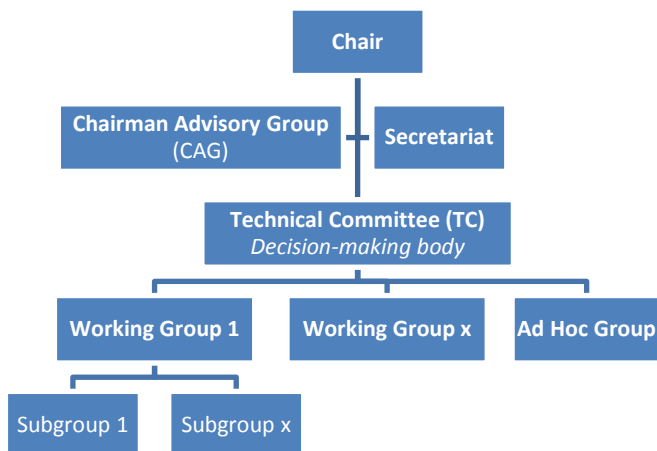


CEN Technical Committees

Mode of operations

(Latest update: 2014-11-24)

TC structure



The Chair - The Chair provides overall leadership and conducts meetings in an impartial manner, guiding the meeting in order to reach balanced and prompt decisions while ensuring that all points of view are heard and considered.

The Secretariat – The secretary provides professional management support, in the form of administrative, operational and technical services to a Technical Committee (TC) and particularly its Chairperson to ensure that the TC functions efficiently.

Chairman Advisory Group (CAG) - The overall management/coordination will be ensured by a Chairman Advisory Group (CAG) made up of the Chair, the Working Group convenors, and Workshop Secretariat. The CAG will meet when requested by the Chair.

Technical Committee – The technical committee acts as the decision-making body. In the TC they decide on starting new work items, comment and vote on draft deliverables and decide on final standards. It is the responsibility of the TC to build consensus amongst all its members. The degree of consensus is evaluated and measured amongst the national delegations (vote in meeting) or amongst the CEN Members (vote by correspondence).

Working Groups – The drafting of standards is usually carried out in the Working Groups. Each of these groups is dedicated to a more specific aspect of the overall subject. A new project can be delegated to an existing working group or a new working group can be established to accomplish the project.

Ad Hoc Groups – A TC can decide to establish an 'ad hoc group' to perform a specific task that is not directly related to an existing WG (e.g. perform a feasibility study).

Subgroups – Although subgroups do not have any formal status in CEN, a WG can decide to establish these in order to better manage the development of CEN deliverables. This can be especially useful when a WG is working on several projects simultaneously or when it is necessary to divide the workload of a larger project.

CEN deliverables

A **European Standard (EN)** is a technical document designed to be used as a rule, guideline or definition. It is a consensus-built, repeatable way of doing something. Standards are created by bringing together all interested parties such as manufacturers, consumers and regulators of a particular material, product, process or service. All parties benefit from standardization through increased product safety and quality as well as lower transaction costs and prices.

Besides European Standards (EN), CEN also develops **Technical Specifications (TS)** and **Technical Reports (TR)**. These deliverables are developed easier and faster than European standards. A Technical Specification can be produced when there is no immediate need for a European standard or when the technology is not mature enough to develop a standard. Technical Specifications require less time to be developed and do not have to be adopted by the national members. A Technical Specification can be converted into a European Standard when deemed ready.

A **Technical Report** contains information on the technical content of standardization work. This information is not suitable to be published as an EN or TS. A Technical Report may include, for example, data obtained from a survey, data on work in other organizations, or any other data that might be useful to a CEN member.

A European Standard also differs from Technical Specifications and Technical Reports in that European standards are circulated for public comment (CEN Enquiry). Every concerned group or person (e.g. consumers, manufacturers, public authorities etc.) may comment on a draft version of a European Standard. Furthermore, A European Standard (EN) automatically becomes a national standard in the 31 member countries.

Meetings

- The Technical Committee shall meet in plenary approximately annually, and when possible with Working Groups meetings the same week.
- Interim meetings for Working Groups and Ad Hoc Groups should be held when necessary.
- When possible, participants should be provided the opportunity to join a meeting using web- or teleconference.
- Documents for discussion at the plenary meeting,

including country, liaison, or WG reports shall be submitted at least four weeks in advance of the plenary meeting.

- New work item proposals for decision at the plenary meeting shall be submitted at least six weeks in advance of the plenary meeting.
- A NSB can select up to three delegates to represent the country interests at the plenary meeting. Each NSB should select one Head of Delegations

Working Groups (WG)

- A NSB may name any number of individual experts to serve on a WG.
- WG experts are registered via the TC secretariat.
- The WG convener is the first contact point to WG experts.
- Before a draft is submitted to the TC for further processing, the level of consensus within the WG is evaluated by the WG Convener.

Responsibilities WG convener

- Prepare standard(s) according to the specifications set by the parent body and within the specified time frame.
- Convenes meetings and when necessary acts as Chairperson.
- Involve relevant stakeholders in order to get commitment and resources required to prepare a deliverable.
- Actively progresses work and reports regularly on progress to the parent body and verbally at meetings of the parent body.
- Refers any problems encountered to the parent body
- Align with related activities in other SDO's and / or other liaison organizations.
- Ensures that WG experts have appropriate briefing on relevant rules and procedures.
- Liaise with the CAG to ensure consistency of the WG's work with the TC's programme of work.

Time limits

Meeting time limits

- Meeting Announcement/information: 2 months before meeting
- Meeting Agenda: 2 months before meeting
- PWIP/NWIP: 6 weeks before the meeting
- Documents for discussion: 4 weeks before meeting
- Registration delegations by NSB: 4 weeks before meeting

Ballot time limits

- PWIP/NWIP (EN/TS/TR): 6 weeks
- TC review: 2-3 months
- ENQ ballot (EN): 3 months
- FV ballot: 2-3 months

Deadlines

The following time limits may be used as guidance when establishing target dates (following approval of the work item):

- availability of working draft for TC review: 6 months;
- availability of final draft: 12 months;
- availability of approval draft (EN): 28 months;

Comments handling

- Comments on drafts shall be submitted using the CEN commenting form and should include specific actionable recommendations, including suggested textual changes. Non-actionable comments may be rejected. Suggested changes not in alignment with the rest of the document may be rejected.
- The WG shall record the justification for the rejection or deferral of each comment.

Development track of CEN deliverables




Stage	Description	Approval requirements	EN	TS/TR
00 Preliminary stage <i>(Optional)</i>	A Preliminary Work Item can be adopted to define the TC future's programme of work through a 'Preliminary stage'. This stage is in particular useful when the TC does not believe that it has the resources required to progress the work item within the appropriate timeframe. There is no time limit for WI registered in the preliminary stage.	Simple majority	PWI	PWI
10 Proposal stage	The proposal stage is to confirm that a particular standard is needed and the project can be completed within the CEN timeframe. The final draft will need to be available within 12 months to prevent automatic cancelation of the project by CCMC.	(1) 71% weighted votes ^A , and (2) commitment to participate in the work by at least 5 CEN members	NWI	NWI
20 Preparatory Stage	Once a work item is adopted the work may be allocated to one of the working groups in the TC. In the working group experts develop the draft deliverable.		WD	WD
30 TC review <i>(Optional)</i>	<i>As soon as a first committee draft is available, the WG convener may request the TC secretariat to distribute the WD draft to all committee members for review. It is the responsibility of the WG to draw up the final document considering the comments received.</i>			
40 Enquiry stage <i>(EN only)</i>	Once a final draft is available, it is released for public comment and approval, a process known in CEN as 'Enquiry'. During this stage, everyone who has an interest (e.g. manufacturers, public authorities, consumers, etc.) may comment on the draft. The final draft is drawn up considering the comments received during the Enquiry stage.	- 71% weighted votes	ENQ	
50 Approval Stage ^B <i>(Optional for EN)</i> ^C	The final draft standard is drawn up considering the comments received during the Enquiry (EN only) and is then forwarded to the NSBs for a vote on whether or not to approve the draft as a standard.	- 71% weighted votes (EN, TS) - Simple majority (TR)	FV	FV
60 Publication Stage	On receipt of a positive result of the Formal Vote, CCMC will resolve the editorial comments. In case of a EN, the standard is published identically by the standards bodies in 31 countries and any conflicting national standards will need to be withdrawn.		PUB	PUB


Foot notes

- A. For the adoption of a NWI for the development of a TR a simple majority is sufficient.
- B. A TC decision (majority) is required to proceed to the Approval stage
- C. Skipping stage 50 for a EN is possible when the ENQ draft is approved, and no comments are received that require significant changes to the technical content of the EN, and a decision to skip the FV is taken by the TC.

NOTE The decision to proceed to a next stage (except the approval stage (see footnote B)) is taken by the Chair in collaboration with the TC secretary and the Working Group convener/Project leader.

CEN Timeframes

European Standard				TS / TR			
Stage	Stage name	Role	T	Stage	Stage name	Role	T
10	Approval stage	TC	0	10	Approval stage	TC	0
20	Drafting Stage	WG	1	20	Drafting Stage	WG	1
20	Drafting Stage	WG	2	20	Drafting Stage	WG	2
20	Drafting Stage	WG	3	20	Drafting Stage	WG	3
20	Drafting Stage	WG	4	20	Drafting Stage	WG	4
20	Drafting Stage	WG	5	20	Drafting Stage	WG	5
20	Drafting Stage	WG	6	20	Drafting Stage	WG	6
30	Committee stage	TC	7	30	Committee stage	TC	7
30	Committee stage	TC	8	30	Committee stage	TC	8
30	Committee stage	TC	9	30	Committee stage	TC	9
30	Comment resolution	WG	10	30	Comment resolution	WG	10
30	Comment resolution	WG	11	30	Comment resolution	WG	11
30	Comment resolution	 WG	12	30	Comment resolution	 WG	12
40	Administrative	CCMC	13	50	Administrative	CCMC	13
40	Administrative (Translation)	CCMC	14	50	Administrative (Translation)	CCMC	14
40	Administrative (Translation)	CCMC	15	50	Administrative (Translation)	CCMC	15
40	Enquiry Stage	NSB	16	50	Approval stage	NSB/TC	16
40	Enquiry Stage	NSB	17	50	Approval stage	NSB/TC	17
40	Enquiry Stage	NSB	18	50	Approval stage	NSB/TC	18
40	Comment resolution	WG	19	60	Publication stage	CCMC	19
40	Comment resolution	WG	20	60	Administrative (Translation)	CCMC	20
40	Comment resolution	WG	21	60	Publication stage	CCMC	21
40	Comment resolution	WG	22				
40	Comment resolution	WG	23				
40	Comment resolution	WG	24				
40	Comment resolution	WG	25				
40	Comment resolution	 WG	26				
50	Administrative	CCMC	27				
50	Administrative (Translation)	CCMC	28				
50	Administrative (Translation)	CCMC	29				
50	Approval stage	NSB	30				
50	Approval stage	NSB	31				
60	Publication stage	CCMC	32				
60	Administrative (Translation)	CCMC	33				
60	Publication stage	CCMC	34				

- The clock starts when the WI is approved by the TC (T0)
- Stage 30 and 50 are optional
- Skipping stage 50 is only possible when the ENQ draft is approved, and no comments are received that require significant changes to the technical content of the document, and a decision to skip the FV is taken by the TC.
-  Limit dates: Missing these dates means action is needed to avoid cancellation of the project by CCMC
- The TC can request a 9 month tolerance. This will required a TC decision at least 3 months before the cancellation date

This guide has been prepared by Maarten Peelen (maarten.peelen@nen.nl) from the Netherlands standardization institute NEN.

If you find this guide useful you might be interested in the following guides as well:

- Drafting CEN ISO deliverables - Common rules and elements
- Drafting CEN ISO deliverables - Corrigenda's and amendments