**[CEN-CENELEC] Strategic Advisory Group on [ subject matter ]**

**[Draft or Approved] Terms of Reference**

*Only ToRs complying with this template will be submitted to the BT(s) for approval*

1. **Full title**

**[CEN-CENELEC]** Strategic Advisory Group on **[subject matter]** (CEN-CLC/SAG XXX)

1. **Status & Mission**

The group is a Strategic Advisory Group (SAG) as defined in the CEN-CENELEC Internal Regulations Part 2.

The mission of the SAG is to explore the need for European standardization on **[subject matter]** and recommend ways to address these needs.

The SAG does not develop standardization deliverables.

The SAG cannot create sub-groups.

1. **Scope**

The SAG supports **[CEN and CENELEC]** in exploring the need for European standardization on **[ subject matter ]** within **[CEN and CENELEC]** and advises Technical Board(s) on how to tackle this subject. It ensures interaction between all relevant stakeholders interested in potential standardization on **[ subject matter ]**.

The existence of the SAG does not prevent a CEN and/or CENELEC Member to submit a proposal for a new field of activity on **[ subject matter ].**

1. **Tasks**

The SAG has the responsibility for the following tasks:

* analyse the landscape regarding **[subject matter (because of technology, because of market push, because of regulatory insights…)]**
* provide reports to Technical Board(s) as defined under clause 9 ‘Reporting line & timeline’
* identify and give due consideration to any relevant specific issues linked to European legislation

*[the following is to be adapted according to the group]*

* consider strategic issues concerning standardization on **[ subject matter ]**
* exchange with relevant counterparts, such as ISO and IEC, European Commission DGs and EFTA secretariat
* identify European standardization needs and define best ways how **[CEN and CENELEC]** can meet them
* recommend to the Technical Board(s) how to tackle strategic objectives related to **[ subject matter ]**
* …
1. **Secretariat & Chair**

The secretariat of the SAG is provided by a Member of **[CEN or CENELEC]**, as appointed by the **[CEN and CENELEC]**Technical Board(s).

The Chair is nominated by the secretariat of the SAG and appointed by the **[CEN and CENELEC]** Technical Board(s) for the foreseen duration of the SAG.

1. **Membership**

Membership includes the following participants *[to be filled in]*:

**Members**:

[ ]  Representatives appointed by NCs/NSBs

[ ]  Representatives of Partner organisations incl. Annex III representatives, i.e.

* XXX

[ ]  Representatives of the relevant Technical Bodies, i.e.

* XXX

[ ]  Representatives from the CEN and CENELEC staff

**Invited participants**:

By agreement of the SAG, and subsequent approval by the Technical Board(s) of **[CEN and CENELEC]**, additional participants may contribute to the work, for instance relevant EC Directorates General and EFTA Secretariat, relevant European associations or research projects.

**Registration:**

Members and invited participants are registered in the chosen platform   by

* NSBs and NCs for their relevant representatives
* CCMC for other members and invited participants.
1. **Working methods**

As far as possible, the SAG works by correspondence. Meetings will be held as required, preferably online.

The SAG uses the electronic platform of **[CEN or CENELEC - depending on which Member is holding the secretariat].**

The SAG shall work by consensus. If consensus cannot be reached, the issue has to be brought to the attention of the Technical Board(s).

1. **Setting-up - Lifetime**

The SAG was set up by the **[CEN and CENELEC]** Technical Board(s) on **[*launch date*]**. It will automatically be disbanded upon completion of its task, at the latest on **[*launch date + 2 years maximum* ]**

1. **Reporting line & timeline**

The SAG will report to the **CEN and CENELEC]** Technical Boards at least once a year or when a decision is expected from the Technical Boards. These reports shall highlight the progress made regarding the objective given by the Technical Board(s).

The SAG will provide its final report to the Technical Board(s) by **[month, year]**.

1. **Revision of Terms of Reference**

Any update to these Terms of Reference shall be approved by the **[CEN and CENELEC]** Technical Board(s).