

GUIDELINES FOR THE IMPLEMENTATION OF THE AGREEMENT ON TECHNICAL COOPERATION BETWEEN ISO AND CEN (VIENNA AGREEMENT)



All documents related to the Vienna Agreement are available online:

- on the ISO website at <http://www.iso.org/va> and
- on the CEN website under [Reference Documents \(cen.eu\)](#).

The ISO rules are outlined in the [ISO/IEC Directives](#), while the CEN rules are detailed in the [CEN-CENELEC Internal Regulations](#).

Frequently asked questions can be found on the following websites:

- ISO: <http://www.iso.org/va>
- CEN: <https://boss.cen.eu/reference-material/refdocs/pages/>

For any additional questions, please contact cooperation.agreements@iso.org (ISO/CS) and/or production@cencenelec.eu (CCMC).

Contents

Contents	2
Introduction	3
1 Scope	4
2 Cooperation by correspondence	4
3 Cooperation through mutual representation at meetings of committees and working groups	4
4 Adoption by one organization of available publications from the other organization	5
5 Cooperation by mutually agreed allocation of work with parallel approval of standards in ISO and CEN	5
6 Other deliverables – ISO or CEN lead	11
7 Maintenance of publications	13
8 Synchronisation of procedures and other exceptional procedures	14
Annex A — List of acronyms	17
Annex B — General flowchart with process for non-harmonised EN ISO standards	18
Annex C — Work items harmonised against EU legislation	19
Annex D — General process for the development of EN ISO standards (ISO lead)	26

Introduction

The *Agreement on technical cooperation between ISO and CEN* (Vienna Agreement) was formally approved on **27 June 1991 in Vienna** by the CEN Administrative Board, following its approval by the ISO Executive Board at its meeting on **16–17 May 1991 in Geneva**. To facilitate implementation, the agreement was supported by common ISO-CEN guidelines for Technical Committees or Subcommittees (TC/SC) Chairs and Secretariats titled “*Guidelines for the implementation of the agreement on technical cooperation between ISO and CEN.*” In addition, a complimentary document “*Day-to-Day Management between ISO/CS and CCMC*” was developed. Both documents have undergone several revisions. This current edition of the “*Guidelines for the implementation of the VA*” consolidates them into a single, streamlined document, updating the content to align with the latest ISO and CEN rules.

There have been many positive and successful cases of Vienna Agreement (VA) implementation across various committees and sectors. While the VA’s intent and text continue to provide value, challenges sometimes arise in its implementation and in training National Standards Bodies (NSBs), committee leaders, delegates, experts, ISO/CS Technical Programme Managers (TPMs), and CCMC Project Managers (PMs) on proper application of the VA. ISO, CEN and NSBs shall make greater efforts to train and educate TPMs, PMs, committee leaders and delegates/experts on the VA and its implementation. Finally, it is crucial that ISO and CEN committees, which carry out work together, maintain frequent and close cooperation.

As with any other business, standardization shall be carried out as efficiently as possible. This means avoiding duplication of work and developing synergies. Within this context, the *Agreement on technical cooperation between ISO and CEN* was developed to optimize the use of available resources and expertise for the benefit of stakeholders of both organizations. Essential provisions in the Agreement cover the development and adoption of identical ISO and CEN Standards, ensuring their usefulness and combined status, while drafting work is carried out only once, within one organization.

To achieve these intended results, certain principles shall be respected:

- All participants shall adhere to the core values shared by ISO and CEN: consensus, transparency, and openness.
- Operations shall follow the rules, policies, and procedures of ISO or CEN, as relevant.
- Standards shall consider applicable regulatory needs.
- If expected results are not achieved, the dissatisfied party may choose to proceed separately.
- ISO standards shall be globally relevant, in line with ISO principles.
- ISO lead is the preferred option whenever acceptance criteria for new work item proposals are met (see [ISO/IEC Directives](#), Part 1, 2.3.5).
- CEN lead is possible only if there are legitimate reasons and if supported by a simple majority of the P-members of the respective ISO committee that are not CEN national members.
- ISO meetings should, as a principle, be held in different regions worldwide.
- When deciding meeting locations, committees shall consider factors such as participation, cost reduction for experts, and visibility in different regions.

1 Scope

This document provides guidelines for implementing the *Agreement on Technical Cooperation between ISO and CEN* (Vienna Agreement). It explains the different modes of cooperation between ISO and CEN committees, ranging from the least advanced — such as cooperation by correspondence — to the most advanced, namely the parallel development of a document. It covers various types of deliverables, including standards, Technical Specifications, Technical Reports and Guides. In addition, it addresses aspects related to maintenance and synchronization.

For work items linked to EU legislation, special procedures apply as specified in separate boxes included in the clauses dealing with the respective modes of cooperation and stages of the process, as well as in [Annex C](#) and [Annex D](#).

[Annex A](#) lists acronyms that appear in this document, in alphabetical order.

[Annex B](#) illustrates the process for non-harmonised EN ISO standards.

2 Cooperation by correspondence

Provisions for exchanging information between an ISO and a CEN committee are established, when necessary, by mutual agreement between the committees. Cooperation by correspondence may also occur when there is no parallel work or adoption between CEN and ISO committees. Each committee may determine detailed provisions for sharing documents received from the other organization with its members, such as all documents, meeting reports only, or draft standards only. Formal comments sent by one committee's secretariat to its counterpart shall reflect the views of the committee.

In addition to comments from an ISO committee, CEN agrees to accept comments on any prEN at the CEN enquiry stage from ISO member bodies outside CEN. These comments should be sent directly to the CEN Committee Secretary, who will circulate them within the CEN Committee. The CEN Committee Secretary shall report back on the resolution of comments to the ISO Committee Manager, who will then circulate them to ISO members.

3 Cooperation through mutual representation at meetings of committees and working groups

Questions of common interest to both an ISO and a CEN technical body may require mutual representation at meetings. Arrangements for such representation should be made as early as possible in the process. Cooperation through mutual representation at meetings may also occur when there is no parallel work or adoption between CEN and ISO Committees. While the Vienna Agreement provides for mutual representation at meetings (ISO representatives at CEN meetings and CEN representatives at ISO meetings), this is not always essential and should be decided by committees on a case-by-case basis.

Representatives shall be formally appointed by the ISO or CEN committee nominating them. The secretariat of the nominating ISO or CEN committee shall provide the secretariat of the other organization's committee with any relevant committee resolution and necessary information about the representatives (name, address, and role in the nominating committee).

Representatives of an ISO or CEN committee attending a meeting of a technical body of the other organization shall contribute on identified items of their concern. Like all other participants, they are expected to demonstrate a positive and constructive attitude.

Up to four representatives may be appointed to attend meetings of technical bodies of the other organization. For representatives of an ISO committee attending a CEN technical body meeting, preference should be given to delegates from ISO members that are not CEN Members. Representatives of an ISO or CEN committee attending a meeting of a committee of the other organization shall have observer status and represent the consolidated view of the nominating committee. The notification appointing them shall include the nomination of a head of delegation.

NOTE — It may sometimes be useful to hold consecutive meetings of ISO and CEN technical bodies in the same location and within the same timeframes. However, joint meetings shall be avoided. Additionally, ISO/CS and CCMC are willing to organize, on a case-by-case basis and in mutual consultation, joint coordination meetings of appropriate representatives of ISO and CEN technical bodies to resolve specific issues such as overlapping work programmes or parallel voting resulting in diverging outcomes in ISO and CEN.

4 Adoption by one organization of available publications from the other organization

4.1 General remarks

An organization wishing to adopt a publication from the other organization shall submit it to its own adoption procedures. Ideally, the publication should be adopted without change.

If this is not possible, the Committee Manager/Secretary of the committee responsible for the work item in the adopting organization shall contact the Committee Manager/Secretary of the committee that developed the publication in the other organization to explore possible solutions. Both ISO/CS and CCMC shall be informed of such consultations and are available to assist.

In principle, revising the publication using the parallel ISO-CEN approval procedure is the best way to address necessary changes. If this is not feasible, adoption of a modified version of the publication should be considered. This modified version shall include information on the nature and reasons for the changes to the original publication and will have a different reference in CEN and ISO.

4.2 Adoption of ISO deliverables by CEN

The CEN Committee Secretary is responsible for ensuring that a New Work Item (NWI) for adoption of the ISO deliverable is voted upon and registered according to CEN rules in due time.

When there is no CEN Committee mirroring the activities of an ISO Committee, the decision on creating the WI shall be taken by CEN/BT.

NOTE — The five-members rule does not apply to CIBs on adoptions without modifications of ISO deliverables under the Vienna Agreement.

Information on adoptions is regularly provided by CCMC to ISO/CS to align both databases.

4.3 Adoption of CEN deliverables by ISO

When an ISO committee or ISO member wishes to adopt a published CEN deliverable, the adoption process (see [ISO/IEC Directives Part 1](#)) shall be followed. Minimal changes are expected compared to the published CEN deliverable (e.g. replacing “European standard” with “International Standard”, updating to ISO normative references, etc.).

Information on adoptions is regularly provided by ISO/CS to CCMC to align both databases.

5 Cooperation by mutually agreed allocation of work with parallel approval of standards in ISO and CEN

5.1 General

This Clause outlines the main procedures for parallel approval of standards in ISO and CEN, regardless of which organization leads the development.

NOTE — If there is no CEN Committee, CEN/BT is responsible for any relevant decision.

Work items linked with EU legislation:

General information on projects associated with EU legislation can be found in [Annex C](#).

Although synchronization may occur later (see [Clause 8](#)), it is strongly recommended that the entire parallel approval process be aligned from the outset. To achieve this, the ISO Committee Manager and CEN Committee Secretary shall ensure that all required steps (approval of the work item and formal committee decision on work allocation) are completed in both organizations as early as possible and well before submission of the draft text for the enquiry stage. Both ISO/CS and CCMC must be kept fully informed of relevant decisions of the ISO and CEN committees.

ISO/CS and CCMC databases are updated through mutual exchange of information on ISO and CEN committee work programmes.

For adoption of publications from one organization by the other, see [Clause 4](#). For maintenance, refer to [Clause 7](#).

5.2 Decision to carry out a parallel approval of a standard in ISO and CEN

When preparing a proposal for a New Work Item Proposal (NP), it shall first be checked whether the work can be developed under the Vienna Agreement (VA). The ISO Committee Manager and CEN Committee Secretary shall ensure this check is completed and coordinated with the other organization.

Stakeholders participating in a technical body of either organization decide whether work to be carried out in the other organization should be prepared as a “common ISO-CEN standard” and therefore submitted to parallel approval procedures in both organizations.

When a new work item is approved in each organization according to its own rules and requested for processing under the VA procedure, both the ISO and CEN committees shall adopt a resolution to accept the parallel work. The result (registration and confirmation of the work item) is then communicated to the other organization (ISO/CS or CCMC) and to the committees concerned. Often, the decision to accept parallel work and the decision to create the new work item are taken simultaneously, and the parallel work is indicated in the NP form.

Work items associated with EU legislation:

The CEN committee is responsible for establishing information on any link between standard-related work items and EU legislation, i.e. an EU Directive or EU Regulation.

Work items linked to EU legislation are identified through data exchanges between the ISO/CS and CCMC databases.

NOTE — If either committee intended to follow the VA but the corresponding work item has not been created in both organizations when a text is submitted to ISO/CS for ISO/DIS ballot, the ballot proceeds in ISO only. To continue under the VA, [Clause 8](#) (synchronization) or [Clause 4](#) (adoption) may apply.

A project is considered parallel only when both organizations have active projects. If changes to the scope or type of deliverable are necessary, the leadership of both ISO and CEN committees shall agree on the process to follow, including whether a committee decision is required.

5.3 Decision on ISO lead or CEN lead

ISO lead is the default option whenever the acceptance criteria for a New Work Item Proposal (NP) are met. Exceptional CEN lead is only possible if the P-members of the respective ISO committee that are not CEN Members agree by simple majority to allow the CEN committee to lead. This approach recognizes legitimate reasons for CEN lead that are acceptable to non-CEN Members. CEN Members are never disadvantaged in questions of lead, as they have the right to participate actively in both ISO and CEN. Therefore, it is not necessary for all P-members of the ISO committee to decide on CEN lead. The CEN committee should only decide whether it wishes to accept CEN lead once non-CEN Members of the ISO committee have agreed by simple majority to that arrangement.

EC Standardization Requests and/or funding do not justify changing the lead assignment by default.

Cases of dispute shall be referred to both ISO/TMB and CEN/BT.

5.4 Preparatory and committee stages (ISO) / Drafting stage (CEN)

The document is drafted by the responsible committee in the lead organization in accordance with its policies, rules, and procedures, while keeping the other organization informed. All documents under the parallel procedure shall use the “ISO template” and normative references shall refer to ISO International Standards, not EN ISO standards.

Drafts should be shared at an early stage as soon as the text is sufficiently mature (including WD and CD). The Committee Manager/Secretary of the lead committee shall share copies of relevant documents to their counterpart in the other organization. The responsible committee in the non-lead organization may comment on these documents and appoint representatives to participate in meetings of the lead committee and working group under the conditions outlined in [Clause 3](#).

Work items linked with EU legislation:

For candidate EN ISO harmonised standards, CD consultation is recommended. When a CD consultation is launched by the ISO committee, ISO/CS will provide the CD text to CCMC.

- CD with Annex ZA: CCMC will request the HAS assessment of the CD. No CCMC quality check will be performed.
- CD without Annex ZA: the CCMC quality check and/or HAS assessment will only be performed under specific conditions:
 - Option 1: The CD consultation is 8 weeks and the CEN committee submits to CCMC Annex ZA and supporting documents (e.g. justification of normative references, risk assessment, sector-specific arrangements, checklists) within 2 weeks. CCMC will request the HAS assessment, but no quality check will be performed.
 - Option 2: The CD consultation is longer than 8 weeks and the CEN committee submits to CCMC Annex ZA and supporting documents within 2 weeks. CCMC will perform the quality check and request the HAS assessment.

If these conditions are not met, no CCMC quality check or HAS assessment will be performed. If there is no CD, no CCMC quality check will be performed.

NOTE — In CEN, the HAS assessment of the CD will be requested as a First Working Draft (FWD) HAS assessment.

5.5 Stage 40.00 – Enquiry stage: Parallel ISO/DIS vote – CEN Enquiry (ISO or CEN Lead)

The decision to submit a draft for enquiry (ISO/DIS – CEN Enquiry) is taken by the responsible body of the lead organization in accordance with its rules and procedures.

The Committee Manager/Secretary of the **lead** committee (whatever the lead is) submits all required files directly in **ISO Projects** (see **Requirements and guidelines for the submission of drafts to ISO/CS**).

NOTE — For assistance, see the article “**Submit your files**” in the **ISO Knowledge Base**. In case of issues, contact projects@iso.org.

Work items linked with EU legislation:

The DIS draft shall include the informative Annex Z (see **Annex C** for more details on Annex Z and responsibility for its preparation). Annex Z is included in the final EN ISO publication but not in the final ISO publication.

CCMC submits the official DIS text for HAS assessment during the translation period before the launch of the parallel ISO/DIS vote – CEN Enquiry. The assessment is triggered when ISO/CS notifies CCMC that the DIS ballot will start.

If supporting documents are required for the assessment (such as committee replies to consultant comments from the previous assessment, justification of normative references, risk assessment, sector-specific arrangements, or checklists) the CEN Committee Secretary shall submit them along with the informative Annex Z to the ISO Committee Manager, who then provides them together with the DIS text to ISO/CS.

After preparation, ISO/CS automatically notifies CCMC, DIN and AFNOR at least 1 week in advance of the ballot dates for the parallel ISO/DIS vote – CEN Enquiry.

The English text is made available to both ISO and CEN members to enable preparation of national translations and consultations (8 weeks¹, no extension possible).

ISO/CS makes the English text available to ISO member bodies for voting (including, for ISO lead, the explanatory report with a table of comments from NP or CD stage).

AFNOR is responsible for providing the French version to ISO/CS within the translation period.

DIN is responsible for preparing the German version of the full prEN ISO text and delivering them to CCMC within the translation period.

CCMC informs CEN Members of the enquiry dates and circulates a dispatch notice along with the German translation of the full prEN ISO text.

¹ 6 weeks as of October 2026.

Work items linked with EU legislation:

The HAS assessment report is normally available within 5 weeks (35 days).

The CEN Committee Secretary provides the assessment report, regardless of its outcome, to the CEN committee and to the Convenor and Secretary (if applicable) of the relevant CEN Working Group for circulation in the Working Group.

In case of a “Lack of Compliance” assessment, the launch of the parallel ISO/DIS vote – CEN Enquiry is not delayed.

CCMC provides the assessment report to ISO/CS so that the lead committee can consider it after the automatic compilation at ballot closure.

The ISO and CEN committee leadership and the Project Leader review and agree on follow-up actions to resolve a “Lack of Compliance” assessment. ISO and CEN committee leadership shall coordinate at all times on process and scheduling. The CEN Committee Secretary informs the ISO/CS TPM and CCMC PM of progress. CCMC PM and ISO/CS TPM are available to support CEN and ISO committees in these activities.

The CEN Committee Secretary may request a meeting with a HAS Consultant to clarify comments from the assessment.

The voting period for the parallel ISO/DIS vote – CEN Enquiry is 12 weeks.

NOTE — For synchronization purposes, the CEN Enquiry, even if launched one or two days after the ISO/DIS vote, closes on the same deadline as the ISO/DIS vote.

The voting period for a second ISO/DIS vote is normally 8 weeks. Since the voting period for a second CEN Enquiry is 12 weeks, the voting period for a second parallel ISO/DIS vote – CEN Enquiry is 12 weeks.

ISO member bodies cast their votes and comments using ISO tools and platforms. CEN Members cast votes and comments using CEN tools and platforms². ISO/CS sets ballot dates for both organizations; no extensions are allowed for VA work items.

Both organizations have direct access through the electronic balloting platform to voting results and comments from members of the other organization.

At the end of the parallel ISO/DIS vote – CEN Enquiry, the lead committee considers voting results and comments from both organizations.

Both the ISO Committee Manager and CEN Committee Secretary circulate the voting results and comments of both organizations within their respective committee.

Depending on the voting results and comments resolution, ISO and CEN committees discuss and agree on the way forward. See [Table 1](#) for possible options after parallel ISO/DIS vote – CEN Enquiry.

Table 1 — Options after parallel ISO/DIS vote – CEN Enquiry

Result of vote in ISO	Positive	Positive	Positive	Negative	Negative
Result of vote in CEN	Positive	Positive	Negative	Positive	Negative
Decision	Skip FDIS and FV and proceed to publication (only if no technical changes)	Submission to FDIS and FV (if technical changes)	Submission to FDIS and FV ³	Circulation to 2 nd DIS and 2 nd Enquiry ³	Circulation to 2 nd DIS and 2 nd Enquiry

For ISO lead projects, if no technical changes are needed, ISO proceeds directly to publication, skipping the parallel ISO/FDIS – CEN Formal Vote. If the CEN Enquiry result is positive (and without technical changes), CEN follows ISO without requiring a CEN committee decision. The revised text is processed according to the final text preparation procedure. ISO/CS prepares the final text for publication and provides it to the Committee

² For projects developed online, only one platform is used for commenting.

³ CEN and ISO Committee leadership to hold discussions on whether a different decision is necessary.

Manager/Secretary of the lead committee for proof review with the Project Leader, and to the Committee Manager/Secretary of the non-lead committee for information.

For CEN lead projects, a CEN committee decision is required to skip the parallel ISO/FDIS – Formal Vote.

Work items linked with EU legislation:

CEN and ISO committees may agree to skip a parallel ISO/FDIS – CEN Formal Vote for the draft harmonised standard only if the DIS/Enquiry assessment is compliant or if a negative outcome of the assessment is resolved without technical changes to the standard as submitted to parallel ISO/DIS vote – CEN Enquiry.

If enquiry results meet approval criteria but the lead organization decides to include an ISO/FDIS – CEN Formal Vote stage, the responsible technical body of the lead organization prepares a revised draft for submission to parallel ISO/FDIS – CEN Formal Vote.

NOTE — In line with CEN voting policy (Clause 4 of [CEN-CENELEC Internal Regulations, Part 2](#)), the vote can remain pending. In this case, it is considered negative until a final decision is taken.

5.6 Stage 50.00 – Approval Stage: Final text preparation or parallel ISO/FDIS – CEN Formal Vote (ISO or CEN Lead)

The decision to submit a draft for formal approval (parallel ISO/FDIS – CEN Formal Vote) is taken by the responsible body of the lead organization in accordance with its rules and procedures.

The Committee Manager/Secretary of the **lead** committee (whatever the lead is) submits all required files directly in [ISO Projects](#) (see [Requirements and guidelines for the submission of drafts to ISO/CS](#)).

NOTE — For assistance, see the article “[Submit your files](#)” in the [ISO Knowledge Base](#). In case of issues, contact projects@iso.org.

Work items linked with EU legislation:

The FDIS draft shall include the informative Annex Z (see [Annex C](#) for more details on Annex Z and responsibility for its preparation). Annex Z is included in the final EN ISO publication but not in the final ISO publication.

ISO/CS ensures that the text, edited by ISO/CS, is provided to CCMC, which triggers the request for HAS assessment. CCMC submits the edited text for HAS assessment during the translation period before the launch of the parallel ISO/FDIS vote – CEN Formal Vote.

If supporting documents are required for the assessment (such as committee replies to consultant comments from the previous assessment, justification of normative references, risk assessment, sector-specific arrangements, or checklists) the CEN Committee Secretary shall submit them along with the informative Annex Z to the ISO Committee Manager, who then provides them together with the FDIS text to ISO/CS.

If the parallel ISO/FDIS – CEN Formal Vote is not skipped, ISO/CS prepares the final draft for the vote and notifies CCMC, DIN and AFNOR at least 1 week in advance of the ballot dates.

ISO/CS makes the final edited English text available for translation and voting, along with the report of voting (ISO lead) or table of decisions (CEN lead) from the parallel ISO/DIS vote – CEN Enquiry. ISO/CS also provides a proof for review by the Committee Manager/Secretary of the lead committee and the Project Leader.

AFNOR is responsible for providing the French version to ISO/CS within the translation period.

DIN is responsible for preparing the German version of the full FprEN ISO text and delivering them to CCMC within the translation period.

CCMC informs CEN Members of the formal vote dates and circulates the European elements in English and French, as well as the German translation of the full FprEN ISO text (when available).

Work items linked with EU legislation:

The HAS assessment report is normally available within 5 weeks (35 days) and then submitted to ISO/CS. Normally, the parallel ISO/FDIS – CEN Formal Vote is not launched until the HAS assessment report is available. However, for ISO-led projects, ISO committees may decide to proceed to parallel ISO/FDIS – CEN Formal Vote.

NOTE — If the HAS assessment is received during or after the parallel ISO/FDIS – CEN Formal Vote and includes at least one relevant technical comment from the HAS Consultant on the ISO text leading to “Lack of compliance”, harmonisation is generally not possible without a second parallel ISO/FDIS – CEN Formal Vote. Changes to Annex Z can be made after the parallel ISO/FDIS – CEN Formal Vote through a CEN/BT vote, eliminating the need for a second ISO/FDIS – CEN Formal Vote. In such cases, ISO publishes under VA without waiting for CEN publication.

The CEN Committee Secretary provides the assessment report, regardless of its outcome, to the CEN committee and to the Convenor and Secretary (if applicable) of the relevant CEN Working Group for circulation in the Working Group.

CCMC provides the assessment report to ISO/CS for sharing with the ISO committee.

In case of a “Lack of Compliance” assessment, the parallel ISO/FDIS – CEN Formal Vote is suspended for up to 12 weeks. However, for ISO-led projects, ISO committees may decide to proceed to ISO/FDIS – CEN Formal Vote (see NOTE above).

The ISO and CEN committee leadership and Project Leader review and agree, within 7 weeks of receiving the HAS assessment, on follow-up actions to resolve a “Lack of compliance” assessment. ISO and CEN committee leadership shall coordinate on the proceeding. The CEN Committee Secretary informs the ISO/CS TPM and CCMC PM of progress. CCMC PM and ISO/CS TPM are available to support CEN and ISO committees in these activities.

The CEN Committee Secretary may request a meeting with a HAS Consultant to clarify comments from the assessment.

An additional assessment, known as the Last Confirmatory Assessment (LCA), may be requested ideally before launching the parallel ISO/FDIS – CEN Formal Vote. The LCA provides official feedback to CEN and ISO committees confirming that comments from the ISO/FDIS – CEN Formal Vote assessment have been adequately addressed.

Table C.1 summarizes the main possible options after a FDIS/Formal Vote assessment, considering the HAS assessment result and the stage in the development process.

The voting period for the parallel ISO/FDIS – CEN Formal Vote is 8 weeks⁴.

NOTE — For synchronization purposes, the CEN Formal Vote, even if launched one or two days after the ISO/FDIS vote, closes on the same deadline as the ISO/FDIS vote.

ISO member bodies cast their votes and comments using ISO tools and platforms. CEN Members cast votes and comments using CEN tools and platforms². ISO/CS sets ballot dates for both organizations.

Both organizations have direct access through the electronic balloting platform to the voting results and comments from members of the other organization.

Both the ISO Committee Manager and CEN Committee Secretary circulate the voting results and comments of both organizations within their respective committee.

Depending on the voting results and comments resolution, ISO and CEN committees discuss and agree on the way forward. See **Table 2** for possible options after parallel ISO/FDIS – CEN Formal Vote.

Table 2 — Options after parallel ISO/FDIS – CEN Formal Vote

Result of vote in ISO	Positive	Positive	Negative	Negative
Result of vote in CEN	Positive	Negative	Positive	Negative
Decision	Identical publications in ISO and CEN (see 5.7)	Consultation between ISO and CEN (see below)	Consultation between ISO and CEN (see below)	Consultation between ISO and CEN. Return of draft to responsible committee

⁴ 6 weeks in ISO as of October 2026.

After a positive vote in both ISO and CEN, ISO/CS finalizes and publishes the International Standard.

If one organization votes positively and the other negatively, a consultation between ISO/CS and CCMC takes place involving the ISO and CEN committee leadership. When deciding how to proceed based on voting results and comments, the ISO and CEN committee leadership shall consider the decisions of their respective committee. If it appears likely that the negative votes causing disapproval can be resolved, a second parallel vote may be carried out. If consultation shows no immediate possibility of reconciling the comments that led to disapproval, each organization proceeds according to its own rules.

NOTE — In line with CEN voting policy (Clause 4 of [CEN-CENELEC Internal Regulations, Part 2](#)), the vote can remain pending. In this case, it is considered negative until a final decision is taken.

5.7 Stage 60.00 – Publication stage (ISO or CEN Lead)

Work items linked with EU legislation:

The assessment report shall be added to the CEN balloting system as a comment by CCMC so that the lead committee, its Committee Manager/Secretary and the ISO/CS editor can consider it at the end of the parallel ISO/FDIS – CEN Formal Vote.

If the assessment result is “Compliant” or “Conditional compliance”⁵, ISO/CS will address any resulting editorial comments before the two-week final review.

ISO/CS editors will not consider any changes from the assessment report related to Annex Z. If changes to Annex Z are required after the parallel ISO/FDIS – CEN Formal Vote, CCMC shall be contacted. Such changes typically require approval from CEN/BT.

After a positive vote in both ISO and CEN, ISO/CS prepares the final text for publication, incorporating necessary editorial changes, and provides it to the Committee Manager/Secretary of the lead committee for a two-week final review with the Project Leader, and to the Committee Manager/Secretary of the non-lead committee for information.

ISO/CS notifies CCMC of the edition date.

ISO/CS prepares the French text during this stage, based on the French version provided by AFNOR for the FDIS, and corrections made to the English text. The French text is provided to AFNOR for review before ISO publishes it.

ISO then publishes the ISO standard. DIN aligns the German text after ISO/CS and CCMC complete the publication stage.

CCMC makes the European elements available in English and French and, when available, the German translation of the full EN ISO text.

Work items linked with EU legislation:

At the publication stage, Annex Z is retained in the CEN standard but not in the ISO standard.

6 Other deliverables – ISO or CEN lead

6.1 Technical Specifications (TS) and Technical Reports (TR)

6.1.1 Adoption of the work item for ISO/DTS/DTR – CEN/DTS/DTR

When a project is approved by each organization according to its own rules and requested to be processed under the VA procedure, both the ISO committee and the CEN committee shall take a resolution or decision to accept the parallel work in accordance with [Clause 4](#) and [5.2](#).

If the scope or type of deliverable is modified, the steps described in [5.2](#) should be followed.

ISO/CS and CCMC are informed by the ISO or CEN committee leadership, and the two databases and work programmes are aligned accordingly.

⁵ Attention is drawn to CEN and ISO committees that assessments with a “Compliant” or “Conditional compliance” result may still include an important remark. In such cases, it is essential to discuss the way forward with CCMC and ISO/CS.

6.1.2 Approval stage: Final text preparation and parallel ISO/DTS/DTR – CEN/DTS/DTR vote

The decision to submit a draft for formal approval (parallel ISO/DTS/DTR – CEN/DTS/DTR Vote) is taken by the responsible body of the lead organization in accordance with its rules and procedures.

The Committee Manager/Secretary of the **lead** committee (whatever the lead is) submits the necessary files directly in **ISO Projects** (see **Requirements and guidelines for the submission of drafts to ISO/CS**).

ISO/CS prepares the final draft for parallel ISO/DTS/DTR – CEN/DTS/DTR vote and notifies CCMC, DIN and AFNOR at least 1 week in advance of the ballot dates.

ISO/CS makes the final edited English text available for translation (no translation is expected for TRs) and voting, along with any table of comments. ISO/CS also provides a proof for review by the Committee Manager/Secretary of the lead committee and the Project Leader.

CCMC informs CEN Members of the formal vote dates and circulates the European elements in English. The German translation of the full ISO text is circulated if DIN decides to translate.

The voting period for the parallel ISO/DTS/DTR – CEN/DTS/DTR vote is 12 weeks.

NOTE — For synchronization purposes, the CEN/DTS/DTR vote, even if launched one or two days after the ISO/DTS/DTR vote, closes on the same deadline as the ISO/DTS/DTR vote.

ISO member bodies of the concerned ISO committee cast their vote and comments using ISO tools and platforms. CEN Members cast votes and comments using CEN tools and platforms². ISO/CS sets ballot dates for both organizations.

Both organizations have direct access through the electronic balloting platform to the voting results and comments from members of the other organization.

Both the ISO Committee Manager and CEN Committee Secretary circulate the voting results and comments of both organizations within their respective committee.

6.1.3 Request for technical changes after vote

If technical changes are needed after a positive vote (DTR/DTS vote), the decision to submit a draft to a second approval vote is taken by the responsible body of the lead organization in accordance with its rules and procedures.

If no agreement can be reached, it may be envisaged to decouple from the VA by ISO committee resolution or CEN committee decision.

The voting period for a second ISO/DTR vote is 4 weeks, and the voting period for a second ISO/DTS vote is 8 weeks.

6.1.4 Publication stage

After a positive vote in both ISO and CEN, ISO/CS prepares the final text for publication, incorporating necessary editorial changes, and provides it to the Committee Manager/Secretary of the lead committee for a two-week final review with the Project Leader, and to the Committee Manager/Secretary of the non-lead committee for information.

ISO/CS notifies CCMC of the edition date.

ISO then publishes. CCMC prepares and publishes the EN ISO title pages and forewords in English and French and, when available, the German translation of the full EN ISO text.

6.2 GUIDE – VA – ISO lead

6.2.1 Guide vote

The voting period for the ISO/DGuide vote is 12 weeks among ISO member bodies after a translation period of 8 weeks⁶.

⁶ 6 weeks as of October 2026.

Upon receipt of the text and after preparation, ISO/CS informs CCMC of the ballot dates. CCMC simultaneously applies CEN's own procedure (generally a CEN/BT vote by correspondence of 4 weeks).

6.2.2 Publication

ISO/CS prepares the final text of the Guide and notifies CCMC of the edition date for announcement of its availability.

7 Maintenance of publications

7.1 General

When ISO decides to revise or amend an existing standard adopted as an EN ISO standard, 7.2 or 7.3 apply respectively.

When a CEN committee determines the need to revise or amend an EN standard that has an identical ISO standard, the CEN Committee Secretary shall provide a justification to the ISO Committee Manager. This will initiate a decision in the ISO committee to carry out the revision or amendment in parallel, under ISO lead by default. This provision also applies when the original publication was developed under CEN leadership. In case of differing opinions between the CEN and ISO committee leadership, ISO/CS and CCMC should be contacted to help resolve the dispute.

7.2 Revisions

If a WI for revising an ISO standard adopted as EN ISO is created in ISO, a WI for revising the corresponding EN ISO, by default under ISO lead, is automatically registered by CCMC, unless the CEN committee decides otherwise.

The development process follows the same steps as outlined in 5.4 to 5.7.

Work items linked with EU legislation:

If a link to EU legislation is required, the CEN Committee Secretary shall inform the CCMC PM accordingly.

7.3 Amendment

If a WI for amending an ISO standard adopted as EN ISO is created in ISO, a WI for amending the corresponding EN ISO, by default under ISO lead, is automatically registered by CCMC, unless the CEN committee decides otherwise.

The development process follows the same steps as outlined in 5.4 to 5.7.

NOTE — In CEN, A11, A12, and A1X can be created for amending European informative or normative content, e.g. Annex ZA or A-deviations.

See 8.2.1 for information on the exceptional procedure for consolidating amendments in ISO.

Work items linked with EU legislation:

If a link to EU legislation is required, the CEN Committee Secretary shall inform the CCMC PM accordingly.

7.4 Corrections – ISO or CEN lead

If ISO/CS agrees to issue a correction, it informs CCMC that a deliverable processed under the VA is to be corrected.

7.5 Minor revision – ISO lead⁷

If a WI for a minor revision of an ISO standard adopted as EN ISO is created in ISO, a WI for revising the corresponding EN ISO, by default under ISO lead, is automatically registered by CCMC, unless the CEN committee decides otherwise.

Work items linked with EU legislation:

If a link to EU legislation is required, the CEN Committee Secretary shall inform the CCMC PM accordingly.

In ISO, minor revisions (where only editorial changes are allowed) are processed under the Approval procedure, and in CEN these are processed under the Enquiry procedure.

The ISO Committee Manager submits all required files directly in **ISO Projects** (see **Requirements and guidelines for the submission of drafts to ISO/CS**).

The voting period for the parallel ISO/FDIS vote – CEN Enquiry is 12 weeks.

Work items linked with EU legislation:

The request for HAS assessments follows the steps for the Enquiry and Approval stages.

No technical changes are allowed at ISO.

Both organizations have direct access through the electronic balloting platform to the voting results and comments from members of the other organization.

In case of a positive Enquiry (and without technical changes), CEN will skip the Formal Vote without requiring a CEN committee decision.

ISO/CS makes the correction available to CCMC, who then issues a Dispatch notice on the published EN ISO deliverable.

7.6 Systematic review for standards under the VA⁸

ISO applies a systematic review every 5 years for standards, including those under VA. CEN does not carry out a review of the corresponding EN ISO standards. The outcome of the systematic review can be confirmation, revision, amendment, conversion to another form of document, or withdrawal.

ISO/CS and CCMC databases are updated through mutual exchange of information on ISO and CEN committee work programmes.

8 Synchronisation of procedures and other exceptional procedures

8.1 When ISO/CS or CCMC wishes to catch up with the other organization during DIS/Enquiry

In principle, the ISO and CEN committee secretariats ensure that the required steps (approval of the work item and formal committee decisions concerning allocation of the work) have been taken in both organizations as early as possible and well in advance of submitting the text of a standard for the Enquiry stage (see 5.5). In exceptional cases, work may be well advanced in one organization before the other determines the need for a deliverable on a particular topic. If the other organization approves such a work item before the lead organization has initiated its approval process, the entire approval process may be carried out in parallel. If the lead organization has already initiated its approval process, the secretariat of the responsible committee in the other organization shall contact its central secretariat (ISO/CS or CCMC) to start a consultation on a way forward that meets the needs of all interested parties (the secretariats of both ISO and CEN committees, ISO/CS and CCMC).

⁷ Minor revisions are planned to be discontinued at ISO in October 2026.

⁸ Systematic reviews are planned to be discontinued at ISO in 2027.

If the lead organization has already initiated its vote on the draft International Standard (DIS) or the CEN Enquiry, the other organization may choose:

a) Carrying out the DIS vote or Enquiry in parallel.

In this case, member bodies should be notified by the appropriate procedure that:

- The vote on the draft International Standard (DIS), submitted by ISO/CS, has been launched and that CEN notified its interest in applying the VA procedure after the start of the DIS vote.
- The Enquiry on the prEN, submitted by CCMC, has been launched and that ISO notified its interest in applying the VA procedure after the start of the Enquiry.

NOTE — If both the CEN and ISO committees agree to apply the VA, the voting dates will be synchronized, or one organization will wait for the other to finish its DIS vote or Enquiry.

b) Carrying out a second DIS vote or Enquiry together in parallel (upon advice of the committees concerned).

c) Carrying out its own DIS vote or Enquiry independently and then both organizations launch a parallel ISO/FDIS – Formal vote together.

Recommendation: The preferred option is to allow the process of the lead organization to complete, which may require following the adoption process described in 4.2 or 4.3.

8.2 Other exceptional procedures

8.2.1 Consolidation of an amendment in ISO

CEN and ISO have different procedures for consolidating an amendment with the previous edition of a document.

In principle, amendments developed under VA are not consolidated with previous editions of standards.

In case of ISO lead, upon request from the ISO committee, ISO may very exceptionally apply the ISO process for consolidation of amendments, as foreseen in the **ISO/IEC Directives**. After parallel ISO/DAM – CEN Enquiry of an amendment, ISO cancels the amendment, creates a new project for the revision (merging the draft amendment into the previous edition) and submits it directly to Approval ballot. It should be noted that in CEN it is not possible to skip Enquiry; therefore, in such a situation there will be Enquiry in CEN and FDIS vote in ISO. Consequently, there is an additional Enquiry on the new project in CEN for this consolidated version.

The voting period for the parallel ISO/FDIS vote – CEN Enquiry is 12 weeks.

In case of a positive Enquiry (and without technical changes), CEN will skip a Formal Vote without requiring a CEN committee decision.

Work items linked with EU legislation:

Committees in CEN and ISO should be aware of the impact of consolidation, as described above, on the development of harmonised EN ISO standards. In particular, attention is drawn to the fact that in CEN, such a case would involve an additional Enquiry on the consolidated version and, therefore, an additional HAS assessment.

8.2.2 Adoption in ISO of a document from another organization

If ISO adopts a document from another organization, no new work item ballot is launched in ISO. In such a case, attention is drawn to the CEN committee to consider creating a new work item in CEN.

If the document from another organization is submitted in ISO directly to FDIS vote, there will be Enquiry in CEN and FDIS vote in ISO.

The voting period for the parallel ISO/FDIS vote – CEN Enquiry is 12 weeks.

In case of a positive Enquiry (and without technical changes), CEN will skip a Formal vote without requiring a CEN committee decision.

8.2.3 Development of a CD draft in another organization

In exceptional cases of ISO lead, a CD may be developed in another organization and submitted immediately afterwards to DIS vote within a very short timeframe. Attention is drawn to the CEN committee to create a new project in CEN on time, normally before the DIS phase starts in ISO. Close cooperation between the CEN Committee Secretary and the ISO Committee Manager is required. A good practice is for the ISO Committee

Manager to inform the CEN Committee Secretary as soon as the new project is known, even if it is not yet registered in ISO, so that in case of a brand-new EN ISO deliverable, the CEN Committee Secretary can start a ballot on creating the project in CEN on time.

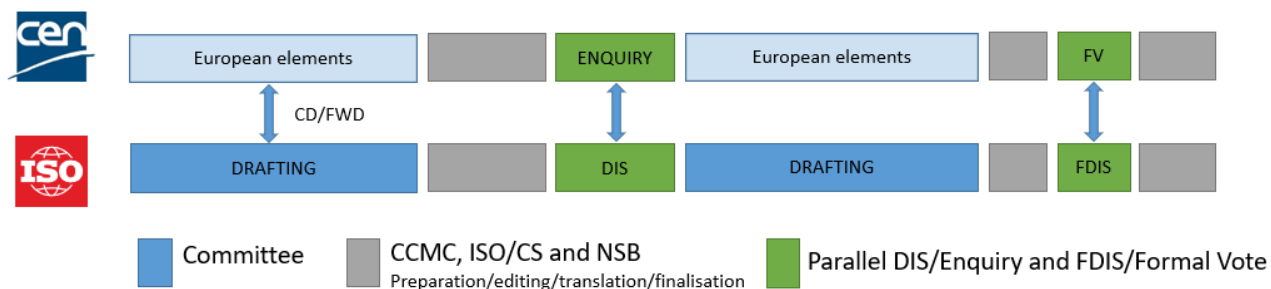
ANNEX A — LIST OF ACRONYMS

CCMC	CEN-CENELEC Management Centre
CCMC PM	CCMC Project Manager
CD	Committee Draft
CEN/BT	CEN Technical Board
DIS	Draft International Standard
DTR	Draft Technical Report
DTS	Draft Technical Specification
EC	European Commission
EU legislation	European Union legislation
FDIS	Final Draft International Standard
FV	Formal Vote
FWD	Final Working Draft
HAS Consultant	Harmonised standards (HAS) Consultant
hEN	Harmonised European Standard
ISO/CS	ISO Central Secretariat
ISO/CS TPM	ISO/CS Technical Programme Manager
ISO/TMB	ISO Technical Management Board
LCA	Last Confirmatory Assessment
NP	New Work Item Proposal
OJEU	Official Journal of the European Union
PM	Project Manager
prEN	Draft European Standard
SRAHG	Standardization Request Ad-hoc Group
VA	Vienna Agreement

The ISO Glossary can be found on the [ISO website](#).

ANNEX B — GENERAL FLOWCHART WITH PROCESS FOR NON-HARMONISED EN ISO STANDARDS

Flowchart B.1 — Process for non-harmonised EN ISO standards



ANNEX C — WORK ITEMS HARMONISED AGAINST EU LEGISLATION

C.1 GENERAL ASPECTS

The purpose of this Annex is to provide additional information on specific provisions that apply to European Standards intended to support European legislation, known as harmonised standards. A harmonised standard is a European standard adopted on the basis of a request, formally called a Standardization Request, made by the European Commission (EC) for the application of EU legislation. In particular, an Annex Z is required in every version of the draft publication, and the draft shall be reviewed by a designated HAS Consultant to confirm coherence with the relevant EU legislation.

C.1.1 Contributions to Standardization Requests for harmonised standards

Early involvement of ISO in CEN responses to European standardization requests is key to supporting the aims of the Vienna Agreement in this matter. To that end, when setting up its system of Standardization Request Ad-hoc Group (SRAHG)⁹, CEN has foreseen ISO participation. The SRAHG ensures prompt coordination and input from all relevant stakeholders, including CEN Permanent Delegates (and CENELEC Permanent Delegates), Technical Bodies, Partner Organizations and other relevant parties, during the drafting and approval of Standardization Requests. It advises on problematic issues associated with the Standardization Request, such as content, deadlines or missing resources, to allow timely submission of CEN and CENELEC contributions to the European Commission and relevant documents to the CEN and CENELEC Technical Boards and to develop a consensus view on acceptance or refusal of a Standardization Request for submission to the Technical Boards.

When a relevant SRAHG is established:

- CCMC informs ISO/CS of the SRAHG dealing with relevant European Commission initiatives for standardization requests.
- ISO/CS contacts the ISO Committee Manager (provided a committee exists) to establish ISO participation in the SRAHG. Ideally, this participation consists of a Committee leader and a dedicated technical expert.

The purpose is for ISO to contribute to discussions between CEN and the European Commission on the development of the draft Standardization Request, to ensure a request acceptable to both CEN and ISO communities and proper implementation of the Vienna Agreement where relevant. Not all Standardization Requests may be of interest to ISO; ultimately, acceptance of the request is the responsibility of CEN/BT.

C.1.2 Informative Annex Z in a harmonised standard

In principle, a harmonised standard includes an informative Annex Z. The purpose of Annex Z is to provide the link with the relevant European Directive or Regulation. More precisely, Annex Z contains a table demonstrating the relationship between the requirements of the relevant European Directive or Regulation and the clauses or sub-clauses of the standard. If the standard covers different EU Directives or Regulations, separate Annexes Z shall be prepared. Annexes may be entitled ZA, ZB, ZC, etc.

Annex Z can already be included in the CD draft (see 5.5). Annex Z shall be included in DIS and FDIS drafts and is included in the final EN ISO publication but not in the final ISO publication (ISO/TMB resolution 76/1997).

C.1.3 Quality check

The quality check is a step in the development process of a harmonised standard and is performed by CCMC. Its goal is to help committees identify elements (e.g. normative references, clauses with requirements,

⁹ More information on the Standardization Requests and on the Standardization Requests Ad-hoc groups can be found on CEN Boss website: [Standardization requests \(Mandates\) \(cen.eu\)](https://cen.eu/standardization-requests)

informative Annex Z) that could potentially lead to a “Lack of compliance” assessment from the HAS Consultant (see below). The quality check focuses on Annex Z based on the content of the ISO draft. It is performed on the CD draft if certain conditions are met, shall be completed within 2 weeks, and is based on the ESOs/EC Common checklist.

C.1.4 Common checklist

The Common checklist contains aspects that Committees and Working Groups shall consider when drafting harmonised standards in support of EU legislation. It is strongly recommended to use the checklist when drafting harmonised standards under VA. The checklist can be found on the [CEN Boss website](#).

C.1.5 HAS Consultants and HAS assessments

C.1.5.1 HAS Consultants

HAS Consultants are independent experts selected by the EC or its contractor. They perform the following tasks:

- Assess compliance of documents with the Standardization Request, relevant EU legislation, and other EC requirements.
- Communicate with the CEN committee (responsible for coordinating with the ISO committee) to provide clarification and advice to ensure compliance of drafted documents with EU legislation.

C.1.5.2 HAS assessments

A HAS assessment is requested at different development stages of a standard supporting EU legislation (see [Flowchart C.1](#)). It is performed by HAS Consultant(s). The outcome of a HAS assessment should be delivered within 35 calendar days from the moment CCMC makes a document available on the HAS platform for assessment, together with all necessary supporting documents.

The outcome of the assessment can be:

- “Compliant” — If the same conclusion is reached by the Commission, publication of the reference in the Official Journal of the European Union (OJEU) is normally possible without any specific notice.
- “Conditional compliance” — Used when the only issue preventing a compliant outcome is the use of normative references that are draft standards being developed at the same time as the candidate harmonised standard. Typically, the HAS Consultant will ask to transform normative references to draft standards into normative references to published standards. At the publication stage any normative references needs to be a published standard. “Conditional compliance” means that the identified issues are addressed by CEN and ISO after the assessment. If the same conclusion is reached by the Commission, publication of the reference in the OJEU is normally possible without any specific notice.

NOTE — During development of harmonised standards, normative references can be draft standards if normative references and the harmonized standard are being developed exactly at the same time and stage (as a package) and are submitted together, by the responsible committee, to the ISO/DIS – CEN Enquiry or ISO/FDIS – CEN Formal stages.

- “Lack of compliance” — If the same conclusion is reached by the Commission, publication of the reference in the OJEU is likely not possible without a revision of the document. Publication in the OJEU with a notice may also be an option in some cases.

C.1.6 CEN responsibility for harmonisation aspects

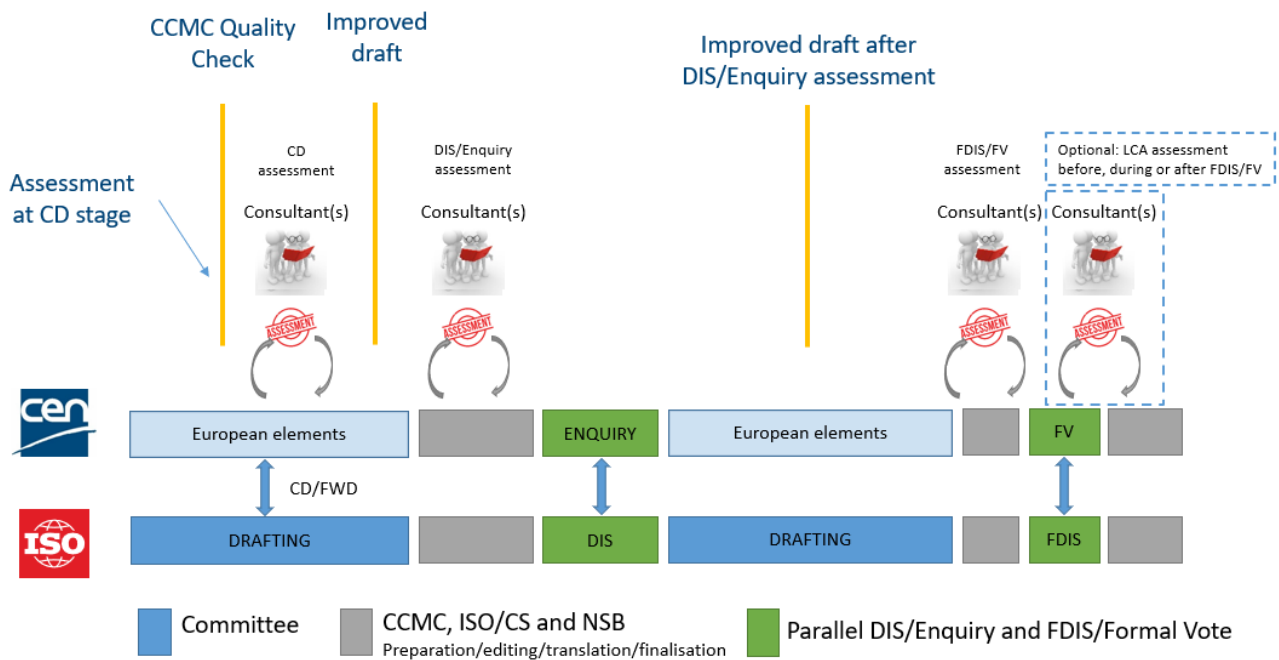
Achieving compliance with EU legislation is the responsibility of CEN. The CEN committee leadership, with support from the CEN Committee Secretary, irrespective of which organization holds the lead, is responsible for providing the required information to the ISO committee leadership regarding harmonisation aspects. In particular, they ensure that Annex Z is included when necessary and that HAS Consultants’ comments from HAS assessments are properly addressed. CEN and ISO committees and their officers shall closely cooperate, including on task allocation for harmonisation aspects and on the way forward in case of a “Lack of compliance” HAS assessment. The CEN Committee Secretary is responsible for organizing meetings with HAS Consultants when necessary¹⁰. ISO/CS TPM and, in particular, CCMC PM are available to support CEN and ISO

¹⁰ Information on the process to request is available in CEN BOSS page related to the [HAS assessment process](#)

committees by providing guidance on rules and processes, advising on the way forward in case of a “Lack of compliance” HAS assessment, or participating in meetings with HAS Consultants in more complex cases.

Flowchart C.1 illustrates the process for harmonised (EN) ISO standards with the quality check by CCMC.

Flowchart C.1 — Process for harmonised (EN) ISO standards with the quality check by CCMC



C.2 PARTICULAR ASPECTS

Table C.1 summarizes the main possible options after a FDIS/Formal Vote assessment and Last Confirmatory Assessments, considering the HAS assessment result and the stage in the development process. However, less common scenarios may also apply.

Table C.1 — Options after HAS assessment of FDIS/Formal Vote draft

Result of assessment	Next steps in ISO and CEN
Compliance	ISO and CEN proceed to parallel ISO/FDIS – CEN Formal Vote and, when positive, publish a harmonised deliverable under VA
Conditional compliance	Changes required from the HAS assessment, i.e. concerning normative references (see Clause C.1), shall be implemented in the final published document. ISO and CEN proceed to parallel ISO/FDIS – CEN Formal Vote and, when positive, publish a harmonised deliverable under VA.

<p>Lack of compliance →</p> <p>Requires discussion between ISO and CEN committee leaderships, including the Project Leader, with support from CCMC and ISO/CS to agree on the way forward, i.e. which of the following 6 options is chosen.</p> <p>The decision shall be made within 7 weeks of receiving the FDIS/Formal Vote Lack of Compliance assessment.</p> <p>Flowchart C.5 shows detailed steps.</p>	<p>Option 1 – Revision of the draft and request for an LCA before parallel ISO/FDIS – CEN Formal Vote (recommended)</p> <p>CEN Committee Secretary provides information on European aspects to ISO Committee Manager. Within 12 weeks of receiving the FDIS/Formal Vote assessment, the Committee Manager/Secretary of the lead committee submits the required files (reworked draft in Word and PDF format and supporting documentation¹¹ directly in ISO Projects as a “Complement”).</p> <p>The comments box shall indicate that an <u>LCA before FDIS is requested</u>.</p> <p>After review by the ISO/CS editor, ISO/CS submits to CCMC the official revised FDIS text with supporting documentation for a new HAS assessment. CCMC will request the assessment which normally will be available within 5 weeks.</p>
	<p>Option 2 – LCA during or after parallel ISO/FDIS – CEN Formal Vote (exceptional)</p> <p>CEN Committee Secretary provides information on European aspects to ISO Committee Manager. Within 12 weeks of receiving the FDIS/Formal Vote assessment, the Committee Manager/Secretary of the lead committee submits the required files (reworked draft in Word and PDF format and supporting documentation¹¹ directly in ISO Projects as a “Complement”).</p> <p>The comments box shall indicate that an <u>LCA during or after FDIS is requested</u>.</p> <p>After review by ISO/CS editor, ISO/CS submits to CCMC the official revised FDIS text with supporting documentation⁸. Parallel ISO/FDIS – CEN Formal Vote starts, and CCMC requests a LCA during or after the vote. The assessment report is normally available within 5 weeks. If a HAS assessment received during or after parallel ISO/FDIS – CEN Formal Vote includes at least one relevant technical comment requiring changes to ISO text, harmonisation is normally not possible without a 2nd parallel ISO/FDIS – CEN Formal Vote. However, changes in Annex ZA can be made after parallel vote through a CEN/BT vote, avoiding a 2nd parallel ISO/FDIS – CEN Formal Vote. In such cases, ISO publishes under VA without waiting for CEN publication.</p>
	<p>Option 3 – No LCA (exceptional)</p> <p>This option could be used when the FDIS/Formal Vote assessment contains a limited number of straightforward comments.</p> <p>CEN Committee Secretary provides information on European aspects to ISO Committee Manager. Within 12 weeks of receiving the FDIS/Formal Vote assessment, the Committee Manager/Secretary of the lead committee submits the required files (reworked draft in Word and PDF format and supporting documentation¹¹ directly in ISO Projects as a “Complement”).</p> <p>The comments box shall indicate that <u>no LCA will be requested</u>.</p> <p>After review by ISO/CS editor, ISO/CS submits to CCMC the official revised FDIS text. Parallel ISO/FDIS – CEN Formal Vote starts.</p> <p>The CEN Committee Secretary provides supporting documentation to CCMC Sectoral Project Manager, which is often provided to the EC to explain how the assessment was resolved.</p> <p>ISO and CEN publish a harmonised deliverable under VA.</p>
	<p>Option 4 – Removing links with EU legislation</p> <p>Removing links with EU legislation means the (EN) ISO standard will be published under VA as a non-harmonised document. In CEN, a decision is required in line with the rules of the organization. Removal of the links can be</p> <ul style="list-style-type: none"> • temporary (harmonisation is planned later by amendment or revision), or • permanent. <p>ISO may publish under VA without waiting for CEN publication in line with the rules of the organization.</p>
	<p>Option 5 – Abandoning WI in CEN and ISO</p> <p>Both ISO and CEN committees shall decide in line with the rules of each organization.</p>
	<p>Option 6 – Decoupling from VA¹²</p> <p>If ISO and/or CEN committees agree that working under VA is not possible, each organization decides on the way forward for its projects according to its rules.</p>

NOTE 1 — If there is no CEN committee, the CEN/BT is responsible for any relevant decision.

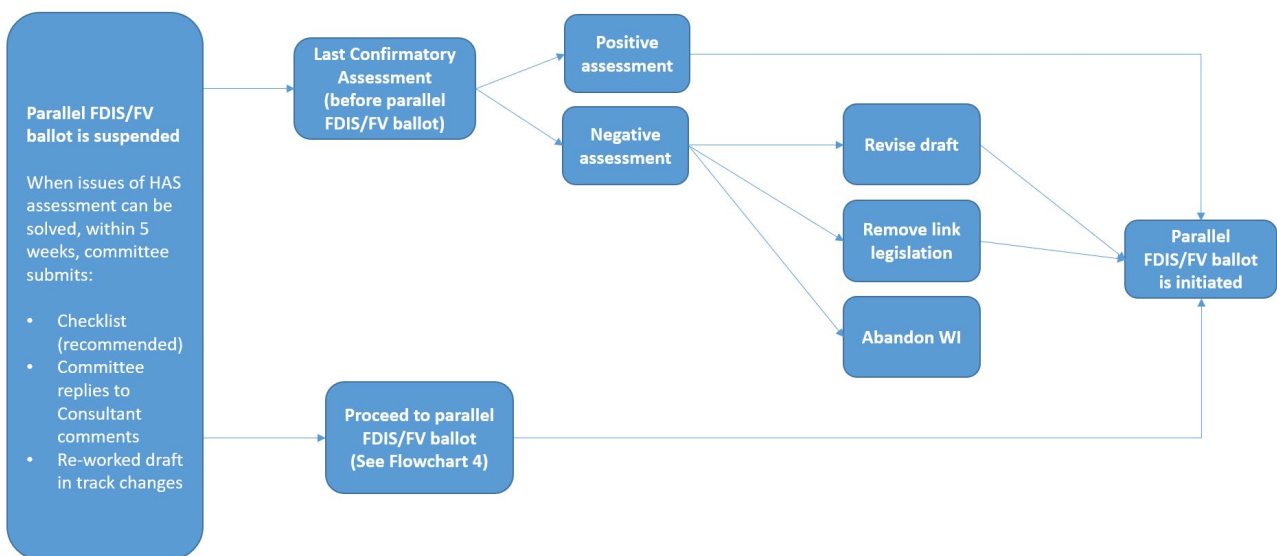
¹¹ Examples of supporting documents are committee replies to Consultant’s comments from previous assessment, re-worked draft in track changes, justification of normative references, risk assessment, sectoral specific arrangements, checklist, if used (recommended).
¹² This option is of course not in line with the overall spirit of the VA.

NOTE 2 — In some cases, the HAS assessment may require changes to Annex Z after the parallel ISO/FDIS – CEN Formal Vote. Such changes (e.g. in the table on correspondence with essential requirements or in the table on normative references for EN ISO standards) can be made through a vote by CEN/BT, without the need for a 2nd parallel ISO/FDIS – CEN Formal Vote. In such cases, ISO publishes under VA without waiting for CEN publication. If the EN ISO standard is not yet published, the changes are incorporated into its text before publication. If the EN ISO standard has already been published, the changes are issued as an Amendment to the EN ISO standard. European amendments to EN ISO standards that do not affect the text of the adopted ISO standard are published as Amendments numbered A11, A12, etc.

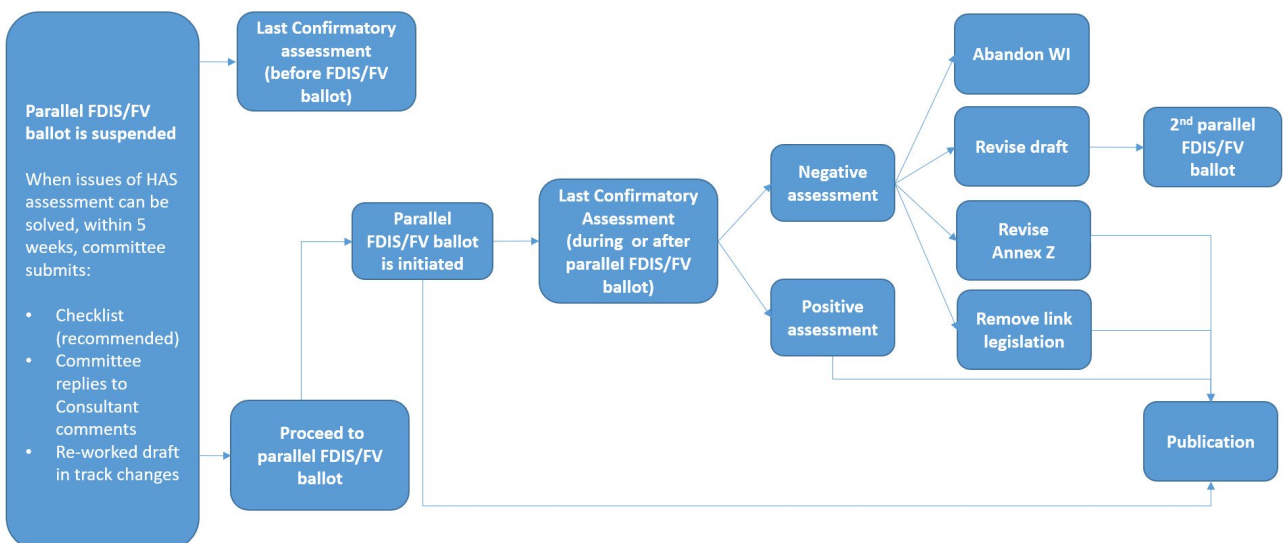
If the outcome of the LCA assessment is “Lack of compliance” ISO and CEN committee leaderships, including the Project Leader, shall discuss and agree on the way forward with support from CCMC and ISO/CS. The way forward is generally either to review the draft and/or its Annex ZA or to proceed with one of the options 4 to 6 as mentioned in Table C.1. The decision, including submission of documents, shall be made within 7 weeks of receiving the LCA.

Flowcharts C.2, C.3 and C.4 illustrate different scenarios as described above.

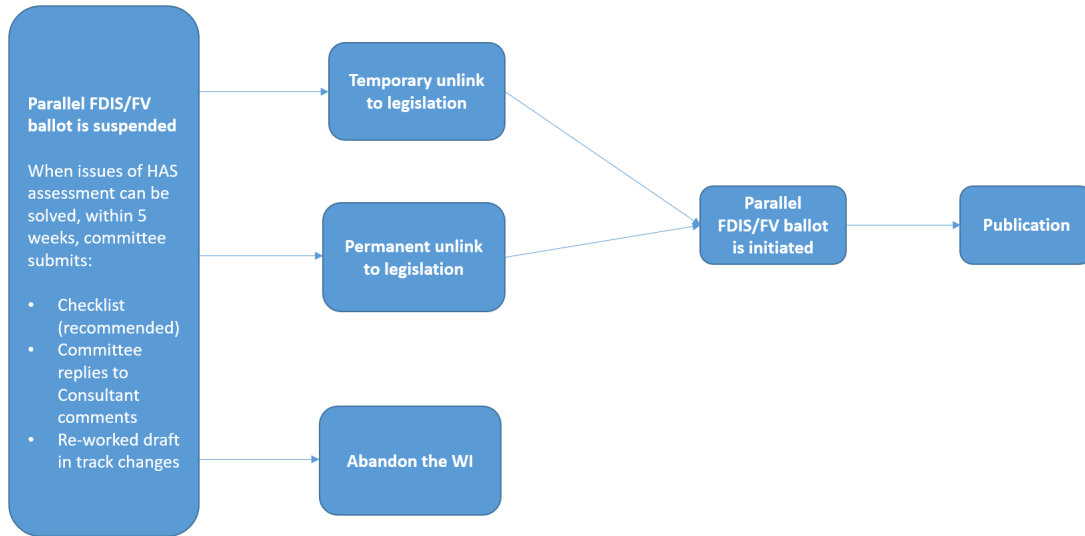
Flowchart C.2 — FDIS/Formal Vote assessment = “Lack of compliance”: LCA before parallel ISO/FDIS – CEN Formal Vote (Option 1 in Table C.1)



Flowchart C.3 — FDIS/Formal Vote assessment = “Lack of compliance”: LCA during or after parallel ISO/FDIS – CEN Formal Vote (Option 2 in Table C.1)

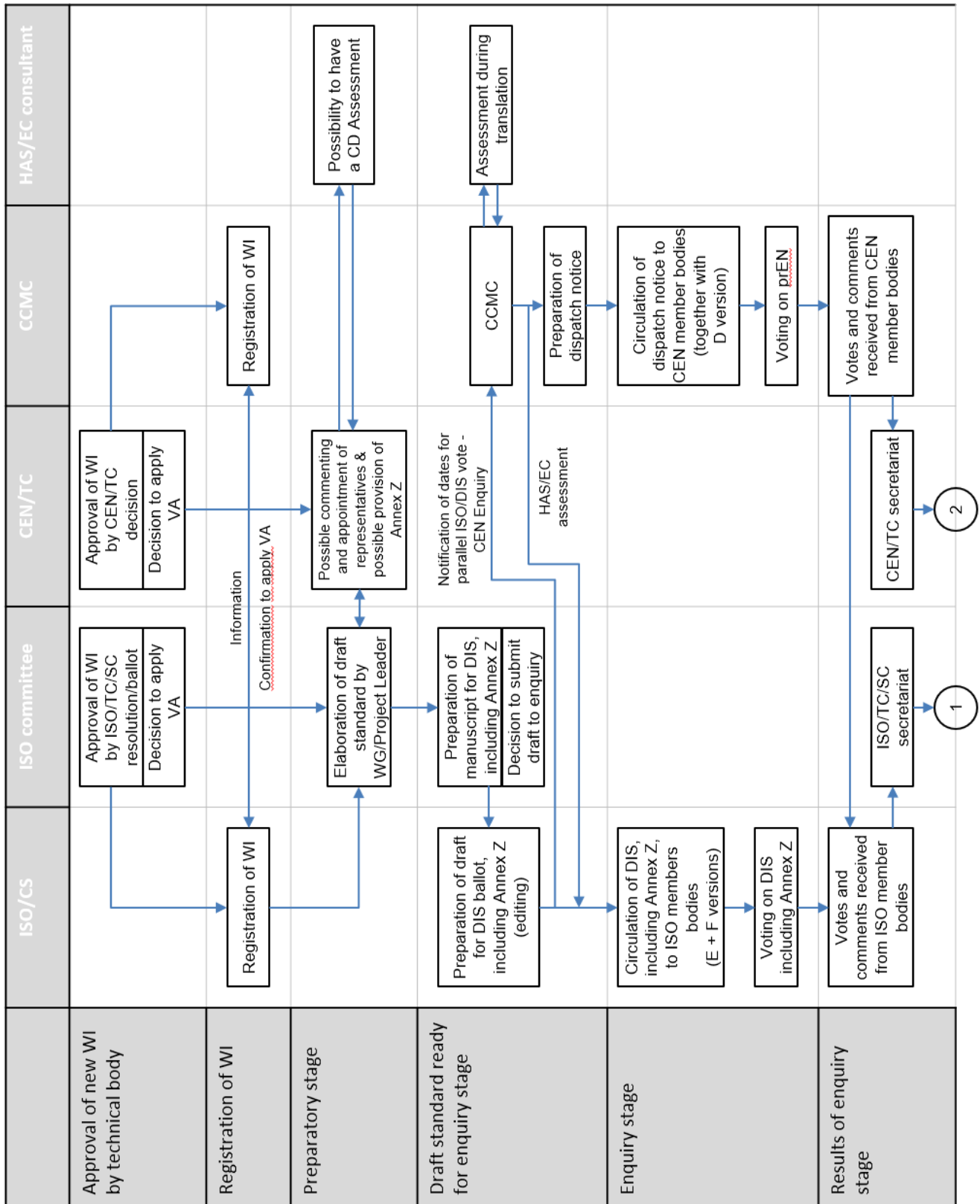


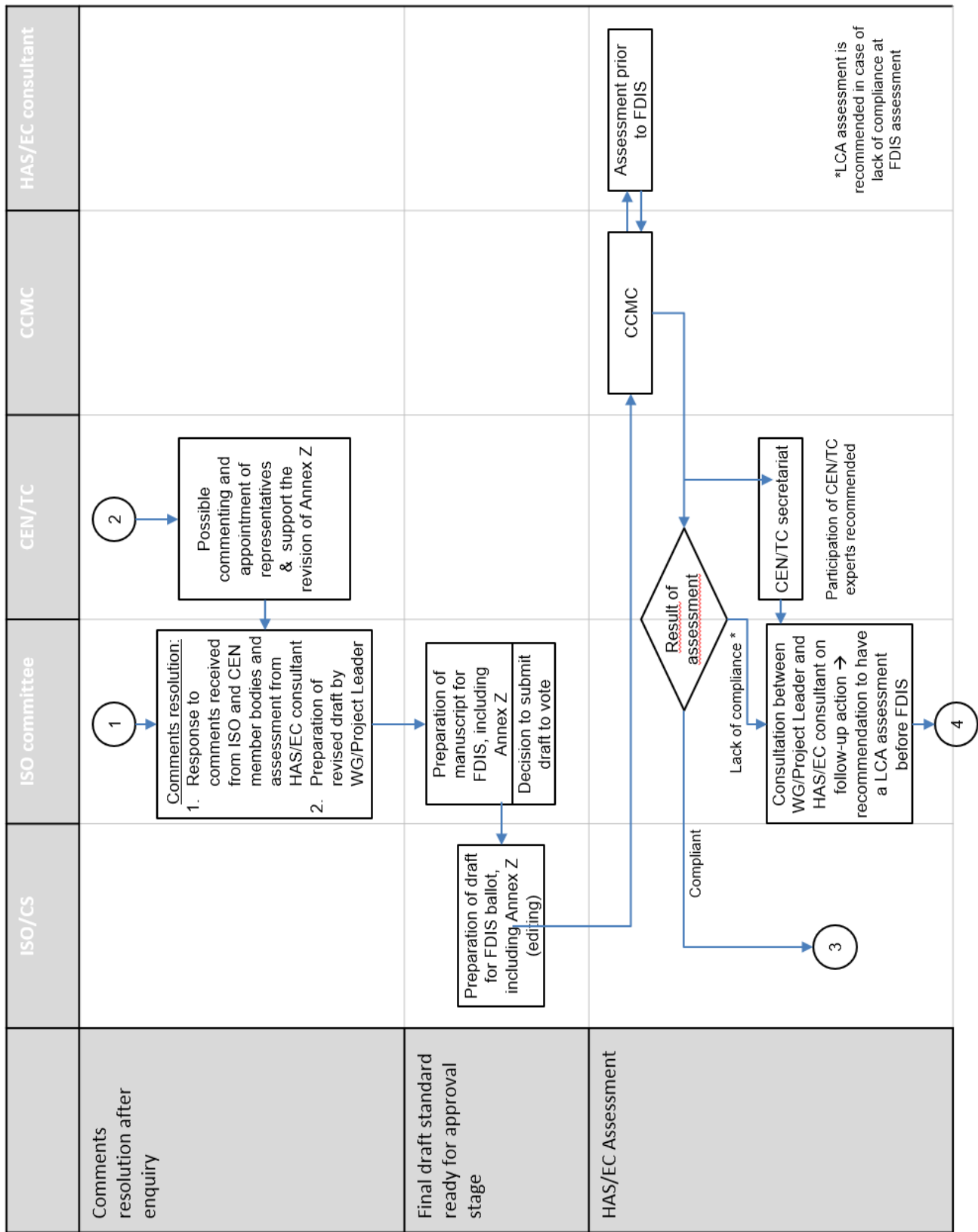
Flowchart C.4 — FDIS/Formal Vote assessment = “Lack of compliance”: when issues cannot be resolved (Option 4 and 5 in **Table C.1**)

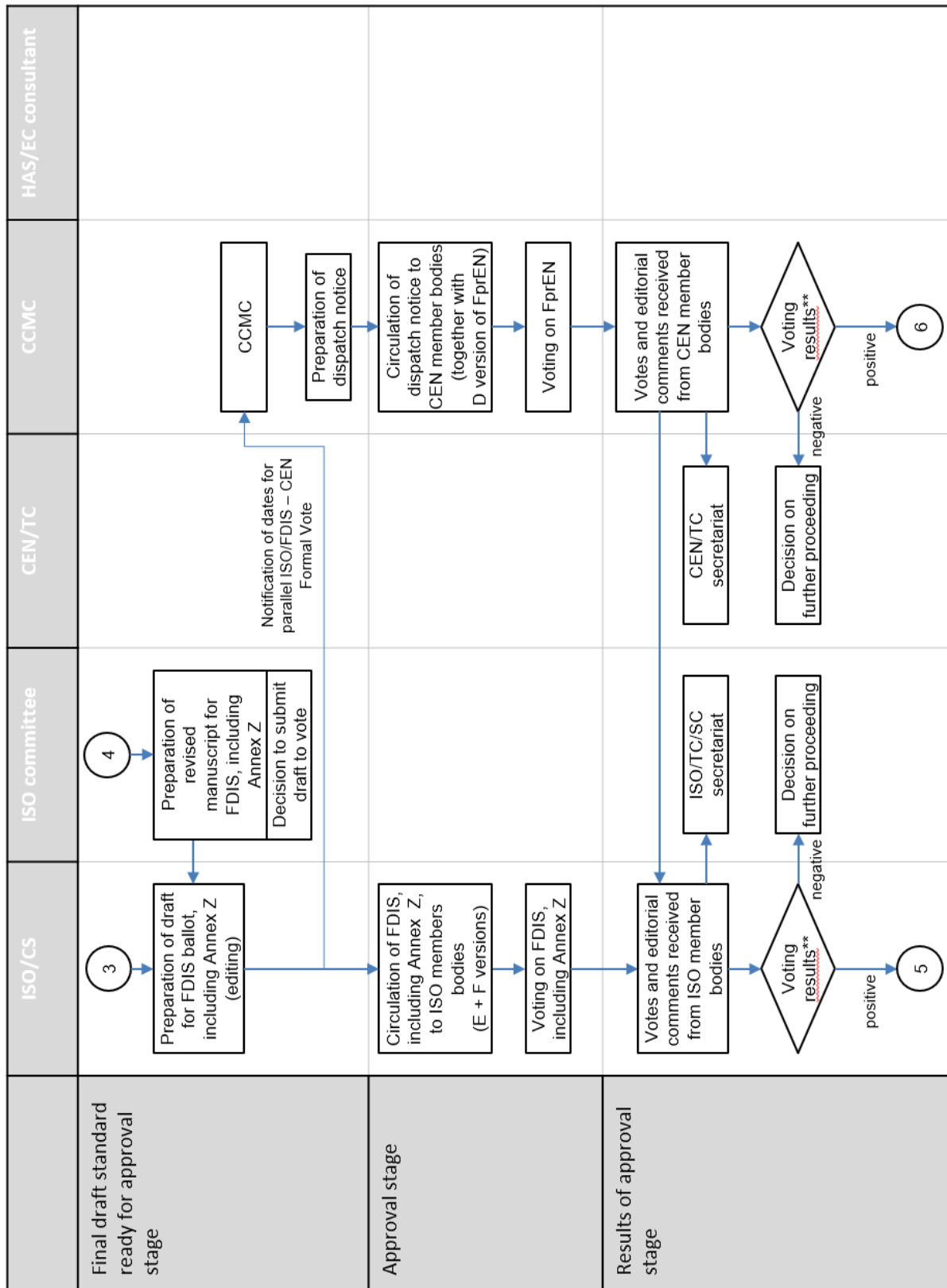


ANNEX D — GENERAL PROCESS FOR THE DEVELOPMENT OF EN ISO STANDARDS (ISO LEAD)

Flowchart D.1 — Process for the development of EN ISO standards under ISO lead







** In case of different voting results in ISO and CEN, consultation between both organizations takes place.



*** Title page, European foreword, Annex Z