



## Matrix of responsibilities - Assignment of major tasks between CEN Technical Committees and their Working Groups

The Checklist is based on the common framework given by the CEN/CENELEC Internal Regulations-Part 2 and the information given in CEN BOSS. It aims at providing guidance to the assignment of major tasks between CEN Technical Committees and their Working Groups.

Beyond, the Checklist can be used as sort of trilateral service agreement between the TC Secretariat, the WG Convenor and the WG's Professional Standardization Support providing NSB. As such, the TC Secretariat, the WG Convenor and the WG's Professional Standardization Support are free to discuss and agree upon assignment of tasks and may alter some "non mandatory" assignments according to the rules as given in the Checklist by mutual consent.

### 1.Symbols

The Checklist 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** = task assigned to - not to be altered
- O** = task assigned to - but might form part of an agreement between TC Secretariat, WG Convenor and WG's Professional Standardization Support
- = task not to be assigned to
- open box** = task might be assigned to

### 2. Examples for the interpretation of the table

a) A task that is definitely assigned to the convenor:

TC-S	Conv.	WG-PSS
---	X	---

b) A task that is assigned to the convenor but could form part of an agreement between TC Secretariat, WG Convenor and WG's Professional Standardization Support. Task could be transferred from the convenor to the WG's Professional Standardization Support on mutual agreement.

TC-S	Conv.	WG-PSS
---	O	

c) A task that is assigned to the convenor but could form part of an agreement between TC Secretariat, WG Convenor and WG's Professional Standardization Support. Task could be transferred from the convenor to the TC-Secretariat or to the WG's Professional Standardization Support on mutual agreement.

TC-S	Conv.	WG-PSS
	O	

## Checklist

Nr	Task	TC-S	WG		Remark	Reference Material*
			Conv.	WG-PSS		
1	Sending form sheet for a new work item proposal to the TC Secretary for TC decision	---	○		The proposal for a new work item (if not already provided by an NSB or another originator) should be prepared and finalized by the Working Group	Profile - Working Group Convenor
2	Establishment of list of appointed experts to the WG	X	---	---		Profile – Working Group
3	Invitation to the first WG meeting		○			IR Part 2, 3.4 Profile - Working Group Convenor
4	Invitation to further WG meetings and sending of WG meeting reports to WG experts and TC Secretary	---	○		Tasks can be assigned separately	IR Part 2, 3.4 Profile - Working Group Convenor
5	Establishing of first draft for circulation to TC	---	○		In STD-Template including drawings Content of draft to be worked out by WG	Profile – Working Group Convenor
6	Circulation of first draft to TC members	X	---	---		Production Process - Drafting of European Standards up to enquiry Enquiry stage
7	Finalization of draft for CEN Enquiry and sending of draft for CEN Enquiry to TC Secretary	---	○		In STD-Template including drawings Content of draft to be worked out by WG	Profile – Working Group Convenor
8	Check of reference draft for CEN Enquiry	---	---	X	In STD-Template including drawings Each reference draft has to be checked for compliance with the CEN requirements for the electronic transmission of drafts prior to its transmission to the Secretariat of the CEN/TC	Service contract between CEN and the CEN National Members concerning the appointment of Working Group Convenors and the provision of Professional Standardization Support to WG Convenors

Nr	Task	TC-S	WG		Remark	Reference Material*
			Conv.	WG-PSS		
9	Sending first delivery of draft to CCMC for CEN Enquiry	X	---	---		IR Part 2, 11.2 Production Process – CEN Enquiry Production Process - Drafting of European Standards up to Enquiry stage
10	Establishment of CEN Enquiry Report and compilation of comments received at CEN Enquiry	X	---	---		IR Part 2, 11.2 GD - Reporting and handling of comments after CEN Enquiry/ Questionnaire procedure Production Process - CEN Enquiry
11	Invitation to the "Comments Resolution Meeting"	O			Although the TC retains the responsibility for the whole procedure, it may decide to delegate the "Comments resolution meeting" to the level of a Working Group (WG). The meeting should decide on every recorded comment.	GD - Reporting and handling of comments after CEN Enquiry/ Questionnaire procedure Production Process - CEN Enquiry
12	Finalization of draft for CEN Formal Vote	---	O		In STD-Template including drawings (If work is carried out at WG level)	
13	Check of reference draft for CEN Formal Vote	---	---	X	In STD-Template including drawings Each reference draft has to be checked for compliance with the CEN requirements for the electronic transmission of drafts prior to its transmission to the Secretariat of the CEN/TC (If work is carried out at WG level)	Service contract between CEN and the CEN National Members concerning the appointment of Working Group Convenors and the provision of Professional Standardization Support to WG Convenors

Nr	Task	TC-S	WG		Remark	Reference Material*
			Conv.	WG-PSS		
14	Circulation of draft for Formal Vote and "Table of comment" to TC for final decision	X	---	---		GD - Reporting and handling of comments after CEN Enquiry/ Questionnaire procedure  Production Process - CEN Enquiry
15	Sending first delivery of draft for Formal Vote to CCMC	X	---	---		Production Process – Formal Vote
16	Integration of comments after Formal Vote	X	---	---	CCMC, in consultation with the TC Secretary, (or the TC Secretary directly) incorporates the editorial corrections in the reference language version	GD – Finalization and implementation of European Standards

**Legend:**

*TC-S*: Secretary of CEN Technical Committee

*Conv.*: Convenor

*WG-PSS*: Working Group's Professional Standardization Support by NSB which may be a WG Secretary

\* not exhaustive list