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| **Optional template for the announcement of a new CEN/CENELEC Workshop Agreement (CWA)**   * Green font: Text modules to be adapted according to your needs. * **<Red font>: Placeholder. Please fill in.** * *Blue font: Explanation. Please delete in the final version.* |
| 1/What issue are we targeting  **<Introduction: what is the topic of the future CWA, what issue are we endeavouring to address>**  This part acts as an introduction to draw the reader in: in maximum 4 or 5 sentences, one should be able to understand what the technology/product/service targeted by the CWA is and what is the issue that the CWA is intending to address.  Keep in mind that this introduction could also be used in social media post: it should remain as short as possible.  See below for examples of introduction.  2/What is a CWA?  This part should provide basic information about the concept of CWA to help the reader understand how it will help address the issue stated above; depending on the goal of the Workshop, it is particularly recommended to adapt the sentence in green the text below, selecting the parts that are the most relevant in light of the work to be carried out by the Workshop.  A CEN/CENELEC Workshop is a temporary working group, open to the participation of any interested party, created for the rapid elaboration of a European pre-standardization document known as CEN/CENELEC Workshop Agreement. CWAs can be used to collect and disseminate best practices, to set guidelines or to develop a common vocabulary or understanding. It is intended to facilitate interoperability and compatibility, enhance market uptake of innovative solutions and facilitate further incremental innovations in the market.  The goal of this CWA is to **<summary of the main objectives of the CWA, based on the draft project plan>**.  3/How to get involved?  The creation of this CEN/CENELEC Workshop has been proposed by **<proposer(s)>**. The CEN/CENELEC Workshop participants will be supported by the secretariat provided by **<NSB/NC>**.  Organizations with an interest in the subject have several ways to get involved:   * By submitting comments on the draft Project Plan **<link>** ; comments can be submitted via the Commenting form **<link>** until **<date>** to **<address of the Secretariat>;** * By attending the kick-off meeting in <**date and location of the KO> <link to the KO agenda>**, during which the draft Project Plan will be discussed and agreed upon; you can register to the kick-off meeting by sending an e-mail to **<address of the Secretariat>;** * By joining the CEN/CENELEC Workshop following the kick-off meeting to participate in the drafting of the CWA; [add information about fees, if relevant].   If you have any further question, do not hesitate to reach out to **<address of the Secretariat>**. |

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| **Examples of introductions**  *[notes in bracket have been added by the writer of this guidance]* |
| **CWA on integration process of new technologies of physical assistance such as Exoskeletons**  <https://www.cencenelec.eu/news/workshops/Pages/WS-2020-005.aspx>  “In recent years, **exoskeleton technology** has become of interest to the industrial manufacturing sector. It offers a new approach to improving the quality of work, task effectiveness and productivity by combining human intelligence and dexterity with robotic or mechanical assistance.  As several recent prospective studies predict, the exoskeletal market is expected to grow considerably in the coming years. Technological advances are making exoskeletons an increasingly feasible solution from an economic point of view and examples of applications are multiplying in different sectors, such as industry, medicine and military.  However, owing to their wide range of application in the field of rehabilitation, industry, military and their different construction types, there is still no uniform regulation or certification of exoskeletons and at this time, no international standard development has been identified."  *[This CWA covers a specific technology: the announcement thus starts with some background information on this technology, focusing on its impact on various economic sectors, to show its importance, before it states the issue faced by this particular industry that the CWA will endeavour to address].* |
| **CWA on guidelines for introducing tele-medical and pervasive monitoring technologies balancing privacy protection against the need for oversight and care**  <https://www.cencenelec.eu/news/workshops/Pages/WS-2019-012.aspx>  “The health expenditure in the EU is expected to rise by 350% by 2050 compared to an economic expansion of only 180% and the provision of Long Term Care (LTC) will pose an increasing challenge to the sustainability of public finances in the EU, due to an ageing population. The Responsive Engagement of the Elderly promoting Activity and Customized Healthcare (REACH) therefore represents a solution that seeks to prevent elderly citizens from loss of function and a decline of being able to perform Activities of Daily Living (ADLs) independently.  However, GDPR and European national legislations impose limitations on introducing technologies that enable professional and informal care providers to monitor continuous information on a person’s activities and actions even when such monitoring is conducted for the purpose of care.  Hence, the aim of this CEN Workshop is to develop a CEN Workshop Agreement (CWA), which will define guidelines for introducing, implementing and operating sensor monitoring technologies into the private homes of citizens who are in need of care and for the purpose of detecting critical events and trends.”  *[This CWA is not centred on a specific product or service; the announcement thus focus on the issue to be solved]* |