

****CEN-CLC/BTWG 12 – Checklist for drafting**

D168/C108 BT,

- noting
 - the report of the CEN-CLC/BTWG 12 'Harmonized standards and the European Regulatory framework' meeting held on 2021-04-14 (see Annex 1);
 - that in many instances, the HAS assessments 'Lack of compliance' is due to non-compliance with CEN-CENELEC Internal Regulations Part 3;
 - the need to put in place measures to improve the citation rate of harmonized standards;
 - the actions agreed by BTWG 12 to increase the number of HAS assessment 'Compliant' reports;
 - the checklist containing aspects to be considered by Technical Bodies and working groups when drafting harmonized standards in support of EU legislation prepared by BTWG 12 (See Annex 2);
- decided that
 - when drafting homegrown harmonized standards, harmonized standards under VA with CEN lead and European common modifications in support of EU legislation, Technical Bodies shall check their compliance against a dedicated checklist;
 - the Technical Committee secretary in CEN and the Technical Body secretary/reporting secretariat in CENELEC are responsible for ensuring that the checklist is filled out and submitted to CCMC with the draft candidate harmonized standards and their supporting documents/justifications where relevant. In CEN, the matrix of responsibilities shall be followed;
 - during the ENQ and FV in-check procedures, CCMC will reject, as of 2021-10-01, the submission of a draft harmonized standard if the completed checklist, or relevant supporting documents/justifications, are not submitted;
- approved the use of a checklist for homegrown harmonized standards, harmonized standards under VA with CEN lead and European common modifications in support of EU legislation to be recommended as soon as made available until 2021-09-30 and mandatory afterwards;
- strongly recommended the use of the checklist for the drafting of those harmonized standards under the VA and FA (for such cases with ISO or IEC lead);
- asked
 - CCMC to modify the CCMC in-check process and transmission notice to include the checklist for drafting harmonized standards;
 - CCMC to highly recommend, without delay, all relevant CEN Technical Committees and CENELEC Technical bodies drafting candidate harmonized standards in support of EU legislation, to use the checklist;
 - CEN-CLC/BTWG 9 'Strategy for the construction sector' to develop a modified version of the checklist, to be considered and completed by Technical Committees, when drafting candidate harmonized standards in support of the Construction Products Regulation (CPR). The modified checklist will be submitted to BTWG 12 for agreement;
 - CCMC, in cooperation with the BMTs to create a dedicated page on CEN and CENELEC BOSS on drafting harmonized standards by 2021-06-30;
 - CCMC to develop core dedicated training material on drafting candidate harmonized standards by 2021-06-30.

Decision date: 2021-05-19