



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

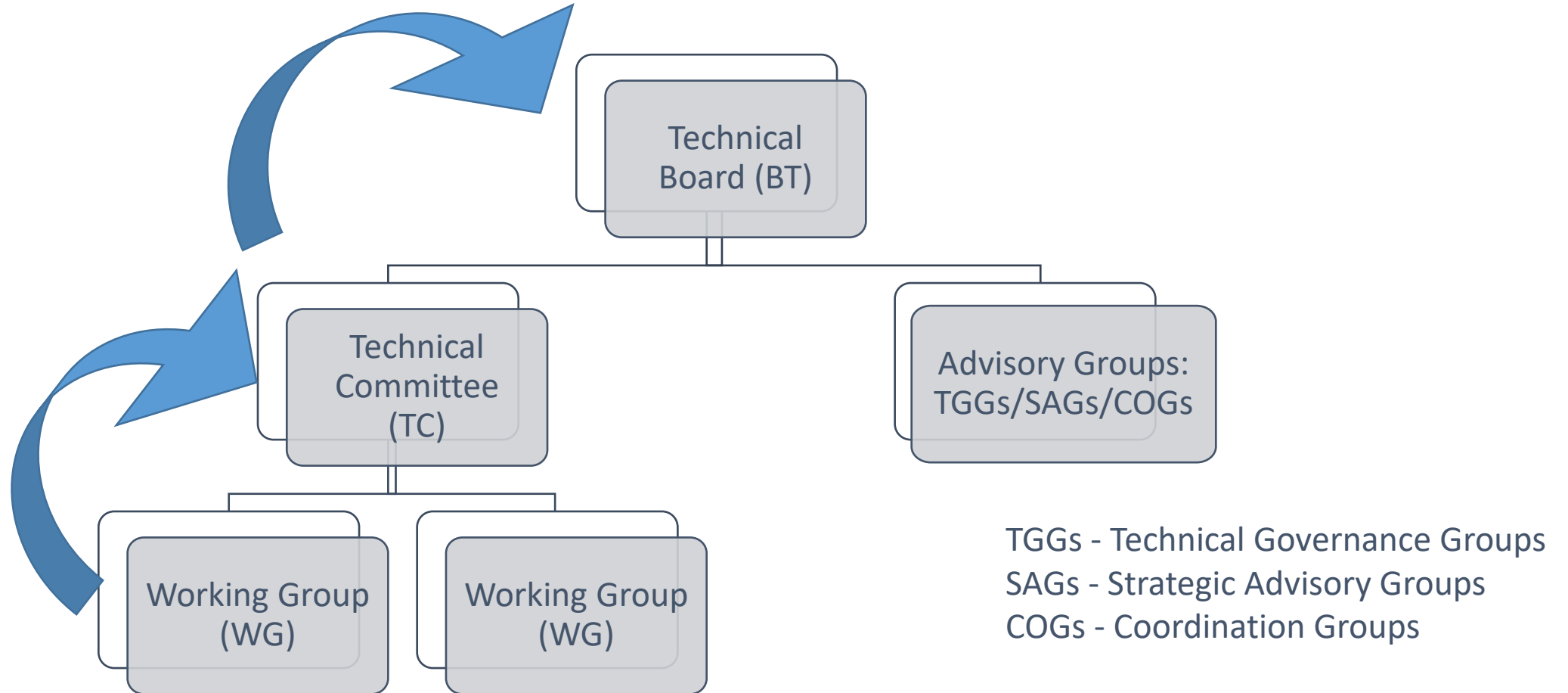
- ▶ BT: Technical Board
- ▶ CCMC: CEN and CENELEC Management Center
- ▶ CIB: Committee Internal Balloting
- ▶ ESO: European Standardization Organizations
- ▶ TC: Technical Committee
- ▶ WG: Working Group
- ▶ NWI: New Work Item
- ▶ PWI: Preliminary Work Item
- ▶ NSB: National Standardization Body
- ▶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



1. Roles and Responsibilities of BT, TC, WG



The three-decision layers at technical level



The three-decision layers at technical level

Technical Board
BT



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



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
<u>SUBJECT</u>		
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



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	
<u>SUBJECT</u>			
New CEN/TC on 'Sustainable production of raw materials from mining related activities'			
<u>BACKGROUND</u>			

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



BT N 14598
Draft BT C154/2023

TECHNICAL BOARD		
CEN/BT by correspondence		
For decision	Issue date:	2023-09-13
	Deadline:	2023-10-10
<u>SUBJECT</u>		
CEN/TC 336	Bituminous binders	
Change of title and scope		
<u>BACKGROUND</u>		

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
- ▶ Provide input on draft Standardization Requests in Standardization Request Ad-Hoc Groups
- ▶ Timely execution of deliverables

Composition

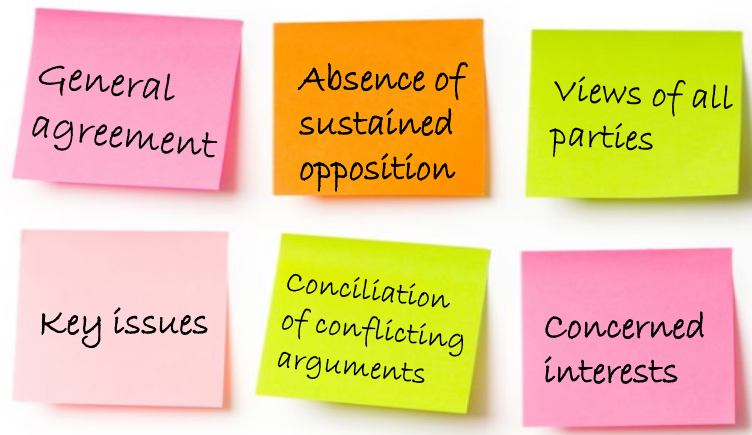
- ▶ Chairperson and Secretary
- ▶ National Delegations (national position, voting right)
- ▶ European Partners/Liaisons (observers, no voting right)



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**

ISO/IEC

Observer – **No vote**

European Commission/EFTA

Observer – **No vote**

Liaison officers from other TCs

Observer – **No vote**

**Affiliates
Partner
Standardization Bodies**

Observer – **No vote**

**European Liaison
Organisations**

Observer – **No vote**

European Partners (including Annex III)

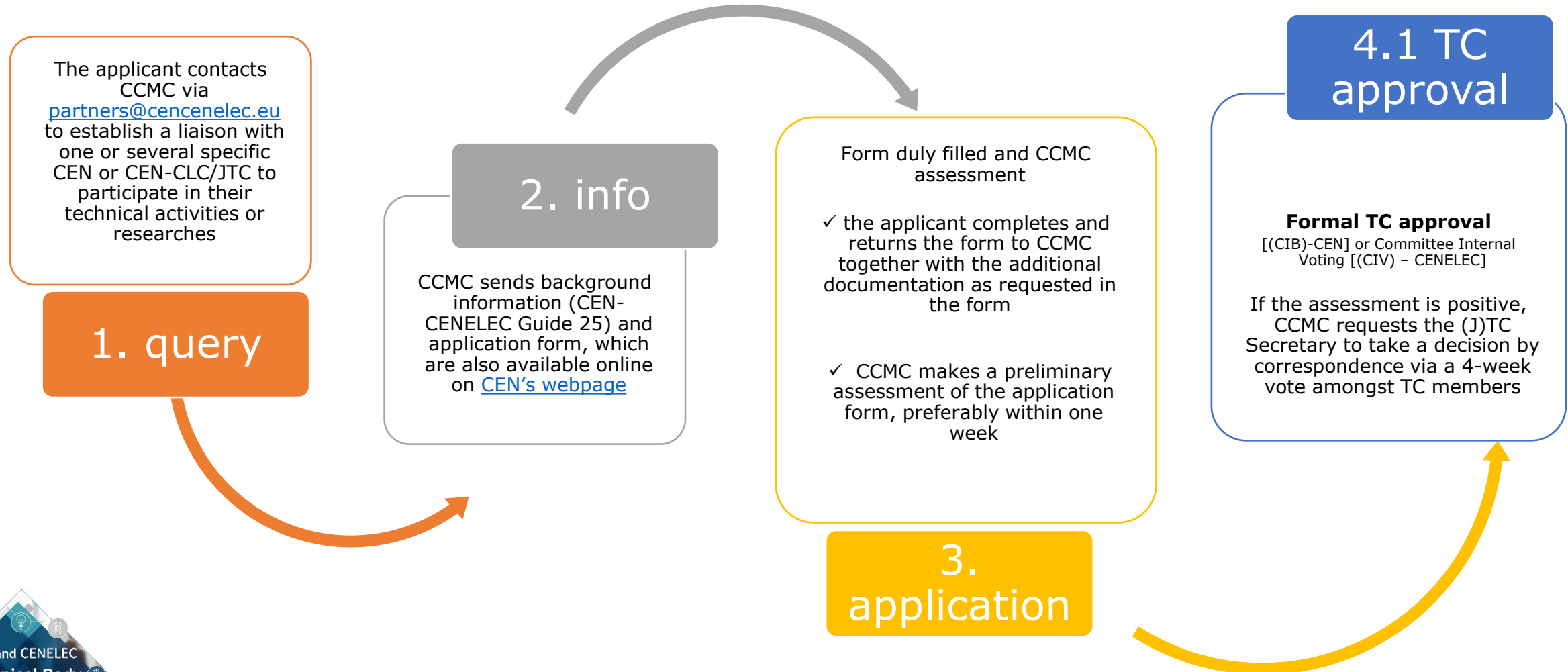
Observer – **No vote**

CEN-CENELEC Guide 25

**‘The concept of Partnership with
European organisations and other
stakeholders’**



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 (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](#)



Technical Committee Meetings

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) 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)



Creation of a NWI in JTC

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



The three-decision layers at technical level

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)



Smooth and efficient meeting

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





European Standard (EN)

Focus on



Technical Specification (TS)

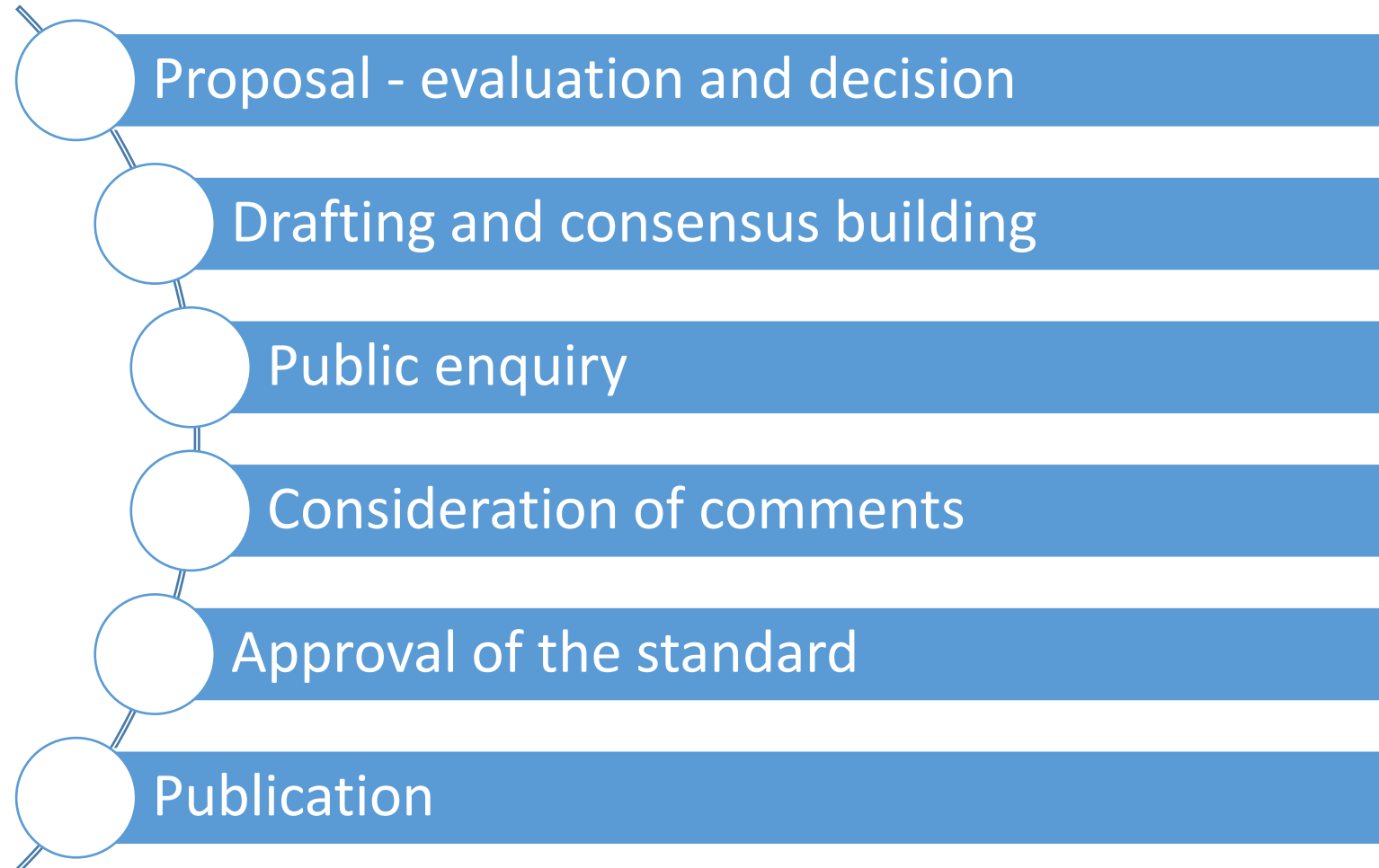


Technical Report (TR)



CEN Workshop Agreement (CWA)

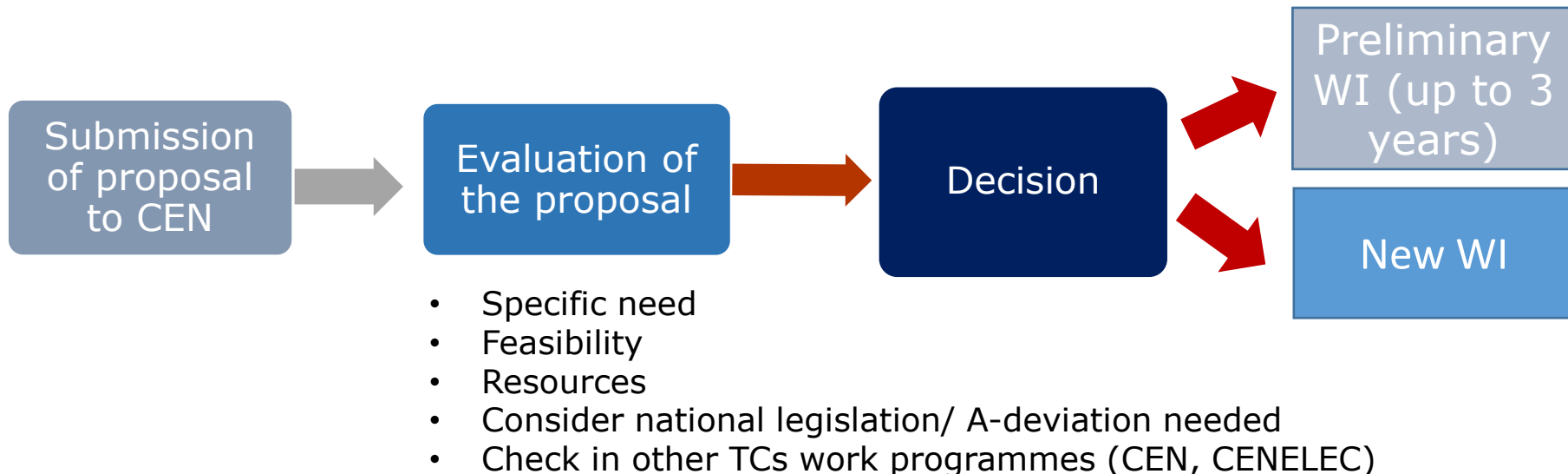
How are standards made?



Proposal – Evaluation and decision

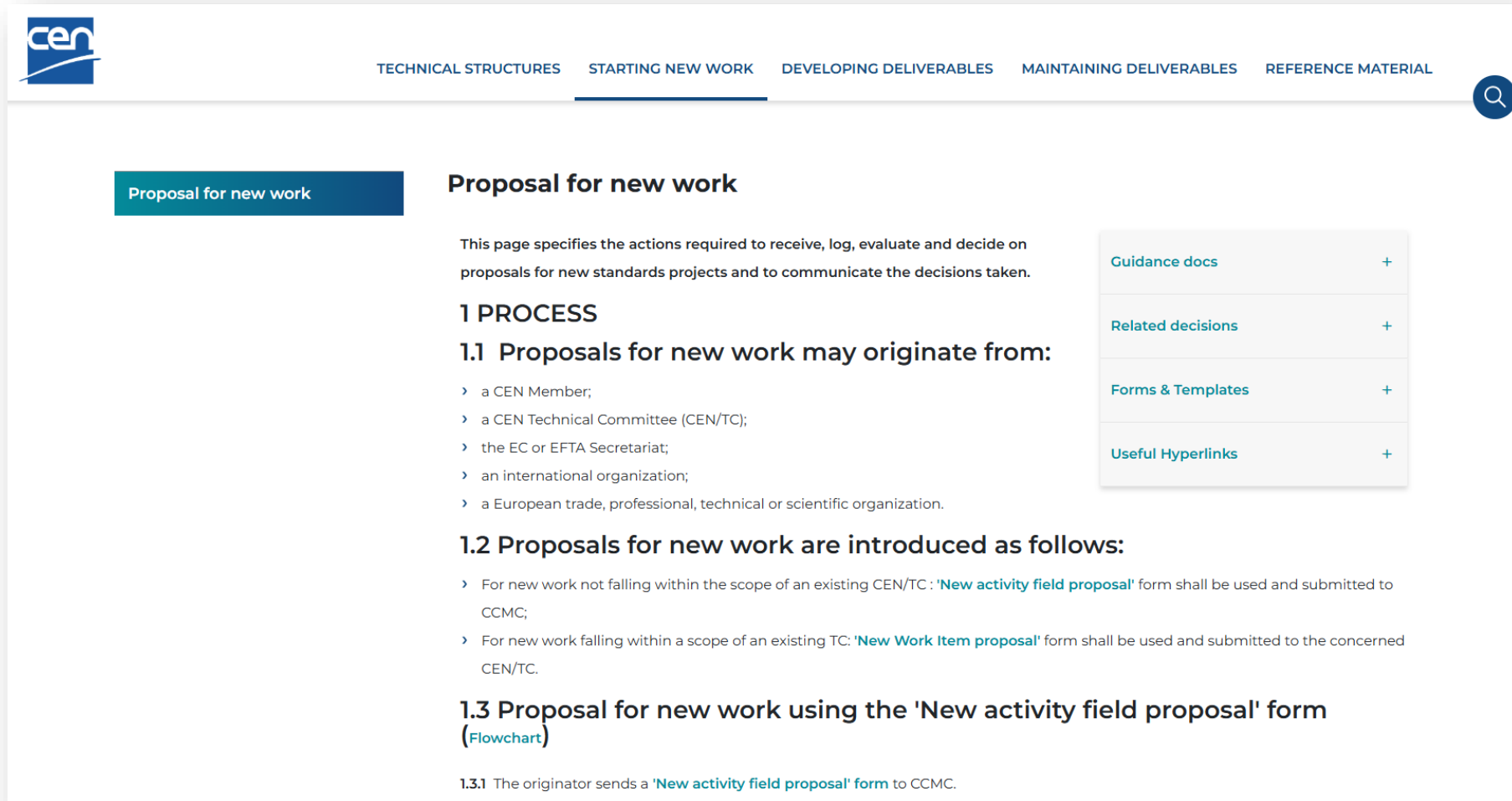
Proposals may originate from:

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



Adoption of NWI – step by step

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



The screenshot shows the CEN BOSS website interface. At the top, there is a navigation bar with the CEN logo and several menu items: TECHNICAL STRUCTURES, STARTING NEW WORK (which is highlighted with a blue underline), DEVELOPING DELIVERABLES, MAINTAINING DELIVERABLES, and REFERENCE MATERIAL. A search icon is located on the right side of the navigation bar. Below the navigation bar, there is a blue button labeled 'Proposal for new work'. The main content area is titled 'Proposal for new work' and contains the following text: 'This page specifies the actions required to receive, log, evaluate and decide on proposals for new standards projects and to communicate the decisions taken.' Below this text, there is a section titled '1 PROCESS' and a subsection titled '1.1 Proposals for new work may originate from:'. This subsection contains a list of five bullet points: 'a CEN Member;', 'a CEN Technical Committee (CEN/TC);', 'the EC or EFTA Secretariat;', 'an international organization;', and 'a European trade, professional, technical or scientific organization.' To the right of the main content area, there is a sidebar with four links: 'Guidance docs', 'Related decisions', 'Forms & Templates', and 'Useful Hyperlinks', each with a plus sign icon. Below the sidebar, there is a subsection titled '1.2 Proposals for new work are introduced as follows:' which contains two bullet points: '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;' and '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.' Below this, there is a subsection titled '1.3 Proposal for new work using the 'New activity field proposal' form (Flowchart)' which contains a single bullet point: '1.3.1 The originator sends a 'New activity field proposal' form to CCMC.'

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 st WD (20.60)	Dispatch of ENQ (30.99)	Dispatch of FV draft (45.99)
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 + X weeks	yyyy/mm/dd For JTC only: to indicate the duration in weeks from 40.60 + X weeks

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

☐ No

☐ Yes (please specify):

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

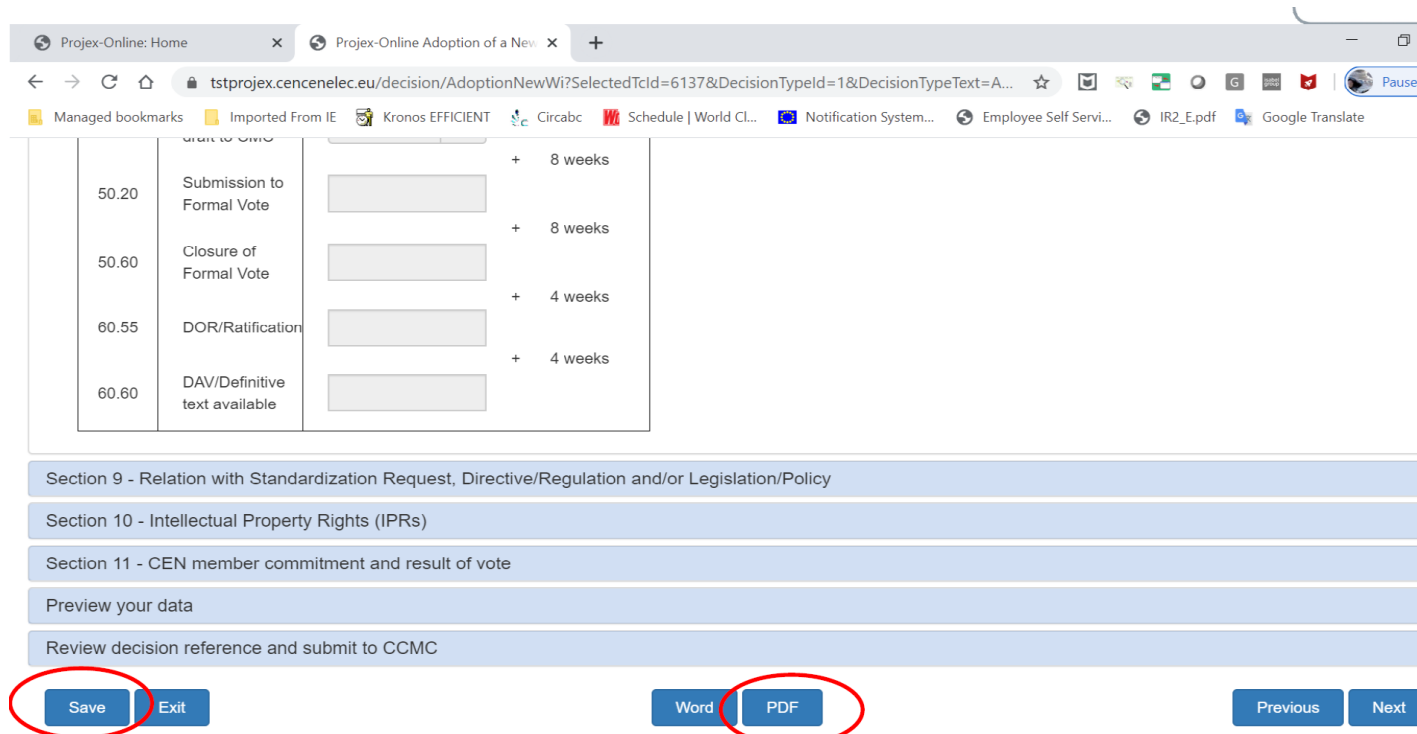
☐ No

☐ Yes

Directive/ Regulation reference	Candidate for citation in Official Journal?
	<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**



		Start to Close		
50.20	Submission to Formal Vote	<input type="text"/>	+	8 weeks
50.60	Closure of Formal Vote	<input type="text"/>	+	8 weeks
60.55	DOR/Ratification	<input type="text"/>	+	4 weeks
60.60	DAV/Definitive text available	<input type="text"/>	+	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

npargana@cencenelec.eu
2024-12-09

All open

Tools Help

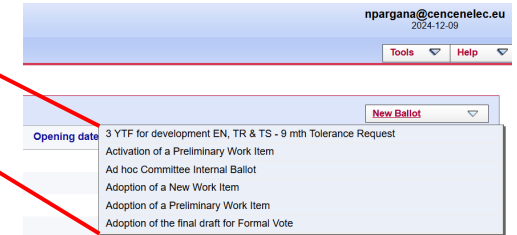
All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks All pending Search

0 ballots found

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

New Ballot

2



npargana@cencenelec.eu
2024-12-09

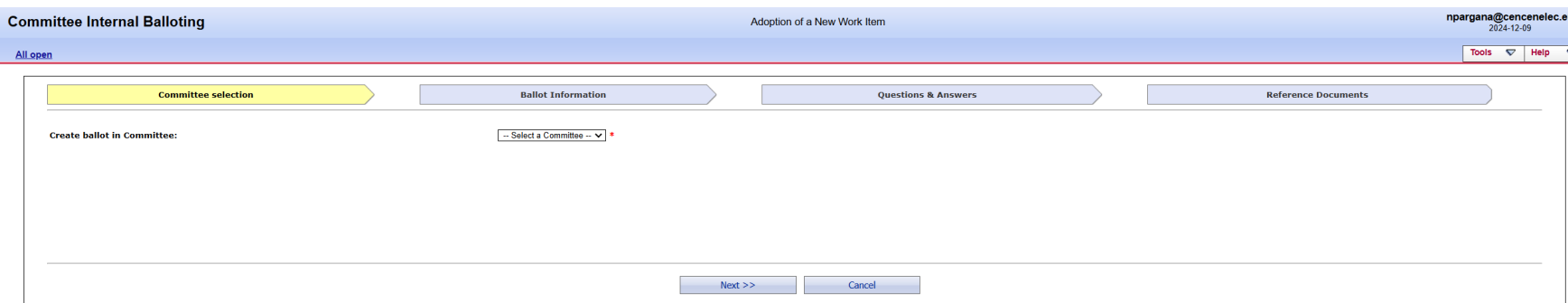
Tools Help

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

Adoption of a New Work Item

npargana@cencenelec.eu
2024-12-09

All open

Tools Help

Committee selection Ballot Information Questions & Answers Reference Documents

Create ballot in Committee:

-- Select a Committee --

Next >> Cancel



Adoption of NWI – step by step

► **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

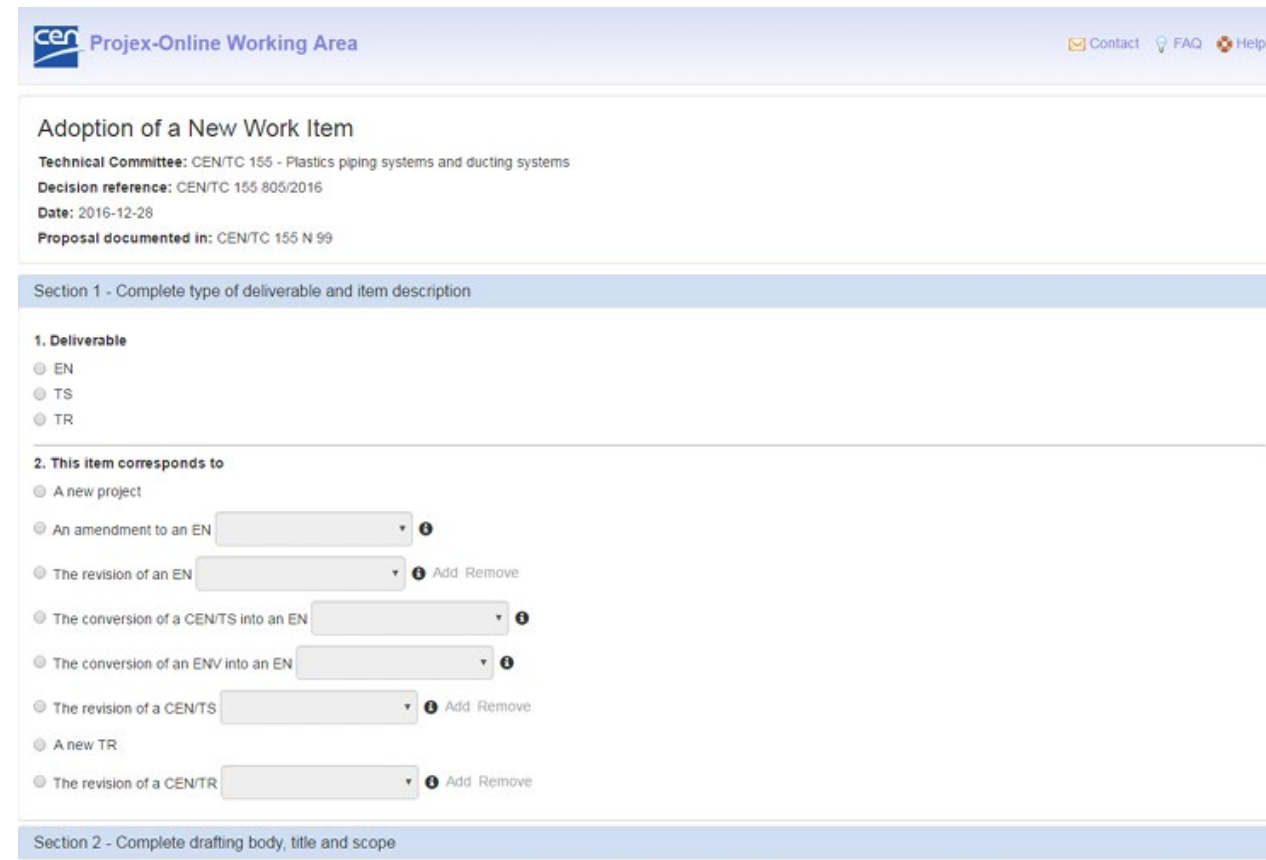
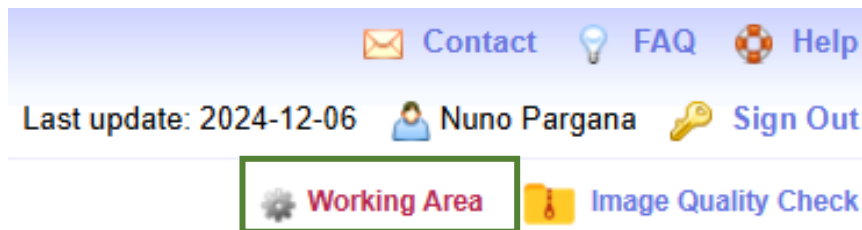
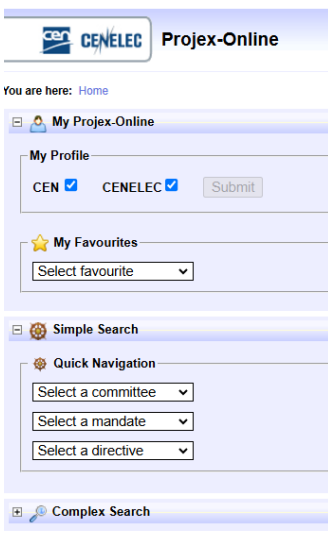
2) **Five countries committed to actively participate**

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



Adoption of NWI – step by step

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



The screenshot shows the 'Adoption of a New Work Item' form in the Projex-Online Working Area. The form is divided into two sections: 'Section 1 - Complete type of deliverable and item description' and 'Section 2 - Complete drafting body, title and scope'. Section 1 contains two main parts: '1. Deliverable' with radio buttons for 'EN', 'TS', and 'TR'; and '2. This item corresponds to' with radio buttons for 'A new project', 'An amendment to an EN', 'The revision of an EN', 'The conversion of a CEN/TS into an EN', 'The conversion of an ENV into an EN', 'The revision of a CEN/TS', 'A new TR', and 'The revision of a CEN/TR'. Each radio button option has a corresponding dropdown menu and an 'Add Remove' button. Section 2 is currently empty.



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	

 **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 %)



Adoption of NWI – exceptional cases

- ▶ 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



Drafting the standard

CEN/TC XXX
Date: 20XX-XX
prEN XXXXX: XXXX
Secretariat: XXX

Introductory element — Main element — Complementary element
Einführendes Element — Haupt-Element — Ergänzendes Element
Élément introductif — Élément central — Élément complémentaire

ICS:

CCMC will prepare and attach the official title page.

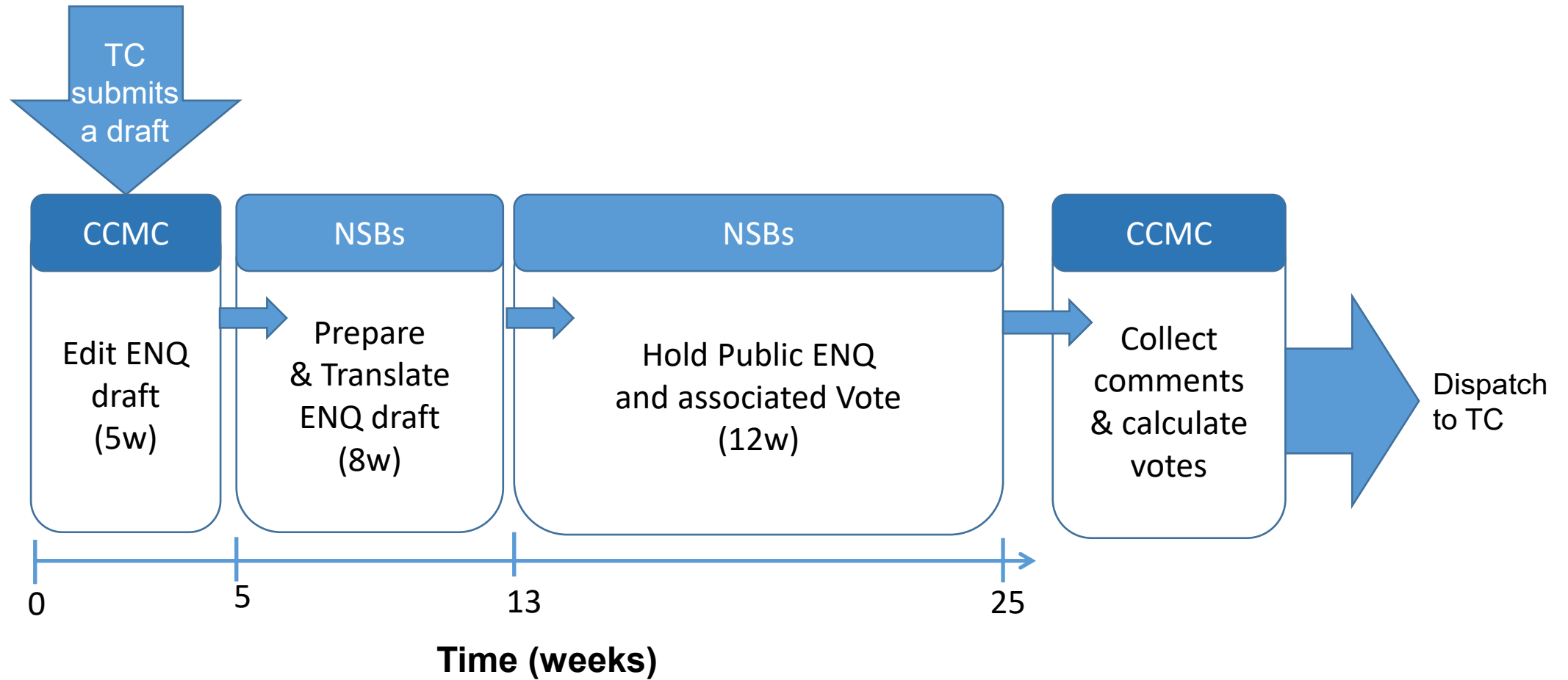
Useful tools to get you started

- ▶ [Internal Regulations Part 3](#)
- ▶ [CEN Simple template for drafting standards](#)
- ▶ [CEN Simple template for drafting Amendments](#)
- ▶ Available on CEN BOSS
- ▶ **Ready-styled**

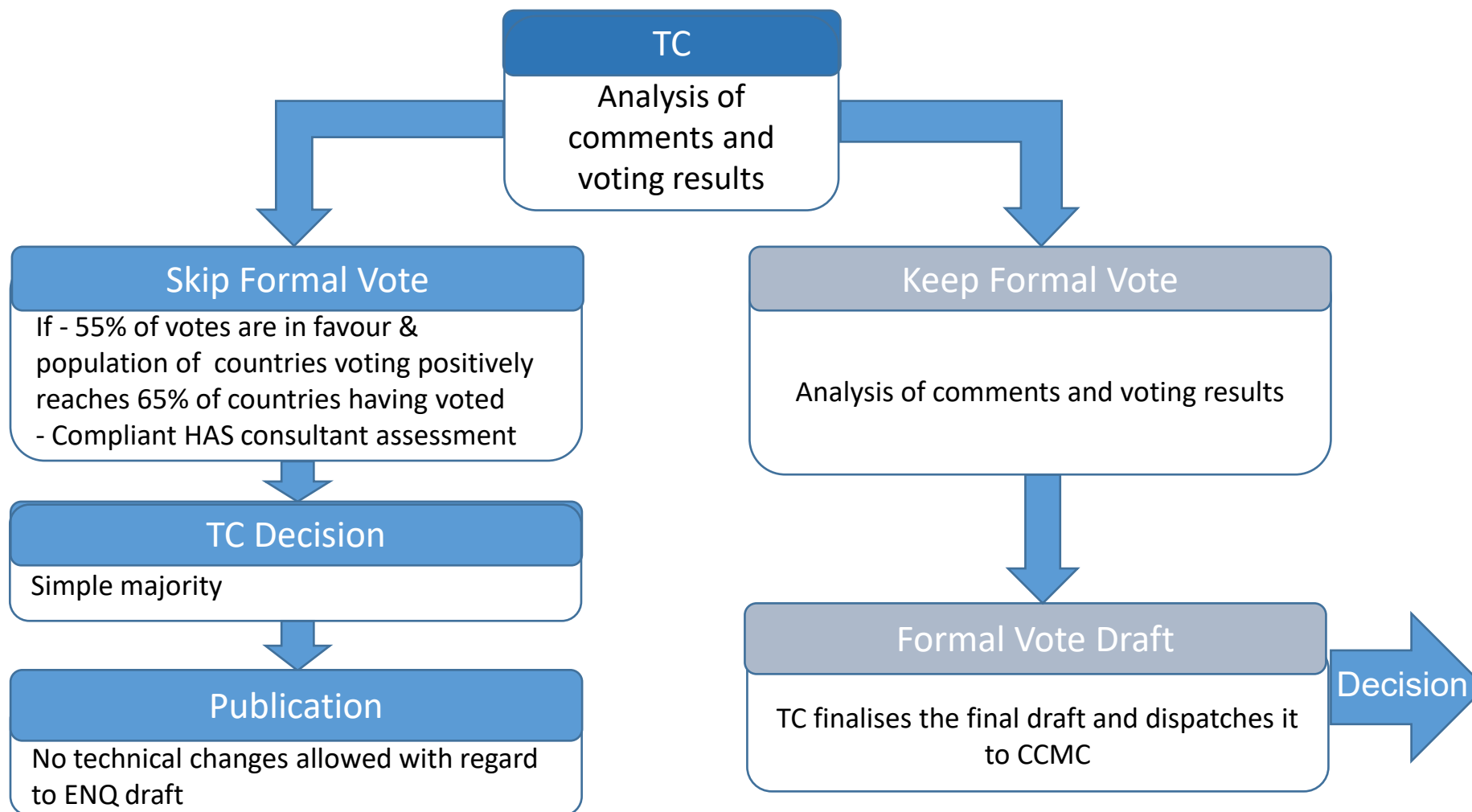
Contains all elements

- ▶ Styles
- ▶ Headings
- ▶ Content layout

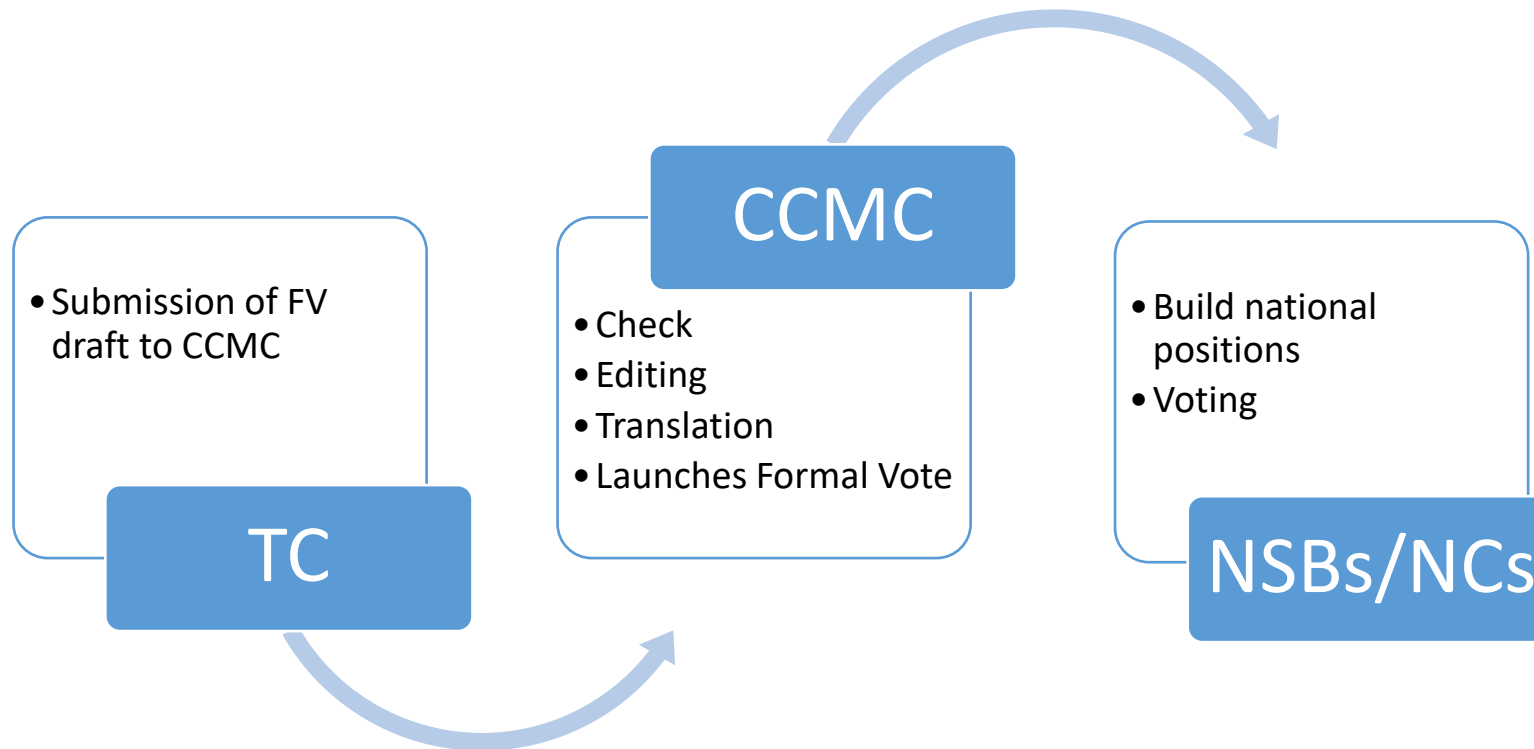
Public Enquiry



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 voting⁸

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
Total	622,70	100%		

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 ²	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... Mixing bowls (at least 2), semi-spherical, acid resistant metal, with an upper diameter of (150 ± 5) mm.	an upper diameter of (150 ± 15) mm.	CCMC: this amounts to a technical change. Not allowed at this stage. CEN/TC 336: noted and ok
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.	CCMC: Technical comment – to be considered for the next revision/amendment

Example 2 – Editorial comments

11	c)	Ed	Correct typo “... aggregate sample under the tes including ...”	“c) [...] aggregate sample used for the test 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)

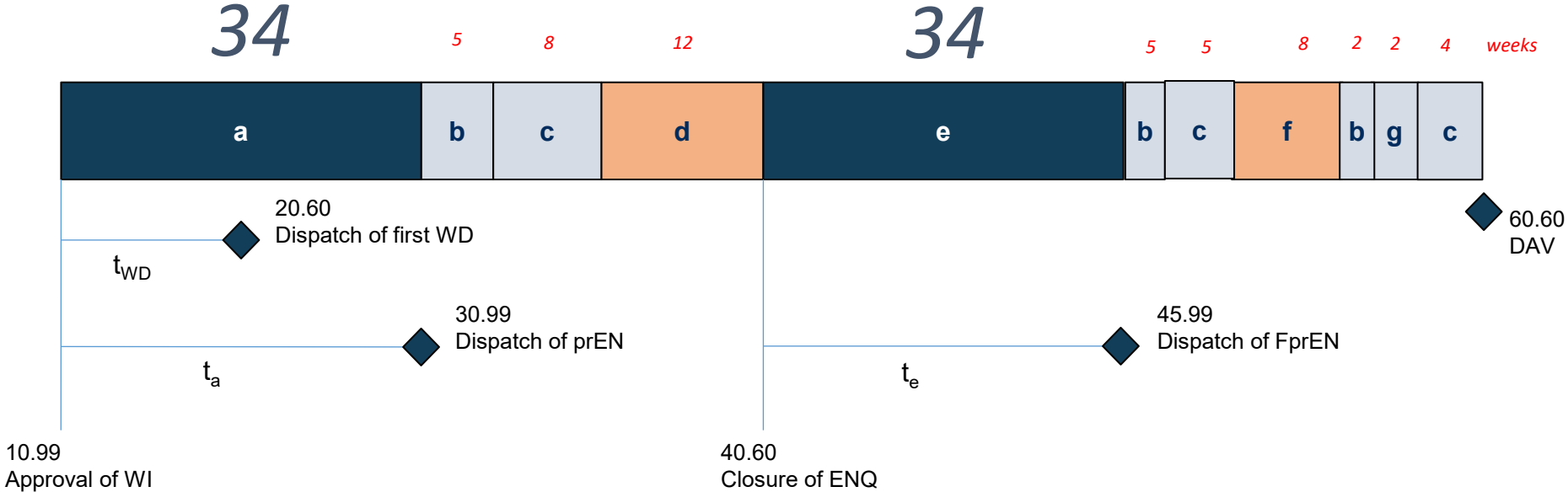


Decision BT 37/2019

- ▶ 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

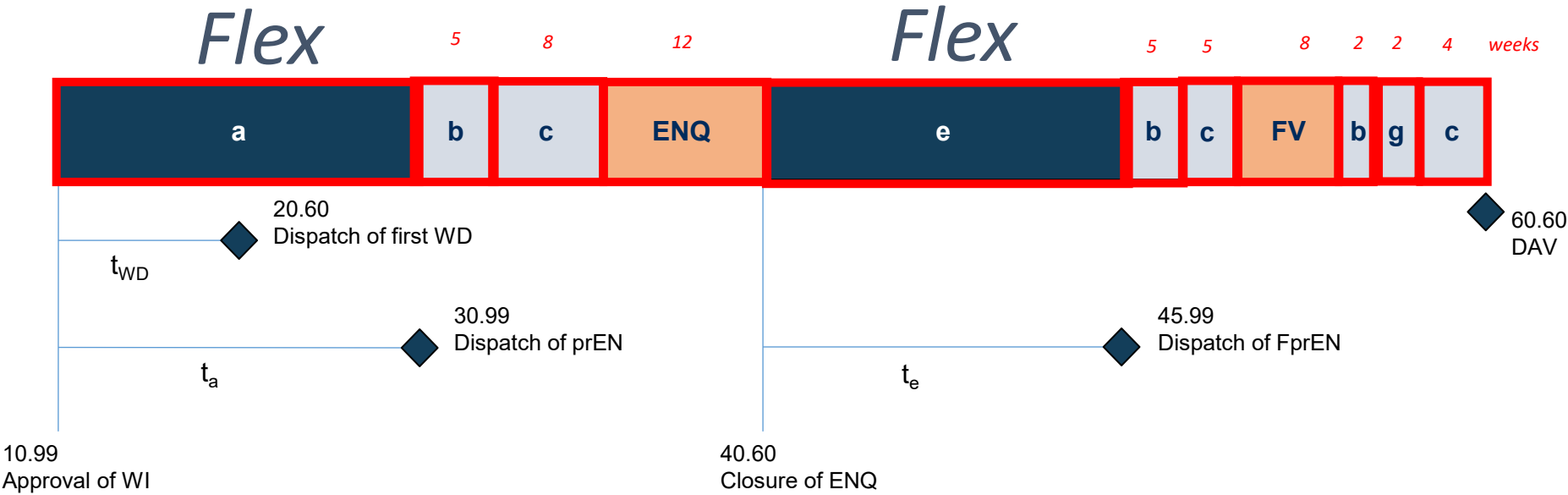


- a Drafting of prEN
- b Editing
- c Translation and preparation of national publication
- d Enquiry
- e Comments handling / preparation of FprEN
- f Formal Vote
- g TC proofing




- Internal process
- Technical work
- Voting



Flexible approach 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



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 1st 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 + X weeks	yyyy/mm/dd For JTC only: to indicate the duration in weeks from 40.60 40.60 + X weeks



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: 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

← 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



Registration of TC decisions – how to register?

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

or

► TC secretary to contact CCMC (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 2nd 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 2nd 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@cenelec.eu.

REGISTER

Tuesday
2026-02-03

Online

10:00 - 11:00 CET

REGISTRATION MANDATORY



Adapting to market needs



Technical Specification (TS)

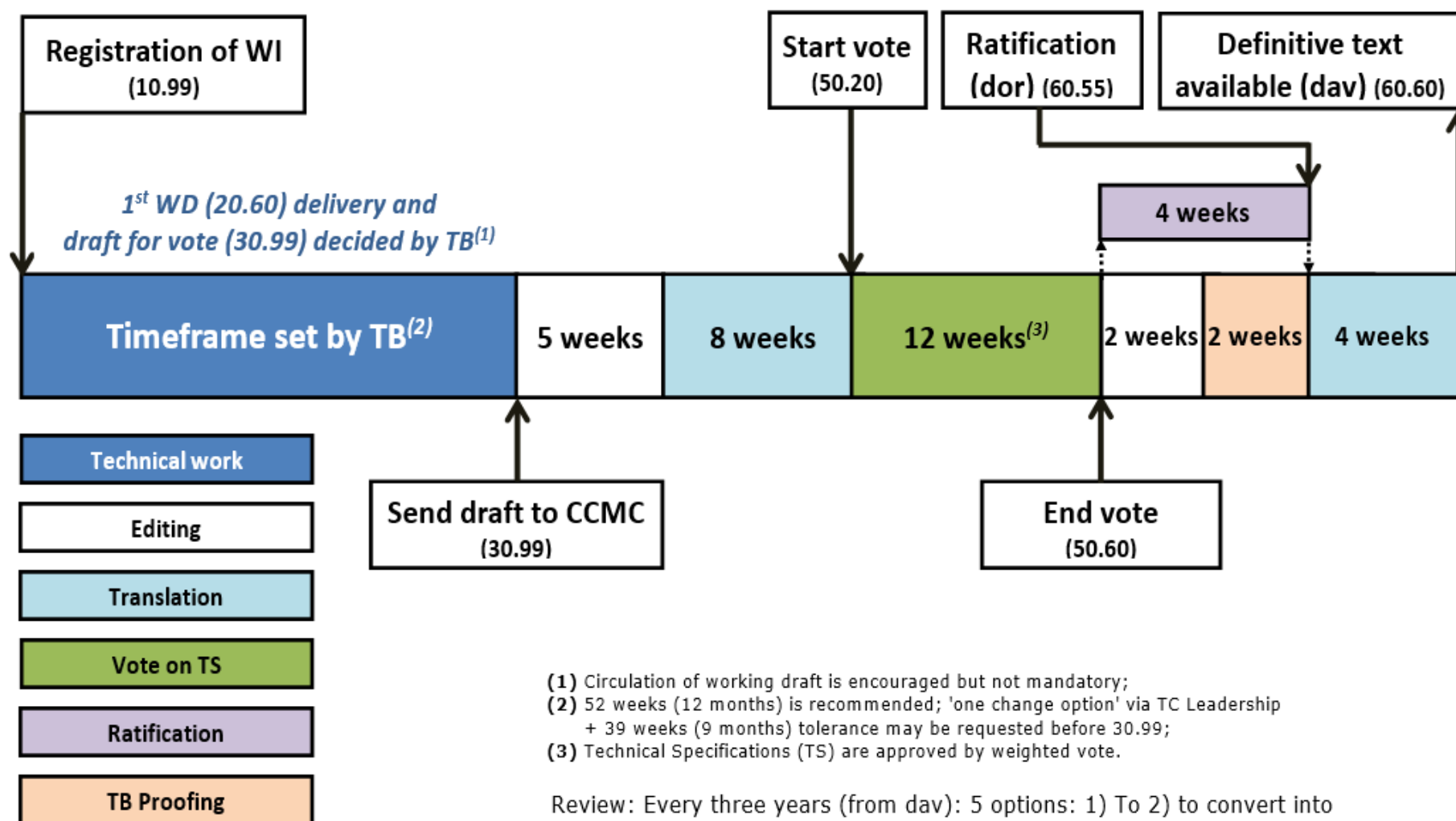


Technical Report (TR)



CEN Workshop Agreement (CWA)

Technical Specification (TS)

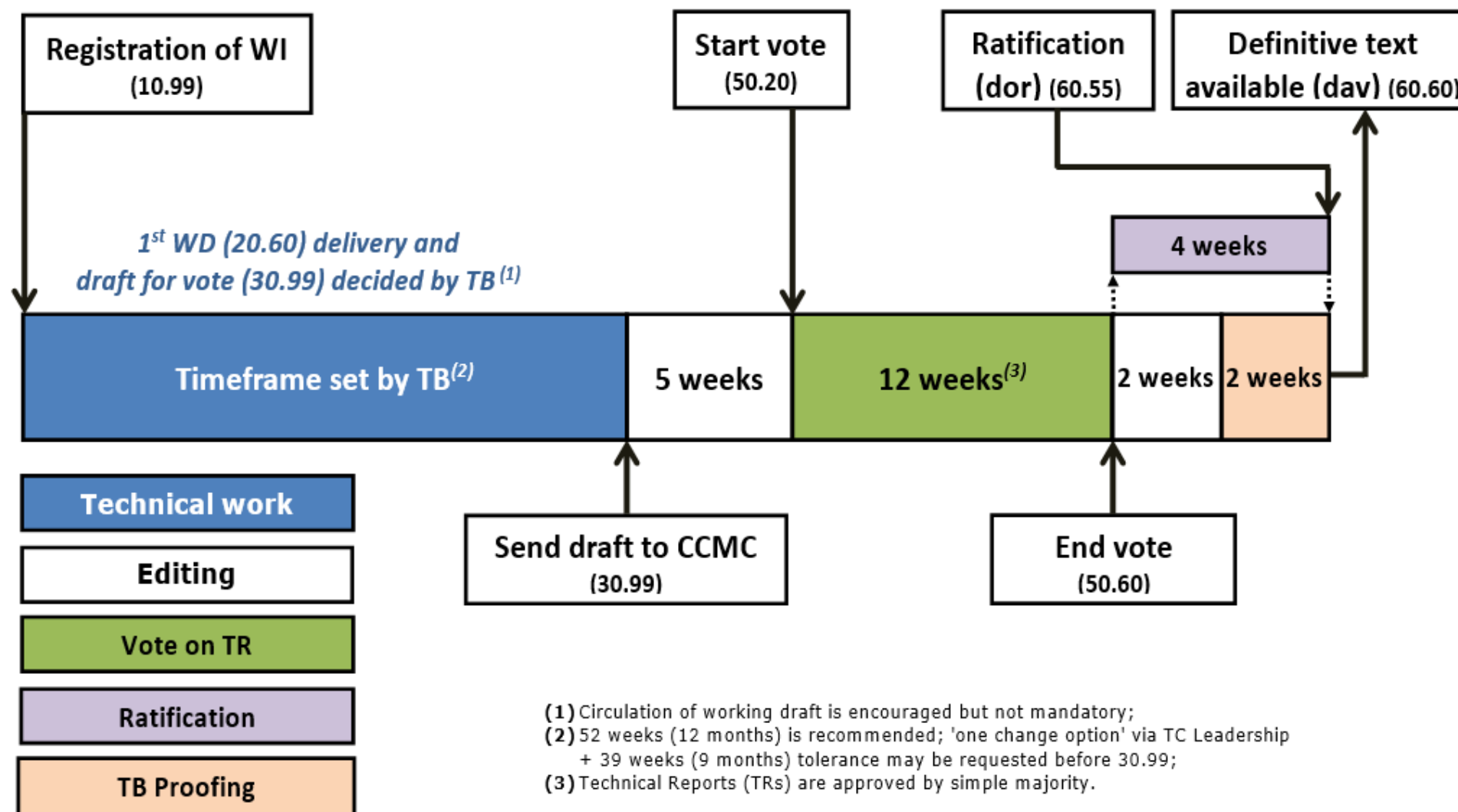


- (1) Circulation of working draft is encouraged but not mandatory;
 (2) 52 weeks (12 months) is recommended; 'one change option' via TC Leadership
 + 39 weeks (9 months) tolerance may be requested before 30.99;
 (3) Technical Specifications (TS) are approved by weighted vote.

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.



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)



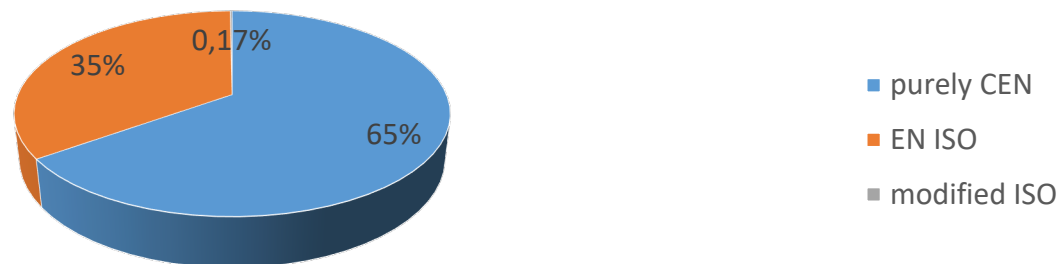
3. Day to day management of Vienna Agreement



Vienna Agreement

What?	When?	Why?	What in practice?
Formal agreement on technical cooperation between ISO and CEN	<ul style="list-style-type: none"> 1991 - Signature 2001 'Codified version' 	To avoid duplication of work at International and European levels	<ul style="list-style-type: none"> 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



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

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

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 14 July 2006. CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving 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 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 and United Kingdom.



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

EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN ISO 17142

April 2016

ICS 81.060.30

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

INTERNATIONAL
STANDARD

ISO
17142

First edition
2014-06-01

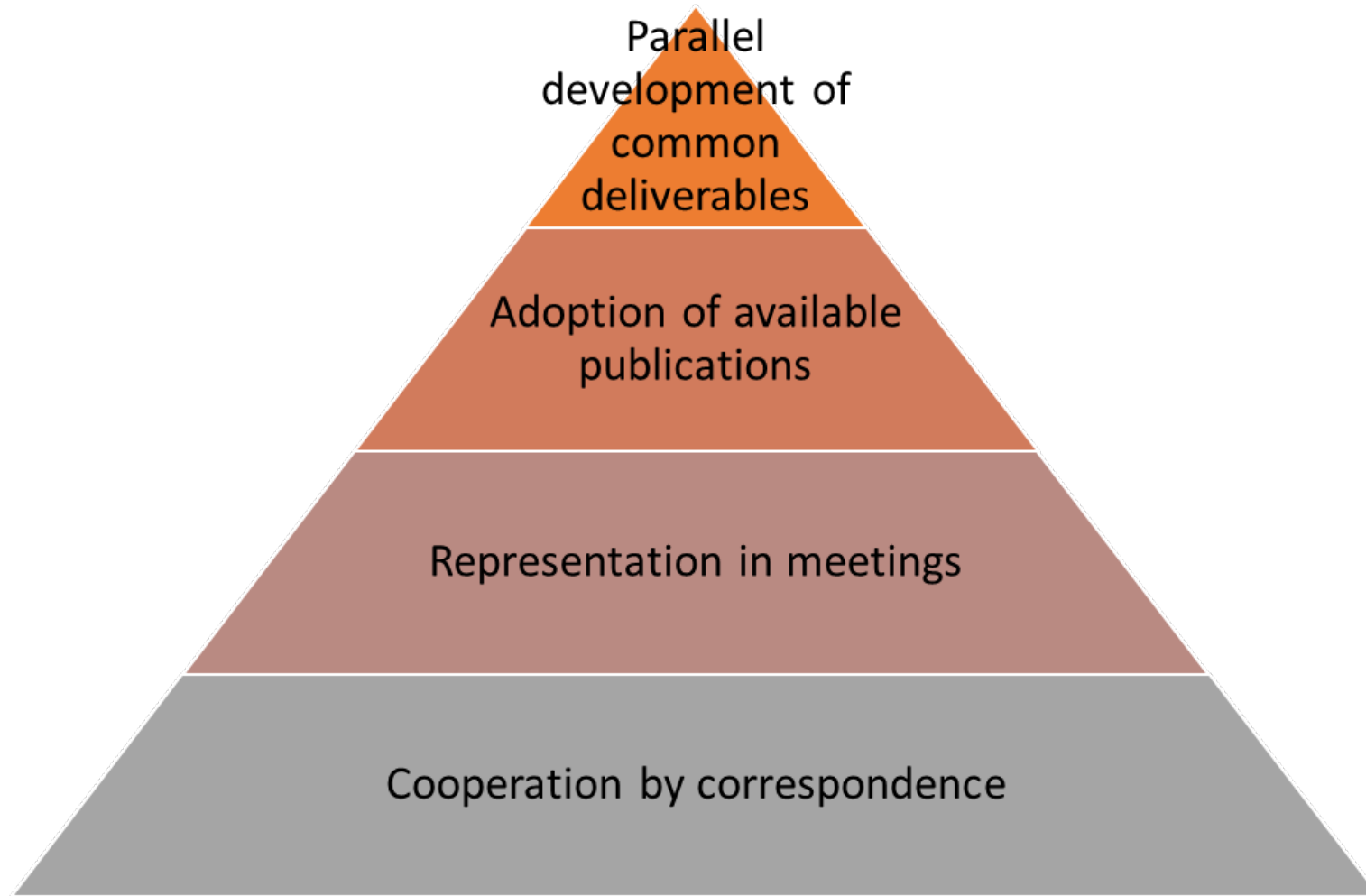
Fine ceramics (advanced ceramics, advanced technical ceramics) - Mechanical properties of ceramic composites at high temperature in air at atmospheric pressure - Determination of fatigue properties at constant amplitude (ISO 17142:2014)

Example:

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

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)



Parallel ISO/DIS vote - CEN Enquiry



- ▶ 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



Parallel ISO/FDIS - CEN Formal Vote



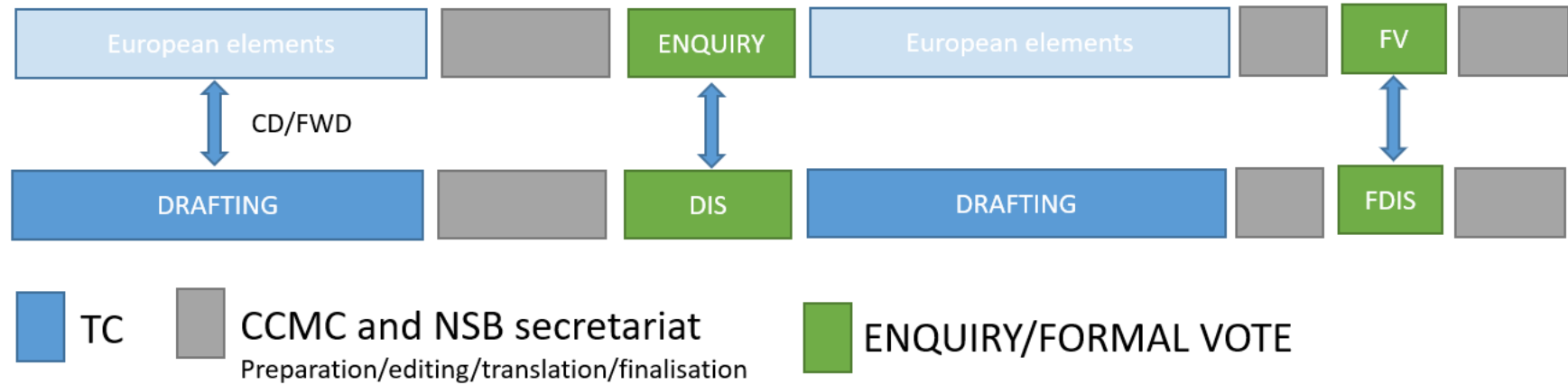
- ▶ Committee Manager/Secretary of the lead committee posts all files in ISO/CS Submission Interface
- ▶ ISO/CS prepares the text for vote (English version) available for translation and vote
- ▶ Parallel ISO/FDIS - CEN Formal vote is 8 weeks
- ▶ ISO members cast their vote in ISO portal, CEN members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



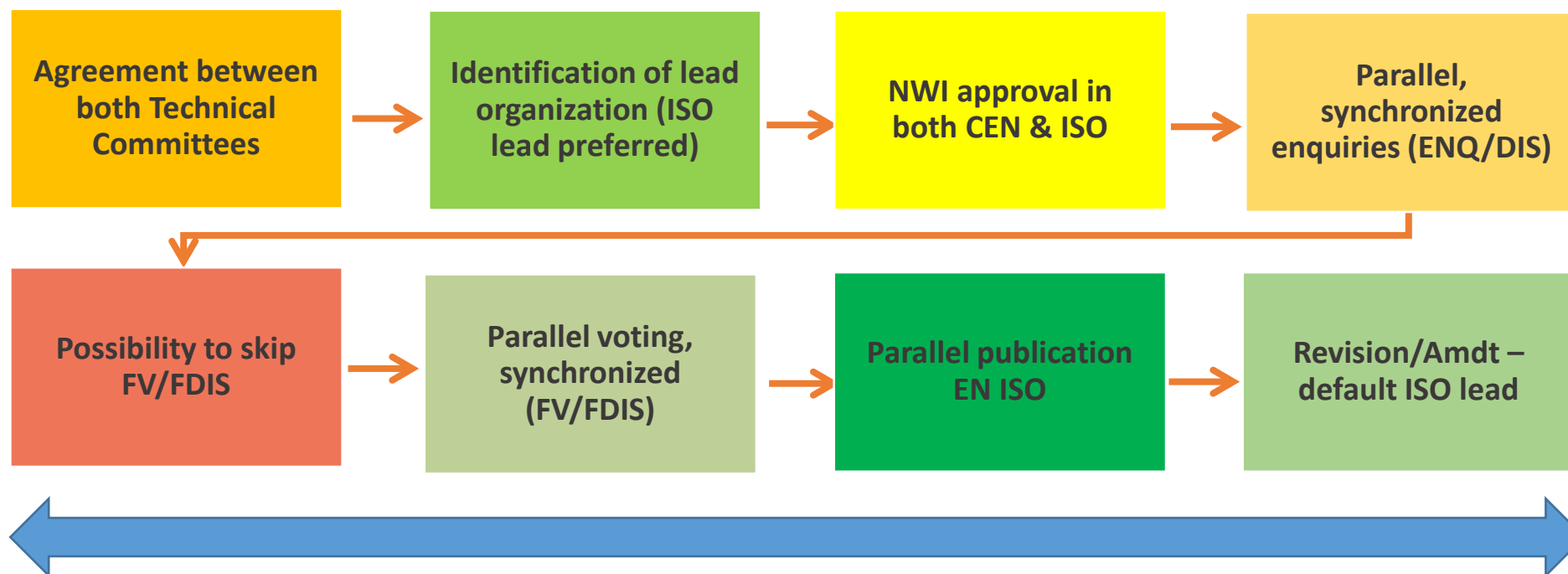
- ▶ ISO CS finalizes the text considering the necessary editorial changes
- ▶ Text submitted the Committee Manager/Secretary of the lead committee and the project leader for a 2-week review (non-lead TC is informed)
- ▶ ISO CS notifies CCMC of the edition date and publishes (in principle same year)
-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



Parallel development process



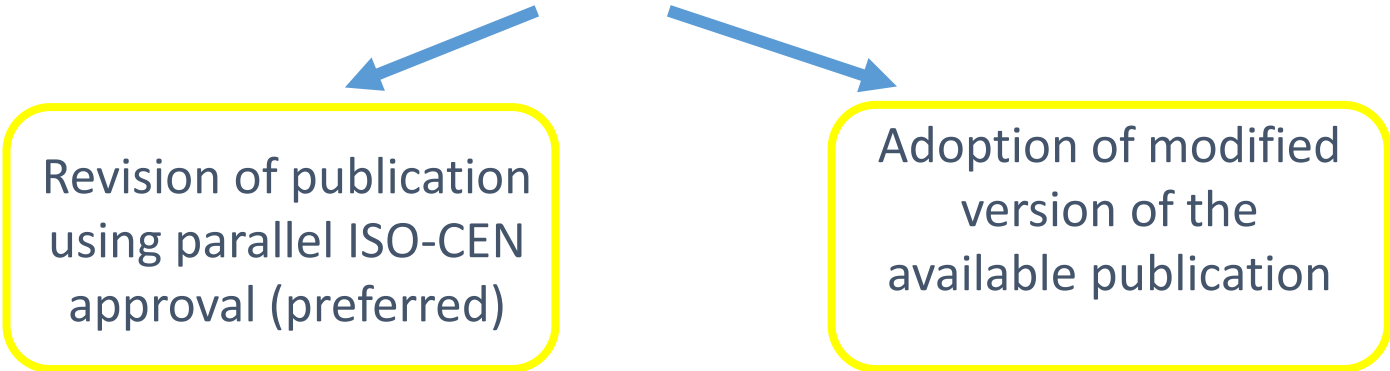
International dimension – Vienna Agreement



► **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)

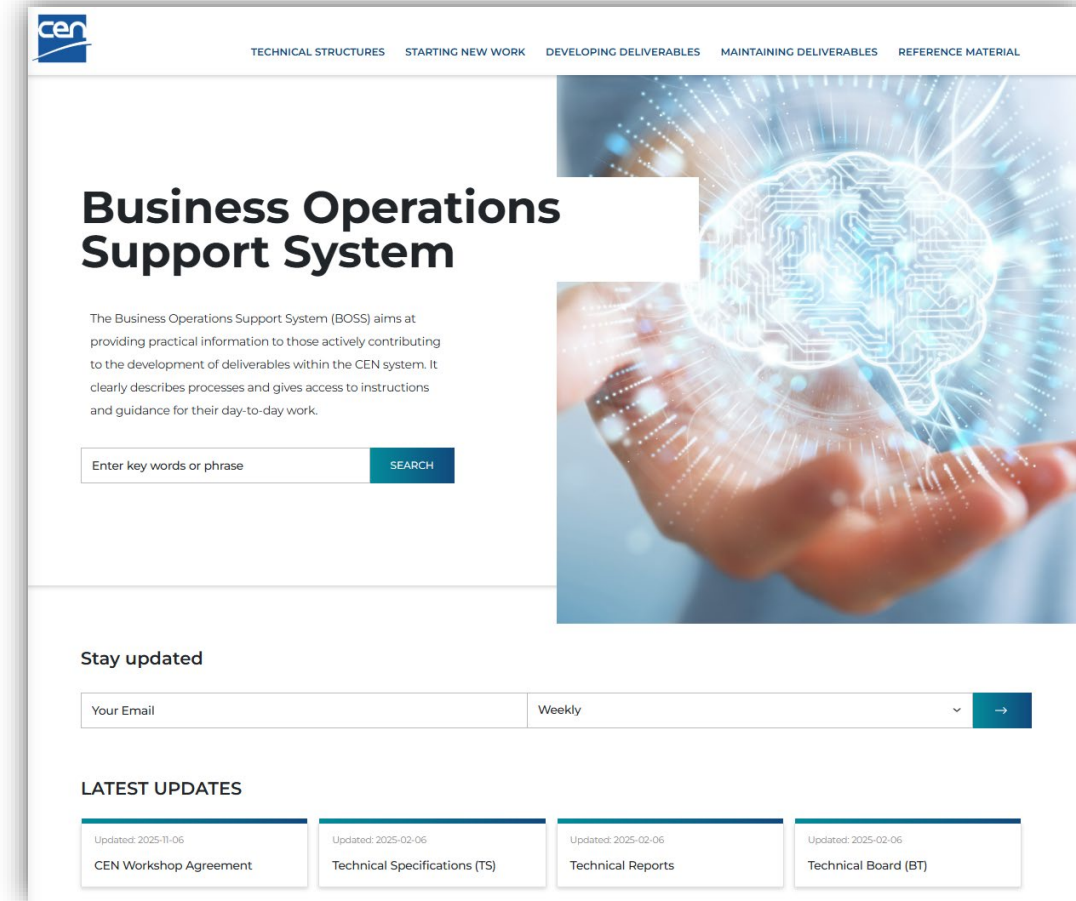
Adoption of modified
version of the
available publication

4. BOSS and further information

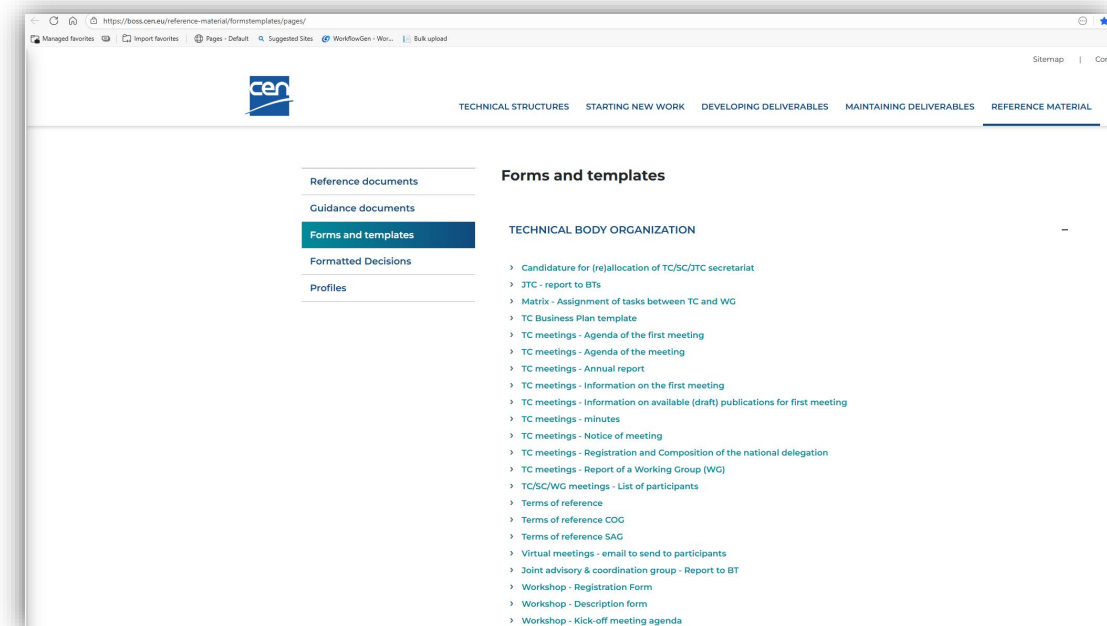
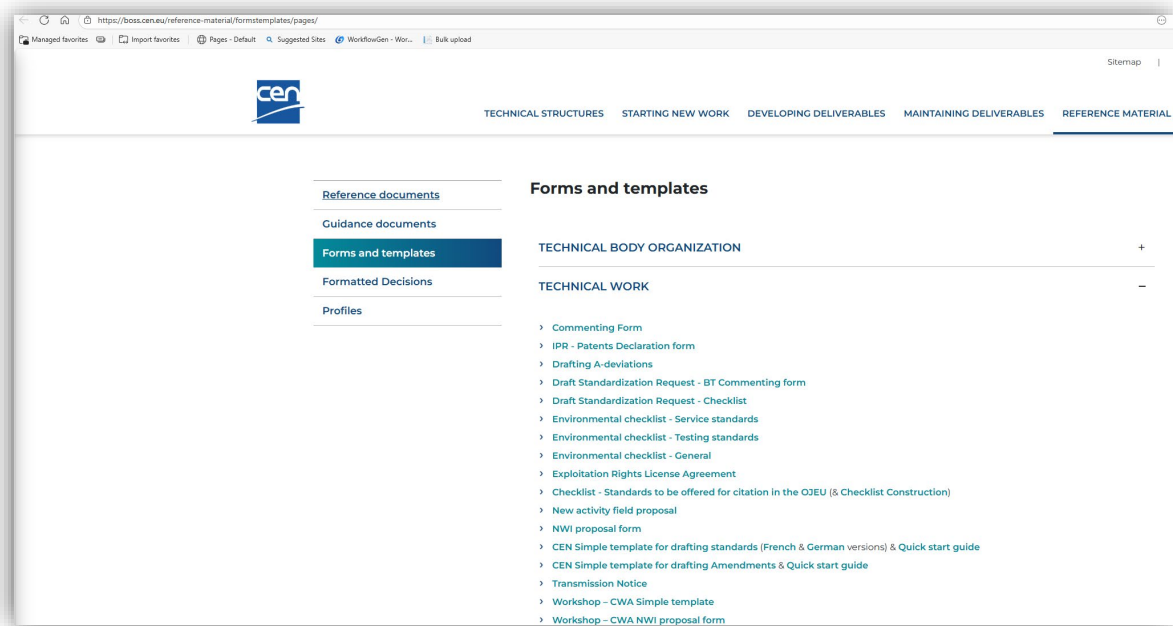


Business Operations Support System

- ▶ 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



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 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
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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

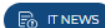
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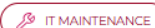
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CEN Documents

[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](#)

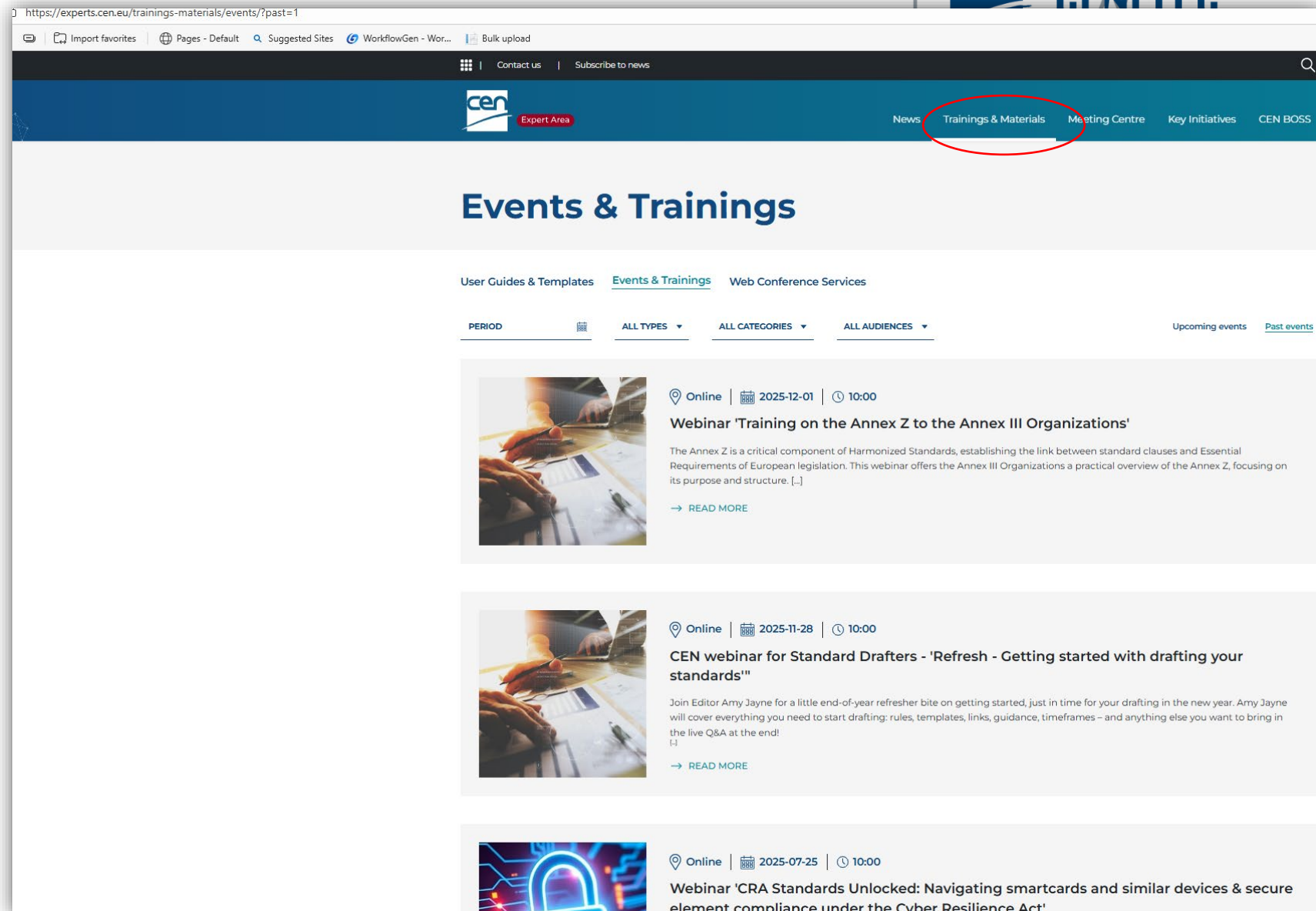
[Opinion Mechanism Digitization - User guide](#)

Trainings

Trainings available free of charge on CEN public websites!

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

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



https://experts.cen.eu/trainings-materials/events/?past=1

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Online | 2025-12-01 | 10:00

Webinar 'Training on the Annex Z to the Annex III Organizations'

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

Online | 2025-11-28 | 10:00

CEN webinar for Standard Drafters - 'Refresh - Getting started with drafting your standards'

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

Online | 2025-07-25 | 10:00

Webinar 'CRA Standards Unlocked: Navigating smartcards and similar devices & secure element compliance under the Cyber Resilience Act'



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 NOVEMBER 2025 – Vol. 23



Decisions from 105th CEN/BT & 181st 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 those 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 2nd 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@cenelec.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@cenelec.eu)

Coordination Groups (CG) and Strategy Advisory Groups (SAG)



General information available

- CEN website: 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

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

production@cencenelec.eu

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

partners@cencenelec.eu

Liaisons with European organizations

research@cencenelec.eu

Support on research projects





CEN and CENELEC Technical Body Officers Event

Questions?