

Service Contract between the European Committee for Standardization, represented by the CEN Director General, and the CEN national member (<NSB>), concerning the appointment of Working Group Convenors and the provision of Professional Standardization Support to Working Group Convenors

Whereas

- the European Committee for Standardization, hereinafter referred to as CEN, is a regional federation of national standards bodies,
- the CEN national member (<NSB>) is responsible for providing Professional Standardization Support to Working Group Convenors,
- the CEN Director General (on behalf of the CEN Administrative Board) and the CEO of the CEN national member (<NSB>) agree to the following terms and conditions concerning the provision of Professional Standardization Support to Working Group Convenors.

Provisions

1. Before appointing a new Working Group Convenor, the Secretariat to the parent CEN Technical Committee shall seek the agreement of the CEN national member in the home country of the candidate to provide Professional Standardization Support. If the CEN national member in the home country of the candidate is not able to provide Professional Standardization Support, the Secretariat to the parent CEN Technical Committee shall ensure that such Support is available from another CEN national member before making the appointment.
2. For all Working Group Convenors for which it provides Professional Standardization Support, the CEN national member shall:
 - nominate a liaison officer (staff member) as contact for the Convenor;
 - make available training to the Convenor in the CEN production processes;
 - make available training to the Convenor in the standard drafting rules;
 - inform the Convenor of new procedures introduced (e.g. to enhance the efficiency of the standardization process) and provide regular briefing at least once a year;
 - inform the Convenor immediately in the case of exceptional modifications or need for urgent implementation of BT decisions;
 - provide advice to the Convenor in the execution of administrative responsibilities;
 - provide advice to the Convenor on compliance with the standard drafting rules to facilitate evaluation by the Convenor of the state of readiness of draft standards for submission to Enquiry and Formal Vote;
 - check each reference draft for compliance with the CEN requirements for the electronic transmission of drafts prior to its transmission to the Secretariat of the CEN Technical Committee.

Further assistance is provided by the Secretariat to the parent CEN Technical Committee of the Working Group.

Additional guidance, including advice on responsibilities, can be found in the CEN Business Operations and Support Systems (BOSS), which forms an integral part of this Service Contract.

In the case of mandated work, the relevant CEN Guides apply.

These are the obligatory duties of a CEN national member in providing Professional Standardization Support. A CEN national member may voluntarily provide additional

services to a Working Group and its Convenor beyond those defined in this Service Contract (e.g. through providing a Working Group Secretariat).

Duration

A CEN national member shall continue to provide Professional Standardization Support to a Working Group Convenor until either the task for which the Working Group was created has been completed or the Convenor has relinquished responsibility.

Unless otherwise agreed by the Secretariat to the parent CEN Technical Committee of the Working Group, a CEN national member wishing to relinquish responsibility for providing Professional Standardization Support shall notify the Convenor and the Secretariat to the parent CEN Technical Committee of the Working Group. However, for a maximum of 12 months the CEN national member will continue to assume responsibility for providing Professional Standardization Support until the appointment of another Convenor can be arranged or until alternative Professional Standardization Support from another CEN national member can be secured.

Signed

CEN Director General

CEO of

Date: