



INFORMATION FOR TECHNICAL BODY OFFICERS

In collaboration with



# COMMON SESSION

## Inclusiveness of the ESS – Enhancing the involvement of societal stakeholders and SMEs

Deborah WAUTIER


Maitane OLABARRIA  
Secretary General - SBS

- ▶ Inclusiveness of the European Standardization System
- ▶ Annex III Partner Organizations
  - ▶ Who are they and who do they represent?
  - ▶ What are their rights and obligations within the CEN and CENELEC system?
  - ▶ What is the *Opinion Mechanism*?
- ▶ Guest presentation: **Small Business Standards** – Making standards work for SMEs




# Inclusiveness of the ESS

☁ Active poll 0 👤



### What does "inclusiveness" mean to you, in the context of standardization?



Join at  
**slido.com**  
**#InclusiveTBO**

# Inclusiveness of the ESS

- ▶ An **Inclusive** CEN and CENELEC System to be the preferred choice for standardization in Europe is one of the 5 goals identified in the **CEN and CENELEC Strategy 2030**
- ▶ Participation of **Societal Stakeholders and SMEs in European standardization**, complementing their participation at national level → **Specific partnerships with CEN and CENELEC**
- ▶ CEN-CENELEC commitment to inclusiveness reinforced by
  - ▶ **EU Regulation 1025/2012** on European Standardization
  - ▶ **EU Standardization Strategy** (2022)



# Annex III Partner Organizations

## Consumers



## Environment



## Workers



## SMEs



# Small Business Standards (SBS)

- ▶ Founded in 2013
- ▶ Raise awareness
- ▶ Represent SME interests
- ▶ 21 associations representing more than 12 million SMEs



# SBS activities

## TECHNICAL

Financial support to SME experts in Technical Committees

Tools to support consideration of SME needs in standardisation

Training of experts & support with any questions related to standardisation

Support uptake & knowledge about relevant standards

Participation in relevant EC Expert Groups (e.g. Committee on Standards, Machinery Expert group...)

Participation in CEN and CENELEC policy & governing bodies

Recommendations to CEN and CENELEC to improve representation & participation conditions for SMEs

## POLITICAL

**AWARENESS RAISING**  
Events, webinars, publications

# SBS experts



- ▶ 67 experts in 2022 in CEN, CENELEC, ETSI, ISO and IEC
- ▶ Different sectors: construction, energy, digital technologies, PPE, consumer products, lifts, electrical installations, services,...
- ▶ Open calls launched every year over the summer

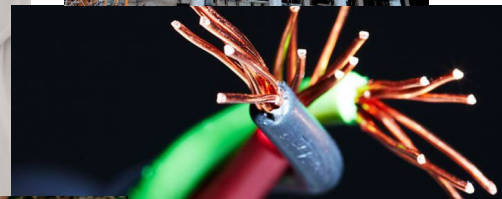


# SBS Working groups

**WG PPE & TEXTILE CARE**



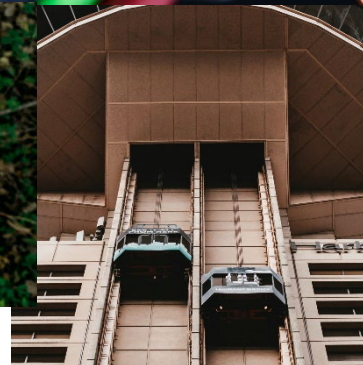
**WG CONSTRUCTION**



**WG DIGITALISATION**



**WG SUSTAINABILITY**



**WG LIFTS**

# Publications:



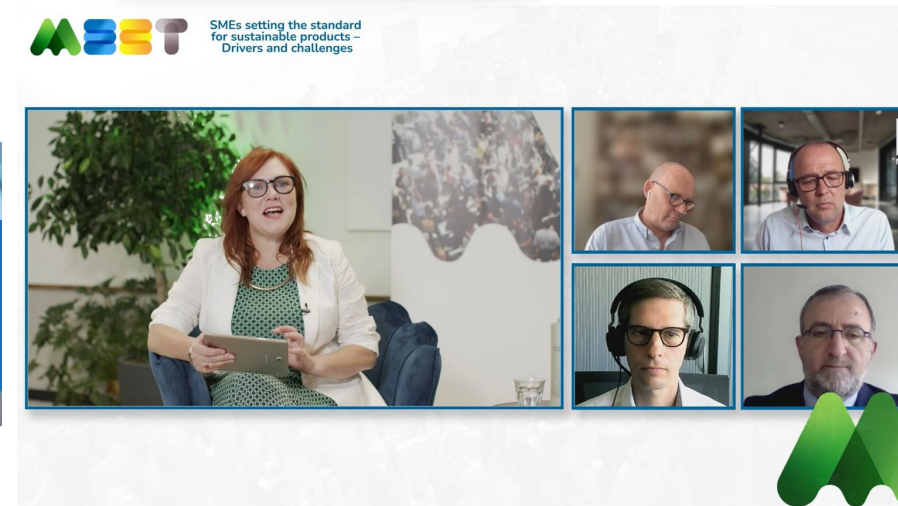
# Events:



**Small Business Standards**

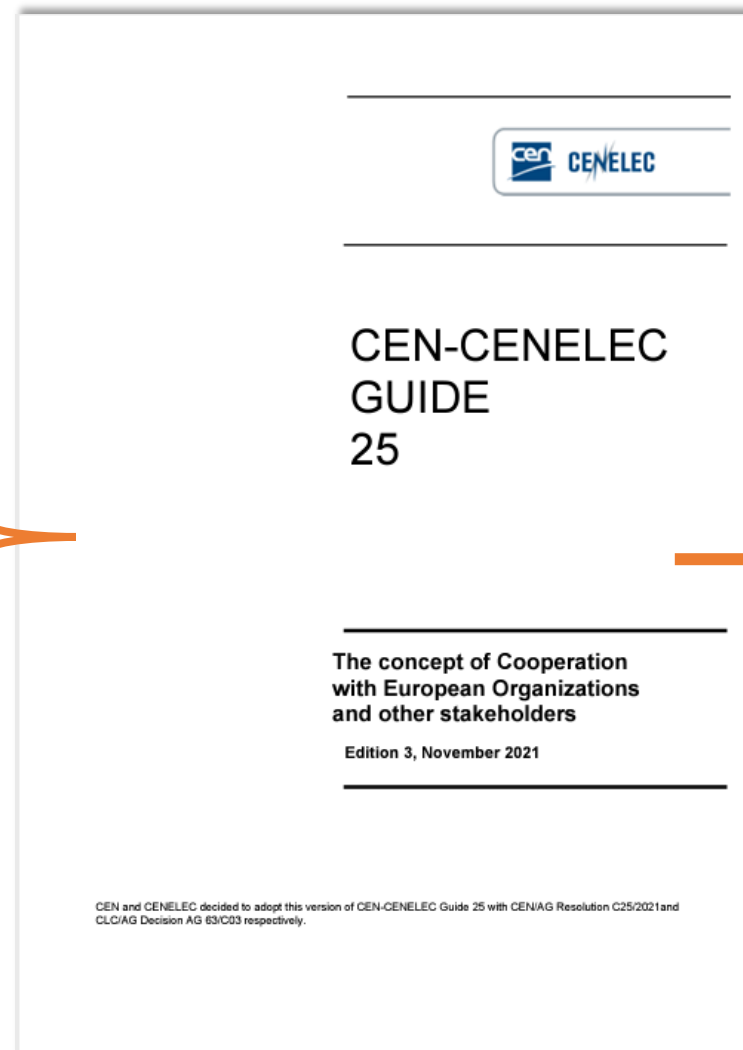
**EUROPEAN ACCESSIBILITY ACT AND STANDARDS**  
what SMEs need to know

22 NOVEMBER, 9:30 - 11:00



**ASSET** SMEs setting the standard for sustainable products - Drivers and challenges

# Cooperation with Annex III organizations



## 2 Areas of Cooperation

- ▶ Participation in the **Governing bodies** and their working or advisory groups
- ▶ Participation in **Technical Committees** and other technical bodies



# Participation at Technical Level

	CEN	CENELEC
<b>ANEC</b>	170	63
<b>ECOS</b>	221	103
<b>ETUC</b>	60	/
<b>SBS</b>	184	20

# Participation at Technical Level

## **Annex III** organizations in partnership with CEN & CENELEC

- ▶ Access to working documents
- ▶ Participation in any TC **without restriction**
  - ▶ TC: Observer
  - ▶ WG: Expert
- ▶ Commenting at ENQ **and during Formal Vote**
- ▶ *Only for Societal Annex III:*  
Submit Opinion on draft standards

# The Opinion mechanism

In addition to commenting, ***Societal Annex III***

- ▲ Right to submit an **Opinion** at:
  - ▲ Enquiry
  - ▲ Formal Vote
- ▲ Opinion is expected to be:
  - ▲ Used **positively**
  - ▲ Used when actively **participating**
  - ▲ **Constructive** for TC to take on board
- ▲ Opinion is not part of the ballot:
  - ▲ Outcome vote: **not** affected
  - ▲ National delegation principle: **not** affected



Favourable



Not  
Favourable

# 322

Jan. 2017

Dec. 2021

**Opinions submitted**

Favourable

Not  
Favourable

# The Opinion mechanism

In addition to commenting, ***Societal Annex III***





# Contribution of SBS experts - examples

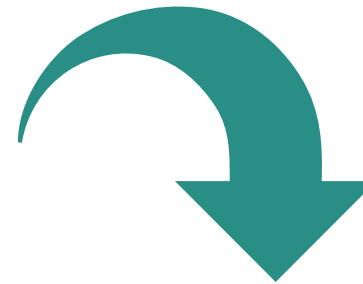
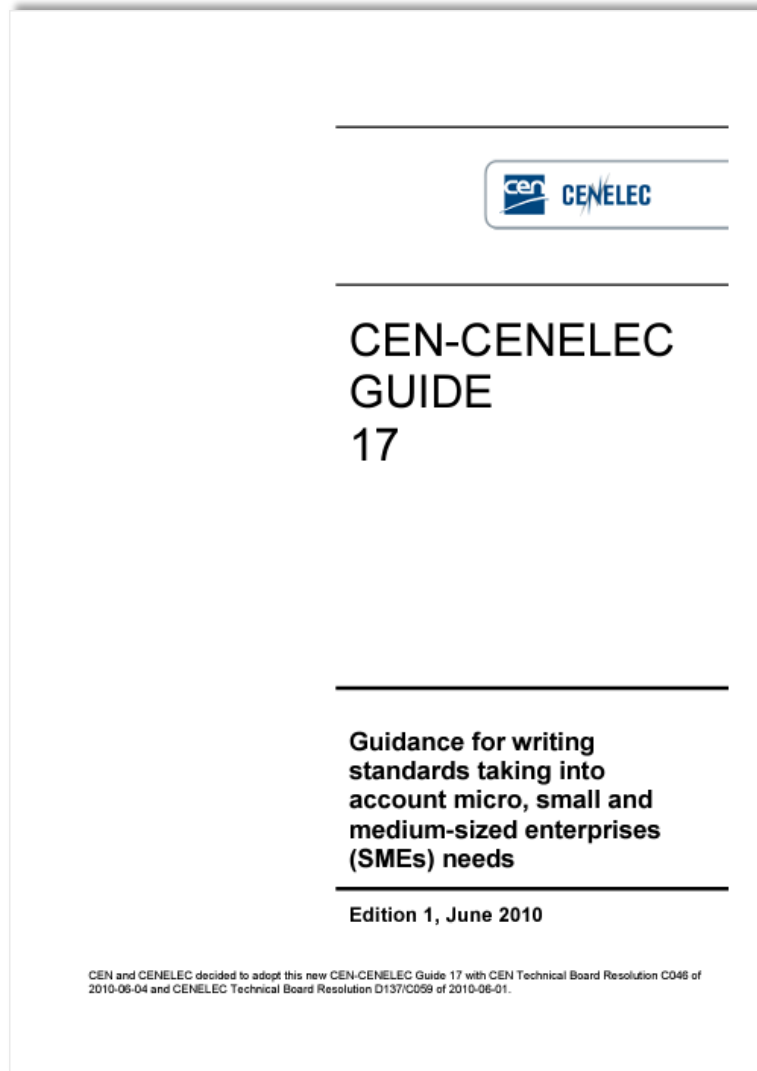
## **CEN-CENELEC PPE Sector Forum**

- ▶ SBS expert chaired Topic Group on Sustainability until May 2022
- ▶ SBS currently working on proposal for eco-design standard for PPE garments

## **CEN/TC 207(Furniture)** - *prEN 17869 testing of connectors for furniture*

- ▶ input from SBS expert led to inclusion in the standard of a reference connector and not only the testing procedure.
- ▶ SMEs cannot test furniture connectors themselves, they rely on information given by hardware suppliers
- ▶ Need for reliable reference data for different connectors to improve their furniture design

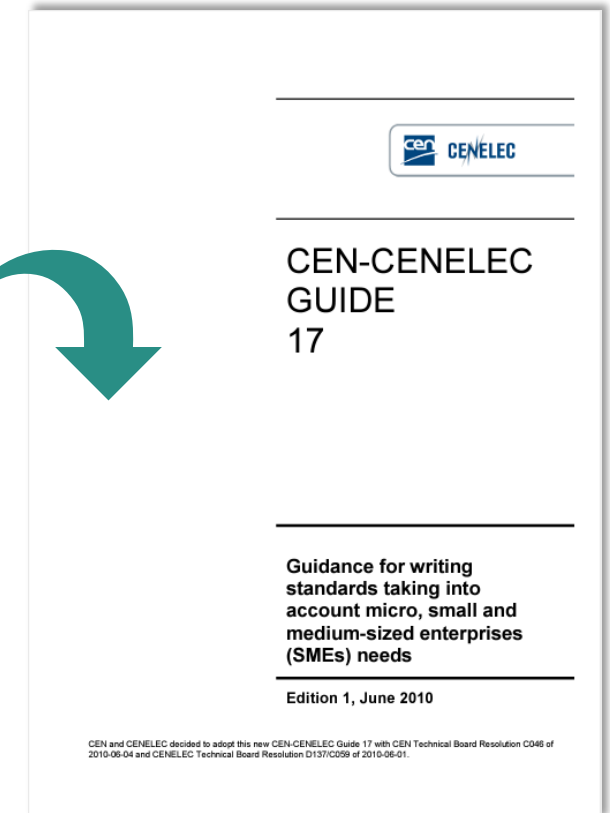
# CEN-CENELEC Guide 17



<https://bit.ly/3XEXXUj>

# Content of CEN-CENELEC Guide 17

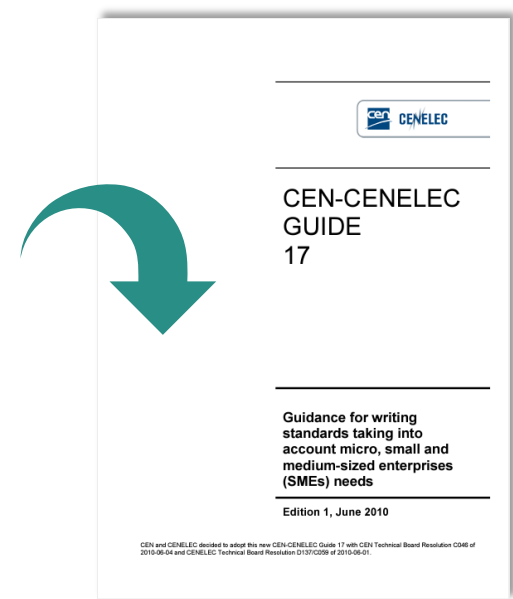
- ▶ Guidance to writers of standards on **relevant issues to consider when drafting standards to avoid exclusion of SMEs** from the market and distortion of fair competition.
- ▶ The guide is relevant to all involved in **WGs, TCs & national** (mirror) committees.
- ▶ Issues to consider during: preparation of NWI, preparation and development of a standard, structure and presentation of content,...



# Content of CEN-CENELEC Guide 17- Checklist

Guide checklist

Preparation of the New Work Item	Preparation of a standard	Development of the content	Structure and presentation of the content	Final review
<input type="checkbox"/> (5.2.1) Have you checked the SME relevance of the standard? <input type="checkbox"/> (5.2.2) Have you checked among all the stakeholders if there are special SMEs needs? <input type="checkbox"/> (5.2.2) Did you evaluate if SMEs are among the target groups?	<input type="checkbox"/> (5.3.1) Did you evaluate the costs of investment (technology, equipment, testing)? <input type="checkbox"/> (5.3.1) Did you evaluate the cost of training (staff)? <input type="checkbox"/> (5.3.1) Did you evaluate the costs of implementation? <input type="checkbox"/> (5.3.2) Have you verified that all elements are available?	<input type="checkbox"/> (5.4.1) If the performance approach is used, is it understandable? <input type="checkbox"/> (5.4.2) Have you used descriptive explanations? <input type="checkbox"/> (5.4.3) Is the standard precise and complete within its scope? <input type="checkbox"/> (5.4.4) Did you avoid strict testing regimes? <input type="checkbox"/> (5.4.4) Did you evaluate the cost of testing? <input type="checkbox"/> (5.4.5) Have you identified simple and cost-effective ways of verifying conformity with the requirements?	<input type="checkbox"/> (5.5.1) Is the standard as short as possible? <input type="checkbox"/> (5.5.1) If the standard is long, did you evaluate the possibility of dividing it in shorter standards? <input type="checkbox"/> (5.5.2) Is the structure of the standard easy to follow? <input type="checkbox"/> (5.5.3) Have you included supportive graphs, charts, etc (when possible)? <input type="checkbox"/> (5.5.4) Have you used clear language understandable by all expected standard users? <input type="checkbox"/> (5.5.5) Did you minimise the number of referenced standards? <input type="checkbox"/> (5.5.6) Did you provide clear information on the changes from the previous versions of the standard?	<input type="checkbox"/> (5.6.1) Have you suggested a transition period reflecting the implications of changes? <input type="checkbox"/> (5.6.2) Have you made the evaluation on the need for an implementation manual?



# SME Compatibility test - Objectives



Provide an overall perception of the SME compatibility of any given standard



Based on CEN-CENELEC Guide 17



Rank into broad categories (good, average and poor standards)



Starting point for possible improvement of standards

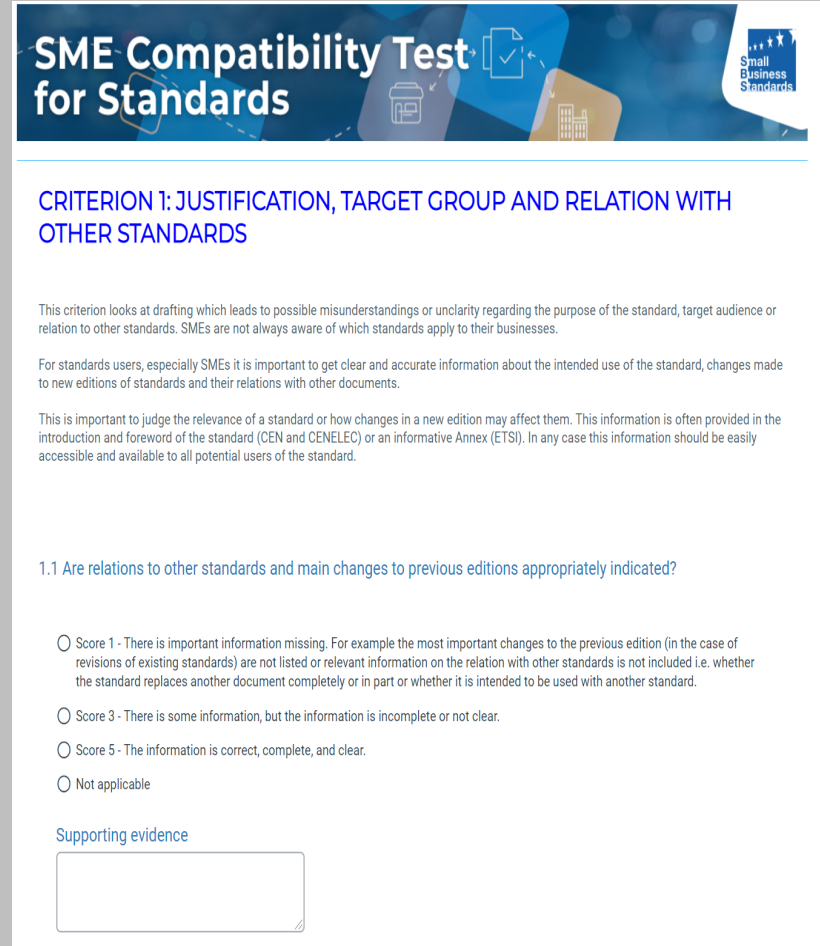


To be updated in line with users' experiences



# SME Compatibility test – Composition & use

- ▶ Intended for people with some experience in standardisation & the subject area
- ▶ Can be applied at any stage of development: Enquiry, Formal vote, finalised standards and on any standard
- ▶ Online form with questions calculating overall score
  - ▶ 11 criteria and 21 questions
  - ▶ Related to text of standard & impact/implementation
- ▶ Scores: 1,3,5, N/A (non-applicable)
- ▶ Different weight of different criteria



**SME Compatibility Test for Standards**

Small Business Standards

**CRITERION 1: JUSTIFICATION, TARGET GROUP AND RELATION WITH OTHER STANDARDS**

This criterion looks at drafting which leads to possible misunderstandings or unclarity regarding the purpose of the standard, target audience or relation to other standards. SMEs are not always aware of which standards apply to their businesses.

For standards users, especially SMEs it is important to get clear and accurate information about the intended use of the standard, changes made to new editions of standards and their relations with other documents.

This is important to judge the relevance of a standard or how changes in a new edition may affect them. This information is often provided in the introduction and foreword of the standard (CEN and CENELEC) or an informative Annex (ETSI). In any case this information should be easily accessible and available to all potential users of the standard.

1.1 Are relations to other standards and main changes to previous editions appropriately indicated?

Score 1 - There is important information missing. For example the most important changes to the previous edition (in the case of revisions of existing standards) are not listed or relevant information on the relation with other standards is not included i.e. whether the standard replaces another document completely or in part or whether it is intended to be used with another standard.

Score 3 - There is some information, but the information is incomplete or not clear.

Score 5 - The information is correct, complete, and clear.

Not applicable

Supporting evidence

# SME Compatibility test - Criteria



- ✓ Justification, target group and relation with other standards (3 Q.)
- ✓ Scope (1 Q.)
- ✓ Normative references (1 Q.)
- ✓ Market access (1 Q.)
- ✓ Relevance of the content (1 Q.)
- ✓ Cost (requirements) & conformity assessment (4 Q.)
- ✓ Readability (1 Q.)
- ✓ Availability of guidance (1 Q.)
- ✓ Necessary modifications before applying the standard (3 Q.)
- ✓ Availability of external elements for implementation (4 Q.)
- ✓ Appropriate transition period (1 Q.)

# SME Compatibility test - Result



**0 - 33%**

The standard is poor & causes substantial challenges for SMEs. It requires urgent/fundamental improvement.



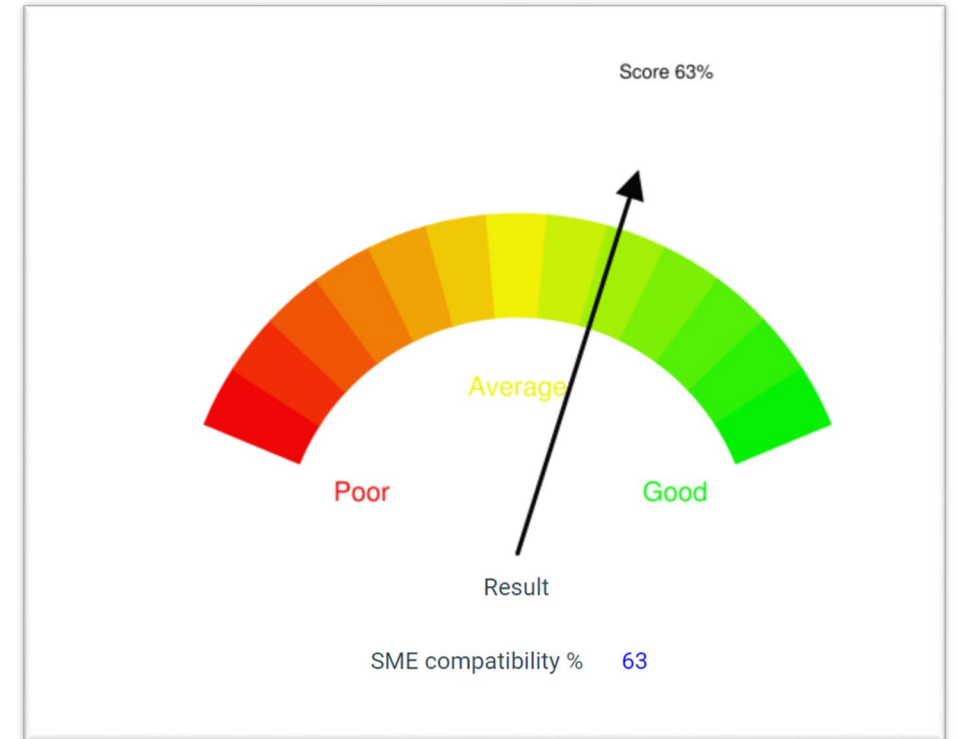
**34 - 66%**

The standard is average in relation to compatibility with SME's needs. It should be improved.



**67 - 100%**

The standard is good & compatible with SMEs' needs in general. It requires little or no change





## SME Compatibility Test for Standards



<https://www.sbs-sme.eu/sme-compatibility-test-standards>

**You can send us feedback: [info@sbs-sme.eu](mailto:info@sbs-sme.eu)**

# Collaboration with Annex III Partners: not *only* technical



- ▶ Participation in the **Governing bodies** and their working or **advisory groups**  
(*General Assemblies, Administrative Boards, Policy Groups, Technical Boards, International TFs,...*)
- ▶ 2 **dedicated Working Groups** (SME-WG ; SSG)
- ▶ Dedicated **contact points** at CEN-CENELEC Management Centre
- ▶ Joint **Policy actions and messages**
  - ✓ E-learning tool
  - ✓ Webinars & events
  - ✓ Communication campaigns (*CEN & CENELEC Strategy 2030, World Standards Day, SME Week,...*)
- ▶ ...

# Collaboration with Annex III Partners: not *only* technical



[www.standards4all.eu](http://www.standards4all.eu)

# CEN-CENELEC supporting tools for Annex III Partners

## Societal Stakeholders

- ▶ [Societal Stakeholders' Toolbox](#)
- ▶ Brochure [Civil society - Improving, strengthening and legitimising the European standardization system](#)
- ▶ Effective participation of Societal Stakeholders in Standardization [CEN BOSS/CENELEC BOSS](#)


## SMEs

- ▶ [CEN-CENELEC Guide 17](#): Guide for Standards writers taking into account SME's needs
- ▶ [SME toolbox of Solutions](#)
- ▶ [National SME Helpdesks](#) ; [Tools for NSBs/NCs](#)
- ▶ LinkedIn '[SMEs and Standards](#)' ; Video [Standards, business tools for SMEs](#)

# Inclusiveness of the ESS

☰ Active poll 0 👤

Press **Esc** to exit full screen



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### How well do you now know the Annex III Partner Organizations of CEN and CENELEC?

- I am confident about their rights for enhanced participation in the CEN and CENELEC system  
 0%
- I'm still learning but I know where to look for the relevant information & tools  
 0%
- I just heard about them for the 1st time today, but I like the sound of Inclusiveness  
 0%
- "Annex III" - what? (sorry, I just woke up from a nap)  
 0%

# Key Take-aways

- ▶ 4 “**Annex III organizations**” representing SMEs and Societal Stakeholders in the European Standardization system (*ANEC, ECOS, ETUC, SBS*)
- ▶ Same **rights** as **CEN & CENELEC European Partners** ([Guide 25](#)), **and more...**
  - ▶ e.g. **Right to comment** at ENQ and FV
  - ▶ e.g. **Right of opinion** (*for Societal stakeholders*)
  - ▶ **Same rights than other experts** in **WGs**
- ▶ **Inclusiveness, transparency & openness** of the system makes **better standards**
- ▶ Use the **existing materials and tools** at your disposal



# Questions ?

Deborah Wautier  
[dwautier@cencenelec.eu](mailto:dwautier@cencenelec.eu)



**SMALL BUSINESS STANDARDS**  
Rue Jacques de Lalaing 4  
B-1040 Brussels, Belgium

[www.sbs-sme.eu](http://www.sbs-sme.eu)  
[info@sbs-sme.eu](mailto:info@sbs-sme.eu)