



CEN-CENELEC Internal Regulations Part 1

Organization and Structure

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Foreword

The CEN-CENELEC Internal Regulations serve the purpose of detailing the implementation of identified Articles of the CEN and CENELEC Statutes.

CEN and CENELEC Internal Regulations Part 1 is divided into four Parts. Part 1A regulates the organization and structure of CEN and Part 1B the organization and structure of CENELEC. Part 1C details the organizational aspects that are common to both organizations. Part 1D outlines the CEN and CENELEC membership criteria, including the rights and obligations of the Members. It also refers to rights and obligations of Affiliates and organizations with a Partnership Agreement with CEN and CENELEC.

CEN-CENELEC Internal Regulations

Part 1A - CEN

1A: CEN

1. Scope of CEN activities

This provision refers to Art. 4 and 5 of the CEN Statutes.

CEN is a European Standardization Organization, operating within the framework of EU Regulation 1025/2012, whose Members are joint producers and disseminators of market-driven European Standards (ENs) that serve the needs of business, industry and other interested parties.

CEN fulfils its aims through the following means:

- Use of a shared standards development process based on an effective and efficient infrastructure capable of delivering and maintaining market-relevant standards that achieve Europe-wide consensus through the principle of national delegation;

And in particular, through:

- Harmonization of national standards published by CEN Members;
- Promotion and prioritization of the development of standards within ISO and the adoption and implementation of ISO standards;
- Preparation of homegrown European Standards only when justified by European market needs;
- Adoption of European Standards at national level and withdrawal of any conflicting national standards;
- Support for world-wide standardization and promotion of European participation in the work of ISO;
- Provision of an interface to the European industrial associations, European Union institutions and the European Free Trade Association (EFTA);
- Cooperation with CENELEC and the European Telecommunications Standards Institute (ETSI), when appropriate.

2. CEN structure

This provision refers to Art. 6 of the CEN Statutes.

CEN is composed of:

- Members;
- Corporate Bodies:
 - The General Assembly, the supreme Governing Body of CEN,
 - The Board, which has the broadest powers to manage, direct and administer CEN,
 - The Presidential Committee, the joint Corporate Governing Body with CENELEC, which manages and administers the business of CEN with respect to non-sector-specific matters of common interest with CENELEC, as indicated in the Statutes and/or as delegated by the Board,
 - The Director General,
 - The Technical Board; which is mandated by the CEN Board to manage the technical standardization (see Internal Regulations Part 2),
 - The Technical Committees.

The Functions in CEN are:

- The President and the President-Elect;
- Three Vice-Presidents with competence in policy, financial and technical matters;
- Nine ordinary Board members.

- The CEN-CENELEC Management Centre (CCMC), a joint technical exploitation unit with CENELEC, which has an active role in the day-to-day management of CEN and is headed by the Director General, and assisted by Deputy Director General (see IR Part 1C).

Moreover, the General Assembly and/or the Board may set advisory bodies and the President may set up advisory bodies to exchange information with CEN Members.

3. General Assembly

3.1 General Assembly meetings

This provision refers to Art. 11 and 12 of the CEN Statutes.

General Assembly Meetings

The General Assembly is the supreme authority of CEN, where all statutory and general policy decisions are taken.

One General Assembly meeting is convened by the President each year during the first half of the year to deliberate and decide on matters of interest to the Association, as amongst which:

- Hearing the reports of the Board, the Presidential Committee and the Director General on the activities of the Association during the past year, the approval of the audited annual accounts for the past financial year, in accordance with Article 29 of the CENELEC Statutes;
- The approval of the budget frame for the coming year (i.e. the year starting on the first day of the financial year following the date of the meeting of the General Assembly), including membership fees, in accordance with Article 29 of the CENELEC Statutes;
- Granting of a discharge to each of the Board members and the Auditor(s) with regard to their tasks of the past financial year.

Should the budget frame not be approved during the General Assembly meeting mentioned above, then within the same year an Extraordinary meeting of the General Assembly will be convened by the President to approve the budget of the following year.

The budget frame constitutes the boundaries allowing the Board, by delegation received from the General Assembly, to prepare and endorse the detailed budget:

- If the detailed budget fits in the budget frame approved by General Assembly, then the Board will endorse the detailed budget;
- If the detailed budget does not fit in the budget frame approved by General Assembly, then an extraordinary meeting of the General Assembly will be convened by the President within this same year to approve the detailed budget.

The General Assembly meeting and an extraordinary meeting of the General Assembly should be attended by a delegation of up to five representatives of each CEN Member, led by a Head of Delegation.

Each Member appoints up to five representatives to take part in their national delegation, one of them being the Head of Delegation to represent the national position of the Member, which includes casting the vote.

Common session of the General Assemblies

In addition to individual meetings, CEN and CENELEC respective General Assemblies' meetings are organized in common sessions to discuss and take decisions on all non-sector-specific matters of common interest, in accordance with CEN-CENELEC Guide 35.

In order to ensure an efficient decision-making process, the CEN and CENELEC Presidents agree on the most appropriate sequence of the two individual General Assemblies' meetings and the common session of the General Assemblies.

In compliance with Belgian law, the common session of the General Assemblies formally constitutes and is recorded (in writing) in the respective General Assemblies' minutes as a part of the individual meeting of each General Assembly.

CEN and CENELEC Members endeavour to reach consensus on identical decisions regarding the matters of common interest that are discussed during the common session of the General Assemblies. Any decision taken by the two General Assemblies during their common session is formally recorded as a decision taken by each General Assembly respectively.

The CEN or CENELEC President who is mandated to chair the Presidential Committee also chairs the common session of the General Assemblies on an annual rotational basis.

Organizational modalities

The meetings of all General Assemblies are arranged by the Director General on the instructions of the Board. The Director General shall send the invitation letter to all Members and participants by mail or by electronic means of communication, at least one month before the date of the meeting.

The Members shall be informed of the format of the meeting in the invitation letter for the meeting.

The Board decides on the format of the meeting, namely, whether the meeting shall be held in person, remotely or in a hybrid format. One yearly meeting shall be held in person unless exceptional circumstances do not allow participation in person, such as *force majeure* situations.

Participation in person means that all participants are present in person at the meeting.

Remote participation means that the meeting is held by electronic means of communication in respect of the modalities described.

Hybrid participation means that some participants are present in person at the place where the meeting is held, while other participants participate via electronic means of communication.

Representatives of CEN Affiliates, European Institutions, EFTA, CENELEC, ETSI, ISO, as well as any other representatives of National Standardization Bodies having a cooperation framework agreement and from organizations having a partnership agreement with CEN, are invited as observers, with no voting rights, to attend at least one of the General Assembly meetings.

The President may decide to invite selected guests when their attendance and contribution are relevant for the debate and decisions of the General Assembly.

The Member who is a candidate for hosting a CEN General Assembly meeting, or any other technical or non-technical CEN meetings, should give special consideration to avoiding any barriers to the participation of representatives from other Members.

When appropriate, in order to allow the concerned Corporate or Technical Body to take sound decisions, the Member who is a candidate for hosting the event is invited to provide all necessary information regarding visa requirements and visa application procedures that may be required for the participants coming from other CEN Member countries.

Remote participation in the meetings

When the meetings are held remotely, the Director General shall ensure that the invitation letter includes clear instructions for connection and participation in the meeting.

The same procedures shall be detailed on the dedicated webpage that is made accessible ahead of the meeting to all participants having the right to attend the General Assembly meeting.

The minutes of the meeting shall include any technical problem or incident incurred that might have prevented or disrupted the electronic participation in the meeting and/or in the voting.

The means of communication used for remote participation must allow the participants to be aware in a direct, simultaneous and continuous manner of all discussions, to ask questions, to participate in the discussion in an active way, and to exercise their voting rights.

The Association shall make available such means of communication.

The participants shall give special consideration to ensuring that the access to the Internet or other network used is of sufficient quality as to provide smooth participation in the meeting.

In case of hybrid meeting, the participants who attend the meeting remotely shall be deemed present in the place where the meeting is held, for the purpose of calculating presence, quorum and majority requirements. There must be no differentiation between the participants whatsoever. The Association shall ensure that the participants who attend remotely are provided the opportunity to participate in the meetings in the same way as the participants who are present in person. The decision on which participants are to attend remotely and which are to attend in person is given either to the participants themselves by the Board, or to the Board itself, who will communicate the decision to the President together with other organizational modalities.

Agenda and main documents

The Board decides upon, establishes and sets up the agendas of the General Assembly meetings.

The agenda and the main documents are circulated by the Director General to the Members one month prior to the date of the meeting for decision matters and two weeks prior to the date of the meeting for information matters. However, the Director General may also invite the General Assembly to consider and take decisions on matters of which documents have been circulated beyond the deadlines established.

Written minutes of all meetings of the General Assembly are kept at the registered office of the Association. Copies or extracts of the minutes are made available to all Members by the Director General through appropriate electronic means in accordance with the laws of Belgium.

3.2 Extraordinary meetings of the General Assembly

This provision refers to Art. 11 of the CEN Statutes.

Organizational modalities

The President must convene an Extraordinary meeting of the General Assembly following a request received from at least 20 percent (20%) of the CEN Members acting jointly in accordance with Art. 11 of the CEN Statutes. The request for an Extraordinary meeting shall clearly state the reasons for and the subject of the meeting. The invitation to the meeting is sent by post or by electronic means of communication by the Director General at least one (1) month before the date of the meeting. The date, place and format of the meeting are determined by the President of the Association in consultation with the Board or the General Assembly itself. In case of remote participation, the same rules as for any General Assembly meeting shall be applied (see 3.1).

The agenda and the main documents are circulated by the Director General to the Members at least one month prior to the meeting, when possible, unless an urgent meeting is required.

Attendance and exceptional invitations of observers

Extraordinary General Assemblies are attended only by the CEN Members. However, in exceptional circumstances, the President may invite guests to the meeting as observers when their attendance and contribution are relevant for the debate and decisions of the General Assembly.

Proxies and proceedings

Requirements on proxies and written proceedings shall follow the same rules as those established for the General Assembly meetings as detailed in Art. 12.4 of the CEN Statutes.

3.3 Decisions by correspondence

This provision refers to Art. 11 and 12 of the CEN Statutes.

In between General Assembly meetings, the General Assembly may take decisions by correspondence, for particular matters that need to be decided upon, following a “one-month procedure”, whereby the Director General invites Members to cast their votes within one (1) month. In case of urgent matters, the Board may decide on a shorter duration of the process.

For a decision by correspondence to be valid, at least 2/3 of the Members must submit a vote before the deadline. To be adopted the decision taken by correspondence must be voted by a unanimous affirmative vote of all Members casting the vote. Negative votes shall mean that the decision is not approved and will be brought to the next meeting for discussion.

Voting in a correspondence vote is compulsory for all Members. Failure to comply with the obligation to vote may constitute a reason for expulsion of the Member in accordance with the escalation mechanism as described in Internal Regulations Part 1D, art. 4.2.

3.4 Voting rules

This provision refers to Art. 12 of the CEN Statutes.

Usually, decisions at the General Assembly meetings are taken with open votes. Elections of CEN Presidents, CEN Vice-Presidents, CEN members of the Board or other Functions may take place with vote by secret ballot; however, the President may at any time invite the General Assembly to elect one or more CEN Functions by acclamation.

There shall be a vote by secret ballot on questions related to individuals, if at least two Members request it.

The decisions are taken by a simple majority of votes of all Members present or represented, except for the matters on which the Statutes require a qualified majority of votes. For the purpose of calculating the votes, abstentions are not taken into account.

In case of equal votes, the President or in his or her absence the Chairperson, shall cast his or her vote.

In accordance with Art. 12.4 of the CEN Statutes, any Member unable to attend the meeting may decide to provide a proxy to another Member. The proxy shall be duly signed by the Member not attending the meeting and shall be valid for that meeting only. Representation shall be considered full, including deliberation and exercise of voting rights in the name of the represented Member. One Member can only be the holder of one proxy. All proxies are duly verified by the President prior to the meeting and are recorded in writing in the minutes of the meeting.

The CEN General Assembly appoints three (3) assessors to monitor the voting process and the validity of the results to ensure that the process and formalities required are respected. For specific decisions as required by the laws of Belgium, additional requirements may apply.

4. The Board, Board Standing Committees and Advisory Committees to the Board Standing Committees

4.1 Powers and delegation of authority

This provision refers to Art. 13 of the CEN Statutes.

The Board acts as a Corporate Body and is the core executive body of the Association.

In accordance with the CEN Statutes, the Board has the broadest powers to manage, direct and administer the Association’s business and to handle all administrative matters and provisions which relate to the scope of the Association except for matters which the Statutes expressly reserve to the General Assembly or to the Presidential Committee or matters which the Board decides to mandate to the Presidential Committee.

The Board is also responsible for the management of the technical work of the Association, which the Technical Board has delegated responsibility for. For this purpose, the Board is regularly informed by the Vice-President Technical on the main decisions taken by the Technical Board and it can take decisions aimed at providing guidance to the Technical Board on any relevant technical matters having implications for the scope and activities of the Association.

Without being limited thereto, the Board:

- Directs the work and coordinates the actions of all Corporate Bodies with the aim of executing and implementing the decisions taken by the General Assembly which are in the General Assembly's powers;
- Takes in the name of the Association all the steps it deems essential for the achievement of its aims in its dealings with national, European or international authorities as well as any other persons or any other organizations;
- Supervises the work of the Presidential Committee, the Director General, the Technical Board and all other Corporate Bodies;
- Receives from the Members the nominations for Presidency, Vice-Presidency and membership in the Board of CEN and proposes the candidates to the General Assembly;
- Decides to establish and/or dissolve advisory bodies (Board Standing Committees) in accordance with the Terms of Reference, and appoints members of such advisory bodies (Board Standing Committees) in accordance with the Terms of Reference;
- Defines and approves the Terms of Reference of the advisory bodies (Board Standing Committees);
- Hears reports from the Presidential Committee and Director General;
- Appoints the Director General and the Deputy Director General;
- Establishes the annual accounts of the past financial year and the budget for the coming year in accordance with Article 29 of the CEN Statutes;
- Endorses the detailed budget for the coming year (including the Members' individual membership fees), if fitting in the budget frame approved by the General Assembly. Members' Individual membership fees are calculated in accordance with the CEN-CENELEC Guide 21;
- Decides on appeals in accordance with Article 13.5 of the CEN Statutes.

All decisions of the Board shall be reported to the General Assembly. The Board shall report regularly on its current and planned activities to the General Assembly.

All Board members must act in line with the Code of Conduct, which is annexed as Annex 2 to the Internal Regulations Part 1C.

4.2 Meetings of the Board

This provision refers to Art. 15 of the CEN Statutes.

The Board normally meets four times a year, one of which is in connection with the General Assembly. One of the Board meeting is dedicated to budgetary and statutory financial matters and takes place before the ordinary General Assembly convened each year to deliberate on those matters as required by Belgian law.

The date, format and places of Board meetings are normally determined by the President or by the Board itself and timely communicated to all Board members by the Director General. The invitation to the meeting shall contain the date, place and format of the meeting. In case of possible remote participation, the invitation letter/email shall contain clear and precise information on the procedures for connection and participation in the meeting.

Meetings of the Board may be held either in person or remotely by electronic means of communication. Hybrid meetings are organized if the President so decides.

The electronic means of communication that may be used for the meetings of the Board must connect all members present and allow an effective deliberation. The electronic means of communication must meet adequate technical requirements to ensure the identification and effective participation of the participants in the meeting by transmitting continuously and simultaneously the voice and/or image of the members who are participating remotely, allowing each participant to actively participate in the deliberations, ask questions and cast their vote.

The procedure for meetings held by electronic means of communication shall be clearly and precisely outlined in the invitation letters/emails.

Board members participating in the deliberations of the Board by electronic means are deemed present for the calculation of the quorum and majority requirements.

In between the meetings, in order to prepare for discussions and decisions in the next meetings, the Board members may organize meetings by electronic means of communication that are dedicated to specific topics, without taking a decision.

The meetings are usually chaired by the President of the Association and are considered held if there is a quorum which implies having at least seven members of the Board with voting rights attend the meeting. In case the President cannot chair the meeting, one of the three Vice-Presidents shall act as the Chairperson.

The President decides upon the draft agenda of the meeting of the Board he/she convenes. Meetings of the Board may be recorded if the President so decides, and Board members agree. Minutes of all meetings of the Board are recorded in writing and circulated to the participants by the Secretary.

The draft agenda and the documents are circulated by the Director General to the Board one (1) month prior to the meeting for decision matters and two weeks prior to the meeting for information matters. However, the Board may be invited to consider and take decisions on matters of which documents have been circulated beyond the deadlines established, in urgent situations.

All Board members have the obligation to attend the meetings on regular basis and to exercise their voting rights systematically. The member who does not attend to their duties, shall be deemed as failing to fulfil his or her duties and obligations.

A member of the Board shall attend the meetings in person or remotely. No attendance at any of the meetings within a full calendar year will be deemed as a failure to fulfil his or her duties.

In case of need, the President can request the Board to take decisions by correspondence. Each member of the Board has one vote.

The obligation to vote must be equally exercised in the meetings held in person, in the remote meetings or when requested for the decisions taken by correspondence. If the member does not exercise his or her voting rights in a recurrent manner, either in person or by correspondence for two (2) consecutive votings, this is considered as a failure to fulfil the obligation to vote as member of the Board.

Any failure by a Board member to attend to his/her obligations as a member of the Board or to respect the Code of Conduct, may constitute a reason for his/her expulsion from the Board. The Director General shall bring evidence of the non-fulfilment by the Board member of his/her duties and obligations to the attention of the Presidents and of the Board by sending an official letter. The Board may decide to recommend to the General Assembly to expel any Board member not attending to his/her obligations, which includes failure to exercise his/her voting rights on a recurrent basis or failure to participate in meetings on a recurrent basis, or failure to respect the Code of Conduct, and to organize elections for the vacant post.

4.3 Election of members of the Board

The President is elected by a simple majority vote. His or her one-year period of running-in as President-Elect starts on January 1st of the year following the election. The President commences their term of office on January 1st of the second year following the election.

The Vice-Presidents and ordinary Board members are all elected by the General Assembly by a simple majority vote for a term of office commencing on January 1st of the year following their election.

In case of a vacancy in the Board, be this due to a member's removal, resignation, death or declared incapacity, the General Assembly proceeds to the election of a new member of the Board upon nominations by the CEN Members.

The General Assembly shall first elect the President-Elect, then it shall hold elections for the three Vice-Presidents and afterwards it shall elect the ordinary members of the Board. In such cases, the General Assembly may decide that the new Board member starts their term of office immediately after the election and for a term of office that may be longer than the usual duration.

Proceeding for the elections of President, Vice-Presidents and other Board members

Unless otherwise decided by the General Assembly, the election of Vice-Presidents precedes the election of the other Board members. Elections are normally organized according to the following procedure:

- Four (4) months prior to the General Assembly meeting, the Director General informs the Members of the expected vacant seat for the President for the following year, and invites them to provide their nominations of candidate(s) by a set deadline;
- Three (3) months prior to the General Assembly meeting, the Director General informs the Members of the expected vacant seats for Vice- President(s) for the following year, and invites them to provide their nominations of candidate(s) by a set deadline;
- Two (2) months prior to the General Assembly meeting, the Director General informs the Members of the expected vacant seats for other Board members for the following year and invites them to provide their nominations of candidate(s) by a set deadline;
- One (1) month prior to the General Assembly meeting, the Director General informs the General Assembly of the candidate(s) for the vacant seats nominated by the Members;
- The General Assembly elects the President, Vice-President(s) and/or ordinary Board members among the nominated candidate(s).

Establishment of the Board

For the purpose of establishing the Board, Members are divided into three groups (A, B and C) according to their combined financial and technical contribution to the Association, as well as according to their type of membership (Blue, Red and Yellow). The General Assembly reviews and updates the Members' division into groups every year.

The methodology for establishing the Board is described in Annex 1 of Internal Regulations Part 1A.

All Board members must act in line with the Code of Conduct, which is annexed as Annex 2 to the Internal Regulations Part 1C.

4.4 Board Standing Committees and Advisory Committees to the Board Standing Committees

Board Standing Committees

The CEN Board has set up five Board Standing Committees to prepare Board decisions and strategy in their area of competence:

- The Board Standing Committee on Policy and Strategy (BSC P&S);
- The Board Standing Committee on Finance (BSC FIN);
- The Board Standing Committee on Business Innovation and Digital Transformation (BSC BI&DT);
- The Board Standing Committee on Commercial Policy (BSC CoPo);
- The Board Standing Committee on Eligibility and Governance (BSC EI&G).

The Board Standing Committees can set up time-limited Advisory Committees and Task Forces to advice on dedicated matters.

Board Standing Committees make recommendations to the Board in the area of defined activities and based on consensus.

CEN Board Standing Committees sit in common sessions with corresponding CENELEC Board Standing Committees by default. They are chaired by a President or VP President or Ordinary Board member. Their membership consists of Board member nominated by the Board and experts nominated by Members, both appointed by the Board.

All nominations are reviewed.

The BSC EIGo verifies and monitors compliance with the eligibility criteria as defined in the Statutes, IR and relevant ToRs, while considering diversity and inclusion.

The respective Terms of Reference of the five Board Standing Committees are defined and approved by the Board and are annexed to the present Internal Regulations Part 1A (Annex 2, 3, 4, 5 and 6 respectively).

When needed, the Chairperson may invite additional experts from CEN partner organizations and stakeholders to attend the meetings of the Board Standing Committees as observers.

Advisory Committees to the Board Standing Committees

The Board Standing Committees may decide to set up Advisory Committees in areas where the need to get support from dedicated experts is identified. Advisory Committees advise the Board Standing Committees and are created for a specific purpose and for a limited period of time.

Advisory Committees sit in common sessions with CENELEC by default. They are chaired by a Board member. Their membership consists of experts nominated by Members. The Terms of Reference of the Advisory Committees to the Board Standing Committees are approved by relevant Board Standing Committee.

All members appointed to the Board Standing Committees, or their advisory groups must act in line with the Code of Conduct, which is annexed as Annex 2 to the Internal Regulations Part 1C.

5. CEN functions

5.1 President

This provision refers to Art. 20 of the CEN Statutes.

The President provides effective leadership to the CEN membership. They are an industry, business or science leader, or CEO/Managing Director/Executive Director or a similar Senior Executive.

The President is nominated by a CEN Member. Candidates affiliated to Blue-type and Red-type Members are automatically eligible for the vacant post of President. To nominate a candidate for the President affiliated to a Yellow-type Member, the Yellow-type Member must have completed five years as Member before such President-Elect is set to effectively become President.

In addition to the eligibility criteria mentioned in the Statutes, the following criteria must be taken into account for the nomination of a candidate President.

a) Experience:

- Senior leader in industry, business or science;
- Extensive European and international experience, exposure and contacts;
- Strong high-level governance experience, e.g. Board Chairperson or equivalent;
- Good international experience.

b) Personal distinctive factors:

- Having a clear vision for the Association and promoting consensus;
- University education;
- Effective communicator;
- Ideally, multilingual, fluent in English.

c) Resources:

- Financially supported by the relevant CEN Member of their affiliation.

The CEN President, *inter alia*:

- Provides effective high-level representation of the overall strategic issues relevant to the Association to the Corporate Bodies as well as leadership to the CEN Board members;
- Presides over the General Assembly and other meetings attended by all Members;
- Chairs the CEN Board meetings, sets the meeting schedule and agenda, together with the Director General. They are responsible for the effective functioning of the Board;
- Chairs the Presidential Committee on a rotational basis;
- Chairs the CEN Board Standing Committee on Eligibility and Governance, and chairs common session with CENELEC Board Standing Committee on Eligibility and Governance on a rotational basis;
- Consults with the Vice-Presidents and Director General and promotes open communication, constructive debate and effective decision-making;
- Leads specific tasks/projects as mandated by the Board;
- Promotes efficient collaboration among the CEN Corporate Bodies, their advisory bodies and other bodies of the Association;
- Works with the President-Elect to ensure transfer of knowledge on relevant issues, in order to facilitate a smooth transition of Presidency, which includes entrusting the President-Elect to represent CEN by delegation or instead of the President;
- Provides and facilitates effective communication between CEN, CEN Members and stakeholders;
- Represents the Association with external organizations and promotes the interests of CEN;
- Coordinates closely with the Director General and provides advice as necessary on CEN operations;
- Oversees CEN governance and ensures that CEN activity conforms to the Statutes and objectives of the Association;
- Liaises closely with the Director General and pursues in all his or her acts the interest of CEN.

The President (and President-Elect) must act in line with the Code of Conduct (Annex 2 to the IR Part 1C).

The CEN President (and President-Elect) are expected to be in a position to attend several meetings per year (most of them in Brussels).

5.2 Vice-Presidents

CEN Vice-Presidents are industry, business or science leaders, or CEOs/Managing Directors/Executive Directors or similar Senior Executives of a CEN Member.

They are nominated by a CEN Member and elected by the General Assembly.

In addition to the eligibility criteria mentioned in the CEN Statutes, the following criteria must be taken into account for the nomination:

- a) Experience:
 - Working knowledge of CEN, including relevant experience in technical management, policy or finance;
 - Good international experience.
- b) Personal distinctive factors:
 - University education;
 - Effective communicator;
 - Has a clear vision for the Association and promotes consensus;
 - Ideally, multilingual, fluent in English.
- c) Resources:
 - Financially supported by the relevant CEN Member of their affiliation.

The Vice-Presidents must act in line with the Code of Conduct (Annex 2 to the IR Part 1C).

5.2.1 Vice-President Policy

The Vice-President Policy, *inter alia*:

- Provides leadership of the CEN Board Standing Committee on Policy and Strategy, as well as effective representation of strategic and policy issues to the relevant Corporate Bodies;
- Chairs the meetings of the CEN Board Standing Committee on Policy and Strategy and chairs common session with CENELEC Board Standing Committee on Policy and Strategy, on rotational basis with the CENELEC Vice-President Policy, and:
 - Ensures that its work is carried out efficiently,
 - Promotes constructive debate and effective decision-making,
 - Ensures access to information for the CEN Board Standing Committee on Policy and Strategy to monitor CEN performance in areas where it has a monitoring responsibility;
- Ensures support to the implementation of the CEN Strategy taking into account the policy aspects and coordinates periodic input and review of policy aspects of the Strategy;
- Ensures that the CEN Board Standing Committee on Policy and Strategy coordinates periodic input and review of the CEN Strategy;
- Ensures effective communication on policy and international relations issues between CEN Members and key stakeholders of CEN;
- Chairs or participates in Advisory Bodies and Advisory Committees as created and directed by the Board and/or Board Standing Committees;
- Actively supports and participates in the work of the Presidential Committee and other CEN relevant Corporate Bodies, including exchanges with the CEN Board Standing Committee on Commercial Policy;
- Works cooperatively with the other bodies and functions for the greater good of CEN and pursues in all their acts the interest of CEN;
- Liaises closely with the Director General and the CEN-CENELEC senior management team.

The CEN Vice-President Policy is expected to be in a position to attend several meetings per year (most of them in Brussels).

5.2.2 Vice-President Finance

The Vice-President Finance, *inter alia*:

- Provides leadership of the CEN Board Standing Committee on Finance, as well as effective representation of finance issues to the relevant Corporate Bodies;
- Ensures support to the implementation of the CEN Strategy taking into account financial aspects and coordinates periodic input and review of financial aspects of the Strategy;
- Chairs the meetings of the CEN Board Standing Committee on Finance (if seating in common session with CENELEC, on a rotational basis with the CENELEC Vice-President Finance), and:
 - Ensures that its work is carried out efficiently,
 - Promotes constructive debate and effective decision-making,
 - Ensures access to information for the CEN Board Standing Committee on Finance to monitor CEN performance in areas where it has a monitoring responsibility;
- Ensures that the CEN Board Standing Committee on Finance coordinates periodic input and review of the Finance Strategy;
- Ensures effective communication on financial issues between CEN Members and key stakeholders of CEN;
- Chairs or participates in Advisory Bodies and Advisory Committees as created and directed by the Board and/or Board Standing Committees;
- Collaborates and works cooperatively, in particular, with CENELEC and the Director General on those financial issues affecting the efficiency and functioning of CCMC;
- Actively supports and participates in the work of the Presidential Committee and other CEN relevant Corporate Bodies, including the coordination of the CEN Board Standing Committee on Finance work with that of these bodies;
- Works cooperatively with the other Corporate Bodies and functions for the greater good of CEN and pursues in all their acts the interest of CEN;
- Liaises closely with the Director General and the CEN-CENELEC senior management team.

The CEN Vice-President Finance is expected to be in a position to attend several meetings per year (most of them in Brussels).

5.2.3 Vice-President Technical

The Vice-President Technical, *inter alia*:

- Ensures the leadership and chairs of the Technical Board (BT) and effective representation of technical issues to the other relevant Corporate Bodies;
- Ensures support to the implementation of the Strategy taking into account technical aspects and coordinates periodic input and review of technical aspects of the Strategy;
- Leads the development of planning of BT's work, of the CEN Strategy, and reports to the Board on the implementation of the plan;
- Chairs meetings of BT:
 - Ensures the work of the BT is carried out efficiently,
 - Promotes constructive debate and effective decision-making,
 - Ensures access to information for the BT to monitor CEN's performance in areas where the BT has a monitoring responsibility;
- Reports on progress and outcome of the technical work to the Board;

- Ensures effective communication on technical issues between CEN Members and key stakeholders of CEN;
- Chairs or participates in Presidential Committee and Board
- Chairs or participates in Advisory Bodies and Advisory Committees (as directed by the Board and/or Board Standing Committees);
- Actively supports and participates in the work of the Presidential Committee, including the coordination of BT work with that of the other main CEN Corporate Bodies;
- Works cooperatively with the other Corporate Bodies and Functions for the greater good of CEN;
- Collaborates and works cooperatively, in particular in technical issues with CENELEC and ETSI;
- Liaises closely with the Director General and the CEN-CENELEC senior management team.

The CEN Vice-President Technical is expected to be in a position to attend several meetings per year (most of them in Brussels).

6. Appeal Policy

6.1 Scope and general dispositions

A Member may appeal against a decision of a Corporate Body when such decision is considered not to be in accordance with the CEN Statutes or the Internal Regulations.

Organizations having a cooperation framework agreement (in accordance with CEN-CENELEC Guide 12) or being Partners (in accordance with CEN-CENELEC Guide 25) with CEN may appeal against a decision considered not to be in accordance with the CEN Statutes or the Internal Regulations and related to the work carried out by the CEN Technical Bodies to which that organization has contributed.

Appeals can be lodged within the first three months following the distribution or the upload of the decision on a platform that is accessible to all persons concerned.

Each party shall bear its own costs as well as the expenses for the evidence and relevant documentation provided by it.

For an appeal related to the technical/standardization work, while that appeal is being considered, any work in progress should be continued unless the Member or organization lodging the appeal provide evidence it presents a serious risk to the health, safety, environment or security of persons or to competition rules.

The Member, partner or organization lodging the appeal shall have the burden of proof to present the reasons for the appeal and provide evidence and relevant documentation evidencing the facts claimed, namely:

- Documents evidencing the process/decisions that is object of the appeal;
- The decision/resolution that is subject of the appeal, including the date of its circulation;
- Document attesting the date of availability of the results of the vote by correspondence;
- Document attesting the date of availability of the decision taken at the meeting;
- Document attesting that the deadline for taking a required action has been met; etc.

A decision taken in settlement of an appeal is final.

A detailed description of the appeal procedure is provided in Annex 7.

6.2 Decisions taken by CEN Corporate Bodies

Decisions taken by a CEN Technical Body shall be appealed to the CEN Technical Board (BT).

Decisions taken by the CEN Technical Board (BT) shall be appealed to the CEN Board.

Decisions taken by the CEN Board shall be appealed to the General Assembly.

Decisions of the General Assembly are final.

6.3 Decisions taken by joint Corporate Bodies with CENELEC

Decisions taken by a joint CEN-CENELEC Technical Body shall be appealed to the common session of the CEN and CENELEC Technical Boards. In cases where the CEN and CENELEC Technical Boards take different decisions, the appeal shall be submitted to the common session of the CEN Board and the CENELEC Board as referred in IR Part 1C.

Decisions taken by the Presidential Committee shall be appealed to the common session of the CEN and CENELEC Boards (see Internal Regulations Part 1C for detailed provisions).

7. Advisory Body to the President – Heads of Delegation Meeting

The CEN President has the authority to invite the Heads of Delegation of the CEN Members to exchange information and discuss policy orientation.

As and when such consultation of the CEN Membership takes the form of a meeting, this meeting is open to a maximum of two representatives among the President or Head of Delegation and the Secretary of each CEN National Standardization Body as well as to the members of the Board. At the discretion of the CEN President, a limited number of special guests may be invited. The secretariat duties are normally ensured by the Director General.

8. Cooperation with other organizations

8.1 Partnerships with European organizations

CEN builds partnerships with European organizations, associations and other recognized stakeholders who have an interest in European standardization and are able and willing to provide added-value knowledge and to actively contribute with inputs and proposals to CEN Corporate Bodies.

Partnership with CEN is open to appropriately qualified organizations representing recognized stakeholders from the European Union (EU) / European Free Trade Association (EFTA) countries.

The General Assembly shall decide on guidelines ruling the framework of these partnerships.

The principles ruling CEN partnership with European organizations are laid down in CEN-CENELEC Guide 25 “The concept of partnership with European organizations and other stakeholders”.

8.2 Joint Partnership with ETSI and CENELEC

CEN coordinates and cooperates with CENELEC and ETSI both on strategic issues and the actual process of standardization with regards to new technologies, mandated work and areas of common interest.

The CEN-CENELEC-ETSI “Joint Presidents’ Group” manages the overall collaboration between the three ESOs, whose details are defined in a specific Agreement and in the Internal Regulations Part 2.

8.3 Partnership with the International Organization for Standardization (ISO)

In support of the International Organization for Standardization (ISO), CEN and ISO have agreed to work in close cooperation for the development and adoption of International Standards. The details of this agreement, also known as the “Vienna Agreement” are set out in the CEN Guidelines for the implementation of the Vienna Agreement.

CEN-CENELEC Internal Regulations

Part 1A

Annex 1 – Methodology for establishing
the CEN Board composition

Annex 1 – Methodology for establishing the CEN Board composition

These provisions refer to Article 14 of the CEN statutes.

The Board is composed of three groups (A, B and C).

For the purpose of the establishment of the Board composition, each Member is allocated to one group according to its type of membership (Blue, Red and Yellow), and a combined financial and technical contribution to the Association calculated on the basis of the following weighted criteria:

a) Financial criteria:

- The percentage (%) of annual membership fees paid by each Member calculated on the total amount of annual fees paid by all Members;
- This individual percentage (%) is then weighted by 50%.

The annual individual membership fee used to determine the above financial criteria are calculated in accordance with the CEN-CENELEC Guide 21.

b) Technical criteria:

- The percentage (%) corresponding to the number of secretariats of Technical Committees held by each Member calculated on the total number of Technical Committees held by all Members;
- This individual percentage (%) is then weighted by 50%.

NSB	Membership Type (Blue, Red or Yellow)	Annual Financial contribution in %	Nbr of TC secretariat	TC secretariat contribution in %	Financial contribution weighted @ 50%	TC secretariat contribution weighted @ 50%	Total contribution in %	Ranking #	Group
	(1)	(2)	(3)	(5) = (3) / (4)	(6) = (2) * 50%	(7) = (5) * 50%	(8) = (6) + (7)		
NSB name #1								...	either A
NSB name #2								...	or B
NSB name #3								...	or C
NSB name #4							
.....							
		100%	sum	100%	50%	50%	100%		
				(4)					

The calculation enables the division of the Members into the three groups according to the above weighted criteria.

The composition of the groups is as follows:

- **Group A** only includes Blue-type Members and comprises the four (4) Blue-type Members with the highest combined financial and technical contribution calculated on the basis of the above weighted criteria;
- **Group B** comprises the following ten (10) Members ranking from 5 to 14, with regard to the total technical and financial contributions calculated on the basis of the above weighted criteria, which are not part of the group A;
- **Group C** comprises all other Members.

If a CEN Member increases its technical or financial contribution so as to eventually result in a higher ranking compared to the lowest-ranking Member of the group above (from Group C to B or from Group B to A), then the last Member of the group above is automatically downgraded to the group below, provided it meets the criteria regarding the type of Members and affiliation to a Member.

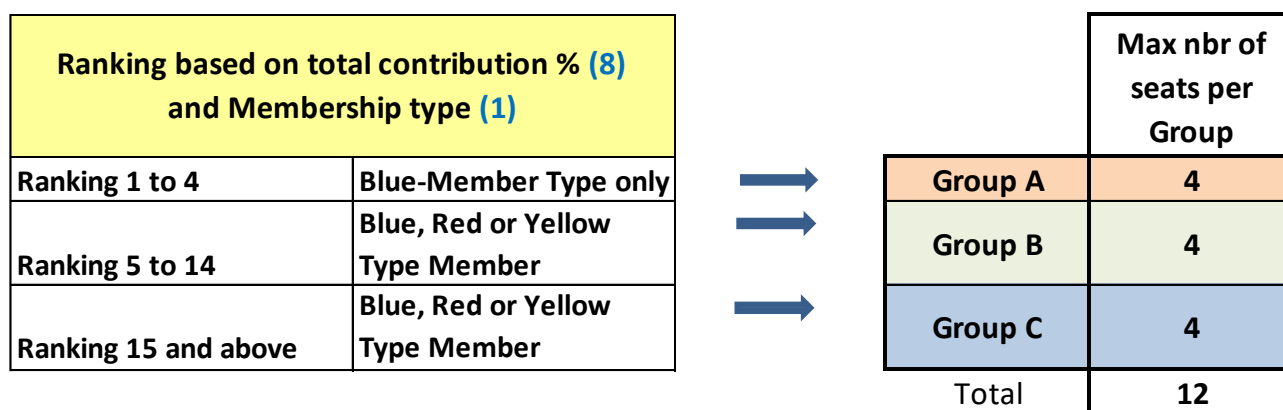
Similarly, if a CEN Member decreases its technical or financial contribution so as to eventually result in a lower ranking compared to the highest-ranking CEN Member of the group below (from Group A to B or from Group B to C), then the highest Member of the group below is automatically upgraded to the Group above, provided it meets the criteria regarding the type of Members and affiliation to a Member.

Board members' election

The twelve Board members other than the President (three Vice-Presidents and nine other Board members), are elected as follows:

- Four (4) are elected from eligible candidates with the same affiliation as one of the Group A Members, nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group);
- Four (4) are elected from eligible candidates with the same affiliation as one of the Group B Members, nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group);
- Four (4) are elected from eligible candidates with the same affiliation as one of the Group C Members, nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group).

The Board grouping and composition can be summarized as follows:



CEN – Members' grouping

The table below presents an example of the CEN Members grouping.

The valid version, updated on annual basis at the occasion of issuing Members' invoices, is available under the following link: [IR Part 1A – Annex 1: CEN Statutory documents](#)

Group	Country	Member organization	Membership type
Group A	France	AFNOR	Blue
	Germany	DIN	Blue
	Italy	UNI	Blue
	Spain	UNE	Blue
Group B	Austria	ASI	Blue
	Belgium	NBN	Blue
	Netherlands	NEN	Blue
	Norway	SN	Blue
	Poland	PKN	Blue
	Romania	ASRO	Blue
	Sweden	SIS	Blue
	Switzerland	SNV	Red
	Turkey	TSE	Red
	United Kingdom	BSI	Yellow
Group C	Bulgaria	BDS	Blue
	Croatia	HZN	Blue
	Cyprus	CYS	Blue
	Czech Republic	UNMZ	Blue
	Denmark	DS	Blue
	Estonia	EVS	Blue
	Finland	SFS	Blue
	Greece	NQIS/ELOT	Blue
	Hungary	MSZT	Blue
	Ireland	NSAI	Blue
	Iceland	IST	Blue
	Latvia	LVS	Blue
	Lithuania	LST	Blue
	Luxembourg	ILNAS	Blue
	Malta	MCCAA	Blue
	Portugal	IPQ	Blue
	Republic of North Macedonia	ISRSM	Red
	Serbia	ISS	Red
Slovakia	UNMS SR	Blue	
Slovenia	SIST	Blue	

CEN-CENELEC Internal Regulations

Part 1A

Annex 2 – CEN Board Standing
Committee (BSC) on Eligibility &
Governance (ElGo)

Annex 2 – CEN Board Standing Committee (BSC) on Eligibility & Governance (EIGo)

Terms of Reference

1. Role

The CEN BSC Eligibility & Governance (EIGo) plays a crucial role in ensuring that the association operates effectively, ethically, and in accordance with its mission and values.

The role of the CEN BSC EIGo is twofold:

- To assess compliance with the eligibility criteria as defined in the Statutes, Internal Regulations and relevant ToRs of all candidates for Officers, Board Members, Chairs and experts nominated by Members to be part of the Governing Bodies;
The compliance with the eligibility criteria of the experts in advisory committees and groups will be done by relevant BSC or PC;
- To develop, maintain and enforce governance rules and policies and codes of conduct for the association.

2. Scope of activities and responsibilities

The CEN BSC EIGo makes recommendations and advises the CEN Board in the areas of activities described below.

The CEN BSC EIGo:

- Monitors the selection and appointment of leadership positions and composition of governing bodies within the association;
- Oversees the transition of power between different leaders and governing bodies, including conducting elections/appointments;
- Reviews compliance of nominations, with eligibility criteria for following positions:
 - President and Vice-Presidents,
 - Board members and Technical Board members,
 - Chairs of Board Standing Committees,
 - Chairs of PC Advisory Committees and Bodies,
 - Members of Board Standing Committees, and
 - Members of PC Advisory Committees and Bodies;
- Reviews, verifies and monitors compliance of all nominations according to the eligibility criteria included in the Statutes, Internal Regulations and/or ToRs of the relevant governing body;
- Reviews CEN governance structure, policies and procedures on a regular basis, to ensure that these reflect best practice from legal, ethical and organizational perspectives;
- Prepares and arranges the evaluation of the performance (efficiency and effectiveness) of the governing bodies;
- Develops, maintains and enforces the Codes of Conducts for participants to the CEN governance and activities;
- Advises on CEN compliance with all relevant laws, and regulations. This includes staying up to date on legal requirements and making any necessary adjustments to ensure compliance.

3. Reporting line

The CEN BSC EIGo reports to the CEN Board.

4. Working method and Recommendations

The CEN BSC EIGo:

- Makes recommendations based on consensus;
- Meets *face to face* or online at least twice a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and his specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CEN BSC EIGo are held by default in the form of a common session with the CENELEC Board Standing Committee on Eligibility and Governance;
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only and to review compliance of CEN candidates for Officers, Board and Technical Board Members;
- May decide to interact with other BSCs, for the purpose of preparing and making more comprehensive and coherent proposals to the Board;

The CEN BSC EIGo can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the CEN BSC EIGo is as follows:

- Chair: CEN President (when common session PC Chair);
- Members:
 - The members of the PC, and
 - 1 CEN Board member;
- Secretariat: Head of Governance & Membership.

Other permanent attendees are:

- The CEN-CENELEC Director General in an advisory capacity.

The meetings of the CEN BSC EIGo are held by default in the form of a common session with the CENELEC Board Standing Committee on Eligibility and Governance (CENELEC BSC EIGo). The composition of the CENELEC BSC EIGo is equivalent.

The total number of participants to the common session is 12 and as follows:

- CEN and CENELEC Presidents;
- CEN and CENELEC Presidential Committee members;
- 1 CENELEC Board member;
- 1 CEN Board member;
- The Secretary, CCMC Head of Governance & Membership;
- The permanent attendee, the CEN-CENELEC Director General on an advisory capacity.

The Chair of the CEN BSC EIGo may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

6. Appointments and eligibility criteria

The CEN Board member of the CEN BSC EIGo is appointed by the CEN Board following a call for expression of interest within the CEN Board.

The composition of the CEN BSC EIGo is approved by the CEN Board sitting in a common session with the CENELEC Board.

The nominated candidate shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- In-depth knowledge of the functioning of standardization organizations;
- Significant experience contributing to oversight, ethics and disciplinary committees or similar bodies;
- Proven experience in high-level governance positions;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Divest themselves from any representation of specific interests of the organization that nominated him/her;
- Geographical and gender balance.

If the list of eligible candidates exceeds one, the CEN Board shall decide.

7. Role and responsibilities of the members of the CEN Standing Committee on Eligibility and Governance (BSC EIGo)

The members of the CEN BSC EIGo commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CEN BSC EIGo without appropriate justification shall lead to the dismissal from the CEN BSC EIGo membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CEN BSC EIGo members are defined as follows:

- The members of the Presidential Committee, including the Chair are appointed for a term of office corresponding to the length of their term as PC members.
- The CEN Board member is appointed for a term of office corresponding to the length of their term as the member of the CEN Board, with a maximum of 4 years.

9. Resources

The members of the CEN BSC EIGo cover all their expenses.

Resources in support of the CEN BSC EIGo include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1A

Annex 3 – CEN Board Standing Committee (BSC) on Finance (FIN)

Annex 3 – CEN Board Standing Committee (BSC) on Finance (FIN)

Terms of Reference

1. Role

The role of the CEN BSC Finance (FIN) is to advise the CEN Board on all financial matters. The work of the CEN BSC FIN aims to ensure that association has the adequate and sustainable financial resources to operate effectively and to implement its strategic projects.

2. Scope of activities and responsibilities

The CEN BSC FIN makes recommendations to the CEN Board on all financial matters, and in particular in the areas of activities described below:

- The preparation of the CEN budget and the monitoring of the CEN actuals, including its CCMC component;
- The CEN statutory accounts;
- The financial relations between CEN and CENELEC, NSBs, the European Commission and EFTA;
- The other financial matters or projects as decided by the CEN Board or at its own initiative.

3. Reporting line

The CEN BSC FIN reports to the CEN Board.

4. Working method and recommendations

The CEN BSC FIN:

- Makes recommendations based on consensus;
- Meets *face to face* or online at least 3 times a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and his/her specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CEN BSC FIN are held by default in the form of a common session with the CENELEC Board Standing Committee on Finance (CENELEC BSC FIN);
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only;
- May decide to interact with other BSC, for the purpose of preparing and making comprehensive and coherent proposals to the CEN Board.

The CEN BSC FIN can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of (an) Advisory Committee(s), it is chaired by an Officer or a CEN Board Member.

5. Composition

The composition of the CEN BSC FIN is as follows:

- Chair: CEN Vice-President Finance (if seating in common session on rotational basis with CENELEC Vice-President Finance);
- Members:
 - 1 CEN Board member,
 - 4 financial experts from CEN Members;

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- Secretariat: CEN-CENELEC Head of Finance & Facilities.

Other permanent attendees are:

- The CEN-CENELEC Director General on an advisory capacity.

The meetings of the CEN BSC FIN are held by default in the form of a common session with the CENELEC Board Standing Committee on Finance (CENELEC BSC FIN). The composition of the CENELEC BSC FIN is equivalent.

The composition of the common session:

- 2 Chairs: CEN and CENELEC Vice-Presidents Finance;
- 1 CEN and 1 CENELEC Boards member;
- 8 financial experts - 4 from CEN Members and 4 from CENELEC Members.

The Chair of the CEN BSC FIN may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

6. Appointments and eligibility criteria

The members of the CEN BSC FIN are appointed by the CEN Board following:

- A call for expression of interest within the CEN Board - for one CEN Board member, and
- A call for nomination within CEN Members – for the financial experts.

The composition of the CEN BSC FIN is approved by the CEN Board sitting in a common session with the CENELEC Board, while considering diversity and inclusion.

The nominated candidates shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of Senior Management position;
- Possessing adequate financial experience to support the decision-making process of the association on financial matters;
- In-depth knowledge of the functioning of standardization organizations;
- Proven experience in governance positions;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Divest themselves from any representation of specific interests of the organization that nominated him/her;
- Geographical and gender balance;
- Commitment to effectively contribute to the work of the CEN BSC FIN.

The compliance of all expression of interest and of all nominations with eligibility criteria is reviewed by the CEN BSC on Eligibility and Governance.

If the list of eligible candidates for

- The CEN Board member position exceeds 1;
- The financial expert positions exceed 4;

the CEN Board shall decide.

7. Role and responsibilities of the members of the CEN Standing Committee on Finance (BSC FIN)

The members of the CEN BSC FIN commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity and support the association for the benefit of the European interest.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CEN BSC FIN without appropriate justification shall lead to the dismissal from the CEN BSC FIN membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CEN BSC FIN members are defined as follows:

- The Chair is appointed for a term of office corresponding to the length of their term as CEN Vice-President Finance.
- The CEN Board member is appointed for a term of office corresponding to the length of their term as member of the CEN Board, with a maximum of 4 years.
- The financial experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CEN BSC FIN cover all their expenses.

Resources in support of the CEN BSC FIN include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1A

Annex 4 – CEN Board Standing
Committee (BSC) on Policy and Strategy
(P&S)

Annex 4 – CEN Board Standing Committee (BSC) on Policy and Strategy (P&S)

Terms of Reference

1. Role

The role of the CEN BSC P&S is to advise the CEN Board on a comprehensive approach to strategic European and international policy topics, including stakeholder engagement. The work of the CEN BSC P&S aims to ensure:

- The sustained relevance of the CEN standardization system; and
- Recognition of the European and international stakeholders and their support to the strategic value of the European standardization system.

2. Scope of activities and responsibilities

The CEN BSC P&S makes recommendations to the CEN Board in the areas of activities described below:

- Strategic inputs for European policy engagement and priorities including contribution to legislative proposals, identification of political priorities, outreach to policymakers and strategic communication, taking into account opportunities and risks;
- International policy and activities, including projects and collaboration with priority regions and international stakeholders such as Companion Standardization Bodies (CSBs);
- CEN (potential) Partners engagement, and inclusiveness within the CEN system;
- Exchange on the engagement of NSBs with ISO on strategic, high-level topics related to those outlined in CEN's Strategy;
- Identification of future strategic needs and priorities to ensure the continued relevance of CEN.

3. Reporting line

The CEN BSC P&S reports to the CEN Board.

4. Working method and Recommendations

The CEN BSC P&S:

- Makes recommendations to the Board based on consensus;
- Meets *face to face* or online at least 3 times a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chairs initiative and his/her specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CEN BSC P&S are held by default in the form of a common session with the CENELEC Board Standing Committee on Policy and Strategy;
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only;
- May decide to organize meetings in a twofold format. The meeting may be structured in two sessions: one closed with participation restricted to Members (NSBs) only, and one open with participation of relevant external guests (Observers), thus offering an open platform to gather stakeholders' needs and feedback and to ensure the market relevance of policy activities;
- May decide to interact with other BSCs, for the purpose of preparing and making more comprehensive and coherent proposals to the CEN Board;

The CEN BSC P&S can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

CEN-CENELEC Internal Regulations - Part 1:2024

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the CEN BSC P&S is as follows:

- Chair: CEN Vice-President Policy (when seating in common session on rotational basis with CENELEC Vice-President Policy);
- 1 CEN Board member (in case more Board members expressed interest and meets eligibility criteria – the Board shall decide);
- CEN BSC P&S members:
 - Preferably 1 expert from each CEN Member (nomination by NSBs, experts can come from their stakeholders);
- Secretariat: CEN-CENELEC Director of Policy & External Affairs.

Observers:

- Observers: Partner Organisations and European Counsellors (cfr. CEN-CENELEC Guide 25).

Other permanent attendees are:

- The CEN-CENELEC Director General on an advisory capacity.

The Chair of the CEN BSC P&S may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

The meetings of the CEN BSC P&S are held by default in the form of a common session with the CENELEC Board Standing Committee on Policy and Strategy (CENELEC BSC P&S). The composition of the CENELEC BSC P&S is equivalent. The composition of the common session:

- 2 Chairs: CEN and CENELEC Vice-Presidents Policy;
- (at least) 1 CEN and 1 CENELEC Boards member;
- Experts – Preferably 1 expert from each CEN Member (nomination by NSBs, experts can come from their stakeholders) and preferably 1 expert from each CENELEC Member (nomination by NCs, experts can come from their stakeholders);
- Observers – Preferably 1 observer from each Partner Organisation and European Counsellors (depending on the nominations received).

6. Appointments and eligibility criteria

The Members of the CEN BSC P&S are appointed by the CEN Board following:

- A call for expression of interest within the CEN Board - for one CEN Board member(s);
- A call for nomination within CEN Members – for the experts;
- A call for nomination - within Partner Organizations and European Counsellors (cfr. CEN-CENELEC Guide 25) - for observers.

The CEN Board member(s) is appointed by the CEN Board.

The experts and observers are appointed by the CEN Board sitting in a common session with the CENELEC Board.

The composition of the CEN BSC P&S is approved by the CEN Board sitting in the common session with the CENELEC Board, while considering diversity and inclusion.

The nominated candidates for the Board member position shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;

- Holder of a Senior Management position;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Commitment to effectively contribute to the work of the CEN BSC P&S;
- Geographical and gender balance.

The nominated candidates for experts' and observers' position shall meet the following eligibility criteria:

- Knowledge and experience to provide active input to European policy and international trade policy discussions in relation to standardization.
- A deep understanding combined with a direct responsibility for at least one of the following disciplines, and an affinity with the others:
 - Linking policy priorities and standardization as a strategic tool to deliver CEN policy goals,
 - Policy and legal implications of European Policy on the European Standardization System,
 - Knowledge of the dynamics of the international standardization system and relationships with priority regions.

In addition, for observers' position:

- Belonging to Partner Organizations and European Counsellors (cfr. CEN-CENELEC Guide 25).

The compliance of all expressions of interest and of all nominations with eligibility criteria is ensured by CENELEC BSC on Eligibility and Governance.

If the list of eligible candidates for:

- CEN Board member position exceeds 1 - the CEN Board shall decide.

7. Role and responsibilities of the members of the CEN Board Standing Committee on Policy and Strategy

The members of the CEN BSC P&S commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CEN BSC P&S without appropriate justification shall lead to the dismissal from the CEN BSC P&S membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the members CEN BSC P&S are defined as follows:

- The Chair of the CEN BSC P&S is appointed for a term of office corresponding to the length of their term as the CEN VP Policy.
- CEN Board Member is appointed for a term of office corresponding to the length of their term as the member of the CEN Board, with a maximum of 4 years.
- Experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CEN BSC P&S cover all their expenses.

CEN-CENELEC Internal Regulations - Part 1:2024

Resources in support of the CEN BSC P&S include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1A

Annex 5 – CEN Board Standing
Committee (BSC) on Commercial Policy
(CoPo)

Annex 5 – CEN Board Standing Committee (BSC) on Commercial Policy (CoPo)

Terms of Reference

1. Role

The role of the CEN BSC Commercial Policy (CoPo) is to advise the Board on:

- All aspects concerning the CEN commercial policy and conformity assessment; and
- On the CEN Members' activities and adherence to the commercial policy.

2. Scope of activities and responsibilities

The CEN BSC CoPo makes recommendations to the CEN Board in the areas of activities described below:

- Monitors and maintains the CEN commercial policy, and its effective implementation across the Members and all relevant stakeholders, in particular the CEN and CENELEC Guide 8, Guide 10 and Guide 24;
- Monitors and reports any breach of the commercial policy and/or copyright infringement of CEN deliverables and proposes corrective measures;
- Processes all legal matters arising out or in connection with CEN commercial policy;
- Proposes actions to protect the (digital) copyright in CEN deliverables and relevant data;
- Proposes actions and protect the CEN trademarks;
- Advises on requests received from third parties to reproduce CEN copyrighted material;
- Advises on distribution and sales of the CEN deliverables and data;
- Monitors and advises on the management of the Keymark and related activities;
- Gathers and analyses commercial information, when required;
- In respect of commercial issues of common interest, co-operates with other organizations, such as ETSI, ISO, IEC, ITU and EFRAG.

3. Reporting line

The CEN BSC CoPo reports to the CEN Board.

4. Working method and Recommendations

The CEN BSC CoPo:

- Makes recommendations to the Board based on consensus;
- Meets *face to face* or online at least twice a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and his specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CEN BSC CoPo are held by default in the form of a common session with the CENELEC Board Standing Committee on Commercial Policy;
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only;
- May decide to interact with other BSC, for the purpose of preparing and making comprehensive and coherent proposals to the CEN Board;

The CEN BSC CoPo can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the CEN BSC CoPo is as follows:

- Chair: CEN VP Policy or ordinary CEN Board member (when seating in common session on rotational basis with CENELEC corresponding role);
- 1 CEN Board member (in case more Board members expressed interest and meets eligibility criteria – the Board shall decide);
- CEN BSC CoPo members:
 - 1 NSB senior management expert,
 - 1 NSB legal expert ((digital) copyrights, IPR, trademark protection, etc...),
 - 2 NSB commercial experts,
 - 1 NSB conformity assessment expert;
- Secretariat: CEN-CENELEC Head of Governance & Membership.

Other permanent attendees are:

- The CEN-CENELEC Director General on an advisory capacity

The Chair of the CEN BSC CoPo may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

The meetings of the CEN BSC CoPo are held by default in the form of a common session with the CENELEC Board Standing Committee on Commercial Policy (CENELEC BSC CoPo). The composition of the CENELEC BSC CoPo is equivalent.

The composition of the common session:

- 2 Chairs: 1 CEN VP Policy or ordinary CEN Board member and 1 CENELEC VP Policy or ordinary CENELEC Board member;
- (at least) 1 CEN and 1 CENELEC Boards member;
- 2 senior management experts – 1 from NSB and 1 from NC;
- 2 legal experts – 1 from NSB and 1 from NC;
- 4 commercial experts – 2 from NSB and 2 from NC;
- 2 conformity assessment experts – 1 from NSB and 1 from NC.

6. Appointments and eligibility criteria

The Members of the CEN BSC CoPo are appointed following:

- a call for expression of interest within the CEN VP Policy and CEN Board - for the Chair position;
- a call for expression of interest within the CEN Board - for CEN Board member(s); and
- a call for nomination within CEN Members – for the experts.

The Chair and the CEN Board member(s) are appointed by the CEN Board.

The experts are appointed by the CEN Board sitting in a common session with the CENELEC Board.

The composition of the CEN BSC CoPo is approved by the Board sitting in the common session with CENELEC Board, after recommendation from the BSC EIGo, while considering diversity and inclusion.

CEN-CENELEC Internal Regulations - Part 1:2024

The nominated candidates shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of a Senior Management position;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Commitment to effectively contribute to the work of the CEN BSC CoPo;
- A role and responsibilities at adequate level of decision and influence within current organisation;
- Divest themselves from any representation of specific interests of the organization that nominated him/her;
- Proven experience in governance positions;
- Geographical and gender balance.

In addition for the legal experts:

- Thorough expertise on (digital) copyright law, licensing practices, IPR and trademark protection.

In addition for the commercial experts:

- Hands-on experience on the sales and distribution of standards.
- Several years of proven experience in dealing with commercial activities, sales and distribution, and copyright relating to standardization activities and deliverables.

In addition for the conformity assessment experts:

- Thorough expertise in the rules and conducting conformity assessment.

The compliance of all expressions of interest and of all nominations with eligibility criteria is reviewed by CEN BSC on Eligibility and Governance.

If the list of eligible candidates for:

- CEN Board member position exceeds 1 – the CEN Board shall decide;
- NSB senior management expert exceeds 1;
- Legal expert position exceeds 1;
- Commercial expert exceeds 2;
- Conformity assessment expert exceeds 1;

the CEN Board shall decide.

7. Role and responsibilities of the members of the CEN Standing Committee on Commercial Policy (BSC CoPo)

The members of the CEN BSC CoPo commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CEN BSC CoPo without appropriate justification shall lead to the dismissal from the CEN BSC CoPo membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, removal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CEN BSC CoPo members are defined as follows:

- The Chair of the CEN BSC CoPo is appointed for a term of office corresponding to the length of their term as the CEN VP Policy or Board member;
- CEN Board member is appointed for a term of office corresponding to the length of their term as the member of the Board, with a maximum of 4 years;
- Experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CEN BSC CoPo cover all their expenses.

Resources in support of the CEN BSC CoPo include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1A

**Annex 6 – CEN Board Standing
Committee (BSC) on Business Innovation
and Digital Transformation (BI&DT)**

Annex 6 – CEN Board Standing Committee (BSC) on Business Innovation and Digital Transformation (BI&DT)

Terms of Reference

1. Role

The role of the CEN BSC Business Innovation & Digital Transformation (BI&DT) is to advise the Board on future-proof and sustainable business models centred around digital solutions, to safeguard the economic relevance of CEN and their Members.

The CEN BSC BI&DT engages with ISO on business model innovation and related digital and IT developments.

2. Scope of activities and responsibilities

The CEN BSC BI and DT makes recommendations to the Board in the areas of activities described below:

- The development of CEN's value proposition to their National Members, in an evolving market environment, centred around the provision of (digital) added value services based on normative content;
- Strategic Digital and IT initiatives, including emerging technologies, as critical enablers for business and service innovation;
- Members' business models and (digital) service offerings and related capacity, and generating relevant insights and business intelligence;
- Relevant initiatives at ISO, notably on business model innovation, digital transformation, strategic foresight, and the deployment of emerging technologies;
- Systematic forecasting & risk-management practices to identify, monitor and address drivers of change that may impact the competitive environment in which we operate.

With a view to **complying with the EU rules of competition law** on information exchanges, disclosure of information among the Members of the CEN BSC BI&DT, and with the CEN Membership community overall, shall not involve the disclosure of any data or information that can be considered as commercially sensitive. In the case of surveys or other data- and information-gathering activities dealing with financial and business model information, CCMC and where relevant the CEN BSC BI&DT Chair, will act as a 'clean team' in charge of receiving and processing the information provided by the respondents.

3. Reporting line

The CEN BSC BI&DT reports to the CEN Board.

4. Working method and Recommendations

The CEN BSC BI&DT:

- Makes recommendations to the Board based on consensus;
- Meets *face to face* or online at least 3 times a year and relies as much as possible on digital collaborative tools to organise its work. When necessary, additional meetings can take place upon the Chair initiative and his specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CEN BSC BI&DT are held by default in the form of a common session with the CENELEC Board Standing Committee on Business Innovation & Digital Transformation;
- May decide to interact with other BSC, for the purpose of preparing and making more comprehensive and coherent proposals to the CEN Board.

CEN-CENELEC Internal Regulations - Part 1:2024

The CEN BSC BI&DT can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the BSC is as follows:

- Chair: CEN Vice-President (when seating in common session on rotational basis with CENELEC Vice-President);
- CEN BSC members:
 - 1 CEN Board member (in case more Board members expressed interest and meets eligibility criteria – the Board shall decide),
 - 5 experts nominated by NSBs (balanced representation of CEN and CENELEC);
- Secretariat: CEN-CENELEC Director of Policy & External Affairs.

Other permanent attendees are:

- The CEN-CENELEC Director General in an advisory capacity;
- The CEN-CENELEC Director of Technology & Projects Excellence in an advisory capacity.

The Chair of the CEN BSC BI&DT may invite on an ad hoc basis other individuals or experts, to contribute to the discussions on specific subjects, when needed.

The meetings of the CEN BSC BI&DT are held by default in the form of a common session with the CENELEC Board Standing Committee on Business Innovation and Digital Transformation (CENELEC BSC BI&DT). The composition of the CENELEC BSC BI&DT is equivalent.

The composition of the common session:

- 2 Chairs: CEN and CENELEC Vice-Presidents;
- (at least) 1 CEN and 1 CENELEC Boards member;
- 10 experts – 5 nominated by NSBs and 5 nominated by NCs.

6. Appointments and eligibility criteria

The Members of the CEN BSC BI&DT are appointed following:

- A call for expression of interest within the CEN Board – for CEN Board member(s); and
- A call for nomination within CEN Members – for the experts.

The CEN Board member(s) is appointed by the CEN Board.

The experts are appointed by the CEN Board sitting in a common session with the CENELEC Board.

The composition of the CEN BSC BI&DT is approved by the CEN Board sitting in a common session with the CENELEC Board, while considering diversity and inclusion.

The nominated Board candidates shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of a Senior Management position;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Divest themselves from any representation of specific interests of the organization that nominated them;

- Geographical and gender balance.

In addition, for the experts:

- A deep understanding of at least one of the following disciplines, and an affinity with the others:
 - Digital services,
 - Digital transformation,
 - Strategic business analysis,
 - Business model innovation.

The compliance of all expressions of interest and of all nominations with eligibility criteria is ensured by CEN BSC on Eligibility and Governance.

If the list of eligible candidates for

- CEN Board member position exceeds 1 – the CEN Board shall decide;
- Expert position exceeds 5 – the CEN Board shall decide.

7. Role and responsibilities of the members of the CEN Board Standing Committee on Business Innovation & Digital Transformation

The Members of the CEN BSC BI&DT commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity and support the association for the benefit of the European interest.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CEN BSC BI&DT without appropriate justification shall lead to the dismissal from the CEN BSC BI&DT membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CEN BSC BI&DT members are defined as follows:

- The Chair of the CEN BSC BI&DT is appointed for a term of office corresponding to the length of their term as CEN VP;
- The CEN Board member is appointed for a term of office corresponding to the length of their term as the member of the CEN Board, with a maximum of 4 years;
- Experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CEN BSC BI&DT cover all their expenses.

Resources in support of the CEN BSC BI&DT include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1A

Annex 7 – Appeal Procedure

Annex 7 – Appeal Procedure

1. Appeal against a CEN Technical Body decision

The Member, partner or organization having a cooperation framework agreement or partnership agreement with CEN shall submit the appeal including the relevant evidence and documentation to the BT Chairperson and the CEN-CENELEC Director General, who shall inform the CEN BT members of the lodge of the appeal within one month.

The CEN Technical Board shall decide on the Appeal, within three months from the date of the receipt of the Appeal.

The Decision of the CEN Technical Board can be appealed to the CEN Board. The decision of the CEN Board is final.

2. Appeal against a CEN-CENELEC Technical Body decision

The Member, partner or organization having a cooperation framework agreement or partnership agreement with CEN shall submit the appeal including the relevant evidence and full documentation to the CEN and CENELEC Technical Boards Chairpersons and to the CEN-CENELEC Director General, who shall inform the CEN and CENELEC BT Permanent Delegates of the lodge of the Appeal within one (1) month.

The common session of the CEN and CENELEC Technical Boards shall decide on the Appeal at the occasion of the first upcoming common session.

If both Technical Boards reach the same decision, the Decisions of the Technical Boards are final.

If the decisions of the CEN and CENELEC Technical Boards differ, the appeal shall be submitted to the Common Session of the CEN and CENELEC Boards.

The Decision of the CEN and CENELEC Boards is final on appeals against decisions taken by joint CEN and CENELEC Technical Boards.

3. Appeal against a CEN Technical Board decision

The Member shall submit the appeal including the relevant evidence and full documentation to the CEN Chairperson of the CEN Board and CEN-CENELEC Director General, who shall inform the CEN Board members of the lodge of the appeal within one (1) month.

The CEN Board shall take a Decision on the Appeal at the occasion of the first incoming meeting.

The Decision of the CEN Board is final.

4. Appeal against a decision of the CEN Board

The Member shall submit the appeal together with the relevant evidence and full documentation to the CEN President and the CEN-CENELEC Director General. The Director General shall inform the General Assembly of the lodge of the Appeal within one (1) month from the receipt of the appeal.

The General Assembly shall decide on the Appeal on the occasion of the first upcoming meeting.

The decision of the CEN General Assembly is final.

5. Appeal against a decision of the Presidential Committee

The Member shall submit the appeal including the relevant evidence and full documentation to the to the CEN-CENELEC Director General, who will inform the CEN and CENELEC Board members of the Appeal within one (1) month from the receipt of the appeal.

CEN-CENELEC Internal Regulations - Part 1:2024

The CEN and CENELEC Boards shall decide on the Appeal at the occasion of the first upcoming common session.

The decision of the CEN and CENELEC Boards is final.

CEN-CENELEC Internal Regulations

Part 1B: CENELEC

1B: CENELEC

1. Scope of CENELEC activities

CENELEC is the European Standardization Organization in the field of electrotechnology and related technologies.

The aims of CENELEC (see Article 4 of the CENELEC Statutes) may be realized in particular by the following means:

- a) Developing voluntary European electrotechnical standards and other deliverables and taking action for their implementation and promotion;
- b) Taking actions to support development and adoption of international standards by working closely with the International Electrotechnical Commission (IEC) in order to promote European participation and to pursue the goal of 'one standard, one test, accepted everywhere';
- c) Harmonizing national standards by supporting the adoption of European and international standards and the withdrawal of conflicting standards;
- d) Cooperating with the two other European Standardization Organizations CEN and ETSI;
- e) Operating a European market-driven standardization system that is open, transparent, consensus-based through the participation of a wide range of stakeholders, including groups, bodies and international organizations interested in European standardization, European industrial associations, European Union institutions and the European Free Trade Association (EFTA), in compliance with the WTO principles and Code of Good Practice for the Preparation, Adoption and Application of Standards (Annex 3 of the WTO Agreement on Technical Barriers to Trade).

2. CENELEC structure

This provision refers to Art.6 of the CENELEC Statutes.

CENELEC consists of:

- Members;
- Corporate Bodies:
 - The General Assembly, the supreme Governing Body of CENELEC,
 - The Board, which has the broadest powers to manage, direct and administer CENELEC,
 - The Presidential Committee, the joint Corporate Governing Body with CEN, which manages and administers the business of CENELEC with respect to non-sector-specific matters of common interest with CEN, as indicated in the Statutes and/or as delegated by the Board,
 - The Director General,
 - The Technical Board (BT), which is mandated by the CENELEC Board to manage the technical standardization (see Internal Regulations Part 2),
 - The Technical Committees.

The Functions in CENELEC are:

- The President and the President-Elect;
- Three Vice-Presidents with competence in financial, technical and policy matters;
- Up to nine ordinary Board members.

The CEN-CENELEC Management Centre (CCMC), a joint technical exploitation unit together with CEN which has an active role in the day-to-day management of CENELEC and is headed by the Director General and may be assisted by a Deputy Director General (see Internal Regulations Part 1C).

Moreover, the General Assembly and/or the Board may set advisory bodies and the President may set up advisory

bodies to exchange information with CENELEC Members.

3. General Assembly

This provision refers to Art. 10, 11 and 12 of the CENELEC Statutes.

3.1 General Assembly meetings

This provision refers to Art. 11 of the CENELEC Statutes.

The General Assembly is the supreme authority of CENELEC, where all statutory and general policy decisions are taken.

One General Assembly meeting is convened by the President each year during the first half of the year to deliberate and decide on matters of interest to the Association, amongst which:

- Hearing the reports of the Board, the Presidential Committee and the Director General on the activities of the Association during the past year;
- The approval of the audited annual accounts for the past financial year, in accordance with Article 29 of the CENELEC Statutes;
- The approval of the budget frame for the coming year (i.e. the year starting on the first day of the financial year following the date of the meeting of the General Assembly), including membership fees, in accordance with Article 29 of the CENELEC Statutes;
- Granting of a discharge to each of the Board members and the Auditor(s) with regard to their tasks of the past financial year.

Should the budget frame not be approved during the General Assembly meeting mentioned above, then within this same year an Extraordinary meeting of the General Assembly will be convened by the President to approve the revised budget for the following year.

The budget frame constitutes the boundaries allowing the Board, by delegation received from the General Assembly, to prepare and endorse the detailed budget:

- If the detailed budget fits in the budget frame approved by General Assembly, then the Board will endorse the detailed budget;
- If the detailed budget does not fit in the budget frame approved by General Assembly, then an extraordinary meeting of the General Assembly will be convened by the President within this same year to approve the detailed budget.

The General Assembly meeting and an extraordinary meeting of the General Assembly should be attended by a delegation of up to five representatives of each CENELEC Member, led by a Head of Delegation.

Each Member appoints a Head of Delegation to act as representative of the Member in the meeting of the General Assembly, and to represent the national position of the Member, which includes casting the vote.

Common session of the General Assemblies

In addition to individual meetings, CEN and CENELEC respective General Assemblies' meetings are organized in common sessions to discuss and take decisions on all non-sector-specific matters of common interest, in accordance with CEN-CENELEC Guide 35.

In order to ensure an efficient decision-making process, the CEN and CENELEC Presidents agree on the most appropriate sequence of the two individual General Assemblies' meetings and the common session of the General Assemblies.

In compliance with Belgian law, the common session of the General Assemblies formally constitutes and is recorded (in writing) in the respective General Assemblies' minutes as a part of the individual meeting of each General Assembly.

CEN-CENELEC Internal Regulations - Part 1:2024

CEN and CENELEC Members endeavour to reach consensus on identical decisions regarding the matters of common interest that are discussed during the common session of the General Assemblies. Any decision taken by the two General Assemblies during their common session is formally recorded as a decision taken by each General Assembly respectively.

The CEN or CENELEC President who is mandated to chair the Presidential Committee also chairs the common session of the General Assemblies on an annual rotational basis.

Organizational modalities

The meetings of all General Assemblies are arranged by the Director General on the instructions of the Board. The Director General shall send the invitation letter to all Members and participants by mail or by electronic means of communication, at least one month before the date of the meeting.

The Members shall be informed of the format of the meeting in the invitation letter for the meeting.

The Board decides on the format of the meeting, namely, whether the meeting shall be held in person, remotely or in a hybrid format. One yearly meeting shall be held in person unless exceptional circumstances do not allow it, such as *force majeure* situations.

Participation in person means that all participants are present in person at the meeting.

Remote participation means that the meeting is held by electronic means of communication in respect of the modalities described.

Hybrid participation means that some participants are present in person at the place where the meeting is held, while other participants participate via electronic means of communication.

Representatives of CENELEC Affiliates, European Institutions, EFTA, CEN, ETSI, IEC, as well as any other representatives of National Committees having a cooperation framework agreement or partnership agreement with CENELEC, are invited as observers, with no voting rights, to attend at least one General Assembly meeting.

The President may decide to invite selected guests when their attendance and contribution are relevant for the debate and decisions of the General Assembly.

The Member who is a candidate for hosting the CENELEC General Assembly meeting, or any other technical or non-technical meetings, should give special consideration to avoiding any barriers to the participation of representatives from other Members.

When appropriate, in order to allow the concerned corporate or Technical Body to take a sound decision on this matter, the Member who is a candidate for hosting the event is invited to provide all necessary information regarding visa requirements and visa application procedures that may be required for the participants coming from other CENELEC Member countries.

Remote participation in the meetings

When the meetings are held remotely, the Director General shall ensure that the invitation letters include clear instructions for connection and participation in the meeting.

The same procedures shall be detailed on the dedicated webpage that is made accessible ahead of the meeting to all participants having the right to attend the General Assembly meeting.

The minutes of the meeting shall include any technical problem or incident that might prevent or disrupt the electronic participation in the meeting and/or in voting.

The means of communication used for remote participation must allow the participants to be aware in a direct, simultaneous and continuous manner of all discussions, to ask questions, to participate in the discussion in an active way, and to exercise all voting rights.

The Association shall make available such means of communication.

The participants shall give special consideration to ensuring that the access to the Internet or other network used is of sufficient quality as to provide smooth participation in the meeting.

In case of hybrid meeting, the participants who attend the meeting remotely shall be deemed present in the place where the meeting is held, for the purpose of calculating presence, quorum and majority requirements. There must be no differentiation between the participants whatsoever and the Association shall ensure that the participants who attend remotely are provided the opportunity to participate in the meetings in the same way as the participants who are present in person. The decision on which participants are to attend remotely and which are to attend in person is given either to the participants themselves by the Board, or to the Board itself, who will communicate the decision to the President together with other organizational modalities.

Agenda and main documents

The Board decides upon, establishes and sets up the agendas of the General Assembly meetings.

The agenda and the main documents are circulated by the Director General to the Members one (1) month prior to the date of the meeting for decision matters and two weeks prior to the date of the meeting for information matters. However, the Director General may also invite the General Assembly to consider and take decisions on matters for which documents have been circulated beyond the deadlines established.

Written minutes of all meetings of the General Assembly are kept at the registered office of the Association. Copies or extracts of the minutes are made available to all Members by the Director General through appropriate electronic means in accordance with Belgian law.

3.2 Extraordinary meetings of the General Assembly

This provision refers to Art. 11 of the CENELEC Statutes.

In case where at least four (4) Members present a request and clearly state the reasons for and the subject of the meeting, the President shall convene an extraordinary meeting of the General Assembly, in accordance with Art. 11.2 of the CENELEC Statutes. The Director General sends an invitation letter (notice) to all Members one (1) month before the scheduled date of the meeting, either by post or by electronic means of communication.

The date, place and format of the meeting is determined by the President of the Association in consultation with the Board or the General Assembly itself. In case of remote participation, the same rules as for any General Assembly meeting shall be applied (see 3.1).

The agenda and the main documents are circulated by the Director General to the Members at least one month prior to the meeting, when possible, unless an urgent meeting is required.

Attendance and exceptional invitations of observers

Extraordinary meetings of the General Assemblies are attended only by the CENELEC Members. However, in exceptional circumstances, the President may invite guests to the meeting as observers when their attendance and contribution are relevant for the debate and decisions of the General Assembly.

Proxies and proceedings

Requirements on proxies and written proceedings shall follow the same rules as those established for the General Assembly meetings as detailed in Art. 11.6 of the CENELEC Statutes.

3.3 Decisions by correspondence

This provision refers to Art. 11.5 and 12.5 of the CENELEC Statutes.

In between General Assembly meetings, the General Assembly may take decisions by correspondence for particular matters that need to be decided upon and following "one-month procedure", whereby the Director-General invites Members to cast their votes within one (1) month. In case of urgent matters, the Board may decide on a shorter duration of the process.

For a decision by correspondence to be valid, at least 2/3 of the Members must submit an open vote before the deadline. To be adopted, the decision taken by correspondence must be voted by a unanimous affirmative vote of all Members casting the vote. Negative votes shall mean that the decision is not approved by correspondence and will be brought to the next meeting for discussion.

The voting in a correspondence vote is compulsory for all Members. Failure to comply with the obligation to vote may constitute a reason for expulsion of the Member in accordance with the escalation mechanism as described in Internal Regulations Part 1D, art 4.2.

3.4 Voting rules

This provision refers to Art. 12 of the CENELEC Statutes

Usually, decisions at the General Assembly meetings are taken with open votes. Elections of CENELEC President, CENELEC Vice-Presidents, CENELEC members of the Board or other Functions may take place with vote by secret ballot; however, the President may at any time invite the General Assembly to elect one or more CENELEC Functions by acclamation.

There shall be a vote by secret ballot on questions related to individuals, if at least two (2) Members request it.

The decisions are taken by a simple majority of votes of all Members present or represented, except for the matters on which the Statutes require a qualified majority of votes. For the purpose of calculating the votes, no account shall be taken of abstentions.

In case of equal votes, the President, or in his or her absence, the Chairperson, shall cast his or her vote.

In accordance with Art. 11.6 of the CENELEC Statutes, any Member unable to attend the meeting may decide to provide a proxy to another Member attending the meeting. The proxy shall be duly signed by the Member not attending the meeting and shall be valid for that meeting only. Representation shall be considered full, including deliberation and exercise of voting rights in the name of the represented Member. One Member can only be the holder of one proxy. All proxies are duly verified by the President prior to the meeting and are recorded in writing in the minutes of the meeting.

The CENELEC General Assembly appoints three (3) assessors to monitor the voting process and the validity of the results, and to ensure that the process and formalities required are respected. For specific decisions as required by the laws of Belgium, additional requirements may apply.

4. The Board, Board Standing Committees and Advisory Committees to the Board Standing Committees

4.1 Board powers and election

This provision refers to Art. 13 and 14 of the CENELEC Statutes.

The Board acts as a Corporate Body and is the core executive body of the Association.

The Board has the broadest powers to manage; direct and administer the Association's business and to handle all administrative matters and provisions which relate to the scope of the Association except for matters which the Statutes expressly reserve to the General Assembly, or to the Presidential Committee or matters which the Board decides to mandate to the Presidential Committee.

The Board is responsible for the management of the technical work of the Association, which the Technical Board has delegated responsibility to. For this purpose, the Board is regularly informed by the Vice-President Technical on the main decisions taken by the Technical Board and it can take decisions aimed at providing guidance to the Technical Board on any relevant technical matters having implications for the scope and activities of the Association.

Without being limited thereto, the Board:

- Executes and implements the decisions taken by the General Assembly, which are in the General Assembly's powers, and directs the work and coordinates the actions of all Corporate Bodies with the aim of executing and implementing the same;

- Takes in the name of the Association all the steps it deems essential for the achievement of its aims in its dealings with national, European or international authorities as well as any other persons or any other organizations;
- Supervises the work of the Presidential Committee, the Director General, the Technical Board and all other Corporate Bodies;
- Receives from the Members the nominations for Presidency, Vice-Presidency and the other members of the Board of the Association and proposes the candidates to the General Assembly;
- Decides to establish and/or dissolve advisory bodies (Board Standing Committees) in accordance with the Terms of Reference, and appoints the members of such advisory bodies (Board Standing Committees) in accordance with the Terms of Reference;
- Defines and approves the Terms of References of the advisory bodies (Board Standing Committees)
- Hears reports from the Presidential Committee and Director General;
- Appoints the Director General and the Deputy Director General;
- Establishes the annual accounts of the past financial year and the budget for the coming year in accordance with Article 29 of the CENELEC Statutes;
- Endorses the detailed budget for the coming year (including the Members' individual membership fees), if fitting in the budget frame approved by the General Assembly. Members' Individual membership fees are calculated in accordance with the CEN-CENELEC Guide 21;
- Decides on appeals in accordance with Article 13.5 of the CENELEC Statutes.

All decisions of the Board shall be reported to the General Assembly. The Board shall report regularly on its current and planned activities to the General Assembly.

The Board comprises ex officio the CENELEC President, three (3) Vice-Presidents – amongst whom a Vice-President Finance, a Vice-President Policy and a Vice-President Technical – and the President-Elect and up to nine Board members. The members of the Board are appointed by the General Assembly. For the purpose of nominations, the Members are divided into four groups (A, B, C and D), based upon the type of membership (Blue, Red and Yellow) and the financial contribution paid by each Member (as reflected by the financial contribution units applicable to such Member).

The methodology for establishing the Board composition and the indication of the Members' grouping can be found in Annex 1 of these Internal Regulations Part 1B.

The President and Vice-Presidents' status is primarily required for representation purposes, i.e. for the President to represent CENELEC, for the Vice-Presidents and the President-Elect to represent CENELEC by delegation or instead of the President. The other Board members shall participate in and contribute to the important tasks entrusted to the Board. All shall divest themselves from any national viewpoint.

In case of relevant vacancies, the General Assembly first holds one election process for the future President, then elects the Vice-Presidents and afterwards it elects other members of the Board, by a simple majority vote.

Vice-Presidents and Board members are elected for a term of office commencing on 1 January of the year following their election.

The future President is elected for a term of office commencing on 1 January of the year following their election as President-elect.

Unless otherwise decided by the General Assembly, the election of President and Vice-Presidents precedes the election of the other Board members. Elections are organized according to the following procedure:

- Four (4) months prior to the General Assembly meeting, the Director General informs the Members on the expected vacant seat for President for the following year, and invites them to provide their nominations of candidate(s) by a set deadline;
- Three (3) months prior to the General Assembly meeting, the Director General informs the Members on the expected vacant seats for Vice-President(s) for the following year, and invites them to provide their nominations of candidate(s) by a set deadline;

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- Two (2) months prior to the General Assembly meeting, the Director General informs the Members on the expected vacant seats for other Board members for the following year and invites them to provide their nominations of candidate(s) by a set deadline;
- One (1) month prior to the General Assembly meeting, the Director General informs the General Assembly on the candidate(s) for the vacant seats nominated by the Members;
- The Board receives the nominations for Presidency, Vice-Presidency and membership in the Board of the Association and proposes the candidates to the General Assembly. The General Assembly elects the President, Vice-President(s) and/or ordinary Board members among the nominated candidate(s).

The members of the Board shall be elected in accordance with the following procedure:

- Up to four Board members are elected from eligible candidates affiliated to one of the Group A Members, nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group);
- Up to four Board members are elected from eligible candidates affiliated one of the group B Members nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group);
- Up to three Board members are elected from eligible candidates affiliated to one of the group C Members, nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group);
- Up to two Board members are elected from eligible candidates affiliated to one of the group D Members, nominated by at least one Member (it being understood that the nominating Member(s) may be from a different group).

The members of the Board are appointed on a staggered base, with the term of office of maximum seven members ending each year.

All Board members must act in line with the Code of Conduct, which is annexed as Annex 2 to the Internal Regulations Part 1C.

4.2 Meetings of the Board

This provision refers to Art. 15 of the CENELEC Statutes.

Traditionally, the Board meets four times per year, one of which is in conjunction with the General Assembly. These meetings are convened by the President. The invitation is accompanied by the agenda of the meeting, decided by the President, and dispatched at least one month beforehand.

One of the Board meetings is dedicated to budgetary and statutory financial matters and takes place before the General Assembly convened each year to deliberate on those matters as required by Belgian legislation.

The dates, format and place of Board meetings are normally determined by the President or by the Board itself and timely communicated to all Board members by the Director General. The invitation for the meeting shall contain the date, place and the format of the meeting. In case of remote participation, the invitation letter/email shall contain clear and precise information on the procedures for connection to and participation in the meeting.

Meetings are usually chaired by the President of the Association and are considered held if there is a quorum which implies having at least seven (7) members of the Board with voting rights attend the meeting. In case the President cannot chair the meeting, one of the three Vice-Presidents shall act as the Chairperson.

Meetings of the Board may be held either in person or remotely by electronic means of communication. Hybrid meetings are organized if the President so decides in view of the circumstances.

The electronic means of communication that may be used for the meetings of the Board must connect all the members present and allow an effective deliberation. The electronic means of communication must meet adequate technical requirements to ensure the identification and effective participation of the participants in the meeting by transmitting continuously and simultaneously the voice and/or image of the members who are participating remotely, allowing each participant to actively participate in the deliberations, ask questions and cast their vote.

The procedure for meetings held by electronic means of communication shall be clearly and precisely outlined in the invitation letters/emails.

Board members participating in the deliberations of the Board by electronic means are deemed present for the calculation of the quorum and majority requirements.

The President decides upon the draft agenda of the meeting of the Board he/she convenes. Meetings may be recorded if the President so decides, and Board members agree. Minutes of all meetings of the Board are recorded in writing and circulated to the participants by the Secretary.

The draft agenda and the documents are circulated by the Director General to the Board one month prior to the meeting for decisions matters and two weeks prior to the meeting for information matters, unless the duly justified urgency of the decision requires a convening on shorter notice. However, the Director General may also invite the Board to consider and take decisions on matters of which documents have been circulated beyond the deadlines established, in urgent situations.

All Board members have the obligation to participate in the meetings on regular basis and to exercise their voting rights. The member who has not participated in any meeting of the Board within a calendar year, shall be deemed as failing to fulfil his/her duties and obligations.

In case of need, the President can request the Board to take decisions by correspondence. Each member of the Board has one vote.

The obligation to vote must be equally exercised in meetings held in person, remotely or when requested for the decisions taken by correspondence. If the member does not exercise his or her voting rights in a recurrent manner, for three consecutive meetings without a justified reason, this is considered as failure to fulfil the obligation to vote as member of the Board.

Any failure by a Board member to attend to his/her duties as member of the Board or to respect the Code of Conduct, may be the reason for his/her expulsion as member and termination of his/her duties as Board member. The Director General shall bring the non-fulfilment of the duties and obligations to the attention of the Presidents and of the Board by sending an official letter. The Board may decide to recommend to the General Assembly to expel the Board member who does not fulfil his/her duties, which includes failure to exercise his/her voting rights on a recurrent basis or failure to participate in meetings on a recurrent basis, or failure to respect the Code of Conduct, and to organize elections for the vacant post.

4.3 Board Standing Committees and Advisory Committees to the Board Standing Committees

Board Standing Committees

The CENELEC Board has set up five Board Standing Committees to prepare Board decisions and strategy in their area of competence:

- The Board Standing Committee on Policy and Strategy (BSC P&S);
- The Board Standing Committee on Finance (BSC FIN);
- The Board Standing Committee on Business Innovation and Digital Transformation (BSC BI&DT);
- The Board Standing Committee on Commercial Policy (BSC CoPo);
- The Board Standing Committee on Eligibility and Governance (BSc ElGo).

The Board Standing Committees can set up time-limited Advisory Committees and Task Forces to advice on dedicated matters.

Board Standing Committees make recommendations to the Board in the area of defined activities and based on consensus.

CENELEC Board Standing Committees sit in common sessions with corresponding CEN Board Standing Committees by default. They are chaired by a President or VP President or Ordinary Board member. Their membership consists of Board member nominated by the Board and experts nominated by Members, both appointed by the Board.

All nominations are reviewed.

The BSC EIGo verifies and monitors compliance with the eligibility criteria as defined in the Statutes, IR and relevant TORs, while considering diversity and inclusion.

The respective Terms of Reference of the five Board Standing Committees are defined and approved by the Board and are annexed to the present Internal Regulations Part 1B (Annex 2, 3, 4, 5 and 6 respectively).

When needed, the Chairperson may invite additional experts from CENELEC partner organizations and stakeholders to attend the meetings of the Board Standing Committees as observers.

Advisory Committees to the Board Standing Committees

The Board Standing Committees may decide to set up Advisory Committees in areas where the need to get support from dedicated experts is identified. Advisory Committees advise the Board Standing Committees and are created for a specific purpose and for a limited period of time.

Advisory Committees sit in common by default. They are chaired by a Board member. Their membership consists of experts nominated by Members. The Terms of Reference of the Board Advisory Committees are approved by relevant Board Standing Committee.

All members appointed to the Board Standing Committees, or their advisory groups must act in line with the Code of Conduct, which is annexed as Annex 2 to the Internal Regulations Part 1C.

5. CENELEC functions

5.1 President

This provision refers to Art. 20 of the CENELEC Statutes.

The President provides effective leadership to the CENELEC membership. They are an industry leader or CEO/Managing Director/Executive Director or a similar Senior Executive.

The President is nominated by a CENELEC Member. Candidates coming from the Blue-type and Red-type Members are automatically eligible for the vacant post of President. The Yellow-type Members can nominate a candidate for the President's post after having been Yellow-type Member for at least five years before the President-Elect is set to effectively become President.

In addition to the eligibility criteria mentioned in the CENELEC Statutes, the following criteria must be taken into account for the nomination of a candidate President:

- a) Experience:
 - Senior leader from industry;
 - Extensive European and international experience, exposure and contacts;
 - Strong high-level governance experience, e.g. Board Chairperson or equivalent;
 - Good international experience.
- b) Personal distinctive factors:
 - Having a clear vision for the Association, and promoting consensus;
 - University education;
 - Effective communicator;
 - Ideally, multilingual, fluent in English.
- c) Resources:
 - Financially supported by the CENELEC Member in their country of affiliation.

The CENELEC President, *inter alia*:

- Provides effective high-level representation of the overall strategic issues relevant to the Association to the Corporate Bodies as well as leadership to the CENELEC Board members;
- Presides over the General Assembly and other meetings attended by all Members;
- Chairs the CENELEC Board meetings, sets the meeting schedule and agenda, together with the Director General. They are responsible for the effective functioning of the Board;
- Chairs the Presidential Committee on a rotational basis;
- Chairs the CENELEC Board Standing Committee on Eligibility and Governance, and chairs common session with CEN Board Standing Committee on Eligibility and Governance on a rotational basis;
- Consults with the Vice-Presidents and Director General and promotes open communication, constructive debate and effective decision-making;
- Leads specific tasks/projects as mandated by the Board;
- Promotes efficient collaboration among the CENELEC Corporate Bodies, their advisory bodies and other bodies of the Association;
- Works with the President-Elect to ensure transfer of knowledge on relevant issues, in order to facilitate a smooth transition of Presidency. This also includes entrusting the President-Elect to represent CENELEC by delegation or instead of the President;
- Provides and facilitates effective communication between CENELEC, CENELEC Members and stakeholders;
- Represents the Association with external organizations and promotes the interests of CENELEC;
- Coordinates closely with the Director General and provides advice as necessary on CENELEC operations;
- Oversees CENELEC governance and ensures that CENELEC activity conforms to the Statutes and objectives of the Association;
- Liaises closely with the Director General and pursues in all his or her acts the interest of CENELEC.

The President (and President-Elect) must act in line with the Code of Conduct (Annex 2 to the IR Part 1C).

The CENELEC President (and President-Elect) are expected to be in a position to attend several meetings per year (most of them in Brussels).

5.2 Vice-Presidents

This provision refers to Art. 21 of the CENELEC Statutes.

CENELEC Vice-Presidents are industry leaders, or CEOs/Managing Directors/Executive Directors or similar Senior Executives.

They are nominated by a CENELEC Member, and supported by the CENELEC Member of their affiliation, and elected by the General Assembly.

In addition to the eligibility criteria mentioned in the CENELEC Statutes, the following criteria must be taken into account for the nomination:

- a) Experience:
 - Working knowledge of CENELEC, including relevant experience in technical management, policy or finance;
 - Good international experience.
- b) Personal distinctive factors:
 - University education;
 - Effective communicator;
 - Has a clear vision for the Association, charismatic yet promotes consensus;
 - Ideally, multilingual, fluent in English.

c) Resources

- Financially supported by the CENELEC member in their country of affiliation.

The Vice-Presidents must act in line with the Code of Conduct (Annex 2 to the IR Part 1C).

5.2.1 Vice-President Finance

The Vice-President Finance, *inter alia*:

- Provides leadership of the CENELEC Board Standing Committee on Finance dealing with CENELEC finance as well as effective representation of finance issues to the relevant Corporate Bodies;
- Ensures support to the implementation of the CENELEC Strategy taking into account financial aspects and coordinates periodic input and review of financial aspects of the Strategy;
- Chairs the meetings of the CENELEC Board Standing Committee on Finance (if seating in common session with CEN, on a rotational basis with the CEN Vice-President Finance), and:
 - Ensures that its work is carried out efficiently,
 - Promotes constructive debate and effective decision-making,
 - Ensures access to information for the CENELEC Board Standing Committee on Finance to monitor CENELEC performance in areas where it has monitoring responsibility;
- Ensures that the CENELEC Board Standing Committee on Finance coordinates periodic input and review of the Finance Strategy;
- Ensures effective communication on financial issues between CENELEC Members and key stakeholders of CENELEC;
- Chairs or participates in Advisory Bodies and Advisory Committees as created and directed by the Board and/or Board Standing Committees;
- Collaborates and works cooperatively with other bodies and, in particular, with CEN and the Director General on those financial issues affecting the efficiency and functioning of CCMC;
- Actively supports and participates in the work of the Presidential Committee and other CENELEC relevant Corporate Bodies including the coordination of CENELEC Board Standing Committee on Finance work with that of these bodies;
- Works cooperatively with the other bodies for the greater good of CENELEC and pursues in all their acts the interest of CENELEC;
- Liaises closely with the Director General and the CEN-CENELEC senior management team.

The CENELEC Vice-President Finance is expected to be in a position to attend several meetings per year (most of them in Brussels).

5.2.2 Vice-President Technical

The Vice-President Technical, *inter alia*:

- Ensures the leadership and chairing of the Technical Board (BT) and effective representation of technical issues to the other relevant Corporate Bodies;
- Ensures support to the implementation of the CENELEC Strategy taking into account technical aspects and coordinates periodic input and review of technical aspects of the Strategy;
- Leads the development of planning of the BT's work, of the CENELEC Strategy, and reports to the Board on the implementation of the plan;
- Chairs meetings of BT:
 - Ensures the work of the BT is carried out efficiently,
 - Promotes constructive debate and effective decision-making,

- Ensures access to information for the BT to monitor CENELEC's performance in areas where the BT has a monitoring responsibility;
- Reports on progress and outcome of the technical work to the Board;
- Ensures effective communication on technical issues between CENELEC Members and key stakeholders of CENELEC;
- Chairs or participates in Presidential Committee and Board
- Chairs or participates in Advisory Bodies and Advisory Committees as directed by the Board and/or Board Standing Committees;
- Actively supports and participates in the work of the Presidential Committee, including the coordination of BT work with that of the other main CENELEC Corporate Bodies;
- Works cooperatively with the other Corporate Bodies for the greater good of CENELEC;
- Collaborates and works cooperatively in particular in technical issues with CEN and ETSI;
- Liaises closely with the Director General and the CEN-CENELEC senior management team.

The CENELEC Vice-President Technical is expected to be in a position to attend several meetings per year (most of them in Brussels).

5.2.3 Vice-President Policy

The Vice-President Policy, *inter alia*:

- Provides leadership of the CENELEC Board Standing Committee on Policy and Strategy, as well as effective representation of strategic and policy issues to the relevant corporate bodies;
- Chairs the meetings of the CENELEC Board Standing Committee on Policy and Strategy, and chairs common session with CEN Board Standing Committee on Policy and Strategy on a rotational basis with CEN Vice-President Policy, and:
 - Ensures that its work is carried out efficiently,
 - promotes constructive debate and effective decision-making,
 - ensures access to information for the CENELEC Board Standing Committee on Policy and Strategy to monitor CENELEC performance in areas where it has a monitoring responsibility;
- Ensures support to the implementation of the CENELEC Strategy taking into account the policy aspects and coordinates periodic input and review of policy aspects of the Strategy;
- Ensures that the Board Standing Committee on Policy and Strategy coordinates periodic input and review of the CENELEC Strategy;
- Ensures effective communication on policy and international relations issues between CENELEC members and key stakeholders of CENELEC;
- Chairs or participates in Advisory Bodies and Advisory Committees as created and directed by the Board and/or Board Standing Committees;
- Actively supports and participates in the work of the Presidential Committee and other CENELEC relevant Corporate Bodies, including exchanges with CEN Board Standing Committee on Commercial Policy;
- Works cooperatively with the other Corporate Bodies and functions for the greater good of CENELEC and pursues in all their acts the interest of CENELEC;
- Liaises closely with the Director General and the CEN-CENELEC senior management team.

The CENELEC Vice-President Policy is expected to be in a position to attend several meetings per year (most of them in Brussels).

6. Appeal Policy

6.1 Scope and general dispositions

A Member may appeal against a decision of a Corporate Body when such decision is considered not to be in accordance with the CENELEC Statutes or the Internal Regulations.

Organizations having a cooperation framework agreement (in accordance with CEN-CENELEC Guide 12) or being Partners (in accordance with CEN-CENELEC Guide 25) with CENELEC may appeal against a decision considered not to be in accordance with the CENELEC Statutes or the Internal Regulations and related to the work carried out by the CENELEC Technical Bodies to which that organization has contributed.

Appeals can be lodged within the first three months following the distribution or the upload of the decision on the platform accessible to all persons concerned.

Each party shall bear its own costs as well as the expenses for the evidence and relevant documentation provided by it.

For an appeal related to the technical/standardization work, while that appeal is being considered, any work in progress should be continued unless the Member or organization lodging the appeal provide evidence it presents a serious risk to the health, safety, environment or security of persons or to competition rules.

The Member, partner or organization lodging the appeal shall have the burden of proof to present the reasons for the appeal and provide evidence and relevant documentation evidencing the facts claimed, namely:

- Documents evidencing the process/decisions that is object of the appeal;
- The decision/resolution that is subject of the appeal, including the date of its circulation;
- Document attesting the date of availability of the results of the vote by correspondence;
- Document attesting the date of availability of the decision taken at the meeting;
- Document attesting that the deadline for taking a required action has been met; etc.

A decision taken in settlement of an appeal is final.

A detailed description of appeal procedure is provided in Annex 7.

6.2 Decisions taken by CENELEC Corporate Bodies

Decisions taken by a CENELEC Technical Body shall be appealed to the CENELEC Technical Board (BT).

Decisions taken by the CENELEC Technical Board (BT) shall be appealed to the CENELEC Board.

Decisions taken by the CENELEC Board shall be appealed to the General Assembly.

Decisions of the General Assembly are final.

6.3 Decisions taken by joint Corporate Bodies with CEN

Decisions taken by a joint CEN-CENELEC Technical Body shall be appealed to the common session of the CEN and CENELEC Technical Boards. In those cases where the CEN and CENELEC Technical Boards take different decisions, the appeal shall be submitted to the common session of the CENELEC Board and the CEN Board as described in the IR Part 1C.

Decisions taken by the Presidential Committee shall be appealed to the common session of the CEN and CENELEC Boards (see Internal Regulations Part 1C for detailed provisions).

7. Advisory Body to the President – Heads of Delegation Meeting

The CENELEC President has the authority to invite the Heads of Delegation of the CENELEC Members to exchange

information and discuss policy orientation.

As and when such consultation of the CENELEC Membership takes the form of a meeting, this meeting is open to a maximum of two representatives among the President or Head of Delegation and the Secretary of each CENELEC National Committee as well as to the members of the Board. At the discretion of the President, special guests may be invited. The secretariat duties are normally ensured by the Director General.

8. Cooperation with other organizations

8.1 Partnerships with European organizations

A CENELEC Partner and Liaison organization is an independent European or international European-based organization representing, with a sufficient degree of representation within its defined area of competence, a sector or sub-sector of the electrotechnical field.

Partnership with CENELEC is open to appropriately qualified organizations representing recognized stakeholders from the European Union (EU) / European Free Trade Association (EFTA) countries.

The General Assembly shall decide on guidelines ruling the framework of these partnerships.

The principles ruling CENELEC partnership with European organizations are laid down in CEN-CENELEC Guide 25 "The concept of partnership with European organizations and other stakeholders".

8.2 Joint Partnership with ETSI and CEN

CENELEC coordinates and cooperates with CEN and ETSI both on strategic issues and the actual process of standardization with regards to new technologies, mandated work and areas of common interest.

The CEN-CENELEC-ETSI "Joint Presidents' Group" manages the overall collaboration between the three ESOs, whose details are defined in a specific Agreement and in the Internal Regulations Part 2.

8.3 International Electrotechnical Commission (IEC)

In support of the International Electrotechnical Commission (IEC) as the global organization for electrotechnical standardization, CENELEC and IEC have agreed to work in close cooperation for the development and adoption of International Standards. The details of this agreement can be found in CENELEC Guide 13 "IEC/CENELEC Cooperation Agreement on common planning of new work and parallel voting" also known as the Frankfurt Agreement.

Furthermore, CENELEC and IEC have established the Management Coordination Group (MCG), a forum for high-level consultations on matters affecting both organizations. The Terms of Reference of the MCG can be found in Annex 8 of these Internal Regulations Part 1B.

CEN-CENELEC Internal Regulations

Part 1B

Annex 1 – Methodology for establishing the CENELEC Board composition

Annex 1 – Methodology for establishing the CENELEC Board composition

For the purpose of the establishment of the Board composition, each Member is allocated to one of the groups according to:

- 1) Its type of the Membership (Blue, Red, Yellow), and
- 2) The weight (expressed in percentage - %) of its annual financial contribution units in relation to the total of the annual financial contribution units of all Members.

Member	Membership Type (Blue, Red or Yellow)	Financial contribution units	Ranking #	Group
	(1)	(2)		
NC name #1			...	either A
NC name #2			...	or B
NC name #3			...	or C
NC name #4			...	or D
.....				

The annual individual membership fees, used to determine the above annual financial contribution units, are calculated in accordance with the CEN-CENELEC Guide 21.

The Board grouping and composition of the groups is as follows:

- **Group A:** Only Blue-type Members with a number of financial contribution units of at least 18.
- **Group B:** Members with a number of financial contribution units of at least 5 and which are not already part of group A.
- **Group C:** Members with a number of financial contribution units of at least 2 but less than 5.
- **Group D:** Members with a number of financial contribution units of less than 2.

The Board grouping and composition can be summarized as follows:

Ranking based on: Financial contribution units (2) and Membership type (1)			Max nbr of seats per Group
at least 18	Blue-Member Type only	➔	Group A 4
at least 5 but less than 18, which are not already part of Group A	Blue, Red or Yellow Type Member	➔	Group B 4
at least 2 but less than 5	Blue, Red or Yellow Type Member	➔	Group C 3
less than 2	Blue, Red or Yellow Type Member	➔	Group D 2
			Total 13

The size of each of the above groups is different, but fixed.

However, as provided in the last paragraph of Article 14.2 of the CENELEC Statutes, in the event the number of financial contribution units applicable to a Member or the type of membership should change so as for such Member to shift from one group to a neighbouring group and to have neither the smallest nor the largest number of financial contribution units within that latter group, the weighting factor unit limits of the relevant groups shall be simultaneously modified by the General Assembly so as for one Member of the latter group to be shifted to the former group if such Member fulfils the two criteria of the new group to which it is to be allocated, to ensure that the size of each group remains identical.

In case of admission of a new Member, the General Assembly will simultaneously decide on such Member's allocation to a group of Members for the purpose of Article 14.1 of the CENELEC Statutes.

In case of admission of a new Member or resignation or expulsion of a Member, the General Assembly will also carry out the corresponding modification of the size of the relevant group.

CENELEC – Members' grouping

The table below presents an illustrative example of the CENELEC Members grouping.

The CENELEC Members grouping is updated on an annual basis at the beginning of each financial year, based on the approved membership fees for that financial year.

The CENELEC Members grouping currently valid and active is available under the following link: [IR Part 1B – Annex 2: CENELEC Statutory documents](#)

Group	Country	Member organization	Membership type
Group A	France	AFNOR-CEF	Blue
	Germany	DKE	Blue
	Italy	CEI	Blue
	Spain	UNE	Blue
Group B	Austria	OVE	Blue
	Belgium	CEB-BEC	Blue
	Czech Republic	UNMZ	Blue
	Netherlands	NEC	Blue
	Poland	PKN	Blue
	Portugal	IPQ	Blue
	Romania	ASRO	Blue
	Sweden	SEK	Blue
	Switzerland	Electrosuisse	Red
	Turkey	TSE	Red
	United Kingdom	BSI	Yellow

Group	Country	Member organization	Membership type
Group C	Bulgaria	BDS	Blue
	Croatia	HZN	Blue
	Denmark	DS	Blue
	Finland	SESKO	Blue
	Greece	NQIS/ELOT	Blue
	Hungary	MSZT	Blue
	Ireland	NSAI	Blue
	Lithuania	LST	Blue
	Norway	NEK	Blue
	Serbia	ISS	Red
Slovakia	LUNMS SR	Blue	
Group D	Cyprus	CYS	Blue
	Estonia	EVS	Blue
	Iceland	IST	Blue
	Latvia	LVS	Blue
	Luxembourg	ILNAS	Blue
	Malta	MCCAA	Blue
	Republic of north Macedonia	ISRSM	Red
	Slovenia	SIST	Blue

CEN-CENELEC Internal Regulations

Part 1B

**Annex 2 – CENELEC Board Standing
Committee (BSC) on Eligibility &
Governance (ElGo)**

Annex 2 – CENELEC Board Standing Committee (BSC) on Eligibility & Governance (EIgo)

Terms of Reference

1. Role

The CENELEC BSC Eligibility & Governance (EIgo) plays a crucial role in ensuring that the association operates effectively, ethically, and in accordance with its mission and values.

The role of the CENELEC BSC EIgo is twofold:

- To assess compliance with the eligibility criteria as defined in the Statutes, Internal Regulations and relevant ToRs of all candidates for Officers, Board Members, Chairs and experts nominated by Members to be part of the Governing Bodies;
The compliance with the eligibility criteria of the experts in advisory committees and groups will be done by relevant BSC or PC;
- To develop, maintain and enforce governance rules and policies and codes of conduct for the association.

2. Scope of activities and responsibilities

The CENELEC BSC EIgo makes recommendations and advises the CENELEC Board in the areas of activities described below.

The CENELEC BSC EIgo:

- Monitors the selection and appointment of leadership positions and composition of governing bodies within the association;
- Oversees the transition of power between different leaders and governing bodies, including conducting elections/appointments;
- Reviews compliance of nominations, with eligibility criteria for following positions:
 - President and Vice-Presidents,
 - Board members and Technical Board members,
 - Chairs of Board Standing Committees,
 - Chairs of PC Advisory Committees and Bodies,
 - Members of Board Standing Committees, and
 - Members of PC Advisory Committees and Bodies;
- Reviews, verifies and monitors compliance of all nominations according to the eligibility criteria included in the Statutes, Internal Regulations and/or ToRs of the relevant governing body;
- Reviews CENELEC governance structure, policies and procedures on a regular basis, to ensure that these reflect best practice from legal, ethical and organizational perspectives;
- Prepares and arranges the evaluation of the performance (efficiency and effectiveness) of the governing bodies;
- Develops, maintains and enforces the Codes of Conducts for participants to the CENELEC governance and activities;
- Advises on CENELEC compliance with all relevant laws, and regulations. This includes staying up to date on legal requirements and making any necessary adjustments to ensure compliance.

3. Reporting line

The CENELEC BSC EIGo reports to the CENELEC Board.

4. Working method and Recommendations

The CENELEC BSC EIGo:

- Makes recommendations based on consensus;
- Meets *face to face* or online at least twice a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and their specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CENELEC BSC EIGo are held by default in the form of a common session with the CEN Board Standing Committee on Eligibility and Governance;
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only and to review compliance of CENELEC candidates for Officers, Board and Technical Board Members;
- May decide to interact with other BSC, for the purpose of preparing and making more comprehensive and coherent proposals to the Board.

The CENELEC BSC EIGo can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the CENELEC BSC EIGo is as follows:

- Chair: CENELEC President (when common session PC Chair);
- Members:
 - The members of the PC, and
 - 1 CENELEC Board member;
- Secretariat: Head of Governance & Membership.

Other permanent attendees are:

- The CEN-CENELEC Director General on an advisory capacity.

The meetings of the CENELEC BSC EIGo are held by default in the form of a common session with the CEN Board Standing Committee on Eligibility and Governance (CEN BSC EIGo). The composition of the CEN BSC EIGo is equivalent.

The total number of participants to the common session is 12 and as follows:

- CEN and CENELEC Presidents;
- CEN and CENELEC Presidential Committee members;
- 1 CENELEC Board member;
- 1 CEN Board member;
- The secretary, CCMC Head of Governance & Membership;
- The permanent attendee, the CEN-CENELEC Director General on an advisory capacity.

The Chair of the CENELEC BSC EIGo may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

6. Appointments and eligibility criteria

The CENELEC Board member of the CENELEC BSC EIGo is appointed by the CENELEC Board following a call for expression of interest within the CENELEC Board.

The composition of the CENELEC BSC EIGo is approved by the CENELEC Board sitting in a common session with the CEN Board.

The nominated candidate shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- In-depth knowledge of the functioning of standardization organizations;
- Significant experience contributing to oversight, ethics and disciplinary committees or similar bodies;
- Proven experience in high-level governance positions;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Divest themselves from any representation of specific interests of the organization that nominated him/her;
- Geographical and gender balance.

If the list of eligible candidates exceeds one, the CENELEC Board shall decide.

7. Role and responsibilities of the members of the CENELEC Standing Committee on Eligibility and Governance (BSC EIGo)

The members of the CENELEC BSC EIGo commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CENELEC BSC EIGo without appropriate justification shall lead to the dismissal from the CENELEC BSC EIGo membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CENELEC BSC EIGo members are defined as follows:

- The members of the Presidential Committee, including the chair are appointed for a term of office corresponding to the length of their term as members of the PC;
- The CENELEC Board member is appointed for a term of office corresponding to the length of their term as the member of the CENELEC Board, with a maximum of 4 years.

9. Resources

The members of the CENELEC BSC EIGo cover all their expenses.

Resources in support of the CENELEC BSC EIGo include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1B

Annex 3 – CENELEC Board Standing Committee (BSC) on Finance (FIN)

Annex 3 – CENELEC Board Standing Committee (BSC) on Finance (FIN)

Terms of Reference

1. Role

The role of the CENELEC BSC Finance (FIN) is to advise the CENELEC Board on all financial matters. The work of the CENELEC BSC FIN aims to ensure that association has the adequate and sustainable financial resources to operate effectively and to implement its strategic projects.

2. Scope of activities and responsibilities

The CENELEC BSC FIN makes recommendations the CENELEC Board on all financial matters, and in particular in the areas of activities described below:

- The preparation of the CENELEC budget and the monitoring of the CENELEC actuals, including its CCMC component;
- The CENELEC statutory accounts;
- The financial relations between CENELEC and CEN, NCs, the European Commission and EFTA;
- The other financial matters or projects as decided by the CENELEC Board or at its own initiative.

3. Reporting line

The CENELEC BSC FIN reports to the CENELEC Board.

4. Working method and recommendations

The CENELEC BSC FIN:

- Makes recommendations based on consensus;
- Meets *face to face* or online at least 3 times a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and his/her specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CENELEC BSC FIN are held by default in the form of a common session with the CEN Board Standing Committee on Finance (CEN BSC FIN);
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only.
- May decide to interact with other BSC, for the purpose of preparing and making comprehensive and coherent proposals to the CENELEC Board.

The CENELEC BSC FIN can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of (an) Advisory Committee(s), it is chaired by an Officer or a CENELEC Board Member.

5. Composition

The composition of the CENELEC BSC FIN is as follows:

- Chair: CENELEC Vice-President Finance (if seating in common session on rotational basis with CEN Vice-President Finance);

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- Members:
 - 1 CENELEC Board member,
 - 4 financial experts from CENELEC Members;
- Secretariat: CEN-CENELEC Head of Finance.

Other permanent attendees are:

- the CEN-CENELEC Director General on an advisory capacity.

The meetings of the CENELEC BSC FIN are held by default in the form of a common session with the CEN Board Standing Committee on Finance (CEN BSC FIN). The composition of the CEN BSC FIN is equivalent.

The composition of the common session:

- 2 Chairs: CENELEC and CEN Vice-Presidents Finance;
- 1 CENELEC and 1 CEN Boards member;
- 8 financial experts - 4 from CEN Members and 4 from CENELEC Members.

The Chair of the CENELEC BSC FIN may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

6. Appointments and eligibility criteria

The members of the CENELEC BSC FIN are appointed by the CENELEC Board following:

- A call for expression of interest within the CENELEC Board - for one CENELEC Board member; and
- A call for nomination within CENELEC Members – for the financial experts.

The composition of the CENELEC BSC FIN is approved by the CENELEC Board sitting in a common session with the CEN Board, while considering diversity and inclusion.

The nominated candidates shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of Senior Management position;
- Possessing adequate financial experience to support the decision-making process of the association on financial matters;
- In-depth knowledge of the functioning of standardization organizations;
- Proven experience in governance positions;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Divest themselves from any representation of specific interests of the organization that nominated him/her;
- Geographical and gender balance;
- Commitment to effectively contribute to the work of the CENELEC BSC FIN.

The compliance of all expression of interest and of all nominations with eligibility criteria is reviewed by the CENELEC BSC on Eligibility and Governance.

If the list of eligible candidates for

- The CENELEC Board member position exceeds 1;
- The financial expert positions exceed 4;

the CENELEC Board shall decide.

7. Role and responsibilities of the members of the CENELEC Standing Committee on Finance (BSC FIN)

The members of the CENELEC BSC FIN commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity and support the association for the benefit of the European interest.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to attend two consecutive meetings of the CENELEC BSC FIN without appropriate justification shall lead to the dismissal from the CENELEC BSC FIN membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CENELEC BSC FIN members are defined as follows:

- The Chair is appointed for a term of office corresponding to the length of their term as CENELEC Vice-President Finance;
- The CENELEC Board member is appointed for a term of office corresponding to the length of their term as member of the CENELEC Board, with a maximum of 4 years;
- The financial experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CENELEC BSC FIN cover all their expenses.

Resources in support of the CENELEC BSC FIN include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1B

Annex 4 – CENELEC Board Standing
Committee (BSC) Policy and Strategy
(P&S)

Annex 4 – CENELEC Board Standing Committee (BSC) on Policy and Strategy (P&S)

Terms of Reference

1. Role

The role of the CENELEC BSC P&S is to advise the CENELEC Board on a comprehensive approach to strategic European and international policy topics, including stakeholder engagement. The work of the CENELEC BSC P&S aims to ensure:

- The sustained relevance of the CENELEC standardization system; and
- Recognition of the European and international stakeholders and their support to the strategic value of the European standardization system.

2. Scope of activities and responsibilities

The CENELEC BSC P&S makes recommendations to the CENELEC Board in the areas of activities described below:

- Strategic inputs for European policy engagement and priorities including contribution to legislative proposals, identification of political priorities, outreach to policymakers and strategic communication, taking into account opportunities and risks;
- International policy and activities, including projects and collaboration with priority regions and international stakeholders such as Companion Standardization Bodies (CSBs);
- CENELEC (potential) Partners engagement, and inclusiveness within the CENELEC system;
- Exchange on the engagement of NCs with IEC on strategic, high-level topics related to those outlined in CENELEC's Strategy;
- Identification of future strategic needs and priorities to ensure the continued relevance of CENELEC.

3. Reporting line

The CENELEC BSC P&S reports to the CENELEC Board.

4. Working method and Recommendations

The CENELEC BSC P&S:

- Makes recommendations to the Board based on consensus;
- Meets *face to face* or online at least 3 times a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and his/her specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CENELEC BSC P&S are held by default in the form of a common session with the CEN Board Standing Committee on Policy and Strategy;
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only;
- May decide to organize meetings in a twofold format. The meeting may be structured in two sessions: one closed with participation restricted to Members (NCs) only, and one open with participation of relevant external guests (Observers), thus offering an open platform to gather stakeholders' needs and feedback and to ensure the market relevance of policy activities;
- May decide to interact with other BSCs, for the purpose of preparing and making more comprehensive and coherent proposals to the CENELEC Board.

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The CENELEC BSC P&S can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the CENELEC BSC P&S is as follows:

- Chair: CENELEC Vice-President Policy (when seating in common session on rotational basis with CEN Vice-President Policy);
- (at least) 1 CENELEC Board member (in case more Board members expressed interest and meets eligibility criteria – the Board shall decide);
- CENELEC BSC P&S members:
 - Preferably 1 expert from each CENELEC Member (nomination by NCs, experts can come from their stakeholders);
- Secretariat: CEN-CENELEC Director of Policy & External Affairs.

Observers:

- Observers: Partner Organisations and European Counsellors (cfr. CEN-CENELEC Guide 25).

Other permanent attendees are:

- The CEN-CENELEC Director General on an advisory capacity.

The Chair of the CENELEC BSC P&S may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

The meetings of the CENELEC BSC P&S are held by default in the form of a common session with the CEN Board Standing Committee on Policy and Strategy (CEN BSC P&S). The composition of the CEN BSC P&S is identical.

The composition of the common session:

- 2 Chairs: CENELEC and CEN Vice-Presidents Policy;
- (at least) 1 CENELEC and 1 CEN Boards member;
- Experts – Preferably 1 expert from each CENELEC Member (nomination by NCs, experts can come from their stakeholders) and preferably 1 expert from each CEN Member (nomination by NSBs, experts can come from their stakeholders);
- Observers – Preferably 1 observer from each Partner Organisation and European Counsellors (depending on the nominations received).

6. Appointments and eligibility criteria

The Members of the CENELEC BSC P&S are appointed by the CENELEC Board following:

- A call for expression of interest within the CENELEC Board - for one CENELEC Board member(s);
- A call for nomination within CENELEC Members – for the experts; and
- A call for nomination - within Partner Organizations and European Counsellors (cfr. CEN-CENELEC Guide 25) - for observers.

The CENELEC Board member(s) is appointed by the CENELEC Board.

The experts and observers are appointed by the CENELEC Board sitting in a common session with the CEN Board.

The composition of the CENELEC BSC P&S is approved by the CENELEC Board sitting in the common session with the CEN Board, while considering diversity and inclusion.

The nominated candidates for the Board member position shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of a Senior Management position;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Commitment to effectively contribute to the work of the CENELEC BSC P&S;
- Geographical and gender balance.

The nominated candidates for experts' position shall meet the following eligibility criteria:

- Knowledge and experience to provide active input to European policy and international trade policy discussions in relation to standardization;
- A deep understanding combined with a direct responsibility for at least one of the following disciplines, and an affinity with the others:
 - Linking policy priorities and standardization as a strategic tool to deliver CENELEC policy goals,
 - Policy and legal implications of European Policy on the European Standardization System,
 - Knowledge of the dynamics of the international standardization system and relationships with priority regions.

In addition, for observers' position:

- Belonging to Partner Organizations and European Counsellors (cfr. CEN-CENELEC Guide 25).

The compliance of all expressions of interest and of all nominations with eligibility criteria is reviewed by CENELEC BSC on Eligibility and Governance.

If the list of eligible candidates for:

- CENELEC Board member position exceeds 1 - the CENELEC Board shall decide.

7. Role and responsibilities of the members of the CENELEC Board Standing Committee on Policy and Strategy

The members of the CENELEC BSC P&S commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CENELEC BSC P&S without appropriate justification shall lead to the dismissal from the CENELEC BSC P&S membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the members CENELEC BSC P&S are defined as follows:

- The Chair of the CENELEC BSC P&S is appointed for a term of office corresponding to the length of their term as the CENELEC VP Policy;

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- CENELEC Board member is appointed for a term of office corresponding to the length of their term as the member of the CENELEC Board, with a maximum of 4 years;
- Experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CENELEC BSC P&S cover all their expenses.

Resources in support of the CENELEC BSC P&S include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

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Part 1B

Annex 5 – CENELEC Board Standing
Committee (BSC) on Commercial Policy
(CoPo)

Annex 5 – CENELEC Board Standing Committee (BSC) on Commercial Policy (CoPo)

Terms of Reference

1. Role

The role of the CENELEC BSC Commercial Policy (CoPo) is to advise the Board on:

- All aspects concerning the CENELEC commercial policy and conformity assessment; and
- On the CENELEC Members' activities and adherence to the commercial policy.

2. Scope of activities and responsibilities

The CENELEC BSC CoPo makes recommendations to the CENELEC Board in the areas of activities described below:

- Monitors and maintains the CENELEC commercial policy, and its effective implementation across the Members and all relevant stakeholders, in particular the CEN and CENELEC Guide 8, Guide 10 and Guide 24;
- Monitors and reports any breach of the commercial policy and/or copyright infringement of CENELEC deliverables and proposes corrective measures;
- Processes all legal matters arising out or in connection with CENELEC commercial policy;
- Proposes actions to protect the (digital) copyright in CENELEC deliverables and relevant data;
- Proposes actions and protect the CENELEC trademarks;
- Advises on requests received from third parties to reproduce CENELEC copyrighted material;
- Advises on distribution and sales of the CENELEC deliverables and data;
- Monitors and advises on the management of the Keymark and related activities;
- Gathers and analyses commercial information, when required;
- In respect of commercial issues of common interest, co-operates with other organizations, such as ETSI, ISO, IEC, ITU and EFRAG.

3. Reporting line

The CENELEC BSC CoPo reports to the CENELEC Board.

4. Working method and Recommendations

The CENELEC BSC CoPo:

- Makes recommendations to the Board based on consensus;
- Meets *face to face* or online at least twice a year and relies as much as possible on digital collaborative tools to organise its work. When necessary additional meetings can take place upon the Chair initiative and his specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CENELEC BSC CoPo are held by default in the form of a common session with the CEN Board Standing Committee on Commercial Policy;
- May decide to hold a separate meeting if needed to discuss specific matters affecting the association only;
- May decide to interact with other BSC, for the purpose of preparing and making comprehensive and coherent proposals to the CENELEC Board.

The CENELEC BSC CoPo can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the CENELEC BSC CoPo is as follows:

- Chair: CENELEC VP Policy or ordinary CENELEC Board member (when seating in common session on rotational basis with CEN corresponding role);
- 1 CENELEC Board member (in case more Board members expressed interest and meets eligibility criteria – the Board shall decide);
- CENELEC BSC CoPo members:
 - 1 NC senior management expert,
 - 1 NC legal expert ((digital) copyrights, IPR, trademark protection, etc...),
 - 2 NC commercial experts,
 - 1 NC conformity assessment expert;
- Secretariat: CEN-CENELEC Head of Governance & Membership.

Other permanent attendees are:

- the CEN-CENELEC Director General on an advisory capacity.

The Chair of the CENELEC BSC CoPo may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

The meetings of the CENELEC BSC CoPo are held by default in the form of a common session with the CEN Board Standing Committee on Commercial Policy (CEN BSC CoPo). The composition of the CEN BSC CoPo is equivalent.

The composition of the common session:

- 2 Chairs: 1 CENELEC VP Policy or ordinary CENELEC Board member and 1 CEN VP Policy or ordinary CEN Board member;
- (at least) 1 CENELEC and 1 CEN Board member;
- 2 senior management experts – 1 from NC and 1 from NSB;
- 2 legal experts – 1 from NC and 1 from NSB;
- 4 commercial experts – 2 from NC and 2 from NSB;
- 2 conformity assessment experts – 1 from NC and 1 from NSB.

6. Appointments and eligibility criteria

The Members of the CENELEC BSC CoPo are appointed following:

- A call for expression of interest within the CENELEC VP Policy and CENELEC Board - for the Chair position;
- A call for expression of interest within the CENELEC Board - for CENELEC Board member(s); and
- A call for nomination within CENELEC Members – for the experts.

The Chair and the CENELEC Board member(s) are appointed by the CENELEC Board.

The experts are appointed by the CENELEC Board sitting in a common session with the CEN Board.

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The composition of the CENELEC BSC CoPo is approved by the Boards sitting in the common session, after recommendation from the BSC EIGo, with CENELEC Board, while considering diversity and inclusion.

The nominated candidates shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of a Senior Management position;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;
- Commitment to effectively contribute to the work of the CENELEC BSC CoPo;
- A role and responsibilities at adequate level of decision and influence within current organisation;
- Divest themselves from any representation of specific interests of the organization that nominated him/her;
- Proven experience in governance positions;
- Geographical and gender balance.

In addition for the legal experts:

- Thorough expertise on (digital) copyright law, licensing practices, IPR and trademark protection.

In addition for the commercial experts:

- Hands-on experience on the sales and distribution of standards;
- Several years of proven experience in dealing with commercial activities, sales and distribution, and copyright relating to standardization activities and deliverables.

In addition for the conformity assessment experts:

- Thorough expertise in the rules and conducting conformity assessment.

The compliance of all expressions of interest and of all nominations with eligibility criteria is reviewed by CENELEC BSC on Eligibility and Governance.

If the list of eligible candidates for:

- CENELEC Board member position exceeds 1 – the CENELEC Board shall decide;
- NC senior management expert exceeds 1;
- Legal expert position exceeds 1;
- Commercial expert exceeds 2;
- Conformity assessment expert exceeds 1;

The CENELEC Board shall decide.

7. Role and responsibilities of the members of the CENELEC Standing Committee on Commercial Policy (BSC CoPo)

The members of the CENELEC BSC CoPo commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CENELEC BSC CoPo without appropriate justification shall lead to the dismissal from the CENELEC BSC CoPo membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, removal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their

predecessor.

8. Terms of office

The terms of office of the CENELEC BSC CoPo members are defined as follows:

- The Chair of the CENELEC BSC CoPo is appointed for a term of office corresponding to the length of their term as the CENELEC VP Policy or ordinary Board member;
- CENELEC Board member is appointed for a term of office corresponding to the length of their term as the member of the CENELEC Board, with a maximum of 4 years;
- Experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CENELEC BSC CoPo cover all their expenses.

Resources in support of the CENELEC BSC CoPo include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1B

**Annex 6 – CENELEC Board Standing
Committee (BSC) on Business
Innovation and Digital Transformation
(BI&DT)**

Annex 6 – CENELEC Board Standing Committee (BSC) on Business Innovation and Digital Transformation (BI&DT)

Terms of Reference

1. Role

The role of the CENELEC BSC Business Innovation & Digital Transformation (BI&DT) is to advise the Board on future-proof and sustainable business models centred around digital solutions, to safeguard the economic relevance of CENELEC and their Members.

The CENELEC BSC BI&DT engages with IEC on business model innovation and related digital and IT developments.

2. Scope of activities and responsibilities

The CENELEC BSC BI&DT makes recommendations to the Board in the areas of activities described below:

- The development of CENELEC's value proposition to their National Members, in an evolving market environment, centred around the provision of (digital) added value services based on normative content;
- Strategic Digital and IT initiatives, including emerging technologies, as critical enablers for business and service innovation;
- Members' business models and (digital) service offerings and related capacity, and generating relevant insights and business intelligence;
- Relevant initiatives at IEC, notably on business model innovation, digital transformation, strategic foresight, and the deployment of emerging technologies;
- Systematic forecasting & risk-management practices to identify, monitor and address drivers of change that may impact the competitive environment in which we operate.

With a view to **complying with the EU rules of competition law** on information exchanges, disclosure of information among the Members of the CENELEC BSC BI&DT, and with the CENELEC Membership community overall, shall not involve the disclosure of any data or information that can be considered as commercially sensitive. In the case of surveys or other data- and information-gathering activities dealing with financial and business model information, CCMC and where relevant the CENELEC BSC BI&DT Chair, will act as a 'clean team' in charge of receiving and processing the information provided by the respondents.

3. Reporting line

The CENELEC BSC BI&DT reports to the CENELEC Board.

4. Working method and Recommendations

The CENELEC BSC BI&DT:

- Makes recommendations to the Board based on consensus;
- Meets *face to face* or online at least 3 times a year and relies as much as possible on digital collaborative tools to organise its work. When necessary, additional meetings can take place upon the Chair initiative and his specific invitation;
- In accordance with the CEN-CENELEC Guide 35, the meetings of the CENELEC BSC BI&DT are held by default in the form of a common session with the CEN Board Standing Committee on Business Innovation & Digital Transformation;
- May decide to interact with other BSC, for the purpose of preparing and making more comprehensive and coherent proposals to the CENELEC Board.

CEN-CENELEC Internal Regulations - Part 1:2024

The CENELEC BSC BI&DT can establish (an) Advisory Committee(s) for a specific purpose and for a limited period of time.

In case of establishment of an Advisory Committee(s), it is chaired by an Officer or a Board Member.

5. Composition

The composition of the BSC is as follows:

- Chair: CENELEC Vice-President (when seating in common session on rotational basis with CEN Vice-President);
- CENELEC BSC members:
 - 1 CENELEC Board member (in case more Board members expressed interest and meets eligibility criteria – the Board shall decide)
 - 5 experts nominated by NCs (balanced representation of CEN and CENELEC);
- Secretariat: CEN-CENELEC Director of Policy & External Affairs.

Other permanent attendees are:

- The CEN-CENELEC Director General in an advisory capacity;
- The CEN-CENELEC Director of Technology & Projects Excellence in an advisory capacity.

The Chair of the CENELEC BSC BI&DT may invite on an ad hoc basis other individuals or experts, to contribute to the discussions on specific subjects, when needed.

The meetings of the CENELEC BSC BI&DT are held by default in the form of a common session with the CEN Board Standing Committee on Business Innovation and Digital Transformation (CEN BSC BI&DT). The composition of the CEN BSC BI&DT is equivalent.

The composition of the common session:

- 2 Chairs: CENELEC and CEN Vice-Presidents;
- (at least) 1 CENELEC and 1 CEN Boards member;
- 10 experts – 5 nominated by NCs and 5 nominated by NSBs.

6. Appointments and eligibility criteria

The Members of the CENELEC BSC BI&DT are appointed following:

- A call for expression of interest within the CENELEC Board – for CENELEC Board member(s); and
- A call for nomination within CENELEC Members – for the experts.

The CENELEC Board member(s) is appointed by the CENELEC Board.

The experts are appointed by the CENELEC Board sitting in a common session with the CEN Board.

The composition of the CENELEC BSC BI&DT is approved by the CENELEC Board sitting in a common session with the CEN Board, while considering diversity and inclusion.

The nominated Board candidates shall meet the following eligibility criteria:

- Personal and motivated expression of interest by the candidate;
- Holder of a Senior Management position;
- Strong commitment to the association's mission and values;
- High level of ethical integrity in full respect of the Code of Conduct;

- Divest themselves from any representation of specific interests of the organization that nominated them;
- Geographical and gender balance.

In addition, for the experts:

- A deep understanding of at least one of the following disciplines, and an affinity with the others:
 - Digital services,
 - Digital transformation,
 - Strategic business analysis,
 - Business model innovation.

The compliance of all expressions of interest and of all nominations with eligibility criteria is ensured by CENELEC BSC on Eligibility and Governance.

If the list of eligible candidates for

- CENELEC Board member position exceeds 1 – the CENELEC Board shall decide;
- Expert position exceeds 5 – the CENELEC Board shall decide.

7. Role and responsibilities of the members of the CENELEC Board Standing Committee on Business Innovation & Digital Transformation

The Members of the CENELEC BSC BI&DT commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve in a personal capacity and support the association for the benefit of the European interest.

Active involvement, respect of the Code of Conduct and participation to meetings in person and online is required. Failure to any of the above and/or to attend two consecutive meetings of the CENELEC BSC BI&DT without appropriate justification shall lead to the dismissal from the CENELEC BSC BI&DT membership by the Chair.

In case of a vacancy, be this due to retirement, resignation, dismissal, declared incapacity or death, a nomination process is launched as per clause 6 of the present ToRs. The appointed candidate will complete the term of their predecessor.

8. Terms of office

The terms of office of the CENELEC BSC BI&DT members are defined as follows:

- The Chair of the CENELEC BSC BI&DT is appointed for a term of office corresponding to the length of their term as CENELEC VP;
- The CENELEC Board member is appointed for a term of office corresponding to the length of their term as the member of the CENELEC Board, with a maximum of 4 years;
- Experts are appointed for a term of 3 years, renewable once.

9. Resources

The members of the CENELEC BSC BI&DT cover all their expenses.

Resources in support of the CENELEC BSC BI&DT include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

CEN-CENELEC Internal Regulations

Part 1B

Annex 7 – Appeal Procedure

Annex 7 – Appeal Procedure

1. Appeal against a CENELEC Technical Body decision

The Member, partner or organization having a cooperation framework agreement or partnership agreement with CENELEC shall submit the appeal including the relevant evidence and documentation to the BT Chairperson and the CEN-CENELEC Director General, who shall inform the CENELEC members of the lodge of the appeal within one month.

The CENELEC Technical Board shall decide on the Appeal, within three months from the date of the receipt of the Appeal.

The Decision of the CENELEC Technical Board can be appealed to the CENELEC Board. The decision of the CENELEC Board is final.

2. Appeal against a CEN-CENELEC Technical Body decision

The Member, partner or organization having a cooperation framework agreement or partnership agreement with CENELEC shall submit the appeal including the relevant evidence and full documentation to the CEN and CENELEC Technical Boards Chairpersons and to the CEN-CENELEC Director General, who shall inform the CEN and CENELEC BT Permanent Delegates of the lodge of the Appeal within one (1) month.

The common session of the CEN and CENELEC Technical Boards shall decide on the Appeal, at the occasion of the first upcoming common session.

If both Technical Boards reach the same decision, the Decisions of the Technical Boards are final.

If the decisions of the CEN and CENELEC Technical Boards differ, the appeal shall be submitted to the Common Session of the CEN and CENELEC Boards.

The decision of the Common Session of the CEN Board and the CENELEC Board is final on appeals against decisions taken by joint CEN and CENELEC Technical Bodies.

3. Appeal against a CENELEC Technical Board decision

The Member shall submit the appeal including the relevant evidence and full documentation to the CENELEC Chairperson of the CENELEC Board and to the CEN-CENELEC Director General, who shall inform the CENELEC Board members of the lodge of the appeal within one (1) month.

The CENELEC Board shall take a Decision on the Appeal at the occasion of the first incoming meeting.

The decision of the CENELEC Board is final.

4. Appeal against a decision of the CENELEC Board

The Member shall submit the appeal together with the relevant evidence and full documentation to the CENELEC President and the CEN-CENELEC Director General. The Director General shall inform the General Assembly of the lodge of the Appeal within one (1) month from the receipt of the appeal.

The General Assembly shall decide on the Appeal on the occasion of the first upcoming meeting.

The decision of the CENELEC General Assembly is final.

5. Appeal against a decision of the Presidential Committee

The Member shall submit the appeal including the relevant evidence and full documentation to the CEN-CENELEC Director General, who will inform the CEN and CENELEC Board members of the Appeal within one (1) month from the reception of the appeal.

The CEN and CENELEC Boards shall decide on the Appeal at the occasion of the first upcoming common session).

The decision of the CEN and CENELEC Boards is final.

CEN-CENELEC Internal Regulations

Part 1B

Annex 8 – IEC-CENELEC Management Coordination Group (MCG)

Annex 8 – IEC-CENELEC Management Coordination Group (MCG)

1. Definition

The Management Coordination Group, hereafter referred to as MCG, acts as a forum for top-level agreement between IEC and CENELEC. It serves as a basis for consultation of the members on matters affecting the two organizations.

2. Objectives

The MCG is:

- A place for overseeing collaboration between IEC and CENELEC on common technical, promotional, and other matters;
- A place for the discussion of issues affecting electrotechnical standardization;
- A focus for organizing conferences and other events to promote electro-technical standardization and how it works.

3. Composition

Chairperson: CENELEC and IEC Presidents in turn, in annual rotation.

Members: Up to six representatives per organization

CENELEC:

President

Vice-President Policy

Vice-President Technical

Vice-President Finance

Director General

Deputy Director General

President-Elect when relevant

IEC:

President

President-elect and/or Past president when relevant

Vice-Presidents

Secretary General

Deputy Secretary General

Secretariat: IEC/CO

4. Working methods

The MCG operates as much as possible by electronic means and the use of the IEC-CENELEC Collaboration Tool.

The MCG meets once per year, preferably in the context of the IEC/General Meeting.

Agendas will be available one week before the meeting, except in urgent circumstances with the meeting's participants agreement.

CEN-CENELEC Internal Regulations

Part 1C: CEN-CENELEC common organizational regulations

1C: CEN-CENELEC common organizational regulations

1. Presidential Committee and its advisory bodies

1.1 Presidential Committee

This provision refers to Art. 17, 18, 19 of the CEN Statutes and CENELEC Statutes.

The Presidential Committee is a joint Corporate Body created by the CEN and CENELEC General Assemblies and mandated by the Boards of both organizations to perform certain functions described hereafter.

In that respect, the Presidential Committee (solely) has the following powers, which include decision-making capacity (without prejudice to the powers of the (Vice-President(s)), on the specific matters essential for the optimal functioning of CEN and CENELEC, notably, without being limited thereto:

- Preparing the agenda of the common session of the CEN Board and the CENELEC Board;
- Facilitating internal communication and coordination among the CEN and CENELEC Boards and the bodies reporting to them;
- Promoting the work of, and undertaking advocacy activities supporting the strategic work of CEN and CENELEC at international, regional and national levels;
- Overseeing identified Members' initiatives preserving CEN and CENELEC scope and purpose and preventing conflict of interest;
- Overseeing and supporting CCMC operations, including the service contract agreement between CEN and CENELEC;
- Conducting the selection process for the Director General of CEN and CENELEC and proposing candidates for appointment by the CEN and CENELEC Boards, including the determination of yearly objectives, remuneration and conditions of employment. The Presidential Committee shall have the right to sub-mandate all or part of such powers;
- Recommending the Deputy Director General after proposal by the Director General to the CEN and CENELEC Boards;
- Appointing of the Chairperson of the Membership Relations & Monitoring Committee (MRMC) (see ToR in Annex 1 of the IR 1D);
- Implementing the Strategy as decided, appended and amended from time to time by the Board; and
- Any other responsibility as decided by the CEN and CENELEC Boards (acting together).

ISO and IEC technical related issues are under the responsibility of the CEN and CENELEC respective Boards and BTs.

The Presidential Committee reports to the CEN and CENELEC Boards.

If requested and/or deemed necessary, the Presidential Committee submits a report to the Boards on any matters it has been mandated to address.

1.2 Supporting bodies to the Presidential Committee (Advisory Committees and Advisory Bodies)

The Presidential Committee may take the decision to set up advisory committees or advisory bodies or groups in areas falling into its delegation of responsibilities from the Boards and where the need to get support from dedicated experts is identified, such as implementation of the Strategy, promotion of CEN and CENELEC at various levels by participating in global and regional Forums, strengthening partnerships and alliances, coordination of the stakeholder outreach programs, engagement with the EC, supporting specific European initiatives and transformation projects.

CEN-CENELEC Internal Regulations - Part 1:2024

Two Advisory Committees, are mandated by the PC to take decisions in their areas of responsibility:

- The Membership Relations and Monitoring Committee (MRMC), in accordance with Annex 1 to the IR Part 1D; as well as
- The Remuneration and Nomination Committee (ReNoCo) in accordance with Annex 2 to the IR Part 1C.

The Presidential Committee is assisted by Advisory Bodies advising PC on specific matters related to industry, SME and societal stakeholders' engagement:

- Industry Advisory Forum (IAF);
- Small Medium Sized Enterprises – Working Group (SME-WG);
- Societal Stakeholder Group (SSG).

All nominations are reviewed.

Flexible number of qualified and committed members in the groups is defined in the ToRs.

The Board Standing Committee on Eligibility and Governance verifies and monitors compliance with the eligibility criteria as defined in the relevant TORs, while considering diversity and inclusion.

One Champion per agenda item to be optionally appointed by the Chair ahead of the meetings.

The respective Terms of Reference of the three Advisory Bodies are defined and annexed to the present Internal Regulations Part 1C (Annex 3, 4 and 5 respectively).

All members appointed to the PC Advisory Committees and to the PC Advisory Bodies must act in line with the Code of Conduct, which is annexed as Annex 2 to the Internal Regulations Part 1C.

2. CEN-CENELEC Management Centre (CCMC)

This provision refers to Art. 24 of the CEN Statutes and the CENELEC Statutes.

The CEN-CENELEC Management Centre is a joint technical exploitation unit established by CEN and CENELEC, headed by the Director General and comprising such staff as CEN and CENELEC may require performing the operations of the Associations. The CEN-CENELEC Management Centre is normally located at the same place as the registered office of CEN and CENELEC.

The Director General, or their staff representative, acts in an advisory capacity as the secretary of meetings of CEN and CENELEC such as:

- The General Assemblies;
- The Boards;
- The Presidential Committee.
- Board Standing Committees.

And participate in an advisory capacity to:

- The Technical Boards;
- Advisory Committees, Advisory Bodies and other advisory groups set up by these bodies, unless otherwise agreed.

3. The Director General

This provision refers to Art. 22 and 24 of the CEN Statutes and CENELEC Statutes.

The Director General has the broadest powers to manage and administer the Association's day-to-day business and carries out the decisions taken by the Corporate Bodies within the scope of their respective powers.

The Director General is responsible for the implementation of decisions of Corporate Bodies. The Director General or their staff representative is entitled to attend any meeting, which the fulfilment of their task makes necessary. The Director General manages the funds of CEN and CENELEC and directs the staff of the CEN-CENELEC Management Centre with all powers to engage or dismiss personnel.

The Director General is appointed by the Boards of CEN and CENELEC, upon the recommendation of the Presidential Committee, whose decisions are acknowledged by the respective General Assemblies of each organization.

The Director General reports on a regular basis to the Presidential Committee (in respect of day-to-day matters which relate to issues which are of the competence of the Presidential Committee) and to the Board (in respect of day-to-day matters which relate to issues which are not of the competence of the Presidential Committee).

Delegation of powers

The Director General may be assisted by a Deputy Director General, to whom the Director General may delegate tasks within the framework decided by the Board, acting upon a proposition done by the Presidential Committee for both CEN and CENELEC. The Board appoints the Deputy Director General, upon nomination by the Director General and following recommendation by the Presidential Committee for both CEN and CENELEC.

The Director General may decide to delegate the power of management and the power of representation relating to specific (day-to-day) business. Day-to-day business is to be understood as performing any acts and decisions which do not exceed the needs of the day-to-day life of the association, and those decisions which, either because of their limited importance, or because of their urgency, do not justify the intervention of the Board or the Presidential Committee.

Such delegation of powers may be revoked at any time, and without a particular or justified reason. The Director General remains liable for the proper execution of their responsibilities; consequently, the mandated person shall have the obligation to report and to provide all necessary information when requested, so that the Director General may monitor the proper execution of the delegated powers.

In the event of incapacity of the Director General to perform the management of their responsibilities that are essential to the day-to-day business, and in cases of force majeure, the Director General may delegate relevant powers to a specific member of the senior management team.

In particular, the Director General may decide to delegate the powers such as:

- Approval of expenses and signature of contracts as documented in the CCMC Quality Management system;
- Relevant powers related to the organization of governance meetings of the Associations and relevant powers of representation to the Director responsible for Governance;
- Any relevant powers relating to day-to-day management that they deem appropriate, to a person of choice, as deemed appropriate (such as the management of human resources, budget, etc.);
- The deeds of current and daily management, such as the receipts and letters of indemnity towards third parties, the administration of transport, communication and banking systems, contracts and any other state administration matter, to the person of choice, as deemed appropriate.

The Director General shall ensure that the delegated powers are properly understood and accepted by the mandated person, if possible, in written form.

After having delegated specific powers, the Director General does not deprive themselves therefrom.

4. Appeal policy

A Member may appeal against a decision of a joint CEN-CENELEC Corporate Body or Technical Body when such decision is considered not to be in accordance with the CEN or CENELEC Statutes or the Internal Regulations.

Organizations having a cooperation framework agreement (CEN-CENELEC Guide 12) or being Partners (CEN-CENELEC Guide 25) with CEN and/or CENELEC may appeal against a decision considered not to be in accordance with the CEN or CENELEC Statutes or the Internal Regulations and related to the work carried out by the CEN or CENELEC Technical Bodies to which that organization has contributed.

Appeals can be lodged within the first three months following the distribution/upload of the decision.

Each party shall bear its own costs as well as the expenses for the evidence and relevant documentation provided by it.

For an appeal related to the technical/standardization work, while that appeal is being considered, any work in progress should be continued unless the Member or organization lodging the appeal provides evidence it presents a serious risk to the health, safety, environment or security of persons or to competition rules.

The Member or organization lodging the appeal shall have the burden of proof to present the reasons for the appeal and provide evidence and relevant documentation evidencing the facts claimed, namely:

- Documents evidencing the process/decisions that is object of the appeal;
- The decision/resolution that is subject of the appeal, including the date of its circulation;
- Document attesting the date of availability of the results of the vote by correspondence;
- Document attesting the date of availability of the decision taken at the meeting;
- Document attesting that the deadline for taking a required action has been met; etc.

A decision taken in settlement of an appeal is final.

4.1 Appeal against a CEN-CENELEC joint Technical Body decision

A Member, partner or organization having a cooperation framework agreement or partnership agreement shall submit the appeal including the relevant evidence and documentation to the Chairpersons of the CEN and CENELEC Technical Boards and the CEN-CENELEC Director General, who shall inform the CEN and CENELEC BTs' Permanent Delegates of the lodge of the appeal within one (1) month.

The common session of the CEN and CENELEC Technical Boards shall decide on the Appeal, at the occasion of the first upcoming common session.

If both Technical Boards reach the same decision, the Decisions of the Technical Boards are final.

If the decisions of the CEN and CENELEC Technical Boards differ, the appeal shall be submitted to the Common Session of the CEN and CENELEC Boards.

The Decision of the of the CEN and CENELEC Boards is final.

4.2 Appeal policy - Common Session of the CEN and CENELEC Boards

When the appeal refers to a decision of the Presidential Committee, the CEN and CENELEC Boards shall decide on the Appeal at the first upcoming common session.

The decision of the CEN and CENELEC Boards is final for CEN and CENELEC.

The CEN and CENELEC Boards decide on the validity of the appealed decision. The CEN and CENELEC Boards may therefore declare that the decision of the Presidential Committee is:

- a) Void (not in accordance with the Statutes/IRs), in which case it shall refer the matter back to the Corporate Body who took the decision; or
- b) Valid, in which case the contested decision is deemed to be in accordance with the Statutes and IRs and remains valid.

5. Cooperation with other European organizations

5.1 European Commission (EC) and European Free Trade Association (EFTA)

With regard to the political role the European Commission and EFTA play in European standardization, these two European institutions are invited to participate with observer status in the work of the Associations.

The relationship between CEN and CENELEC on one side and the European Commission and EFTA on the other is described in CEN-CENELEC Guide 4 “General Guidelines for the Cooperation between CEN, CENELEC and ETSI and the European Commission and the European Free Trade Association” and detailed for the contractual aspects in mutually agreed documents.

5.2 European Standardization Organizations

CEN, CENELEC and ETSI are the three recognized European Standardization Organizations according to Regulation (EU) No. 1025/2012, Annex 1. They have agreed to work closely together. This is reflected in the CEN-CENELEC Guide 3 “CEN and CENELEC Cooperation Agreement” as well as in the CEN-CENELEC- ETSI Basic Cooperation Agreement. It is also included in Annex to the IR Part 2.

A CEN-CENELEC-ETSI Joint Presidents’ Group acts as a forum for discussion on matters of common interest, fixing lines of demarcation of work where necessary and serving as a basis for consultation to the Members on matters affecting all three organizations.

6. Cooperation with standardization bodies not members of CEN and/or CENELEC

6.1 Affiliates

Affiliation with CEN and CENELEC is available to a National Standards Body or National Committee, which is a member (corresponding or associate) of ISO or IEC, respectively, and which represents or has the ambition to represent all parties concerned in an evolving market economy of EU Neighbouring Country having links with EU or EFTA in relation to relevant scientific, political and social conditions. Details regarding Affiliate Status are given in the CEN-CENELEC Guide 12 “The concept of Affiliation with CEN and CENELEC”.

6.2 The concept of a Companion Standardization Body with CEN and CENELEC

The status of an organization having a cooperation framework agreement with CEN and/or CENELEC (referred to as a Companion Standardization Body (CSB)) is available to a National Standards Body or National Committee (NC), which is a member (corresponding or associate) of ISO or IEC, respectively, and which represents or has the ambition to represent all parties concerned in an evolving market economy of a country which is not eligible for obtaining the status of a CEN and/or CENELEC Member or a CEN and/or CENELEC Affiliate. Details regarding the CSB status are given in the CEN-CENELEC Guide 13 “The concept of a Companion Standardization Body with CEN and CENELEC”.

6.3 Relations with other standards bodies

A Cooperation Agreement is offered to any National Standards Body or National Committee not desiring to become Affiliate or CSB but with the intention of develop official relations with CEN and/or CENELEC. This model of cooperation may comprise elements such as: exchange of information, transfer of knowledge, cooperation of standardization activities and bodies.

A Memorandum of Understanding is a tool established to start official cooperation relations with a recognized Regional Standardization Body.

CEN-CENELEC Internal Regulations

Part 1C

Annex 1 – REmuneration and NOmination COmmittee (RENOCO)

Annex 1 – CEN and CENELEC REMuneration and NOmination Committee (RENOCO)

Terms of Reference 2025-2027

Date of application: 2025-01-01 - As approved by PC decision 60/2024, on 2024-10-09

1. Role

According to Article 17 of the CEN and CENELEC Statutes, the Presidential Committee (PC) is a CEN and CENELEC joint Corporate Body, conducting the selection process for the Director General and proposing candidates for appointment by the CEN and CENELEC Boards, including the determination of yearly objectives, remuneration and conditions of employment.

It also recommends the Deputy Director General to the CEN and CENELEC Boards.

The PC shall have the right to sub-mandate all or part of such powers.

The PC by decision 05/2020 established the REMuneration and NOmination COmmittee (RENOCO) in charge of giving advice to the PC prior to its decisions regarding such matters as defined in article 2.

2. Scope of activities and responsibilities

The RENOCO gives advice to the PC prior to any PC decision in relations to:

- The selection process for the Director General (DG) and proposing candidates, as well as their conditions of employment and remuneration;
- Recommending the Deputy Director General to the CEN and CENELEC Boards.

The PC can also (within the powers of the PC) explicitly mandate the RENOCO to take certain decisions itself.

NOTE The DG has the broadest powers to manage and administer the Association's day-to-day business. The DG directs the CEN-CENELEC Management Centre and ensures that the management of the day-to-day business is carried out within the framework determined by the Statutes, the Internal Regulations and the decisions taken by the Corporate Bodies of the Association (Article 22 of the CEN and CENELEC Statutes and the Internal Regulations Part 1C "CEN-CENELEC common organizational regulations").

The RENOCO has the following responsibilities, mandated by the PC:

- Establish the yearly objectives and yearly bonus of the DG;
- Provide feedback and input to the DG regarding their performance;
- Provide input to the DG for setting the yearly objectives of the Deputy DG and feedback on the performance of the Deputy DG;
- Provide input to the DG regarding the performance, succession and talent retention plan of the members of the Director General Committee (DGC);
- Act as a consultative body, or when specifically requested by the DG, on matters within its scope;
- Any ad hoc specific responsibility delegated by the PC, on matters within the scope of RENOCO and within the PC powers.

3. Reporting line

The RENOCO reports on its decisions, conclusions and/or recommendations after each meeting, at the following meeting of the PC.

NOTE When necessary, the PC Chair may decide to proceed with this specific agenda item of the PC meeting in an in-camera session.

4. Working method and Recommendations

The RENOCO meets physically, online or hybrid set up upon the Chair's discretion. It should have at least 1 meeting per year, normally in Q1.

Documents and working material are restricted to RENOCO members only. The Secretariat (CCMC) ensures that these documents and working material are accessible to RENOCO members. The RENOCO Chair ensures handover of insights and history to new RENOCO members.

The RENOCO makes recommendations (or takes decisions, in case of specific mandates) based on consensus. If no consensus is reached, the RENOCO provides the PC with the terms of the discussion, so as for the PC to take the decision based on this knowledge.

5. Composition

Members with voting rights:

The President of CEN

The President of CENELEC

1 CEN Vice-President appointed by the PC

1 CENELEC Vice-President appointed by the PC

Members without voting rights:

The CEN President Elect, when relevant

The CENELEC President Elect, when relevant

The Director General is invited to the meetings of the RENOCO, but not for any item of the agenda regarding themselves.

Chair: The PC Chair

Secretariat: A member of the CCMC senior management team

6. Appointments and qualification criteria

The members of RENOCO, serve in a personal capacity, with full respect of the confidentiality requirements requested by the nature of the allocated responsibilities.

The Presidents and Presidents Elect are automatically appointed as members of RENOCO. Vice-Presidents will be appointed by the PC after a call for expression of interest (such call for expression of interest is extended to Vice-Presidents Elect, in line with their future term of office). The re-election as Officers will automatically extend their appointments in the RENOCO.

Every year, ahead of the Q4 PC meeting, the secretariat will identify potential vacancies connected to the end of the term of office of the members and the DG will proceed with the call for expression of interest to ensure a full composition every year.

In case members are appointed after the initiation of their Officers' term they will continue being members until the end of their terms.

The PC will agree on the final composition of RENOCO aiming at the appropriate level of competences and experience and considering gender and geographical diversity based on the following criteria:

- Be Executive Officers with broad strategic and oversight level of information and knowledge of CEN and/or CENELEC business activities;
- Understand the wider strategic process of performance management and how it contributes to business strategy and value; as well as individual motivation and career development;

- Have knowledge and experience on the application of corporate and labour legal matters, in particular in relation to the CEN Statutes and CENELEC Statutes and CEN and CENELEC Internal Regulations;
- Be familiar with the CEN and CENELEC Governance.

If possible, continuity should be considered when renewal of already existing members' terms or nomination of new members.

7. Role and responsibilities of the members

The members of the RENOCO commit to allocate the appropriate time and efforts to the accomplishment of their mission.

In their contribution to the development and adoption of their recommendations, they serve in a personal capacity, with no possibility to be replaced by an alternate.

Considering the scope of RENOCO, its members commit their full adhesion to the principle of confidentiality, to the GDPR requirements and to the "CEN and CENELEC Code of Conduct for Boards Members". Should any participants to RENOCO (see article 5) be made aware of a breach of confidentiality and/or of GDPR requirements and/or of the "CEN and CENELEC Code of Conduct for Boards Members", they shall notify the RENOCO Chair.

8. Terms of office

The terms of office of the members of RENOCO coincides with their terms of office as CEN and CENELEC Presidents (Elect) and as CEN and CENELEC Vice-Presidents, once appointed as members of RENOCO.

9. Resources

The members of the RENOCO cover all their expenses.

Resources in support of the RENOCO include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

In carrying out its responsibilities, RENOCO may call for external advisor(s) on any matters within its scope of activities, after agreeing and confirming the availability of the estimated budget for such external advice.

CEN-CENELEC Internal Regulations

Part 1C

Annex 2 – Boards' members Code of Conduct

Annex 2 – CEN and CENELEC Boards’ members Code of Conduct

Introduction

This Code of Conduct sets the standard for behaviour expected from members of the CEN and CENELEC Boards. By upholding these principles, the members of the CEN and CENELEC Boards demonstrate commitment to ethical conduct and contribute to the integrity and reputation of the organizations.

Persons elected as members of the CEN and CENELEC Boards are accountable to the organizations and must act in compliance with applicable Belgian laws and regulations, as well as a set of values, principles, and policies that exceed legal requirements.

The principles contained herein establish non-negotiable minimum standards of behaviour. This Code of Conduct provides a framework and foundation for expected conduct, it is not an exhaustive list covering all possible situations.

Principles

1. Personal capacity

- Perform Board Member’s duties on a personal capacity, with complete independence, integrity, dignity, loyalty, and discretion in compliance with the principles outlined in this Code of Conduct.
- Keep in mind CEN and CENELEC’s best interests.

2. Respect

- Respect the professional culture and diversity of opinions of others.
- Listen and understand diverse views, scientific, technical or otherwise, embracing compromise and consensus.
- Treat all persons with respect and fairness without offering preferential treatment.
- Be culturally aware and communicate clearly and considerately, respecting language differences (speak slowly and clearly, use short sentences, avoid metaphors, irony and local jargon, be aware that words and humour that may be acceptable in one language may translate into something offensive in another).

3. Morality

- Act in good faith, fairly, and impartially, promoting a culture of ethical behaviour.
- Refrain from providing false or misleading information and safeguard privacy rights.
- Respect confidentiality of documents and protect sensitive information, and this beyond the term of office.

4. Conduct

- Participate actively and responsibly in meetings, upholding roles and responsibilities.
- Avoid conflicts of interest and disclose any potential conflicts transparently.
- Act on fully informed basis, avoiding sharing confidential documents.
- Use written communication and social media professionally and responsibly, avoiding collusive behaviour.
- Ensure that communication and support from CEN and CENELEC employees is agreed by respecting the hierarchical line.

5. Reputation

- Support the vision, mission, and values of CEN and CENELEC.
- Uphold and promote the corporate identity and reputation of CEN and CENELEC.
- Collaborate collegially and assume collective responsibility for Board decisions.

Breaches to this Code of Conduct

Breaches to this Code of Conduct should be handled in line with the process for addressing misconduct and breaches of the Code of Conduct (Annex 1).

Conclusion

This code of conduct encapsulates the values and principles outlined for members of the CEN and CENELEC Boards, ensuring transparency, accountability, and ethical behaviour in their roles and responsibilities.

Process for addressing misconduct and breaches to the Code of Conduct

Steps to address alleged breaches to the Code of Conduct

When witnessing or experiencing a situation of potential breach of the Code of Conduct, the following steps shall be taken promptly:

1. Understand the motivation behind the alleged breach and verify whether a breach has occurred based on common understanding.
2. If appropriate, express the concern(s) either in person or in writing by directly approaching the individual(s) one believes have breached the Code of Conduct. Clearly outline which part of the Code of Conduct one believes has been breached. It may be helpful to keep written records in case further escalation is necessary, as outlined below.
3. Aim to resolve the concerns by agreement to move forward in a mutually satisfactory manner.
4. If these steps are not possible, contact should be taken with the internal Prevention Officer of CEN and CENELEC, to record the matter in the so-called register of facts of Third Parties (in line with the Belgian legislation relating to Psychosocial Risks at Work, Law of 4 August 1996, completed by Laws of 23 February 2014 and 28 March 2014, and Royal Decree of 10 April 2014) (See hereafter "Resolution of issue and possible consequences").

NOTE The register is made available to the inspection of the Directorate General for the control of wellbeing at work of the Belgian Federal Public Service for Employment, Labor, and Social Dialogue, responsible for monitoring compliance with this legislation.

The declarations included in the register are kept for five years from the day they are recorded.

Resolution of issue and possible consequences

1. The Prevention Officer of CEN and CENELEC notifies the CEN and CENELEC Director General of records taken in the so-called register of facts of Third Parties.
2. The CEN and CENELEC Director General decides on the way forward together with the CEN and/or CENELEC President(s) in line with the following escalation mechanism and establishes a panel of 3 arbitrators to handle the issue (Should a specific breach involve the CEN and/or CENELEC President(s), the CEN and CENELEC Director General brings the issue to CEN and/or CENELEC Vice Presidents.):
 - a. In case of a first occurrence, the panel of arbitrators (CEN and CENELEC Director General and/or the CEN and/or CENELEC (Vice) President(s)) will convene with the person(s) who is (are) the subject of the concern(s) and who shall have the right to respond. It is expected that such cases may be resolved favourably through professional and respectful dialogue between the person(s) raising concern(s) and the person(s) who may have breached the Code of Conduct.
 - b. In case of a second occurrence, the panel of arbitrators will issue a written warning to the person(s) who may have breached the Code of Conduct, informing their hierarchical line.
 - c. In case of a third occurrence, formal steps may be taken regarding the eligibility of the person(s) who may have breached the Code of Conduct to remain member(s) of the CEN or CENELEC Board.

Confidentiality, privacy, anonymity, and protection

1. To sustain professional courtesy for all those involved, documentation of cases of inappropriate behaviour shall be shared on a need-to-know basis only. Care should be taken when including and disseminating information on confidential issues. Information about the alleged breach shall not be unnecessarily shared with other, without justification.
2. It is important to avoid or limit any negative consequences to the reputations, professional roles/status, etc. of the concerned parties.
3. Parties raising concerns, informally or formally, need to take responsibility for their concerns and cannot be anonymous, but their privacy will be protected to the extent possible.
4. In all cases of breaches of the Code of Conduct, all parties shall provide respect and protection without prejudice or retaliation to those who bring forward the concerns.
5. No person who in good faith reports any breaches of the Code of Conduct shall suffer intimidation, harassment, discrimination, or other retaliation. Any evidence of negative actions against persons raising concerns shall be considered in the case brought forward by those persons or may be addressed as a new and separate case of breach of the Code of Conduct.

CEN-CENELEC Internal Regulations

Part 1C

Annex 3 – Industry Advisory Forum
Third Mandate (2025 – 2028)

Annex 3 – Industry Advisory Forum Third Mandate (2025 – 2028)

Terms of Reference

1. Role and definition

The Industry Advisory Forum (IAF) serves as an advisory body for CEN and CENELEC, allowing European industry representatives to engage with the leadership of the associations on political and economic positions of industry in respect to standardization. As such, the IAF provides advice to, and engages with, the CEN and CENELEC Presidential Committee, and relevant Board Standing Committees proposing short-, medium-, and long-term recommendations to advance the associations' strategic interests.

The IAF's role extends to identifying and discussing forward-looking issues where standardization can support European industry to adapt to disruptive changes, and leverage standardization as a competitive advantage. Discussion topics should align with the ongoing CEN and CENELEC strategy and mutually agreed working items within the scope of activities and responsibilities defined below.

2. Responsibilities

The IAF operates in an advisory capacity representing European industry, and its recommendations are not binding on CEN, CENELEC, or its members.

The IAF's activities and responsibilities vis-à-vis CEN and CENELEC will naturally evolve over time depending on the strategic needs and priorities of CEN and CENELEC. However, they are framed around three broad areas where the IAF and CEN-CENELEC share common goals and interests, ensuring alignment in addressing key challenges and opportunities:

- to provide an industry vision for the sustained relevance and viability of CEN and CENELEC as ESOs, considering technological and economic trends;
- to provide an industry position on a variety of relevant, evolving EU policy and regulatory developments, including the future of the European Standardization System;
- to provide an industry perspective on how to better leverage standardization as a lever for European industrial competitiveness in light of global geopolitical dynamics, technological innovation, regulatory developments, and the EU's strategic priorities.

The IAF will further act as a network of high-level ambassadors for standardization in Europe, fostering collaboration, and promoting the strategic value of standardization in addressing industry challenges.

3. Working methods

IAF plenary meetings take place three times a year, primarily in Brussels, or at another European location proposed by the Chair. Web conference facilities will be available for all meetings as needed.

In addition to the plenary meetings, additional meetings can be held for ad-hoc thematic discussions and working meetings can be organized online or in person to provide time-sensitive feedback, as deemed necessary by the CEN and CENELEC Vice-Presidents Policy and the IAF Chair.

Meeting organization

- The meeting agenda will be set by the Chair.
- Meeting documents shall be distributed and made available online (CEN documents) unless they are of a confidential or of sensitive nature that requires direct discussion during the meeting.

Informal ad-hoc working groups

- The IAF can establish informal ad-hoc Working Groups (WGs) as needed to address time-bound specific topics.
- These WGs will report back to the IAF with proposed solutions or recommendations for action.
- Industry representatives who are not direct members of the IAF can be invited to participate in these ad-hoc WGs based on recommendations from IAF members and approval from the Chair.

Facilitation of exchanges

To ensure meaningful exchanges with the CEN and CENELEC leadership and relevant Board Standing Committees, engagement opportunities will be identified and developed in a timely manner. Relevant groups will be invited to discuss and provide feedback on IAF proposals and incorporate them into their future activities. Vice versa, the IAF can act as a sounding board to relevant activities across the CEN and CENELEC system, providing feedback and guidance, or present updates about their work upon request.

Timeline for recommendations

IAF recommendations on agreed priority topics should be finalized within 3 to 6 months to ensure relevance and consistency, enabling timely feedback from the appropriate CEN and CENELEC groups.

4. Reporting

The IAF reports to the CEN-CENELEC Presidential Committee (PC).

Following each IAF plenary meeting, the IAF will submit a report for information or decision since the last IAF plenary meeting to the Presidential Committee, and for information to CEN and CENELEC Technical Boards, ensuring transparency and regular updates. These reports will be provided at least three times per year to reflect the ongoing work of the group. The Presidential Committee is required to respond to the IAF on the outcome and actions presented in the reports. Transparency towards the broader CEN and CENELEC membership on the topics addressed by the IAF and the progress of its work, will be ensured through regular updates, upon invitation, to the General Assemblies or Technical Boards of CEN and CENELEC, and through topical exchanges with Board Standing Committees where relevant.

At least once a year, a direct exchange between the members of the IAF and the Presidential Committee is organized around a pre-identified, mutually agreed (set of) strategic topic(s).

5. Composition

The IAF is composed as follows:

- 18 European industry representatives, including a Chair and a Vice-Chair, who have a strategic profile, are supportive of standardization, and understand its strategic value,
- the CEN and CENELEC Vice-Presidents Policy;
- the CEN and CENELEC Director General, in an advisory capacity;
- support staff from CCMC, who provide the Secretariat and support to the group.

Other parties may attend meetings if required, upon invitation and related to a specific issue, subject to the Chair's approval. Additionally, the IAF is open to the Vice-Presidents Technical upon request.

6. Appointments and qualification criteria

IAF members are appointed for a three-year term, with the possibility of reappointment for a second three-year term, serving in their personal capacity.

They are nominated by the CEN and CENELEC Members and Partner Organizations (as defined in CEN and CENELEC Guide 25) and selected by the CEN and CENELEC Vice-Presidents Policy based on the following criteria:

- A **strategic profile** with the ability and openness to engage on a wide variety of strategic, forward-looking issues at the intersection of public policy, technological innovation, marketing, and business management.
- A comprehensive understanding of the **European Standardization System** and its role in the European and global trade and economic system.
- Experience in private industry organizations and/or or in business and industry associations—preferably both—to ensure a close understanding of the current strategic priorities and standardization needs from EU industry.
- **Sectorial balance** across CEN and CENELEC, representing both SMEs and large industries.
- **Adequate geographical and gender balance**, with efforts to avoid overrepresentation from any single country.
- **Optional**: Link with European industry organizations.

Junior applicants are welcomed, provided they demonstrate a strong strategic profile and a broad interest in the strategic challenges and opportunities facing CEN and CENELEC.

The composition of the IAF is approved by the CEN and CENELEC Presidential.

Committee, and the CEN and CENELEC General Assemblies (AGs) are informed of the IAF composition.

If an IAF member leaves before the end of their term, an open call for nominations will be launched to the CEN and CENELEC Members and Partner Organizations. The new member will be appointed according to the same criteria and selection process as outlined above.

7. Role and responsibilities of the members of the IAF

IAF members are expected to **demonstrate a high level of engagement** and responsibility. This involves actively preparing material and participating in discussions, contributing to deliverables and follow-up actions, and engaging in at least one of the ad-hoc Working Groups. Members are also encouraged to consider leading one of these groups. Consistent attendance is crucial; missing more than two consecutive meetings may result in dismissal from the IAF.

IAF Leadership

- The **Chair** of the IAF is appointed by consensus among the IAF members for a three-year term, with the possibility of reappointment for an additional three years.
- The **Vice-Chair** is also appointed by consensus among the IAF members for a three-year term, with the possibility of reappointment for an additional three years.

Chair Responsibilities

The Chair provides overall leadership and management of the IAF. Key responsibilities include:

- **Coordinating IAF activities**: Ensure the smooth operation of the IAF and its ad-hoc Working Groups, monitor the implementation of decisions, adhere to procedures, and take necessary actions to maintain progress (e.g., addressing missed target dates).
- **Conducting meetings**: Lead meetings impartially, guide discussions towards balanced and timely decisions, ensure all viewpoints are considered, and summarize key points to prevent misunderstandings and avoid reopening debates.
- **Securing consensus**: Strive for consensus when unanimity is unattainable.
- **Acting impartially**: Maintain neutrality and refrain from expressing national or individual organizations' interests.
- **Formulating recommendations**: Ensure all IAF recommendations are clearly articulated.

Vice-Chair Responsibilities

The Vice-Chair supports the Chair by taking on assigned tasks and stepping in to lead meetings when the Chair is unavailable.

The IAF operates in accordance with CEN-CENELEC Guide 31 'Competition law for participants in CEN-CENELEC activities'. Any confidential information shared voluntarily by an IAF member for a specific recommendation is protected and does not grant any intellectual property rights to other members, except for its use in developing the IAF recommendation.

8. Resources

Resources in support of the IAF will include the IT tools available, the time spent by the CEN and CENELEC Vice-Presidents Policy and the IAF members, as well as the CCMC coordination and supporting secretariat role.

Each IAF participant will bear its own participation costs.

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Part 1C

Annex 4 – CEN and CENELEC SME Working Group

Annex 4 – CEN and CENELEC SME Working Group

Terms of Reference

Date of issue: 2021-09-06

1. Role and definition

The role of the SME Working Group (SME-WG) is to serve as a forum for the exchange of information, national experiences and best practices to further support and encourage the participation of SMEs in the European Standardization System.

The SME-WG is the main platform and network for exchanges on SME-related activities and initiatives between CEN and CENELEC national Members, together with several key European organizations representing SMEs' interests (see point 5 on Composition).

2. Responsibilities

The SME-WG is responsible to put together information, tools and support to explain the benefits of standards to SMEs, how to use them and how to participate in the process of developing standards.

The SME-WG aims at

- Increasing awareness of the benefits of standards for SMEs;
- Improving understanding of access to and use of standards;
- Boosting the participation of SMEs in the standard development processes;
- Building-up knowledge and best practices;
- Contributing to events upon specific suggestion by the SME-WG members.

3. Reporting

The SME-WG reports to the CEN-CENELEC Presidential Committee. The SME-WG provides advice in the form of recommendations or proposals, which the Presidential Committee will recommend as relevant to other CEN and CENELEC Corporate Governing Bodies.

4. Working method

The SME-WG meets once a year and relies as much as possible on digital tools to organize their work, to access and exchange the relevant documents. The meeting documents are made available to members one month to two weeks in advance, to allow smooth and efficient meetings.

The SME-WG can decide to establish ad-hoc groups to perform specific tasks, reporting to the SME-WG.

5. Composition

The SME-WG is composed of

- The Chair –CEN or CENELEC Vice-President Policy;
- Representatives of CEN and CENELEC national Members;
- Representatives of relevant European organizations representing SMEs interests, including Small Business Standards (SBS);
- Other organisations having an agreement with CEN and CENELEC representing standards users' interests (e.g.: International Federation of Standards Users in Europe (IFAN Europe));
- Representatives of the European Commission (EC) and the European Free Trade Association (EFTA);

- CEN and CENELEC Director General, in an advisory capacity;
- CCMC, which provides the secretariat to the SME-WG.

Other parties may attend meetings if required, on an ad-hoc basis and depending on the issues to be discussed, and subject to the Chair's approval.

6. Appointment and qualification criteria

The Chair is appointed by the Presidential Committee for a period of 2 years, renewable once.

The SME-WG is open to all CEN and CENELEC Members, with no limitation of participation, as well as to representatives of relevant European organizations representing SMEs interests and of the EC and EFTA, as described under point 5. Each CEN, CENELEC or CEN and CENELEC Member, as well as the identified European organizations, can appoint one (1) permanent SME-WG member by informing the Secretariat.

The composition of the SME-WG is subject to the CEN-CENELEC Presidential Committee approval on a 3 year-basis.

All members of the SME-WG should be active and involved in SME-related standardization activities at national and/or European level.

7. Role and responsibilities of the appointed members

A member of the Presidential Committee, i.e. CEN or CENELEC Vice-President Policy, acts as Chair.

The members of the SME-WG commit to a high degree of engagement in order to actively participate in, and contribute to, the discussions and any agreed follow-up actions.

Failure to attend more than two consecutive meetings may lead to the dismissal of the SME- WG member from the group.

8. Timeframe and resources

The role and definition of the SME-WG, and its Terms of Reference, will be reviewed after 3 years.

Resources in support of the SME-WG will include the IT tools available, the time spent by the Chair and SME-WG members, and the CCMC coordination and supporting secretariat role.

Each participating member will bear its own associated costs for participation.

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Part 1C

Annex 5 – Advisory Body (AB) on Societal Stakeholders to the Presidential Committee

Annex 5 – Advisory Body (AB) on Societal Stakeholders to the Presidential Committee

Terms of Reference

1. Role

The role of the PC AB on Societal Stakeholders (SSG) is to advise the PC in areas falling into its delegation of responsibilities from the Boards and where the need to get support from dedicated experts is identified.

2. Scope of activities and responsibilities

The SSG makes recommendations to the PC in relation to:

- priorities for Societal Stakeholders in standardization to ensure continuous improvements of the inclusiveness of the CEN and CENELEC system;
- specific matters relating to the participation and status of societal stakeholders within the CEN and CENELEC system;
- policy, technical and operational matters, to enhance the participation of Societal Stakeholders organizations in the CEN and CENELEC activities;
- promotion and awareness-raising activities of Societal Stakeholders' participation, rights & obligations;
- strategic issues of common interest, such as the interaction with the European Commission and EFTA (e.g. Standardization Strategy), and ISO and IEC.

3. Reporting line

The SSG reports to the PC.

4. Working method and recommendations

The SSG:

- makes recommendations based on consensus. Where not possible, the minutes will reflect the different views expressed;
- meets *face to face* or online once a year and relies as much as possible on digital collaborative tools to organise its work, to access and exchange relevant documents. When necessary additional meetings can take place upon Chair initiative or upon request of one of its members;
- can decide to interact with other AB, for the purpose of preparing and making more comprehensive and well harmonized proposals to the PC;
- provides the agenda to members at least 4 weeks in advance. Meeting documents and any revised agenda are made available at least 2 weeks in advance to allow for smooth and efficient meetings;
- can decide to establish short-term ad-hoc groups to perform specific tasks or to organize ad-hoc meetings to progress on operational issues.

5. Composition

Flexible number of qualified and committed members in the groups is defined in this ToR and the composition of the SSG is as follows:

- Chair, the CEN or CENELEC Vice-President Policy;
- representatives of the European Societal Stakeholder Organisations as recognized under the Annex III of the EU Regulation 1025/2012, and in a formal relationship with CEN or CENELEC as defined by the CEN-CENELEC Guide 25 (Art. 1.3(b)) – currently:
 - ANEC (The European consumer voice in standardization),

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- ECOS (The Environmental Coalition on Standards),
- ETUC (The European Trade Union Confederation);
- members of the CEN-CENELEC Presidential Committee;
- CEN and CENELEC Director General, in an advisory capacity;
- CCMC, providing the secretariat.

The Chair of the SSG may invite on an ad hoc basis other individuals or experts to contribute to the discussions on specific subjects, when needed.

The SSG may decide to have a part of the meeting in common with the SME-WG or invite the representative of the European Organization representing SMEs as recognized under the Annex III of the EU Regulation 1025/2012, and in a formal relationship with CEN or CENELEC as defined by the CEN-CENELEC Guide 25 (Art. 1.3(b)), to discuss topics of common interests.

6. Appointments and qualification criteria

The members of the SSG are appointed as following:

- Chair: Appointed by the PC, either the CEN or CENELEC Vice Presidents Policy.
- Representatives of the European Societal Stakeholder Organizations: Appointed by their organizations.

The representative of the European Societal Stakeholder Organizations has a decision-making level within the organization (e.g. Secretary General, Director General or a formally appointed Deputy). In case the SSG representative cannot attend, they can be replaced by an appointed alternate. For specific topics, the member can be accompanied by one observer.

All members appointed to the SSG must act in line with the Code of Conduct, Annex 2 to the Internal Regulations Part 1C.

7. Role and responsibilities of the members

The members of the SSG commit to allocate the appropriate time and efforts to the accomplishment of their mission. In their contribution to the development and adoption of their recommendations, they serve and support the work of the SSG.

Failure to attend more than two consecutive meetings may lead to the dismissal of the SSG stakeholder organization from the group.

8. Terms of office

The terms of office of the members are defined as follows:

- Chair: the Chair is appointed for a term of office corresponding to the length of their term as Vice-President Policy.
- Societal Stakeholders' representative: 3 years, renewable.

The Terms of Reference are approved by the CEN-CENELEC Presidential Committee and shall be reviewed every 3 years.

9. Resources

The members of the SSG cover all their expenses.

Resources in support of the SSG include the time and direct costs incurred by the members, CCMC in its secretariat role and the use of IT tools.

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Part 1D: CEN and CENELEC Membership Requirements

1D: CEN and CENELEC Membership Requirements

Scope

This provision refers to Art.7 and 8 of the CEN Statutes and Art. 7 and 8 of the CENELEC Statutes.

As part of the CEN and CENELEC commitment to maintain, improve and continuously strengthen the effectiveness of the European standardization system in order to achieve excellence, CEN and CENELEC agreed in 2012 to establish a set of criteria for membership to be fulfilled by all Members. The Membership criteria have been revised in 2017 and in 2021 considering strategic developments within CEN and CENELEC and are included under the present Internal Regulations Part 1D.

The CEN-CENELEC Guide 22 “Guide on the organizational structure and processes for the assessment of the membership criteria of CEN and CENELEC” describes the organizational structure and processes for the management and assessment of the implementation of the membership criteria.

All Members undergo regular assessments of compliance with the CEN and CENELEC Membership Requirements. Certain Members (depending on the type of their Membership) also undergo additional and specific assessments of compliance with specific obligations.

The CEN and CENELEC membership criteria are fully in line with the WTO/TBT Agreement on Technical Barriers to Trade, Annex 3 “Code of good practice for the preparation, adoption and application of standards” and with EU Regulation 1025/2012 on European standardization of 25 October 2012 (hereinafter referred to as EU Regulation 1025/2012). Clause 5 hereunder provides a table summarizing the relevant link between CEN and CENELEC membership criteria, the WTO/TBT Agreement and EU Regulation 1025/2012.

The term 'Member' is used to designate a National Standardization Body (NSB) Member of CEN or a National Electrotechnical Committee (NC) Member of CENELEC as defined in Article 7 of the CEN Statutes and Article 7 of the CENELEC Statutes, commonly referred to as “Members” notwithstanding the Blue-type, Red-type, or Yellow-type, unless specified to the contrary. There can only be one Member per country. The Members must meet the following requirements:

1. Adopting at national level all European Standards and withdrawing national conflicting standards;
2. Being a Member (full or correspondent) of ISO in the case of CEN Members, or a Member (full or associate) of IEC, in the case of CENELEC Members;
3. Adhering to and abiding by the standardization principles of the World Trade Organization;
4. Being the National Standardization Body or a National Electrotechnical Committee of a European state within the meaning of [Article 49 of the Treaty on European Union](#) with the following relations with the European Economic Area (EEA):
 - Blue-type Members: Members of the European Economic Area (EEA),
 - Red-type Members: Members of EFTA which are not Blue-type Members or in States that are identified by the EU Institutions as [Countries Candidates for accession to the EU](#),
 - Yellow-type Members: having an agreement with the EU and demonstrating regulatory convergence or compatibility with the essential regulations that support the Single Market in areas that are relevant to CEN and/or CENELEC activities.

The obligations to be fulfilled by the Members at all times are detailed in Clause 1 of the Internal Regulations Part 1D.

Affiliation with CEN and/or CENELEC is available to a National Standardization Body or a National Electrotechnical Committee, listed in the official list of candidates to European Union Accession, with a view to facilitate an effective technical alignment with the countries of the EEA. It enables privileged access to the standardization work of CEN and/or CENELEC and supports the progressive integration of the applicant body in the European Standardization System. See also Internal Regulations Part 1C.6.1. The criteria that apply to Affiliates are detailed in the CEN-CENELEC Guide 12.

The obligations to be fulfilled by Affiliates are outlined in Clause 1 of the Internal Regulations Part 1D.

A National Standardization Body or a National Electrotechnical Committee, which is a member of ISO or IEC, respectively, and which represents or has the ambition to represent all parties concerned in an evolving market economy of a country which is not eligible for obtaining the status of CEN and/or CENELEC Member or CEN and/or CENELEC Affiliate, may have a framework agreement with CEN and/or CENELEC. Details regarding such status are provided in the CEN-CENELEC Guide 13 "The concept of a Companion Standardization Body with CEN and CENELEC".

See also Internal Regulations Part 1C.6.2. Obligations to be fulfilled by the NSBs/NCs having a cooperation framework agreement with CEN and/or CENELEC are described in Clause 1 of the Internal Regulations Part 1D.

The obligations of Affiliates and organizations that have a cooperation framework agreement with CEN and/or CENELEC as described must always be fulfilled.

1. Standardization Principles

These provisions refer to Art. 8 of the CEN Statutes and Art. 8 of the CENELEC Statutes.

1.1 Transparency

The principle of transparency implies that sufficient and regularly updated information is easily accessible in due time to allow national and European stakeholders to participate in the standardization process. This includes access by any party actively involved in a specific standardization work to the contributions of all the other parties actively involved in this specific standardization work. Procedures should be established so that adequate time and opportunities are provided for written comments. Such procedures should be effectively disseminated to all interested national and European stakeholders.

a. Work Programme

The complete Work Programme of the Members shall be published, free of charge, at least once a year, and made publicly available, through the website of the organization or other relevant publications.

The Work Programme shall contain information on the European and national standards and standardization deliverables that the national organization intends to prepare or amend, that it is preparing or amending and that it has adopted in the period of the preceding work programme, unless these are identical or equivalent transpositions of international or European Standards.

The Work Programme indicates, for each standard and standardization deliverable:

- the subject matter;
- the stage attained in the development of standardization deliverables;
- the references of any international standards taken as a basis.

b. New Work Items

The Members and Affiliates shall apply the notification procedure for national work, which includes a 'standstill' on all national work in the areas of agreed European work, as defined in the Internal Regulations Part 2.

Reference to a New Work Item (NWI) shall be made publicly available and shall be provided upon request to the European Commission, CEN or CENELEC and to the other Members.

For CENELEC, the Vilamoura procedure (CENELEC Guide 8) has been established and should be adhered to.

c. Draft documents

Working documents

The Member shall make available the European technical body's working documents to all those parties participating at national level in the standardization process, mirroring that European technical body in such a way as to allow them to make contributions and comments.

Draft national standards

The Member shall:

- Ensure access to draft national standards and other draft national standardization deliverables in such a way that all relevant parties, including those established in countries of other Members, have the opportunity to participate in the development of the standard and submit comments while respecting given rules;
- Allow other Members to be involved passively or actively, by sending an observer or a participant, in the planned activities while respecting given rules.

Each Member can request another Member to provide a draft national standard. The Member shall keep them informed of the action taken on any comments they have made relating to that draft.

Blue-type Members shall send to the European Commission a draft national standard, upon request, as stipulated in Article 4 of the European Regulation 1025/2012.

d. Published deliverables – Final Documents

The Member shall ensure access to the published deliverables, such as standards, technical specifications, other standardization deliverables, guides and other relevant publications.

Equally, the Member shall ensure that appropriate information is made available to the public regarding the withdrawal of standards.

The Member shall provide information to the public about the withdrawal of conflicting national standards (see also subclause 1.5 'Coherence').

e. Public enquiry procedures

The Members and Affiliates shall have well-established procedures in place to:

- ensure access to draft standards for comment to all interested parties free of charge in a public enquiry procedure;
- allow adequate time and opportunities for all interested parties and all stakeholders to provide written comments.

f. Transparency of structures

The Members shall ensure that general information on both governance and technical structure of the organization is provided to the public in order to facilitate a good understanding of how the Members/Affiliates operate.

This also includes information on Members' or Affiliates' Technical Committees and Working Groups and their link with the corresponding European (CEN and CENELEC) and international (ISO and IEC) Technical Committees.

1.2 Openness and Sustainable Development

Participation shall be open to all parties that are directly or indirectly affected by the activity in question and for those who are actively involved in the Member's technical bodies, to remain so at all the steps of the standardization work while respecting given rules.

Sustainable development is a means of expressing the broader expectations of society as a whole. This includes promoting and facilitating the involvement of all stakeholders, including potentially under-represented stakeholders such as “Small and Medium Enterprises” (SMEs) and representatives of societal interests, in the development of standards, so as to ensure representation in a real multi-stakeholder process.

a. Principle of open participation

The Members shall comply with the principle of open participation to any party with an interest in a specific standardization activity, and this at all stages of the development of a standard, according to the Member's procedures established for the authorization of participants.

The Members shall also allow other Members to be involved as observers in their technical bodies' activities, and to receive draft standards and information on the standardization process, as specified in subclause 1.3.

b. Principle of appropriate representation of the stakeholders' interests

The Members shall have a process in place to identify and take into account the needs of all stakeholders, with a view to facilitating appropriate representation and participation in the work of the technical bodies.

The Members shall ensure adequate representation of stakeholders in their relevant governing bodies.

c. National delegation' principle

These provisions refer to Art. 7.3 of the CEN Statutes and Art. 7.4 of the CENELEC Statutes.

The Members, Affiliates and Organizations (NSBs/NCs) having a framework with CEN and CENELEC shall have the capacity:

- To gather appropriate representation and expertise in the relevant national technical committees, so as to generate a meaningful consensus among all national stakeholders;
- To convey a national position at European level.

The Members have the obligation to vote on all General Assembly decisions, notwithstanding the form of the decision (decisions taken in meetings or by correspondence) or means of participation in the meeting (remote participation or in person).

d. Sustainable development

The Members shall encourage and facilitate the participation of all interested parties and stakeholders, including potentially under-represented stakeholders such as SMEs and representatives of societal interests.

The Members shall identify the most appropriate means of participation in accordance with the situation at national level.

1.3 Impartiality and Consensus

The Members shall ensure that their organizational structure, the processes and procedures in place, including management of appeals, guarantee an impartial and neutral platform for the standards development work. The rules on the Appeal procedures are detailed in the Internal Regulations Part 1A, 1B and 1C, as applicable.

Furthermore, the Members shall ensure that their governance structure guarantees neutrality with regard to the representation of specific private or public interests in their relevant governing bodies.

a. Impartiality of the standardization process

The Members shall keep an impartial and independent position by ensuring an appropriate balance of the interests represented in the standards development process, i.e. private and public, economic, societal and environmental interests.

The Members' rules shall grant the same right to all stakeholders involved in the standardization work to express their opinions and to have them duly taken into account.

The Members' rules shall ensure that all contributions are duly considered without favouring or ignoring any of them.

b. Consensus

The Members shall ensure that the standardization process remains collaborative and consensus-based and that it takes into account all views expressed and brings together diverging opinions.

The Members shall have rules and processes in place to demonstrate the capacity to facilitate consensus. For the sake of clarity, the definition of consensus as defined in the EN 45020:2006 is:

“A general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.”

NOTE Consensus does not imply unanimity.

c. Neutrality of interests, impartiality and independence of the Member's governance

The Members shall ensure a structure that is neutral with regard to the specific interests of the private and public stakeholders participating in their relevant governing bodies. This implies that the Members' rules enable the functioning of their relevant governing bodies in such a way to guarantee that external factors and/or stakeholders cannot have an undue influence on the independence or impartiality of the Members.

The Members' structures and rules shall be based on the following aspects:

- Legal independence shall be demonstrated by the Member's independent legal status, irrespective of whether it is a public, semi-public or private entity;
- Behavioural independence shall be demonstrated by:
 - The Member's governing bodies, technical bodies and staff maintaining independence from the stakeholders that finance it,
 - Making it possible for all interested parties to express themselves,
 - The diversity of stakeholders,
 - The work being conducted in an impartial manner, where no stakeholder is favoured over another;
- Robust governance and organizational practices shall be demonstrated by the Members' organizational structure, through their governing and technical bodies being formalized, and by having available financial and human resources that are stable and adequate to face the tasks incumbent upon it.

1.4 Effectiveness and Relevance

The standardization work is effective when it takes into account all appropriate and relevant market needs and scientific and technological developments, as well as societal and regulatory needs.

The Members shall have in place procedures aimed at identifying and reviewing standards that have become obsolete, inappropriate or ineffective for various reasons.

The Members shall ensure that working processes produce the expected deliverables within the set deadlines and the parties involved are prepared to meet the associated costs.

The Members shall ensure that technical publications, both at national and European level, are of high quality, duly maintained, up to date and readily available to the end-users.

Members shall be able to respond to market needs, scientific and technological developments as well as societal and regulatory needs. Members shall have established appropriate processes in place, so as to facilitate contributions to the CEN and CENELEC standardization activities.

a. Promotion of a competitive market

The Member shall ensure that new standards do not cause unlawful distortion or adverse effects on competition in the market. In particular, they shall ensure a transparent and coherent policy of the standardization process, notably regarding:

- Copyright policy (see CEN-CENELEC Guide 10 for complementary information);
- Compliance with competition law requirements for participants in standardization activities (see CEN-CENELEC Guide 31 for complementary information);
- Patent policy based on royalty-free or FRAND conditions (see CEN-CENELEC Guide 8 for complementary information).

b. Easy access to customers and regular update procedures

The Members shall ensure that the standards and other deliverables are maintained to a high quality through the use of adequate quality procedures that include verification and control of documents before publication. Furthermore, the Members shall ensure that all necessary processes are in place to be able to implement corrective actions in case inaccuracies in published standards are detected, especially in the case of standards translated into the national language. Members shall have in place procedures for integrating and controlling corrective actions as well as preventive actions in future similar cases.

Equally, the Members shall keep standards updated in order to ensure their relevance in the context of a changing market or regulatory needs and new scientific and technological developments.

The availability of standards to the end-users also implies that the Members assist customers as much as possible in their purchase of the most appropriate and relevant set of publications corresponding to their needs.

1.5 Coherence

In order to ensure coherence of the system it is important to avoid the development of conflicting standards. Hence, cooperation and coordination within the European system of CEN and/or CENELEC is essential.

As stipulated in the CEN-CENELEC Internal Regulations Part 2, all Members shall implement the European Standards by fulfilling two essential obligations:

- Giving the European Standards “ENs” the status of national standards; and
- Withdrawing any conflicting national standards.

All Affiliates shall implement the European Standards by:

- Adopting the European Standards developed by Technical Bodies in which it participates as national standards in accordance with the CEN-CENELEC Internal Regulations Part 2;
- Withdrawing any national standard that is conflicting with any European Standard being adopted.

All other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC are invited to endeavour to adopt European Standards and to withdraw any national conflicting standard.

a. Internal coherence within the CEN-CENELEC system

The Members, Affiliates and all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC shall avoid duplication of, or overlap with, the work of CEN and CENELEC at European level by ensuring a process of coordination and cooperation at different standardization development stages, such as planning, execution and adoption.

Furthermore, during the preparation of a standard or after its approval, the Members, Affiliates and all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC shall take no action which could prejudice harmonization and, in particular, shall refrain from publishing a new or revised national standard which is not consistent with an existing European Standard in the same field.

After publication of a new European Standard, all conflicting national standards shall be withdrawn by the approved implementation date (Date of withdrawal).

CEN and CENELEC shall be duly notified of any derogation by the Members, in accordance with Internal Regulations Part 2. Approximation of the main sets of technical legislation to the directives in force in the EEA, or the equivalent legislation in Switzerland, is a privileged way of achieving this result.

All Members shall strive to have full implementation of all CEN and CENELEC European Standards. At the moment of their application to become a Member, the rate of implementation is set at a minimum of 80 % of the CEN and/or CENELEC standards and other deliverables.

The Members must also have in place an efficient procedure of notification for national work, which includes a 'standstill' on all national work in areas of agreed European work (see also subclause 1.1, b).

b. External coherence at the international level

The Members shall ensure that their activities are handled in accordance with the provisions and established practices of the CEN-ISO Vienna Agreement and CENELEC-IEC Frankfurt Agreement. Within this framework, the Members shall promote cooperation and coordination with the other relevant international standardization bodies and avoid duplication or overlap of the standardization activities.

c. Coherence of work in line with “one topic-one standard” rule

When a New Work Item is proposed, the Members shall ensure a systematic check to mitigate the risk of duplications or conflicts with existing standards. This obligation to ensure that there is no overlap in standardization activities reflects the principle of “one topic – one standard”.

Considering that some standardization activities may have impact at public policy level (e.g. market surveillance activities), the Members shall endeavour to seek the involvement of the relevant public bodies and officials whenever necessary. Consequently, the Members' rules and procedures shall provide the possibility for participation of the relevant national public bodies.

d. Link with national legislation

The Member shall have in place a system that allows identification of the possible role of standardization in support of legislation.

In this context, whenever necessary the Members shall endeavour to seek the involvement of the relevant public bodies and officials, especially in the case of standards that are aimed at supporting legislation (e.g. by establishing presumption of conformity to legislation, re. *New Approach*).

The Yellow-type Members will report on any new national standards aimed at supporting national legislation, those standards linked to conformity with legislation.

1.6 Viability and Stability

Members play a key role in the European standardization system and at national level. They are expected to fulfil their tasks and ensure business continuity at all times. This principle reflects the statutory provisions with regard to membership financial obligations, but, on a more general basis, it also requires the Members to ensure financial viability and legal stability in the long run.

In this context, the Member, Affiliates and all other organizations (NSBs/NCs) having a cooperation framework agreement with CEN and/or CENELEC shall also fulfil the CEN and CENELEC requirements for having in place an adequate Intellectual Property Rights (IPR) policy (in line with the relevant CEN-CENELEC Guides), as well as adequate infrastructure, as explained below.

A formal governmental recognition as National Standardization Body/Standardization Electrotechnical Committee referred to as National Committee (NC), is a fundamental requirement of this principle.

a. Financial stability and viability

Financial stability and viability, irrespective of the legal status of the Member, is a pre-requisite to membership to ensure stable involvement in standardization work.

The Members, Affiliates and all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC shall ensure their capacity to pay the annual membership fee. The fees are calculated on a yearly basis in accordance with the CEN-CENELEC Guide 21 and approved by the General Assembly, in accordance with Article 8 of the CEN Statutes and Article 8 of the CENELEC Statutes.

The Yellow-type Members have an obligation to pay a top-up financial contribution that is calculated yearly based on the annual EU and EFTA Operating Grants amount for CEN and CENELEC combined with a weighting factor, with the objective to support the European standardization system. This contribution is part of the membership fees.

b. National recognition

The Members, Affiliates and all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC shall be recognized as the official National Standardization Body or National Electrotechnical Committee in their respective countries. National recognition may come from e.g. national law, a public administrative act, or a private arrangement concluded with the relevant national authority.

CENELEC members, Affiliates or organizations having a cooperation framework agreement with CENELEC shall also be recognized in their countries as an organization officially competent in the area of electrotechnical standardization.

c. Infrastructure and resources

The Members shall ensure an adequate infrastructure, competent staff and IT system as well as adequate quality management processes at all times, to fulfil their mandate and obligations at national and European level.

The Members shall guarantee:

- Efficient management of the standardization work at national level;
- Efficient management of the data exchange within the CEN and CENELEC respective systems; and
- Effective participation in technical and governing bodies at European level.

d. Protection of CEN-CENELEC legal interest and Intellectual Property Rights (IPR)

The stability of the system is also guaranteed by two levels of IPR protection.

At national level:

The National legislation on IPR shall not be conflicting with the established CEN-CENELEC policy and practices under the CEN-CENELEC:

- Guide 8 on implementation of the common policy on Patents (and other statutory intellectual property rights based on inventions);
- Guide 10 on dissemination, sales and copyright of CEN-CENELEC publications;
- Guide 24 on use and protection of the trademarks and domain names of CEN and CENELEC.

When the Member gets informed of an existing or newly proposed conflicting rule, provision or law at the national level, it shall immediately inform CEN and CENELEC.

The country is a signatory member of the following international agreements from the World Intellectual Property Organization (WIPO):

- The Madrid Protocol of 1989 for the international registration of marks, located in Geneva, Switzerland;
- The Berne Convention for the Protection of Literary and Artistic Works.

At organizational level:

The Member's internal commercial and legal policies and practices are fully in line with the above-mentioned CEN-CENELEC Guides. The same applies to Affiliates and all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC.

The Member's policy regarding the participation of its representatives in CEN and CENELEC activities at technical and governance level, is compliant with Guide 31 on competition law for participants in CEN-CENELEC activities. The same applies to Affiliates and all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC.

2. Application for CEN or CENELEC membership

2.1 Procedure for membership application

The Organization that files a request to become a CEN and/or CENELEC Member (i.e. the Candidate Organization) must be able to cope with the pace of the work of the CEN-CENELEC system in order to benefit fully from it and shall not slow down the progress of CEN and/or CENELEC, which are governed by market needs. In this respect, the Candidate organization shall fulfil the following additional Criteria for membership within CEN and/or CENELEC.

According to Article 7 of the CEN Statutes and Article 7 of the CENELEC Statutes, a Candidate Organization may submit an application to become a Blue-type, Red-type or Yellow-type Member, depending on the criteria it fulfils.

The Candidate Organization shall be recognized in its country as the official standardization body competent for all areas of CEN's own areas of competence (which covers all economic sectors, except those covered by CENELEC and ETSI), and/or for all areas of CENELEC's own areas of competence. In order to meet the criteria for application to become any of the three types of Members, the Candidate organization must show that at least 80 % of the CEN or CENELEC standards in force are fully implemented.

Any Candidate Organization must be a member (full or correspondent) of the International Organization for Standardization (ISO) and/or member (full or associate) of the International Electrotechnical Committee (IEC), as appropriate. Any Candidate Organization must ensure that all necessary measures are in place to ensure the fulfilment of its obligation to vote, either in person or by electronic means of communication, as stipulated in Articles 8 and Article 11 of the CEN Statutes and Articles 8 and 11 of the CENELEC Statutes.

The statutory rules of the Candidate Organization must be fully compatible with the above-mentioned criteria for membership, including the mode of organization of voluntary standardization as operated in CEN and/or CENELEC.

The acceptance of a new Member by the CEN and/or CENELEC General Assemblies shall be based on the objective evidence of the ability of the Candidate Organization to abide to CEN and CENELEC Statutory criteria for membership, namely Article 7 of the CEN Statutes and Article 7 of the CENELEC Statutes, and the above outlined membership criteria and principles, as a result of the assessment made by independent experts under the coordination of the CEN-CENELEC Membership Relations and Monitoring Committee (MRMC).

2.2 Procedure to become a Blue-type Member

The Candidate organization applying for the Blue membership with CEN and/or CENELEC shall be a National Standardization Body or a National Electrotechnical Committee in a country member of the European Economic Area (EEA) as established by the EEA Agreement (signed in 1992 and entered into force in 1994), commonly referred to as EEA EFTA countries.

CEN and CENELEC shall assess if the process of approximation of the national legislation of the Candidate organization with that of the EU has reached such a point that the legislative framework for voluntary standardization is in place and fully operational.

CEN and CENELEC shall assess if there are conditions to full application of EU Regulation 1025/2012 concerning standardization activities.

2.3 Procedure to become a Red-type Member

The Candidate organization applying for the Red-type membership with CEN and/or CENELEC shall be a National Standardization Body or a National Electrotechnical Committee in a country that does not fulfil conditions for the Blue-type membership, however, is either:

- An EFTA country, or
- A country that has initiated a process of accession to become an EU or EFTA member.

The Candidate Organization must be in a position to prove that a formal agreement between the EU or EFTA and its respective country has been signed with a view to initiate the process of accession. Such an agreement demonstrates the fulfilment of the main pre-accession criteria, including and not limited to complying with all the EU's standards and rules. The complete list of countries that have obtained the status of a Country Candidate to the EU can be found at the website of the EU Commission: [Candidate Countries - Enlargement - Environment - European Commission \(europa.eu\)](https://ec.europa.eu/enlargement/).

CEN and CENELEC shall consult the European Commission and the EFTA Secretariat before taking their respective decisions to grant full membership, notably regarding the relevant decisions of the European Union on the preparatory steps for the extension of the Internal Market to the candidate country within the accession process.

The Assessment report to enable the CEN and/or CENELEC decision(s) shall include whether the process of approximation of the national system of the Candidate organization with that of EU/EFTA has reached such a point that the legislative framework for voluntary standardization is in place and fully operational.

The Assessment report to enable the CEN and/or CENELEC decision(s) shall further assess whether the pre-existing technical legislation which would permit the adoption (or keeping in place) of technical rules which would contradict the European Standards, thus forcing the potential Member either not to implement in full the ENs or to request systematic 'A'-deviations, are removed as far as possible or modified in such a way as to allow ENs to play the same role in the market as they play in the Internal Market. Approximation of the main sets of technical legislation to the directives in force in the EU or the equivalent legislation is a privileged way of achieving this result.

CEN and CENELEC shall be duly notified of such derogation by the Members, in accordance with the Internal Regulations Part 2.

2.4 Procedure to become a Yellow-type Member

The Candidate organization that does not fulfil the criteria to become a Blue-type or Red-type Member, may request a Yellow-type membership, if it is a National Standardization Body or National Electrotechnical Committee of a European country able to demonstrate regulatory convergence or compatibility with the essential regulations that support the Single Market in areas that are relevant to CEN or CENELEC activities, and having an Agreement with the EU.

The Candidate organization must demonstrate that its national regulatory framework is convergent or compatible with the essential regulations that support the Single Market. In addition, the Agreement signed with the EU by the Candidate organisation's home State should contain a dispute settlement mechanism that covers technical barriers to trade. The national legal framework and/or the Agreement with the EU should include provisions addressing at least two of the following elements:

- Participation of that European state's standardization bodies in the European (or regional) standardization organizations;
- National legislation stipulates presumption of conformity with legislation for the voluntary use of harmonized European Standards;
- Any other element demonstrating an equivalent convergence towards European Standards and standardization processes.

The Candidate organization shall present an application that contains documentary evidence in support of the claim to have "the regulatory convergence or compatibility", as described above. These documents shall be examined as part of the assessment procedure.

The Assessment report to enable the CEN and/or CENELEC decision(s), shall:

- Include an evaluation of whether the process of convergence or compatibility of the national system of the Candidate organization with that of EU/EFTA has reached such a point that the national framework including relevant legislation is in place and fully operational;
- Assess whether the pre-existing technical legislation which would permit the adoption (or keeping in place) of technical rules which would contradict the European Standards, thus forcing the potential Member either not to implement in full the ENs or to request systematic 'A'-deviations, are removed as far as possible or modified in such a way as to allow ENs to play the same role in the local market as they play in the Internal Market.

For the first assessment, the assessors shall be appointed by the CEN and CENELEC Boards upon recommendation of the Presidential Committee and the assessment costs shall be covered by the Candidate organization. The Presidential Committee may consult MRMC for the identification of the assessors

CEN and CENELEC shall consult the European Commission and the EFTA Secretariat before taking their respective decisions to grant full membership.

CEN-CENELEC Guide 22 provides further details on the process regarding the assessment of the applications for membership in CEN and CENELEC.

3. Compliance with membership criteria

3.1 Procedure of assessment of compliance with membership criteria

a. Obligation for periodical assessment process

All Members are subject to regular assessment reports that serve to evaluate whether the membership criteria are still fulfilled and whether the Members meet their obligations.

The Blue Members and the Red Members have the obligation to deliver an assessment report every three years to confirm their compliance with the membership criteria with a self-assessment combined with EN ISO 9001 certification or with a peer assessment as specified in CEN-CENELEC Guide 22.

The Yellow-type Members have the obligation to submit a yearly assessment report exercise, evidencing the fulfilment of membership criteria, as specified in the CEN-CENELEC Guide 22. The first two years after becoming a Yellow-type Member shall be assessed with the peer assessment process, whereas every third year it should be an external assessment, focusing on regulatory compatibility.

In particular, the Yellow-type Members shall submit all agreements with the EU, or other evidence and documents that certify compliance with regulatory convergence or compatibility with the essential regulations that support the Single market in the areas that are relevant to CEN and/or CENELEC.

All assessment reports are submitted to the MRMC for the purpose of evaluation of compliance with the membership criteria and fulfilment of obligations of all Members.

The Presidential Committee leads the process of assessment, in full collaboration with the CEN and CENELEC General Assemblies. The Membership Relations and Monitoring Committee (MRMC) manages the process including assessment activities, reporting and follow-up actions with the Members.

b. The role of the Membership Relations and Monitoring Committee (MRMC)

The Membership Relations and Monitoring Committee (MRMC) is a body mandated by the Presidential Committee, reporting to the General Assembly through the Presidential Committee.

MRMC manages the CEN and CENELEC assessment system and ensures the overall quality, coherence and fairness of the self-assessment combined with EN ISO 9001 certification, of the peer assessment reporting or of the external assessment reporting.

MRMC is in charge of all assessment processes related to adoption and adherence to membership criteria of all current Members, as well as for the evaluation of the fulfilment of membership criteria by the Candidate organizations and the organizations that are legal successors of the CEN or CENELEC Members, Affiliates or all

other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC.

MRMC also manages the evaluation of potential breach of Member that has been notified to this body in line with the level of seriousness as described in the Guide 22 and Annex 2.

The main tasks of MRMC are further detailed in its Terms of Reference (ToR) as approved by the CEN and CENELEC General Assemblies in October 2012 (Annex 1).

c. Procedures for providing assessment reports

There are three approved models of assignment processes: “Self-assessment exercise integrated with the EN ISO 9001 certification”, “Peer assessment exercise” and External Assessment.

The Blue-type and Red-type Members are free to choose their preferred model of assessment. The Yellow-type Members are assessed via the peer assessment exercise every two years and every third year they will be assessed through an external assessment. The external assessment shall include regulatory convergence or compatibility with the essential regulations that support the Single Market in areas that are relevant to CEN and CENELEC activities.

• Self-assessment exercise combined with EN ISO 9001 certification

A CEN-CENELEC Member that opts for this model needs to organize and conduct its self-assessment combined with EN ISO 9001 certification and to report its findings to the MRMC. The time cycle of the assessment Report is three years for the Blue-type and Red-type Members.

The Members having chosen this option shall have a quality management system (QMS) in place, which is EN ISO 9001 certified at their own cost. The Member shall have an internal assessor team in place that is able to demonstrate that all membership criteria in their scope and requirements are met, before completing the EN ISO 9001 audit. The internal assessor shall carry out annual monitoring within the exercise of EN ISO 9001 certification to ensure compliance with membership criteria.

Self-assessment, combined with the EN ISO 9001 certification report, shall be sent to MRMC for evaluation and acceptance. An eventual action plan in cases of non-compliance shall be agreed with the external auditor before it is sent to MRMC. Where relevant, MRMC provides recommendation and feedback on possible improvement, including exchange of examples of good practices.

MRMC further monitors the execution of the self-assessment combined with EN ISO 9001 certification and benchmarks the results of reports to define good practices.

In cases of non-conformities, see Clause 4 below.

• Peer assessment exercise

A CEN and/or CENELEC Member that opts for peer assessment is evaluated by individual peer assessors or by teams of peer assessors, depending on the size of the Member.

The peer assessors are competent persons appointed to handle the assessment exercises and to report accordingly to the MRMC. They commit to be independent in their judgment and behaviour and are appointed by the Chair of the MRMC based on the criteria outlined in CEN-CENELEC Guide 22.

MRMC is in charge of organization of the peer assessment process including the efficient management of the visits of the peer assessors.

Peer assessment consists of evaluating and studying the documents provided, as proof of compliance, by the Member and consequently visiting the location in accordance with the good audit practice. The peer assessors send the draft assessment report for comments to the Member that is being assessed. In case of non-acceptance of the report, the MRMC shall intervene to facilitate the exchange.

The final report is sent to MRMC for evaluation, which also provides its recommendations and feedback on possible remedies and improvements. MRMC also indicates good practices of other Members on specific matters.

In cases of non-conformities, see Clause 4 below.

- **External Assessment exercise**

When applying for Yellow-type membership, and every three years thereafter, the assessment consists of the evaluation and study of the documents provided as proof of compliance by the Yellow-type Member organization and consequent visit of the location in accordance with the good audit practice.

In particular, the external assessment shall include consideration all agreements with the EU, and other evidence and documents that certify compliance with regulatory convergence or compatibility with the essential regulations that support the Single market in the areas that are relevant to CEN and/or CENELEC.

The Assessors shall be appointed by the CEN and CENELEC Boards upon recommendation of the Presidential Committee and the assessment costs shall be covered by the Candidate organization. The Presidential Committee shall consult MRMC for the identification of the assessors. The assessors shall have the necessary competence to carry out the assessment, meeting the requirements of peer and legal assessors as contained in CEN-CENELEC Guide 22.

3.2 Change of legal status

A National Standardization Body Member of CEN or National Committee Member of CENELEC may decide or be requested by the national Public Authorities, to change its legal status or, alternatively, be replaced by a new organization in the domain of standardization at national level.

While the above-mentioned cases may lead *de jure* or *de facto* to a new organization, the fulfilment of the CEN-CENELEC Membership Criteria is a requirement that all CEN and/or CENELEC Members, present and future, shall have to respect at all times. Affiliates or any other organization (NSBs/NCs) having a cooperation framework agreement with CEN and CENELEC are also bound by the rules of succession.

Any new national organization that claims membership in CEN and CENELEC as the legitimate successor of an existing Member, Affiliate or any other organization (NSBs/NCs) having a cooperation framework agreement with CEN and CENELEC, shall ensure the fulfilment of all membership criteria that is required, including the formal recognition as the sole recognized official national standardization body/national committee in the country.

Furthermore, the changes of legal status may be accompanied by organizational restructuring in terms of staff, operations and structure. These changes shall not have an impact on the ability of the “new” Member, “new” Affiliate or organizations (NSBs/NCs) having a cooperation framework agreement with CEN and CENELEC to cope with the pace of the work and potentially slow down the progress of CEN and CENELEC, which is governed by market needs.

a. Status of the legal successor

A new organization that has a legal status different from an existing CEN and/or CENELEC Member claiming to be entitled to succession of that Member in CEN and/or CENELEC, shall be able to demonstrate the legal succession claim by submitting relevant documents if requested. It shall be recognized and registered in its country as the official standardization body competent for all areas of CEN's and/or CENELEC's own areas of competence. The same applies to Affiliates or organizations (NSBs/NCs) having a cooperation framework agreement with CEN and CENELEC.

The statutory rules of the organization successor of an existing Member, Affiliate or organizations (NSBs/NCs) having a cooperation framework agreement with CEN and CENELEC must be fully compatible with the above-mentioned criteria for membership and the mode of organization of voluntary standardization as operated in CEN and/or CENELEC.

b. Processing the assessment of the status of the new legal entity successor

The CEN and CENELEC acceptance of an organization as the successor of an existing Member, Affiliate or organization having a cooperation framework agreement with CEN and/or CENELEC General Assemblies shall be based on the objective evidence of the ability of that organization's successor of an existing Member, Affiliate or organizations (NSBs/NCs) having a cooperation framework agreement with CEN and CENELEC to abide to CEN and CENELEC Statutory criteria for membership (Article 7 of the CEN Statutes and Article 7 of the CENELEC Statutes) and the above membership criteria, as a result of the assessment made by independent

experts under the coordination of the CEN-CENELEC Membership Relations and Monitoring Committee.

MRMC may decide to request a peer assessment at any moment to confirm the compliance with membership criteria.

Following a well-established practice, in case of change of legal status, the consent of the General Assembly shall be required.

4. Loss of Membership Status

These provisions refer to Art. 9 of the CEN Statutes and Art. 9 of the CENELEC Statutes.

4.1 Reasons for loss of membership status

In accordance with Article 9 of the CEN Statutes and Article 9 of the CENELEC Statutes, membership may be lost either by voluntary resignation or by expulsion.

a. Resignation

Any Member may decide to resign from CEN and/or CENELEC. A resignation is notified in writing to the registered seat of the organization and it takes effect upon expiration of the current year if the resignation is notified during the first half-year, and until expiration of the following year if the resignation is notified during the second half of the year.

b. Expulsion

Reasons for expulsion, as outlined in the Statutes of CEN and CENELEC, are the following:

- Member loses its qualification as a separate legal entity;
- Member fails to pay full amount of its membership fees, within six weeks following a formal notice of the Director General;
- Member no longer fulfils the membership criteria as set out in Article 7 of the CEN Statutes and Article 7 of the CENELEC Statutes;
- A serious breach of membership obligations was committed;
- Member does not participate on a recurring basis in General Assembly meetings either in person, by electronic means of communication or by providing a proxy.

In case the Member loses its qualification as a separate legal entity, it must inform CEN and/or CENELEC by formal notice to the MRMC, with no delay. The escalation procedure is then initiated, as stipulated in clause 4.2.a below.

In case the Member fails to pay the full amount of membership fees despite the formal notice of the Board sent by the Director General, the formal procedure of expulsion shall be initiated within 6 weeks following the date of the formal notice. The President of the organization concerned shall call for a General Assembly meeting as stipulated in subclause 4.2.c.

When a Member does not fulfil its membership obligations or commits a serious breach, such non-conformity shall be evaluated by the MRMC in accordance with the guidelines detailing the degrees of non-conformity as set in Annex 2 and Guide 22, and the relevant procedure shall be implemented in accordance with subclause 4.2.a.

Members have an obligation to participate regularly and to vote in General Assembly ordinary or extraordinary meetings. Members are free to provide a proxy to ensure proper representation in case of incapacity to participate in a meeting. If the Member does not participate in three consecutive meetings and does not fulfil its obligation to vote more than three times in a calendar year, either in person or by providing a proxy, the President of CEN or CENELEC shall inform the MRMC of the breach, and the latter shall initiate the procedure according to subclause 4.2.a.

4.2 Escalation procedure

These provisions refer to article 9.1.2 of the CEN and CENELEC statutes.

With the aim to, on the one hand build trust and accountability of the CEN-CENELEC system and, on the other hand achieve the goal of excellence embedded in the provisions of the membership criteria, CEN and CENELEC strive to ensure that the Members obligations are met at all times. Any non-compliance or non-conformity or breach is weighed in an escalation mechanism, as explained below and detailed in Annex 3.

a. Procedure before the Membership Relations and Monitoring Committee (MRMC)

The body that is in charge of evaluation of the breach and establishes the level of seriousness of the non-conformity is the Membership Relations and Monitoring Committee (MRMC).

In case of a detected serious non-conformity or breach of the membership criteria or obligations, the Member shall work with a designated peer assessor or external assessor to remedy the breach. In case there is a divergency in their positions, the MRMC shall be informed by the peer assessor or the external assessor of the non-conformity, and the Member is free to provide their comments.

In cases where a peer assessor is not involved, such as the situation of non-participation on a recurrent basis in General Assembly meetings, the MRMC shall invite the Member to provide justified reasons.

The MRMC will invite the Member to remedy the non-conformity within a certain deadline. In the absence of proof of such a remedy within the agreed deadline and if, further to an exchange of written reasons addressing the failure to comply, the non-conformity is still present, the MRMC Chair will inform the Presidential Committee of the situation. In addition, all the Members are informed by CCMC of the potential problem with a Member.

b. Procedure before the Presidential Committee

The Presidential Committee, once informed of the non-conformity or non-participation/vote at General Assembly meetings on a recurrent basis, decides to further investigate with support of the Peer assessor or external assessor with a view to provide support for remediation, including legal support.

If, at this stage, the Assessment report provided to MRMC is positive, the MRMC shall inform the Presidential Committee and CCMC shall inform all other Members of the settlement.

In the event that the Assessment report is still negative, the MRMC informs the Presidential Committee and the President of the Association calls for a General Assembly meeting.

c. Procedure before the General Assembly

The General Assembly shall invite the Member to provide proof of immediate and effective remedy actions. The General Assembly may decide to reduce some of the rights of the Member in breach, with immediate effect, if deemed necessary.

In the absence of effective demonstrated remedy within three months counting from the date of invitation for remedy actions, the Board recommends to the General Assembly to expel the Member in breach.

Upon the President's invitation for a meeting, the General Assembly takes a Decision with a secret vote of a two-third majority of Members present or represented. Such Decision implies loss of membership with immediate effect. The Decision for expulsion is final and is communicated to the European Commission in accordance with the Regulation 1025/2012 and to the EFTA secretariat for information.

Detailed steps of the procedures of the escalation and expulsion are outlined in the CEN-CENELEC Guide 22.

5. Cross Reference between Requirements, WTO/TBT Criteria and EU Regulation 1025/2012

Requirement	WTO/TBT Criterion	Reg. 1025/2012
1. Transparency		
1.1 Work Programme	Yes	Art. 3.2
1.2 New Work Items	Yes	Art. 3.5
1.3 Draft Documents	Yes	Art. 4
1.4 Published deliverables - Final Documents	Yes	No
1.5 Procedures for a publicly open enquiry aimed at all interested parties	Yes	No
1.6 Transparency of structures	No	No
2. Openness and Sustainable Development		
2.1 Participation open at every stage of standards development	Yes	Art. 4
2.2 Principle of 'appropriate representation' of the stakeholders' interests in the Technical Bodies	Yes	No
2.3 Principle of adequate representation of the stakeholders' interests in the Governing Bodies	No	No
2.4 One delegation representing the national position ('national delegation' principle)	No	No
2.5 Sustainable development	Yes	Art. 6
3. Impartiality and Consensus		
3.1 Impartiality of the standardization process	Yes	No
3.2 Consensus	Yes	No
3.3 Neutrality of interests, impartiality and independence of the Members' governance	No	No
4. Effectiveness and Relevance		
4.1 Activities to respond to market needs, scientific and technological developments, as well as societal and regulatory needs	Yes	No
4.2 Standards that promote the functioning of a competitive market	Yes	No
4.3 High quality standard publications are duly maintained and made easily available to customers	Yes	Art. 6(f)
5. Coherence		
5.1 Avoid duplication and overlap with standardization at European level (CEN-CENELEC). 'Internal coherence within the system'	No	Art. 3.6
5.2 Avoid duplication and overlap with standardization at international level (ISO, IEC), 'External coherence with other systems'	No	No
5.3 Avoid duplication or conflict between sectors, within a Member's work programme or collection of published standards, and with national legal requirements	No	Art. 7
5.4 Be complementary to legal requirements	No	Art. 7 and 10
6. Viability and Stability		
6.1 Financial stability and viability	No	No
6.2 National recognition	No	Art. 27

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Requirement	WTO/TBT Criterion	Reg. 1025/2012
6.3 Infrastructure and resources	No	No
6.4 Protection of CEN-CENELEC legal interest, including Intellectual Property Rights (IPR), as well as their distribution policy	No	No

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Part 1D

Annex 1 – Membership Relations and Monitoring Committee (MRMC)

Annex 1 – Membership Relations and Monitoring Committee (MRMC)

Terms of Reference

1. Role and definition

The Membership Relations and Monitoring Committee (MRMC) is a Committee created by decisions of the CEN General Assembly (CEN AG Resolution 32/2012) and CENELEC General Assembly (AG52/32).

The Role of the MRMC is:

- a) To manage the CEN-CENELEC assessment model and to ensure the overall quality, coherence and fairness of the (self-combined with EN ISO 9001, peer or external) assessment reporting; to ensure a smooth and effective management of coherent internal or peer assessor's approach through appropriate processes, preparation and maintenance of the necessary documents and templates, as well as selection and training of qualified assessors;
- b) To seek continuous improvement on the definitions of the criteria for membership based on the experience acquired;
- c) To ensure the effective follow-up of the outcomes of the reports on the assessments made and to coordinate and disseminate good practices to the CEN-CENELEC Members with a view to facilitating, through appropriate mechanism, the exchange of information among the Members;
- d) To coordinate the assessment process of those organizations applying for membership in CEN and CENELEC.

MRMC is in charge of all assessment processes related to adoption and adherence to membership criteria of all current Members, as well as for the evaluation of the fulfilment of membership criteria by the Candidate organizations and the organizations that are legal successors of the CEN or CENELEC Members, Affiliates or all other organizations (NSBs/NCs) having a framework with CEN and/or CENELEC.

MRMC also manages the evaluation of potential breach of Member that has been notified to this body in line with the level of seriousness as described in Annex 2.

2. Reporting

MRMC is a body mandated by the Presidential Committee and reporting to the General Assemblies through the Presidential Committee.

3. Responsibilities and Tasks

The MRMC's responsibilities are fulfilled with the following main tasks:

- Overall coherence and fairness of the assessment model
MRMC:
 - Approves the yearly plans of assessment exercises in agreement with the Members concerned and according to the Statutes and Internal Regulations;
 - Decides on the complaints about the assessors' work and/or misbehaviour in case of peer assessment, including the evaluation of potential breach notified;
 - Handles the information resulting from the assessments, including information in the reports that may be fully confidential (i.e. not to be disclosed outside the MRMC) or partially confidential (i.e. not to be disclosed to external stakeholders outside the membership).

- Effective management through appropriate processes, documents, and qualified assessors

MRMC:

- Receives from the Members the self-assessment combined with EN ISO 9001 reports and accepts them following the Chair's review and proposal for recommendations;
- Receives from the assessors the peer assessment reports and accepts them following the Chair's review and proposal for recommendations;
- Reviews on a regular basis the relevant guiding documents, such as the Assessment Guidelines, the template of the Assessors' reports, the list of relevant documents to be taken into account, etc., and proposes improvements to the CEN and CENELEC Governing Bodies;
- Selects, and appoints the peer assessors following a call for nomination;
- Advises the Presidential Committee on the external assessors.

- Continuous improvement on the definitions of the criteria for membership

MRMC:

- Organizes, whenever necessary, regular reviews of the Criteria for membership and proposes to the CEN and CENELEC Governing Bodies improvements in the relevant guiding documents.

- Follow-up of the reports and feedback on dissemination of good practices

For each Member:

MRMC,

- Provides feedback based on the assessment report to each Member;
- Discusses and approves the Chair's overall conclusions on the assessment made and their proposals for recommendations to each Member concerned;
- Advises about the identified good practices and invites the Member to exchange information with other relevant Members;
- Communicates the overall MRMC conclusions on the assessment made to the Member assessed, including recommendations and advice about exchange of good practices. In case of peer assessment, the recommendations may also include specific comments from the assessors.

For the Presidential Committee:

- MRMC Chair reports on the process and findings to the Presidential Committee as appropriate;
- MRMC reports about identified good practices that may be considered and shared - and possibly adopted - by all CEN and CENELEC Members.

For the CEN and CENELEC communities:

MRMC,

- Provides a "Membership Report" once a year to the CEN and CENELEC Administrative Boards/General Assemblies, which is first validated by the Presidential Committee, outlining:
 - The main results of the assessments conducted in the year,
 - The good practices that have been identified throughout the latest assessment reports for consideration by all Members, so as to raise awareness of possible actions to improve the system,
 - The yearly trends in terms of best compliance of the criteria (e.g. good practices indicated in the previous years and the rate of their implementation by those Members who have been assessed in the year);
- May also propose, in its "Membership Report", actions for improvement of the system to the relevant Governing Bodies.

For other stakeholders:

MRMC,

- In view of the promotion and visibility of the CEN-CENELEC standardization system, if requested by the Presidential Committee, makes publicly available a general overview of the main results of the Assessments Reports in a general reporting document, while ensuring that only non-confidential information is disclosed.
- Assessment of those organizations applying for membership in CEN and CENELEC
MRMC:
 - Oversees the selection of the assessors who will be in charge to assess the fulfilment of all Criteria as defined in the Internal Regulations Part 1D 'CEN and CENELEC Membership Requirements' to become a Blue-type or Red-type Member of CEN and CENELEC, and advises the Presidential Committee on the assessors for the Yellow-type Members.
 - Validates the assessment report prior to its submission to the CEN and CENELEC relevant Governing Bodies.

4. Working methods

The MRMC has physical or hybrid meetings upon the chair's discretion and at least once a year, in a physical meeting.

The Committee decides by consensus. The Chair, the CEN and the CENELEC appointed members take decisions. However, when a decision concerns the national organization from which the nominated Member comes from, the Member abstains from attending the MRMC meeting.

The Director General attends the Committee meetings as observer with an advisory role.

5. Composition

The composition of the Committee is the following:

- The Chair appointed by the Presidential Committee;
- Two members nominated by CEN – appointed by the CEN General Assembly;
- Two members nominated by CENELEC – appointed by the CENELEC General Assembly;
- The Director General – who attends the Committee meetings as observer with an advisory role;
- Secretariat: CCMC.

The Chair may also invite any expert that they consider relevant for the discussions in the Committee, while ensuring the confidentiality of the information whenever needed.

6. Appointment and Qualification criteria

Chair

The Chair of the MRMC:

- Is appointed for a 4-year term by the Presidential Committee after a call for nominations to the CEN and CENELEC Members to serve in a personal capacity.

The eligible candidate must be affiliated to either:

- A Blue-type Member or a Red-type Member,
- A Yellow-type Member having been Yellow-type Member for at least five years prior to the commencement of their term as Chair of the MRMC;

- Receives financial compensation for the days devoted to their tasks, as fixed by the CEN and CENELEC Governing Bodies.

The Chair:

- Is an impartial person;
- Is trusted by the whole CEN and CENELEC community;
- Has insight about European standardization;
- Has leadership skills and management background at senior level;
- Has experience in quality management system exercises;
- Has declared their willingness to commit the time and effort necessary to ensure successful results.

The Chair, in addition to the tasks described in Section 3, ensures:

- The finalization, coherence and overall quality of each assessment report;
- The continuous updating of the assessment model by elaborating proposals for improvement to the MRMC;
- Appropriate communication with the individual Members on those issues related to the assessment report;
- The yearly Business Plan of the assessments.

Other members of MRMC

Two members of MRMC are appointed by the CEN General Assembly and two by the CENELEC General Assembly, after a call for nominations to the CEN and CENELEC Members. They are appointed for a 3-year term and re-eligible for an additional term of 3 years. They divest themselves from any representation of specific interests of the organization that nominated them and serve on a personal capacity.

The MRMC members nominated by CEN and CENELEC must:

- Have insight about European standardization;
- Have experience in quality management system exercises;
- Have leadership skills and management background at senior level;
- Have the trust of the respective whole CEN and CENELEC community;
- Declare their willingness to commit time and efforts necessary to ensure successful results.

7. Role and responsibilities of the appointed members

The members of the MRMC commit to:

- Invest adequate time to the above-described responsibilities with a view to actively participate in discussions and to contribute to the achievements of their tasks; and
- Serve the group during the full term with no possibility to delegate or be replaced by an alternate.

8. Timeframe and Resources

The Chair of the MRMC is appointed for a 4-year term. The Chair receives financial compensation for the days devoted to their tasks, as fixed by the CEN and CENELEC Governing Bodies.

The other members are appointed for a 3-year term and re-eligible for an additional term of 3 years.

9. Administrative tasks and support from CCMC

MRMC administrative tasks are supported by CCMC.

CCMC is also the first contact point for any request from the CEN and CENELEC Members related to the assessment practices and processes.

A member of staff at CCMC ensures the administration of the Committee's work (meetings and flow of information) and assists the Chairperson in specific identified tasks related to the preparation and follow-up of Committee meetings.

CCMC supports the preparation of the MRMC through regular reporting to the Presidential Committee and to other relevant Governing Bodies of CEN and CENELEC.

The Manager Legal will handle, amongst other things, the coordination of all contractual/legal aspects.

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Annex 2 – Conformity and non-conformities with members obligations

Annex 2 – Conformity and non-conformities with members obligations

GRADE	DEFINITION
Full conformity	The Member meets all obligations in full. Flawless in terms of attention to specifics and showing original insight.
Conformity with comments	The Member meets all obligations but lacks specific evidence. Attention to specific requirements with room for improvement is needed. The evaluated Member is encouraged to respond to comments and an Action Plan for further development to near flawless is needed.
Conformity with concern	The Member meets all obligations at present, but attention to specific requirements is needed as the Member's practice may develop into a non-conformity. The evaluated Member is expected to respond to a Concern by providing the MRMC with an appropriate Action Plan and time schedule for implementation. The response shall include an analysis of the root cause and extent and include a corrective action plan.
Low Non-Conformity	The Member does not meet a membership requirement under one or more criteria. An immediate corrective action is needed, and evidence of its implementation is provided to the MRMC. The assessed Member is expected to respond to a Low Non-Conformity by taking immediate corrective action. The response shall include, within an appropriate Action Plan, an analysis of root cause and extent and explanation of corrective and preventative actions and objective evidence of implementation.
Medium or Serious Non-Conformity	The Member does not meet a membership requirement under one or more criteria. However, the MRMC can decide that several low rated non-conformities may amount to a "Medium" or "Serious" non-conformity as it may indicate a systemic problem.

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Annex 3 – Escalation procedure in case of non-conformities

Annex 3 – Escalation procedure in case of non-conformities

In case of non-conformities, the indicative process will be as follows:

Event	Indicative timeframe		Impact/consequence
	time: T0	cumulated time: T0	
Peer assessment: in case of diverging positions between the Member and the peer assessors on the non-conformities in the assessment report			The Member may send its separate written comments or clarifications to the MRMC for consideration when assessing the related report
MRMC receives a report including one or more non-conformity with the criteria for membership and the Member has already indicated in the report how it intends to address the non-compliance.	0	4 weeks MRMC Chair report + MRMC meeting	Following MRMC Chair report, the MRMC assess the possible “low”, “average” or “serious” impact of the non-conformity with the criteria for membership and the proposed remedy and timeframe. The MRMC approves the remedy actions and timeframe.
<u>Comment</u> At the agreed deadline, the Member has not taken the remedy action	deadline	1 week	Member to explain the reason of the delay and to indicate a new deadline.
CCMC to inform the MRMC at the next meeting	1 week	MRMC meeting	MRMC possible formal <i>reminder</i>
<u>Concern</u> At the agreed deadline, the Member has not taken the remedy action	deadline	1 week	Member to explain the reason of the delay and to indicate a new deadline.
CCMC Review with the Member and CCMC to inform the MRMC	2 weeks	3 weeks	MRMC possible formal <i>warning</i>
<u>Non-Conformity</u> At the agreed deadline, the Member has not taken the remedy action	deadline	1 week	Member to explain the reason of the delay and to indicate a new deadline.
MRMC Chair to have preliminary discussion with the Member (with support CCMC) and inform the MRMC	+ 2 weeks	3 weeks	Chair to decide whether to call for an ad hoc meeting + possible formal <i>warning</i>
MRMC to send written questions to the member.	+ 1 weeks	4 weeks	-
Answers from the Member	+ 2 weeks		-
MRMC consider the answers and, if not satisfactory, refers the situation to PC. CCMC informs the national Members accordingly.	+ 2 weeks	8 weeks	All national Members are aware of a potential problem with one Member of CEN and/or CENELEC.

Event	Indicative timeframe		Impact/consequence
	time: T0	cumulated time: T0	
PC considers the situation and decides sending a peer assessor to the Member to investigate on site and any other support action (including further legal advice) to be handled by MRMC and CCMC	+ 4 weeks	12 weeks	-
Visit of the assessor on site and preparation of an assessment report	+ 4 weeks	16 weeks	-
MRMC review of the assessors report	+ 2 weeks	18 weeks	
<u>The report is positive:</u> MRMC inform the PC CCMC inform all Members	+ 1 week	21 weeks	All national Members are informed of the positive outcome of the process
<u>The report is negative:</u> MRMC inform the PC The President calls for the General Assembly meeting to decide on further actions including a possible site visit	+ 1 week	21 weeks	-
Upon consideration of the report of the assessor, the General Assembly(ies) require urgent remedy actions and reduce the rights of the Member	4 weeks	23 weeks	Ad hoc suspension of certain membership rights and obligations i.e. the Member no longer enjoys full rights, for instance its nominated CA Member would be suspended, if applicable, and AG or BT voting rights are suspended...) Experts nominated by the NSB/NCs in working groups are suspended. TC secretariats held by NSB/NC are considered by the BT(s) for reassignment.
In the absence of effective and demonstrated remedy actions (within 3 months), the CA recommend the AG to exclude the member	+ 12 weeks	35 weeks	-
By resolution of the AG(s), the Member is excluded (qualified majority vote according to the relevant statutory provisions)	+ 4 weeks	39 weeks	Loss of the status of national Member with CEN and/or CENELEC. National votes are rejected. National delegations in TCs are no longer accepted. Experts nominated by the NSB/NCs in working groups are excluded. TC secretariats held by NSB/NC are offered by the BT(s) for reassignment.

Event	Indicative timeframe		Impact/consequence
	time: T0	cumulated time: T0	
CEN and/or CENELEC communicate the situation to the European Commission under Art. 24–1 e) of Regulation 1025/2012	0		-
The situation is referred to in the agenda of the Committee of Standards under Art. 23 of Regulation 1025/2012	+ 3 months	1 year	-
Possible notification of another body by the Member State under Art. 27 of Regulation 1025/2012	-	-	Possible loss of the status of national Member of the NSB/NC with its Member state and with the European Union.
Consideration by CEN and CENELEC of the candidature of a replacement body as the new national member	-	-	-