

Matrix of responsibilities for the development in CENELEC of European Standards to be offered for OJEU citation

The aim of the Matrix is to better detail the tasks for Technical Body officers, Convenors and experts, responsible for the development of **harmonized standards**. This Matrix focuses particularly on **EN IEC parallel standards**.

The matrix of responsibilities is given in form of a table where some of the boxes are filled in and others are left open. The different symbols used have to be read accordingly:

X	=	task assigned to – the task can be delegated
○	=	task recommended to be assigned to
---	=	task not to be assigned to
open box	=	task might be assigned to

NOTE: Secretary also includes the Assistant secretary

	TASK	TC SECRETARY	WG CONVENOR	WG EXPERTS	CCMC	REMARKS
1 Preparation of NWI (stages 00 and 10)	Once approved by the IEC TC, the work item is created in the CLC/TC work programme	---	---	---	X	No action from the CLC Technical Body (TB) – the work item is created in the CLC/TC or CLC/SR work programme by CCMC, following the provisions of the Frankfurt Agreement.
	If needed, allocate the work item to a specific CLC/TC Working Group. If existing WG, ensure the convenor has the resources to work on the European elements of the standards (e.g. Annex ZA/ZZ, risk assessment). If not WG existing, consider the creation of a dedicated WG	X	---	---	X	TB secretary evaluates with relevant TB officers and members, whether the creation of a dedicated WG is needed and to allocate the work item. CCMC implements the decision.
	Link the work item to a specific Standardization Request/mandate and directive/regulation by contacting CCMC	X	---	---	X	<p>TB secretary evaluates with relevant TB officers and members, whether the new work item is to be linked to a Standardization Request/mandate (with the objective to have the EN cited in the OJEU), providing that the work item is in the scope of the relevant mandate/directive.</p> <p>If this is the case, the TB Secretary notifies CCMC. CCMC will then include the work item in the relevant Standardization Request work programme.</p> <p>The work item needs to have such a formal link in order to move forward with the harmonization process (e.g. assessment requests)</p> <p>CCMC informs IEC that the NWI is intended to become a harmonized standard.</p>

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2 Drafting of EN up to Enquiry (stages 20 and 30)	For EN IEC under the Frankfurt Agreement, the IEC TC has the lead, i.e. the IEC/TC drafts the standard	---	---	---	---	
	The CLC TB monitors the standard's development at IEC. If there is a need for harmonization, European elements will have to be made available by the TB secretary to CCMC (see below).	O	O	O	---	European experts should detect as soon as possible the need to incorporate 'European elements' to the EN IEC standard, i.e. common modifications, SNCs, A-deviation, Annex ZZ, risk assessment and start preparing those
	First Working Draft (20.60) The assessment on the First Working Draft (i.e. IEC CD) will be requested by CCMC upon the request of the CENELEC Technical Body secretary. The elements for assessment are sent to production@cencenelec.eu and the CCMC project manager	X	---	---	X	For the harmonized standards, it is highly recommended to start requesting a first HAS assessment on the first working draft (FWD – equivalent to IEC CD). The secretary is invited to liaise with the CCMC project manager to coordinate on the elements that need to be provided as part of the FWD assessment. At this stage, Annex ZA and ZZ don't need to be available for the HAS consultant. The outcome of the assessment will give indications to the technical body on the next steps for harmonization (i.e. flagging compliance issues early in the process). Advice: <ul style="list-style-type: none"> - CLC TB secretary to consult relevant WG or experts to decide which draft will be the best suited for an assessment request (e.g. CD or CD1 or CD2). - It is only possible to send one draft to HAS informal assessment per stage - Unless it is known that there will be more than one CD draft, it is advised to circulate the 1st CD draft for assessment. - CLC TB secretary don't have direct access to IEC CDs. In such case, NCs can provide the relevant drafts to the secretary.
CLC TB secretary is notified (through CCMC) of the upload of the first working draft assessment, made available on Livelink, and share the assessment with the TC	X	---	---	X	If the CLC TB secretary does not have access to the assessment repository (on Livelink), the secretary is invited to contact the CCMC project manager. The HAS consultant has 35 days to deliver the FWD assessment. NOTE: it is possible for the TB to contact the HAS Consultant before the HAS consultant finalises the assessment (via CCMC).	

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	CLC TB secretary, based on the feedback received by the TB, addresses the comments coming from the HAS consultant on the FWD (in the commending template under 'observations of TC secretariat') and provide them to CCMC.	X		---	---	The TB secretary is invited to consult the TB to provide consensus-based feedback to the HAS consultant. The TB secretary may perform this task especially in collaboration with the convenor of the responsible WG in CLC and, if available, with the convenor of the responsible IEC WG. NOTE: it is possible for the TB to contact the HAS Consultant once the assessment has been provided (via CCMC).
	Provide information to the IEC TC secretary and the relevant IEC WG convenor about the HAS consultant's assessment and comments	O	O	O	---	Ensure dynamic link between the IEC TC and the CLC TB, through the European experts in the IEC TC. The CLC TB secretary is invited to liaise with the CLC TB experts to agree on the best approach to address the compliance issues with the IEC TC. In particular, the CLC TB secretary or the European experts in the IEC TC (as agreed within the CLC TB) are invited to share the assessment with the IEC TC secretary and to share the relevant comments to the IEC WG convenor to take them into consideration in the new draft.
	European NCs in the IEC TC will be able to submit inputs in the frame of the upcoming IEC CDV to address the compliance issues identified following the FWD assessment.	---	---	X (NCs)	---	The parallel Enquiry (CDV) is the opportunity for National Committees to provide comments and inputs on the CDV draft. It can be the opportunity to provide inputs that will address the compliance issues identified by the HAS consultant.
	For the preparation of the ENQUIRY draft (30.99) The CLC TB to prepare the European elements for harmonization (i.e. Annex ZA and ZZ, risk assessment as relevant)	O	O	O	---	Ideally the European elements should be made available in time before launch of the parallel enquiry (parallel CDV) See the relevant CENELEC webinars, notably on the 'granularity of the Annex ZZ' and on the 'use of normative references'

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	At the start of the parallel Enquiry at CDV (at the very latest), CLC TB secretary provides the necessary European elements to production@cencenelec.eu (with the transmission notice and the CCMC project manager in copy) to trigger the formal assessment at Enquiry stage	X	---	---	X	<p>The TB secretary to provide CCMC</p> <ul style="list-style-type: none"> - the Annex ZA (beforehand, secretary can request CCMC to deliver a 'draft Annex ZA' consisting of a template completed with identified international normative references and European homologues. TC shall analyse this Annex ZA and provide TB version to CCMC for assessment), - the Annex ZZ (mandatory at this stage) - the responses to the HAS consultant comments at the first working draft - and all elements required according to the transmission notice <p>at the very latest at the start of the parallel Enquiry.</p> <p>The IEC has the lead, therefore it decides on the launch of the CDV. As a consequence, the CLC TB needs to anticipate the timing at IEC level. National Committees can provide the CDV to their secretaries when released.</p> <p>Once these elements will be received by CCMC, CCMC will upload these elements ("assessment package") for assessment.</p>
	The HAS consultant has 35 days to deliver the ENQ assessment: CLC TB secretary to consider contacting the HAS consultant before the assessment is finalized, to be able to respond to any request for clarification	X		---		<p>Formally, the HAS consultants should contact the TB secretary before the finalization of the assessment if he/she needs clarifications. However, to ensure this interaction will take place before the finalization of the assessment, the TB secretary, in cooperation with relevant convenor and members, can contact the HAS consultant. For the formalities, the TB secretary is invited to contact the CCMC project manager.</p> <p>NOTE: see the CENELEC BOSS on the development of EN IEC harmonized standards for further details about the compliance requirements, the general and sectorial checklists and guidance documents.</p>
3° After Enquiry (stage 40)	Circulate the Enquiry voting report, the compilation of comments received at CENELEC Enquiry	X	---	---	---	

	TASK	TC SECRETARY	WG CONVENOR	WG EXPERTS	CCMC	REMARKS
and before Formal Vote	Secretary is notified (through CCMC) of the upload of the Enquiry assessment, made available on Livelink, and share the assessment with the CLC TB	X	---	---	X	If the assessment was requested before the start, or at the start of the Enquiry, the assessment results will be made available before the closing of the Enquiry.
	CLC TB secretary, based on the feedback received by the TB, addresses the comments coming from the HAS consultant on the Enquiry draft (in the commending template under 'observations of TC secretariat') and provide them to CCMC	X		---	---	The CLC TB will have to formalize the CLC TB feedback in the template for comments under 'observations of TC secretariat'. The next standardization step will be the parallel Formal Vote (FDIS). The objective is that the final draft addresses the identified compliance issues (based on the HAS comments received on the CDV) to ensure a compliant assessment at Formal Vote.
	Provide information to the IEC TC secretary and the relevant WG convenor about the HAS consultant's assessment and comments	O	O	O	---	Ensure dynamic link between the IEC TC and the CLC TB, through the European National Committees and experts in the IEC TC. The CLC TB secretary is invited to liaise with the CLC TB experts to agree on the best approach to address the compliance issues with the IEC TC. In particular, the CLC TB secretary or the European experts in the IEC TC (as agreed within the CLC TB) are invited to share the assessment with the IEC TC secretary and to share the relevant comments to the IEC WG convenor to take them into consideration in the new draft.
	The IEC TC works on the final draft that will be delivered to parallel Formal Vote (FDIS).	---	---	X	---	Taking into account the outcomes of the Enquiry assessment, European experts in the IEC TC can provide inputs to address the identified compliance issues.
	The CLC TB starts preparing/amending the European elements for harmonization (i.e. Annex ZA and ZZ, risk assessment as relevant)	O	O	O	---	Ideally the European elements should be made available in time before launch of the parallel Formal Vote (parallel FDIS).

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	At the start of the FV/FDIS (at the very latest), CLC/TC secretary provides the necessary European elements to production@cencenelec.eu (with the transmission notice and the CCMC project manager in copy) to trigger the formal FV assessment	X	---	---	X	<p>The CLC TB secretary needs to deliver CCMC with</p> <ul style="list-style-type: none"> - Annex ZA (if not already done at ENQ, secretary requests CCMC to deliver a draft Annex ZA for review by the TC), - Annex ZZ (mandatory - even if unchanged compared to ENQ version – it still needs to be provided to CCMC!) - responses to the HAS consultant comments provided at ENQ. - and all elements required according to the transmission notice <p>TC secretary to send the European elements to CCMC, even if those elements are unchanged from those submitted for the ENQ assessment</p> <p>The IEC decides on the launch of the FDIS. As a consequence, the CLC TB needs to anticipate the timing at IEC level. National Committees can provide the FDIS to their secretaries when released.</p> <p>Once these elements will be received by CCMC, CCMC will upload these elements (“assessment package”) for assessment.</p>
	The HAS consultant has 35 days to deliver the assessment at voting stage: CLC TB secretary to consider contacting the HAS consultant before the assessment is finalized, to be able to respond to any request for clarification	X		---		<p>Formally, the HAS consultants should contact the TB secretary before the finalization of the assessment if he/she needs clarifications. However, to ensure this interaction will take place before the finalization of the assessment, the TB secretary, in cooperation with relevant convenor and members, can contact the HAS consultant. For the formalities, the TB secretary is invited to contact the CCMC project manager.</p> <p>At this stage, it is especially important that an exchange takes place between the TB and the HAS consultant; indeed, after the start of the parallel Formal Vote (FDIS), the text of the standard cannot be changed anymore (without deviating from the IEC), only the Annexes ZA and ZZ can.</p>
	CLC TB secretary is notified of the upload of the FV assessment, made available on Livelink, and share the assessment within the TB	X	---	---	X	If the assessment was requested before the start, or at the start of the FV, the assessment results will be made available before the closing of the FV.

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	CLC TB secretary, based on the feedback received by the TB, addresses the comments coming from the HAS consultant on the Formal Vote draft (in the commending template under 'observations of TC secretariat') and provide them to CCMC	X		---	---	The secretary, based on the TB feedback, provides feedback to the HAS comments in the commenting template under 'observations of TC secretariat'
	Provide information to the IEC TC about the consultant's assessment at Formal Vote.	O	O	O	---	Ensure dynamic link between the IEC TC and the CLC TB to take stock of the result of the assessment at parallel Formal Vote. The CLC TB secretary or the European experts in the IEC TC (as agreed within the CLC TB) inform the IEC TC.
4° After Formal Vote and before ratification	Circulate the FV report, the compilation of comments received at CENELEC FV	X	---	---	---	
	If the FV results are positive, and if a compliant assessment from the HAS consultant has been received, CCMC proceeds with the finalization of the standard. TB secretary will receive the edited version for proof-read the final version for ratification	X	---	---	X	Hence, the standard will be offered by CENELEC (through CCMC) to the European Commission for its citation in the OJEU.
	If the FV results are positive, but if the standard has received a 'lack of compliance', the TB will have to decide on a way forward in order to publish this standard, noting that the text of the standard itself cannot be changed anymore (only the Annex ZA and ZZ can be updated).	O	O	O	---	<ul style="list-style-type: none"> - Either changes are needed on the Annexes ZA and ZZ only. The TB can proceed with such changes and provide the final version of the Annexes to CCMC for BT approval before publication - Either changes are needed on the standard itself: the CLC TB will have to consider whether Common Modifications are appropriate (as interim solution, pending a new amendment or revision at IEC level to address the remaining compliance issues) or whether to wait for the new amendment or revision at IEC level (which means that the CLC TB will have to make a request to CLC/BT to "de-harmonize" this project, to allow its publication at CENELEC level). In both cases, a CLC/BT decision is needed (to approve Common Modifications or to 'de-harmonize' the standard), based on a CLC TB decision)

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	In all cases, TB addresses the comments provided by the HAS consultant at FV	O	O	O	---	Secretary formalizes the TB feedback in the template for comments under 'observations of TC secretariat'. This feedback will be useful for the next assessment stages (3 possibilities: either CCMC will request a Publication assessment, either for a future, new assessment on future common modifications, either for the future, new assessments on the future parallel IEC amendment or revision).
	If the HAS comments address the need to change the Annex ZA and/or Annex ZZ only, the TB is invited to provide revised editions of these Annexes: CCMC will request a final PUB (publication) assessment	O	O	O	X	Secretary to contact CCMC to request a PUB assessment with the updated elements (including the TC feedback in the template with observations of TC secretariat). A PUB assessment should remain exceptional and should address 'limited' compliance checks (i.e. validation of the new Annexes ZA or ZZ).
	If it is not possible to address the HAS comments (i.e. without modifying the text of the EN IEC), TB may take a decision to 'de-harmonize' the standard to allow its publication, without offering it for citation. The TB may consider preparing a European amendment to address the necessary changes (e.g. through common modifications)	O	O	O	O	Joint analysis to be performed between the CLC TB, CCMC and relevant Permanent Delegates (as appropriate).