

## Annual training session dedicated to newly appointed CEN & CENELEC TB Officers

**10 December 2020**

<i>Technical Body Officers live training sessions (click the links to register)</i>		
<i>Session for CENELEC Officers</i>		<i>Session for CEN Officers</i>
register: <a href="https://bit.ly/34BHW7S">bit.ly/34BHW7S</a>		register: <a href="https://bit.ly/2H3QjO9">bit.ly/2H3QjO9</a>
09:15 – 09:30 – Welcome & introduction		09:15 – 09:30 – Welcome & introduction
<b>Understanding the standardization process</b> <ul style="list-style-type: none"> <li>• Role and responsibilities of Technical Committees &amp; Working Groups - their officers and members</li> <li>• From New Work Item to Publication with a special focus on Enquiry procedure associated with Formal Vote</li> <li>• Developing standards intended to be cited in OJEU (annex Z, risk assessment)</li> </ul>	09:30 - 12:00  <i>(coffee break around 11:00)</i>	<b>Understanding the standardization process</b> <ul style="list-style-type: none"> <li>• Role and responsibilities of Technical Committees &amp; Working Groups - their officers and members</li> <li>• From New Work Item to Publication with a special focus on Enquiry procedure associated with Formal Vote</li> <li>• Developing standards intended to be cited in OJEU (annex Z, risk assessment)</li> </ul>
12:00	14:00	<i>Lunch break</i>
14:00	15:00	<b>IT tools in the CENELEC environment</b> - register: <a href="https://bit.ly/2TyatVs">bit.ly/2TyatVs</a> Presentation of CENELEC IT Tools, such as: Collaboration Platform, Expert Management System, Committee Internal Voting (CIV), Projex-Online, ZOOM, Quick Search. And a discussion on the forthcoming evolution of the CENELEC IT Tools, including time for questions & answers. <i>(part of the above is available as pre-recorded presentation, see <a href="https://www.cencenelec.eu/News/Events/Pages/EV-2020-25.aspx">https://www.cencenelec.eu/News/Events/Pages/EV-2020-25.aspx</a>)</i>
15:00	16:00	<b>IT tools in the CEN environment</b> – register: <a href="https://bit.ly/3jEj0Rx">bit.ly/3jEj0Rx</a> Presentation of CEN IT Tools, such as: eCommittees, Committee Internal Balloting (CIB), Projex-Online & the Working Area, Meeting registration (ISO-based), ZOOM, Quick Search. And a discussion on the forthcoming evolution of the CEN IT Tools, including time for questions & answers <i>(part of the above is available as pre-recorded presentation, see <a href="https://www.cencenelec.eu/News/Events/Pages/EV-2020-25.aspx">https://www.cencenelec.eu/News/Events/Pages/EV-2020-25.aspx</a>)</i>
16:00	16:50	<b>Q&amp;A session regarding pre-recorded sessions</b> <a href="https://bit.ly/3iQoOqx">bit.ly/3iQoOqx</a> The recorded sessions (see list on the next page) will all be available two weeks prior to 10 December. Technical Body Officers are requested to send in questions via <a href="mailto:trainings@cencenelec.eu">trainings@cencenelec.eu</a> by Friday 4 December at the latest.
16:50	17:00	<b>Closing address</b>

*Pre-recorded sessions (click the links to listen)*

**1. [The European Standardization System](#)**

- The actors of the European Standardization System
- European Standards and other European Deliverables
- The international dimension – Agreements with ISO and IEC
- Standardization and Legislation: EU Regulation 1025/2012
- Requesting funding for developing standards
- Updates on Guide 23 and 29

**2. The international dimension – 2 recordings available**

[Day to day management of Frankfurt Agreement](#)

[Day to day management of Vienna Agreement](#)

**3. Standards in XML format – different recordings available:**

[Standards in XML: where to start?](#)

[How to draft the perfect XML standard?](#)

[Technical requirements for figures](#)

[Normative references & in-text citations](#)

[Drafting XML-friendly tables](#)

[Formulae & equations](#)

Recap webinar with key principles of the Internal Regulations Part 3 *(link soon available)*

**4. [Addressing IPR issues in the standards development process](#)**

Practical tips for licensing of copyrights and identification of patents

**5. [Enhancing involvement of societal stakeholders and SMEs: Annex III organizations](#)**

*A presentation in cooperation with [ETUC](#) - the European Trade Union Confederation.*

- Who they are and whom they represent
- Rights and obligations
- Right to submit an Opinion

**6. CEN & CENELEC IT Tools**

Collaboration Tool platform

[Introductory webinar](#)

[Information, user guide, FAQ & released notes](#)

ZOOM web conferences

[Knowledge Base, Documents, Videos and Training](#)

[CEN-CENELEC quick help](#)

[CEN-CENELEC quick guide](#)

CEN-CENELEC Projex-Online [Introductory webinar](#)

CEN Working Area [Introductory webinar](#)