**[CEN-CENELEC] Coordination Group on [ subject matter ]**

**[Draft or Approved] Terms of Reference**

*Only ToRs complying with this template will be submitted to the BT(s) for approval.*

1. **Full title**

**[CEN-CENELEC]** Coordination Group on **[subject matter]** (CEN-CLC/COG XXX)

1. **Status & Mission**

The group is a Coordination Group (COG) as defined in the CEN-CENELEC Internal Regulations Part 2.

The mission of the COG is to establish coordination mechanisms between technical bodies dealing with standardisation activities on **[subject matter]**.

The COG is set up to address **[explain the challenge to be tackled]** as instructed by BTs (see clause 4 ‘Tasks’)

The COG does not develop standardization deliverables.

The COG cannot create sub-groups.

1. **Scope**

The COG coordinates standardization activities among technical bodies of **[CEN and CENELEC]** (as indicated under clause 6 ‘Membership’) dealing with **[ subject matter ]** taking into account stakeholders’ expectations.

The COG ensures consistency between involved technical bodies to prevent conflicts and overlaps, especially on horizontal topics. The COG advises and makes recommendations to the Technical Board(s) if there is a need for intervention.

1. **Tasks**

The COG has the responsibility for the following tasks:

* + - coordinate and address **[ subject matter ]** between technical bodies including making proposals to the Technical Board(s) for the allocation of work;
		- ensure information exchange and coordinate as appropriate with similar international and other regional activities concerning relevant standardization issues, as requested by the Technical Board(s);
		- provide recommendations and progress reports to Technical Board(s) as defined under clause 9 ‘Reporting line & timeline’.

*[the following is to be adapted according to the group]*

* + - exchange information through the responsible CCMC Project Manager with the European Commission and EFTA secretariat on standardization matters related to **[subject]**;
		- coordinate the work programme for SReq on **[subject]** and prepare progress reports for the EC/EFTA when necessary;
		- clarify horizontal questions to avoid unnecessary discussions in technical groups, if needed;
		- …
1. **Secretariat & Chair**

The secretariat of the COG is provided by a Member of **[CEN or CENELEC]**, as appointed by the **[CEN and CENELEC]** Technical Board(s).

The Chair is nominated by the secretariat of the COG and appointed by the **[CEN and CENELEC]** Technical Board(s) for the foreseen duration of the COG.

1. **Membership**

Membership includes the following participants *[to be filled in]*:

**Members**:

[ ]  Representatives appointed by NCs/NSBs

[ ]  Representatives of Partner organisations incl. Annex III representatives, i.e.

* XXX

[ ]  Representatives of relevant Technical Bodies, i.e.

* XXX

[ ]  Representatives from the CEN and CENELEC staff

**Invited guests**:

By agreement of the COG, additional participants may be invited on a limited ad-hoc basis, for example relevant ISO and/or IEC representatives, EC Directorates General and EFTA Secretariat, relevant European associations and research projects.

**Registration**:

Members are registered in the chosen platform by

* NSBs and NCs for their relevant representatives
* CCMC for other members.

Invited guests are not registered but their presence is noted in the COG minutes.

1. **Working methods**

As far as possible, the COG works by correspondence. Meetings will be held as required, preferably online.

The COG uses the electronic platform of **[CEN or CENELEC - depending on which Member is holding the secretariat]**,.

The COG shall work by consensus. If consensus cannot be reached, the issue has to be brought to the attention of the Technical Board(s).

1. **Setting-up - Lifetime**

The COG was set up by the **[CEN and CENELEC]** Technical Board(s) on **[*launch date*]** for **[duration – maximum 2 years]**.

The COG is disbanded after its final report is approved by the **[CEN and CENELEC]** Technical Board(s).

1. **Reporting line & timeline**

The COG will report on progress and make recommendations to the **[CEN and CENELEC]** Technical Board(s) at least once a year or when a decision is expected from the Technical Board(s).

The COG will provide its final report to the Technical Board(s) by **[month, year]**.

1. **Revision of Terms of Reference**

Any update to these Terms of Reference shall be approved by the **CEN and CENELEC]** Technical Board(s).