

## Standardization Requests – Ad-hoc Groups (SRAHG), 'Their role, composition & way of working'

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***CEN and CENELEC approved this guidance document through CEN/BT Decision 44/2015 and CENELEC BT Decision D152/030 respectively.***

## Context

With the entry into force of Regulation 1025/2012 and the requirements set on the European Standards Organisations thereof, CEN and CENELEC are requested – more than before -- to organize themselves to be able to timely and effectively contribute to the drafting of the Standardization Requests (SR) issued by the EC.

Furthermore, in the EC Vademecum on 'European Standardisation' – Part II 'Preparation and adoption of the Commission's standardisation requests to the European standardisation organisations' it is clearly indicated that:

*"The sectoral departments should endeavour to prepare requests that the ESOs will find acceptable. The technical content of drafts submitted for ISC and the deadlines in them should therefore have already been agreed with the ESOs" [Section 2.5.2] and "The Commission should submit a request to draft European standards and European standardisation deliverables for formal adoption only when it is confident that it will be acceptable to the ESOs." [Section 5.1].*

Hence the need for CEN and CENELEC to coordinate the related activities and to ensure that their view is properly taken into consideration in the final Standardization Request.

Given the above, and following the recommendation from CEN-CENELEC/BTWG 7 'Reduction of the development time', at the 52<sup>nd</sup> CEN/BT TCMG meeting, CEN BT adopted the following decision:

**Subject:** AHG to prepare Standardization Requests

BT/TCMG, on behalf of BT,

- considering the recommendation of the CEN-CENELEC/BTWG 7 'Reduction of the development time' (Annex 1 to BT N 9854),
- supports the proposal to conduct a pilot AHG for the Urban ITS standardization request;
- encourages BTWG 7 to review the outcome of the pilot and this with the aim of agreeing on a formal recommendation to BT on the purpose and functioning of such AHG s and the conditions to set them up.

*This decision is applicable as from 2015-03-04*

CENELEC/BT adopted similar decisions at the 150<sup>th</sup> and 151<sup>st</sup> CENELEC/BT meetings:

*D150/085 BT decided to support the proposal to conduct a pilot AHG for the Urban ITS standardization request.*

*D150/086 BT encouraged BTWG 7 to review the outcome of the pilot and this with the aim of agreeing on a formal recommendation to BT on the purpose and functioning of such AHG s and the conditions to set them up. Such AHG s would include interested members, the involved Technical bodies and interested Partner organizations.*

*D151/012*

*BT invited CCMC to editorially revise the document 'Standardization Requests –The role, composition & way of working of Ad-hoc Groups' as presented in Annex 2 of BT151/DG9943/REP and BT N 10122 for subsequent acceptance by correspondence.*

## Role

The Standardization Request Ad-hoc group (**SRAHG**) ensures prompt coordination between and input from all relevant stakeholders including CEN Technical Board Members and CENELEC Permanent Delegates, Partner Organizations as well as other relevant parties, during the drafting and approval of Standardization Requests. It advises in case problematic issues associated with the Standardization Request arise such as content, deadlines, missing resources, etc. to allow the timely submission of CEN-CENELEC contribution to the European Commission and of relevant documents to the Technical Boards and to develop a consensus view about acceptance/refusal of a standardization request for submission to the Technical Boards.

## Tasks

The SRAHG will:

- Steer the preparatory work associated with the Standardization Requests and in particular in relation to issues relating to:
  - Content;
  - Timeframe;
  - Resources (Technical Bodies having to carry out the work);
  - Need for financial support;
  - Dependency and collaboration between the ESOs<sup>2</sup>, ISO and IEC and their involved Technical Bodies
- Consider comments received during the Technical Boards consultations and consolidate the CEN-CENELEC inputs to the EC during the various stages of the drafting of Standardization Requests;
- Agree on the proposal for acceptance or rejection of Standardization Requests to the Technical Boards;
- Be disbanded with the acceptance of the standardization request;

The SRAHG will neither undertake any standardization work nor stand for the activities that are associated with CCMC.

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<sup>2</sup> Particular attention will be paid to the need for coordination between CEN-CENELEC and ETSI.

## Composition

Depending on the complexity of the topic:

- CEN/BT Members and CENELEC Permanent Delegates (or their representatives nominated by NSBs/NCs);
- Partner Organizations represented in the Technical Bodies (if existing) -- including Annex III Organizations;
- Concerned Technical Body Leadership;
- 1 representative of the Sector Forum and/or Coordination Group (if applicable);
- ISO/IEC representative(s) – when relevant (Decisions CEN BT 29/2015 and CENELEC BT D151/061);
- EC Representative(s) – when considered necessary to clarify the content/scope of the draft Standardization Request;
- CCMC.

## Convenor

The convenor will be nominated amongst the group members (if deemed necessary).

## Secretariat

The Secretariat is held by the CCMC, i.e. the Standards Programme Manager (STD PM) in charge of the relevant sector.

## Way of working

To allow easy reference, each SRAHG will have a proper acronym, i.e. SRAHG/SR\_XXX (e.g. SRAHG/SR\_BBQ)

The SRAHG will work as much as possible via short web-conferences, except if important issues are identified and a meeting is considered necessary.

The subsequent versions of the draft Standardization Requests as well as other relevant documents will be circulated by CCMC via Livelink/Collaboration tool.

Contributions and comments from the SRAHG members shall be submitted via email to [SR@cencenelec.eu](mailto:SR@cencenelec.eu) (dedicated email address) with copy to the SRAHG Secretary (STD PM).

## Preparation of Standardization Requests

1. Upon reception of the draft Standardization Request, the STD PM ensures that it is circulated – through the BTs channel -- to the CEN and CENELEC Members for comments together with the announcement of the first Web-conference and a ‘call’ for nomination of interested parties willing to be part of the SRAHG. In particular the document should include:
  - a. The subject indicating that a “working draft standardization request” is presented for comments;
  - b. the Technical Bodies concerned by the standardization request (if any);
  - c. the version of the document (or at least the date of reception by CCMC) and – for subsequent versions -- the changes compared to the previous one;
  - d. a date for a “comments consolidation” meeting with those having expressed an interest.

Comments shall be submitted using the template in Annex 1.

2. At the same time, the STD PM sends an email to the relevant Technical Body representatives, ISO/IEC, etc. (See Composition), informing them about the web conference and providing them with the draft SR and the template for comments:
  - a. in order to allow concrete discussions, the SRAHG participants will be requested to provide their comments ahead of the meeting, so that an agreement on the consolidated views to be provided to the European Commission can be reached.
  - b. if the SRAHG identifies the need for funding, the template in Annex 2 should be filled out within the shortest delay by the NSBs/NCs (holding the Technical body secretariat(s), if any) requesting funding in order for it to be submitted to the BTWG 217 ‘Prioritization’ for evaluation. This evaluation will be taken for consideration by the SRAHG when submitting their advice on acceptance to the BTs.
3. CCMC makes the outcome of the comments resolution meeting available at BTs level.
4. CCMC sends the comments on the text, resulting from the SRAHG debate, to the EC.
5. Once the final draft SR, as submitted by the Commission to the Committee on Standards (CoS), is available, CCMC prepares the relevant BT documents, thereby proposing its acceptance/rejection as agreed upon within the SRAHG.

*NOTE 1 Steps 2 and 3 to be repeated as needed (i.e. when new versions of the SR are received and until the text is considered satisfactory for CEN and CENELEC and/or the draft Standardization Request is circulated to the CoS.*

*NOTE 2 If necessary, the SRAHG can be set up even before the actual first draft standardization request is issued (in this case the email as in 2. will Kick Off the work of the SRAHG). This might be the case to initiate discussions with the EC for topics covered by the Annual Union Work Programme.*

## Annex 1

### Comments – Draft Standardization Request

<b>Date:</b> <b>201X-XX-XX</b>	<b>Draft Standardization Request :</b> <b>[insert BT document reference]</b>	<b>Respondent:</b> <b>[add NSB/NC]</b>
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#### Participation to the Ad-hoc Group

Yes  No  Name of the representative (+ e-mail):

#### Possible acceptance

1. Would you in principle be able to accept this standardization request?

Yes  No  Abstention

#### Participation and allocation of the work

2. Do you agree to the allocation of the work to the Technical Bodies (existing or to be created) as proposed in the background document.

Yes  No  Abstention

Comments:

3. If a new Technical Body is proposed, indicate here if you would be interested in providing the secretariat:

Yes  No

4. Would you nominate experts to participate in a newly created technical body as suggested in the background document (if applicable)

Yes  No  Abstention

#### Comments on draft standardization request

5. Do you have any comments on the content of the draft standardization request?

Yes  please use the commenting table below

No

6. Accepting the mandate implies the obligation to fulfil it regardless whether EC funding is available or not. Would you be committed to carry out the work without EC funding?

Yes  No\*  Abstention

\*Comments:

Template for comments on draft Standardization requests

Date: 201X-XX-XX

NSB/NC/ Technical Body	Paragraph/ Article	Comments	Proposed change	Final agreed changes



## **Template for description of EC/EFTA funded projects**

### **A. Project ID**

A.1. Project Title:

A.2. Objectives/background of the project.

- o What is the project aiming at ?

*Guidance: List also the category of deliverables to be developed within the present project e.g. EN, TS, TR, CWA, preEN, preTS, study...)*

A.3. Which TC's, TC-WG's &/or PC's will be involved in the work ?

A.4. Timeframe of the project ?

### **B. QUANTITATIVE CRITERIA**

B.1. Does this project relate to pre-normative and/or co-normative work ?

*Guidance: Please tick the adequate box(es) and explain.*

- Pre-normative work;
- Co-normative work

*Note: Study is considered as Pre-normative work where Round robin testing of a test method is a Co-normative work.*

B.2. Link to Standardization Request

- o (draft) Standardization request reference/title (if any):

- o Status of the Standardization Request

*Guidance: please tick the adequate and fill in the box(es) below whenever required:*

- the standardization request has already been approved;*
- the standardization request is still under development;*
- link to Standardization request is mentioned in EU Annual Work Programme or ICT work programme but standardization request not yet initiated – the link between the proposed work and the work programme shall be clearly explained here:*

- o Is the pre-normative/co-normative work indicated in B.1 required/planned in the standardization request? If yes, please explain.

- o If no standardization request is available as such, is the work requested by EC letter? If yes, please explain.

B.3. Will the work support EU legislation / EU policies ?

*Guidance: please tick the adequate and fill in the box(es) below whenever required:*

- The work will support EU legislation **OR***
- The work will not support EU legislation but will support EU policies **OR***
- The work will neither support EU legislation nor EU policies*

*Guidance: The project shall provide sufficient understandable details to the link to legislation addressed*

*Note: If the work will support EU legislation, the support to EU policies is not relevant*

B.4. Will the work support the development of standardization activities in new areas? If yes, please explain.

*Note: "standardization activities in new areas" does not necessarily require creation of a new TC but could also be taken up by an existing TC which has to extend its scope for doing so.*

B.5. Will absence of funding prevent the development of the deliverable (for instance the main stakeholders represent societal interest)? If yes, please explain.

B.6. List all CEN-CENELEC National Members seeking funding within the project:

B.7. Will the work (normative work only) be fully or partly undertaken at ISO/IEC level? If yes, please explain.

B.8. The total budget and a breakdown of the costs should be provided in the box below to give visibility on the budget to be requested to EC/EFTA (secretariat work, experts...)

B.9. Has a planning been undertaken to ensure that the work is feasible?

*[Guidance: please provide the planning](#)*

### **C. QUALITATIVE CRITERIA**

C.1. Is the work expected to **directly** contribute to the easier circulation of goods/services in the European Single Market? If yes please explain.

C.2. Is the work expected to have a **direct** positive impact on the public interest in terms of health, safety or environment? If yes please explain.

C.3. Is the project expected to have a **direct** impact on the competitiveness of European companies at European level? If yes, please explain.

C.4. Is the project expected to have a **direct** impact on the competitiveness of European companies at International level? If yes, please explain.

C.5. Shall the project contribute to the take-up of innovative technologies ? If yes please explain.

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