Templates for CEN/CENELEC Workshop Proposal Form

**1 Proposal Form for CEN/CENELEC Workshop proposer**

**Details of the CEN/CENELEC Workshop proposer:**

Name:

Organization:

Postal address:

Email:

Phone:

Webpage:

**Already known partners:**

* <Add names of persons and organizations who will presumably take part in the CEN/CENELEC Workshop>

**Title of proposed CEN/CENELEC Workshop:**

<Add English working title>

**Background/Objectives:**

<Describe the objectives of the foreseen standardization activity; specify standardization need and benefits to stakeholders as well as analysis of the degree of interest in the subject in different European countries and amongst different stakeholders>

**Scope of the CEN/CENELEC Workshop (planned area of application):**

The planned CEN/CENELEC Workshop defines/establishes/specifies <please describe>

The planned CEN/CENELEC Workshop is applicable to/is intended to be used by <please describe>

The planned CEN/CENELEC Workshop does not apply to/is not intended to be used by <please describe>

**Are the following aspects potentially affected?**

YES NO

Safety matters ☐[[1]](#footnote-1) ☐

Management system aspects ☐[[2]](#footnote-2) ☐

Conformity assessment aspects ☐[[3]](#footnote-3) ☐

Security matters ☐[[4]](#footnote-4) ☐

<Add information/explanations to the points marked „yes“>

**Theme related standardization Technical Bodies, standards or regulations, if applicable:**

* <Add technical committees, standards, etc. (national, European, international)>

**Optional attachments:**

<List optional information, e.g. estimated project duration and proposed date of the Kick-off, manuscript, short description, presentation, etc.>

**2 Proposal Form for CEN/CENELEC Workshop secretariat**

**CEN/CENELEC Workshop "<Add English working title (see Form for CEN/CENELEC Workshop proposer, A.1)>"**

**Details of the secretary for the proposed CEN/CENELEC Workshop**

Secretary:

Name:

Organization:

Postal address:

Email:

Phone:

Webpage:

**Finance:**

<Specify, e.g. research project [ID], sponsor, etc.>

**Drafting and Dissemination:**

<List specific work items with their deliverable and timescale for delivery>

<Specify intentions as regards the distribution and dissemination of the resulting CWAs>

**Does the proposed CWA conflict with an EN or an HD?**

YES NO

EN ☐5 ☐

HD (CENELEC) ☐[[5]](#footnote-5) ☐

<Add information/explanations to the points marked „yes“>

**Is the proposed CWA within the domain of an existing CEN and/or CENELEC Technical Body?**

* <CEN/CENELEC TC>

**CEN/CENELEC Management Centre (to be completed by CCMC):**

Name of the CCMC Project Manager:

Organization: CCMC

Postal address: Rue de la Science 23, 1040 Brussels

Email:

Phone: +32 2 550 xxxx

Webpage: [www.cencenelec.eu/aboutus/MgtCentre/Pages/default.aspx](http://www.cencenelec.eu/aboutus/MgtCentre/Pages/default.aspx)

**Response of identified potentially affected CEN/CENELEC TCs**

YES NO

Is there an active work item covering the scope of the planned CWA? ☐ ☐

Are there arguments against the topic of the planned CWA? ☐ ☐

<Add information/explanations to the points marked „yes“>

**3 Security risk analysis**

**3.1** General

Security risk analysis is a process of identifying and analyzing the main negative factors that may affect a standardization project’s objectives. The following is targeted at secretariats of CEN/CENELEC Workshop Agreements (CWA) dealing with security issues. Its purpose is to help them identify and mitigate the risks associated with their project. It is structured around two main security threats that can affect the success of the work: major diverging interests among stakeholders and sensitive information.

**3.2** Risk analysis on major diverging interest among stakeholders

Diverging interests among stakeholders can impede the process in reaching agreement on the CWA and even lead to failure to deliver the planned CWA. In order to identify and possibly mitigate the risks, the following questions should be reviewed:

* Is the planned CWA expected to have a major impact on the security policy/strategy of the core stakeholders?
* Does the scope of the CWA cover products or services with a clear dual-use purpose (i.e. which can be used for military purposes)?

**3.3** Risk analysis on sensitive information

* In light of the scope of the CWA, is it likely that it may deal with sensitive information? If so, what is the information sensitivity level?
* Is there a need for a (non-)disclosure agreement?
* Is there any conflict of interest for stakeholders involved in the CEN/CENELEC Workshop, regarding especially the use they may make of any information they receive during the development of the CWA?
* What steps should be taken to manage information dissemination and storage (e.g. memory stick, emailing, storage) during the development process of the CWA?

1. For CEN: The CEN/CENELEC Workshop proposal shall be submitted to CEN/BT for decision. For CENELEC: Work on the proposed CEN/CENELEC Workshop shall not be initiated. [↑](#footnote-ref-1)
2. The CEN/CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision. [↑](#footnote-ref-2)
3. CEN/CENELEC Internal Regulations - Part 3, 33 applies. [↑](#footnote-ref-3)
4. For projects dealing with security matters the security risk analysis provided below (item 3) shall be carried out [↑](#footnote-ref-4)
5. Work on the proposed CWA shall not be initiated [↑](#footnote-ref-5)