

**Training for CEN and CENELEC Technical Body Officers
12 December 2022**

Questions & Answers

*NOTE: Answers in blue = Replies online during the training
Answers in black = Replies provided after the training*

The European Standardization System		
1	Can you briefly explain the difference between "Production", "Manufacturing" and "Mobility" groups? I'm used to working with Jens Erdmann (Production) and Kursley Alairy (Mobility), but some topics coordinated by Kursley seem more falling under Jens's scope.	Jens is part of the Production team and is an editor: his main work is to edit the texts received from the technical bodies and ensure that they comply with the Internal Regulations III. The other bubbles, Electrotechnology, Energy, Manufacturing and Mobility are composed of sectoral Project Managers (such as Kursley) that are following the technical part of the technical body work and are the main contact people for the TBs, headed by Account Managers.
2	I now understand that CCMC's "Production" means "production of document", not "Steel production" or "Aluminium production". Kursley is the principal point of contact for TC 132.	Yes, exactly the Production team is the 'Publication' team. But they do more than publishing the documents for procedures or publication, that's why they are named 'production'.
3	What is meant with „tolerance“?	In the flexible standards development process, there is the possibility for a TC (via a TC decision) to ask for a tolerance (i.e. allowance of more weeks) to develop a standard.
4	Why is translation into German and French required during the development of the deliverables?	The need to have the Standards translated in the 3 official languages of CEN and CENELEC (EN FR DE) is prescribed in the Internal Regulations Part 2.
5	What is the process to follow up standstill? e.g. how do I identify overlapping scopes from national projects with ENs? And: what is the process, if I realize as CEN/TC-secretary, that there are national activities/projects, that fall in the same scope as an existing EN?	Each NSB/NC has implemented nationally any published ENs and is regularly informed of any European project which is under development. Therefore, each NSB/NC needs to be prepared to: <ul style="list-style-type: none"> - withdraw their existing national standards at the DOW date (date of withdrawal) of the EN - block any national work on the same subject.

		<p>Any NSB/NC staff (including TC secretaries) are invited to report to (the) relevant director to ensure proper actions as described in Clause 5 of CEN-CENELEC Internal Regulations Part 2.</p> <p>Clause 5 of IR2 lists what to do in all possible cases.</p>
6	Can a TR evolve into a TS or EN ?	<p>The scope of a TR is to provide information on a standardization topic, so it will not evolve towards a TS or an EN. A TS can indeed evolve to an EN and thus served as a 'pre-standard'. This pre-standardization role is acknowledged through the possibility of allowing the existence of 'competing' TSs, which permits CEN and CENELEC to test two (or more) solutions to a specific market need: with experience, the preferred solution could then be transformed into a European Standard."</p>
7	How are Workshops that will develop CWA being established?	<p>The CWA principles are established in a specific Guide: https://www.cencenelec.eu/media/Guides/CEN-CLC/cenclguide29.pdf</p>
8	In case of a conflicting national standard, who takes care, that the national standard will be withdrawn? and in case of a national standard, what is still being drawn up, who is responsible to stop the national activities, when contemporaneous an international standard is on its way?	<p>It is up to the NSB/NC to withdraw its conflicting standard(s). This should happen at the DOW date of the European standards. See above.</p>
9	If you have a standardisation request which is not connected to legislation, is it still called a harmonized standard? Or is there another name?	<p>No, it would be called European standard only.</p> <p>The exact definition is of harmonised standard in Art. 2 of Reg. 1025/2012 is: 'a European standard adopted on the basis of a request made by the Commission for the application of Union harmonisation legislation'.</p>
10	If an EU standard has been developed, is it possible to turned it to a harmonized standard afterwards?	<p>Yes, if it has been requested in a standardization request (or within the scope of a still valid standardization request). It can be offered by the ESOs and the Commission takes the final decision whether it can be approved for citation or not.</p>

CEN and CENELEC's journey towards the UN Sustainable Development Goals (SDGs)		
1	Shouldn't be UN sustainable development and deriving standards being an international approach (e.g. at ISO level) rather than continental?	With this project, CEN and CENELEC have started mapping the standards that make the most significant contribution to the SDGs in the European context (building on the work at the international level already done by ISO and IEC). The parallel work (with ISO/IEC) is also captured in this mapping.
2	During the mapping exercise, how was every Standard assessed to determine its contribution to the SDGs? Were any third parties involved?	<p>The mapping is a continuous update and is captured from the New Work Item (NWI) form filled by the CEN and CENELEC Technical Committees; the data is then reflected online on the CEN-CENELEC website.</p> <p>To guide them, we have prepared a Toolbox (available here in the General section – CEN and CENELEC BOSS) with tailored digital information on the UN SDGs. The toolbox is an expert level guide for the Technical Committees to understand what the individual SDG means and how it can relate to a standard.</p>
3	Who decides on the mapping? Did I understand correctly that it is the recommendation of the TCs via the NWI form?	<p>Yes. The mapping is a continuous update and is captured from the New Work Item (NWI) form filled by the CEN and CENELEC Technical Committees; the data is then reflected online on the CEN-CENELEC website.</p> <p>To guide them, we have prepared a Toolbox (available here in the General section – CEN and CENELEC BOSS) with tailored digital information on the UN SDGs. The toolbox is an expert level guide for the Technical Committees to understand what the individual SDG means and how it can relate to a standard.</p>
4	When preparing a new EN/hEN or any other standardization deliverable should at least one SDG be covered? Can it happen also that no SDG is concerned?	Indeed, the intention is not necessarily to map all CEN and CENELEC portfolio but the ones having the greater impact in the European context and highlights further emerging activities, e.g. sectors' Approach to Circularity and sustainability.

Understanding the CEN standardization process		
1	Why is the TC Secretary called Secretary in CEN, while it has been changed to TC Committee manger in ISO?	ISO and CEN are different organisations even though, we try to align as much as possible. For this particular point, so far CEN BT did not see the need to change the title of the TC secretary to align with ISO.
2	Does the secretary have no voting rights?	Indeed, the Secretaries shall maintain strict impartiality and divest themselves of their national point of view. In this context, they have no voting rights.
3	4 weeks in advance for meeting documents for decision, is that for a web meeting or onsite?	The deadlines are included in the Internal Regulations Part 2, which do not make any difference between physical or online meetings.
4	If a delegation in a WG is with 20 experts while for other delegations they are 1 or 2, it is acceptable?	According to IR-2, CEN members do not have restrictions on the number of experts that they can appoint to participate in a WG.
5	How is the process of financing NWI's arranged?	The financing of the standardization activities by the EC will be covered in a dedicated webinar begin 2023.
6	Would it be possible to have a list of names and contact information to the respective presenters today?	Yes, sure we will provide the list of speakers and contacts by email to the participants.
7	We experience that requirements for products are made by other TCs without prior consultation. What can be done about this?	It is important that there is good coordination between the TCs. Establishing a TC liaison brings added-value to follow the work of the other TC and ensure coordination.
8	Does standstill also apply for PWI, not only NWI?	Standstill applies from the date of the adoption of a new work item or the activation of a preliminary work item. As long as the PWI is not activated, standstill does not apply.
9	No duration indication for the "collect comments & calculate votes" phase after ENQ? How long does it usually take?	This is done on a weekly basis, and in principle one day after the closure of the vote.
10	In the drafting procedure what part plays Guide 17 on SME involvement and protection?	CEN-CENELEC Guide 17 provides Guidance for writing standards taking into account SME needs. Available in 27 languages, it is one of the key tool

		<p>towards the involvement and enhanced participation of SMEs in our system.</p> <p>The aim of this guide is to raise awareness on the issues that may be of importance to SMEs in the development of standards and to facilitate the increased participation of SMEs in standardization work, by proposing several strategies to address SMEs' needs throughout the entire standard-drafting process.</p>
11	<p>Would it be possible to clarify whether the below case is aligned with the foreseen CEN process?</p> <p>A proposal for AHG is circulated 2 weeks before the plenary session of the TC and added on the TC plenary agenda. During the TC plenary an objection for having the item for discussion is made (as too short deadline to formulate a position). After TC plenary the proposal is sent to vote as draft decision, despite the request of time to formulate opinion. Is the vote in this case aligned with the CEN processes?</p>	<p>On exceptional cases, it could be possible to discuss items which were not covered on the agenda and for which documents were not circulated in due time. However, if a TC member opposes to that, the decision should not be taken at the meeting. It is important to give enough time to TC members to consider the proposal/documents and discuss/consult at national level.</p> <p>If the decision is launched by correspondence, after the plenary meeting, with the appropriate deadline (normally 4 weeks), then there is sufficient time to discuss the proposal at national level.</p>
12	<p>What are the rules on a CEN member adding a National Annex?</p>	<p>The rules on additional national elements are covered in the decision BT C106/2022.</p>
13	<p>Where do I (TC Secretary) register the one change option?</p>	<p>The one change option needs to be done in Projex-Online working area by the CEN/TC secretary.</p>
14	<p>Which position have we got to adopt when, working on a CEN standard, we are solicited to answer about a ballot for the ISO on the same topic but not with exactly the same threat?</p>	<p>The ballots need to be replied separately and even it is the rights of the Members to have a different reply (ISO – CEN).</p>
15	<p>Why is ISO lead preferred?</p>	<p>Simply because it is more inclusive; there may be a need (e.g. in order to reply to a EU legislation) to have the CEN in the lead but in this case the non-European ISO Members have to agree.</p>
16	<p>Do you decide on lead before you have the NWIP ballots?</p>	<p>The lead needs to be agreed with ISO before launching the NWI ballot (via CIB). The NWI form</p>

		will reflect the outcome of the agreement, i.e., ISO or CEN lead.
17	Thank you for the answer. Currently I am developing a NWI and if I want to seek finance for that NWI what is the best way to approach this? What do I need to take into account?	<p>Here we understand your question in the context of the funding by EC.</p> <p>In order to obtain funding by EC, we need of course to have a project falling within the priorities of EU (usually the one having been subject of a line in the AUWP). The best is to contact the CCMC PM who will indicate the chance of getting funding for the specific topic you are interested in.</p>
18	In TC 189 we are dealing since several years of a stop to the hEN publications in official journal due to several changing of EC approach to the harmonize standards. As convenors we deal with this frustrating aspect that really slow down the participation from the experts to the working groups. Do you think that this problem is on the way to be solved or we are moving to a separation of the roles with CEN focus only on EN standards and the CE with this consultant layers focus on HEN standards?	The CPR context is complicated. The mandates are very old. Developing hENs in support the CPR is possible under the old mandates. However, in most cases, this implies developing hEN that are not state-of-the-art since the standard needs to be in line with the mandate. This is why the EC launched the CPR Acquis process to start the revision of the mandates into standardization requests. It will take a couple of years to revise all the old mandates (there is a priority list), but CEN and the EC are in regular contact to find solutions to improve the system.
CEN IT Tools		
1	Why do some documents don't have a number but are 0-numbered?	Documents numbered with '0' are documents which didn't follow any specific numbering system on the previous platform (CENTC Livelink) and were migrated as such so that the numbering could start at 1 on the new system SD Documents.
2	What are the options for a WG convenor in the system?	<ul style="list-style-type: none"> - In own WG: he/she can add documents in folders - He/she has READ access in TC, all SCs and WGs within own TC structure
3	Is it possibly to move a document to another folder if it is misplaced?	Yes, it is possible by copying the document to the "clipboard" (menu on left-hand side) and from there it can be copied or moved to another folder.

4	Should there be/ Is there a difference for a WG convenor in functionalities of the system related to the part dedicated to the WG and the part related to TC overall?	No, there is no difference.
5	Is it possible to restrict access to a folder in the SD Member area only to specific TC members (e. g. only Convenors/chair)?	No, it is not possible. The Member area folder is accessible to all. It is like a 'dropbox' where all members of the committee can upload documents in this folder.
6	How do I set-up a new working group in CEN Documents (SD)? For example CAG Group (Chair's advisory group).	The decision and request to create a new Working Group must be sent to our data service team(dataservice@cencenelec.eu) who will then create the WG in our Global Directory. Once the WG is created, it will automatically appear in SD Documents.
7	Does the system support collaborative working on documents somehow?	No, SD Documents is a document repository. It was created to share working documents but not work collaboratively on documents.
8	I was recently informed that member lists of WGs are not archived?	The members list always reflects the current roles registered in our Global Directory (GD). We keep track of users as long as they are active in a committee. If they become inactive and are no longer member in a committee, there is no way to find which committee they belonged to.
9	Why is there a registration limit date 2 weeks prior to the meeting, when it is still possible to register later?	The limit is the deadline for self-registration which stops 2 weeks before the meeting. After this 2 weeks deadline, for TC & SCs, the registration is only possible by MPA (Meeting Participant Approver). For WGs, the registration by experts from this stage remains in 'Pending' status until validated by a WG meeting organizer.
10	For meetings over the Internet or hybrid meetings, where do I get the CEN-Zoom access or how can I create the invitation?	You may find the information on how to schedule a meeting for ISO/CEN meetings here: https://helpdesk-docs.iso.org/article/451-schedule-zoom-meeting
11	Can you fill in this online form on Projex-Online after ISO started the NWI proposal (in case it is VA)?	Yes, for a new standard project, since a CEN/TC decision is required. For amendment or revision to an existing EN ISO standard, it is not required to fill in the form because the project is created by our Dataservice team.

12	When I choose for the option Vienna Agreement – ISO lead, there is at question 16 no option to choose for ‘An ISO or ISO/IEC document (not covered by a parallel procedure’, We want to fill in it is Non-identical. Maybe first the ISO NWIP must be started, so we have the ISO reference numbers?	Question 16 shall only be filled-in for cases of adoption (identical or modified version) of an EN ISO standard. If you choose ‘Vienna Agreement – ISO lead’ before, it means that you project is meant for a parallel development with ISO. This is why, question 16 is not editable.
Common CEN & CENELEC IT Tools		
1	Why does the "Alerts" only go to the secretary, and not also to secretariat support team?	Currently only TC secretaries are registered into the CCMC central database. Consequently, we do not have the necessary data to send these alerts to the secretariat support team.
2	Would it be possible to show us how to request a delay in the timeline for submission of an initial draft TR?	Showed online.
473	In case I have already a Zoom account, can it be also used for CEN conferences?	A ZOOM account is linked to an e-mail address. If your e-mail address is already linked to an existing ZOOM account, we will not be able to create a second one for you for that e-mail address. Providing us with an alternative e-mail address might solve this.
48	Zoom is not an accepted tool in my company. For today's event I've got an exceptional permission. Is there a way to use MS Teams ("instead of " or "in addition to" zoom?	Zoom is a service provided by CCMC but other tools can be used.
49	Can the submission interface be added to the start page with all applications? I mean in the portal https://login.cen.eu/portal/ . Can it be added there, just like ISO.	The submission interface is available via the CEN and CENELEC Expert Areas.
50	How do you know in advance whether the document includes figures (referring to the statement that the field is greyed out if there are no figures)?	This is indeed a suggestion that we have received already a few times. We are working on it.
51	I recently recognized that CEN also supports the usage of OSD - Online Standards Development (as in ISO). You may add a link	Thanks for your suggestion. Shannon Kiernan is in charge of the digital transformation projects and hence of the OSD project too. We will see with

	to your presentations how to apply the usage	her what we can include as a reference for your work :-)
The CENELEC Standardization process		
60	Does each delegate have 1 vote? Or does one nation have 1 vote?	One NC = one vote - to be expressed by the head of delegation.
61	Will any information on CLC SR's be shared? Reporting secretariats.	SRs are not presented in detail. Please get in touch with Catherine/Constant should you have specific questions.
62	Will the path for HD's be addressed?	Harmonization Documents are not presented in detail. Please get in touch with Catherine/Constant should you have specific questions.
63	What justifications can be valid for a homegrown standard?	Justification for the development of a homegrown standard can be: no interest for the topic at international level or specific EU market need to develop a EN (e.g. connected to EU legislation for instance), etc
64	Does the process explained by Catherine also apply to WGs? Or only to TCs?	It applies to TCs. As WGs work under the lead of TCs. It means that any decision regarding a work item is under the responsibility of the TC.
65	Can you give us the link of the (recorded) webinar on HAS?	You can find it here: https://www.cencenelec.eu/news-and-events/events/2022/2022-12-05-webinar-restart-has/