



# The Vienna Agreement

## Day to day management between ISO/CS and CCMC

This document provides information for ISO Committee Managers and CEN committee secretaries about specific procedures related to the day-to-day management of Vienna Agreement (VA) documents between the ISO Central Secretariat (ISO/CS) and the CEN-CENELEC Management Centre (CCMC). For further information about how the Vienna Agreement is implemented, please refer to the ['VA Guidelines'](#) document. For answers to some of the most common questions we receive about the Vienna Agreement, please refer to the document ['The Vienna Agreement – FAQs'](#). All of these documents are available online at [www.iso.org/va](http://www.iso.org/va).

For any further questions, please contact [va@iso.org](mailto:va@iso.org).

## PART 1 DEVELOPMENT AND APPROVAL OF PUBLICATIONS OF STANDARDS IN PARALLEL

### 1.1 Registration of a project at ISO and CCMC

ISO/CS and CCMC databases are updated on the basis of mutual exchange of information related to the ISO committee and CEN committee programmes of work.

See Clause 5 of the [VA Guidelines](#) for information on the cooperation by mutually agreed allocation of work with parallel approval of standards in ISO and CEN.

When preparing a proposal for NWIP it shall first be checked whether the work can be developed under the VA. The ISO Committee Manager and CEN committee secretary shall ensure that this check has been done and coordinated with the other organization.

When a new project is approved in each organization according to its own rules and requested to be processed under the VA procedure, both the ISO committee and the CEN committee must take a resolution/decision to accept the parallel work. The result of this decision – the registration and confirmation of the work item – is then communicated to the other organization and to the concerned committees. **By default, the project is registered under the ISO lead preferred option.** (For more information on how to decide on the project lead, see the [VA Guidelines](#) 5.2).

**NOTE** If either committee planned on following the VA, but the corresponding project has not been created in both organizations once a text is submitted to ISO/CS for ISO/DIS ballot, then the ballot is launched in ISO only. To nonetheless proceed under the VA, Clauses [3](#) (synchronization) or [6.2](#) (adoption) may be applied.

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

For the adoption by one organization of available publications from the other organization, please refer to [6.2](#) and [6.3](#).

### 1.2 Stage 40.00 Enquiry stage: Parallel ISO/DIS vote - CEN Enquiry (ISO or CEN Lead)

The Committee Manager/Secretary of the lead committee posts all required files via the ISO/CS Submission Interface (see [Requirements and guidelines for the submission of drafts to ISO/CS](#) document).

**NOTE** If access to the ISO Submission Interface has not yet been granted, a request should be sent to [projects@iso.org](mailto:projects@iso.org).

After preparation, ISO/CS automatically notifies CCMC, DIN and AFNOR, with at least 1 week's notice, of the dates of the parallel ISO/DIS vote - CEN Enquiry.

The English text is made available to both ISO and CEN members to enable the preparation of any national translations (8 weeks).

ISO/CS makes the text available for vote (including, for ISO Lead, the Explanatory report with table of comments made during NP or CD stage). CCMC informs its national members of the Enquiry dates and circulates the German translation of the full ISO text.

The parallel ISO/DIS vote - CEN Enquiry is 12 weeks.

**NOTE** For synchronization purposes, the CEN Enquiry, even if launched one or 2 days after the parallel ISO/DIS vote, closes at the same deadline than the ISO/DIS vote.

For information, a subsequent parallel ISO/DIS vote is 8 weeks and can be extended up to 12 weeks at the request of one or more ISO P-members of the committee. The corresponding CEN Enquiry is 12 weeks.

ISO member bodies cast their vote and submit comments on the ISO balloting application. CEN members cast their vote and submit comments using the CEN balloting application.

ISO/CS being responsible for setting the ballot dates for both organizations, no ballot extensions can be granted on VA projects.

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

At the end of the parallel ISO/DIS vote - CEN Enquiry, the ISO committee leadership takes into account the CEN results of voting and comments for an ISO Lead project and the CEN committee leadership takes into account the ISO results of voting and comments for a CEN Lead project.

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

In case no technical changes are to be included, ISO proceeds directly to publication, skipping the parallel ISO/FDIS – CEN Formal vote. The CEN committee shall take a decision by simple majority to skip the Formal Vote and proceed to publication. The revised text is processed following the Final text preparation procedure (see [1.3 a](#)).

### **1.3 Stage 50.00 - Approval Stage - Final text preparation or Parallel ISO/FDIS - CEN Formal Vote (ISO or CEN Lead)**

The Committee Manager/Secretary of the lead committee posts all required files via the ISO/CS Submission Interface (see the [Requirements and guidelines for the submission of drafts to ISO/CS](#) document).

**NOTE** If access to the ISO Submission Interface has not yet been granted, a request should be sent to [projects@iso.org](mailto:projects@iso.org).

- a) In case the parallel ISO/FDIS – CEN Formal vote is skipped, ISO/CS prepares the final draft for publication and provides a proof to be reviewed by the Committee Manager/Secretary of the lead committee and to the project leader, and to the Committee Manager/Secretary of the non-lead committee for information.
- b) In the case the parallel ISO/FDIS – CEN Formal vote is not skipped, ISO/CS prepares the final draft for parallel ISO/FDIS – CEN Formal vote and notifies CCMC, DIN and AFNOR, with 1 week's notice, of the dates of the ballot. ISO/CS makes the final text available for translation and for vote, together with the report of voting (ISO lead) or table of decisions (CEN lead) from the parallel ISO/DIS vote – CEN Enquiry. In addition, ISO/CS provides a proof to be reviewed by the Committee Manager/Secretary of the lead committee and the project leader.

CCMC informs its national members of the formal vote dates and circulates the German translation of the full ISO text (when available).

The parallel ISO/FDIS - CEN Formal vote is 8 weeks.

**NOTE** For synchronization purposes, the CEN Formal vote, even if launched one or 2 days after the parallel ISO/FDIS vote, closes at the same deadline than the ISO/FDIS vote.

ISO member bodies cast their vote and comments on the ISO balloting application. CEN national members cast their vote and comments on the CEN balloting application.

Both organizations have a direct access through the electronic balloting platform to the results of votes and comments from members of the other organization. Both the ISO Committee Manager and CEN secretary circulate the voting results and comments of both organizations within their respective committee.

#### **1.4 Stage 60.00 Publication stage – Publication (ISO or CEN Lead)**

At the end of the proof review or parallel ISO/FDIS – CEN Formal vote and considering the necessary editorial changes from the Committee Manager/Secretary of the lead committee and project leader, the text is finalized by ISO/CS editors and returned for a final 2 week review to the Committee Manager/Secretary of the lead committee and the project leader. The non-lead Committee Manager/Secretary receives the text for information.

ISO/CS notifies CCMC of the edition date.

ISO then publishes. CCMC makes available the EN ISO title page, the European Foreword and Annex Z<sup>1</sup> (where applicable) in English and French and, when available, the German translation of the full ISO text.

#### **1.5 Projects harmonized against European Directives & Regulations**

CCMC is responsible for maintaining the information on any link between standards projects and EU legislation. Further information is available on the [CEN Boss](#) website.

Through exchanges between the ISO/CS and CCMC databases, those projects that need to be assessed by a HAS Consultant and/or contain an Annex Z are identified.

The CEN committee leadership is responsible for providing the required information to the ISO committee leadership to ensure that an Annex Z is included when necessary.

**NOTE** The European Foreword is not included in the ISO text.

**At ISO/CD stage** and on request, CCMC ensures that the text is submitted to the HAS Consultant, in parallel to the ISO/CD ballot.

**At ISO/DIS stage**, the text is submitted to the HAS Consultant for assessment during the translation period prior to the launch of the parallel ISO/DIS vote - CEN Enquiry. The assessment report shall be uploaded to the CEN balloting system as a comment by CCMC so that the lead Committee Manager/Secretary can take it into consideration after the automatic compilation that takes place at ballot closure. If the HAS Consultant provides an assessment indicating “Partial compliance” or “Lack of compliance”, a Comments Resolution Meeting (CRM) should take place involving the HAS Consultant. CCMC, ISO/CS, the ISO and CEN committee leadership and project leader examine

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<sup>1</sup> Annex Z is a type of annex that shall be included in the case of European standards intended to support European legislation. The purpose of annexes Z is to provide the link with the relevant European Directive/Regulation. Annexes may be entitled ZA, ZB, ZC, etc

**NOTE:** The Annex Z is not included in the final ISO publication ([ISO/TMB resolution 76/1997](#)).

which follow-up actions are required. The ISO and CEN committee leadership shall at all moments coordinate together on progress made.

**At ISO/FDIS stage**, ISO/CS ensures that the edited text is made available to CCMC for assessment by the HAS Consultant as soon as it is available.

The resulting assessment shall normally be provided to ISO/CS within 5 weeks (35 days).

The assessment report shall be added to the CEN balloting system as a comment by CCMC so that the ISO/CS editor can take it into consideration at the end of the parallel ISO/FDIS – CEN Formal vote. If the assessment result is “Compliant”, ISO/CS will handle any resulting editorial comments prior to the final 2 weeks review. ISO/CS editors will however not consider any changes from the assessment report referring to the Annex Z.

If the assessment result is “Partial Compliance” or “Lack of Compliance”, ISO/CS stops the process after the ISO/FDIS ballot - CEN Formal Vote and a consultation takes place between the CCMC, ISO/CS, ISO and CEN committee leaderships and the project leader, in consultation with the HAS Consultant. CCMC and ISO/CS determine which follow-up actions are required. In the absence of a more constructive solution, the likely outcome is for the document to be published as an ISO deliverable only, with the agreement of the ISO committee members.

The following table summarizes the possible options assuming a positive parallel ISO/FDIS – CEN Formal vote result and considering the HAS assessment result.

Result of the HAS assessment	ISO	CEN
Compliance	ISO and CEN publish under VA	
Partial or Lack of compliance  → Need for a discussion between CCMC, ISO/CS, ISO & CEN committee leaderships including the project leader which leads to the following 4 options	<u>Option 1 – Publication of a harmonized deliverable</u> (only possible when HAS assessment is resolved through editorial changes)	
	ISO publishes under VA without waiting for CEN publication (with any relevant editorial modifications)	CEN publishes under VA (after approval by CEN/BT of any required changes to e.g. Annex Z)
	<u>Option 2 – Publication of a non-harmonized deliverable</u> (when modifications cannot be resolved through editorial changes)	
	ISO may publish under VA directly without waiting for CEN publication	CEN publishes under VA but deliverable is not harmonized (after approval by CEN/BT, i.e. Annex Z and links to legislation are removed)
	<u>Option 3 – 2<sup>nd</sup> parallel ballot</u>	
	2 <sup>nd</sup> FDIS vote (after ISO committee resolution)	2 <sup>nd</sup> Formal vote (after CEN committee and CEN/BT decisions)
	<u>Option 4* – Decoupling from VA</u> by ISO committee resolution or CEN committee decision.  Each organization proceeds in accordance with its own rules.	

**NOTE 1** If there is no CEN/TC the CEN/BT is responsible for any relevant decision.

\* **NOTE 2** This option is of course not in line with the overall spirit of the VA.



## PART 2 - MAINTENANCE OF PUBLICATIONS

### 2.1 Amendment - ISO or CEN Lead

See [1.1](#), [1.2](#) and [1.3](#).

### 2.2 Minor revision - ISO Lead

The ISO Committee Manager posts the necessary files via the ISO/CS Submission Interface. Within ISO/CS, minor revisions (in which only editorial changes are allowed) are processed like FDIS votes and within CEN these are processed under the Enquiry procedure.

The parallel ISO/FDIS vote - CEN Enquiry procedure is 12 weeks.

No technical changes are allowed at ISO.

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

### 2.3 Corrections (Corrected version) - ISO or CEN Lead

ISO/CS receives a request for correction, agrees to issue a corrected version and informs CCMC that a deliverable processed under the VA is to be corrected.

ISO/CS makes the corrected version available to CCMC, who in turn issues a Dispatch notice on the published EN ISO deliverable.

## PART 3 - SYNCHRONIZATION OF PROCEDURES

### 3. When ISO/CS or CCMC wishes to catch up with the other organization during DIS/ENQUIRY

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

a) Carrying out the vote or Enquiry in parallel.

In the above case: the 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 beginning of 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 beginning of the Enquiry.

**NOTE** If both the CEN and ISO committee agreed to apply the VA, the dates of vote will be synchronized, or one organization will wait for the other to finish its vote or Enquiry.

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

c) Carrying out its own 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 other organization to complete, therefore it may imply to follow the process described in [6.2](#) or [6.3](#).

## PART 4 - OTHER DELIVERABLES

### 4.1 Technical Specifications - Technical Reports - ISO or CEN LEAD

**NOTE** The processing of an ISO/TS or an ISO/TR under the VA should be considered as an exception. In such cases, a CEN/BT decision is required.

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 must take a resolution/decision to accept the parallel work (see [1.1](#)). A CEN/BT decision is necessary prior to registration of the project in the CEN programme of work.

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

The Committee Manager/Secretary of the lead committee posts the necessary files via the ISO/CS Submission Interface. The texts are prepared and processed according to the internal ISO/CS procedures.

ISO/CS notifies CCMC and the ISO Committee Manager of the dates of the parallel DTS/DTR vote. ISO/CS makes available the final text for vote to both CCMC and the ISO Committee Manager.

The ISO Committee Manager submits the DTR or DTS within the ISO committee to a vote via the ISO Balloting application [as a Committee Internal Ballot (CIB)]. In parallel, CCMC initiates a vote (to its members) using the CEN Balloting application (including, for DTS ballots, the German translation when available).

The parallel vote is 12 weeks.

At the end of the voting period, the lead Committee Manager/Secretary compiles and considers the results and the comments from both the ISO and the CEN members (results are available from the electronic balloting platforms). The Committee Manager/Secretary of the lead committee sends its proof to ISO/CS indicating the necessary changes. The text is finalized by the ISO/CS editor. Since no technical changes are allowed after the CEN vote, it is highly recommended that both committees agree on the technical content of the draft TR or TS prior to submission to the parallel DTR/DTS vote.

In case technical changes are needed after a positive vote (DTR/DTS vote, CEN vote on TS), a CEN/TC decision (4 weeks) requesting a 2<sup>nd</sup> formal vote is to be submitted to CEN/BT for decision (4 weeks).

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

The 2<sup>nd</sup> parallel vote is 8 weeks.

At closure of the DTR or DTS ballot and considering the necessary editorial changes on the proof from the Committee Manager/Secretary of the lead committee, the text is finalized by ISO/CS editors and sent for final review to the Committee Manager/Secretary of the lead committee and the Project Leader. The non-lead Committee Manager/Secretary receives the text 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 ISO text.

## **4.2 GUIDE - VA - ISO LEAD**

**Guide Vote** – 16 weeks vote - ISO member bodies

Upon receipt of the text and after preparation, ISO/CS informs CCMC of the dates of vote (see [1.2](#)). CCMC simultaneously applies its own procedure (in general a CEN/BT vote by correspondence of four weeks).

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

### **Publication**

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

## **PART 5 - PROVISIONS FOR TRANSLATION**

ISO/CS is responsible, under the ISO/IEC Directives, for posting the received text (at DIS stage) or edited text (at FDIS stage) for translation purposes.

It is the responsibility of AFNOR to provide the French versions to ISO/CS.

It is the responsibility of DIN to prepare the German versions of the future EN ISO deliverable.

### **5.1 Stage 40.00 - Enquiry stage - Parallel ISO/DIS vote - CEN Enquiry (ISO or CEN Lead)**

The English text is made available to all ISO and CEN members to enable any member to prepare a national translation (8 weeks, no extension possible).

It is the responsibility of AFNOR and DIN to provide their translations to ISO/CS and CCMC respectively, within the translation period, so that these language versions are available on the respective balloting application by the start of the official parallel ISO/DIS vote - CEN Enquiry.

### **5.2 Stage 50.00 - Approval/Formal stage - Parallel ISO/FDIS - CEN Formal Vote (ISO or CEN Lead)**

ISO/CS provides an edited English version to AFNOR and DIN and allows 2 weeks (for translation) before the ISO/FDIS vote – CEN Formal vote starts.

It is the responsibility of AFNOR and DIN to provide their translations to ISO/CS and CCMC respectively, so that these language versions are available on the respective balloting application during the official parallel ISO/FDIS vote - CEN Formal Vote.

For very specific VA projects, an extended translation period of up to 6 weeks prior to the start of the ballot may be requested by AFNOR and DIN. This should remain an exception and be requested at the DIS – Enquiry stage to ISO/CS. The ISO Committee Manager and CEN committee secretary shall be informed as this may have an impact on the time to publication.

### **5.3 Stage 60.00 - Publication stage – Publication (ISO or CEN Lead)**

DIN aligns the German text after ISO/CS and CCMC have completed the publication stage.

ISO/CS prepares the French text during this stage, based on the French version of the FDIS provided by AFNOR and the corrections made to the English text.

The text is sent for review to AFNOR before it is published by ISO.

The edition date is communicated by automatic notification to CCMC, DIN and AFNOR before the publication.

## **PART 6 - ANY OTHER VA ASPECTS**

### **6.1 Alignment of systematic review for standards under the VA**

In the case of deliverables developed under the VA, CEN does not carry out a review. CCMC follows the ISO systematic review process.

### **6.2 Adoption of ISO deliverables by CEN**

When a CEN committee or CEN member is willing to adopt a published ISO deliverable, there should be a CEN/TC or CEN/BT decision. This information is sent by CCMC to ISO/CS which registers the CEN WI number.

The text of the ISO deliverable is adopted by CEN in accordance with its own rules.

The information on adoptions is regularly provided by CCMC to ISO/CS in order to align both databases.

### **6.3 Adoption of CEN deliverables by ISO**

When an ISO committee or ISO member is willing to adopt a published EN standard, the fast track procedure shall be followed. It is foreseen that minimal changes are made compared to the published EN standard (e.g. replace “European standard” by “International standard”, ISO normative references, etc.).

Other CEN deliverables will be adopted by ISO in accordance with its own rules.

The information on adoptions is regularly provided by ISO/CS to CCMC in order to align both databases.