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# CEN-CENELEC GUIDE 29

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**CEN/CENELEC Workshop  
Agreements – A rapid way to  
standardization**

**Edition 2, October 2020**

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## **European foreword**

This document (CEN-CENELEC Guide 29:2020) has been prepared under the supervision of the CEN and CENELEC Technical Boards and Administrative Boards.

This second edition cancels and replaces the first edition (CEN-CENELEC Guide 29:2014), which has been amended.

Among editorial modifications, structural improvements, setting timeframes for certain process phases, the following changes were made: Introduction of preparing the proposal form stage before preparing a draft project plan, inclusion of a risk analysis for projects dealing with security matters.

Results incorporated in this document received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 853853 (project STAIR4SECURITY).

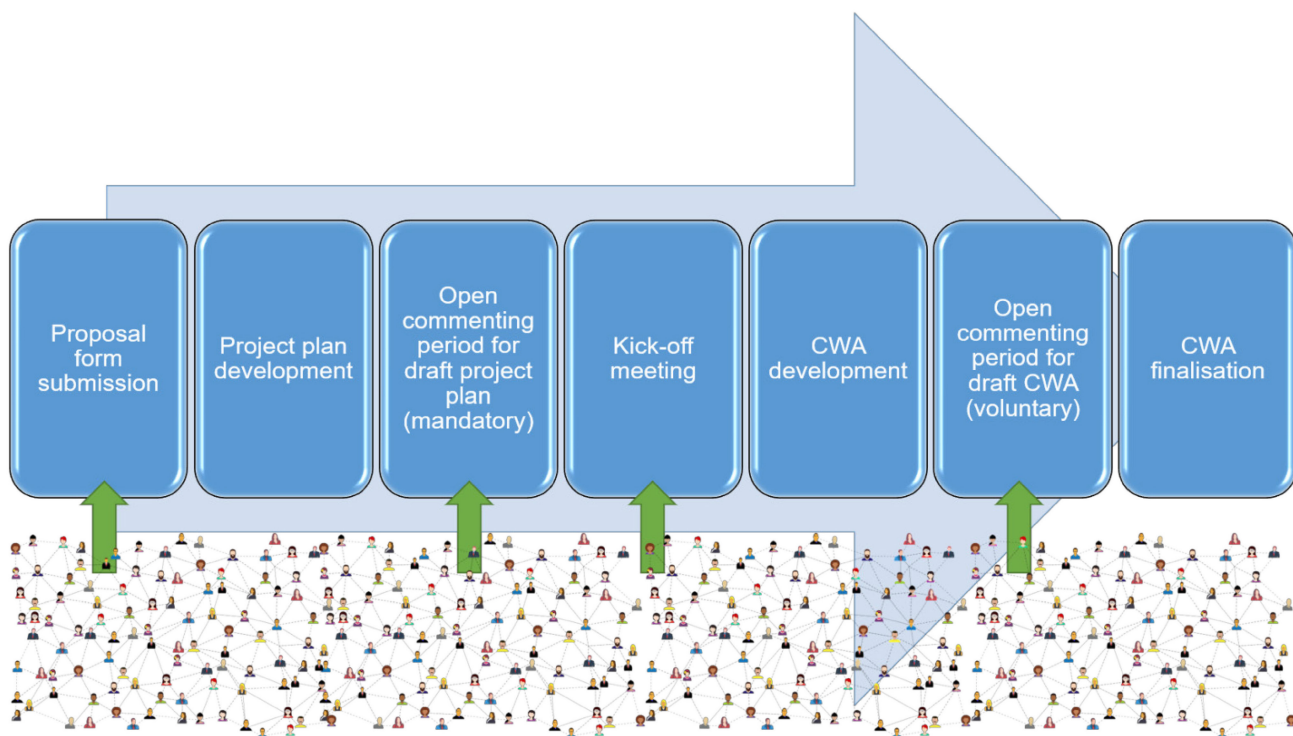
**NOTE** When the expression CEN/CENELEC appears it refers according to the context to CEN or to CENELEC or to CEN and CENELEC jointly.

## Introduction

CEN and CENELEC develop European Standards (EN) and other publications, including Technical Specifications (TS), Technical Reports (TR) and Workshop Agreements (CWA). The European Standardization System makes a significant contribution to the European market, embedded in a global economy, and disseminates the knowledge incorporated in these publications through its network of CEN and CENELEC (national) Members.

In innovative markets there is often a request for a reference document to be quickly developed as a steppingstone to standardization deliverables, to facilitate interoperability and compatibility, enhance market uptake of innovative solutions and facilitate further incremental innovations in the market. However, if innovative technologies, including products, processes and services, have not yet achieved a sufficient degree of stability, a European Standard may not be the best way of meeting this need, because of the nature of the standardization process and the requirement that all CEN/CENELEC national members shall adopt the resulting standard.

A CWA is a deliverable, which may take various forms such as text file or computer code, developed and agreed by the participants in a temporary working group (CEN/CENELEC Workshop). It is designed to meet an immediate need, can be quickly developed and can be used as fast track to future standardization activities. The stakeholder involvement is limited to those directly interested in the subject. The process for initiating and developing a CWA is illustrated in Figure 1. An overview of actions, responsibilities, and timeframes throughout the CEN/CENELEC Workshop Agreement process is provided in Annex C.



**Figure 1 — Illustration of the CWA process**

The direct participation of interested parties, the possibility to indicate the participants and their organizations in the foreword and the rapid development process offered by a CWA, are particularly attractive for European research and innovation projects, which have to deliver results within the limited duration of their project lifetimes. European Framework Programmes like Horizon 2020 and Horizon Europe focus(ed) more and more on the impact of research and innovation in developing, supporting and implementing EU policies, and support the uptake of innovative solutions in industry and society to address global challenges. Standardization is recognized as a tool to support this strategic objective. Consequently, well suited solutions like the CWA must be made available. More information about the interaction of research and innovation projects with standardization activities can be found in CEN-CENELEC Guide 23.

Although a CWA is developed outside the normal CEN/CENELEC Technical Body structure, it is important to ensure the coherence of all the different CEN/CENELEC deliverables in order to protect the credibility of European standardization. A CWA, therefore, shall not conflict with a European Standard (and a Harmonization Document for CENELEC). However, interest and collaboration from the related Technical Bodies is encouraged as these documents, especially covering innovative and emerging topics, can be seeding their future work programmes or the creation of new standardization areas.

## 1 Scope

This CEN-CENELEC Guide provides mechanisms and details the characteristics and development process of the CEN/CENELEC deliverable known as the 'CEN/CENELEC Workshop Agreement'.

## 2 Terms and definitions

### 2.1

#### **CEN/CENELEC Workshop**

working platform open to the participation of any interested parties for elaboration of CEN/CENELEC Workshop Agreements

### 2.2

#### **CEN/CENELEC Workshop Agreement (CWA)**

CEN/CENELEC deliverable, developed by a Workshop, which reflects an agreement between identified individuals and organizations responsible for its contents, and which is made available by CEN/CENELEC in at least one of the official languages

Note 1 to entry: The deliverable may take various forms such as text file or computer code.

[SOURCE: CEN/CENELEC Internal Regulations - Part 2, 2020, 2.10 and A.2.1, modified]

## 3 Purpose and main elements of the CWA concept

A CEN/CENELEC Workshop is considered as a body with a short-term task specified in its project plan. If the proposed scope calls for a long-term activity, the possibility to propose a Technical Committee should be explored. The operation of the CEN/CENELEC Workshops themselves is entirely separate from Technical Committees responsible for the development of European Standards, although this shall not be interpreted as meaning there cannot be an interface between CEN/CENELEC Workshops and Technical Committees.

As long as the innovative solutions have not reached a sufficient level of stability, a formal standard may be a less suitable solution considering the process in place as well as the obligations on the CEN/CENELEC national members to implement all European Standards. An established CWA can be proposed for conversion into a European Standard to a Technical Committee (see CEN/CENELEC Internal Regulations – Part 2). If the proposal is approved by the Technical Committee, the CWA will have to go through the standards development process and follow the rules for the development of European Standards (CEN/CENELEC Internal Regulations – Part 2), including the option to be submitted directly to CEN/CENELEC Enquiry. Similarly, the members of a Technical Committee might encourage the creation of a CEN/CENELEC Workshop to address a market need it cannot meet through the development (or revision) of a European Standard or a Technical Specification. Further guidance is provided in CEN-CENELEC Guide 23 on addressing research and innovation in European standardization activities and deliverables.

To safeguard the overall coherence of the deliverables adopted by the CEN/CENELEC Technical Bodies and the credibility of European standardization in the market a CWA shall not conflict with European Standards. A CWA can compete with another CWA.

A CWA is not designed to support European legislative requirements (e.g. the New Legal Framework). In CENELEC, safety matters are excluded from being the subject of a CWA.

## 4 Initiation

### 4.1 Allocation of CEN/CENELEC Workshop secretariat

**4.1.1** Every CEN/CENELEC Workshop has to be supported by a secretariat from a CEN/CENELEC national member.

**4.1.2** The proposer of a CEN/CENELEC Workshop shall either engage with a CEN/CENELEC national member or contact CCMC indicating the concept of the intended CEN/CENELEC Workshop. If the proposal for the CEN/CENELEC Workshop emanates from a research project, it is likely that such CEN/CENELEC national member has been identified due to its involvement in the project.

**4.1.3** The CEN/CENELEC Workshop secretariat should be allocated to a particular CEN/CENELEC national member if that CEN/CENELEC national member is the first point of contact with the proposer or if the proposal clearly emanates from that Member's country.

**4.1.4** In cases where a CEN/CENELEC national member cannot be identified, CCMC launches a 30-day call for candidates among CEN/CENELEC BT members. Where there is a single candidate, the secretariat will be allocated to that CEN/CENELEC national member without CEN/CENELEC BT consultation. Where there is more than one candidate, the allocation will be made by CEN/CENELEC BT on the basis of the information provided by the CEN/CENELEC national members as to their suitability and after consultation with the CEN/CENELEC Workshop proposer. CCMC shall ensure that the implementation of this rule does not unduly delay the progress of the CEN/CENELEC Workshop proposal. CCMC shall inform the CEN/CENELEC BT(s) about the allocated secretariat.

**4.1.5** The CEN/CENELEC Workshop proposer, in conjunction with the CEN/CENELEC Workshop secretariat, shall be responsible for defining and agreeing any financial arrangements, including any participation fees, necessary for the completion of the project plan.

## **4.2 Preparation of proposal form**

The proposer of the CEN/CENELEC Workshop, with the support of the CEN/CENELEC Workshop secretariat, shall prepare a CEN/CENELEC Workshop proposal form (see Annex A, A.1 and A.2). This form aims to facilitate consultations of the relevant stakeholders and bodies on the launch of the CEN/CENELEC Workshop, by allowing for a quick review of the main aspects of the project.

The CEN/CENELEC Workshop proposal form shall be submitted by the CEN/CENELEC Workshop secretariat to the Director Standardization of CCMC for allocation to a CCMC project manager.

If CEN/CENELEC Technical Bodies were identified in the CEN/CENELEC Workshop proposal form, the form shall be submitted to them by the CEN/CENELEC Workshop secretariat for a 30-day consultation, as well as to other relevant groups such as CEN/CENELEC Sector Fora, Focus Groups and Coordination Groups for information (see CEN/CENELEC Internal Regulations – Part 2, Annex G).

The existence of a related CEN/CENELEC Technical Body does not preclude the launch of a CEN/CENELEC Workshop. Indeed, it can be a suitable solution to pre-standardize a new topic in the CEN/CENELEC Workshop. There will be also the possibility for the Technical Bodies to participate in the CEN/CENELEC Workshop or to be kept informed about the progress. Once published, if the topic shows to be market relevant, the CWA can be the source for a future work item within a Technical Body's work programme. Therefore, the existence of a related Technical Body is not a justification to stop a CEN/CENELEC Workshop. In particular, if the Technical Body has not addressed the same topic in its current work programme, no objections should be posed against the creation of the CEN/CENELEC Workshop.

If the Technical Body responds positively and has no objections to the CWA being developed, the CEN/CENELEC Workshop proposal may go forward. If the Technical Body is opposed to the launch of the CEN/CENELEC Workshop, the CEN/CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

If the CEN/CENELEC Workshop proposal form reveals the need for a CEN/CENELEC BT decision, CCMC shall submit the proposal including the proposer's and CEN/CENELEC Technical Bodies' arguments, if any, to the CEN/CENELEC BT(s) and launch the decision-making process.

If during the CEN/CENELEC BT decision process, concerns are raised about the CEN/CENELEC Workshop proposal, CCMC shall consult the relevant CEN/CENELEC BT member, the proposed Workshop secretariat and the CEN/CENELEC Workshop proposers within 15 days, in order to resolve the problem.

## **4.3 Preparation of draft project plan**

The proposer of the CEN/CENELEC Workshop shall prepare a draft project plan with the assistance of the CEN/CENELEC Workshop secretariat, preferably in parallel to the preparation of the proposal form.

The draft project plan

- is used to conduct a reflection on how to disseminate and involve a wider range of interested parties throughout the development of the CWA and after its publication. It is recommended to include a strategy defining how and when participants, other standardization bodies and other stakeholders can be informed of the work and contribute to it.



- shall set out the process by which new participants can join the CEN/CENELEC Workshop up to and including the end of the drafting phase; participation fees, if any, shall also be mentioned.
- shall specify voting rules if such voting is necessary in the CEN/CENELEC Workshop.
- shall specify in which official CEN/CENELEC language the CWAs shall be developed and in which additional languages the CWA is to be drafted and published, if required.
- should include the intention to conduct an open commenting phase, which is highly recommended as a means of enhancing transparency, but this does not preclude the CEN/CENELEC Workshop participants agreeing to do so at a later stage. An open commenting phase is only mandatory if the CWA deals with safety aspects.

The draft project plan as well as the agenda of the kick-off meeting shall then be submitted to CCMC by the Workshop secretariat.

#### **4.4 CEN/CENELEC Workshop announcement**

Within 15 days after completion of the stages described in 4.2 and 4.3, CCMC announces the kick-off meeting on the CEN/CENELEC website(s) and posts the draft project plan there for a 30-day commenting period. The CEN/CENELEC Workshop secretariat is encouraged to announce the kick-off meeting on any other relevant channels. Stakeholders may declare their intention to participate in the CEN/CENELEC Workshop. The CEN/CENELEC BTs are informed of the launch of the CEN/CENELEC Workshop by CCMC.

NOTE CEN-CENELEC standstill (as defined in Clause 5 of the CEN/CENELEC Internal Regulations - Part 2) does not apply to CWAs.

### **5 Operation**

#### **5.1 Launching the CEN/CENELEC Workshop**

**5.1.1** The kick-off meeting shall take place at least 30 days after the publication of the draft project plan on the CEN/CENELEC website(s). In addition to the mandatory publication on the website, CEN/CENELEC Workshop proposer(s) and secretariat are strongly encouraged to reach out to relevant stakeholders at this stage. Any comments received during this period shall be considered with the Workshop secretariat and CEN/CENELEC Workshop proposers.

**5.1.2** At the kick-off meeting the project plan shall be agreed on by those participants wishing to proceed. The CEN/CENELEC Workshop chair is appointed by the CEN/CENELEC Workshop secretariat. All the elements of the adopted project plan shall be respected by the CEN/CENELEC Workshop and its participants.

**5.1.3** Joining the CEN/CENELEC Workshop after the kick-off meeting is possible but subject to the agreement of the CEN/CENELEC Workshop.

**5.1.4** The kick-off meeting shall be held in one of the CEN/CENELEC national members' countries.

**5.1.5** The Work Item(s) included in the adopted project plan is/are to be registered in the CEN/CENELEC database. CCMC allocates an identifier in the format 'CWA xxxx'.

#### **5.2 Responsibilities of the Chair and the secretariat**

**5.2.1** The CEN/CENELEC Workshop Chair is responsible for ensuring that the development of the CWA follows the principles and content of the adopted project plan and the requirements of this Guide. The CEN/CENELEC Workshop Chair may take decisions on the conduct of the CEN/CENELEC Workshop on the basis of the comments expressed by the participants and of this Guide.

**5.2.2** The CEN/CENELEC Workshop secretariat shall ensure, in coordination with the CEN/CENELEC Workshop Chair, that this Guide is followed. The CEN/CENELEC Workshop secretariat shall bring any major problems encountered in the development of the CWA to the attention of CCMC in order to find solutions. Irrespective of the above, any CEN/CENELEC national member may exercise the right of appeal in accordance with the CEN/CENELEC Internal Regulations - Part 2, Clause 7 including in cases where this Guide is not observed.

**5.2.3** The CEN/CENELEC Workshop secretariat shall notify CCMC of any possible conflict with a European Standard (either existing or under development as active work item) that could arise from adoption of the CWA under development.

**5.2.4** The CEN/CENELEC Workshop secretariat should engage with identified European and international Technical Bodies. The CEN/CENELEC Workshop secretariat shall record the organizations and participants involved in the work. In order to ensure transparency, the documents of the CEN/CENELEC Workshop should be uploaded on an electronic platform provided by CEN/CENELEC.

### **5.3 Co-existence of CEN/CENELEC Workshops and Technical Bodies in the same domain**

CEN/CENELEC Workshops and Technical Bodies can co-exist in the same domain, especially in the frame of research and innovation projects. In such a case, the following applies:

- The CEN/CENELEC Workshop secretariat, in collaboration with the CEN/CENELEC Workshop Chair, shall provide regular reporting to the relevant Technical Body, either in meeting or by correspondence. The report will need to highlight the most important issues, including any conflicts;
- The Technical Body may also send one representative as observer in the CEN/CENELEC Workshop (without any obligation for financial contributions).

Once the CWA is published, it can then be submitted to the existing CEN/CENELEC Technical Bodies for assessment in view of its transformation into another deliverable. Moreover, upon agreement of the Technical Body on the same domain, the CWA can be allocated to the existing Technical Body, which shall be responsible for the review of the CWA, being able to transform it into another deliverable or to withdraw it following this Guide (see 5.7).

### **5.4 Drafting and Commenting phase**

**5.4.1** CEN/CENELEC Workshop participants draft the CWA.

**5.4.2** The draft CWA shall be sent to CEN/CENELEC Workshop participants for comments. In case the CWA is being developed while there is a Technical Body in the same domain, the final draft CWA shall be sent to the Technical Body for comments at the same time as to the CEN/CENELEC Workshop participants. In such cases, a commenting period of 30 days is recommended. Comments shall be sent to the CEN/CENELEC Workshop secretariat. These comments shall be considered by the CEN/CENELEC Workshop participants. The drafting phase shall be considered complete once the CEN/CENELEC Workshop Chair believes agreement has been reached among the CEN/CENELEC Workshop participants.

**5.4.3** A public commenting phase is highly recommended, to ensure as transparent a process as possible, but is not mandatory except when the CWA deals with safety issues. The duration of the public commenting phase shall be 30 days, but for safety matters the duration shall be 60 days. In such a case, the CEN/CENELEC national members will be notified of the draft's availability on the CEN/CENELEC website. The CEN/CENELEC national members may undertake further necessary actions to make the draft available nationally. The CEN/CENELEC Workshop may decide that this public commenting phase is organized in parallel with the CEN/CENELEC Workshop's commenting round on the final draft, and this with the aim to speed up the delivery of the resulting CWA.

**NOTE** In CENELEC, safety matters are excluded from being the subject of CWAs.

Comments shall be sent to the CEN/CENELEC Workshop secretariat. These comments shall be resolved by the CEN/CENELEC Workshop participants.

The draft text may be revised following the resolution of comments. The revision stage shall be considered complete once the CEN/CENELEC Workshop Chair believes agreement has been reached among the CEN/CENELEC Workshop participants on the content of the revised draft.

### **5.5 Approval and availability**

The CEN/CENELEC Workshop Chair shall decide when the CEN/CENELEC Workshop participants have reached agreement on the final text of the CWA, on the basis of the comments received and any further consultation that has taken place, at which point the CWA is approved.

The CEN/CENELEC Workshop secretariat shall submit the agreed CWA document and foreword (see Annex B) to CCMC in all the language versions agreed by the CEN/CENELEC Workshop participants. CCMC shall add the cover page to the text before circulating the text to the CEN/CENELEC national members for publication.

The CEN/CENELEC national members notify CCMC on whether and how they will make the CWA available in their country.

The distribution of CWAs is subject to CEN-CENELEC Guide 10.

The CWA is not assigned the status of a European Standard (as defined in EN 45020:2006). CEN/CENELEC national members are not obliged to withdraw national standards in conflict with this CWA.

## **5.6 CWA Lay-out**

In case of an intended adoption as European Standard it is recommended that a CWA is developed in accordance with the CEN/CENELEC Internal Regulations, Part 3.

A CWA does not have the status of a European Standard, so the cover page or foreword of the CWA shall include the following statements, as appropriate (see Annex B):

The CWA:

- is an agreement, developed and approved by an open independent CEN/CENELEC Workshop structure within the framework of the CEN-CENELEC system;
- does not meet the requirements of consensus and transparency required for a European Standard developed by CEN/CENELEC and shall not be represented as a European Standard or as equivalent to a European Standard;
- reflects the agreement of the registered CEN/CENELEC Workshop participants responsible for its content;
- should not be construed as legal advice authoritatively endorsed by CEN/CENELEC.

The organizations and/or participants approving the CWA shall be listed in its foreword.

## **5.7 Lifetime, review and conversion into another CEN/CENELEC deliverable**

On publication, the CWA shall be submitted to the relevant CEN/CENELEC Technical Bodies, if any, for information and for consideration of potential uptake into a European Standard or another CEN/CENELEC deliverable.

A CWA shall be withdrawn if the publication of a European Standard (and Harmonization Document for CENELEC) brings the CWA into conflict with the European Standard (and Harmonization Document for CENELEC).

During the CWA lifetime a CEN/CENELEC Technical Body may decide to be responsible for the maintenance of the CWA if the responsible CEN/CENELEC Workshop was disbanded.

A CWA is valid for 3 years, after which:

- either the former CEN/CENELEC Workshop secretariat shall consult at least the former CEN/CENELEC Workshop Chair and the relevant CEN/CENELEC Technical Bodies, if any, and related CEN/CENELEC advisory and coordination groups, in parallel to CEN/CENELEC BT consultation by CCMC;
- or in case the maintenance of CWA is allocated to a CEN/CENELEC Technical Body, its secretary shall consult the Technical Body

to determine if the CWA shall be confirmed for another 3 years, revised or withdrawn. Either the former CEN/CENELEC Workshop secretariat or the CEN/CENELEC Technical Body Secretary shall inform CCMC of the result of the query.

If the CWA is proposed for revision, the process described in Clause 4 applies.

After 6 years from initial publication, even where the CWA has been revised during this time, the CWA is submitted to the CEN/CENELEC BT(s) for decision regarding its transformation into another deliverable or its withdrawal, taking into consideration the recommendations from relevant CEN/CENELEC Technical Bodies, if any, and related CEN/CENELEC Sector Fora, Focus Groups and Coordination Groups.

Transformation into another deliverable may be proposed by anyone through a CEN/CENELEC national member at any time during the 6 years lifetime. This conversion shall follow the rules for the development of European Standards (see CEN/CENELEC Internal Regulations – Part 2). The CEN/CENELEC Technical Body shall assess a fast adaption of the CWA as another deliverable.

**NOTE** When the CEN/CENELEC Technical Body decides to transform the CWA into an EN, i.e. to include it as a new work item into its work programme, it may assess during this decision process the maturity of the content of the CWA. In case of a positive assessment, the text is forwarded to the CEN-CENELEC Management Centre, to be distributed to the CEN/CENELEC national members for public comment as a draft standard (prEN). A similar approach can be applied for the transformation of the CWA into a Technical Specification (TS) or a Technical Report (TR).

## **6 Copyright, exploitation rights and other IPR**

The CEN-CENELEC policy on copyright, exploitation right and distribution of all CEN-CENELEC publications, as laid down in the CEN-CENELEC Guide 10 *Guidelines for the distribution and sales of CEN-CENELEC publications*, also applies to CWAs.

Registered participation in a CEN/CENELEC Workshop is subject to having accepted the transfer of exploitation rights of the CWA to CEN-CENELEC for the benefit of their national members, in accordance with the established practices in CEN/CENELEC.

Copyright for the CWA shall be exclusive to CEN/CENELEC, except in cases where cross-licensing arrangements are specifically negotiated with organizations contributing with existing identified material that is already copyrighted. As stated in the Berne Convention for the Protection of Literary and Artistic Works, the “moral rights” to the copyright always remain with the original drafter. CEN also recognizes this by stating in the 'exploitation rights assignment statement' (ERAS) and in Clause 9 of the Internal Regulations – Part 2 that the copyright of existing material contributing to the development of a CWA always remains with the originator.

Publication of the CWA shall be made available through the CEN/CENELEC national members who will be entitled to sales revenue. The primary responsibility for distributing a CWA should be with the CEN/CENELEC national member managing the responsible CEN/CENELEC Workshop. Other CEN/CENELEC national members are entitled to distribute the CWA in accordance with their own distribution policy, although the obligations placed on the individual CEN/CENELEC national members shall be limited to the announcement of the CWA in national journals and national catalogues according to CEN-CENELEC Guide 10.

In case of matters related to patents, the CEN/CENELEC Workshop shall refer to the CEN-CENELEC policy on patents, as described in CEN-CENELEC Guide 8, *CEN-CENELEC Guidelines for Implementation of the Common IPR Policy on Patents*. CEN and CENELEC shall not be held responsible for identifying any or all such patent rights (see Annex B).

## **7 Limitation of liability**

As stated in other clauses of this Guide, CWAs are not designed to support legislative requirements. To this purpose, all CWAs shall carry a statement on limitation of liability clarifying that CWAs are not intended to support legislative requirements or to meet market needs where significant health and safety issues are to be addressed. Consequently, CEN/CENELEC cannot be held accountable for the technical content of CWAs, including in all cases of claims of compliance or conflict with standards or legislation (see Annex B).

## Annex A (informative)

### Templates for CEN/CENELEC Workshop Proposal Form

#### A.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	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/>
Management system aspects	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/>

<sup>1</sup> 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.

<sup>2</sup> The CEN/CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

Conformity assessment aspects      ☐<sup>3</sup>      ☐

Security matters      ☐<sup>4</sup>      ☐

<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.>

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<sup>3</sup> CEN/CENELEC Internal Regulations - Part 3, 33 applies.

<sup>4</sup> For projects dealing with security matters the security risk analysis provided in A.3 shall be carried out.

**A.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	<input type="checkbox"/> <sup>5</sup>	<input type="checkbox"/>
HD (CENELEC)	<input type="checkbox"/> <sup>5</sup>	<input type="checkbox"/>

<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)

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<sup>5</sup> Work on the proposed CWA shall not be initiated.

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

	YES	NO
Is there an active work item covering the scope of the planned CWA?	<input type="checkbox"/>	<input type="checkbox"/>
Are there arguments against the topic of the planned CWA?	<input type="checkbox"/>	<input type="checkbox"/>
<Add information/explanations to the points marked "yes">		



## A.3 Security risk analysis

### A.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.

### A.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)?

### A.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?

## **Annex B** (informative)

### **Standard text for cover page and foreword of a CWA**

#### **Cover page**

This [CEN and/or CENELEC] Workshop Agreement is an agreement, developed and approved by an open independent workshop structure within the framework of the CEN-CENELEC system.

This [CEN and/or CENELEC] Workshop Agreement reflects the agreement of the registered participants responsible for its content, who decided to develop this document in accordance with the specific rules and practices available in CEN-CENELEC for the development and approval of CEN/CENELEC Workshop Agreements.

This [CEN and/or CENELEC] Workshop Agreement can in no way be held as being a European Standard (EN) developed by [CEN and/or CENELEC], as it does not represent the wider level of consensus and transparency required for a European Standard (EN). Furthermore, it is not intended to support legislative requirements or to meet market needs where significant health and safety issues are to be addressed. For this reason, [CEN and/or CENELEC] cannot be held accountable for the technical content of this [CEN and/or CENELEC] Workshop Agreement, including in all cases of claims of compliance or conflict with standards or legislation.

The Workshop parties who drafted and approved this [CEN and/or CENELEC] Workshop Agreement, the names of which are indicated in the Foreword of this document, intend to offer market players a flexible and timely tool for achieving a technical agreement where there is no prevailing desire or support for a European Standard (EN) to be developed.

The copyright of this document is owned by [CEN and/or CENELEC], and copy of it is publicly available as a reference document from the national standards bodies of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

#### **Foreword**

This [CEN and/or CENELEC] Workshop Agreement has been developed in accordance with the CEN-CENELEC Guide 29 “CEN/CENELEC Workshop Agreements – A rapid prototyping to standardization” and with the relevant provisions of CEN/CENELEC Internal Regulations - Part 2. It was approved by a Workshop of representatives of interested parties on YYYY-MM-DD, the constitution of which was supported by [CEN and/or CENELEC] following the public call for participation made on YYYY-MM-DD. However, this [CEN and/or CENELEC] Workshop Agreement does not necessarily include all relevant stakeholders.

The final text of this [CEN and/or CENELEC] Workshop Agreement was provided to [CEN and/or CENELEC] for publication on YYYY-MM-DD.

Results incorporated in this CWA received funding from the [European Union's Horizon 2020 research and innovation programme] [Euratom research and training programme 2014-2018] under grant agreement No [Number].

The following organizations and individuals developed and approved this [CEN and/or CENELEC] Workshop Agreement:

- name organization/individual
- name organization/individual

• ....

Attention is drawn to the possibility that some elements of this document may be subject to patent rights. CEN-CENELEC policy on patent rights is described in CEN-CENELEC Guide 8 “Guidelines for Implementation of the Common IPR Policy on Patent”. [CEN and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

Although the Workshop parties have made every effort to ensure the reliability and accuracy of technical and non-technical descriptions, the Workshop is not able to guarantee, explicitly or implicitly, the correctness of this document. Anyone who applies this [CEN and/or CENELEC] Workshop Agreement shall be aware that neither the Workshop, nor [CEN and/or CENELEC], can be held liable for damages or losses of any kind whatsoever. The use of this [CEN and/or CENELEC] Workshop Agreement does not relieve users of their responsibility for their own actions, and they apply this document at their own risk. The [CEN and/or CENELEC] Workshop Agreement should not be construed as legal advice authoritatively endorsed by CEN/CENELEC.

## Annex C (informative)

### Overview of actions, responsibilities, and timeframes throughout the CEN/CENELEC Workshop Agreement process

The table below covers the core actions and responsibilities of the main actors of a CEN/CENELEC Workshop as well as timeframes throughout the CEN/CENELEC Workshop Agreement development process. It is not intended to be exhaustive.

A capital “**X**” in bold indicates the leading responsibility for an action. A small “x” indicates a possible supporting role within an action.

**Table C.1 — Overview of actions, responsibilities, and timeframes throughout the CEN/CENELEC Workshop Agreement process**

Stage	Action	Responsibility					Timeframe
		Secretariat	Proposer	Chair	Participants	CCMC	
4 Initiation							
4.2 Preparation of proposal form	Preparation of the CEN/CENELEC Workshop proposal form (A.1)	x	<b>X</b>		x		
	Preparation of the CEN/CENELEC Workshop proposal form (A.2)	<b>X</b>	x		x		
	Submission of the CEN/CENELEC Workshop proposal forms (A.1, A.2) to the Director Standardization of CCMC	<b>X</b>					
	Allocation to a CCMC project manager					<b>X</b>	
	Submission of the proposal form to relevant CEN/CENELEC Technical Bodies, Sector Fora, Focus Groups and Coordination Groups for consultation	<b>X</b>					30 days
	Review of the proposal and submission to CEN/CENELEC BT(s) for decision, if CEN/CENELEC Workshop proposal forms reveal the need or if the relevant CEN/CENELEC Technical Body is opposed					X	30 – 45 days
4.3 Preparation of draft project plan	Preparation of the CEN/CENELEC draft project plan	x	<b>X</b>		x		
	Organisation of the kick-off meeting, preparation of the kick-off meeting agenda incl. scheduling and venue	<b>X</b>	x				
	Submission of the CEN/CENELEC draft project plan and the kick-off meeting agenda to CCMC project manager	<b>X</b>					
4.4 Workshop announcement	Announcement of the kick-off meeting on the CEN/CENELEC website(s) incl. CEN/CENELEC draft project plan and kick-off agenda for open commenting period (mandatory)					<b>X</b>	30 days

Stage	Action	Responsibility					Timeframe
		Secretariat	Proposer	Chair	Participants	CCMC	
	Information of CEN/CENELEC BT(s) about the launch of the CEN/CENELEC Workshop					X	
	Announcement of the kick-off meeting on any other relevant channels (voluntary but encouraged)	x	x		x		
	Registration for the kick-off meeting as per description on the CEN/CENELEC website(s)	x	X		X		
5 Operation							
5.1 Launching the CEN/CENELEC Workshop	Consideration and resolution of comments received for the CEN/CENELEC draft project plan	X	X				
	Agreement on CEN/CENELEC project plan	x			X		
	Appointment of CEN/CENELEC Workshop Chair	X					
	Registration of Work Item(s) included in the adopted project plan in the CEN/CENELEC database and allocation of an identifier in the format 'CWA xxxx'					X	
5.2 Responsibilities of the Chair and the secretariat	Assurance that the development of the draft CEN/CENELEC Workshop Agreement is in accordance with the CEN/CENELEC project plan and the CEN/CENELEC Guide 29			X			
	Assurance that the requirements of CEN/CENELEC Guide 29 are followed	X		x			
	Notification of CCMC project manager about any major problems encountered in the development of the draft CEN/CENELEC Workshop Agreement in order to find solutions	X					
	Notification of CCMC project manager about any possible conflict with a European Standard that could arise from adoption of the draft CEN/CENELEC Workshop Agreement	X					
	Engagement with the identified European and international Technical Bodies, Sector Fora, Focus Groups and Coordination Groups	X		x			
	Recording of organizations and participants involved in the work and meetings	X					
5.3 Co-existence of CEN/CENELEC Workshops and Technical Bodies in the same domain	Regular reporting to the relevant CEN/CENELEC Technical Bodies, either in meeting or by correspondence	X		x			
5.4 Drafting and Commenting phase	Organization of the working meetings, preparation of the meeting agenda incl. scheduling and venue	X		x			

Stage	Action	Responsibility					Timeframe
		Secretariat	Proposer	Chair	Participants	CCMC	
	Implementation of the strategy agreed in the project plan about informing and involving all relevant interested parties	X					
	Drafting of the CEN/CENELEC Workshop Agreement by participating in meetings and providing comments when the draft is circulated	x		X	X		
	Distribution of the draft CEN/CENELEC Workshop Agreement to the CEN/CENELEC Workshop participants and the relevant CEN/CENELEC Technical Bodies for internal consultation	X					
	Reception and distribution of comments on the draft CEN/CENELEC Workshop Agreement (internal consultation) to the CEN/CENELEC Workshop participants	X					
	Consideration comments received (internal consultation) for the draft CEN/CENELEC Workshop Agreement	x		X	X		
	Decision to close the drafting phase when the CEN/CENELEC Workshop participants have reached agreement on the final draft CEN/CENELEC Workshop Agreement			X			
	Submission of the final draft CEN/CENELEC Workshop Agreement to CCMC project manager	X					
	Announcement of the commenting phase on the CEN/CENELEC website(s) incl. final draft CEN/CENELEC Workshop Agreement for external consultation (voluntary but encouraged, mandatory for safety matters)					X	30 days recommended, 60 days obligatory for safety matters
	Reception and distribution of comments on the final draft CEN/CENELEC Workshop Agreement (external consultation) to the CEN/CENELEC Workshop participants	X					
	Consideration and resolution of comments received (external consultation) for the final draft CEN/CENELEC Workshop Agreement	x		X	X		
5.5 Approval and availability	Decision to formally approve the final CEN/CENELEC Workshop Agreement when the Workshop participants have reached agreement			X			
	Submission of the final CEN/CENELEC Workshop Agreement, incl. Foreword, to CCMC project manager	X					
	Addition of the Cover page to the final CEN/CENELEC Workshop Agreement					X	
	Distribution of the final CEN/CENELEC Workshop Agreement to the CEN/CENELEC national members for publication					X	

Stage	Action	Responsibility					Timeframe
		Secretariat	Proposer	Chair	Participants	CCMC	
5.7 Lifetime, review and conversion into another CEN/CENELEC deliverable	Submission on publication of the CEN/CENELEC Workshop Agreement to relevant CEN/CENELEC Technical Bodies for information and potential uptake	X					
	Consultation on the confirmation, revision or withdrawal of the CEN/CENELEC Workshop Agreement	X		x	x		

## Bibliography

- [1] CEN/CENELEC Internal Regulations – Part 2, *Common rules for standardization work*
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- [3] CEN-CENELEC Guide 8, *CEN-CENELEC Guidelines for Implementation of the Common IPR Policy on Patents* (and other statutory intellectual property rights based on inventions)
- [4] CEN-CENELEC Guide 10, *Guidelines for the distribution and sales of CEN-CENELEC publications*
- [5] CEN-CENELEC Guide 23, *Research Consortium Bridge – Addressing Research and Innovation in European Standardization activities and deliverables*
- [6] Regulation (EU) No 1025/2012 of the European Parliament and of the Council on European Standardisation and amending Council Directives 89/686/EEC and 93/15/EEC and Directives 94/9/EC, 94/25/EC, 95/16/EC, 97/23/EC, 98/34/EC, 2004/22/EC, 2007/23/EC, 2009/23/EC and 2009/105/EC of the European Parliament and of the Council