**European Standardization Organizations**

# Guideline or training out of the best practices of communication between the TC and the CEN/CENELEC WS

# Purpose:

To facilitate awareness and communication for CEN/CENELEC TCs and new CWA projects in the field of security and provide additional guidance and practical information in support of Guide 29 and the CWA Best Practice.

# Target audience:

- Chairpersons and Secretaries of CEN/CENELEC TCs and Workshops

- CEN/CENELEC Workshop participants

- Proposers of a CEN/CENELEC Workshop

# Communication action points during the development of the CWA
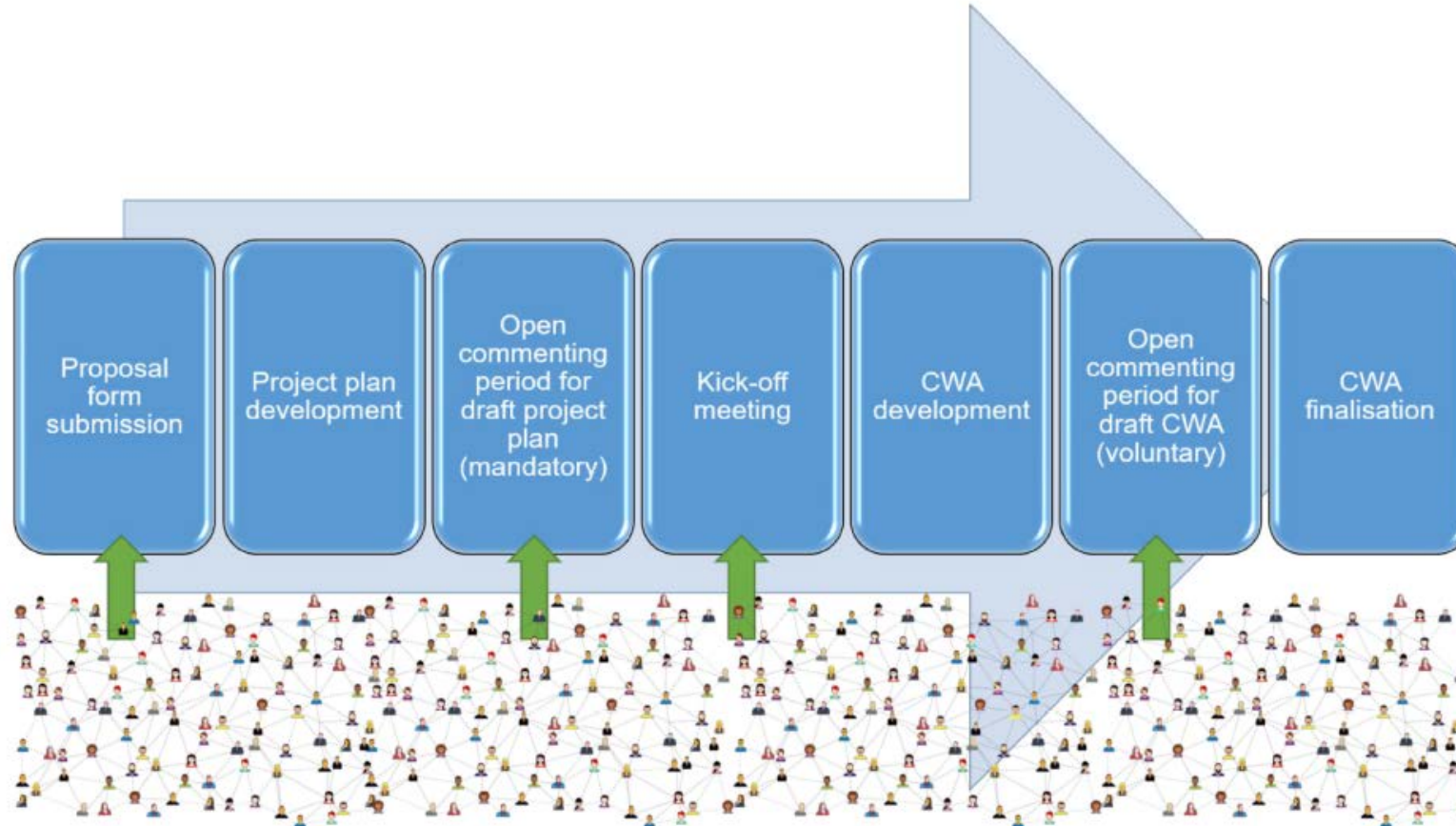


Source: CEN-CENELEC Guide 29 « CEN/CENELEC Workshop Agreements – A rapide way to standardization »

# Checklist on how your CWA can succeed

✓ Go through the existing list of relevant CEN/CENELEC Technical Committees (TC) (appendix 1) and contact relevant committee secretaries to make sure that your scope is not in conflict with existing work.

✓ If your scope is in the same domain as a CEN /CENELEC TC, provide regular reporting to this relevant technical body, either in meetings or by correspondence. The report will need to highlight the most important issues, including:

  ✓ any conflicts

  ✓ requests for feedback on work performed in the WS.

  ✓ Dialogue about technical questions

  ✓ Why is a CWA developed instead of another deliverable

  ✓ Potential benefits for the TC?

  ✓ The technical body may send one representative as observer in the workshop (without any obligation for financial contributions)

✓ Establish links/contact with relevant TCs and give them opportunities to take part in WS if they wish to do so.

✓ Take initiatives to make presentations of scopes, progress and project plan for the relevant TCs.

✓ Announcement in CEN/CENELEC Members' catalogues

✓ Communicate at national level (reach out to mirror committee)

✓ Engage with national standardization body of the participant (NSB/NC)

✓ Engage with the identified European and international Technical Bodies, Sector Fora, Focus Groups and Coordination Groups

# During the CWA drafting and commenting phases (project plan and open commenting for the draft CWA)

✓ In case the CWA is being developed while there is a Technical Body in the same domain, the final draft CWA shall be sent to the Technical Body for comments at the same time as to the CEN/CENELEC Workshop participants. In such cases, a commenting period of 30 days is recommended. (mandatory, see Guide 29)

✓ Exchange information with relevant TC during the drafting phase and the open commenting phase

✓ Take initiatives to make presentations of scopes, progress and project plan for the relevant TC:s.

✓ Notify the CCMC project manager about any major problems encountered in the development of the draft CEN/CENELEC Workshop Agreement in order to find solutions (mandatory, see Guide 29)

✓ Notify CCMC project manager about any possible conflict with a European Standard that could arise from adoption of the draft CEN/CENELEC Workshop Agreement (mandatory, see Guide 29)

# TC takes responsibility for the deliverable

✓ Once the CWA is published, it can then be submitted to the existing CEN/CENELEC technical bodies for assessment in view of its transformation into another deliverable.

✓ Moreover, upon agreement of the technical body on the same domain, the CWA can be allocated to the existing technical body, which shall be responsible for the review of the CWA, being able to transform it into another deliverable or to withdraw it following Guide 29.

✓ When the CEN/CENELEC Technical Body decides to transform the CWA into an EN, i.e., to include it as a new work item into its work programme, it may assess during this decision process the maturity of the content of the CWA. In case of a positive assessment, the text is forwarded to the CEN-CENELEC Management Centre, to be distributed to the CEN/CENELEC national members for public comment as a draft standard (prEN). A similar approach can be applied for the transformation of the CWA into a Technical Specification (TS) or a Technical Report (TR).

(CEN/CENELEC Guide 29, 5.7 Lifetime, review and conversion into another CEN/CENELEC deliverable)

# Best practises for CWA:s:

**"Guidelines for Micro-Enterprises (MEnts) GDPR Compliance" (SMOOTH-project )**

# "Guidelines for Micro-Enterprises GDPR Compliance" (SMOOTH-project)

The purpose of the CWA is the identification of key GDPR compliance elements and GDPR legal requirements applicable to micro-enterprises (MEnts) and their translation into operational requirements. The intended CWA will provide GDPR-compliance guidelines – tailor-made for micro-enterprises engaged in low-risk processing.

During the preparation of the WS draft Project Plan it was analyzed if the scope of the proposed CWA was within the scope of any existing CEN/CENELEC technical bodies. The scope for the CWA could conflict with the scopes of CEN/CLC/JTC 13/WG 5 "Data Protection, Privacy and Identity Management" and CEN/CLC/JTC 13 "Cybersecurity and Data Protection".

The Spanish Association for Standardization (UNE) contacted the CEN/CLC/JTC 13/WG 5 Secretariat and Convenorship who agreed in having representatives from the SMOOTH Project attending their next meeting. SMOOTH´s Project representatives attended the CEN/CLC/JTC 13/WG 5 meeting, and made a presentation on the proposed Workshop which included:

- Participation of project representatives for technical questions and NSB representatives for formal questions

- Introduction of SMOOTH (project coordinator)

- Why is standardization part of the project? Why is a CWA developed instead of another deliverable? Potential benefits for the TC?

- Presentation of the WS objectives

- Presentation of the list of potential WS participants

CEN/CLC/JTC 13/WG 5 confirmed that the proposal didn´t conflict with their scope and that they would like to designate a representative to the Workshop as an observer and form an informal liaison. This included exchange during the drafting phase and exchange during the public commenting phase. The consultation made to these technical bodies has been included in the self-assessment in the draft Project Plan.

# Best practises for CWA:s:



"**Specification for bunkering of methanol"**
**(SEDNA-project)**

# "Specification for bunkering of methanol"
(SEDNA-project)

- Primarily, SIS fully support the text regarding "Engaging CEN/CLC/JTC 13 and CEN/CLC/JTC 13/WG 5 in the WS "Guidelines for Micro-Enterprises (MEnts) GDPR Compliance". It is a good example of a well-structured way to make sure that the scope for the CWA do not overlap with CEN/CENELEC published standards or by any ongoing or planned standardization work within CEN/CENELEC. The described process also helps to reach as many potential stakeholders as possible, at the same time considering the demands from the proposer of the CWA.

- Furthermore, in the work with CWA "Specification for bunkering of methanol" we had contacts from relevant ISO/TC e.g., ISO/TC 8 "Ships and marine technology" and CEN/CENELEC TC, CEN/TC 15 "Inland navigation vessels" by email in the very initial planning and then got to know that it was not any ongoing or planned standardization work on our specific topic.

- The proposer was the SEDNA project which was financed via Horizon 2020. Many of the participants from the project also attended in the work with the CWA and they had a wish to broaden the participant list. Therefore, they contacted companies and organizations that they found important for consensus and long-term results i.e., implementation of the deliverable within the shipping industry.

# Appendix 1:
# CEN/CENELEC TC:s relevant for the security sector

CEN/CLC/JTC 4 Services for fire safety and security systems

CEN/CLC/JTC 13 Cyber security and data protection

CEN/TC 72 Fire detection and fire alarm systems

CLC/TC 79 Alarm systems

CEN/TC 79 Respiratory protective devices

CEN/TC 162 Protective clothing including hand and arm protection and lifejackets

CEN/TC 164 Water Supply

CEN/TC 192 Fire and rescue service equipment

CEN/TC 234 Gas Infrastructure

CEN/TC 263 Secure storage of cash, valuables and data media

CEN/TC 325 Crime prevention through building, facility and area design

CEN/TC 391 Societal and citizen security

CEN/TC 439 Private security services

Sector forum on security

CLC/BTTF 133-1 Sound systems for emergency purposes which are not part of fire detection and alarm systems Active

CLC/BTTF 157-1 Public address and general emergency alarm systems Active


link to all CEN/CENELEC technical committees (TC)

# Appendix 2:
# ISO/TC:s relevant for the security sector

ISO/TC 262 Risk management

ISO/TC 292 Security and resilience

ISO/TC 283 Occupational health and safety management

ISO/PC 329 Consumer incident investigation guideline

ISO/TC 332 Security equipment for financial institutions and commercial Organizations

ISO/TC 224 Service activities relating to drinking water supply, wastewater and  stormwater systems

ISO/TC85/SC5 Nuclear energy, nuclear technologies, and radiological protection

ISO/TC 43 Acoustics

ISO/IEC JTC1/SC 27 Information security, cybersecurity and privacy protection

ISO/IEC JTC1/SC 28 Office equipment

ISO/IEC JTC1/SC 29 Coding of audio, picture, multimedia and hypermedia information

# Appendix 3:
# Relevant non-standardization bodies

| Acronym | Name | Project website |
|---------|------|-----------------|
| CEIRS | Community of European Research and Innovation for Security | securityresearch-cou.eu |
| S4S | Stair4Security platform | censtair4security.eu |
| eNotice | European network of CBRNE Training Centres | h2020-enotice.eu |
| Fire-IN | Fire and Rescue Innovation Network | fire-in.eu |
| DARENET | Danube river region resilience exchange network | darenetproject.eu |
| ILEANET | Innovation by Law Enforcement Agencies networking | |
| I-LEAD | Innovation -Law EnforcementAgenciesDialogue | i-lead.eu |
| ARCSAR | Arctic and North Atlantic Security and Emergency Preparedness Network | arcsar.eu |
| EXERTER | Security of Explosives pan-European Specialists Network | exerter-h2020.eu |
| MEDEA | Mediterranean practitioners' network capacity building for effective response to emerging security challenges | medea-project.eu |
| NO-FEAR | Network Of practitioners For Emergency medicAlsystems and cRiticalcare | no-fearproject.eu |
| PEN-CP | Pan-European Network of Customs Practitioners | pen-cp.net |
| INCLUDING | Innovative Cluster for Radiological and Nuclear Emergencies | |
| iProcureNet | European Procurer Networking for security research services | iprocurenet.eu |