

Understanding the standardization process

Gonçalo Ascensão
Nuno Pargana
Elysia Booth

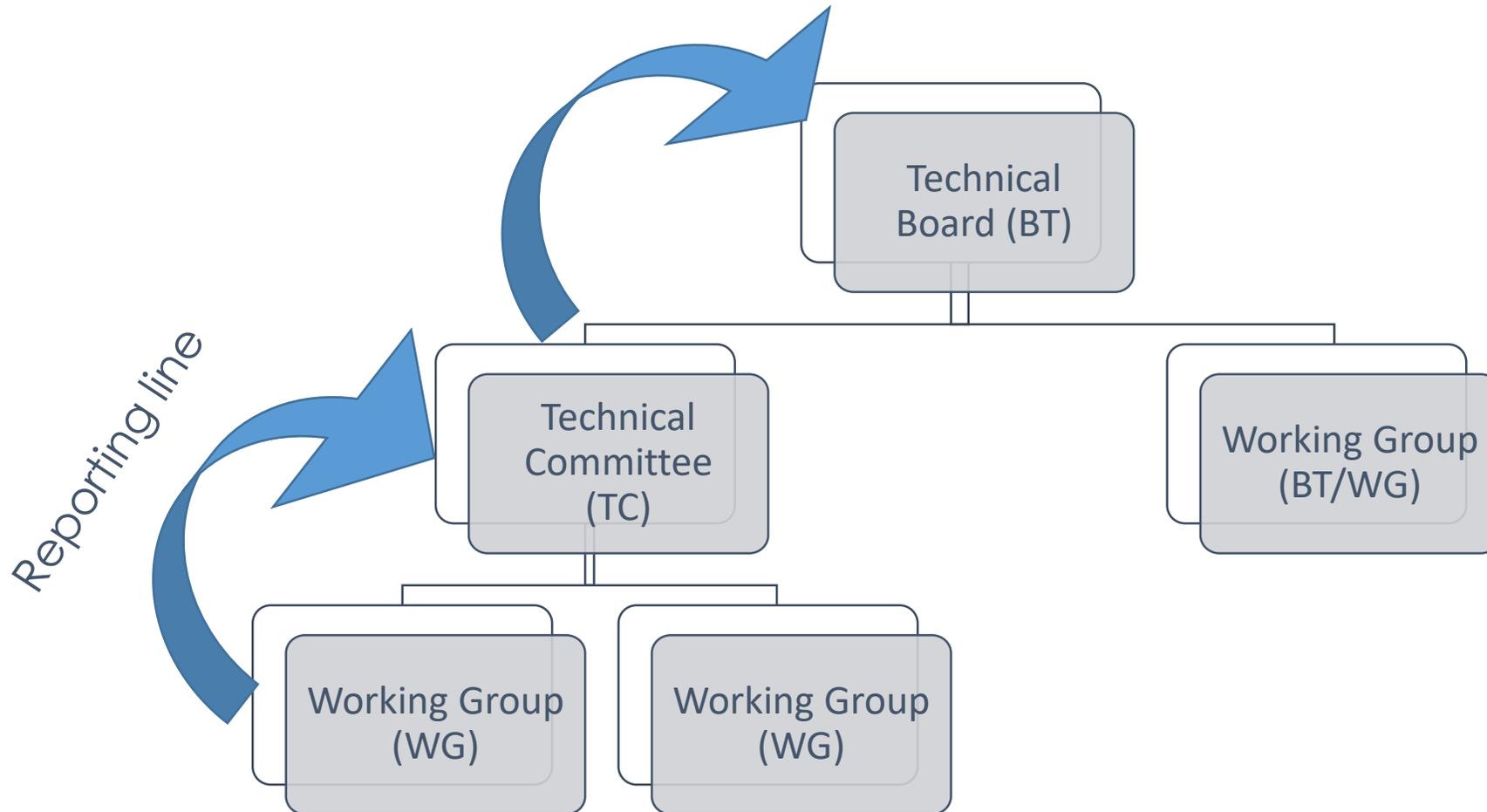


1. Roles and Responsibilities of Technical Bodies
2. From New Work Item to Publication
3. Day to day management of Vienna Agreement
4. Citations of Harmonized Standards in OJEU
5. BOSS - Business Operations Support System
6. Tips for standards writers

1. Roles and Responsibilities of Technical Bodies



The three-decision layers at technical level



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Technical Board BT



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Technical board (BT)



Composition

- Chairperson: CEN Vice-President Technical
- Chairperson of the BT Technical Committee Management Group (TCMG)
- Secretariat: CCMC
- Membership: one representative per country
- Observers: ANEC, ECOS, SBS, ETUC, European Commission...

Working

- By correspondence (4 weeks)
- Meetings/year : 2 CEN/BT meetings + 3 TCMG meetings



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Technical board (BT)



Responsibilities

- Advises and decides on technical matters (organization, procedures coordination, overlaps and planning)
- Examines and decides on new projects (New Work Items (NWIs)) *
- Imposing and releasing the standstill obligations *
- Undertakes any task with regard to technical work as may be requested by the General Assembly or the Administrative Board
- 'Management by exception' principle

* [Decision delegated to the Technical Committee \(TC\)](#)



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Technical Committees TC



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Technical Committee (TC)



Responsibilities

- Established by CEN/BT
- Precise title and scope
- Responsible for drafting deliverables
- Support CCMC during the negotiations on standardization request
- Timely execution of standardization request deliverables

Composition

- Chairperson and Secretary
- National Delegations (national position, voting right)
- European Partners (observers, no voting right)



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

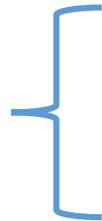
Technical Committee - Chairperson



Chairperson

- Neutral
- Appointed by CEN/BT (delegated decision)
- Presides meetings and manages consensus
- Interface with CCMC (strategic directions, specific issues, external relationships,...)
- Ensures coordination and info exchange with other committees

Consensus



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Secretary

- Appointed by CEN member holding the secretariat of TC
- Ensures that TC works efficiently and agreed timetables are kept
- Prepares and distributes documents (agenda, reports, decisions, etc.)
- Manages documents distribution via Livelink platform
- Is aware of CEN/BT decisions related to technical work and reacts on any question raised by the Technical Board or other competent CEN body in relation to his/her assigned CEN/TC
- Ensures coordination and info exchange with other committees
- Liaises with CEN-CENELEC Management Centre
- In case of Standardization Requests, he/she is responsible for preparing reports

Technical Committee - Composition



Secretariat: Allocated by BT (to a Member)

Chair: Appointed by BT

CEN-CENELEC Guide 25
'The concept of Partnership with European organisations and other stakeholders'

**CEN
TECHNICAL
COMMITTEE**

CEN Member

Max. 3 delegates - **Vote**

European Commission/EFTA

Observer – **No vote**

European Partners (including Annex III)

Observer – **No vote**

Liaison officers from other TCs

Observer – **No vote**

ISO/IEC

Observer – **No vote**

**Affiliates
Partner St. Bodies**

Observer – **No vote**



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12

© CEN 2019

Working Groups WG

Working Group(s) (WGs)



Working Group(s)

- Established by the Technical Committee
- Short term task (prepare first drafts of EN/TS/TR)
- Individual experts



Working Group Convenor

- Seeks support from the parent body (if needed)
- Ensures that WG experts know rules and procedures
- Responsible for sending drafts to TC
- Actively progresses work and reports regularly to TC



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Smooth and efficient meeting



BT DECISION 34/2018

- **Code of Conduct for experts participating in CEN & CENELEC (technical) work ([here](#))** - raising awareness on Internal Regulations and Guides, especially the Policy on Patents and the provisions regarding competition law

- **Best practices for improving effectiveness of WG meetings ([here](#))** – advices and suggestions to WGs convenors on what should be done before, during and after meetings



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

2. From New Work Item to Publication



Deliverables developed by TCs



European Standard (EN)

Focus on



Technical Specification (TS)



Technical Report (TR)



CEN Workshop Agreement (CWA)



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

How are standards made?



GUIDANCE



TB OFFICERS



STANDARDS



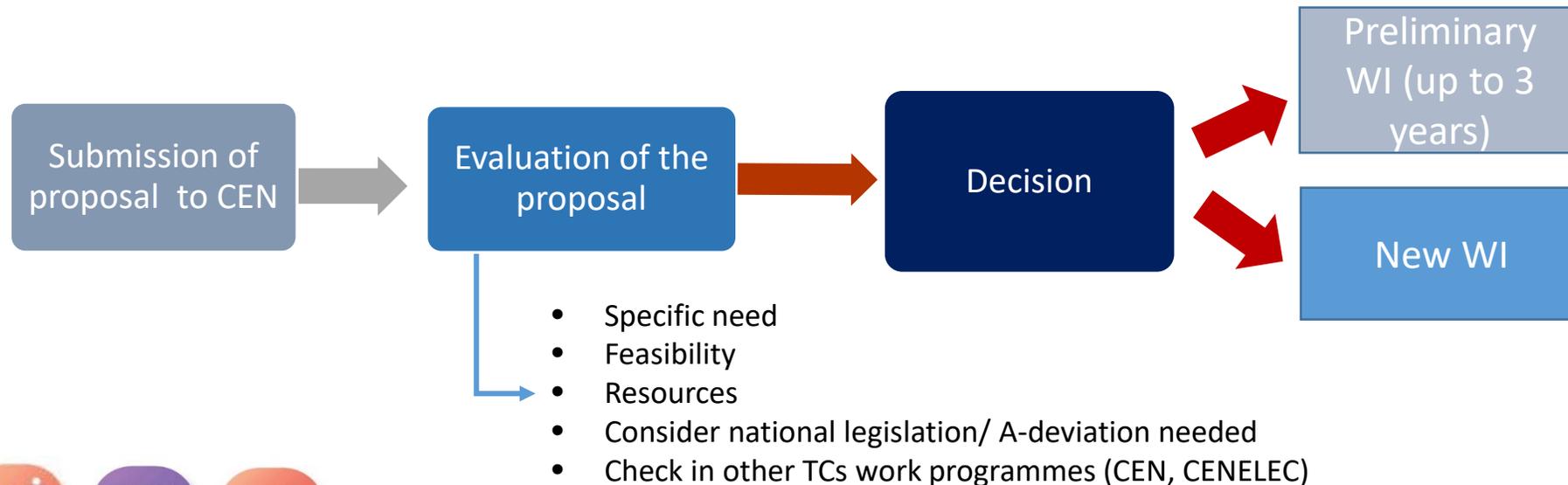
PROCEDURES

Proposal - Evaluation and decision



Proposals may originate from:

- Existing Technical Committees
- European Commission or Agency
- National Standardization Bodies
- CEN Partner Organizations



Vote on a New Work Item (NWI)



- Creation and activation of NWI is subject to a Committee Internal Balloting (CIB) decision (2 months)
 - NB: no longer possible to pass such decision in meetings
- (At least) Five countries committed to actively participate
- Preliminary work items can be adopted during meetings
- **Weighted vote** applies to :
 - new WIs (EN and TS)
 - revisions of the EN with wider scope
- **Simple majority** decision (BT 6/2014) for:
 - amendments
 - revisions within same scope



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Creation of a New Work Item

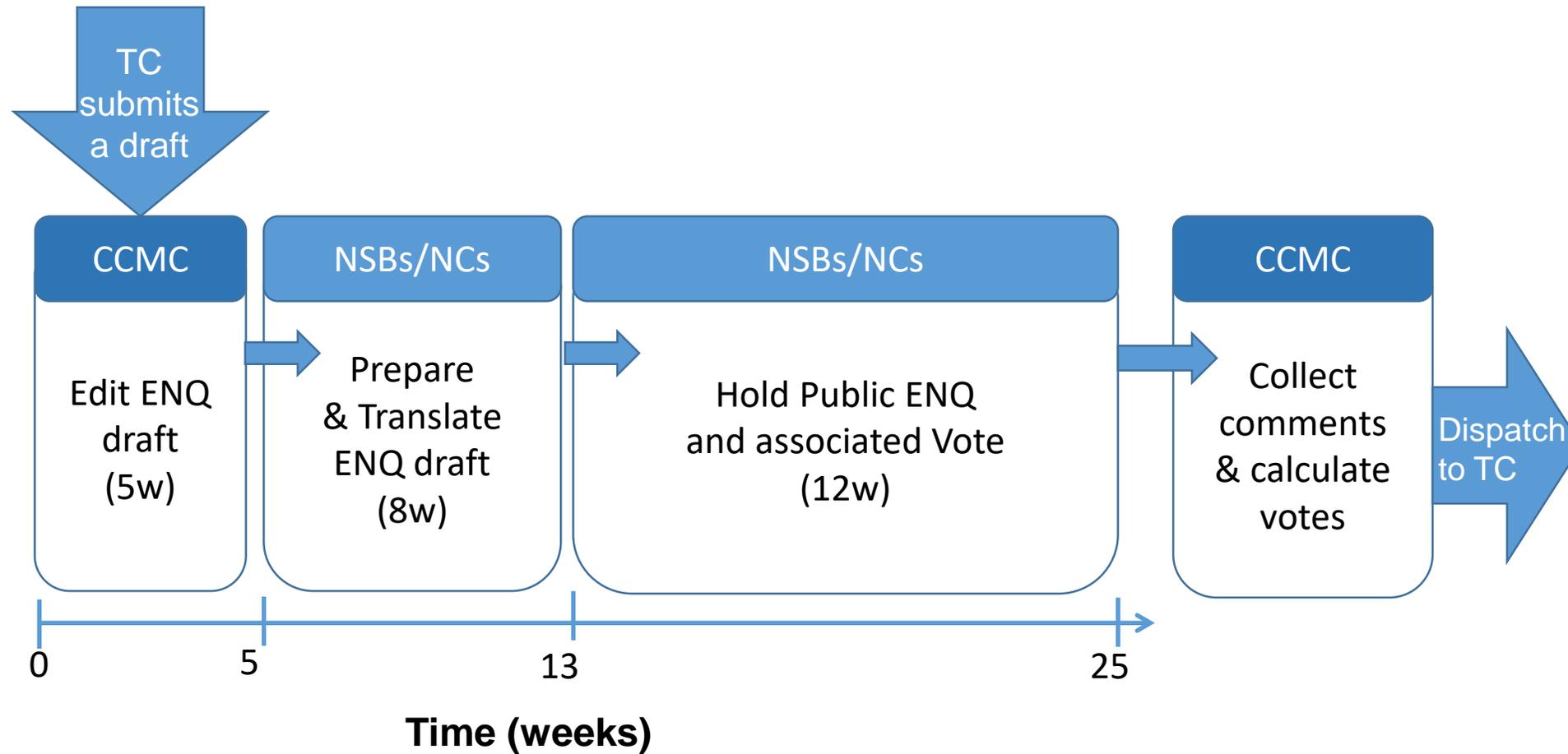


New Work Item' form : **mandatory**

- Registration of the WI - only via **Projex Online Working Area** (User guide available)
- Precise information needed (e.g. superseding EN(s), possible a-deviation(s), link with EU regulation, ...) including the lead
- If WI is accepted, standstill applies

When receiving a derogation request, the TC shall deliver a decision no later than 5 months from the date of receipt of the CEN National Member's request. Therefore, it is advisable to take a decision by correspondence.

Public Enquiry



GUIDANCE



TB OFFICERS

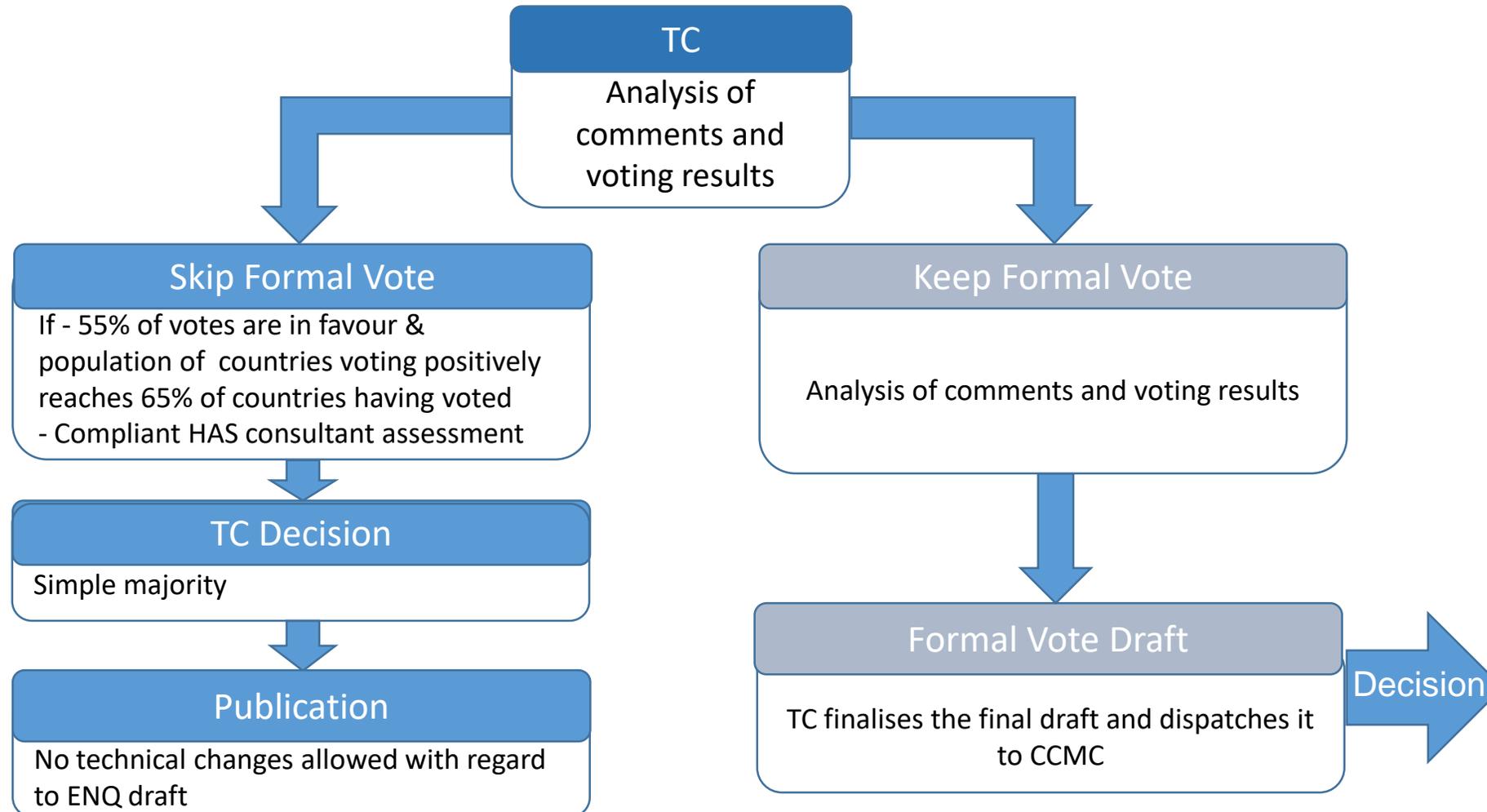


STANDARDS

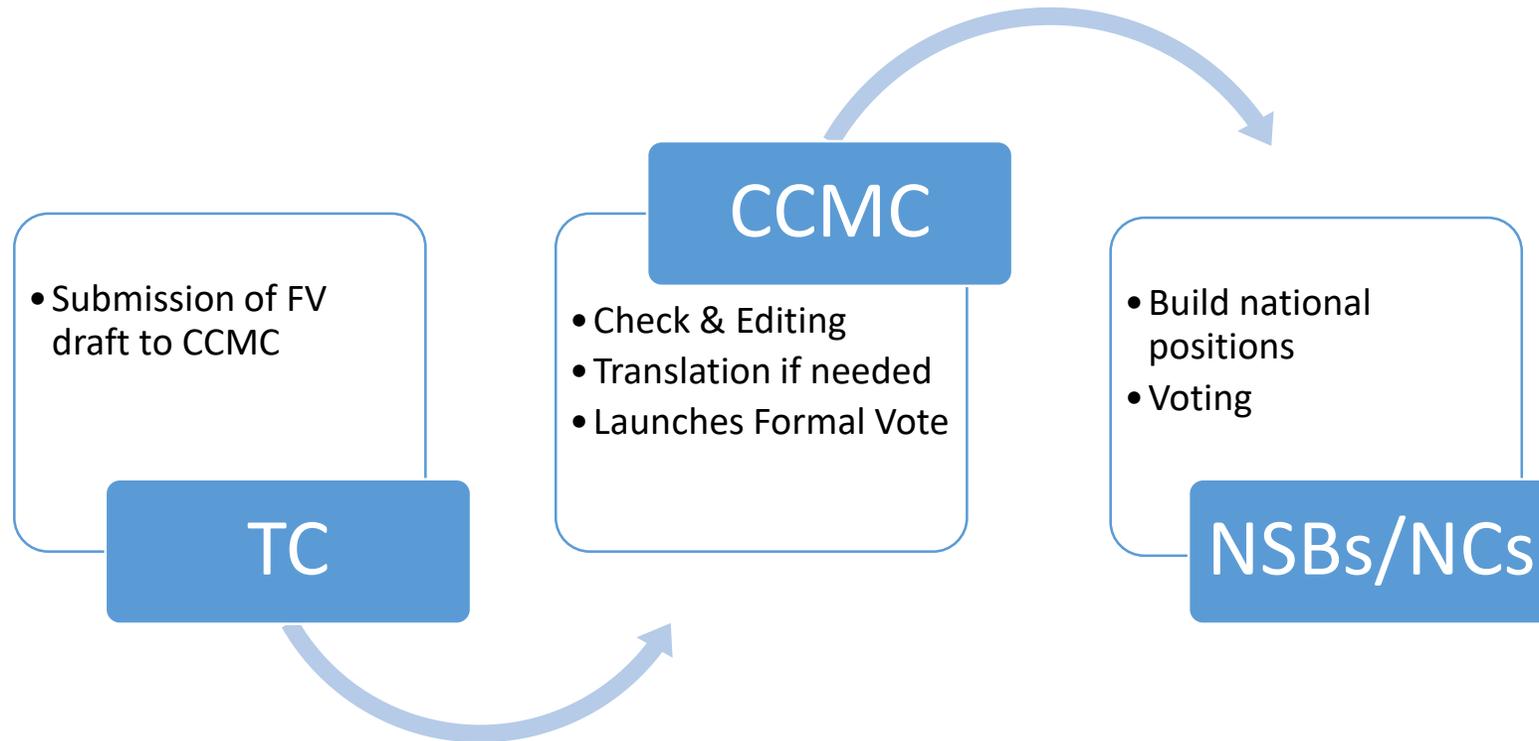


PROCEDURES

Consideration of comments



Approval of the standard



55% of votes in favour + 65% of population → approved European Standard



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Publication



Member country	Population 2018 (in millions)	Population weight %	EEA country
Germany	82,488	13,435%	X
Turkey	79,512	12,951%	-
France	66,892	10,895%	X
United Kingdom	65,596	10,684%	X
Italy	60,627	9,875%	X
Spain	46,485	7,571%	X
Poland	37,970	6,184%	X
Romania	19,699	3,209%	X
Netherlands	17,030	2,774%	X
Belgium	11,338	1,847%	X
Greece	10,771	1,754%	X
Czech Republic	10,566	1,721%	X
Portugal	10,325	1,682%	X
Sweden	9,923	1,616%	X
Hungary	9,814	1,598%	X
Austria	8,731	1,422%	X
Switzerland	8,372	1,364%	-
Bulgaria	7,128	1,161%	X
Serbia	7,058	1,150%	-
Denmark	5,728	0,933%	X
Finland	5,495	0,895%	X
Slovakia	5,431	0,885%	X
Norway	5,236	0,853%	X
Ireland	4,750	0,774%	X
Croatia	4,174	0,680%	X
Lithuania	2,868	0,467%	X
Republic of North Macedonia	2,081	0,339%	-
Slovenia	2,065	0,336%	X
Latvia	1,960	0,319%	X
Estonia	1,316	0,214%	X
Cyprus	1,170	0,191%	X
Luxembourg	0,582	0,095%	X
Malta	0,437	0,071%	X
Iceland	0,335	0,055%	X
Total	613,96	100%	



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

CCMC

- Finalizes and publishes the EN
- Provides EN to National CEN Members for national publication
- Provides titles to European Commission (if harmonized standard)

Members

- Publish as national standard and
- Withdraw conflicting standard(s)
- May translate into national language



Amendments

- Modification/addition to or deletion of specific parts of the text
- Only the amended text will be voted upon
- If amendment → NWI needed - Track: Enquiry (+ vote)

Corrigenda

- TC rationale needed
- Corrects mistakes that lead to incorrect/unsafe use of EN
- TC to contact CCMC Publication Unit

Maintenance/ Systematic review

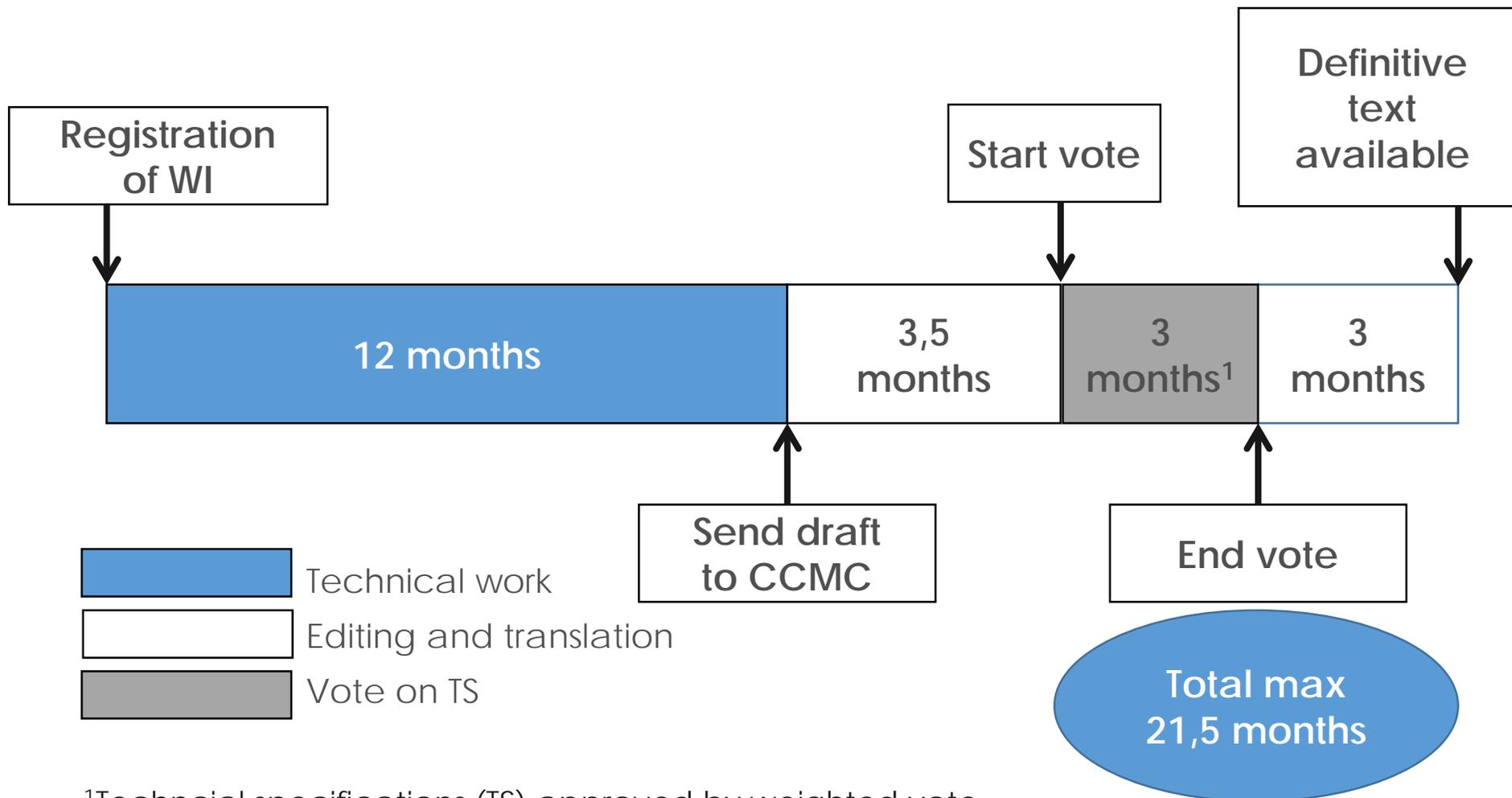
- Reviewed every 5 years → Review launched by CCMC
- TC to take decision according to review results
- If revision → NWI needed - Track: Enquiry (+ vote)



Adapting to market needs



Technical Specification



¹Technical specifications (TS) approved by weighted vote



GUIDANCE



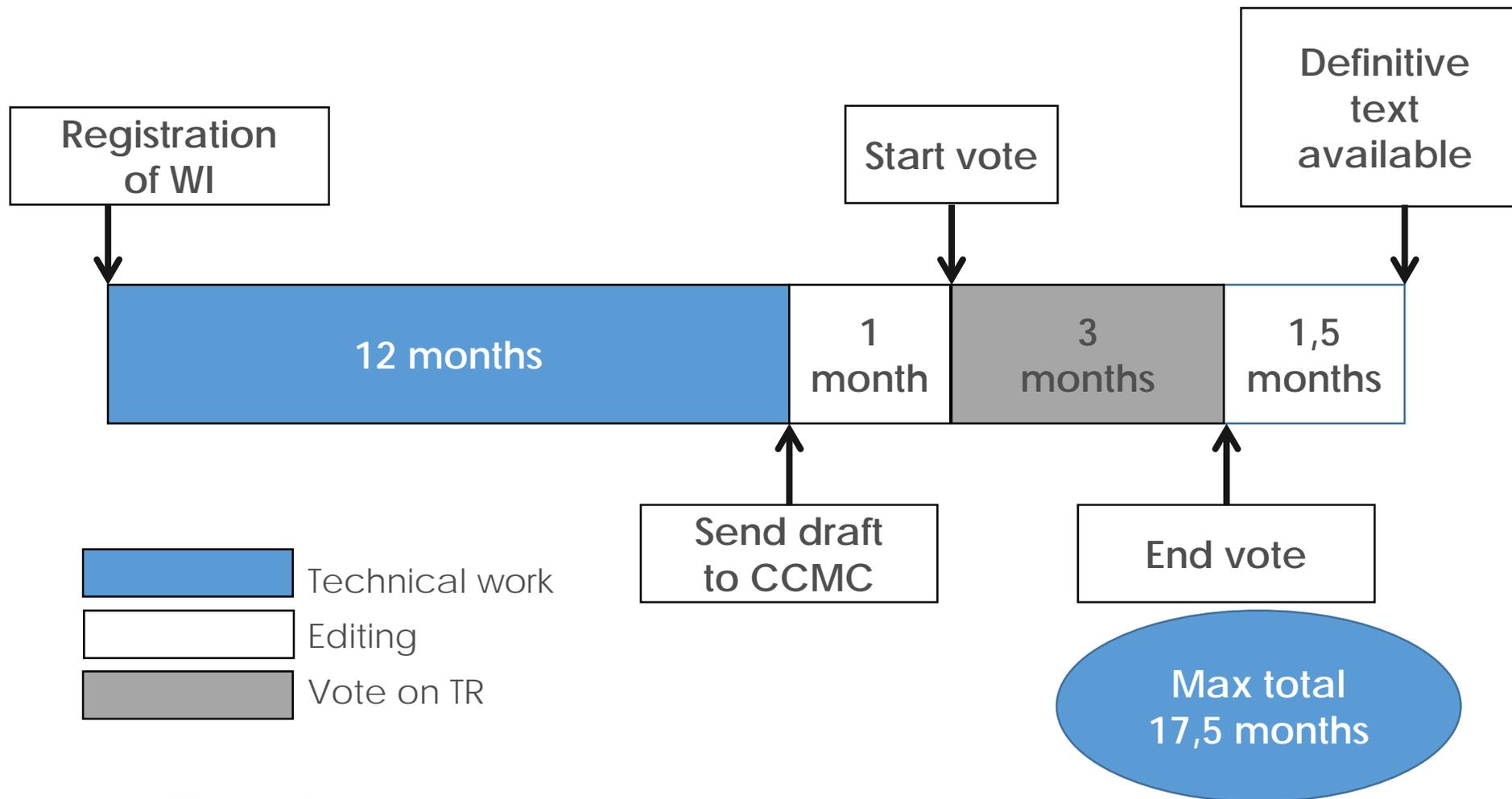
TB OFFICERS



STANDARDS



PROCEDURES



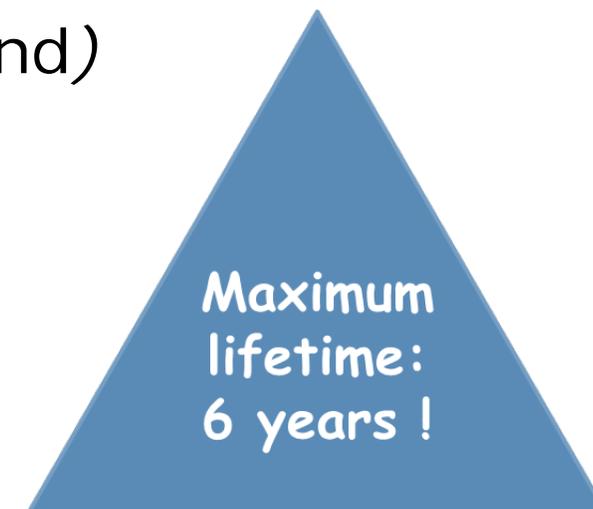
Developed in 'Workshops' (WS):

- Flexible (possibility to join in up until the very end)
- Direct participation
- Open to non-European

Represent the agreement of the WS participants

Used for:

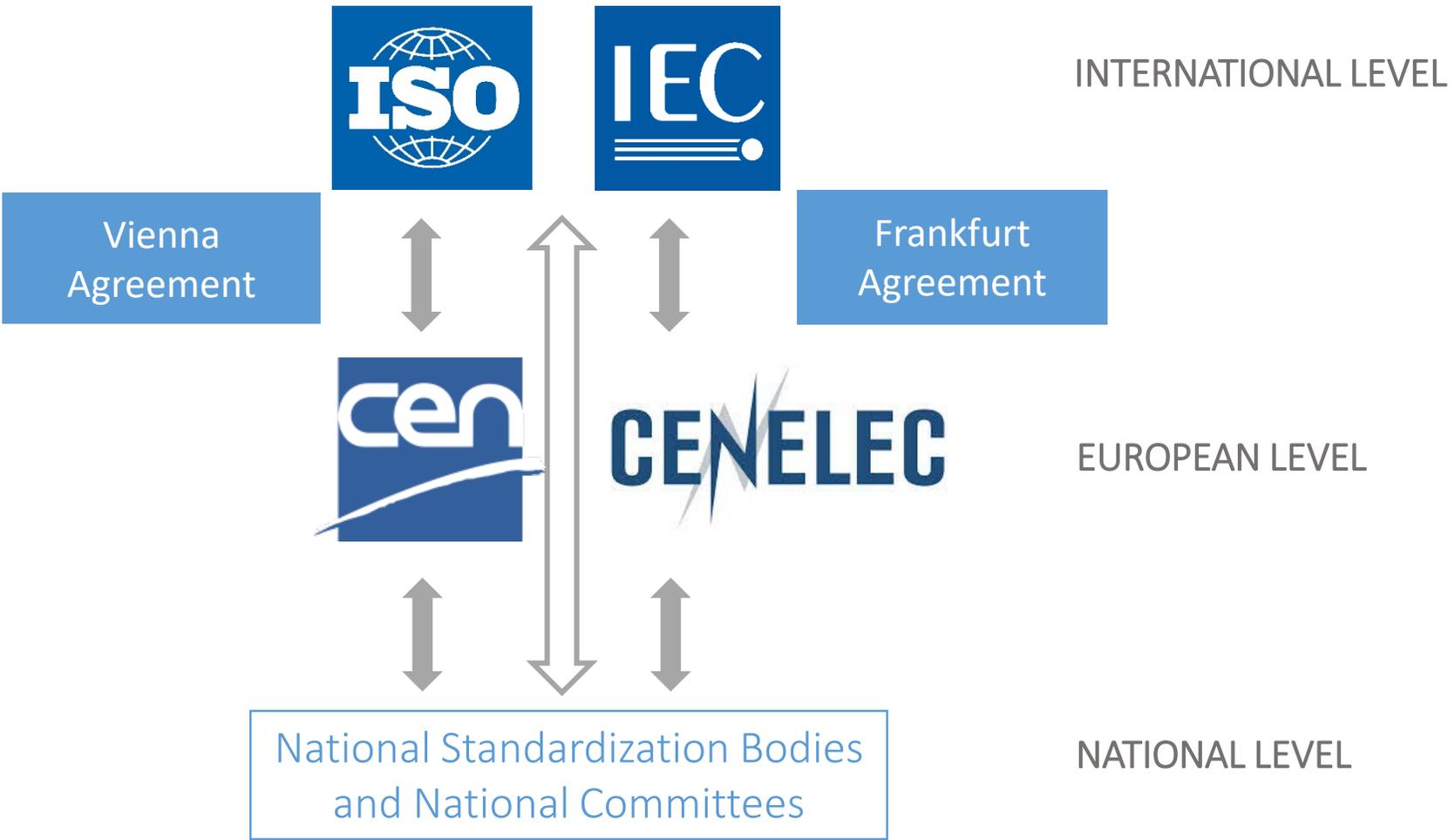
- Emerging or rapidly-changing technologies
- Output of Research Projects
- As try-out before the development of ENs



3. Day to day management of Vienna Agreement



International dimension – Vienna & Frankfurt Agreements



GUIDANCE



TB OFFICERS



STANDARDS



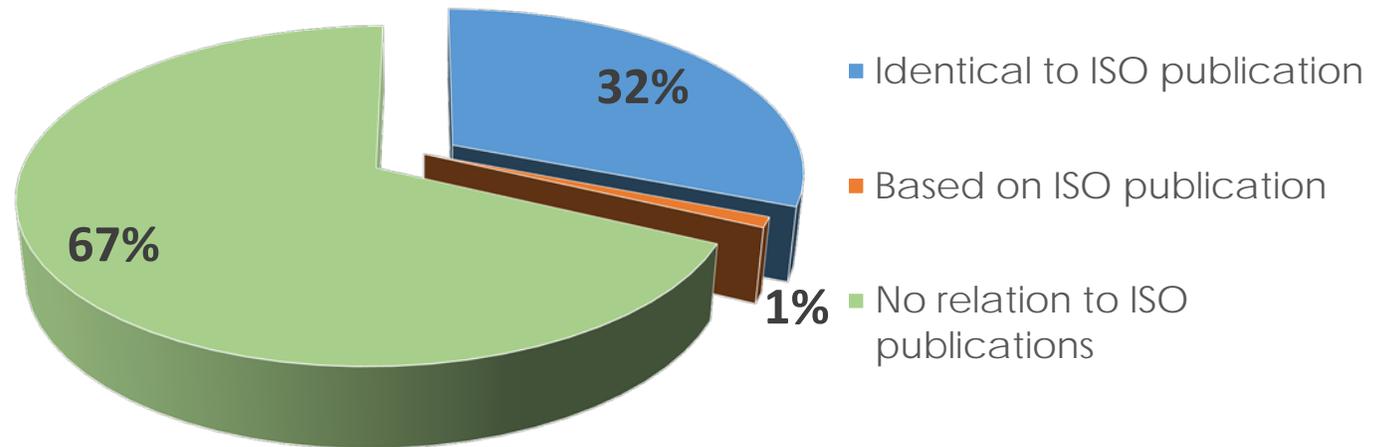
PROCEDURES

International dimension – Vienna Agreement



What?	When?	Why?
<ul style="list-style-type: none">• Formal agreement on technical cooperation between ISO and CEN	<ul style="list-style-type: none">• 1991 - Published• 2001 - Revision• 2016 'Guidelines on implementation'	<ul style="list-style-type: none">• Avoid duplication of work at International & European levels• Promote global economy• Ensure rational use of back office resources

CEN – Portfolio – relation to ISO



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

International dimension – Vienna Agreement



■ Identical to ISO publications

■ Based on ISO publications

■ No relation to ISO publications



GUIDANCE



TB OFFICERS



STANDARDS

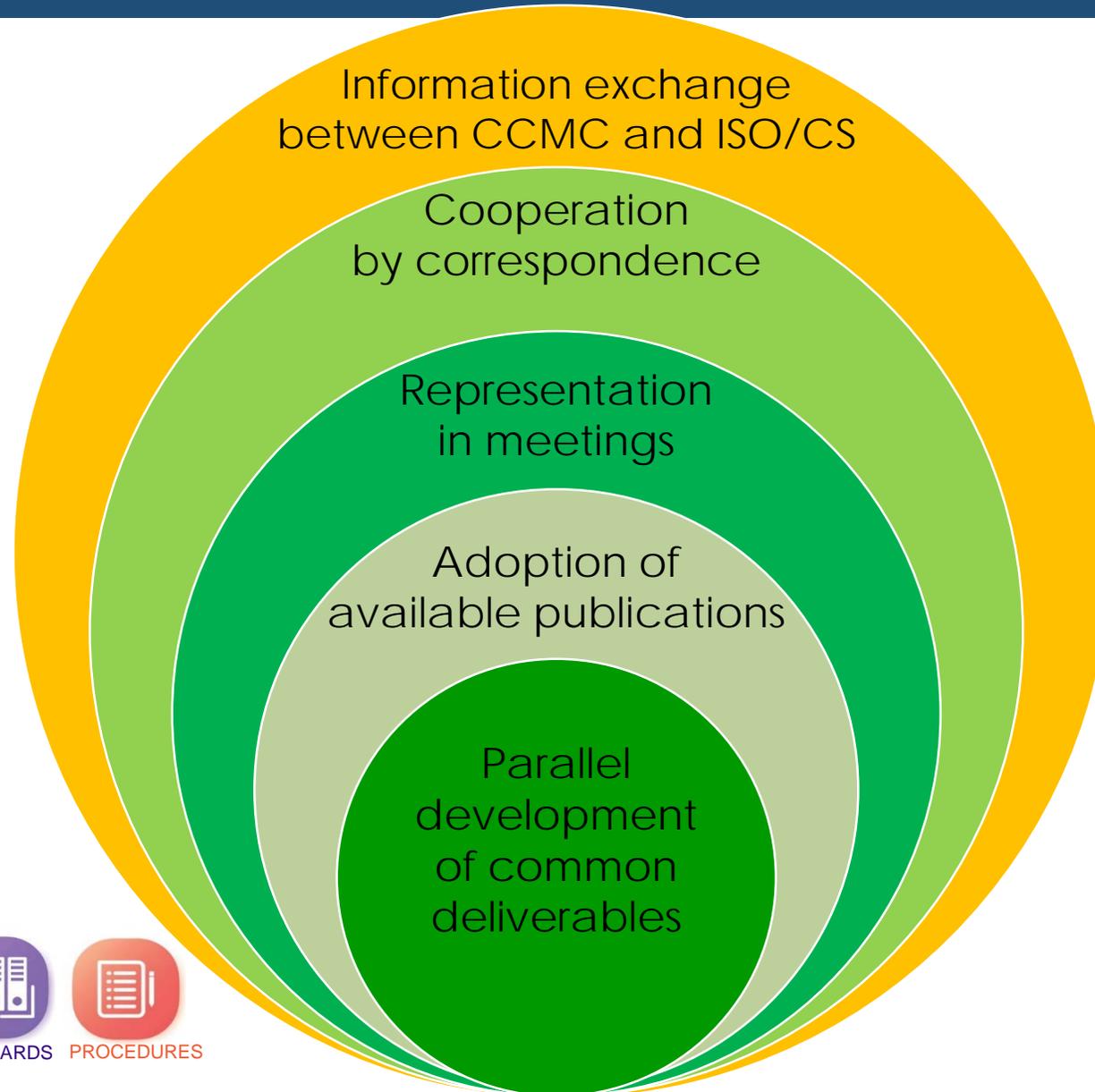


PROCEDURES

Training session for new TB Officers of 2019-12-12

© CEN 2019

International dimension – Vienna Agreement



GUIDANCE



TB OFFICERS

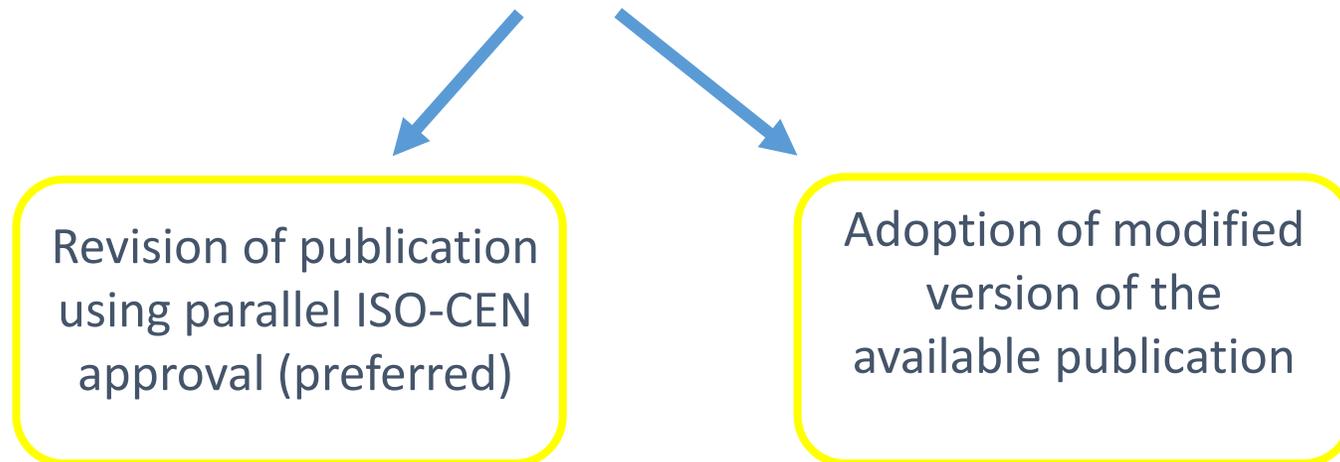


STANDARDS



PROCEDURES

- ✓ ISO and CEN can adopt each others published standards by submitting them to their own adoption procedures
- ✓ In CEN = 8 week translation (DE) + 12 week Enquiry Vote
- ✓ Ideally, the standard should be adopted without change (identical standards)
- ✓ If changes are needed: 2 options



International dimension – Vienna Agreement



EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN 15157

August

ICS 81.060.30

English Version

Advanced technical ceramics - Mechanical properties of ceramic composites at high temperature in air at atmospheric pressure - Determination of fatigue properties

Céramiques techniques avancées - Propriétés mécaniques des composites à haute température sous air à pression atmosphérique - Détermination des propriétés de fatigue à amplitude constante

This European Standard was approved by CEN on 14 July 2006.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN ISO 17142

April 2016

ICS 81.060.30

Supersedes EN 15157:2006

English Version

Fine ceramics (advanced ceramics, advanced technical ceramics) - Mechanical properties of ceramic composites at high temperature in air at atmospheric pressure - Determination of fatigue properties at constant amplitude (ISO 17142:2014)

Céramiques techniques - Propriétés mécaniques des composites à haute température sous air à pression atmosphérique - Détermination des propriétés de fatigue à amplitude constante (ISO 17142:2014)

Hochleistungskeramik - Mechanische Eigenschaften von keramischen Verbundwerkstoffen bei hoher Temperatur in Luft unter Atmosphärendruck - Bestimmung der Ermüdungseigenschaften bei konstanter Amplitude (ISO 17142:2014)

This European Standard was approved by CEN on 25 March 2016.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

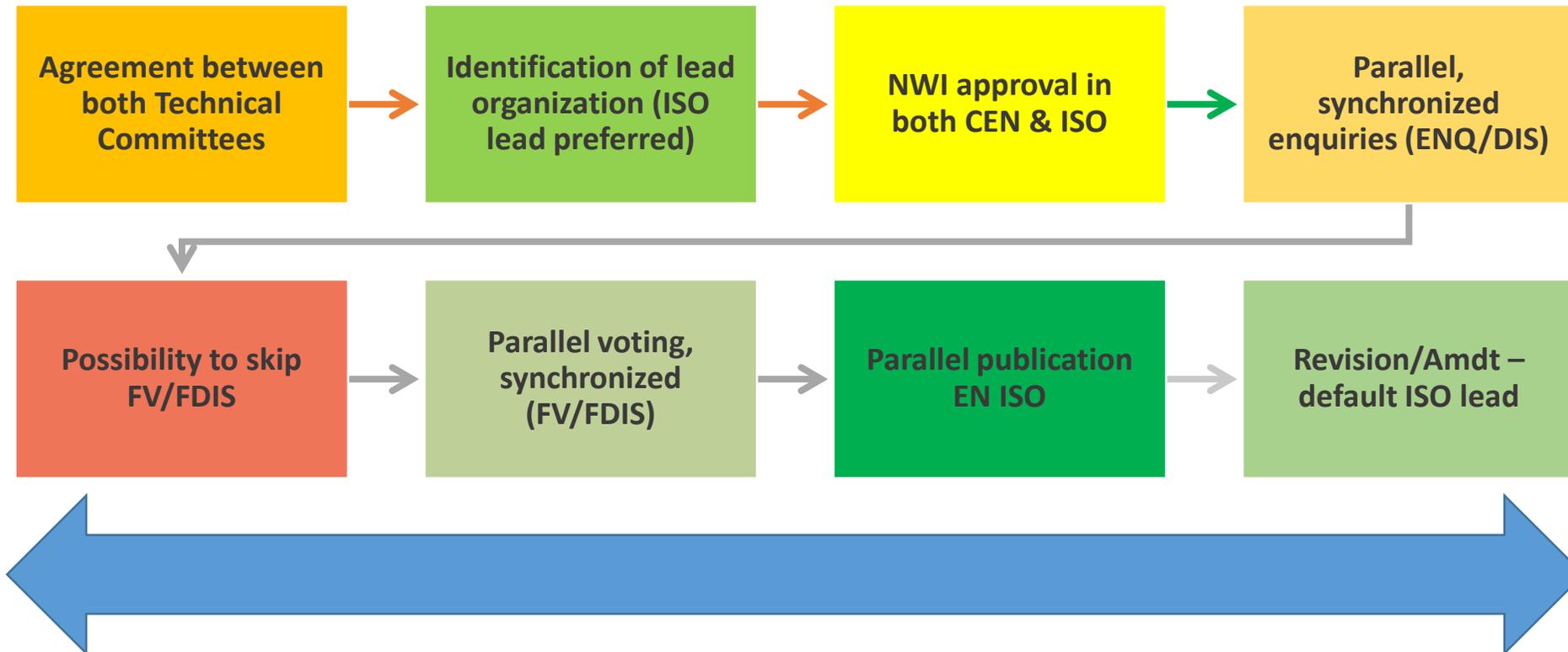
ISO 17142

First edition
2014-06-01

Example:

- Identical publication of EN ISO 17142:2016 (ISO 17142:2014)
- EN ISO 17142:2016 supersedes EN 15157:2006

International dimension – Vienna Agreement



4. Citations of Harmonized Standards in Official Journal of the European Union (OJEU)

European law (Directives / Regulations) regulates important industrial sectors:

- ▲ Machinery
 - ▲ Lifts
 - ▲ Construction
 - ▲ Low voltage equipment
 - ▲ Pressure equipment
 - ▲ Packaging and packaging waste
 - ▲ Medical devices
- ✓ Standards can be developed in support of the legislation through the New Legislative Framework (New Approach)

- **New Approach Directives**

- Define essential requirements (e.g. health and safety)
- Indicate WHAT shall be achieved without specifying HOW
- Transposed in Member States

- **Reference to standards**

- At EC's request, CEN and CENELEC develop Harmonized Standards (hENs)
- ENs set out technical specifications to meet Directives' requirements



GUIDANCE



TB OFFICERS



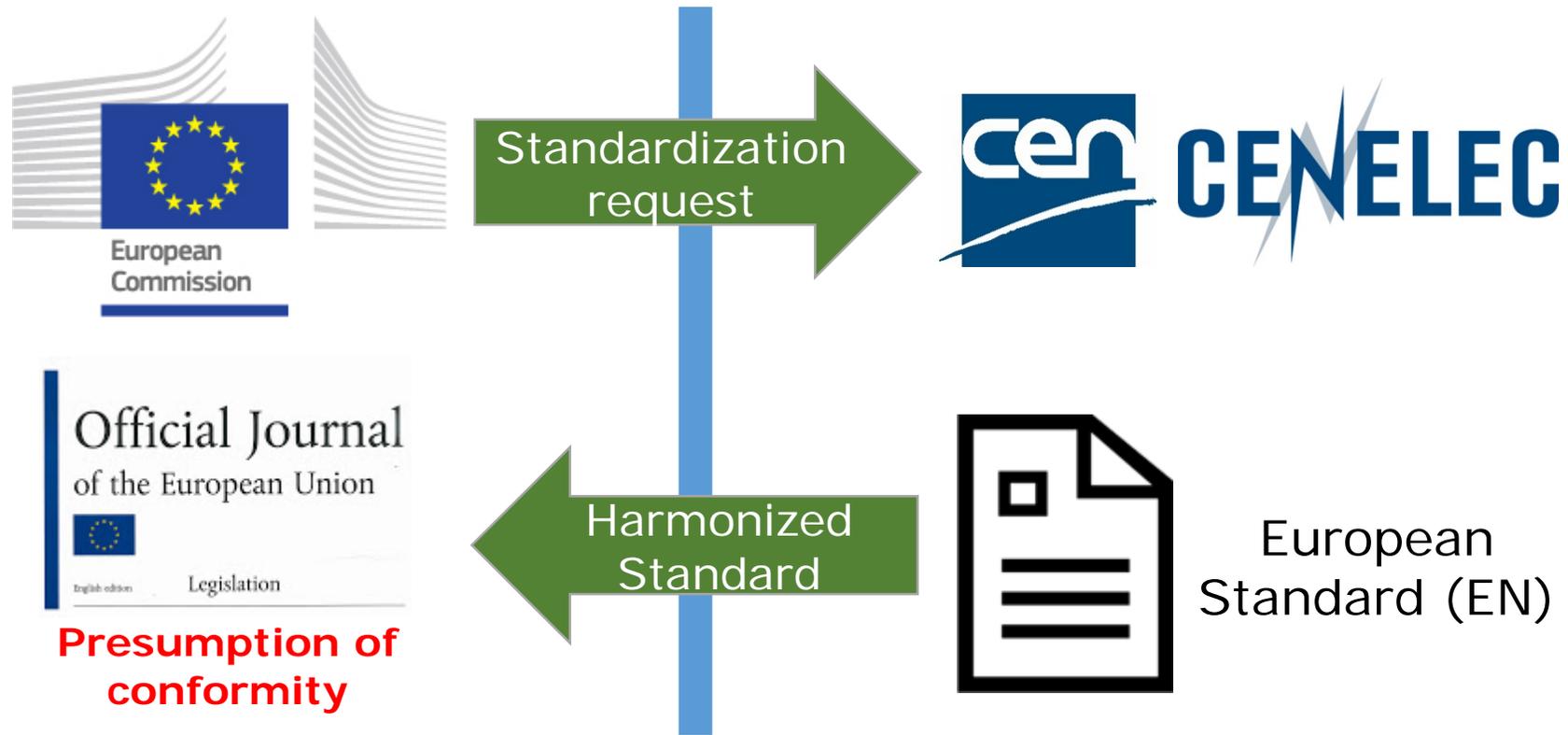
STANDARDS



PROCEDURES



Link with EU legislation & Standardization Requests



4000+ harmonized standards listed in the OJEU



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

- **Standardization Request** a precondition for citation of harmonized standards in Official Journal of the European Union (OJEU)
- **Assessment** of compliance with legal requirements
- **Annex ZA** obligatory for candidate harmonized standards (hENs)
- Citation in the OJEU always **EC responsibility** – CEN and CENELEC offer candidate hENs to EC for citation quarterly
- The lists of hENs are **published in the OJEU** and continuously updated:
http://ec.europa.eu/growth/index_en.htm



New Approach – Standardization Request



<i>Article 1</i> <i>Requested standardisation activities</i>	→	Refer to the legislation / policy
<i>Article 2</i> <i>Establishment of the work programme</i>	→	Work programme of requested deliverables; responsible technical bodies; timeframe.
<i>Article 3</i> <i>Agreement on the work programme</i>	→	EC to be informed of any changes in the WP
<i>Article 4</i> <i>Reporting</i>	→	Annual reporting
<i>Article 5</i> <i>Harmonised standards</i>	→	Clear and precise description of relationship between hEN and EU legislation
<i>Article 6</i> <i>Validity</i>	→	1. Requirements of the hENs 2. Harmonised standards and deadlines for adoption
ANNEXES	→	



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Harmonised standards developed under usual CEN procedures

HAS Consultant assessment

- ✓ **Homegrown:** Formal assessment before ENQ and FV on the standard's coverage of the essential requirements of the legislation
- ✓ **ISO-CEN parallel work:** Formal assessment during DIS and during FDIS on the standard's coverage of the essential requirements of the legislation
- ✓ Possibility of 1st working draft assessment
- ✓ Compliant assessment required for publication



Annex ZA (informative)

Relationship between this European Standard and the Essential Requirements of EU Directive 93/42/EEC

All harmonised standards must include an **Annex ZA**, demonstrating the relationship between the clauses of the standard and the regulatory requirements

This European Standard has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association to provide a means of conforming to Essential Requirements of Directive 93/42/EEC.

Once this standard is cited in the Official Journal of the European Union under that Directive and has been implemented as a national standard in at least one Member State, compliance with the normative clauses of this standard given in Table ZA.1 confers, within the limits of the scope of this standard, a presumption of conformity with the relevant Essential Requirements of that Directive.

Table ZA.1— Correspondence between this European Standard and Directive 93/42/EEC

Clause(s)/sub-clause(s) of this European Standard	Essential Requirements (ERs) of Directive 93/42/EEC	Qualifying remarks/notes
4 5	6	4 and 5: Not fully covered as the requirements will be depended on the specific product.
4.3	7.1	The requirement only covers biocompatibility.
4.1	7.2	Not fully covered as the requirements will be depended on the specific product.
6.2 h)	7.2	Required if any special handling conditions.
6.2 h)	7.2	Required if any special storage conditions.
4.5	7.3	Covers substances in design process.
4.9	7.3	Covers gases in design process.
4.10	7.3	Covers gases in design process.
4.4	7.3	Covers manufacturing process.
4.9	7.3	Covers administration of medicinal products.
4.10	7.3	Covers administration of medicinal products.
4.4	7.5	Covers lubricants limited size drops on surfaces in design and manufacturing.
4.1 6.2 c) and d)	8.1	All testing is done on devices in the sterile condition after design and manufacturing.
4.1 6.2 c) and d)	8.3	All testing is done on devices in the sterile condition after design and manufacturing.

WARNING — Other requirements and other EU Directives may be applicable to the product(s) falling within the scope of this standard.

Citation in the Official Journal of the EU (OJEU)



C 173/100

EN

Official Journal of the European Union

13.5.2016

Commission communication in the framework of the implementation of Council Directive 93/42/EEC concerning medical devices

(Publication of titles and references of harmonised standards under Union harmonisation legislation)

(Text with EEA relevance)

(2016/C 173/03)

ESO ⁽¹⁾	Reference and title of the standard (and reference document)	First publication OJ	Reference of superseded standard	Date of cessation of presumption of conformity of superseded standard Note 1
(1)	(2)	(3)	(4)	(5)
CEN	EN 285:2006+A2:2009 Sterilization — Steam sterilizers — Large sterilizers	2.12.2009	EN 285:2006 +A1:2008 Note 2.1	Date expired (21.3.2010)
CEN	EN 455-1:2000 Medical gloves for single use — Part 1: Requirements and testing for freedom from holes	30.9.2005	EN 455-1:1993 Note 2.1	Date expired (30.4.2001)
CEN	EN 556-2:2015 Sterilization of medical devices — Requirements for medical devices to be designated 'STERILE' — Part 2: Requirements for aseptically processed medical devices	This is the first publication	EN 556-2:2003 Note 2.1	30.6.2016



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

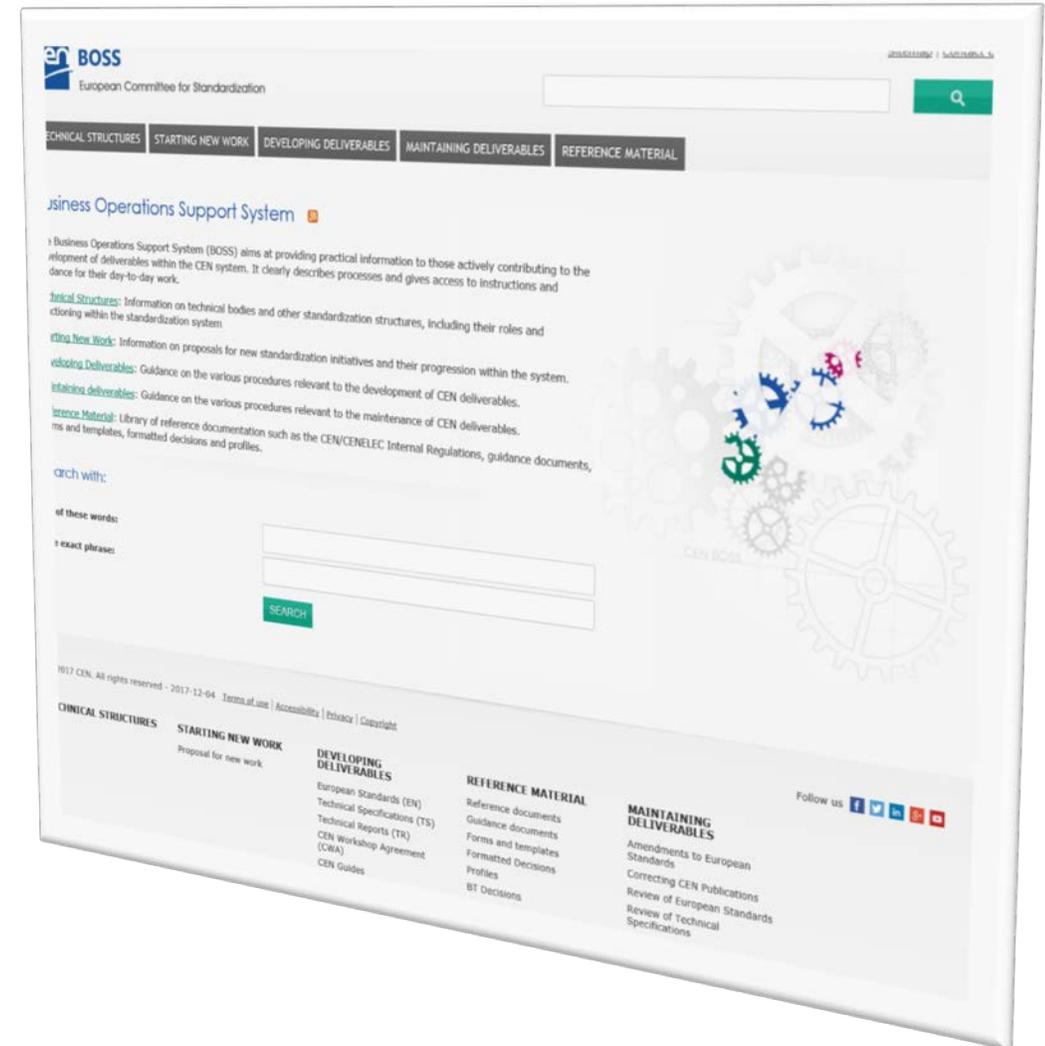
5. BOSS - Business Operations Support System



Business Operations Support System



- Source of stable information from CEN to CEN/TC secretaries, chairs, experts.
- Quick and easy access to navigate - internet tool with public access: <https://boss.cen.eu>
- [CEN-CENELEC Internal Regulations are on the BOSS](#)
 - Part 2: Common Rules for Standardization Work
 - Part 3: Rules for the structure and drafting of CEN/CENELEC Publications
- Formatted decisions
- Forms and templates



Business Operations Support System



cen BOSS
European Committee for Standardization

TECHNICAL STRUCTURES | STARTING NEW WORK | DEVELOPING DELIVERABLES | MAINTAINING DELIVERABLES | REFERENCE MATERIAL

Reference documents
Guidance documents
Forms and templates
Formatted Decisions
Profiles
BT Decisions

[Home](#) > [Reference material](#) > **Forms and templates**

Forms and templates

TECHNICAL BODY ORGANIZATION

TECHNICAL WORK

- > [Zip file with all forms and templates](#)
- > [Generic Annex ZA - French translation - German translation](#)
- > [Annex ZA under an Ecodesign Regulation - French translation - German translation](#)
- > [Annex ZA under an Energy Labelling Regulation - French translation - German translation](#)
- > [Annex ZA under FMC Directive](#)
- > [Annex ZA under the Medical Devices Directive - French translation - German translation](#)
- > [Annex ZA under the Medical Device Regulation and IVDR](#)
- > [Annex ZA under the Construction Products Regulation - French translation](#)
- > [Commenting Form](#)
- > [CEN-CENELEC Statement and Licensing Declaration form](#)
- > [Drafting A-deviations](#)
- > [Draft Standardization Request - BT Commenting form](#)
- > [Environmental checklist - Service standards](#)
- > [Environmental checklist - Testing standards](#)
- > [Exploitation Rights License Agreement](#)
- > [HAS Consultants - meeting attendance - Guide](#)
- > [HAS Consultants - meeting attendance Request form](#)
- > [New activity field proposal](#) (former Form A)
- > [Proposal for a new work item](#) (former Form N)
- > [STD Template](#) - (Standard template) - [Overview of the revised template](#)
- > [CEN Simple template for drafting standards - French translation](#)
- > [Transmission Notice](#)

Vote Calculator

2018

TC Decision name

Choose Y for Yes, N for No, or A for Abstention

Austria	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Belgium	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Bulgaria	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Croatia	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
Cyprus	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Czech Republic	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Denmark	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Estonia	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
France	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Germany	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Finland	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	The FYROM *	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
Iceland	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Ireland	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Greece	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Hungary	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
Lithuania	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Luxembourg	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Italy	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Latvia	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
Norway	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Poland	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Malta	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Netherlands	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
Serbia *	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Slovakia	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Portugal	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Romania	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
Sweden	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Switzerland *	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Slovenia	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	Spain	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
				Turkey *	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	United Kingdom	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A

Remark: in case of negative results, a second counting should be done with the non-EEA countries (marked with *) counted as 'Abstention'.

Unweighted Majority (requirement $\geq 55\%$)

Yes No % Vote Result

Weighted Majority (requirement $\geq 65\%$)

Yes No % Vote Result



Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

BT Decisions

[Home](#) > [Reference material](#) > **Formatted Decisions**

Formatted decisions



Templates of decisions for which no BT approval is needed. For more information on their handling see the procedure on '[Delegated decisions](#)'.

NOTE: Formatted decisions adopted at meetings or by correspondence (using the [CIB](#)) shall be sent by the TC Secretary by e-mail to tcmiares@cencenelec.eu or submitted via the PROJEX-ONLINE working area.

0 CALCULATION TOOL

For decisions taken by Technical Bodies, the following calculation tools for determining the voting weights are available:

> [CEN calculation tool](#) (Lisbon treaty)

1 DECISION DELEGATED TO CEN-CENELEC MANAGEMENT CENTRE (CCMC)

> [Extension of dow on request of a CEN/TC or CEN member](#)

2 DECISIONS DELEGATED TO A TECHNICAL COMMITTEE

2.1 Related to TC organization

2.2 Related to the Technical work

3 OTHER TECHNICAL COMMITTEE DECISIONS

3.1 Related to TC organization

3.2 Related to Technical work

> [Zip file with all decisions](#)

> [A-deviation - Result of the verification of a notification of A-deviation\(s\)](#)

> [Change of deliverable or deletion of work item for work mandated or covered by an Order Voucher](#)

> [Review of EN - Confirmation of EN](#)

> [Review of EN - Withdrawal of EN](#)

Confirmation of EN

DECISION *number* taken by CEN/TC *number* on *CCYY-MM-DD*

Subject: CEN/TC *number* - Confirmation of EN *number:CCYY* after review

CEN/TC *number*,

- having considered the CEN/CENELEC Internal Regulations - Part 2, subclause 11.2.8 stating the obligation of the review of ENs at intervals not exceeding five years;
- having noted the resolution CEN/BT 5/1995, fixing the procedure to be followed when reviewing;

decides to confirm EN *number:CCYY* *title*.

The decision was taken by *unanimity or simple majority with N positive votes, N negative vote(s) and N abstention(s)*.

6. Tips for standards writers

From NWI to publication



- ENO stage – In-check and editing**

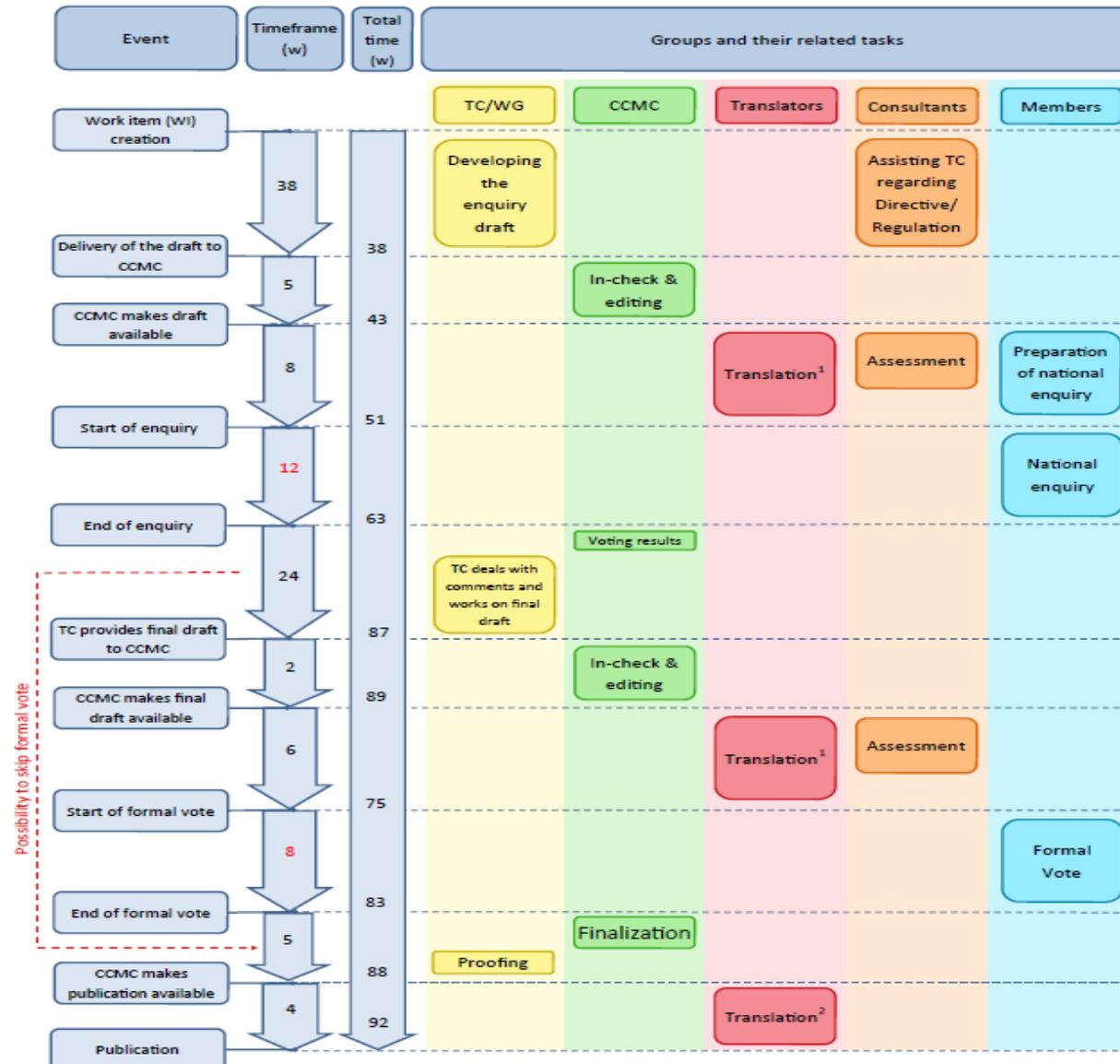
- In-depth edit (5 weeks)
- Translation (8 weeks)

- FV stage – In-check and editing**

- In-depth edit (2 weeks)
- Translation (6 weeks)

- Publication – Finalization and proofing**

- Light edit & comments (2 weeks)
- TC proofing (2 weeks – 3 for exceptional cases)
- Translation (4 weeks)



Delivery of your drafts to CCMC



▲ What is this about?

- CCMC is the central hub for processing incoming documents, known as 1st Deliveries
- CCMC receives your documents in order to launch the procedures Enquiry, Formal Vote, Vote on TS/TR
- CCMC updates database, edits documents, manages translations, issues drafts to Members



Delivery of your drafts to CCMC



Electronic Transmission Notice



All documents submitted to CCMC shall comply with the CEN-CENELEC Internal Regulations Part 3, "Rules for the structure and drafting of CEN-CENELEC Publications"

Reference Number :
Work Item Number :
Title :
Sending date:

With reference to the above, find in attachment, the electronic files appertaining to the following procedure:

Stage 20.60 (first working draft)
 COCOR Vote
 Enquiry 2nd Enquiry
 Formal Vote 2nd FV Reference of CEN/TC decision to launch FV (for CEN ENs only):
 Vote on Technical Specification
 Vote on Technical Report
 3 month UAP Reference of decision to launch UAP (For CEN only):
 Publication In case of decision to skip FV following ENQ, Reference of CEN/TC decision (For CEN only):
 Corrigendum

The text is sent in the following ONE Reference language version in PDF and revisable Word format:

English Reference version
 French Reference version
 German Reference version

COMMENTS:



FROM:

Name:
Technical Body:

What do we need from you ?

- Word (.doc or .docx), PDF & Transmission Notice
- Also the drawing files
- Anything specific you want to mention when sending us your drafts?



GUIDANCE



TB OFFICERS



STANDARDS



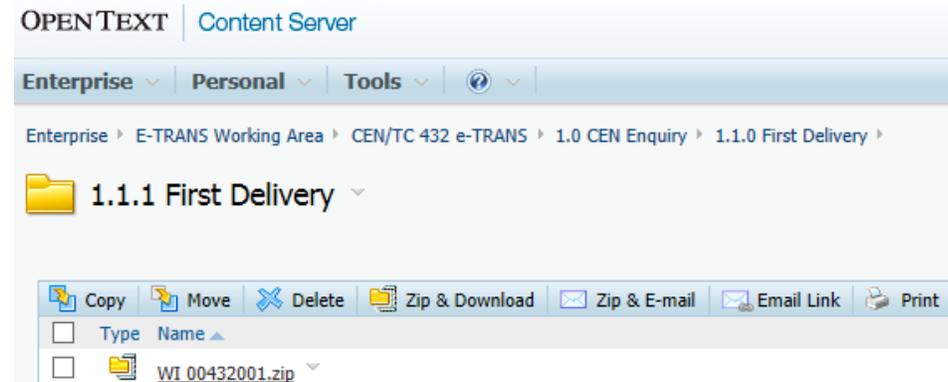
PROCEDURES

Delivery of your drafts to CCMC

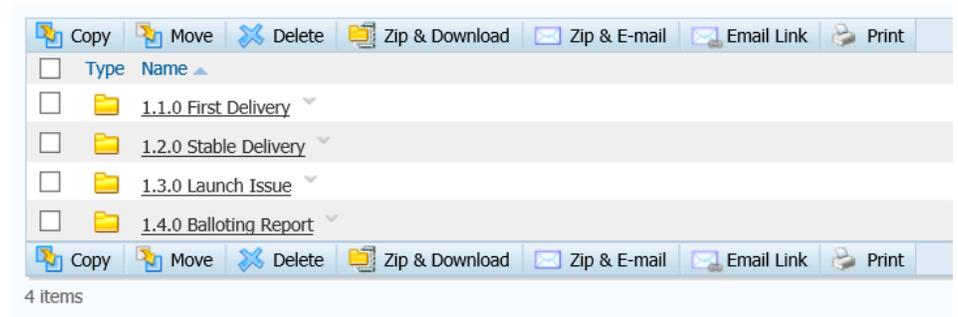


How do I deliver my drafts?

- In CEN: zip file via eTrans on Livelink:

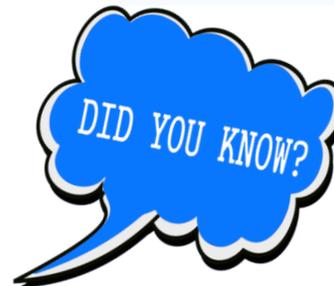


- eTrans = document repository
- All files stored in the "Launch Issue" folder
- Accessible to all CEN/TC Secretaries



- All TC Secretaries can access current files via Projex-Online

Access to current document(s)
(authorised users only)



CCMC 'In-Check' and work allocation



- We check incoming first deliveries and allocate the target dates
- Once we have updated our database, the next day you can consult Projex-Online
- Through Projex-Online you can see the allocated target dates and...
- The allocated editor's name, email and direct phone number 

★ 00189201 - prEN 17323
Geosynthetics - Polymeric geosynthetic barriers - Determination of tensile properties

Responsible: **CEN/TC 189**
Drafting: **CEN/TC 189/WG 3**
WI/Standard status: Active/Not Published
Track: EN/ENQ+FV
Category: Main
Parallel: No
Last Milestone: 45.99.0979 realized on 2019-11-28
Next Milestone: 50.20.0000 planned for 2019-12-19

WI Plan (Milestones)	WI Plan (All)	Title/Scope	EC/EFTA relations	Consultants	WI relations	St
Released Documents	Technical Body					

Contact point at CCMC Publications Unit

Name: Ms E. Booth
E-mail:  (ebooth@cencenelec.eu)
Telephone:(32)2 550 08 47

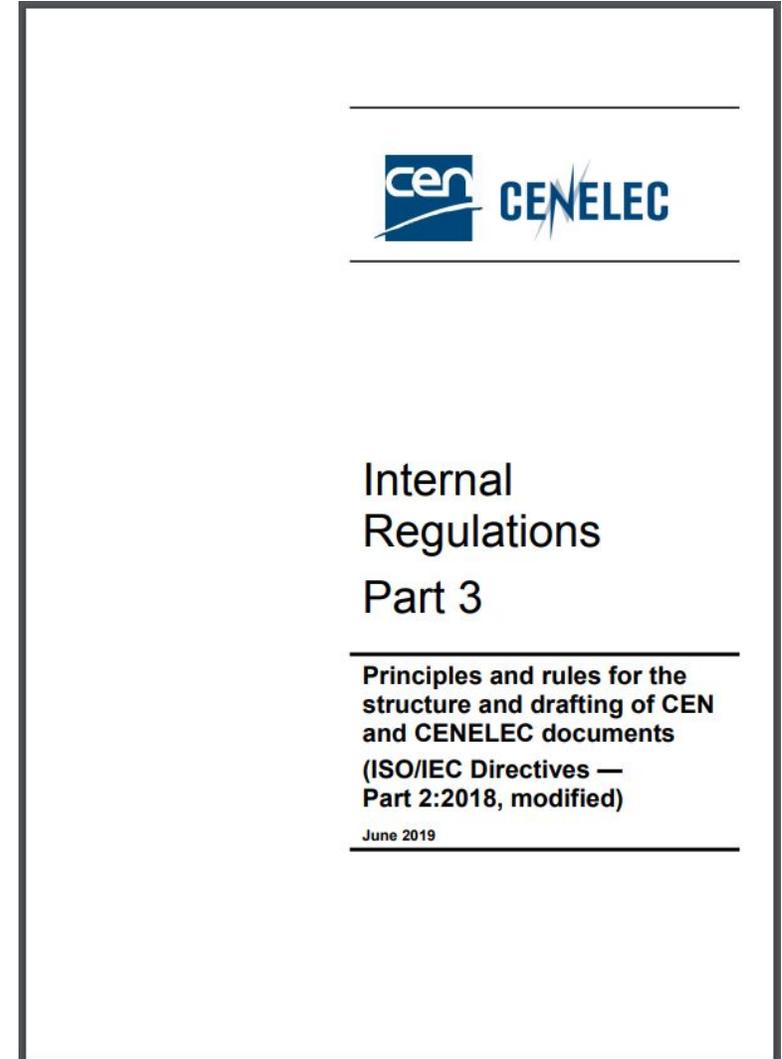


CCMC Editor's role



▲ Editing draft texts for Enquiry or Formal Vote

- In-depth editing (5 weeks = Enquiry; 2 weeks = FV)
- Proofreading
- Applying the drafting rules '[CEN-CENELEC Internal Regulations Part 3](#): Principles and rules for the structure and drafting of CEN and CENELEC documents' Based on ISO-IEC Directives II
- Drawing your attention to issues with your draft
- Maintaining consistency, accuracy and attention to detail
- Creating the XML version of the standard



CCMC Editor's role



Where can I find the Internal Regulations – Part 3?

- Editors are available to give you support.
Do not hesitate to contact the editor in charge of your document
- Editors can support you at your meetings.
Planning a meeting in the CEN-CENELEC Meeting Centre? We're just upstairs – get in touch!



The screenshot shows the CEN BOSS website interface. At the top, there is a search bar and navigation links for 'Sitemap' and 'Contact Us'. Below the search bar is a horizontal menu with categories: 'TECHNICAL STRUCTURES', 'STARTING NEW WORK', 'DEVELOPING DELIVERABLES', 'MAINTAINING DELIVERABLES', and 'REFERENCE MATERIAL'. The 'REFERENCE MATERIAL' category is selected. On the left side, there is a vertical menu with options: 'Reference documents', 'Guidance documents', 'Forms and templates', 'Formatted Decisions', and 'Profiles'. The 'Reference documents' option is highlighted. A teal arrow points from this menu item to the main content area. The main content area displays a breadcrumb trail: 'Home > Reference material > Reference documents'. Below this, there is a list of reference documents with a 'Show all' and 'Hide all' button. The list includes: 1 CEN/CENELEC INTERNAL REGULATIONS, 2 ECISS INTERNAL REGULATIONS, 3 CEN GUIDES, 4 CEN-CENELEC GUIDES, 5 COOPERATION WITH EC/EFTA, and 6 TECHNICAL COOPERATION BETWEEN ISO and CEN. A teal arrow points from the 'Reference documents' menu item to the first item in the list. At the bottom of the page, there is a footer with copyright information and social media links.



Voting results & Publication



▲ How do I get the voting results?

- Voting results are uploaded onto eTrans immediately after closure of the vote
- Comments accompany voting results
- Once ballot is closed & outcome made available we cannot alter the results

▲ What do I have to do for the publication?

- For home-grown ENs, CCMC will finalize the publication & handle the voting comments
- In CEN, when skipping the FV, upload transmission notice to eTrans to request CCMC to finalize the publication



CCMC Editor's role



Finalizing a publication

- Light editing (2 weeks)
- Editorial changes & formatting
- Voting comments handling – only editorial comments accepted
- Emailing finalized documents & comments to the TC Secretary for final Proofing

What is a technical change?

- Changes the scope of a requirement
- Adds a requirement
- Removes a requirement

IT 003	06		Te	Some fundamental chocolate requirements necessary for the kind of product and exposure scenario to certain flavours that might be present in wrappings are missing. This refers in particular to hazelnut, for both plastic and tinfoil wrapping. The reply to the comments 050 and 052 given during the enquiry is of great concern, as it states	Add requirements for hazelnut as in TR 13387-2:2015, clause B.15	Technical changes are not allowed at this stage
FR 004	06	list	Ed	The abbreviation of marshmallow is Mw and not Mg. Mg is magnesium and is not a chocolate product.	Mg to be replaced by Mw	Accepted.



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Publication – recent changes



- **Comments at FV (BT 036/2019)**
 - Only 2 kinds of comments (and corrections) acceptable:
 - **Obvious editorial errors & errors introduced by CCMC in the preparation of the draft**
 - All other comments retained for next review!
- *Applicable as of 2019-12-01*
- *Technical change aiming to correct errors and thus avoiding a deficient standard, according to Decision BT 48/2014 & D149/017 → Upon request of the TC secretary and following BT approval, these changes will be introduced by CCMC before publication → only limited technical changes !!*



Publication – recent changes



- **TC proofing (BT 036/2019)**
 - CCMC to send the final draft not only to TC secretaries but ALSO to **WG convenor!**
 - Proofing period reduced from **3 to 2 weeks**, BUT extendable to 3 upon request of TC
 - Not to wait for TC reply after 2 (3) weeks: in case of no response, CCMC shall proceed to the finalization, i.e. translation or immediate publication, and inform the TC secretary and secretariat accordingly
- *Provisions will be applied to drafts that are submitted to CCMC for the editorial preparation for FV from 2019-12-09*



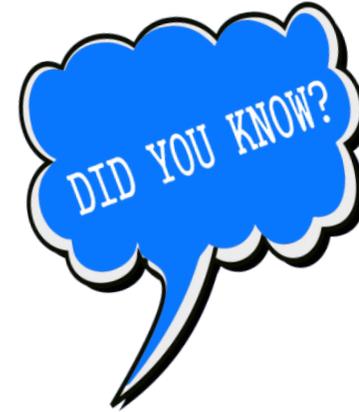
Official languages & translation



- 3 official languages – English, French & German
 - Responsibilities:
 - TC → for 1 reference language (E)
 - CCMC → for editing of the reference language
 - Translators → for full content of translations (AFNOR, DIN)
- Translation Procedure:
 - 8 weeks for Enquiry
 - 6 weeks for Formal Vote (unless default no translation)
 - 4 weeks for Publication



Official languages & translation



- Translation extensions permitted:
 - 80 to 120 text pages = 12 weeks
 - + 120 text pages = 16 weeks
- Important to know for your project planning



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

CEN Simple Template



Publicly available on the CEN BOSS to freely access:

- <http://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx>

TECHNICAL STRUCTURES | STARTING NEW WORK | DEVELOPING DELIVERABLES | MAINTAINING DELIVERABLES | REFERENCE MATERIAL

Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

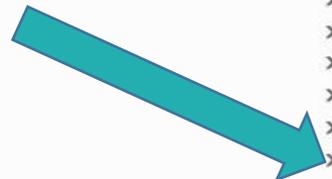
Home > Reference material > Forms and templates

Forms and templates

TECHNICAL BODY ORGANIZATION

TECHNICAL WORK

- > **Zip file with all forms and templates**
- > [Generic Annex ZA - French translation - German translation](#)
- > [Annex ZA under an Ecodesign Regulation - French translation - German translation](#)
- > [Annex ZA under an Energy Labelling Regulation - French translation - German translation](#)
- > [Annex ZA under the Medical Devices Directive - French translation - German translation](#)
- > [Annex ZA under the Construction Products Regulation - French translation](#)
- > [Commenting Form](#)
- > [CEN-CENELEC Statement and Licensing Declaration form](#)
- > [Draft Standardization Request - BT Commenting form](#)
- > [Environmental checklist](#)
- > [Exploitation Rights License Agreement](#)
- > [New activity field proposal](#) (former Form A)
- > [Proposal for a new work item](#) (former Form N)
- > [STD Template - \(Standard template\) - Overview of the revised template](#)
- > [CEN Simple template for drafting standards - French translation](#)
- > [Transmission Notice](#)



CEN Simple Template



- ▲ **What is the purpose of the template?**
- ▲ To help standard drafters compose documents more easily and efficiently
 - ▲ Ensures the standard will have the correct format and layout (allowing for consistency in a series)
 - ▲ Provides the necessary boilerplate text for certain clauses, in addition to drafting tips
- ▲ To help the standard to be in accordance with the latest rules in the Internal Regulations Part 3, "Principles and rules for the structure and drafting of CEN and CENELEC documents"
- ▲ To allow documents to be drafted in the correct styles for creating xml



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

How does the template work?



CEN/TC XXX

Date: 20XX-XX

prEN XXXXX: XXXX

Secretariat: XXX

Introductory element — Main element — Complementary element

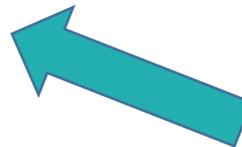
Einführendes Element — Haupt-Element — Ergänzendes Element

Élément introductif — Élément central — Élément complémentaire

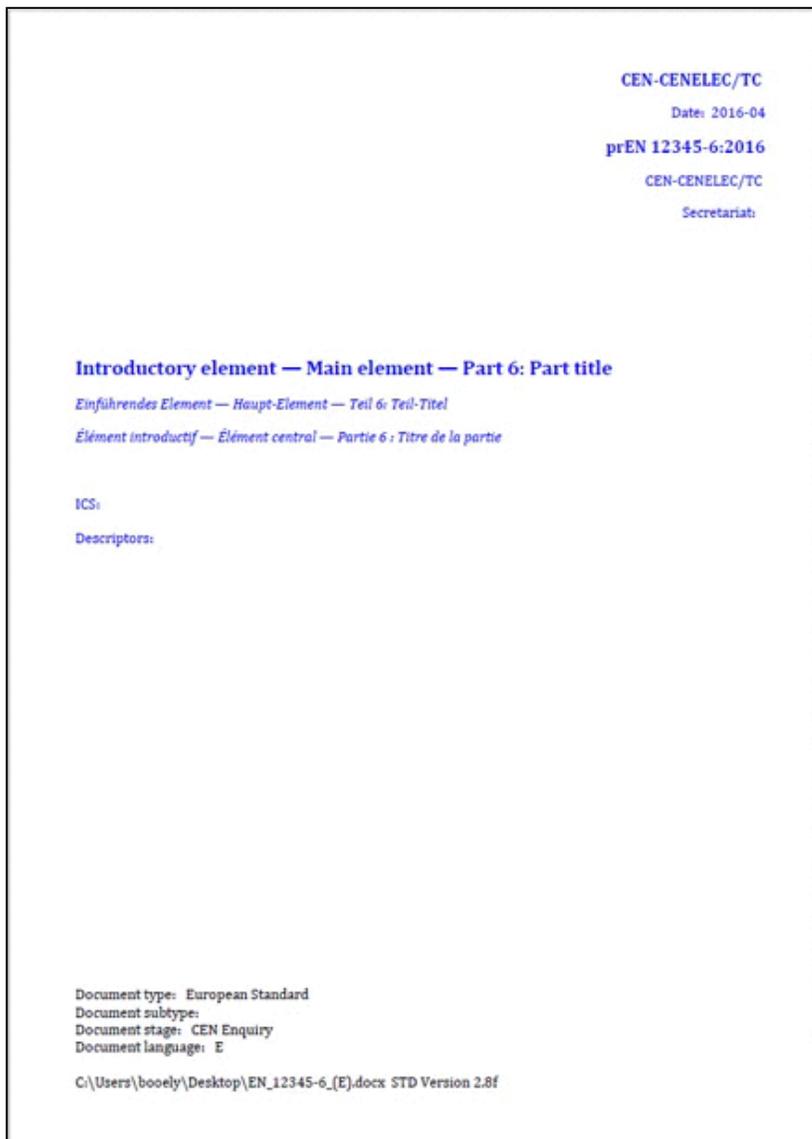
ICS:

CCMC will prepare and attach the official title page.

- ▲ It is a flat Word document
- ▲ Drafters can type the information directly into the document or cut & paste
- ▲ TC can provide the title, standard reference, TC name



How a typical EN is structured



- ▲ The mandatory elements of an EN are:
 - ▲ Title
 - ▲ Table of contents
 - ▲ European foreword
 - ▲ Scope
 - ▲ Normative references
 - ▲ Terms and definitions
 - ▲ Main body of the text (which can include figures, tables, formulas)
- ▲ Optional elements of an EN are:
 - ▲ Introduction
 - ▲ Annexes
 - ▲ Bibliography

How do I use the template?



- ▲ All of the elements have a particular Word style
- ▲ Many of the style names are self-explanatory (e.g. Headings, Paragraphs, Notes, Examples)
- ▲ For unnumbered paragraphs, use Body Text



Heading 2	4.2 Subclause title
Heading 3	4.2.1 Subclause title
Heading 4	4.2.1.1 Subclause title
Heading 5	4.2.1.1.1 Subclause title
Heading 6	4.2.1.1.1.1 Subclause title
Body Text	Text of subclause.
Heading 1	5 Clause title, e.g. Paragraphs and Lists
p2	5.1 Text of paragraph.
Example	EXAMPLE
Note	NOTE
p3	5.1.1 Text of paragraph.
p4	5.1.1.1 Text of paragraph.



GUIDANCE



TB OFFICERS

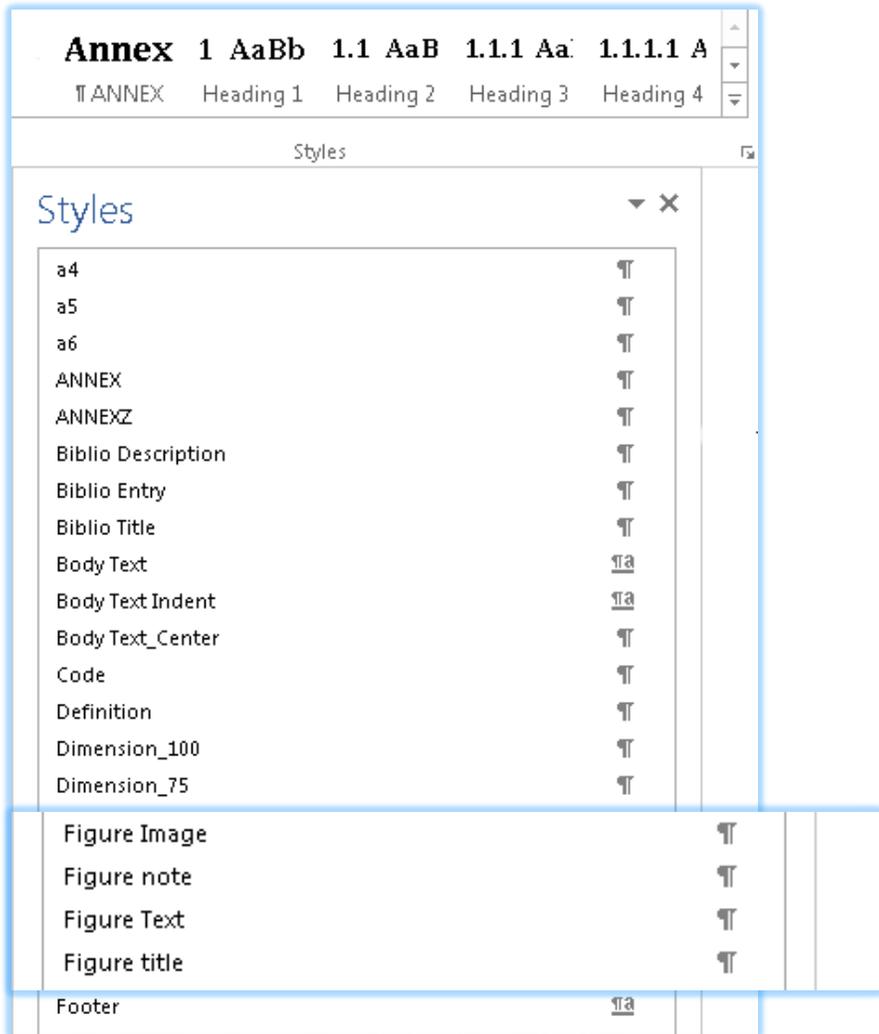


STANDARDS



PROCEDURES

The Style palette



- ▲ Use the Word Style palette to choose the appropriate style for your text
- ▲ The CCMC Editor will check the styles

Key drafting issues



- ▶ Include Clause 2 (Normative references) and Clause 3 (Terms and definitions), even if they're empty
- ▶ Ensure all tables and figures have a title and correct numbering
- ▶ Draft tables simply
- ▶ No recommendations, requirements or permissions in the Scope or in NOTES
- ▶ Avoid hanging paragraphs
- ▶ AT FV stage, use the previously edited Enquiry draft!

5 Uncertainty of the certified value

The combined expanded uncertainty of the measurement is calculated...

} hanging paragraph

5.1 Budget of uncertainty

[...]



5 Uncertainty of the certified value

5.1 General

The combined expanded uncertainty of the measurement is calculated...

5.2 Budget of uncertainty



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Key drafting issues



- ▶ Please provide .tif figures:
 - ▶ in the zip file separately from the document;
 - ▶ with a dpi of 600 and with an lzw compression; and
 - ▶ with dimensions similar to the figure size in the document (100 % sizing)
- ▶ Ensure the figures are language neutral
- ▶ Check out the quality of your figures with our “Image Quality Check” tool on Projex Online

The screenshot shows the Projex-Online website header. On the left, there is a logo for 'cen CENELEC' and the text 'Projex-Online'. On the right, there are navigation links: 'Contact', 'FAQ', and 'Help'. Below these, it says 'Last update: 2018-12-06' and 'Frédéric Dufour' with a 'Sign Out' link. At the bottom of the header, there are icons for 'My Projex-Online', 'Simple Search', 'Complex Search', and 'Image Quality Check'. A large blue arrow points to the 'Image Quality Check' icon.



Webinars for standards drafters



- ▶ Please join our Webinars for standards drafters which will be organized shortly for the upcoming year.
- ▶ Please check out our past standards drafters Webinars:

<https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx>



Our services

- > Environmental services
- > Feedback
- > Infodesk
- > Meeting Centre

Training

- Education about Standardization
- Environmental training
- IT tools
- SME's
- Societal stakeholders
- StandarDays
- Standardization and research projects
- Taix
- Technical Body Seminar
- 10-10 webinars
- **Webinars for standard drafters**
- Harmonized Standards

Webinars for standard drafters

Two webinars are organized in 2018 for the drafters of CEN & CENELEC standards. Both webinars aim primarily Technical Body Secretaries and TC Working Group convenors.

Through these webinars we will achieve a common understanding of the drafting rules and the related procedures. This is also an ideal opportunity for CCMC editors to better understand TCs' expectations and strengthen working relationships with Technical Bodies.

Check our 2018 calendar of webinars for standard drafters

17 SEPTEMBER 2018 – 10:00 TO 11:00 (CEST)

Webinar for standard drafters - Checklist for writers and editors of documents

- ▶ Discover the [scope](#) of this webinar
- ▶ Download the [Powerpoint presentation](#) (PDF format)
- ▶ Download the [Questions & Answers](#) raised (PDF format)
- ▶ Listen to the video recording **SOON AVAILABLE**

6 NOVEMBER 2018 – 10:00 TO 11:00 (CET)

Webinar for standard drafters - Conformity assessment

- ▶ Discover the [scope](#) of this webinar
- ▶ Download the Powerpoint presentation (PDF format) **SOON AVAILABLE**
- ▶ Download the Questions & Answers raised (PDF format) **SOON AVAILABLE**
- ▶ Listen to the video recording soon available **SOON AVAILABLE**

Past webinars presentations and Questions & Answers:

- ▶ [2016 webinars](#)
- ▶ [2017 webinars](#)

Training session for new TB Officers of 2019-12-12

7. Useful information



- Area with [Training documentation](#)
- Websites of CEN and of CEN National Members
- Latest publications [in CEN](#) and [in CENELEC](#)
- Search Standards [in CEN](#) and [in CENELEC](#)
- CEN-CENELEC Newsletter [“On the spot”](#)
- Technical Committees [of CEN](#) and [of CENELEC](#)
- [New legislative framework](#)

Important contacts in CCMC



dataservice@cencenelec.eu

Forward the minutes of each meeting /TC decisions at meeting and by correspondence/ WI manual registration / Projex alerts/ CEN database

production@cencenelec.eu

eTrans / translation/ voting results/corrigenda/ final publications

partners@cencenelec.eu

Liaisons with European/ international organizations

research@cencenelec.eu

Support on research projects



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES



Thank you! Questions?

Gonçalo Ascensão GAscensao@cencenelec.eu

Nuno Pargana NPargana@cencenelec.eu

Elysia Booth EBooth@cencenelec.eu

www.cen.eu

Follow us





In the lobby on this floor



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES