

Proposal for a Matrix on Qualified support required to support development of (CEN) European standards to be offered for OJEU citation – to be approved by BT

Observation:

There are several reasons for the delays that occur in standards development: challenges in reaching and mobilising the most relevant expertise, technical opposition, experts without enough time to give to standardisation, lack of planning, etc.

Modifications of CEN/CENELEC standards development rules implemented in 2014 and 2016 impacted enquiry and approval stages, as well as the drafting stages before Enquiry. After all those changes, a clear wish for stability of the main standards development rules was expressed. In addition, it seems difficult to further reduce the timeframes for key stages as those reductions might be detrimental to the transparency and openness principles underlying CEN and CENELEC (and their national members) rules.

One of the most often encountered challenge for timely standards development is linked to the **management of WG activities**. Common issues include lack of progress between meetings (i.e. the "waiting for the next meeting" syndrome), repetition of the same technical discussions even after an agreement has been reached, lack of proper modification tracking in documents leading to experts having difficulties in pinpointing relevant changes...

In addition, **development of European standards answering an EU Standardisation Request and to be offered for OJEU citation faces specific challenges**. In the context of the EC Vademecum on European Standardisation and new expectations from the EC, special care should be given to:

- ensure continuous accountability with respect to the Standardisation Request (relationship between the European standard and the essential requirements of the legal act aimed to be covered and other demands of the Standardisation Request (reports,...) ;
- keep tracks of main technical choices made by the WG regarding the relationship between the European standard and the essential requirements of the legal act aimed to be covered ;
- special requirements related to development of European standard to be offered for OJEU citation, e.g. requirements from the EC Vademecum regarding the drafting of standard.

Possible solution (only in CEN):

Many of these issues could be easily solved if qualified support were provided to the convenor by NSBs. This solution is designed for CEN only as, in CENELEC, stakeholders provide the management support for CENELEC TCs.

In CEN, a professional standardisation support for WG convenors is mandatory. This requirement could be enhanced for WGs in charge of the development of (CEN) European harmonised standard: it would be compulsory that a working group taking the responsibility for the development of drafts for a work item corresponding to a harmonised standard have a **qualified support**.

It is therefore proposed to review the [current assignmet of tasks between TC and WG](#) in order to update and enhance it as well as to further detail the tasks a qualified support for the WG developing (CEN) European harmonised standard would be in charge of.

Matrix of responsibilities for development in CEN of European standards to be offered for OJEU citation – A qualified support for WG experts

CEN Working groups developing European harmonised standard needs a qualified support to WG members, project leaders and convenor – i.e. experts with limited resources for standardisation work - to meet the specific task required by developing European standards to be offered for OJEU citation.

The following matrix identifies who is responsible for different task. Some of the tasks could only be assigned to either the TC Secretary or the WG convenor, other tasks are recommended to be assigned to a WG qualified support but could be allocated to the WG convenor (or to the TC secretary if explicitly and previously agreed). **When it is observed that tasks entrusted to the WG Convenor or the WG qualified support are not duly performed, the TC Secretary shall contact the WG Convenor. If no solution arises, a new call for candidate for the position of WG Convenor along with a qualified support is launched.**

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	=	assigned to - not to be altered
○	=	task recommended to be assigned to (but might form part of an agreement between WG Convenor and WG's qualified Support; with explicit agreement of the TC secretary, this task could be assigned to him/her)
---	=	not to be assigned to
open box	=	might be assigned to

Some tasks are to be performed only when developing a harmonised European standards (i.e. standards developed on the basis of a request made by the European Commission for the application of Union harmonisation legislation). Those specific tasks are marked in italics in the text and introduced with an asterisk (*).

	Task	TC secretary	WG convenor	WG qualified support	Remark
1. Preparation of NWIP – (stages 00 and 10)	1.1 (if the NWIP is not already accepted by the BT when it approved the Standardisation Request) Launch TC consultation by correspondence on the NWIP.	X	---	---	<i>* When developing harmonised European standard, as the Standardisation Request has been already accepted by BT, the setting up of the WG should be initiated as soon as possible.</i>
	1.2 (if a WG should be created) Call for candidates as convenor, select the candidate that is most qualified to support the development of EN, ensure the new convenor has qualified support for development of EN and submit his/her choice for validation by the TC. (if a WG already exists) Ensure that the convenor has qualified support for development of EN (and call for it if needed).	X	---	---	
2. Drafting of EN up to enquiry (stages 20 and 30)	2.1 Organise WG meetings (invitation, looking for venues, agenda, web-meeting (if any), ...).	---			The WG qualified support should attend WG meetings, online or otherwise.
	2.2 Steer the establishment of a first draft <i>*(including the development of Annex ZA as applicable).</i>	---	X	---	<i>*The qualified support provides support regarding the do or don't for drafting harmonized standard and Annex ZA/ZZ.</i>

	Task	TC secretary	WG convenor	WG qualified support	Remark
	2.3 Prepare and send WG meeting reports to WG experts.	---		○	<i>*When developing harmonised European standard, it is recommended that WG meeting reports/records of recommendations include a follow up of the 5 steps approach for risk analysis (cf “5 steps approach methodology” and/or relevant sectorial Guidance documents), i.e. keeping record of the main WG decisions related to answering the Standardisation Request.</i>
	2.4 Send to TC secretary a first working draft (FWD) after 4 months.	---	○		
	2.5 Circulate a first draft to TC members (and upload it on e-Trans) after 4 months.	X	---	---	
	<i>*2.6 If considered needed, request an indicative assessment on the FWD from HAS Contractor.</i>	X			<i>*Coordination between HAS Contractor and TC work programme is under the responsibility of the TC Secretary. The WG convenor or the qualified support can ask the secretary to request an indicative assessment.</i>
	2.7 Finalise the draft for Enquiry.	---	○		

	Task	TC secretary	WG convenor	WG qualified support	Remark
	2.8 Check that the draft complies with standards drafting rules <i>*and the specific requirements for harmonised EN to be offered for OJEU citation</i>	---	---	X	<i>*Qualified support shall check that requirements and good practices for drafting harmonized standard and Annex ZA are respected and in particular: - compulsory sentence in the Foreword - Annexe(s) ZA according to the template - checklist from the Five-step methodology - justification for undated normative references if any Documentation available: sectorial checklists when they exist or other relevant documents (five step methodology,)</i>
	2.9 Send to TC secretary the draft for CEN Enquiry (including figures and graphics).	---		○	
	2.10 Check the draft (including figures and graphics) and upload it on e-Trans for CCMC for submission to CEN Enquiry (preceded by 1. editing and 2. <i>*HAS Contractor assessment and translation</i>).	X	---	---	
	<i>*2.11 Schedule the “empowered prepublication TC meeting” (unless full confidence that the harmonized European standard will be cited without further questions).</i>	X	---	---	<i>*The project leader and the convener of the working group responsible for the standard (or at least a representative from the WG) will take part to this meeting scheduled by the TC secretary.</i>

	Task	TC secretary	WG convenor	WG qualified support	Remark
	<i>*2.12 After reception of the assessment report, in case of partial compliance or lack of compliance and if considered relevant, organise the TC decision to request a review of the assessment.</i>	X	---	---	<i>*A decision to request a review of an assessment should be supported by a consultation of CCMC, relevant Sector Fora,... Involvement of WG members should be seek.</i>
3. After Enquiry (stage 40) and before Formal Vote	3.1 Circulate the Enquiry voting report, the compilation of comments received at CEN enquiry <i>*and the Consultant assessment (if any)</i> to TC members.	X	---	---	
	3.2 Carry out the analysis and evaluation of each comments resulting from the CEN Enquiry (with the WG members if it is delegated to the WG level).		○		Although the TC retains the responsibility for the whole procedure, it may decide to delegate the "Comments resolution meeting" to the Working Group level. The meeting should decide on every recorded comment.
	3.3 Organise the "Comments Resolution Meeting(s)" (if any).			○	NB: the TC retains the responsibility for this procedure but could delegate it to the WG. <i>*When developing it is recommended that WG meeting reports include a follow-up on the main WG recommendation related to answering the Standardisation Request and drafting the Annex Z.</i>
	3.4 Prepare the 'table of decisions'.			○	NB: the TC retains the responsibility for this procedure but could delegate it to the WG.

	Task	TC secretary	WG convenor	WG qualified support	Remark
	3.5 If skipping is an option, launch the TC consultation for skipping the Formal vote.	X	---	---	When the Enquiry results meet the necessary approval criteria (i.e. no technical changes were accepted <i>*and the Harmonised Standard Consultant assessment is positive</i>), the TC chair and secretary can recommend to skip the Formal Vote. This shall be confirmed by TC decision. TC decision is not needed when the CEN/TC approves as EN-ISO a published ISO standard.
	<i>*3.6 Either cancel or confirm and then organise the scheduled "empowered prepublication TC meeting"</i>	X	---	---	<i>*The convenor of the working group responsible for the standard, or at least a representative from the WG, must take part to the empowered pre-publication TC meeting.</i>
	3.7 Finalize the final draft for Formal vote with WG members.		X		NB: the TC retains the responsibility for this procedure but could delegate it to the WG.

	Task	TC secretary	WG convenor	WG qualified support	Remark
	3.8 Check the final draft for Formal vote comply with standards drafting rules <i>*and the specific requirements for harmonised EN to be offered for OJEU citation.</i>	---		○	<p><i>* When developing a harmonised European standard, qualified support and Convenor shall check that requirements and good practices for drafting harmonized standard and Annex ZA are respected:</i></p> <ul style="list-style-type: none"> - compulsory sentence in the Foreword - Annexe(s) Z according to the template - checklist from the Five-step methodology - justification for undated normative references if any <p><i>Documentation available: sectorial checklists when they exist or other relevant documents (five step methodology,)</i></p> <p>If there are only minimal changes to the draft, the task is not delegated to the WG and therefore the qualified support does proceed to this additional check.</p>
	3.9 Check the 'table of decisions',	X	---	---	
	3.10 Check the draft (including figures and graphics) and upload it on e-Trans for CCMC for submission to Formal Vote (<i>*preceded by editing and HAS Contractor assessment and update of the translation</i>).	X	---	---	

	Task	TC secretary	WG convenor	WG qualified support	Remark
	<i>*3.11 After reception of the assessment report, in case of partial compliance or lack of compliance and if considered relevant, organise the TC decision to request a review of the assessment.</i>	X	---	---	<i>*A decision to request a review of an assessment should be supported by a consultation of CCMC, relevant Sector Fora, ... Involvement of WG members should be seek.</i>
4. After Formal vote and before ratification	4.1 After CCMC had incorporated the editorial changes in the reference language version, receive the edited version for proof-reading and proof-read the final version for ratification	X		---	CEN/BT resolution C023/2011: The TC secretary is requested to involve the Working Group Convenor when proofing the final text for publication.