Standardization Requests – Ad-hoc Groups (SRAHG), '*Their role, composition & way of working*'

Contents

CEN and CENELEC approved this revised guidance document through CEN/BT Decision 024/2019 and CENELEC BT Decision D162/001 respectively.

Context

With the entry into force of Regulation 1025/2012 and the requirements set on the European Standards Organisations thereof, CEN and CENELEC are requested – more than before -- to organize themselves to be able to timely and effectively contribute to the drafting of the Standardization Requests (SReq) issued by the EC.

Furthermore, in the EC Vademecum on 'European Standardisation' – Part II 'Preparation and adoption of the Commission's standardisation requests to the European standardisation organisations' it is clearly indicated that:

"*The sectoral departments should endeavour to prepare requests that the ESOs will find acceptable. The technical content of drafts submitted for ISC and the deadlines in them should therefore have already been agreed with the ESOs*" [Section 2.5.2] and *"The Commission should submit a request to draft European standards and European standardisation deliverables for formal adoption only when it is confident that it will be acceptable to the ESOs." [Section 5.1].*

Hence the need for CEN and CENELEC to coordinate the related activities and to ensure that their view is properly taken into consideration in the final Standardization Request. Given the above, and following the recommendation from CEN-CENELEC/BTWG 7 'Reduction of the development time', at the 52nd CEN/BT TCMG meeting, CEN BT adopted the following decision:
Subject: *AHG to prepare Standardization Requests*

BT/TCMG, on behalf of BT,

- *considering the recommendation of the CEN-CENELEC/BTWG 7 'Reduction of the development time' (Annex 1 to BT N 9854),*

- *supports the proposal to conduct a pilot AHG for the Urban ITS standardization request;*

- *encourages BTWG 7 to review the outcome of the pilot and this with the aim of agreeing on a formal recommendation to BT on the purpose and functioning of such AHG s and the conditions to set them up.*

This decision is applicable as from 2015-03-04

CENELEC/BT adopted similar decisions at the 150th and 151st CENELEC/BT meetings:

D150/085 - BT decided to support the proposal to conduct a pilot AHG for the Urban ITS standardization request.

D150/086 - BT encouraged BTWG 7 to review the outcome of the pilot and this with the aim of agreeing on a formal recommendation to BT on the purpose and functioning of such AHG s and the conditions to set them up. Such AHG s would include interested members, the involved Technical bodies and interested Partner organizations.

D151/012 - BT invited CCMC to editorially revise the document 'Standardization Requests –The role, composition & way of working of Ad-hoc Groups' as presented in Annex 2 of BT151/DG9943/REP and BT N 10122 for subsequent acceptance by correspondence.

Role

The Standardization Request Ad-hoc group (SRAHG) ensures prompt coordination between and input from all relevant stakeholders including CEN Technical Board Members and CENELEC Permanent Delegates, Partner Organizations as well as other relevant parties, during the drafting and approval of Standardization Requests. It advises in case problematic issues associated with the Standardization Request arise such as content, deadlines, missing resources, etc. to allow the timely submission of CEN-CENELEC contribution to the European Commission and of relevant documents to the Technical Boards and to develop a consensus view about acceptance/refusal of a standardization request for submission to the Technical Boards.

Tasks

The SRAHG will:

– Steer the preparatory work associated with the Standardization Requests and in particular in relation to issues relating to:

  • Content;

  • Timeframe (considering the possible need for financial support);

  • Resources (Technical Bodies having to carry out the work);

  • Need for financial support;

  • Dependency and collaboration between the ESOs[1], ISO and IEC and their involved Technical Bodies.

– Consider comments received during the Technical Boards consultations and consolidate the CEN and CENELEC inputs to the EC during the various stages of the drafting of Standardization Requests;

– Agree on the proposal for acceptance or rejection of Standardization Requests to the Technical Boards;

The SRAHG will neither undertake any standardization work nor stand for the activities that are associated with CCMC.

Composition of SRAHG

Depending on the complexity of the topic:

– Interested CEN/BT Members and CENELEC Permanent Delegates (or their alternates)

– Experts nominated by CEN/BT Members and CENELEC Permanent Delegates);

– Partner Organizations represented in the Technical Body(ies) including Annex III Organizations (if applicable);

– Representatives of the concerned Technical Body(ies) (if applicable);

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[1] Particular attention will be paid to the need for coordination between CEN-CENELEC and ETSI.

– one representative of the relevant Sector Forum and/or Coordination Group (if applicable);

– ISO/IEC representative(s) – when relevant technical work is ongoing at international level (Decisions CEN BT 29/2015 and CENELEC BT D151/061);

– EC representative(s) – when considered necessary to clarify the content/scope of the draft Standardization Request;

– CCMC (including PM assisting for financial support, when relevant).

At any time during the life cycle of the SRAHG, CEN/BT Members and CENELEC Permanent Delegates can join the group and/or nominate experts.

Convenorship and Secretariat

The convenor will be nominated amongst the group participants, preferably the concerned Technical Body Leadership.

The Secretariat will be provided by CCMC, i.e. the sectoral Project Manager (PM).

Reporting line

The SRAHG reports to the CEN and/or CENELEC Technical Board(s).

Establishment of the SRAHG

Upon reception of the working draft Standardization Request or in case the EC has expressed the intention to follow up a topic indicated in the Annual Union Work Programme (AUWP), the Sectoral PM announces to BT, the relevant Technical Body(ies) and the relevant Sector Forum and/or Coordination Group the establishment of the SRAHG together with the announcement of the first web-conference and a 'call' for nomination of participants to the SRAHG.

SRAHG input during commenting and approval process of SReq

1. When establishing the SRAHG, the sectoral PM circulates also the working draft Standardization Request for comments to CEN BT Members and CENELEC Permanent Delegates. For this purpose, the sectoral PM prepares a BT document, which should include also:

   a. the subject indicating that a "working draft standardization request" is presented for comments;

   b. the Technical Body(ies) concerned by the standardization request (if any);

   c. the version of the document (or at least the date of reception by CCMC) and – for subsequent versions -- the changes compared to the previous one;

   d. the deadline for comments;

   e. the meeting date for a "comments consolidation" with those having expressed an interest.

Comments shall be submitted using the template in Annex 1.

Any additional document that will be made available by the EC will be distributed as soon as possible.

2. At the same time, the Sectoral PM sends an email to the other possible participants defined in the paragraph Composition (e.g. representatives of the relevant Technical Body(ies), ISO CS/IEC CO) informing them about the web-conference and providing them with the working draft SReq (and any other documents made available by the EC) and the template for comments.

   All SRAHG participants will be requested to provide their comments ahead of the meeting in order to allow concrete discussions.

3. CCMC circulates a compilation of comments to all participants prior to the web-conference so that an agreement on the consolidated views to be provided to the European Commission can be reached.

4. If applicable and whenever possible, the concerned Technical Body(ies) Leadership will prepare for the meeting a first draft work programme in order to understand the feasibility and progress on technical work in response to the SReq.

5. CCMC organizes the web-conference as 'comments resolution meeting' and makes its outcomes available in the dedicated Livelink folder.

6. CCMC sends to the EC the comments agreed at the SRAHG web-conference and inform BT accordingly.

   In its comments to the EC, the Group should carefully cover and assess the following points:

   a. Reasonable deadlines in the SReq,

   b. Key aspects that may affect the technical work to be clearly highlighted,

   c. Ensure that modifications are in track changes between successive versions of the draft Standardization Request (if not already done by the EC).

7. If the SRAHG identifies the need for funding, the template in Annex 2 should be filled out within the shortest delay by the NSBs/NCs (holding the Technical body secretariat(s), if any) requesting funding in order for it to be submitted to the BTWG 217 'Prioritization' for evaluation. This evaluation will be taken for consideration by the SRAHG when submitting their advice on acceptance to the BTs.

8. Once the (final) draft SReq, as submitted by the EC to the Committee on Standards (CoS), is available, BT takes a decision taking into account the SRAHG position.

Working methods

To allow easy reference, each SRAHG will have a proper acronym, i.e. SRAHG_XXXXXX (e.g. SRAHG_DRONES)

The SRAHG will work via short web-conference(s), except if important issues are identified and a meeting is considered necessary.

In order to ensure transparency, upon reception of the working draft Standardization Request an ad-hoc SReq folder will be created in Livelink (link from Collaboration Platform) in the section 'Standardization Requests/Draft SReq' with the acronym M/xxx_TOPIC or M/123 REV_TOPIC (where 123 is the number of the existing SReq to be revised):

https://cen.iso.org/livelink/livelink?func=ll&objId=8579509&objAction=browse&viewType=1

The folder will have to contain the versions of the draft Standardization Requests as well as all SRAHG meeting agendas, meeting notes, comments and any other contributions.

If possible, considering the tight timeframe, a consolidated revised draft SReq taking into account all comments should be prepared by the SRAHG secretary and made available prior to web-conference.

To facilitate traceability of the documents, the title of the subsequent (revised and commented) versions of the draft SReq must be dated and numbered.

All above docs will be circulated by CCMC via Livelink only.

Access to the SReq folder will be granted to all CEN BT Members and CENELEC Permanent Delegates and the SHRAG participants.

Duration

The SRAHG will be disbanded upon acceptance of the standardization request.

Annex 1

Comments – Draft Standardization Request

Date: 201X-XX-XX	Draft Standardization Request : [insert BT document reference]	Respondent: [add NSB/NC]

Participation to the Ad-hoc Group

Yes ☐   No ☐   Name of the representative (+ e-mail):

Possible acceptance

1. Would you in principle be able to accept this standardization request?

　　Yes ☐   No ☐   Abstention ☐

Participation and allocation of the work

2.　Do you agree to the allocation of the work to the Technical Bodies (existing or to be created) as proposed in the background document.

　　Yes ☐   No ☐   Abstention ☐

Comments:

3.　If a new Technical Body is proposed, indicate here if you would be interested in providing the secretariat:

　　Yes ☐   No ☐

4.　Would you nominate experts to participate in a newly created technical body as suggested in the background document (if applicable)

　　Yes ☐   No ☐   Abstention ☐

Comments on draft standardization request

5.　Do you have any comments on the content of the draft standardization request?

　　Yes ☐   　please use the commenting table below

　　No ☐

6.　Accepting the mandate implies the obligation to fulfil it regardless whether EC funding is available or not. Would you be committed to carry out the work without EC funding?

　　Yes ☐   No ☐   Abstention ☐

　　If No, comment please:

Template for comments on draft Standardization requests

Date: 2<mark>01X-XX-XX</mark>

NSB/NC/ Technical Body	Paragraph/ Article	Comments	Proposed change	Final agreed changes