

Strategy 2030 Project Participation Policy

1 About this Participation Policy

This Participation Policy provides general terms of reference for project teams responsible for implementing projects under the CEN and CENELEC Strategy 2030. It details how such teams are established and outlines the qualification criteria, roles and responsibilities of the different actors involved.

It provides a generic framework of reference for all Strategy 2030 Projects. More specific information and participation requirements are detailed in the respective Project Charters.

2 Composition & eligibility

2.1 Generic

Project teams shall strive to reflect a balanced representation of the CEN and CENELEC communities in all their diversity at both organizational and individual level.

Project teams shall not have an “observer” role. All project team members shall be active contributors.

2.2 Defined per project, per role

The following characteristics of each project team role shall be specified in the Project Charter, which shall be established and modified only in accordance with defined project processes including approval by the Strategy 2030 Steering Committee:

- the role name and responsibilities
- desired number of team members per role, which may vary at different points in the project lifecycle
- desired skills, experience, and qualifications of team members, per role
- desired time commitment, per role
- whether team members may be nominated only by CEN and CENELEC Members or also by European Partners, etc., per role
- whether team members are required to be employees of the nominating organization (default) or other types of relationships are accepted, per role
- any additional eligibility criteria, per role

3 Procedures

3.1 Call for Nominations

A Call for Nominations shall be issued a maximum of once per month, combined for all Strategy 2030 projects, coordinated by the CEN and CENELEC Project Management Office. It shall specify, for each project:

- A short description of the project
- A list of the roles to be filled, comprising the information as per section 2 above
- The deadline and method for making nominations
- Contact details in case of questions

It shall be sent to mailing lists according to which organizations are eligible to nominate team members for the listed roles.

The nomination shall:

- be completed by an authorized representative of the nominating organization
- confirm that the nominating organization guarantees that the nominee divests themselves of any national and company positions and pursues the interests of CEN and CENELEC in all their acts
- contain all relevant information to respond to the selection criteria as per section 2 above

The Project Leader and Project Manager shall jointly assess all nominations and decide for each one within 4 weeks of the deadline for making nominations. The process for assessing nominations is at the discretion of the Project Leader and Project Manager and may involve additional steps such as an interview. The Project Manager shall inform the nominator and nominee of the decision.

3.2 Appointment

In case of a positive decision, the Project Manager shall have the new team member sign the CEN and CENELEC Strategy 2030 Project Code of Conduct and keep a record of it. This may be a traditional signature (print, sign, scan) or an electronic signature.

The process for onboarding the new team member is at the discretion of the Project Leader and Project Manager but should be complete within 12 weeks of the decision being made.

Only appointed project team members who have signed the Code of Conduct shall have access to the project's working documents/tools.

3.3 Termination

Termination of project team members is at the discretion of the Project Leader and Project Manager, and may arise due to, amongst other reasons:

- Routine:
 - completion of the project/task
 - the team member ending their employment with the nominating organization
 - the nominating organization reassigning the team member to other projects
- Dismissal for cause:
 - failure to act in accordance with the Code of Conduct
 - unsatisfactory contributions to the project

A warning may be given, at the discretion of the Project Leader and Project Manager, depending on the circumstances.

Once it is decided to terminate a team member, the Project Manager shall immediately:

- revoke access to the project's working documents/tools
- in case of dismissal for cause, inform the authorized representative(s) of the nominating organization and the CEN and CENELEC Project Management Office (pmo@cencenelec.eu), explaining the reason for dismissal.