



CENELEC GUIDE 8

The Vilamoura notification procedure for new national work and for the revision of national standards

Edition 4, 2016-02

A decision of principle taken at 25th AG (Vilamoura, May 1988) for the notification of new national work had been implemented on a trial basis from 59th BT (March 1989) to 67th BT (March 1991). Through the experience gained, a refined approach to the procedure had been worked out and approved by 67th BT and subsequently by the 29th General Assembly of CENELEC (Copenhagen, May 1991) as a Standing Document.

The 40th General Assembly of CENELEC (Prague, June 2000) converted this Standing Document into CENELEC Guide 8, Edition 1. A second edition of CENELEC Guide 8 was prepared by CLC/BTWG 64-3 and the CENELEC Technical Board approved this new edition by correspondence in March 2005. A third edition was prepared further to decisions taken by CLC/BTWG 128-3 and the CENELEC Technical Board approved this new edition by correspondence in April 2007. A fourth edition was prepared further to a proposal by CLC/BTWG 128-3 and the CENELEC Technical Board approved this new edition through D152/021.



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1 General

The Vilamoura procedure intends to promote collaboration between National Committees at European level by decentralizing the earliest stages of work. It is to be seen in the context of Regulation 1025/2012 Article 4.4. Under the Vilamoura procedure the National Committees of CENELEC are requested to notify their intentions:

- a) to start work on a new national standard;
- b) to revise one of their national standards not already covered by standstill,

in a detailed manner so that all members can understand the nature of the proposed work and, where relevant, communicate their interest in active participation.

NOTE There are two different notifications: one for new work, one for revision of existing national standard, see 2.4 and 2.6.

If a National Committee agrees on a need for a homegrown European Standard, a new work item proposal shall be initiated either via CENELEC BT or via a corresponding TC, if one exists.

Implementation of CENELEC publications, following the provisions of the IR Part 2, and implementation of IEC standards on matters not covered by standstill are not to be notified under the Vilamoura procedure.

2 The Vilamoura notification

- 2.1 The Vilamoura procedure includes the obligation to notify all intentions (see Clause 1) at the earliest possible moment. This means that the notification shall be made even before a document or a draft is available.
- 2.2 The notifications under the Vilamoura procedure shall be uploaded to the Vilamoura folder of the CENELEC Collaboration Tool by the notifying National Committee. In the case of a new standardization activity, the proposing NC is invited to identify an appropriate CENELEC TC/SC. However, it is the ultimate responsibility of the Director Standards to decide on the proper assignment to the correct TC/SC and to ensure that the notification be forwarded to the relevant TC/SC Secretary, if any. When the proposed TC/SC differs from the one chosen by the notifying NC, the NCs shall be informed accordingly. The Vilamoura notifications do not replace the INFOPRO notifications, the latter, however, being only required in the case of 4.1.3 and 4.1.4.
- 2.3 The comment period for the notification of new national standardization initiatives shall be three months, subdivided into the following sequences:
 - a two-months consultation period with the National Committees only on Collaboration Tool. The relevant CENELEC TC/SC is informed within 5 working days of the start of this two-months consultation by CCMC;

NOTE For the sake of consistency with presently valid email messages announcing new documents on Collaboration Tool, the proposing NC shall determine the deadline for responses to be the Friday of the week, in which the two months period ends.

- at the end of the two-months consultation period, CCMC informs within 5 working days the relevant TC/SC Secretary about the survey of answers, indicating the outcome;
- the TC/SC Secretary is given a one month period for providing an answer with regard to the possibility for the TC/SC to undertake the work proposed;
- after the three months total processing time, CCMC uploads the outcome on Collaboration Tool within 5 working days in accordance with the decision criteria described under 4.1.

- 2.4 The notification form to be used in the case of a new standardization activity is reproduced in Annex 1. The two target dates for public enquiry and publication are to be indicated on the form and shall be realistic.
- 2.5 The comment period for the notification of a revision of a national standard shall be two months, and is reserved to the National Committees only, through Collaboration Tool.
- 2.6 The notification form to be used in the case of the revision of an existing national standard is reproduced in Annex 2. The notifying National Committee shall provide full information on the scope of the intended work, i.e. whether the revision will update the relevant standard and/or whether its scope will be either extended or reduced.

3 The reply to a notification

- 3.1 A National Committee wishing to reply to a given notification shall do this by replying to the questions asked by the appropriate form (see Annex 1 and Annex 2).

NOTE If a National Committee does not want to take part in the work, it can feel free not to reply.

- 3.2 The reply form shall be uploaded to the Vilamoura folder of the CENELEC Collaboration Tool before the indicated deadline.
- 3.3 The National Committees answering "Yes" shall also indicate the name(s) of their representative(s) responsible for the work. If it is not possible to give the name of a representative in due time, the National Committee may be mentioned instead. The National Committee acts as expert in that case.
- 3.4 The CCMC shall ensure that, where appropriate, the Secretary of the relevant CENELEC TC/SC (see 2.3) also provides within the third month of the consultation an answer with regard to the possibility for the TC/SC to undertake the work proposed.

4 Decisions by the Technical Board

- 4.1 At the end of the consultation period the CCMC prepares and uploads within 5 working days to Collaboration Tool the survey of answers indicating the outcome under the following criteria.
 - 4.1.1 If the Secretary of the TC/SC concerned indicates that the TC/SC is able to undertake the work and to provide a final draft by the target date indicated, the CCMC shall ask the notifying National Committee to send its proposals to the TC/SC in question. Standstill applies as soon as the TC/SC Secretary replies affirmatively and the corresponding new work item is approved at BT level. Work at national level could be pursued until the approval of the new work item. In parallel CCMC shall take the appropriate steps according to the IEC/CENELEC Cooperation Agreement (Part 1)¹⁾.
 - 4.1.2 If the Secretary of the TC/SC concerned answers "No", or if there is no TC/SC concerned, and if 4 or more National Committees reply in addition to the proposer, indicating their interest to take part in the work, the CCMC shall inform all NCs that a BTTF under the convenorship of the notifying National Committee and with the participation of the interested NCs is set up and requested to start its work. Standstill applies at the deadline of the consultation period. As soon as the corresponding new work item is approved by BT, CCMC shall take the appropriate steps according to the IEC/CENELEC Cooperation Agreement (Part 1)¹⁾.
 - 4.1.3 If less than four National Committees reply in addition to the proposer indicating their interest to take part in the work, and if the Secretary of the TC/SC concerned, if any, answers "No", CCMC shall inform all NCs - and the TC/SC Secretary if relevant - that the work continues at national level (no standstill). The interested National Committees

1) The IEC/CENELEC Cooperation Agreement, known as the Dresden Agreement, is described in CENELEC Guide n° 13.

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shall be permitted to attend the meetings of the national group which prepares or revises the national standard. However, attention shall be paid in this case to the fact that the documents could be circulated in the language of the notifying National Committees, and the meetings could be held in that same language.

If no experts have been appointed by the National Committees having shown interest, the notifying National Committee is free to develop the intended work on its own.

The notifying National Committee is entitled to publish the resulting new or revised national standard.

- 4.1.4 If no positive answer is given, the CCMC shall immediately inform all National Committees that the notifying Committee is free to work out a (revise the) national standard (no standstill). In such a case the final draft does not need to be submitted to CENELEC procedures.
- 4.2 Standstill remains in force unless the Technical Board decides to drop the activity for a given notification. Standstill is released from the date this decision is taken.

5 Operation of the BTTF

- 5.1 The BTTF set up under the above described conditions (see 4.1.2) shall operate according to the CEN/CENELEC Internal Regulations Part 2, Subclause 3.5.1.

NOTE For the sake of consistency with the present BTTF numbering scheme, the BTTF number to be allocated comes with the number of the next BT meeting scheduled.

- 5.2 When finished the draft will enter the CENELEC procedures.
- 5.3 If no experts have been appointed by the National Committees having shown interest or if experts having been appointed did not take part in the BTTF meetings, the notifying National Committee may apply to the Technical Board to remove standstill and to be free for the preparation of a pure national standard. In such a case the provisions of 4.1.4 apply.

6 Syntax of Vilamoura references

- 6.1 The Vilamoura references follow the syntax adopted for all other CENELEC documents:

Notification	Reply	Results
BT/NC.../NOT	BT/NC.../NOT/NC	BT/NC.../NOT/CC
BT/NC.../REV	BT/NC.../REV/NC	BT/NC.../REV/CC



BT /NC.../NOT
Date:.....-.....-....

**Notification by the National Committee
of a new national project in the field of subsector**

Subject:

The Committee wishes to inform that it intends to start work on the following project:

Title:

Description:

CENELEC Technical Body in the scope of which this project could fall:

Justification of the need for this work:

Target date for public enquiry:

Target date for publication:

The National Committees are asked to complete Question 1 of the following questionnaire and to upload it to the Collaboration Tool

by YYYY-MM-DD (2 months to be indicated by the notifying NC).

Subsequently, on the basis of the available results of the proceeding between the National Committees, the CLC TC/SC Secretary will be asked to complete Question 2 of the questionnaire and to return the document to CCMC

by YYYY-MM-DD (to be indicated by CCMC).

Upon reception of the reply from the TC/SC Secretary, CCMC will upload the final outcome, including the replies from all parties, on the Collaboration Tool.

See overleaf

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BT/NC...../NOT/NC or TC

1) Question to the National Committees of CENELEC:

Does your National Committee agree to work in a European group under the leadership of the notifying committee on the above-mentioned subject?

YES NO

If yes, give the name, address, telephone number and e-mail address of the representative(s) of your National Committee.

National Committee of

BT Permanent Delegate signature

Date

2) Question to the Secretary of CENELEC TC/SC

Is your Technical (Sub-)Committee in a position to provide a final draft for public enquiry on the above-mentioned subject by the target date indicated?

YES NO

Secretary's signature Date



BT /NC.../REV
Date:.....-.....-....

**Notification by the National Committee
of the revision of a national standard in the field of subsector**

Subject: Revision of (reference of the national standard)

Title:

Description of the revision:

Justification of the need for revision:

The Committee informs other National Committees about its intention of revising the above-mentioned national standard.

National Committees are requested to indicate

by YYYY-MM-DD (2 months)

their interest to participate in this national work by uploading the following questionnaire to the Collaboration Tool.

See overleaf

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BT/NC...../REV/NC

Our National Committee is interested in participating in the national work mentioned above.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, give the name, address, telephone number and e-mail address of the representative(s) who will participate.

National Committee of

BT Permanent Delegate signature

Date

Abbreviations

BT	Technical Board
BTTF	Task Force of the Technical Board
CCMC	CEN-CENELEC Management Centre
IEC	International Electrotechnical Commission
NC	National Committee
TC	Technical Committee
SC	(Technical) Subcommittee