



European Standardization Organizations

Flexible standards development process

Part 1: Principles and operational aspects

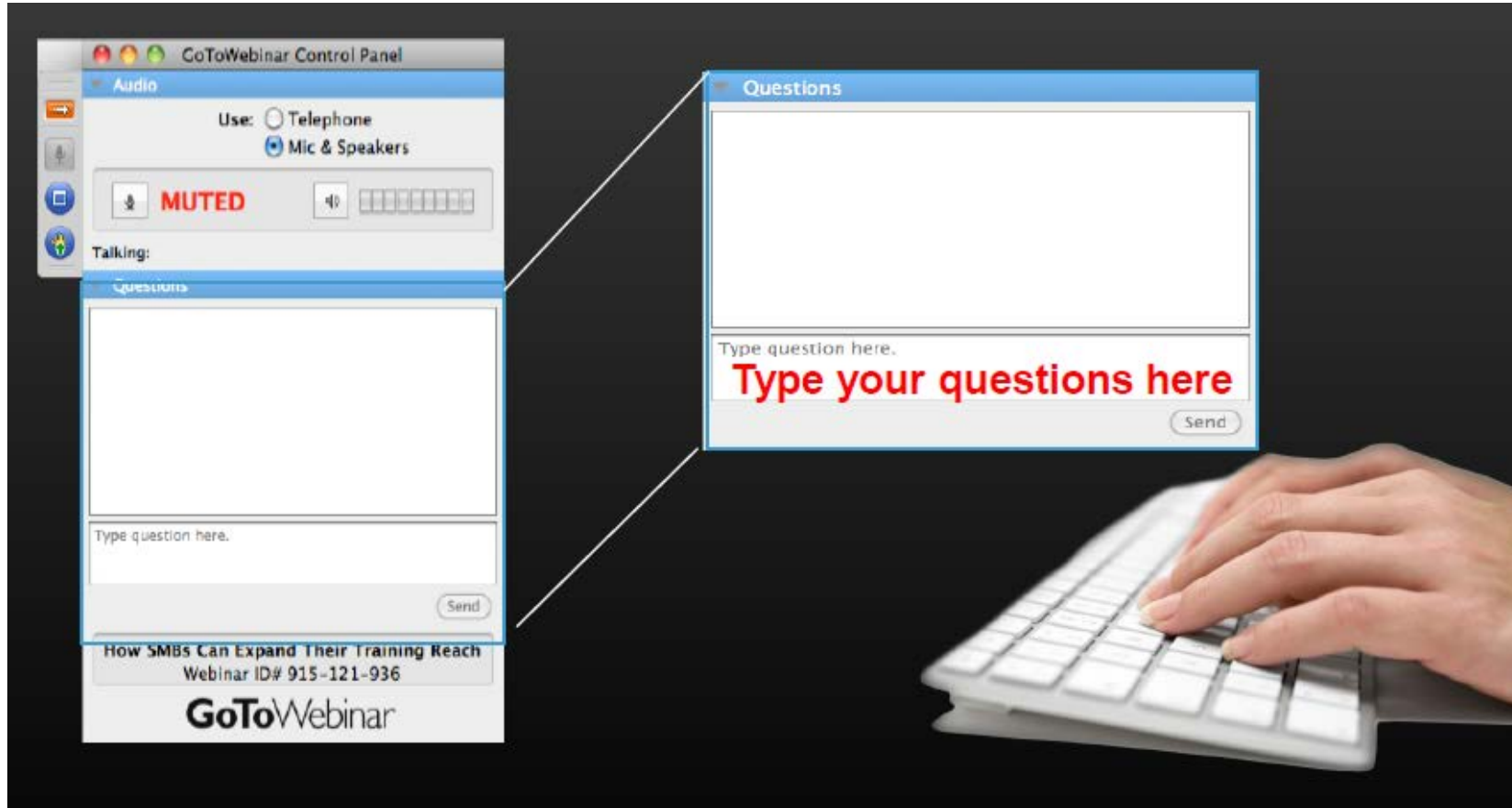
CEN-CENELEC Webinar
18 February 2020



*We start at
09:30 CET*

Get the most out of the webinar today

- ▶ Use the Q&A panel to submit your questions



Your speaker today



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MEMBERS - Technical Boards

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The *Flexible Standards Development Process* Principles

- ▶ New process for standards' development



- ▶ Technical Committees: fully responsible for the **timely** and **effective delivery** of standards

→ **autonomy** in planning and organizing their work
→ within a specified **maximum timeframe**

▶ The process is applicable to:

→ **any homegrown CEN and/or CENELEC work items**

→ **CEN work items under VA with CEN lead**

Including the candidate harmonized standards with a special attention to the deadlines set in the Sreq!

The *Flexible Standards Development Process*

Start of implementation



▶ The process will be applied to:

→ **Work Items for which the NWI proposal has been '*accepted*' after 1 April 2020**

▶ in CEN - date of the CEN/TC decision

▶ in CENELEC - date of the CLC/BT decision

Better project management

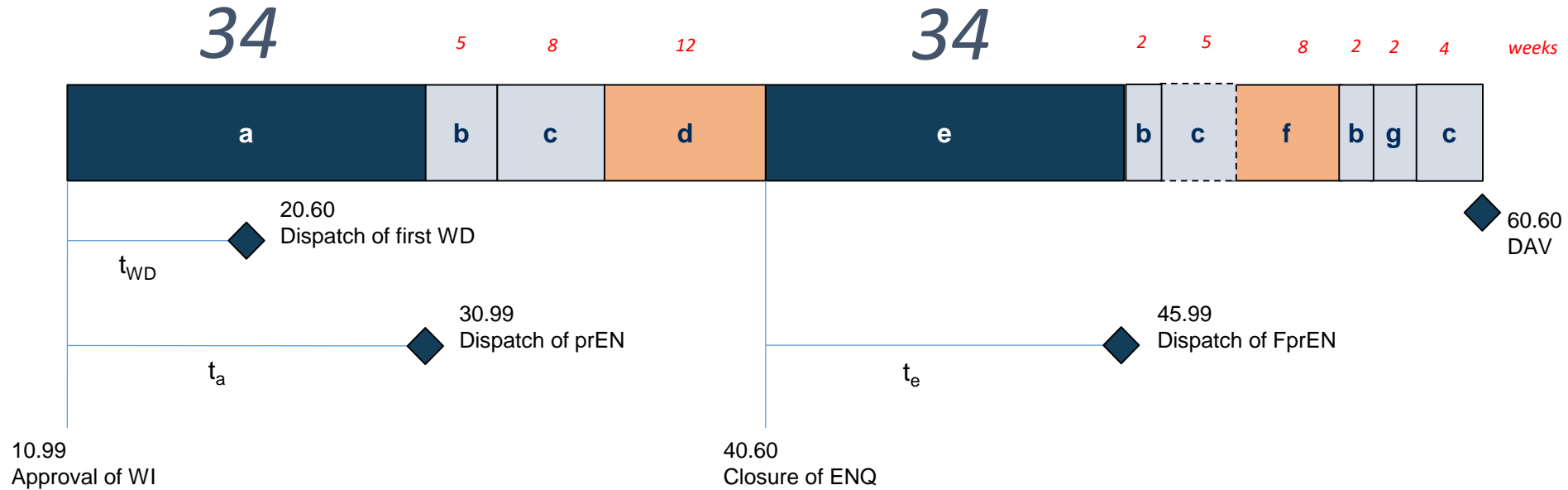


- ▶ **Commitment** to pre-defined objectives
- ▶ Need to ensure **resources** and **expertise** will be available
- ▶ TBOs to **continuously monitor** the progress of the project





Decision to be taken Work Item per Work Item!

- ▶ Allocating the necessary amount of time to the 2 process stages that are devoted to the TC work
 - Drafting of the prEN (from NWI approval to submission to ENQ)
 - Handling of comments after ENQ and for the drafting of the FprEN (from the end of the ENQ to the dispatch of the FprEN)
- Those 2 stages become **flexible** → duration to be decided by the Technical Committee

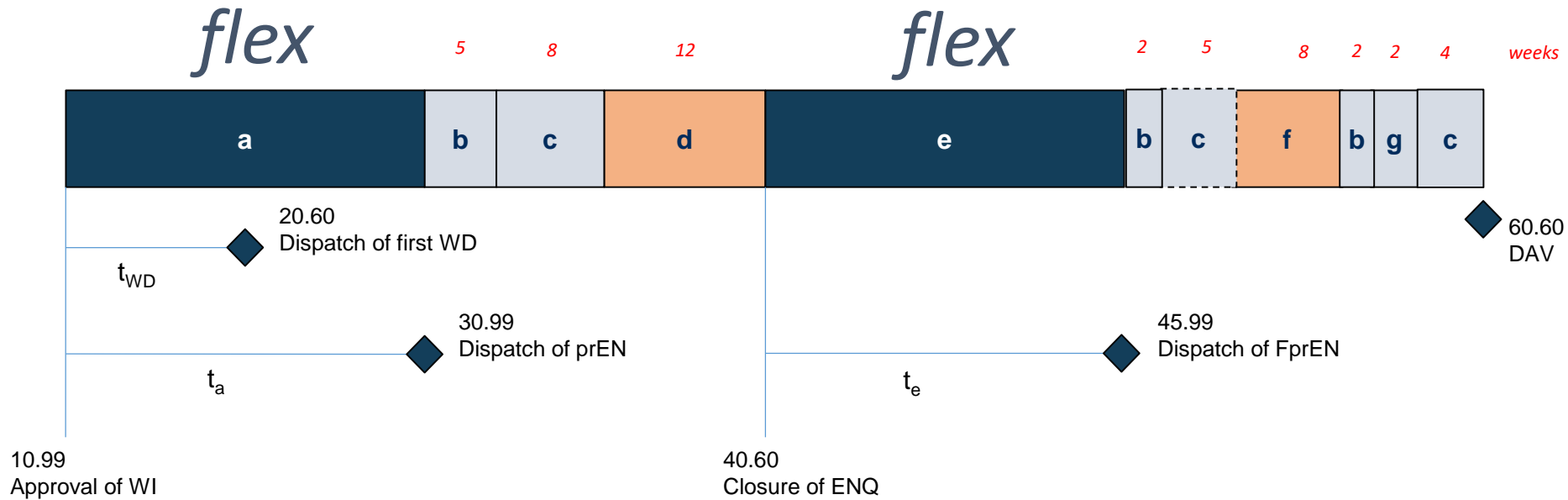
From rigidity...



- 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
-  *Optional* internal process
-  Technical work
-  Voting

...to flexibility

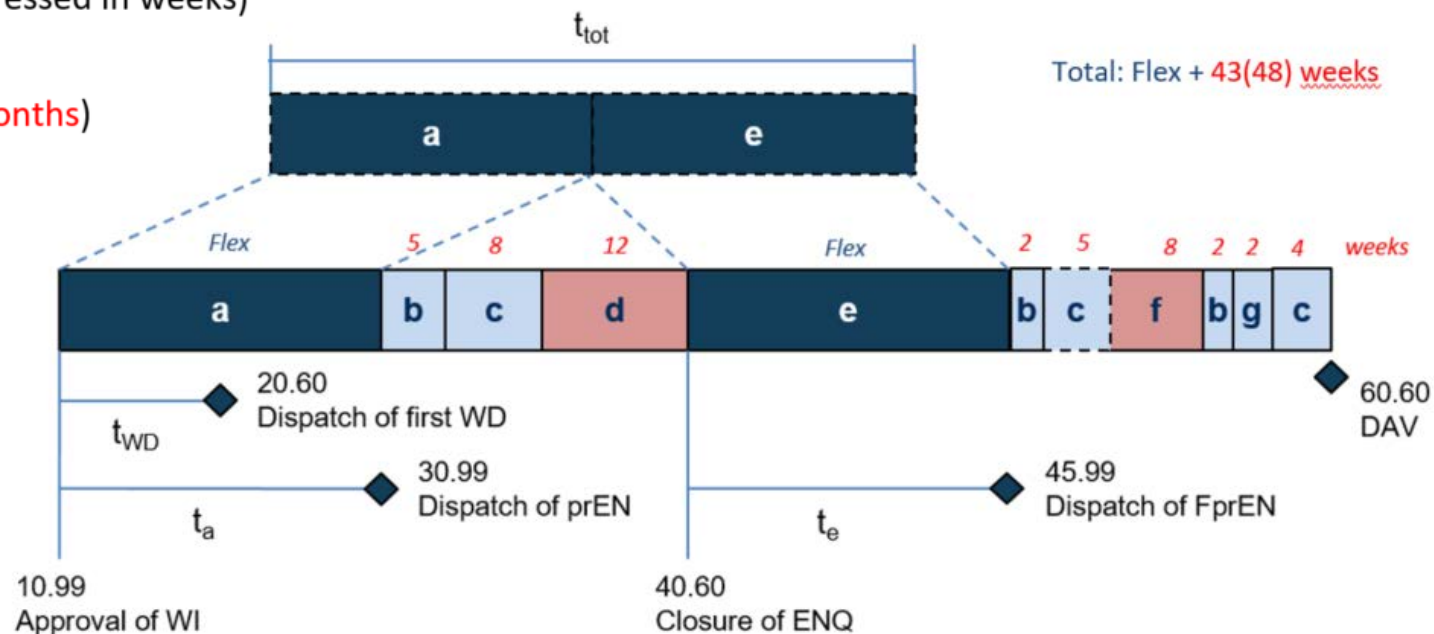


- a Drafting of prEN
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- Internal process
- Optional* internal process
- Technical work
- Voting

Operational aspects

- t_{WD} : planned time for Dispatching of 1st working draft – 20.60
- t_a : planned time for stage (a)
- t_e : planned time for stage (e)
- t_{tot} : Total time for TC work
 - $t_{tot} \leq 68 w$ (i.e. the original $t_a + t_e = 34 w + 34 w \approx 16$ months)
- t_{ext} : Extension with only one tolerance
 - $t_{ext} = 39 w$ (i.e. the original 9-months tolerance expressed in weeks)
- $t_{tot, ext}$: Total time for TC work including the extension
 - $t_{tot, ext} \leq 107 w$ (i.e. $t_{tot} + t_{ext} = 68 w + 39 w \approx 25$ months)



Question time





► **WHEN:**

- When preparing the New Work Item form for approval
- CEN: TC decision through a delegated BT decision
- CENELEC: when submitting the NWI request to CLC/BT



► WHAT:

Allocation of time by indicating the following 3 target dates, in both CEN and CENELEC NWI forms:

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



► HOW:

$$t_{a,\min} = 1 w$$

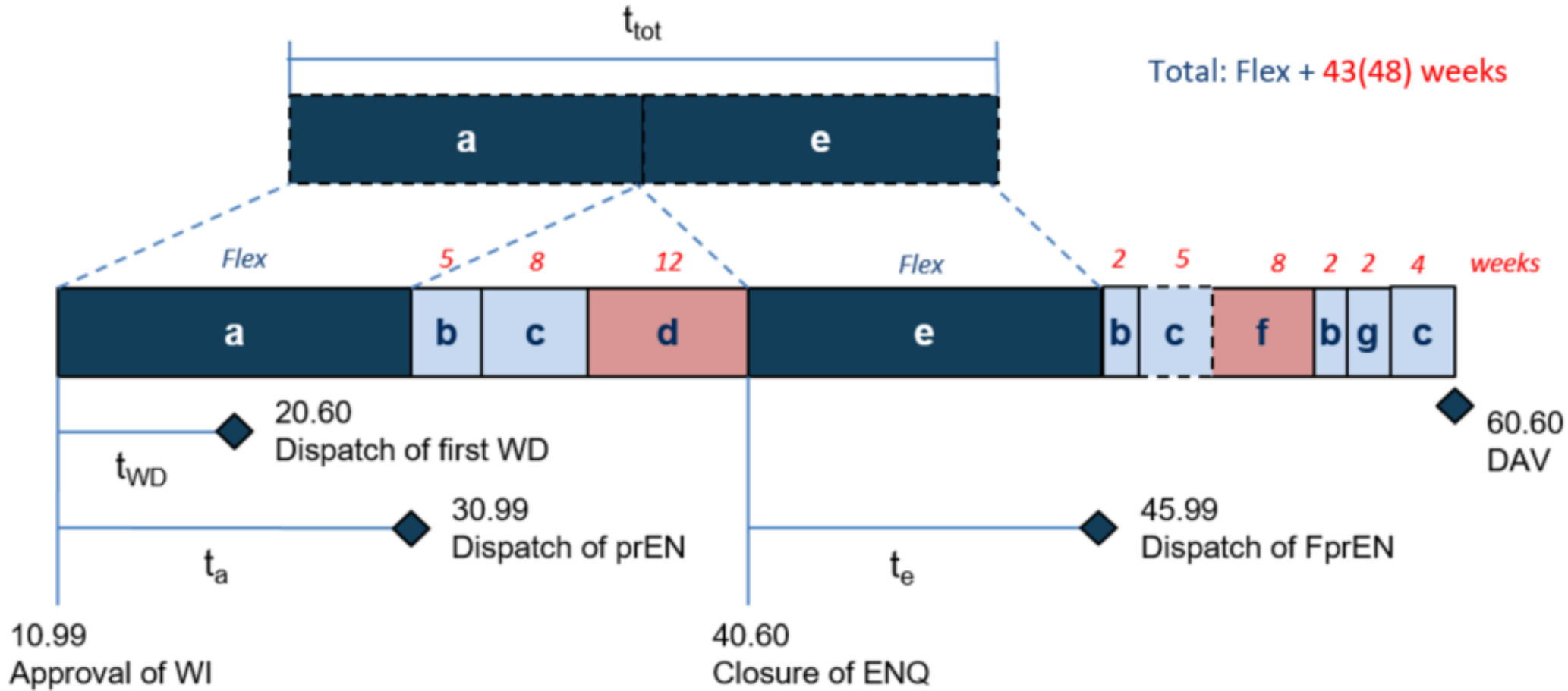
$$t_{e,\min} = 6 w$$

$$t_{a,\max} = 62 w \quad (\text{i.e. } t_{\text{tot}} - t_{e,\min} \leq 68 w - 6 w)$$

When planning t_a , the times for dispatching the first working draft, the ENQ draft, the FprEN are calculated by default:

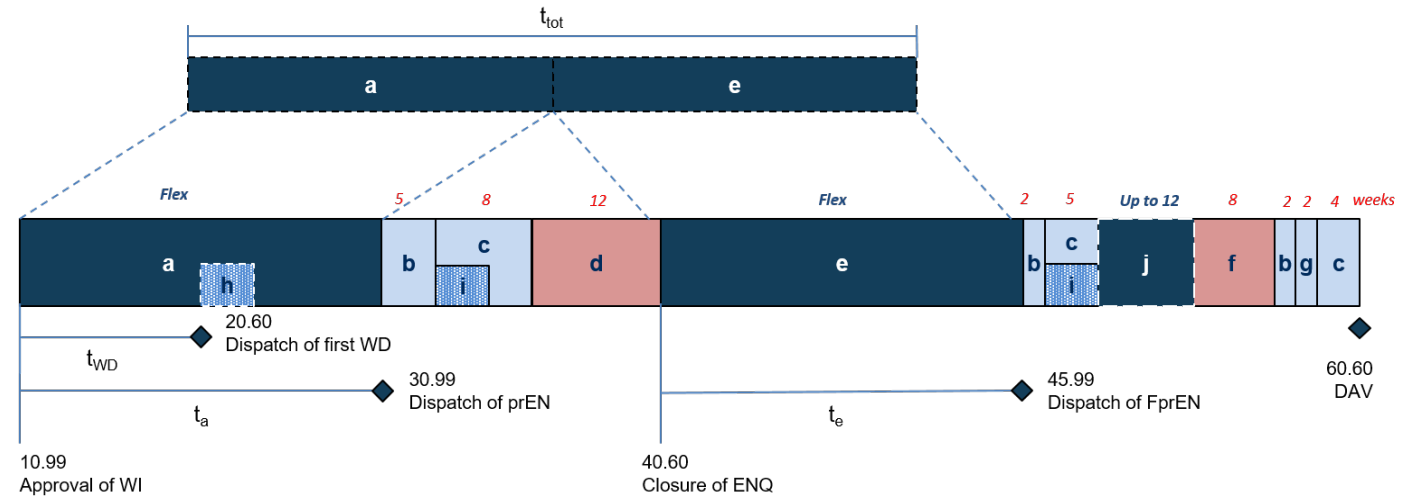
- $t_e \leq t_{\text{tot}} - t_a \leq 68 - t_a$
- $t_{\text{WD}} = \frac{1}{2} t_a$

Operational aspects



Mandated Work

- TC to keep in mind
 - the deadlines in the Sreq
 - all aspects related to the assessment process
- Making sure all documents will be available for assessment (e.g. the Annex ZA/ZZ)
- In case of negative assessment before FV: new stage becomes necessary (j) → solving HAS consultants' remarks
- The three target dates don't consider it, but it must be part of the overall reasoning and awareness before planning



a	Drafting of prEN	Internal process
b	Editing	Technical work
c	Translation and preparation of national publication	Voting
d	Enquiry	Assessment
e	Comments handling / preparation of FprEN	
f	Formal Vote	
g	TC proofing	
h	Indicative Assessment (optional)	
i	Assessment	
j	solving negative assessment (if necessary)	

Question time

On what does the successful implementation of the flexible process depend?



Review of planning

At least 4 weeks after dispatching the first Working Draft, TC leadership in cooperation with relevant convenor shall decide on one of the following options:

- Keep the **original planning**
- Change the planning by using the “**one change**” option.
One change may be agreed by the Technical Committee
- **Ask for a tolerance**. One tolerance of **39 weeks** (9 months) may be agreed by the TC and can be asked **anytime** in the process, but not before 4 weeks after the dispatch of the first Working Draft



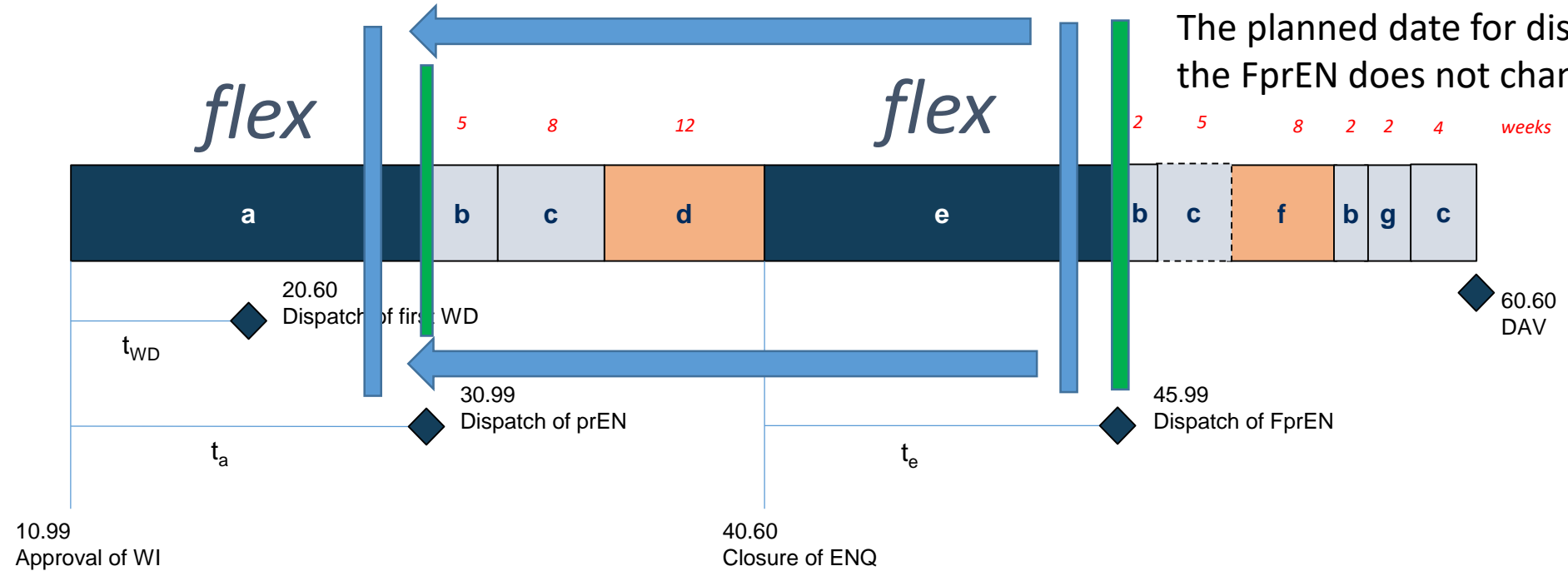
Delivering before the planned dates

- It is possible!
- When completing in advance (a):



- **does not automatically imply a change** to the planned date for delivering the final draft
 - It will **de facto extend (e)** by the time saved under (a)
- Target date for submission to FV: shall be seen as **ultimate deadline**
 - CCMC handling: First in First out (FIFO) basis
 - In some cases (series of standards) TC leadership can decide to keep planned dates

Delivering before the planned date



- 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
- Optional* internal process
- Technical work
- Voting

Delays and deletion of WIs

- Delays in internal processes (e.g. editing or translation)
 - ➔ the launch of the Enquiry is delayed
 - ➔ the planned date for dispatching the formal vote shall be postponed appropriately
- For work items submitted to enquiry up to **4 weeks later** than the planned time, duration of stage (e) will be reduced by the delayed time used.
- Work items with a **delay of more than 4 weeks** at enquiry or formal vote stage will be **deleted**.

Remember: the 9-months tolerance can be requested within the four weeks!

IT tools for planning, monitoring and alerts

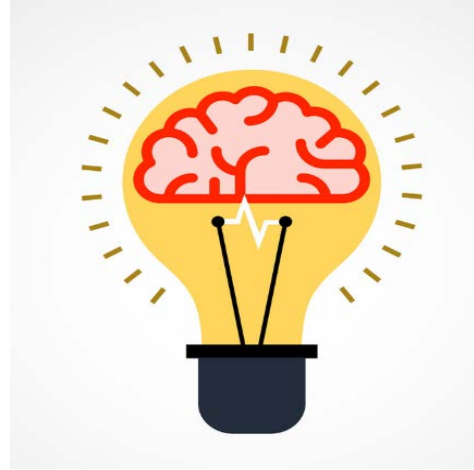
- Current implementation of IT tools for planning and monitoring
To be presented during Webinar of 12 March!
> Register [here](#).

Alerts:

- Dispatch of 1st Working Draft: Alert in Projex **8 weeks** in advance of planned date
- Dispatch of Enquiry draft: Alert in Projex **12 weeks** in advance of planned date
- Dispatch of FprEN: Alert in Projex **12 weeks** in advance of planned date

Simulation from A to Z

Simulation: All starts with the preparation of the NWI proposal



This is the moment for the TC to PLAN its work for the specific Work item!

In practice,

- TO ALLOCATE how much time is needed for the two TC process stages
- TO DEFINE accordingly the target dates

Simulation: adoption of the NWI



New Work Item Proposal	
<i>TC name – TC title</i>	
Secretariat:	Proposal documented in N xx
Date of circulation:	Closing date for voting:

17. Please provide the target dates for the below key stages:

For ENs:

Dispatch of 1st Working Draft (20.60):
Dispatch of Enquiry Draft (30.99):
Dispatch of Formal Vote Draft (45.99):

For UAPs, TSs and TRs:

Dispatch of 1st Working Draft (20.60):
Dispatch of Draft for Vote (30.99):

Simulation: adoption of the NWI



New Work Item Proposal			
TC Name		TC_NAME	
TC Title		TC_TITLE	
Secretariat:	NC	Date of proposal:	YYYY-MM-DD

INFORMATION ON THE WORK ITEM

PROJECT MANAGMENT					
Proposed target dates					
1 st WD (20.60)	1 WD_TARGET	ENQ (30.99)	ENQ_TARGET	FV (45.99) (EN/HD ONLY)	FV_TARGET

Simulation: preparing NWI

- **Proposal for New Work Item** – it may originate from:
 - a CEN or CENELEC Member;
 - The CEN or CENELEC Technical Committee
 - the EC or EFTA Secretariat;
 - an international organisation;
 - a European trade, professional, technical or scientific organisation.
- If the proposed work falls within the scope of the TC, **the Secretary deals with the proposal** in accordance with the respective CEN or CENELEC guidance for adoption of NWI.

Question time



Simulation: preparing NWI



- The **Secretary consults** with the Chair, Convenor, TC or WGs experts – as relevant
- **The Secretary evaluates the time frame** for the project considering the available resources
- Following this consultation, and with the approval of the relevant TC officers, **the Secretary allocates** the project's timeframe by indicating the 3 target dates, in both CEN and CENELEC NWI forms:
 - Target date for dispatch of first Working Draft
 - Target date for dispatch of ENQ draft
 - Target date for dispatch of FV draft

Simulation: adoption of the NWI



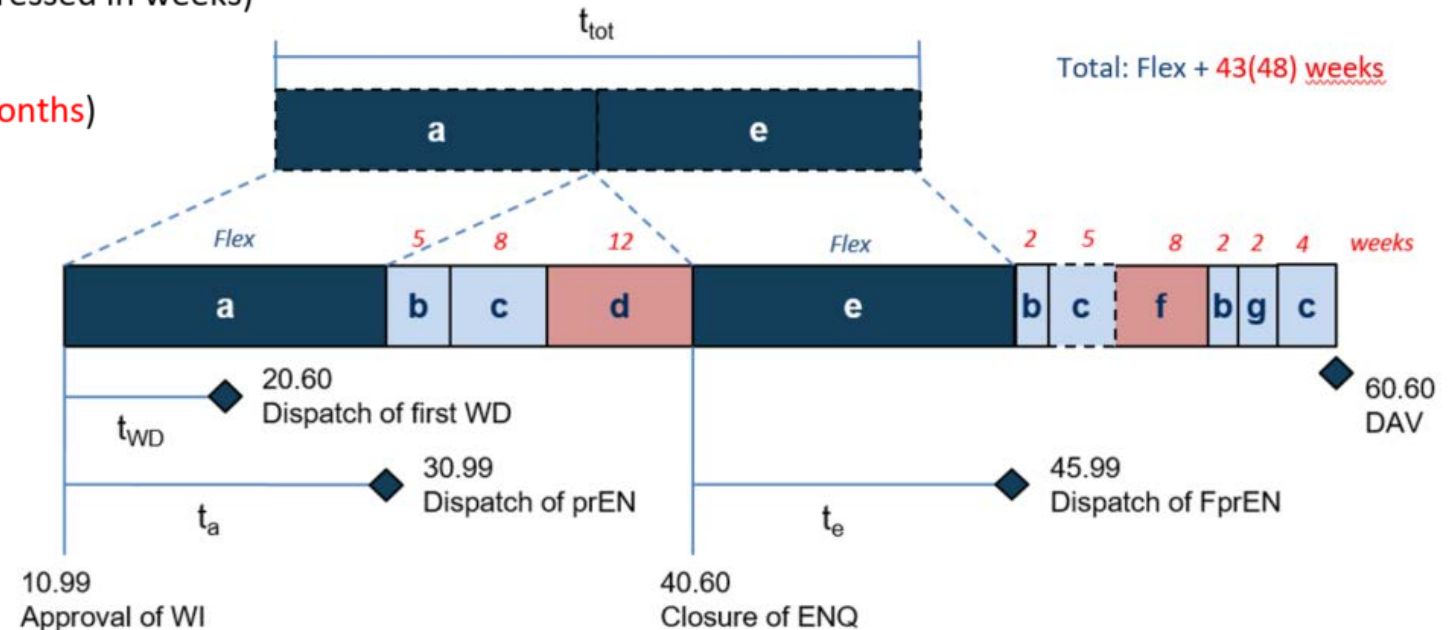
- **The TC approves the NWI , considering the proposed time frame**, in order to (1) assign a proposed work item to the preliminary stage or (2) include a NWI in its work programme
 - at CEN: by correspondence or at the meeting (delegated CEN/BT decision to the CEN/TCs)
 - at CENELEC: the inclusion of a NWI in a TC’s work programme requires CLC/BT approval – the support of 5 NCs is needed

Simulation: adoption of the NWI

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When planning T_a , the times for dispatching the first working draft, the ENQ draft, the FprEN are calculated by default:

- $t_e \leq t_{tot} - t_a \leq 68 - t_a$
- $t_{WD} = \frac{1}{2} t_a$



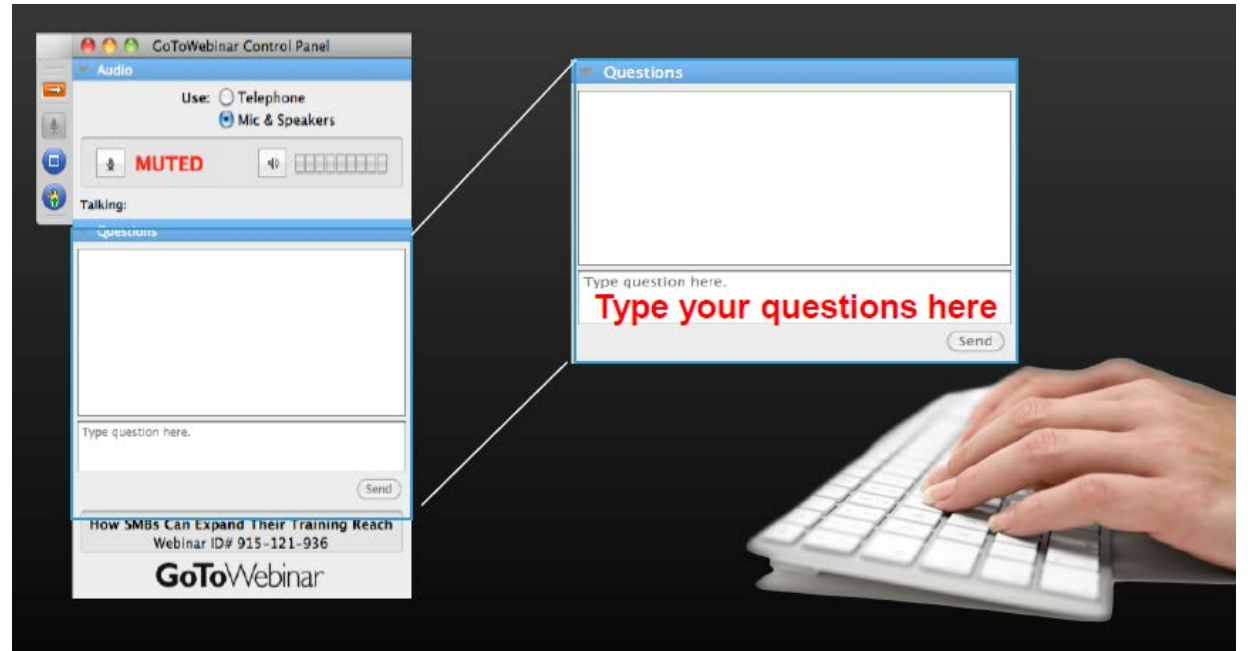
The NWI is approved, included in the TC's work programme

The clock is now ticking!

TC to deliver drafts according to the dates set for the First Working Draft and the Draft for Enquiry

Planning review for 4 weeks after dispatch of the 1st Working Draft

*keep the planning
one change option
tolerance request*





European Standardization Organizations

Thank you for your participation!

Next webinar on 2020-03-12: [Standards development process - Flexible process: Part 2 - IT tools for planning & monitoring](#)