiles'. The main content area is titled 'TECHNICAL BODY ORGANIZATION' and contains a list of documents under 'TECHNICAL WORK': Commenting Form, IPR - Patents Declaration form, Drafting A-deviations, Draft Standardization Request - BT Commenting form, Draft Standardization Request - Checklist, Environmental checklist - Service standards, Environmental checklist - Testing standards, Environmental checklist - General, Exploitation Rights License Agreement, Checklist - Standards to be offered for citation in the OJEU (5 Checklist Construction), New activity field proposal, NWI proposal form, CEN Simple template for drafting standards (French & German versions) & Quick start guide, CEN Simple template for drafting Amendments & Quick start guide, Transmission Notice, Workshop - CWA Simple template, and Workshop - CWA NWI proposal form.

Forms and templates

TECHNICAL BODY ORGANIZATION

- Commenting Form
- IPR - Patents Declaration form
- Drafting A-deviations
- Draft Standardization Request - BT Commenting form
- Draft Standardization Request - Checklist
- Environmental checklist - Service standards
- Environmental checklist - Testing standards
- Environmental checklist - General
- Exploitation Rights License Agreement
- Checklist - Standards to be offered for citation in the OJEU (5 Checklist Construction)
- New activity field proposal
- NWI proposal form
- CEN Simple template for drafting standards (French & German versions) & Quick start guide
- CEN Simple template for drafting Amendments & Quick start guide
- Transmission Notice
- Workshop - CWA Simple template
- Workshop - CWA NWI proposal form

A screenshot of the same 'Forms and templates' page for 'TECHNICAL BODY ORGANIZATION', but with a longer list of documents. The sidebar and main title are identical to the first screenshot. The list of documents is as follows:

Forms and templates

TECHNICAL BODY ORGANIZATION

- Candidature for (re)allocation of TC/SC/JTC secretariat
- JTC - report to BTs
- Matrix - Assignment of tasks between TC and WG
- TC Business Plan template
- TC meetings - Agenda of the first meeting
- TC meetings - Agenda of the meeting
- TC meetings - Annual report
- TC meetings - Information on the first meeting
- TC meetings - Information on available (draft) publications for first meeting
- TC meetings - minutes
- TC meetings - Notice of meeting
- TC meetings - Registration and Composition of the national delegation
- TC meetings - Report of a Working Group (WG)
- TC/SC/WG meetings - List of participants
- Terms of reference
- Terms of reference COG
- Terms of reference SAG
- Virtual meetings - email to send to participants
- Joint advisory & coordination group - Report to BT
- Workshop - Registration Form
- Workshop - Description form
- Workshop - Kick-off meeting agenda



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** +



# Business Operations Support System



- Reference documents
- Guidance documents
- Forms and templates
- Formatted Decisions**
- Profiles

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### 2 DECISIONS DELEGATED TO A TECHNICAL COMMITTEE

#### 2.1 Related to TC organization

- [Zip file with all decisions](#)
- [Appointment of the Chairperson of a Technical Committee & Checklist](#)
- [Appointment of the Vice-Chairperson of a Technical Committee \(twinning arrangement\)](#)
- [Approval of the revised business plan of a Technical Committee](#)
- [Confirmation of the Business Plan of a Technical Committee](#)
- [Participation of a liaison or partner organization in a Technical Committee - Approval](#)
- [Participation of a liaison or partner organization in a Technical Committee - Cancellation](#)

#### 2.2 Related to the Technical work

- [zip file with all decisions](#)
- [Activation of preliminary WI number](#)
- [Adoption of a Preliminary Work Item](#)
- [Approval of a package of ENs & Checklist](#)
- [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 & Checklist](#)
- [Deletion of work items neither mandated nor covered by a Specific Agreement and possible release of their standstill](#)
- [Derogation from standstill on an EN & Checklist](#)
- [Derogation from standstill on a work item & Checklist](#)
- [Extension of dow for future ENs not yet made available to the CEN Members for final vote](#)
- [Future of ENs after Enquiry](#)
- [Merging of work items \(within the frame of an approved Business Plan\) & Checklist](#)
- [Negative result on a first Formal Vote \(for WIs mandated or under Specific Agreement\) - Decision on the future of the WI](#)
- [Negative result on a first Formal Vote \(for WIs neither mandated nor covered by a Specific Agreement\) - Decision on the future](#)

## 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\(s\)](#).



# CEN Expert area

<https://experts.cen.eu/>



**LATEST NEWS**

2026-01-19 <b>eTrans IT technical update</b> <a href="#">→ READ MORE</a>	2026-01-15 <b>IT Technical maintenance on eTrans</b> <a href="#">→ READ MORE</a>	2026-01-15 <b>IT Technical maintenance on OSD</b> <a href="#">→ READ MORE</a>	2026-01-09 <b>IT technical maintenance on several applications</b> <a href="#">→ READ MORE</a>
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**FILTER:**  Technical Bodies Officers  Members  Expert

**Applications & Services**

<b>Submission Interface</b> Application to be used by Technical Body Secretaries to submit files for First Deliveries to CCMC. [...] <a href="#">LEARN MORE</a> <a href="#">Technical Bodies Officers</a> <a href="#">Members</a>	<b>Documents</b> Document management for CEN Technical Bodies. [...] <a href="#">LEARN MORE</a> <a href="#">Technical Bodies Officers</a> <a href="#">Expert</a> <a href="#">Members</a>	<b>Ballots on Drafts Standards</b> Process for consensus feedback for CEN committees and Committee Internal Balloting (CIB). [...] <a href="#">LEARN MORE</a> <a href="#">Technical Bodies Officers</a> <a href="#">Expert</a> <a href="#">Members</a>
<b>Projex-Online</b> Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following-up the work within Technical Bodies. [...] <a href="#">LEARN MORE</a> <a href="#">Technical Bodies Officers</a> <a href="#">Expert</a> <a href="#">Members</a>	<b>Meetings</b> Support CEN Committees meetings organization. [...] <a href="#">LEARN MORE</a> <a href="#">Technical Bodies Officers</a> <a href="#">Expert</a>	<b>Ballots for Governance</b> Process for consensus feedback for CEN governance committees. [...] <a href="#">LEARN MORE</a> <a href="#">Members</a>

## User Guides & Templates

[User Guides & Templates](#) [Events & Trainings](#) [Web Conference Services](#)

[CEN OSD](#) [Submission Interface](#)

### CEN Documents

[Governance migration - FAQ](#)  
[Governance migration: list of impacted committees](#)  
[Getting started \(ISO's Knowledge Base\)](#)  
[Pinned content widget](#)

### CEN-ISO Commenting template and Comment Collation Tool

[ISO-IEC-CEN-CENELEC-Commenting-Template](#)  
[User Guide CEN Commenting Template \(2017\)](#)  
[User Guide Electronic balloting Draft ADD Online Comment Collation](#)  
[Comment Collation Tool.docm](#)  
[Comment Collation Tool.dot](#)

### CEN eBalloting for Draft Standards

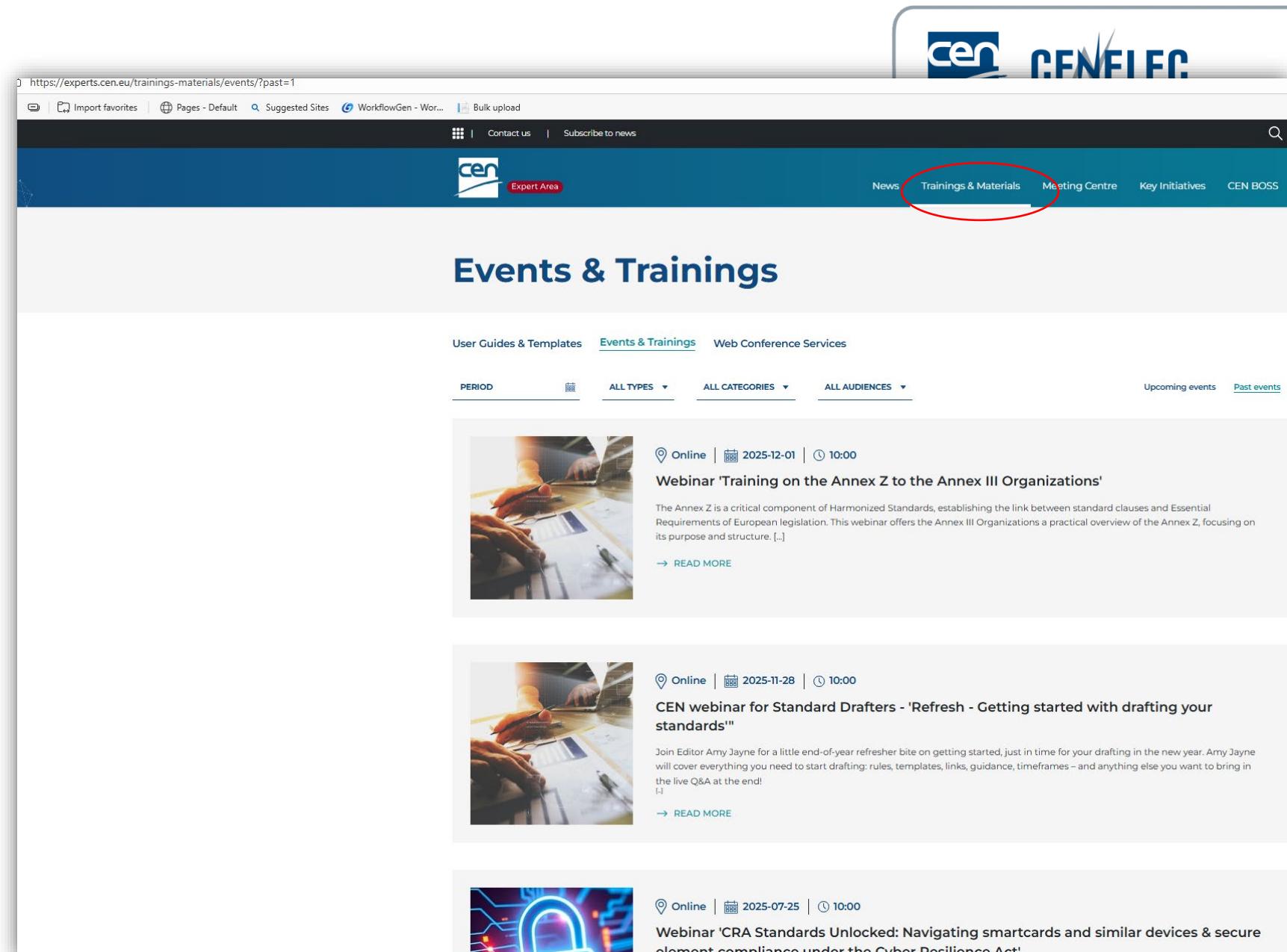
[CEN Enquiry Balloting User Guide](#)  
[CEN FV/UAP Balloting User Guide](#)  
[CEN FV/UAP Balloting User Guide for BallotOwner](#)  
[CEN TR Balloting - User Guide](#)  
[CEN Systematic Review Balloting User Guide](#)  
[Committee Internal Balloting User Guide](#)  
[WG Consultation User Guide](#)  
[Drafts and Final Drafts voting results - Outcome table](#)  
[Committee Internal Balloting - Outcome table](#)  
[Opinion Mechanism Digitization - User guide](#)

# Trainings

Trainings available free of charge on CEN public websites!

<https://experts.cen.eu/>

[Link to training on IT tools \(2023\)](#)



The screenshot shows the CEN website's 'Events & Trainings' page. The top navigation bar includes links for 'Contact us', 'Subscribe to news', 'cen Expert Area', 'News', 'Trainings & Materials' (which is circled in red), 'Meeting Centre', 'Key Initiatives', and 'CEN BOSS'. Below the navigation is a search bar. The main content area is titled 'Events & Trainings' and includes tabs for 'User Guides & Templates', 'Events & Trainings' (which is underlined in blue), and 'Web Conference Services'. There are filters for 'PERIOD', 'ALL TYPES', 'ALL CATEGORIES', and 'ALL AUDIENCES'. Below these are three event cards:

- Webinar 'Training on the Annex Z to the Annex III Organizations'**  
Online | 2025-12-01 | 10:00  
The Annex Z is a critical component of Harmonized Standards, establishing the link between standard clauses and Essential Requirements of European legislation. This webinar offers the Annex III Organizations a practical overview of the Annex Z, focusing on its purpose and structure. [...]  
[READ MORE](#)
- CEN webinar for Standard Drafters - 'Refresh - Getting started with drafting your standards'**  
Online | 2025-11-28 | 10:00  
Join Editor Amy Jayne for a little end-of-year refresher bite on getting started, just in time for your drafting in the new year. Amy Jayne will cover everything you need to start drafting: rules, templates, links, guidance, timeframes – and anything else you want to bring in the live Q&A at the end! [...]  
[READ MORE](#)
- Webinar 'CRA Standards Unlocked: Navigating smartcards and similar devices & secure element compliance under the Cyber Resilience Act'**  
Online | 2025-07-25 | 10:00



- ▶ 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 NOVEMBER 2025 – Vol. 23



#### Decisions from 105<sup>th</sup> CEN/BT & 181<sup>st</sup> CLC/BT

Since the last issue of the BT Newsletter in June 2025, CEN and CENELEC BTs have held back-to-back meetings from 14 to 16 October 2025.

We are pleased to report here on the main outcomes of crosscutting discussions resulting from these meetings, as well as on the latest decisions of transversal nature taken by correspondence (until 31 October 2025). For sectoral/Technical Committee specific matters please contact your sectoral Project Manager.

Best regards

Cinzia MISSIROLI  
Acting Director General and Director Standardization – Secretary of the Technical Boards

#### Rules, Processes and Operational matters

##### New decisions delegated to TBs - Clarification

The BTs have refined their decision previously taken on their power delegation to (Joint) Technical Bodies (CEN/BT C024/2025 and CLC/BT D179/C070), relating to the withdrawal of deliverables, removal of link to legislation, and 2<sup>nd</sup> FV request on hENs, and decided that the delegation principle is applicable to (Joint) Technical Committees only.

Decision ref: CEN/BT 2025/C167 & CLC/BT D181/C053, applicable from 2025-09-17  
Contact person: Ms Alessia GAETANI (agaetani@cencenelec.eu)

##### Internal Regulations Part II (IR2)

Besides editorial improvements throughout the text, the new edition of IR2 brings several clarifications – relating notably to the scopes of the new COGs, SAGs and TGGs, and the work repartition among the three ESOs –, alignments – e.g. removal of particularities for JTCs –, as well as updates reflecting recent BT decisions.

The BTs have endorsed the new edition, and requested its circulation for acceptance by the Boards and then by the General Assemblies. Upon their approval, the publication of the IR2 is scheduled for beginning 2026.

Decision ref: CEN/BT 2025/C209 & CLC/BT D182/C024, applicable from 2025-10-29  
Contact person: Ms Alessia GAETANI (agaetani@cencenelec.eu)

##### Coordination Groups (COG) and Strategic Advisory Groups (SAG)



# 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](#)



# Important contacts in CCMC



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

**Forward the minutes of each meeting /TC decisions at meeting and by correspondence**

[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 organizations

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

Support on research projects



A blurred background image of a group of people in a professional setting, possibly a conference or meeting, with a blue diagonal banner overlaid.

# CEN and CENELEC Technical Body Officers Event

**Questions?**