WELCOME
Training session for new TB Officers

Cinzia Missiroli

Director

Standardization and Digital Solutions

CEN & CENELEC community

CEN & CENELEC network

More than **200 000 experts** are connected

- 800 participants from European industry federations and societal stakeholders
- 30 000 delegates / experts in CEN and CENELEC
- 55 000 delegates / experts in ISO and IEC
- 160 000 participants through the national members of CEN and CENELEC

You are part of it

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

An efficient CEN & CENELEC system

200 000 experts

472 Technical Committees

1 964 Working Groups & Workshops

22 773 ENs/HDs

[3073 ENs cited in OJEU]

481 CWAs

627 TSs

681 TRs

Your work matters
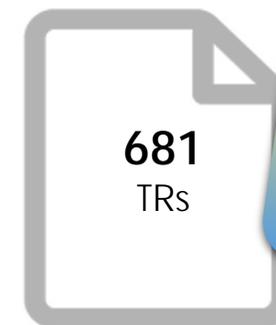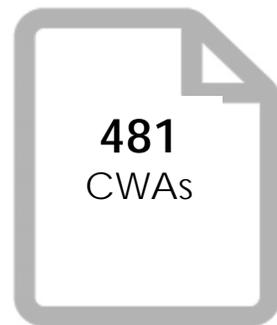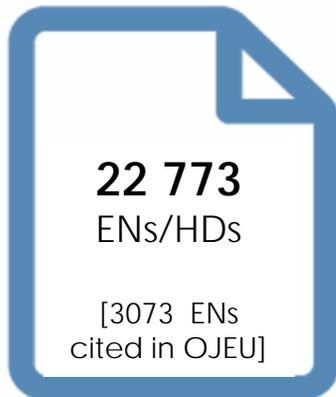
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Why is this training session important ?

Standardization system principles

Latest developments and Impact on technical work

Meeting CCMC

Meeting your colleagues

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To support you in your daily work

A customer-centric CEN-CENELEC Management Centre

The CCMC first line of contact
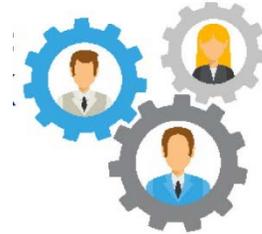
The Meeting Centre for your physical meetings

Book online - Contact the reception team

A free service for your virtual meetings

Web conference service

GUIDANCE TB OFFICERS STANDARDS PROCEDURES

Agenda

Common session with CEN and CENELEC Officers

08:30	09:00	**Registration and coffee**
09:00	09:10	**Welcome and Introduction**
09:10	09:40	**The European Standardization System** • The actors of the European Standardization System • The CEN-CENELEC Management Centre • European Standards and other European Deliverables • The international dimension • Standardization and legislation: EU Regulation 1025 and Standardization Requests
09:40	09:55	Questions and Answers

Session for CENELEC Officers		Session for CEN Officers
Understanding the standardization process • Role and responsibilities of Technical Committees & Working Groups - their officers and members • Code of Conduct for experts participating in CEN & CENELEC (technical) work • From New Work Item to Publication with a special focus on Enquiry procedure associated with Formal Vote • Developing standards intended to be cited in OJEU (Annex Z, risk assessment) • Day-to-day management of Frankfurt Agreement • Internal Regulations and Guidance Documents on BOSS	09:55 11:25 90'	**Understanding the standardization process** • Role and responsibilities of Technical Committees & Working Groups - their officers and members • Code of Conduct for experts participating in CEN & CENELEC (technical) work • From New Work Item to Publication with a special focus on Enquiry procedure associated with Formal Vote • Developing standards intended to be cited in OJEU (Annex Z, risk assessment) • Day-to-day management of Vienna Agreement • Internal Regulations and Guidance Documents on BOSS
Questions and Answers	11:25 30'	Questions and Answers

Coffee break	11:55 20'	**Coffee break**
IT tools in the CENELEC environment • Collaboration Platform / Expert Management System (Utility for TC secretaries: membership lists, reports, etc.) • Committee Internal Voting (CIV)	12:15 40'	**IT tools in the CEN environment** • eCommittees • Committee Internal Balloting (CIB) • Projex-Online Working Area • Meeting registration (ISO-based)
Questions and Answers	12:55 15'	Questions and Answers
Lunch	13:10 50'	**Lunch**

Common session with CEN and CENELEC Officers

14:00	14:45	**IT tools and Trainings in the CEN and CENELEC environments** • Projex-Online • GoToMeeting web-conferences • IT trainings at your disposal • Standards in XML format
14:45	15:00	Questions and Answers
15:00	15:45	**Addressing legal issues** • CEN-CENELEC Competition policy • Copyrights of standards • Addressing patents in standards • Data protection practices (GDPR)
15:45	16:00	Questions and Answers
16:00	16:45	**Enhancing involvement of societal stakeholders and SMEs: Annex III organizations** • Who they are and whom they represent • Rights and obligations • Right to submit an Opinion • Testimony of an Annex III organisation
16:45	17:00	Questions and Answers
		Closing address

Have a fruitful training !

Cinzia Missiroli
Director - Standardization and Digital Solutions

www.cencenelec.eu

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