

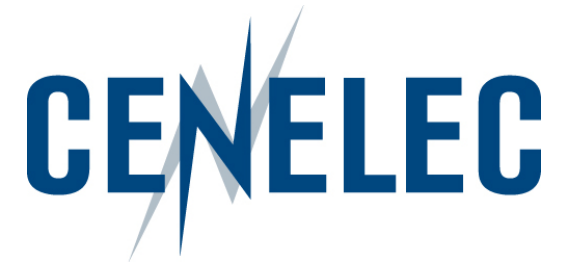


INFORMATION FOR TECHNICAL BODY OFFICERS

Training session

Newly appointed Technical Body officers

Training newly appointed Technical Body Officers

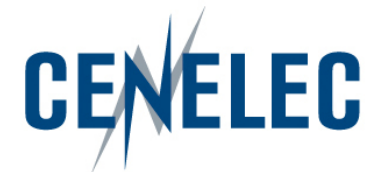


Play



By Cinzia Missiroli
Director Standardization & Digital Solution
CEN-CENELEC





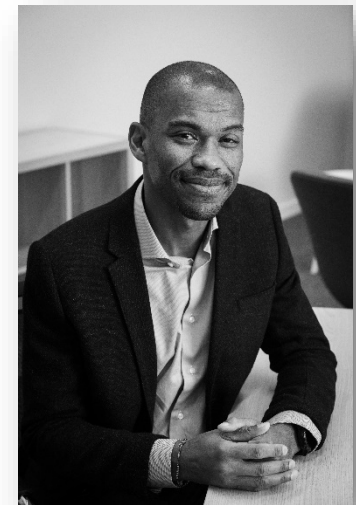
INFORMATION FOR TECHNICAL BODY OFFICERS

Training session

Newly appointed Technical Body officers

Understanding the standardization process

Frédéric MLANAO
Catherine VIGNERON



Who is CENELEC



3 recognized European Standardization Organizations

CENELEC – CEN – ETSI

CENELEC

- ▲ 34 National Committees (NCs)
 - European Economic Area
 - All IEC members
- ▲ Committed to working first at IEC level
- ▲ Implementing IEC Standards as CENELEC Standards (EN IEC)



Historical background



Lugano Agreement
(1991)

**CENELEC and IEC:
30 years partnership**



Dresden Agreement
(1996)

**CENELEC 80%
aligned on IEC**



Frankfurt Agreement
(2016)

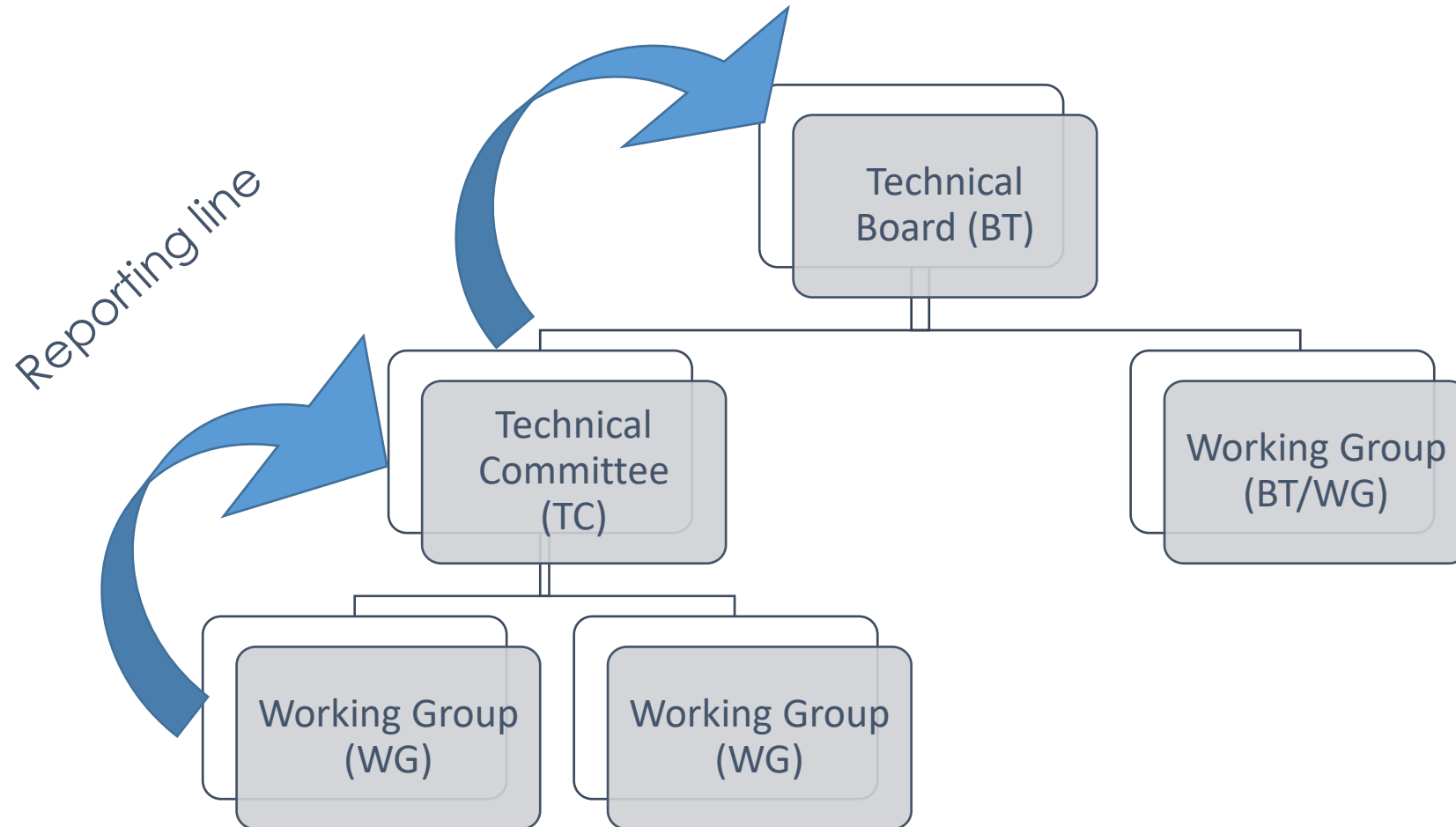
Understanding the standardization process



1. Roles and Responsibilities of BT, TCs, WGs
2. From New Work Item to Publication
3. Day to day management of Frankfurt Agreement
4. Citations of Harmonized Standards in OJEU
5. BOSS - Business Operations Support System
6. Useful information

Roles and responsibilities of Technical Committees and Working Groups

The three-decision layers at technical level



Technical Board



Composition:

- ▶ CENELEC Vice-President Technical (Chair) + CCMC (Sec) + 1 representative per Member + observers: (e.g.: ANEC, ECOS, APPLIA, European Commission...)

Working:

- ▶ 3 meetings/year + work by correspondence (weekly dispatch – 4 weeks)

Role:

- ▶ Governs the CENELEC technical activities (TC Work Programme, New Work, Standardization Requests, procedures, etc.)
- ▶ Report of specific BTWGs (EMC, LVD, RED, etc.) + advice to BT

→ **Communication** between TC secretariat and Permanent Delegates is crucial

Technical Committee



Composition:

- ▶ TC Chairperson + TC Secretary + National Delegations (national position, voting right) + European Partners (observers, no voting right)

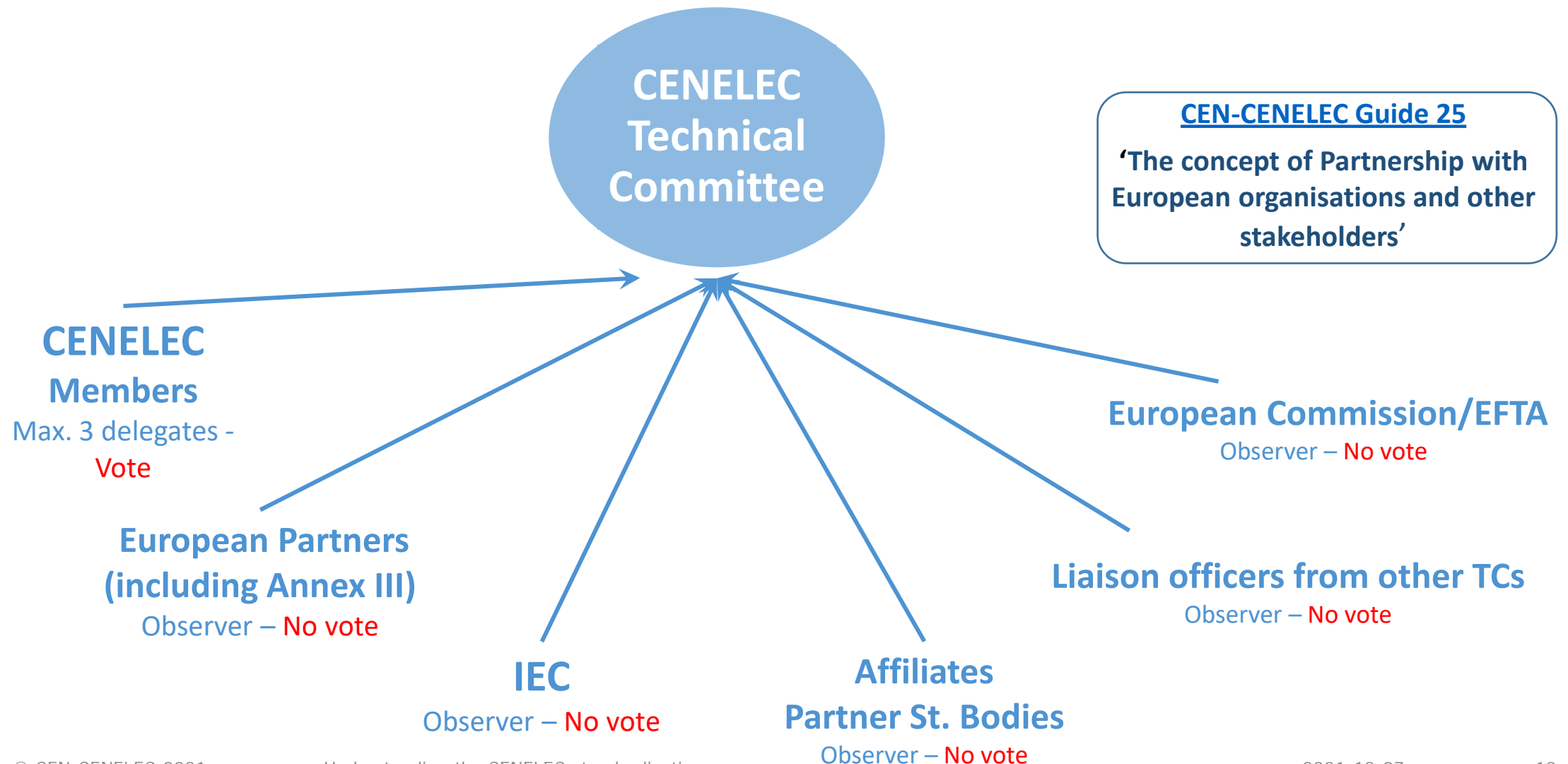
Role:

- ▶ Responsible for the timely development of deliverables
- ▶ Timely execution of standardization request deliverables (incl. support when Standardization Request development)
- ▶ Always work along the standardization principles: transparency, openness, consensus-building

Communication between TC Secretariat and with CCMC (PM) is key!!

→ TC secretariat always on top of the TC's work programme

Technical Committee composition



TC Chairperson and Secretary

TC Chairperson

- ▶ Appointed by CLC/BT
- ▶ Neutral
- ▶ Presides meetings and seeks consensus
- ▶ Interface with CCMC (strategic directions, specific issues,...)
- ▶ Ensures coordination with other TCs

TC secretary

- ▶ Appointed by NC holding the secretariat
- ▶ On top of CLC/TC work programme
- ▶ Ensures that TC works efficiently & within timelines
- ▶ Prepares and distributes documents (via IT Tool)
- ▶ Is aware of relevant CLC/BT decisions and provide inputs when needed
- ▶ Ensures coordination with other TCs
- ▶ In case of Standardization Requests, is responsible for preparing reports



Technical Committee meetings



Before plenary

- ▶ Circulates agenda (2 months before) and documents for discussion (4 weeks) - templates available on BOSS
- **New normal:** guidance under development
- ▶ TC Work programme available on Projex-Online
- ▶ 'ERAS' attendance list to be used

After plenary

- ▶ Prepare report (template on BOSS) to be sent to CCMC (dataservice@cencenelec.eu) within 8 weeks → circulated to CLC/BT by correspondence

Use of CIV

- ▶ The Committee Internal Voting (CIV) is the IT tool, available on CENELEC voting portal, providing the possibility for TC Secretaries to launch ballots by correspondence for any kind of consultations (formal and informal).

Working Groups

Established by the Technical Committee (short term task)

Composition: Individual experts appointed by the NCs

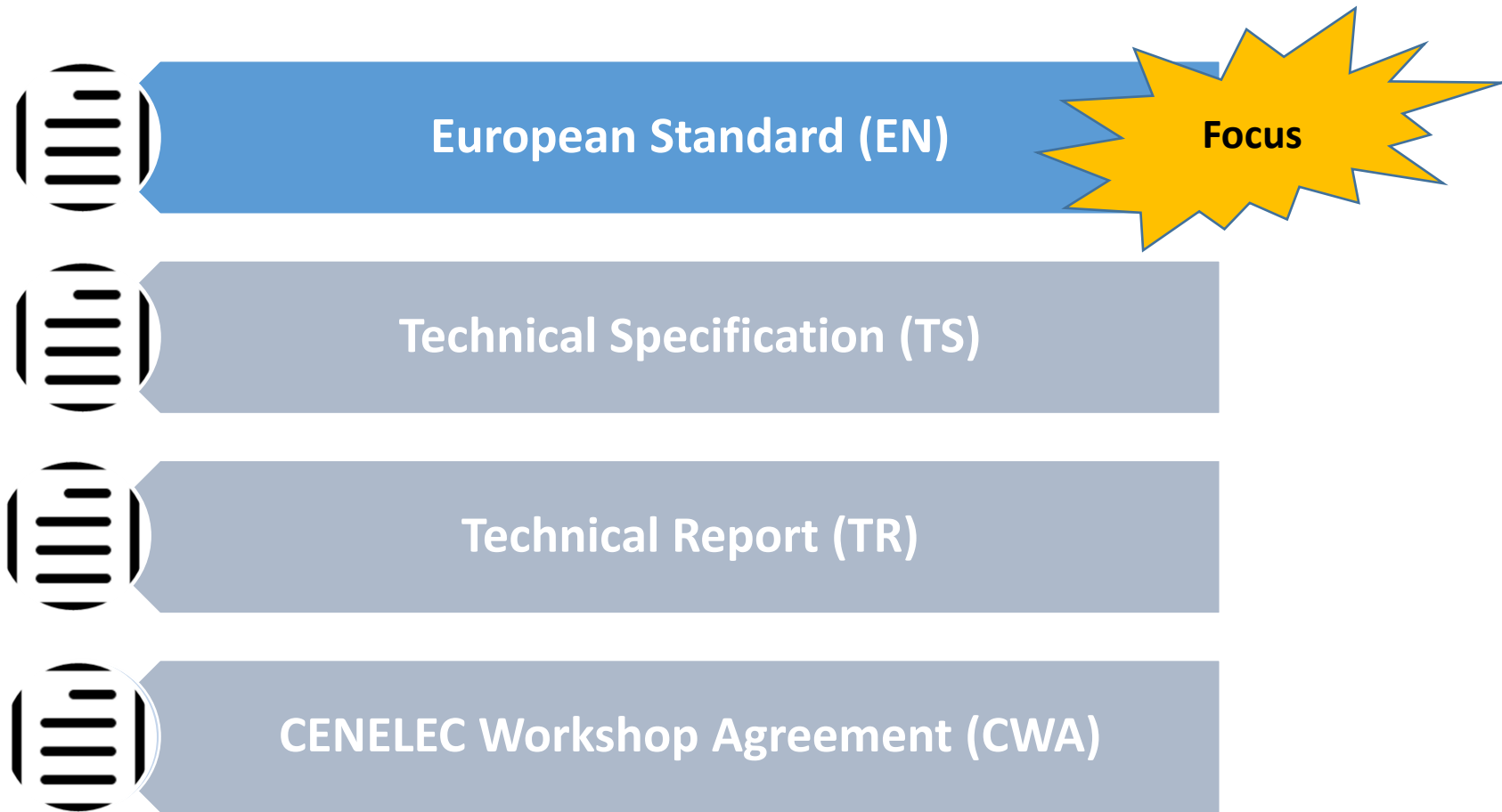
Role:

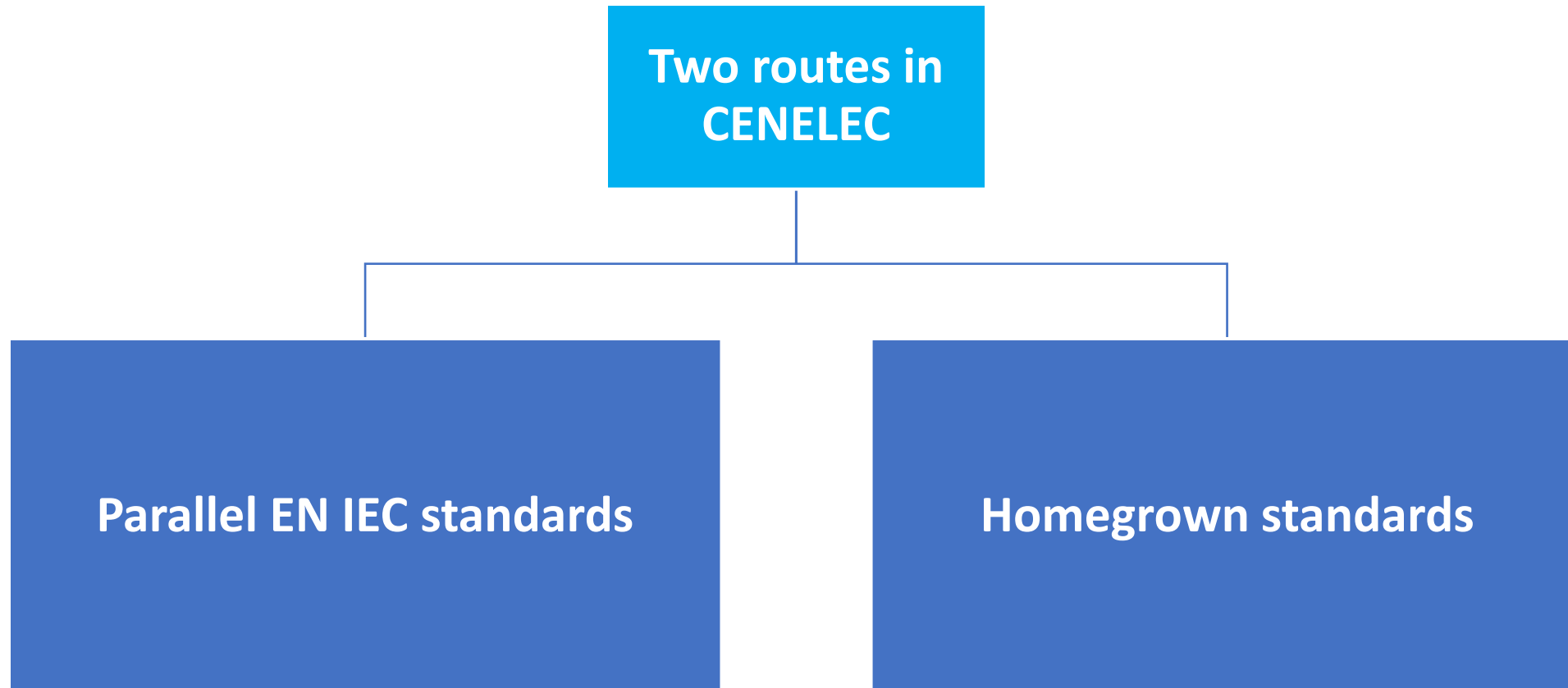
- ▶ Responsible for drafting the deliverables + to send to TC for
- ▶ Seeks support from the parent body (if needed)
- ▶ Ensures that WG experts know rules and procedures
- ▶ Actively progresses work and reports regularly to TC

Efficient and smooth cooperation between TC (WG) experts, delegates and observers contributing to the development of standards is fundamental:

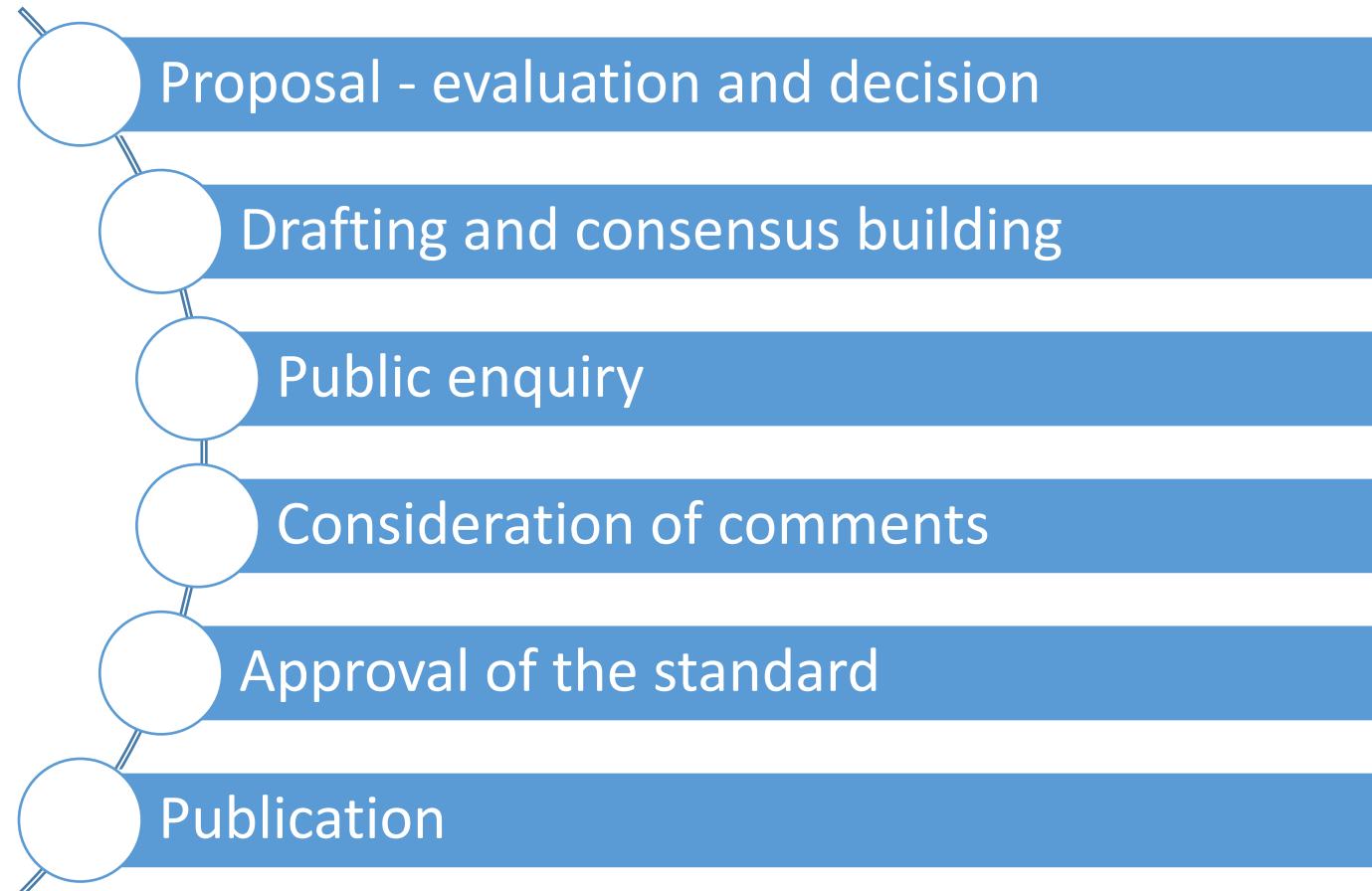
- ▶ Code of Conduct for experts participating in CEN and CLC (technical work) - [here](#)
- ▶ Best practices for improving effectiveness of WG meetings - [here](#)

From New Work Item (NWI) to publication

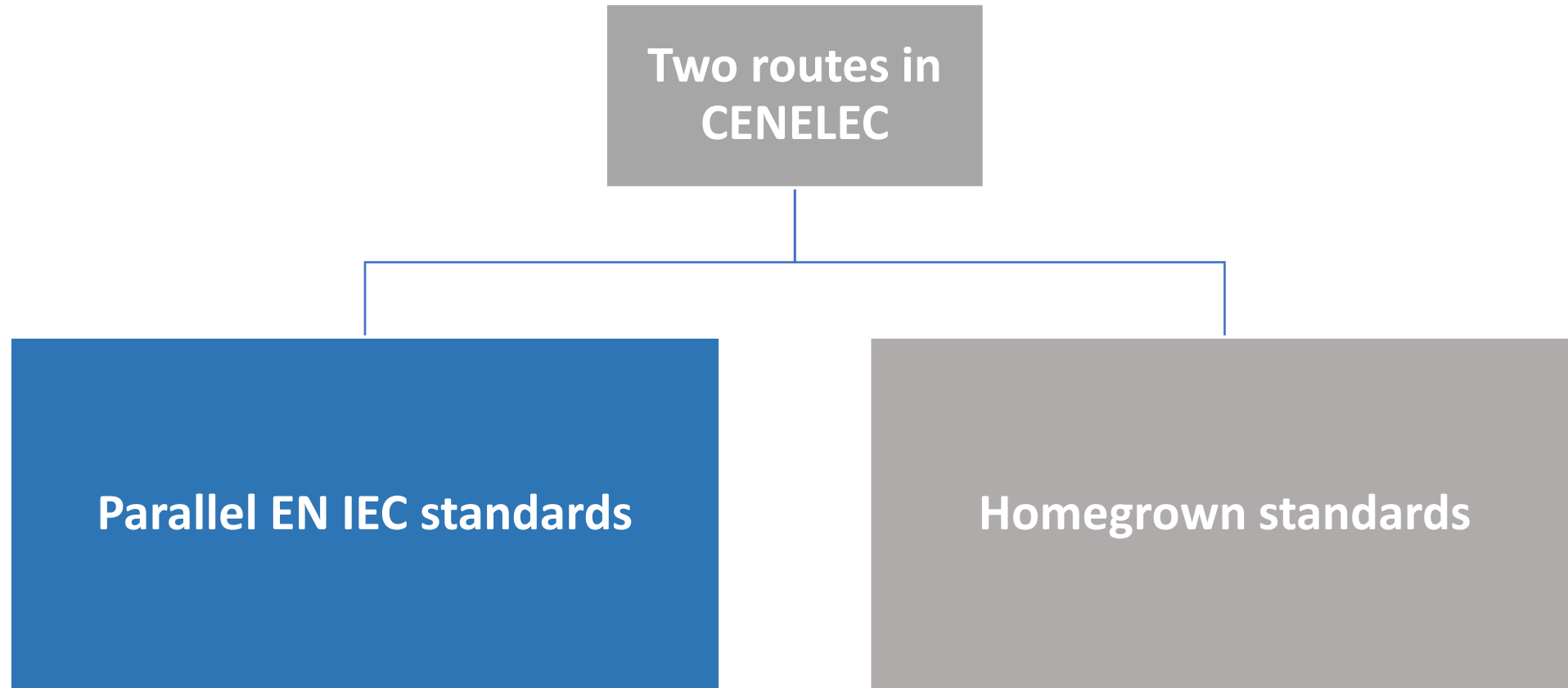




Standards development



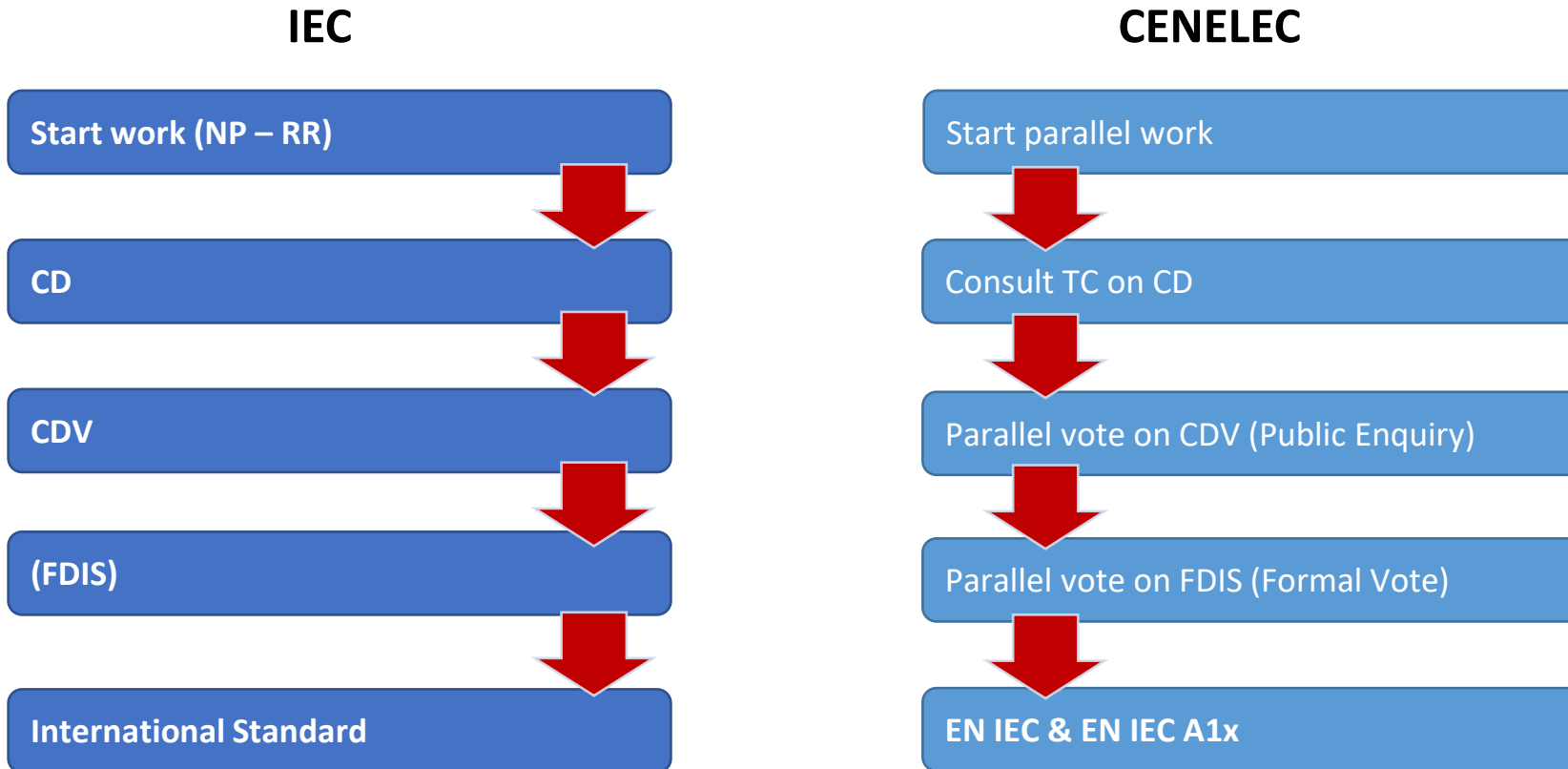
Standards development



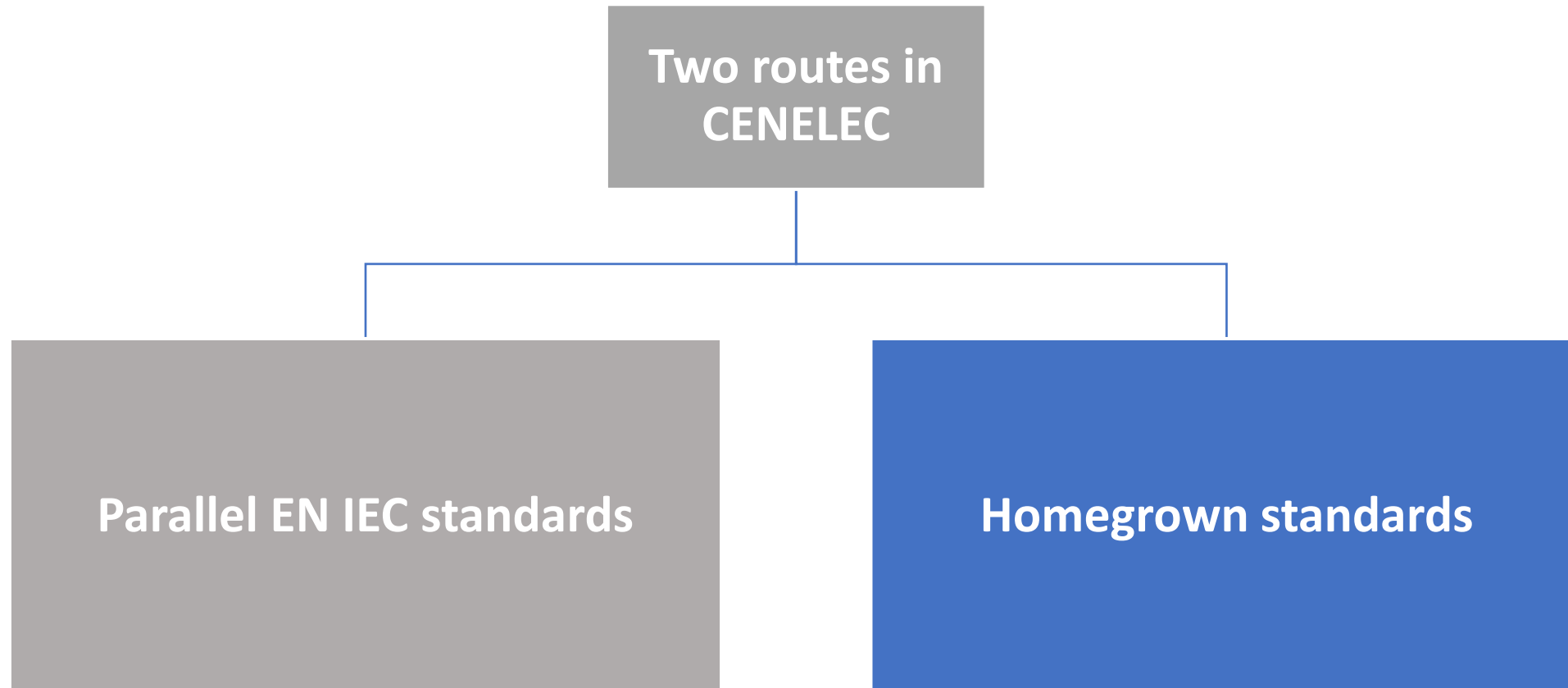
Standards development



Parallel work between IEC and CENELEC



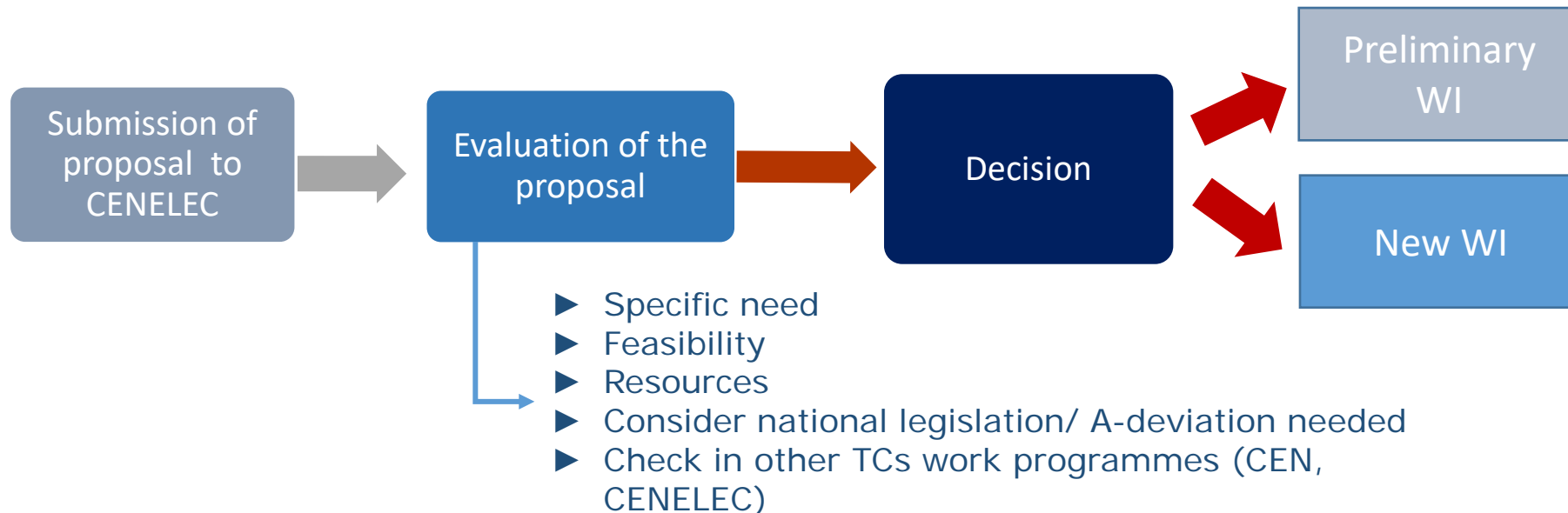
- NWI automatically created in the CLC/TC work programme
- CLC/TC secretary: monitoring the work programme – proofing before publication
- Automatic procedures and collection of European comments and votes
- Importance to anticipate future IEC work items for harmonized standards



Proposal – Evaluation and decision

Proposals may originate from:

- Existing Technical Committees
- European Commission or Agency
- National Committees (NCs)
- CENELEC Partner Organizations



New project



Template **mandatory** with a **justification** for not offering it to IEC!

- ▶ Precise information needed (e.g. superseding EN(s), link with IEC, possible a-deviation(s), link with EU regulation, ...)
- ▶ TC decision: 5 members committed to actively participate
- ▶ Target dates are very important
- ▶ Filled in template to be sent to dataservice@cencenelec.eu
- ▶ BT decision (by correspondence)
- ▶ If approved → standstill
- ▶ WI in TC work programme → **timeframe to be respected!** → alerts sent by CCMC to TCs

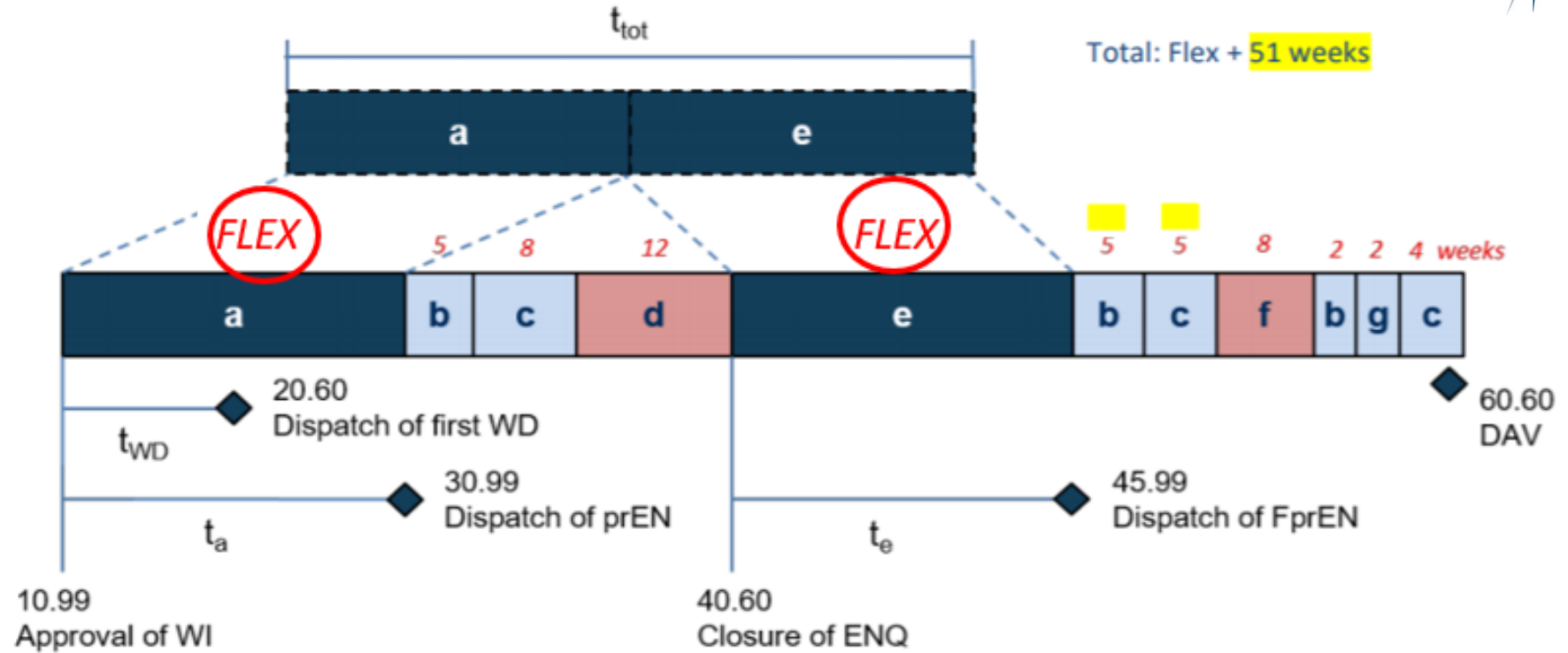
Flexible standards development process



- ▶ 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)

Flexible standards development process

Fig. 1



- 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

BT

- ▶ Flexible standards development process implemented in April 2020
- ▶ Applicable to CENELEC 'homegrown' ENs (not applicable to parallel EN IEC)
- ▶ Some further information:
 - Introduction - https://youtu.be/JB_nX6g6C04
 - Module 1: Planning - <https://youtu.be/WGChUW2Tv74>
 - Module 2: Implementing the planning - <https://youtu.be/Gi0ZnuGJ1Bw>
 - Module 3: Monitoring - <https://youtu.be/UJmrbHDNNN4>
 - Module 4: Review of the planning - <https://youtu.be/xZWNE-tQTIs>



WHAT:

Allocation of time (duration), work item per work item, by indicating the following 3 target dates, in CENELEC NWI form:

- Target date for dispatch of first Working Draft
- Target date for dispatch of ENQ draft
- Target date for dispatch of FV draft

Timeframe - planning

<u>Project start date (10.99)</u> yyyy/mm/dd	1 st WD (20.60) Date will be added by CCMC. It is half the number of weeks planned for ENQ (30.99)	ENQ (30.99) yyyy/mm/dd 10.99 + X weeks	FV (45.99) yyyy/mm/dd <u>40.60 + X weeks</u>
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To indicate the timeframe in # weeks

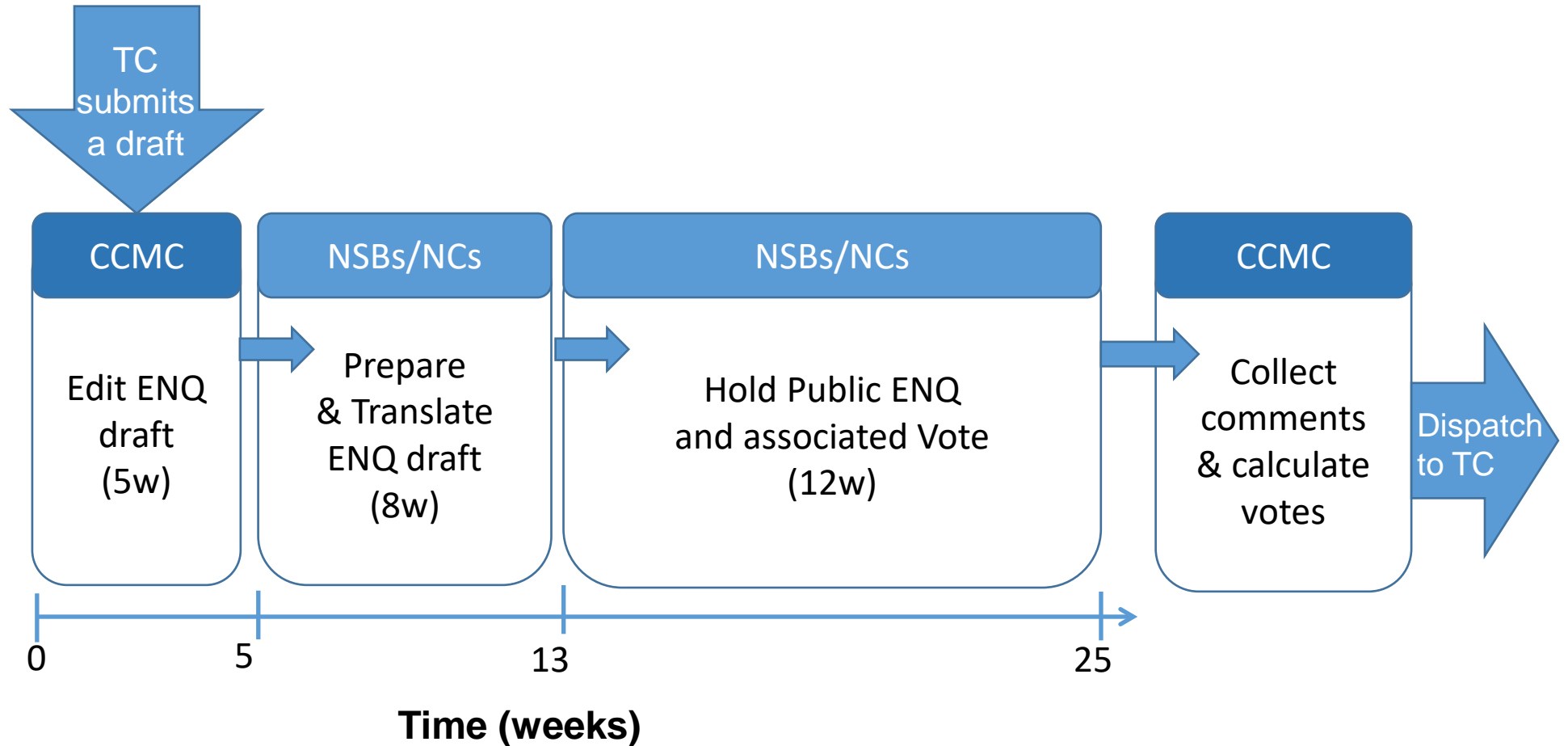


At any time before the dispatch for Enquiry (i.e. 30.99), the TC leadership in cooperation with the relevant WG convenor have at disposal the following options for changing the planning:

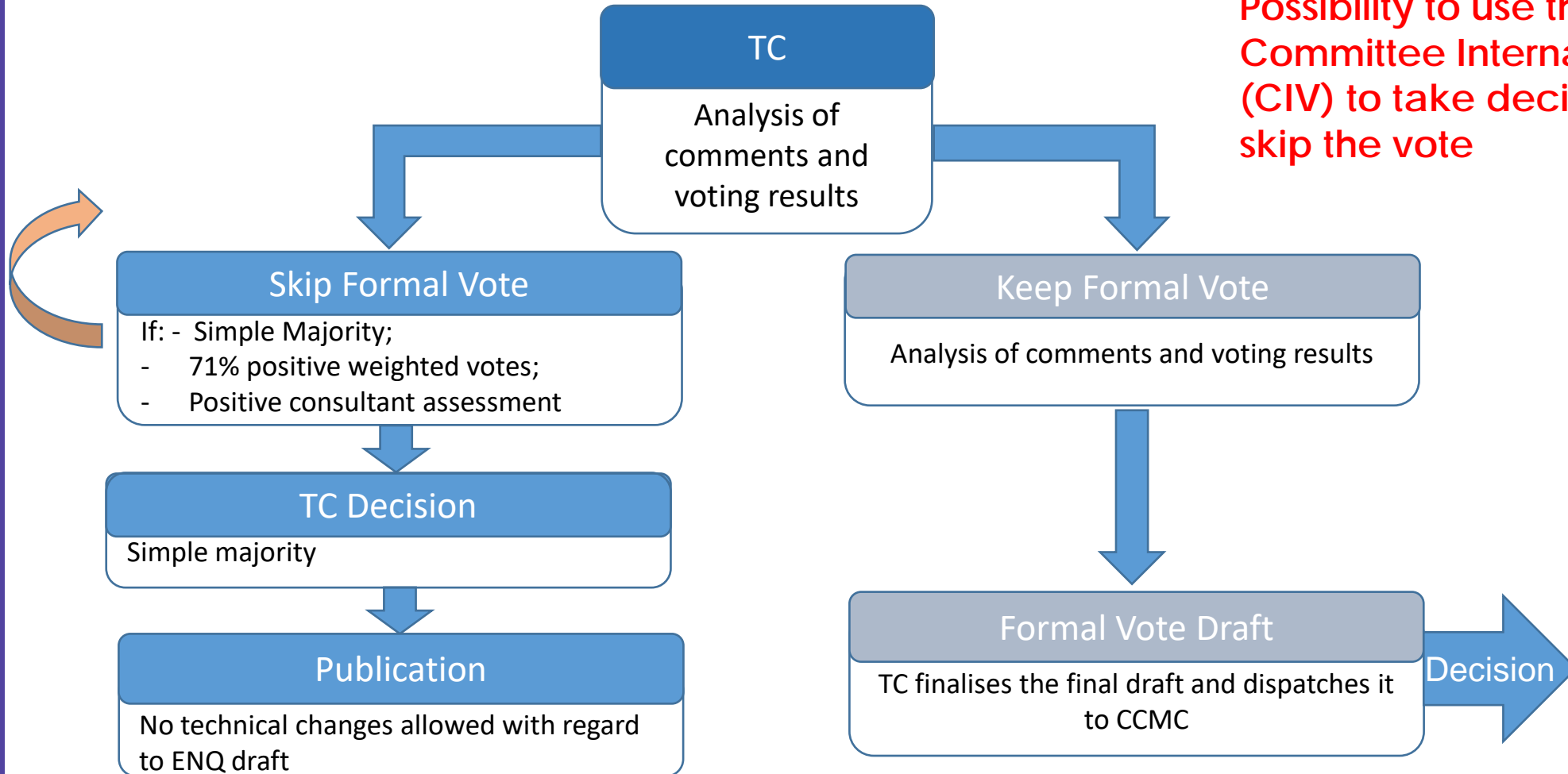


- a) To change the planning by using **the 'one change' option**. It requires a TC decision.
- b) To ask for **a tolerance of 9 months**. It requires a TC secretary request. A second tolerance may be granted with a TC decision, approved by CLC/BT

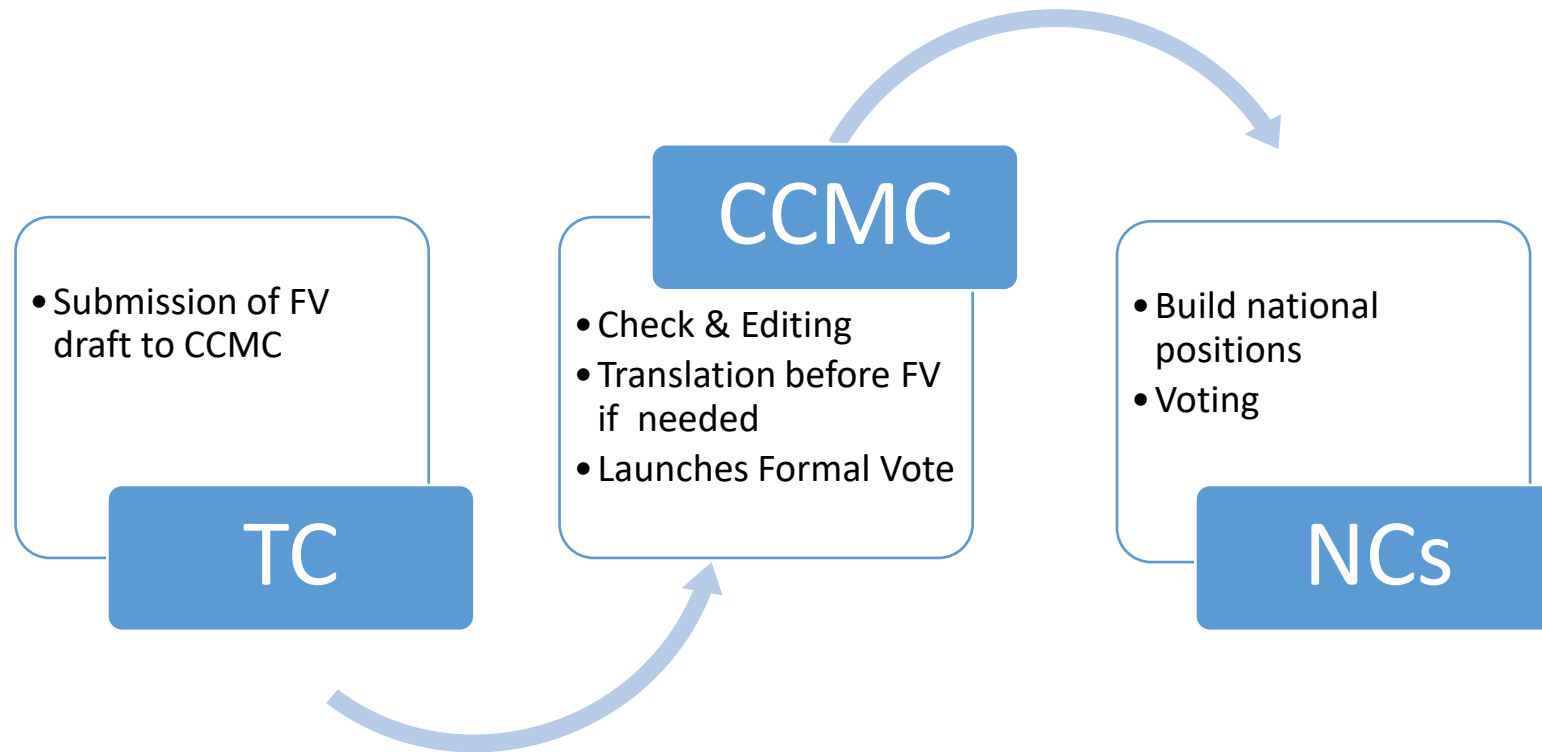
Public Enquiry



Consideration of comments



Approval



71% positive votes (weighted) → approved European Standard

Approval

Member country	Weighting	Member country	Weighting
France	29	Switzerland	10
Germany	29	Serbia	7
Italy	29	Croatia	7
United Kingdom	29	Denmark	7
Turkey	29	Finland	7
Poland	27	Ireland	7
Spain	27	Lithuania	7
Romania	14	Norway	7
Netherlands	13	Slovakia	7
Belgium	12	Cyprus	4
Czech Republic	12	Estonia	4
Greece	12	Latvia	4
Hungary	12	Luxembourg	4
Portugal	12	Slovenia	4
Austria	10	FYROM	4
Bulgaria	10	Iceland	3
Sweden	10	Malta	3
		TOTAL	412

Vote simulation tool available on CENELEC website: [here](#)

CCMC finalizes and publishes the EN + provides EN to National Committees for national publication

- ▶ Members publish ENs as national standards (+ may translate into national language)
- ▶ Withdraw conflicting standard(s)

Handling comments at FV - Decision D163/029

- ▶ Only **obvious editorial errors** and errors introduced by CCMC

'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'

- ▶ **TC proofing**

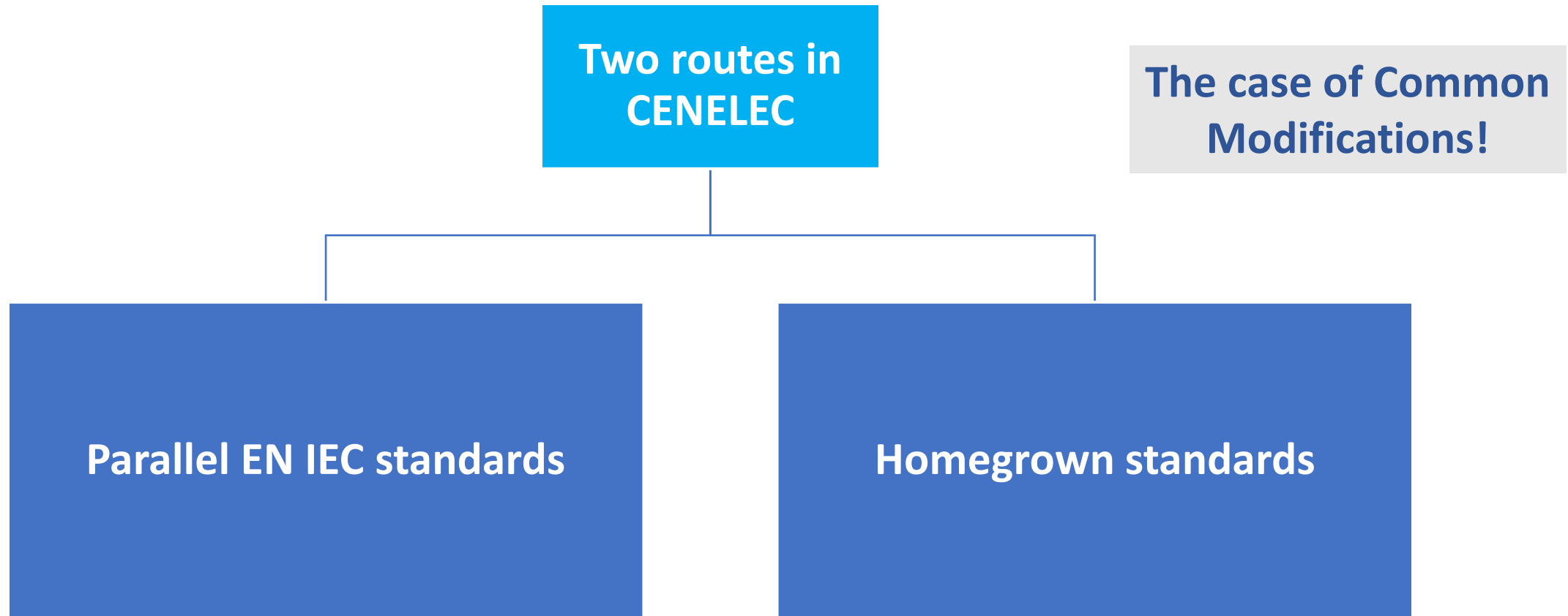
- ▶ 2 weeks → 3 weeks exceptional upon TC request
- ▶ No reply → CCMC proceed to finalization

Amendments = modification/addition to or deletion of specific parts of the text → Only the amended text will be voted upon

▶ If amended → NWI request needed → Track: Enquiry (+ vote)

Corrigendum = Corrects mistakes that lead to incorrect/unsafe use of EN (→ TC rationale needed)

Maintenance → Process initiated by CCMC (alerts sent) → TC to ensure that EN content is still valid 5 years after publication



▶ CEN-CENELEC Internal Regulations Part 2

2.14

common modification

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

▶ CENELEC BOSS:

<https://boss.cenelec.eu/fadel/commonmods/Pages/default.aspx>

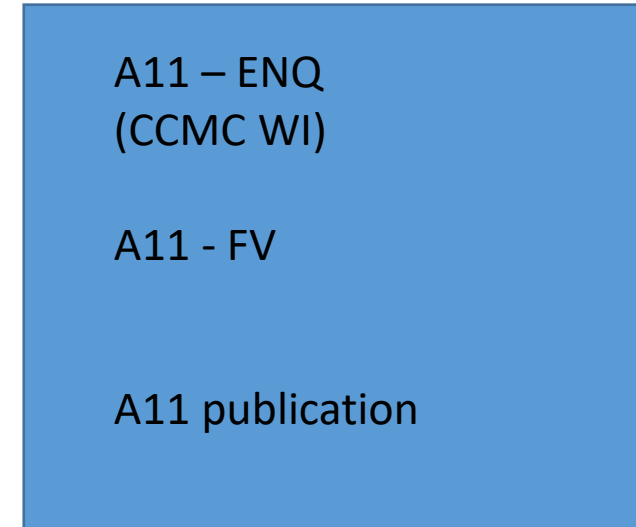
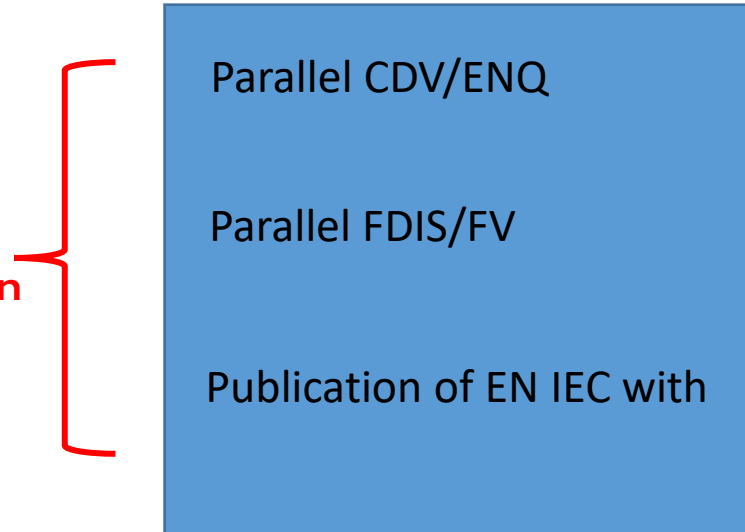
▶ [ISO-IEC Guide 21-1](#) 'Regional or national adoption of International Standards and other International Deliverables — Part 1: Adoption of International Standards'

Common Modifications

In phase

Common Modifications through European amendment (A11)

2 Work Items in the work programme

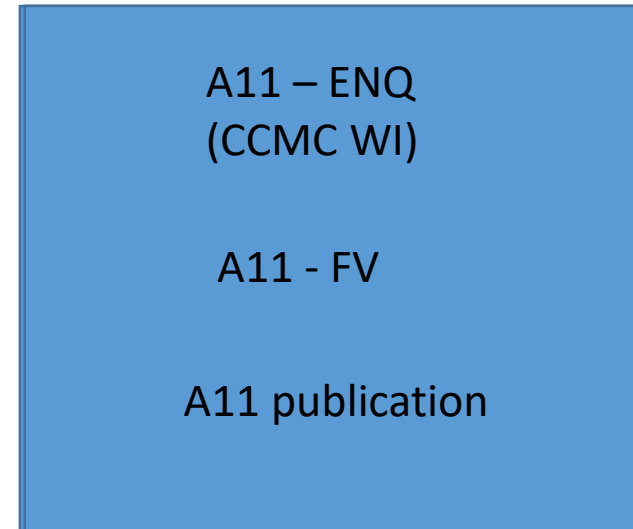
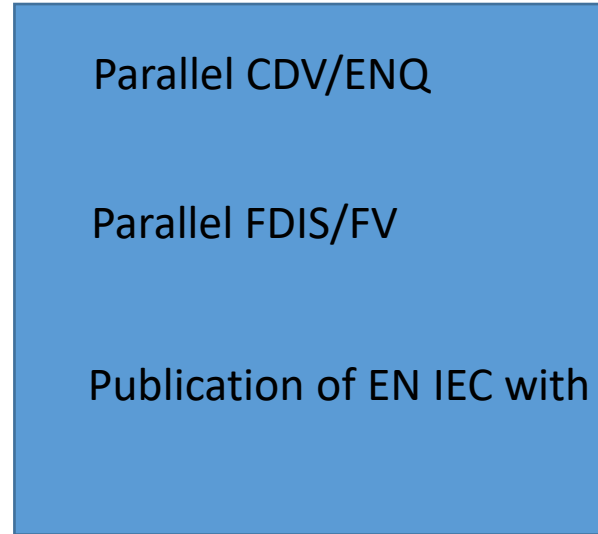


- ▶ **TC decision (informs CCMC) - no New Work Item request to BT – secretary to inform asap!**
- ▶ **The two work items will progress in parallel (EN IEC and EN IEC A11)**
- ▶ **European elements → always in the A11 (common mods as such and European Annexes)**

Common Modifications

Not in phase

EN IEC runs in parallel




The TC manages the project (start, submission to procedures, subject to the flexible development time process)

- ▶ NWI request to CLC/BT
- ▶ The publication of the EN IEC can be put on hold, pending the finalization of the A11

Other deliverables

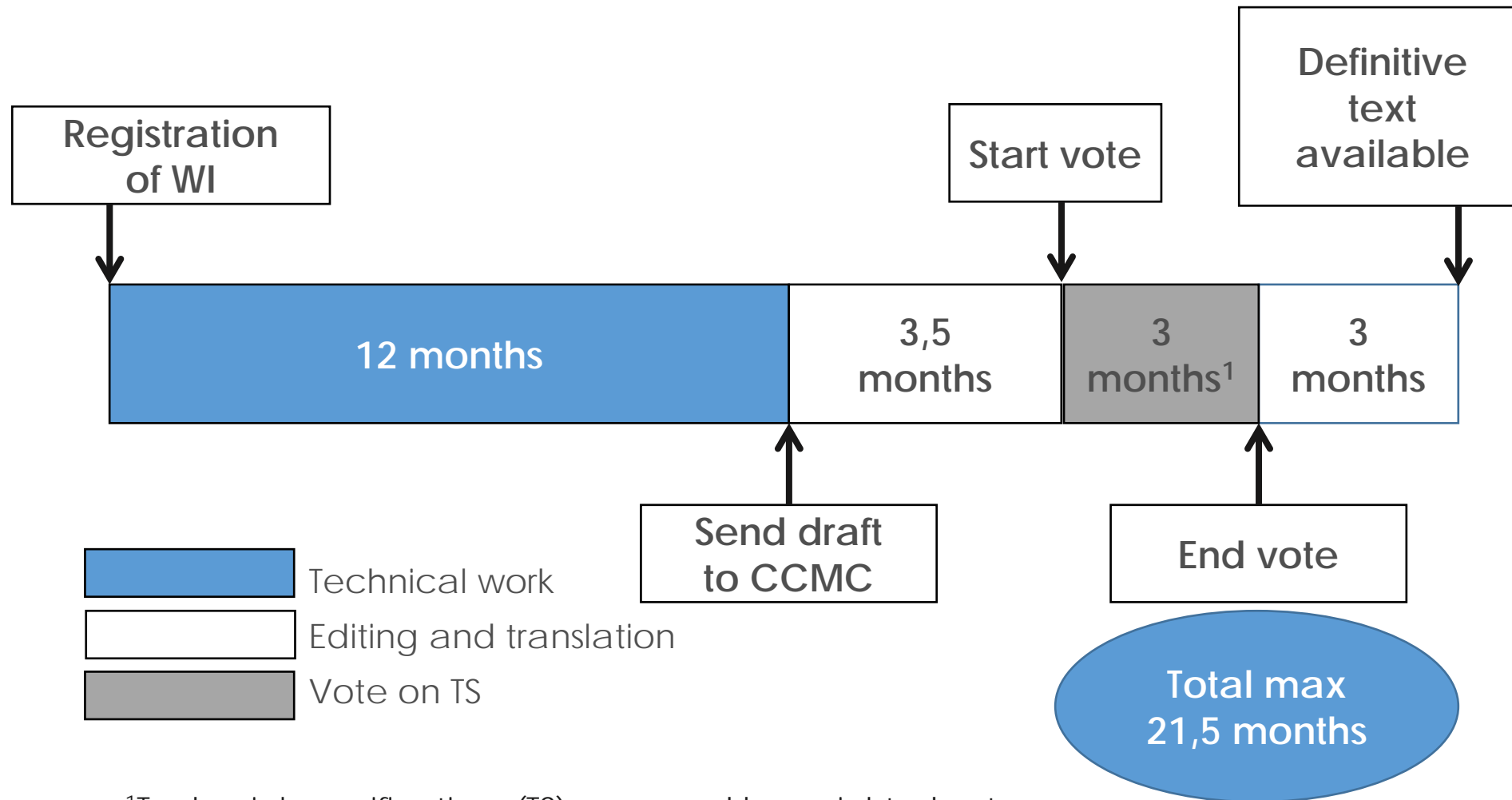


Adapting to market needs

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

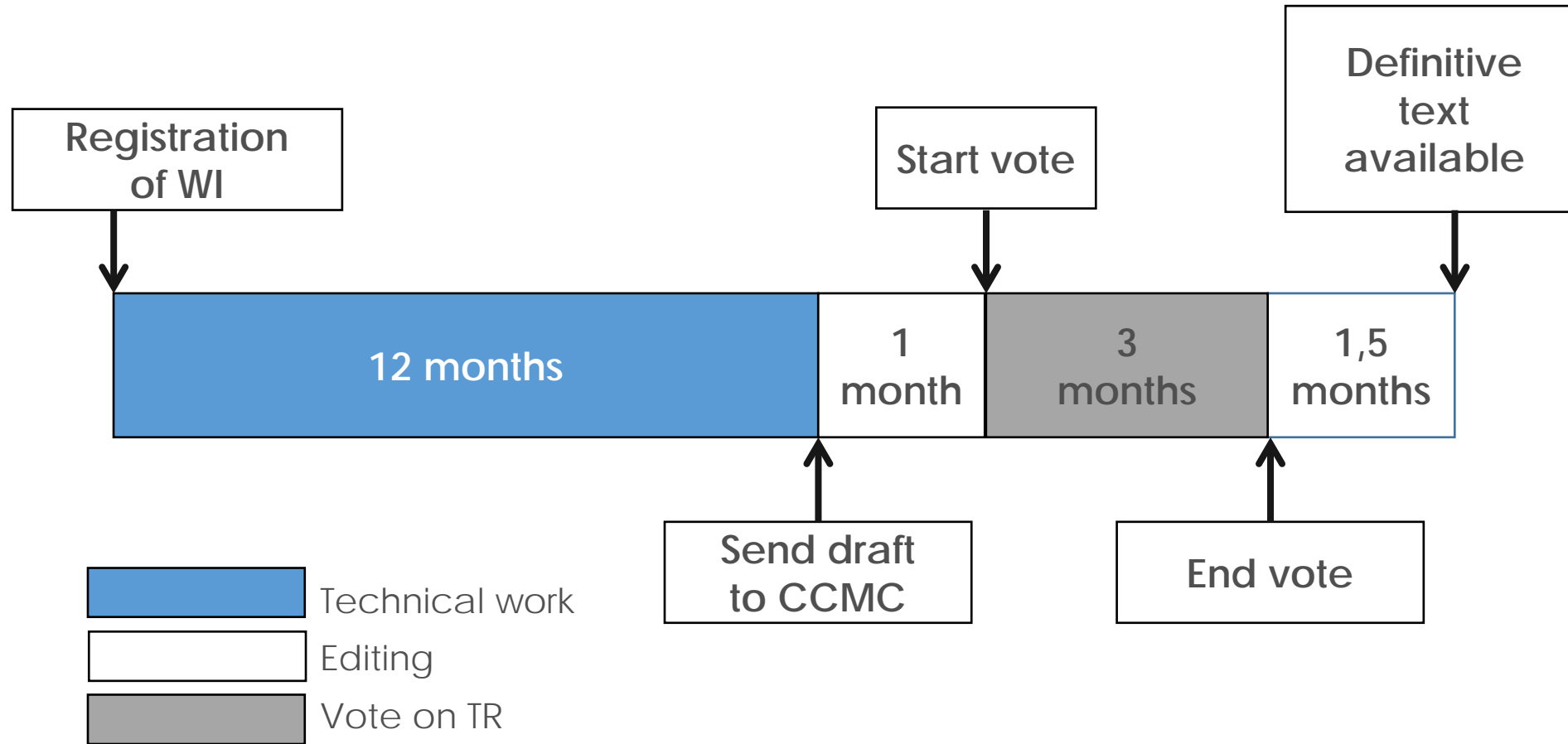
Outside the Frankfurt Agreement!

Technical Specification



¹Technical specifications (TS) approved by weighted vote

Technical Report



Workshop Agreement

Developed in 'Workshops' (WS):

- Flexible (possibility to join in up until the very end)
- Direct participation
- Open to non-European

Represent the agreement of the WS participants

Used for:

- Emerging or rapidly-changing technologies
- Output of Research Projects
- As try-out before the development of ENs

A large, solid blue triangle pointing upwards, containing white text.

Maximum
lifetime:
6 years !

Reminder - drafting, editing and publishing

Getting started

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](#)
- ▶ [STD.dot template](#)

Simple template

- ▲ Find on [CENELEC BOSS](#)

Ready-styled

Contains all elements

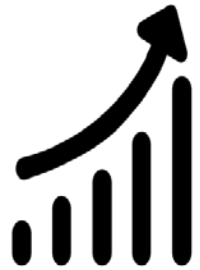
- ▲ Styles
- ▲ Headings
- ▲ Content layout

Break



Frankfurt Agreement & Day-to-day management

International dimension



1 region = one standard instead of 34

→ Status of EN

→ Standstill

→ Obligation to implement

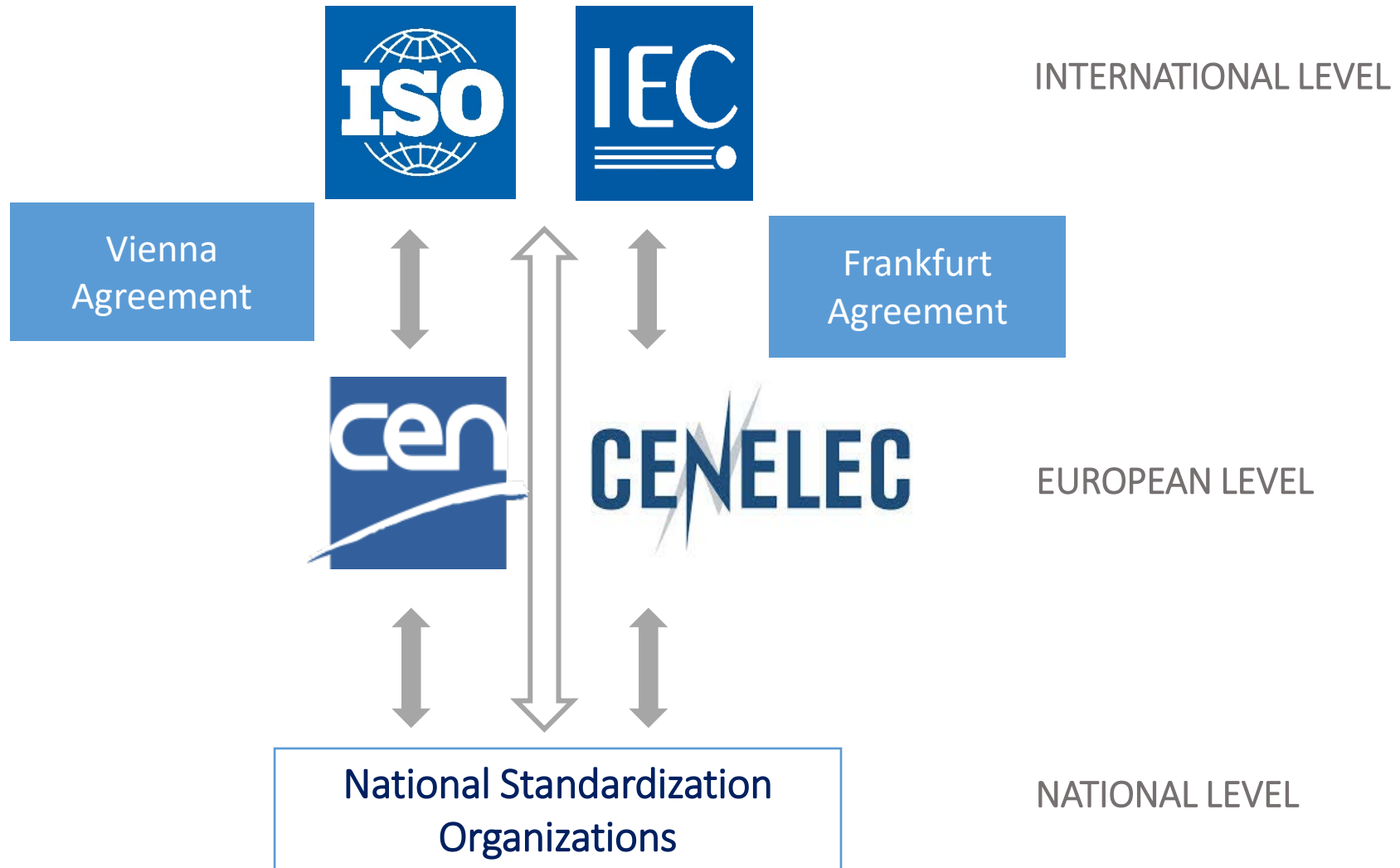
30% CENELEC portfolio = harmonized standards

CE Presumption of conformity

**Access to European Market of 700 Million consumers
using global standards**



International dimension



Primacy of International standards

- ▶ Commitment to primarily undertake the work at IEC level
- ▶ Expedite publication and common adoption of International Standards
- ▶ Rational use of available resources/avoid duplication
- ▶ Accelerate standards preparation process in response to market demands
- ▶ Include mechanisms to cater for particular needs that may arise from European stakeholders

Supporting the European Market, using global standards

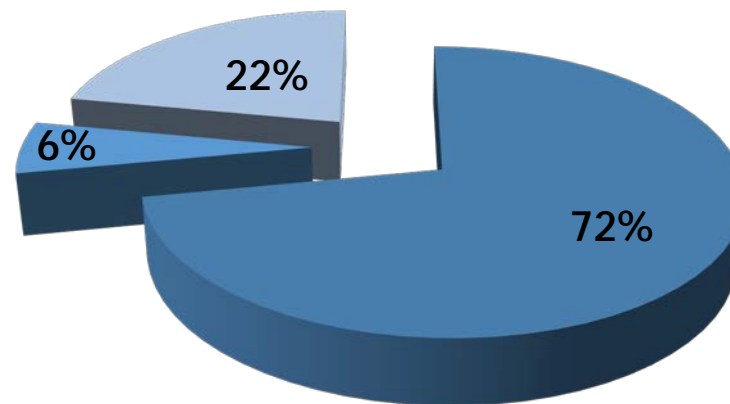
Facts and figures



What?	When?	Why?
Agreement on common planning of new work and parallel voting between IEC and CENELEC	1996 – Signature Dresden Agreement 2016 – Signature Frankfurt Agreement	Underline commitment of IEC & CLC to undertake work at Intl. level Promote global economy Ensure rational use of back office resources

CENELEC – Portfolio – relation to IEC

Only European Standards (no TS, no TR, no Guides) are covered by the Frankfurt Agreement



- Identical to IEC publications
- Based on IEC publications
- No relation to IEC publications

4 pillars



Common planning of New Work Items



Work initiated in IEC

When not 'exempted'

- ▶ Assigned to mirroring CLC Technical Committee (CLC/TC) or Reporting Secretariat (CLC/SR)
- ▶ Registered in CLC database with timescales
- ▶ Information e.g. on legislative aspects → CLC/TC responsibility and feedback to IEC
- ▶ Parallel adoption process starts in CENELEC

When 'exempted'

- ▶ No 'European adoption' but national adoption possible
- ▶ Standstill may apply → to be **used 'as such'** in Europe, no competing standards

Common planning of New Work Items

Work initiated in CENELEC (NWI)

Before initiating:

- ▶ Assess situation at IEC - possibility the IEC TC timely initiates the work

On approval of a New Work Item for a European standard at CENELEC

- ▶ Default* -- the New Work Item is offered to IEC
- ▶ The CLC/TC starts the work – IEC starts a NWIP on the WI
- ▶ If IEC NWIP accepted → CLC hands over work

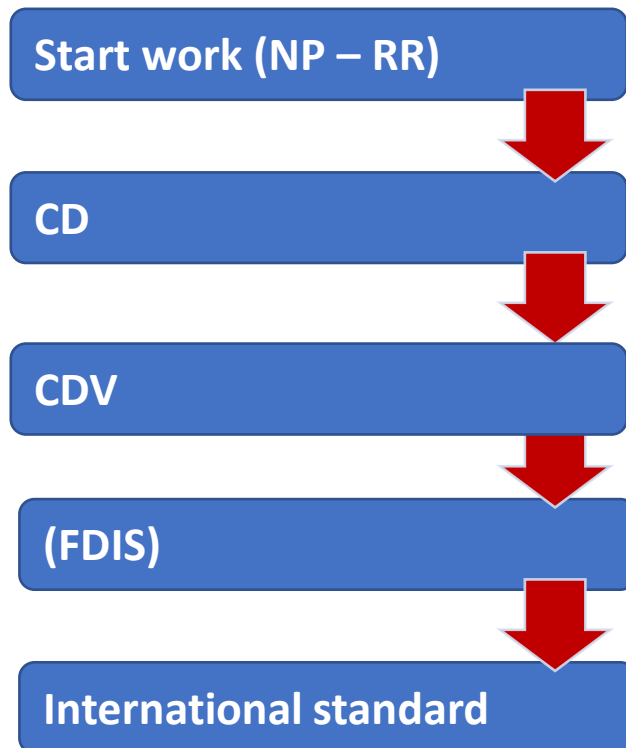
Max 24 weeks

* For specific reasons, the CLC Technical Board (BT) can decide not to offer

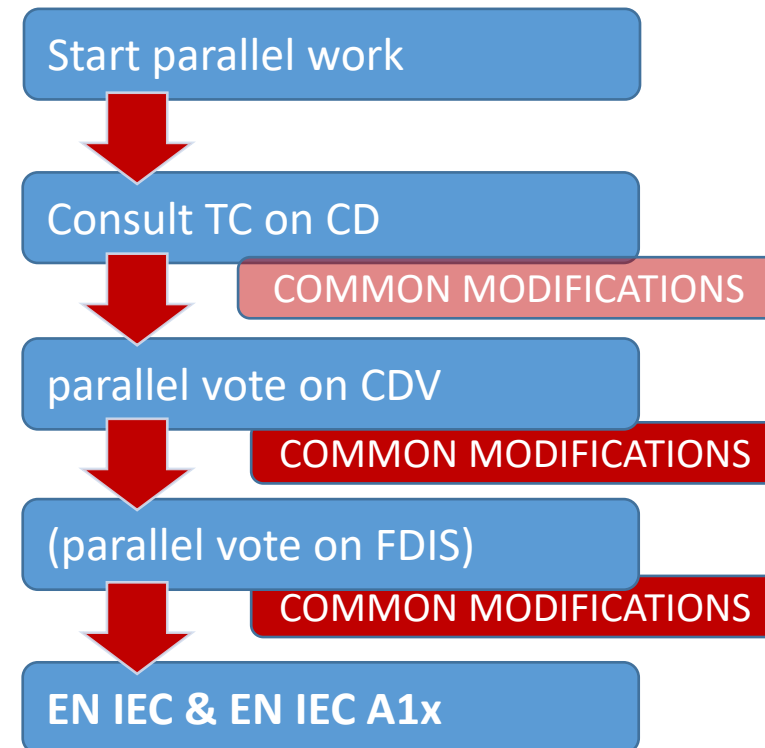
Parallel voting

It is important to start parallel work from the earliest stages!!
From CDV on systematic parallel voting procedure in CENELEC

IEC



CENELEC



Developing ENs intended to be cited in OJEU

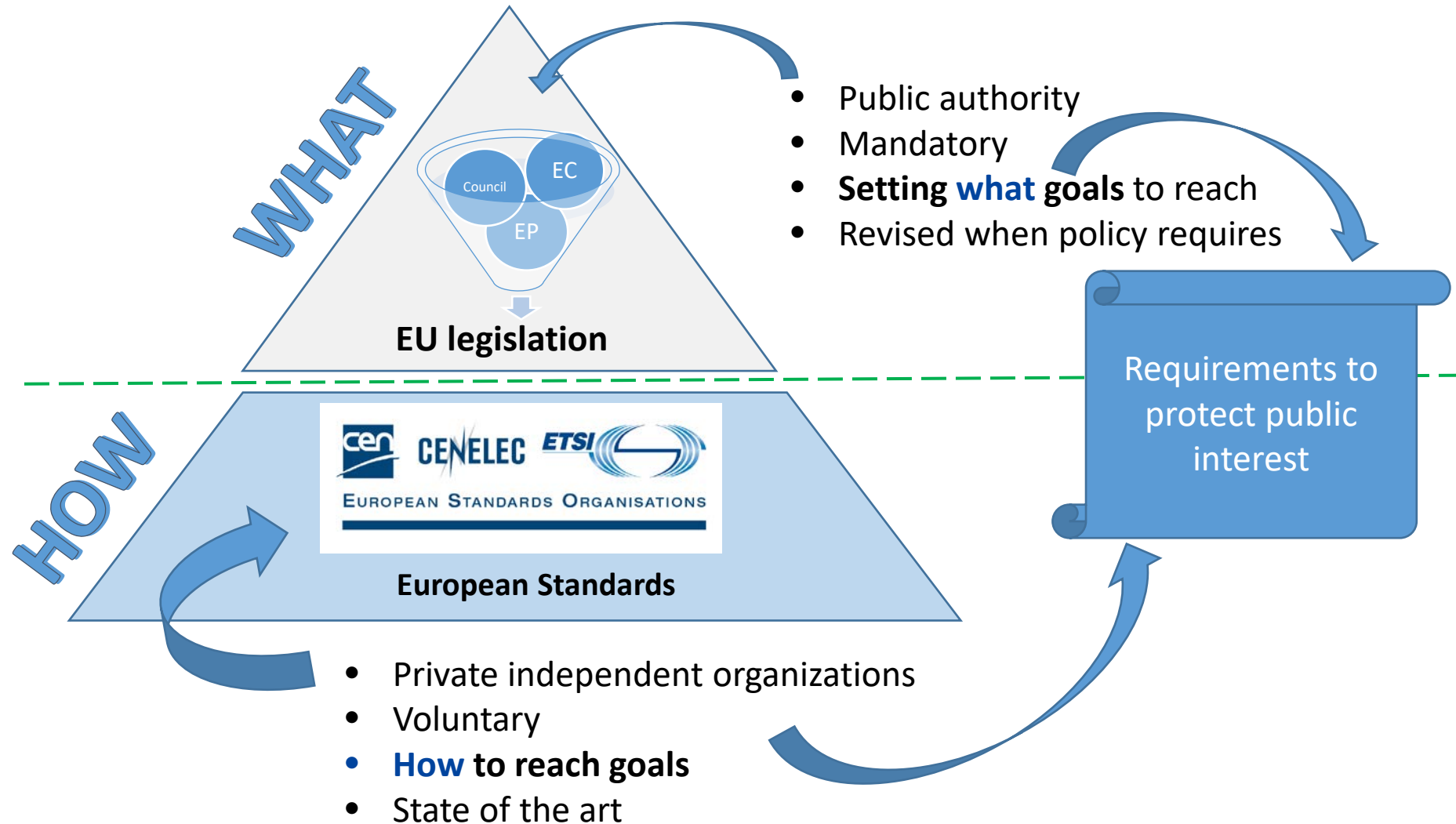
- **New Approach Directives**

- Define essential requirements (e.g. health and safety)
- Indicate WHAT shall be achieved without specifying HOW

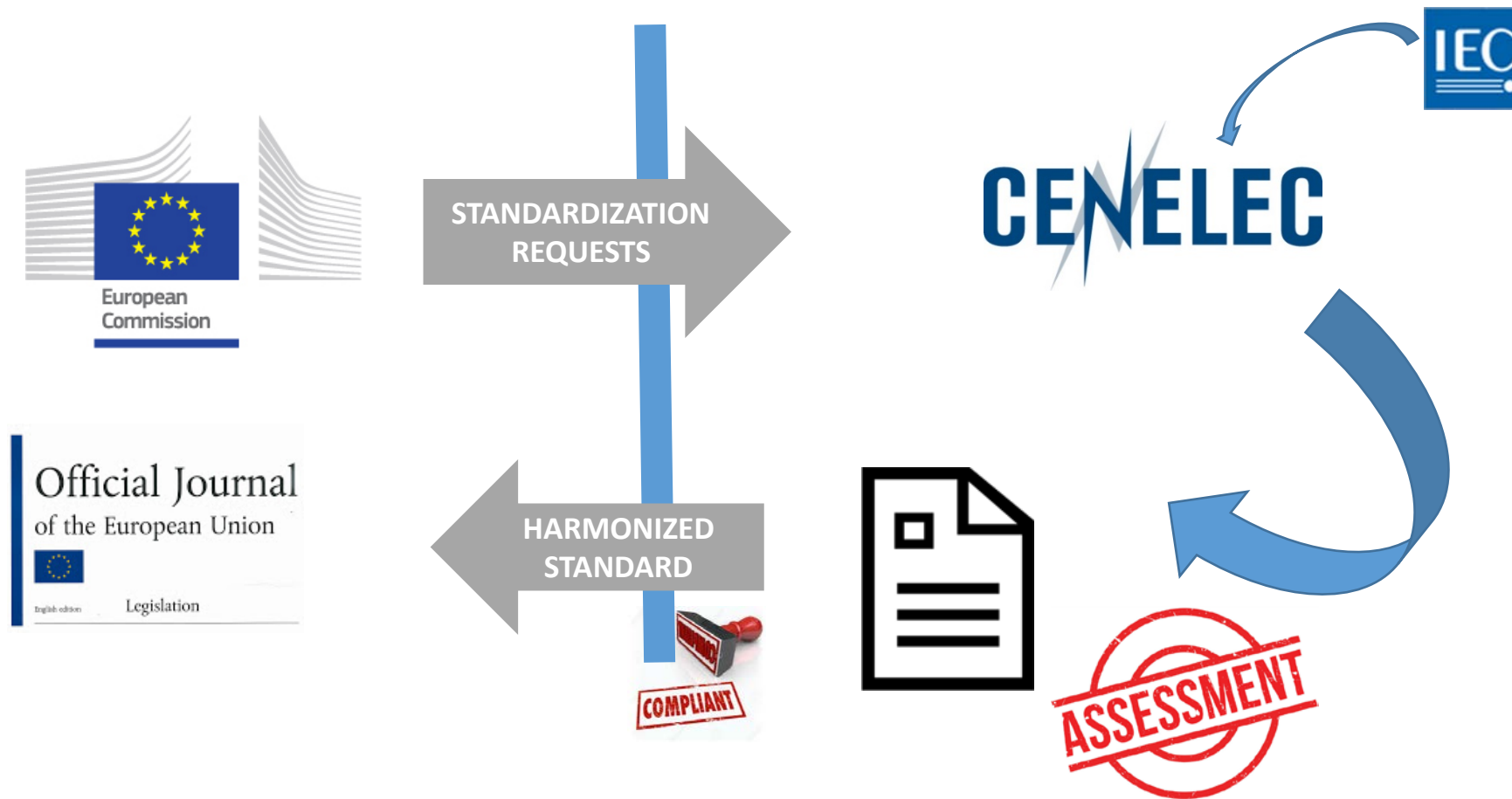
- **Reference to standards**

- At EC's request, CEN and CENELEC develop Harmonized Standards (hENs)
- ENs set out technical specifications to meet Directives' requirements

How Standardization supports legislation



Link with EU legislation & Standardization Requests



> 3000 harmonized standards listed in the OJEU

Link with EU legislation & Standardization Requests



European law (Directives / Regulations) regulates important industrial sectors:

- ▲ PPE
- ▲ Medical devices
- ▲ Low voltage equipment
- ▲ Machinery
- ▲ EMC
- ▲ Radio Equipment

[Link to EC page on Harmonised standards](#)

- ✓ Standards are a tool to support EU policy and legislation according to the principles of the New Legislative Framework (New Approach)

Harmonized standards (hEN) are developed in the same way as any other EN in CENELEC – **but with additional considerations:**

❑ **Mandatory for hEN:**

All harmonized standards **shall** include an informative Annex ZZ (CENELEC), demonstrating the relationship between the clauses of the standard and the regulatory requirements.

For standards developed under the Frankfurt Agreement, a normative Annex ZA ‘normative references’ shall be included as well.

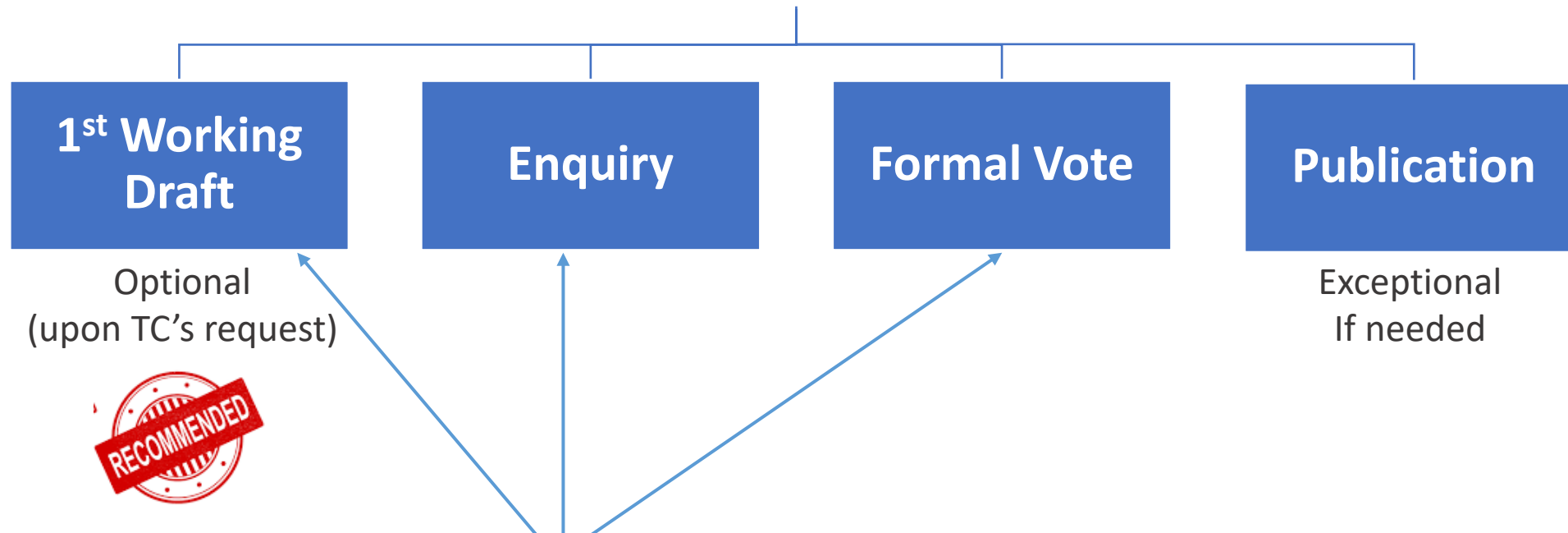
❑ **Consultant assessments:**

The HAS consultants assess the compliance of a standard with directive’s (and standardization request) requirements, via communicating with and delivering assessments to the TCs - they work on behalf of the EC.



‘Compliant assessment’ on EN is needed to have the EN “offered” (by CEN-CENELEC) to the European Commission and then cited in the OJEU (European Commission decision)!

When can assessment be requested?



**At any of above stages assessment can be requested.
However, only 1 assessment per stage !**

What TC needs to deliver to CCMC?

Optional assessment

1st Working Draft

- ✓ Draft standard (e.g. IEC CD - not in CCMC possession: TC to provide it)
- ✓ Risk assessment
- ✓ Informative Annex ZZ (however not mandatory at this stage)

Formal assessment

Enquiry

- ✓ Informative Annex ZZ
- ✓ Normative Annex ZA (CCMC can deliver a draft – but formally under TC responsibility)
- ✓ Risk Assessment
- ✓ Recommendation to include responses to the Consultant's comments at 1st Working Draft

Formal assessment

Formal Vote

- ✓ Informative Annex ZZ (send the Annex again to CCMC, even if unchanged!)
- ✓ Normative Annex ZA (send the Annex again to CCMC, even if unchanged!)
- ✓ Risk Assessment (send the Annex again to CCMC, even if unchanged!)
- ✓ Responses to the Consultants' comments received at Enquiry

Exceptional, only when needed

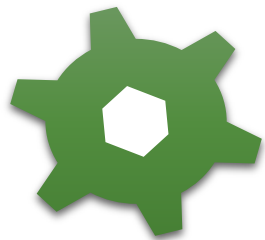
Publication

- ✓ Informative Annex ZZ
- ✓ Normative Annex ZA
- ✓ Risk Assessment
- ✓ Responses to the Consultants' comments received at Formal Vote

Citation of a harmonized standard in the OJEU

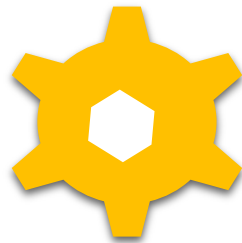
□ Procedure overview

hEN standard developed in the support of legislation



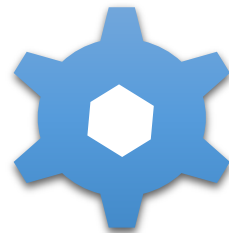
Annexes:

TC to provide additional European elements



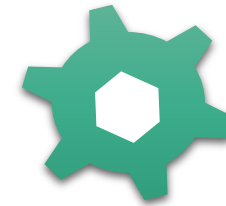
HAS Assessment:

Ensuring the standard complies to the Safety Objectives of the Directive(s)



Offering to EC:

Only if positively assessed, CCMC offers the standard to EC for citation



Final decision:

EC's decision to cite the standard in the OJEU

Standard cited in the OJEU



Key points!

Principles for a successful assessment

- ❑ **Start the process as early as possible!**
i.e. with the assessment request of the first working draft: the consultant would flag compliance issues early in the process

- ❑ **Systematically provide feedback!**
TC shall provide feedback by responding, in writing, to the HAS consultant's comments (column: observations from the secretariat)

- ❑ **Communication is the key!**
 - ✓ Ensure communication flows between CLC/TC (interaction with the HAS consultants) and IEC/TC (writing the standard)
 - ✓ Ensure communication flows with HAS Consultant: After the submission of the assessment by CCMC, TCs are encouraged to engage with HAS consultants



Useful information

CENELEC Expert Site



▶ Link: <https://experts.cenelec.eu/>



▶ Your platform to:

▶ Applications & services

▶ Expert news (with 'subscribe to news' option)

▶ Trainings & materials

▶ Key initiatives

▶  Digital Transformation

▶  Online Collaborative Authoring

▶  Standards of the Future

▶  Open Source Solutions

▶ CENELEC BOSS

Business Operation Support System



- ▲ Source of stable information to CENELEC/TC secretaries, chairpersons and experts
- ▲ Quick and easy access to navigate-internet tool with public access from main CENELEC website
- ▲ CEN-CENELEC Internal Regulations are on the BOSS
 - Part 2: Common Rules for Standardization Work
 - Part 3: Rules for the structure and drafting of CEN/CENELEC Publications



Business Operation Support System



Forms and templates

TECHNICAL BODY ORGANIZATION

- › Meeting agenda (NEW!)
- › Terms of Reference
- › TC Business Plan
- › TC report to BT (NEW!)
- › JTC report to BTs
- › SC report to TC
- › BTTF report to BT
- › Registration form TC meeting
- › Registration form BTTF meeting
- › Registration form (BT)WG meeting
- › Workshop - Registration Form
- › Workshop - Proposal Form
- › Workshop - Project plan
- › Application form to become member in a Joint advisory or coordination g

TECHNICAL WORK

- › Commenting template
- › Checklist – Items to be considered when drafting standards to be offered
- › IPR- Exploitation Rights License Agreement
- › IPR - Attendance list
- › IPR - Patents declaration
- › IPR - WS exploitation
- › NWI form
- › New Field of Technical Activity

ANNEX ZZ

- › Generic template (EN - FR - DE)
- › Ecodesign (EN - FR - DE)
- › EMCD (EN - FR - DE)
- › EMCD - generic text for references to EN 55011, EN55014-1, EN 55015,
- › GPSD (EN - FR and DE not available)
- › IVDR (EN - FR and DE not available)
- › LVD (EN - FR - DE)
- › Medical Devices (EN - FR and DE not available)
- › Machinery (EN - FR and DE not available)
- › RED - EMC (EN - FR (not available) - DE)
- › RED - Safety (EN - FR (not available) - DE)
- › Railway (EN - FR and DE not available) + Explanatory note

TECHNICAL BOARD

- › NC template for BT documents
- › Reply to BT consultation (NCs) - general NEW!
- › Reply to BT vote on Standardization Requests (NCs)
- › Reply to BT consultation - Partners
- › Comments on draft Standardization Requests
- › Candidature for (re)allocation of TC/SC/JTC secretariat
- › Candidature for (re)allocation of SR secretariat

INITIAL STRUCTURES HOMEOWN DELIVERABLES FRANKFURT AGREEMENT DELIVERABLES REFERENCE MATERIAL

Operations System

ystem (BOSS) aims at
those actively contributing
within the CENELEC
is and gives access to
day-to-day work.



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



ISSUE JULY 2021 – Vol. 10



Decisions from 66th CEN/BT TCMG – 93rd CEN/BT – 168th CLC/BT

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

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

Best regards

Cinzia MISSIROLI
Director Standardization & Digital Solutions

BT measures relating to COVID-19 pandemic

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

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

More information

- ▶ Webinar: [The Frankfurt Agreement: Principles and day-to-day management](#)
- ▶ Webinar: [Standardization Requests – State of Play](#)
- ▶ Webinar: [Use and justification of normative references for harmonised standards](#)
- ▶ Webinar: [Risk assessment in standards tool for harmonisation](#)
- ▶ Webinar: [Harmonized European standards: Drafting standards compliant with EU legislation](#)
- ▶ Webinar: [Webinar on EMC matters in relation to harmonized standards](#)
- ▶ Webinar: [Harmonized European standards under the Low Voltage Directive \(LVD\)](#)



Contact points



TC reports to BT, NWI requests: dataservice@cencenelec.eu

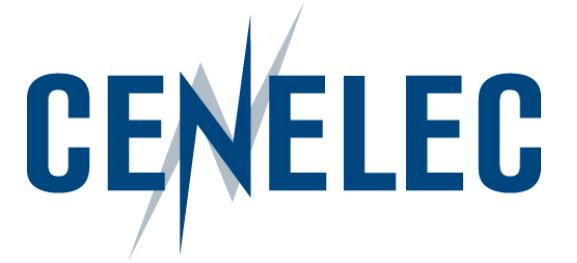
Texts for procedures: production@cencenelec.eu

Liaisons with European federations: partners@cencenelec.eu

Support on research projects: research@cencenelec.eu

For anything else, contact your project manager! 😊

THANK YOU - QUESTIONS



cvigneron@cencenelec.eu

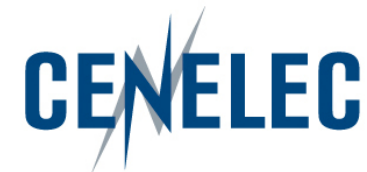
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INFORMATION FOR TECHNICAL BODY OFFICERS

Best wishes !!

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