

CEN-CENELEC GUIDE 25

**The concept of Cooperation
with European Organizations
and other stakeholders**

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Foreword

In May 2017, this Guide was updated to include the specific rights given by CEN and CENELEC to Societal “Partner” Organizations representing consumers and environmental and social interests in European standardization activities, and which are covered by Annex III of Regulation (EU) 1025/2012 on European standardization.

In November 2021, this Guide was further updated following recommendations from the CEN and CENELEC Technical Boards and the CEN and CENELEC Advisory groups to the Boards on Policy matters, as well as to align with the CEN and CENELEC Strategy 2030 goals, to further clarify the criteria defining the different categories of cooperation and overall wording of the concepts. This is a step towards strengthening the participation of European stakeholders for an inclusive European Standardization System.

CEN and CENELEC share the goal to develop European standards and other technical specifications to respond to the needs of European industry while meeting consumer, environmental and other societal expectations. CEN and CENELEC, through their active cooperation with all main stakeholders, are actively engaged in removing trade barriers for European industry and consumers and contribute to the consolidation of the European Single Market.

In this context, CEN, CENELEC and their members are fully committed to cooperating with key organizations for the development of sound cooperative relations aimed at meeting the scopes and missions of both CEN and CENELEC.

These cooperations are developed taking into account the complementary roles of each party and are respectful of the different levels at which such cooperation may take place, be it at national or European level. Therefore, partnerships developed under this Guide do not remove the need for the members of the cooperating organization to participate in the work of their National Standard Bodies and National Electrotechnical Committees, where national opinions are formed, votes are decided, and consensus has to be reached.

This document provides the guidelines of CEN and CENELEC’s policy towards building partnerships with European organizations, associations and other recognized stakeholders who have an interest in European standardization and are willing and able to provide added-value knowledge and to actively contribute with inputs and proposals to CEN and/or CENELEC corporate and technical bodies.

The six categories for Cooperation with CEN and CENELEC are:

- Partner Organization;
- Liaison Organization;
- Associated Body;
- European Counsellor;
- European Institutional Stakeholder;
- Other Cooperating Organizations not covered by this Guide.

All European cooperating organizations collaborating with CEN and CENELEC fall into one of the above categories depending on their private/public nature, representativeness, area of interest, as well as their corresponding financial support to the system.

CEN and CENELEC offer European organizations, associations, and stakeholders two main areas in which to build active cooperations:

Cooperation at the level of corporate bodies and their working or advisory groups

Within the context of the European standardization system, CEN and CENELEC share with their cooperating organizations the major goals of contributing to the increase of the competitiveness of the European industry, as well as contributing to the welfare of European society. In order to achieve these ambitious goals, CEN and CENELEC seek to ensure valuable high-level cooperations with the European Union and EFTA, as well as with sectoral and pan-sectoral organizations representing at European level the interest of industry, SMEs and societal groups.

CEN and CENELEC will therefore seek cooperation with – and active contribution of – European institutions and organizations in the activities of their corporate bodies, such as the General Assemblies, Presidential Committee, their working/advisory groups, as well as the CEN and/or CENELEC Technical Boards.

Cooperation at the level of Technical Committees and other technical bodies

Standards making is the core business of CEN and CENELEC. Therefore, when necessary to ensure high quality and consensus-based technical deliverables, CEN and CENELEC will engage in cooperations at the level of their respective technical bodies, such as Technical Committees, sub-committees, working groups and other technical groups, as defined in the CEN-CENELEC Internal Regulations, with:

- a) European organizations and consortia having specific technical knowledge with added value for the relevant technical bodies and work; or
- b) European sectoral and pan-sectoral organizations, representing specific interest groups, including SMEs and societal groups.

In seeking efficient and effective cooperation with the identified organizations, CEN and CENELEC will ensure that the cooperating organizations demonstrate at all times, as a minimum requirement, a dedicated interest in the relevant technical bodies' activities and a readiness to provide technical input into their work.

1 Partner Organization

1.1 Why enter into agreement for *Partner Organization* status?

The status of *Partner Organization* is addressed to those organizations having an interest in cooperation at overall corporate and technical level with CEN and/or CENELEC.

This concept is likely to be of most interest to the organizations covered by Annex III of Regulation EC 1025/2012 on European standardization, as they have an overall - or very broad - interest in CEN and CENELEC work. In addition, business-related organizations with major standardization interests in multiple sectors may also find this level of partnership valuable.

The *Partner Organization* is expected to:

- a) have an interest in both 1) European standardization matters having policy impact and 2) the CEN and/or CENELEC technical activities; and
- b) be willing to actively contribute to the achievement of the CEN and/or CENELEC strategies, as well as to the technical work related to the development of European standards and other technical deliverables.

1.2 Benefit for the *Partner Organization* at the level of corporate bodies, their working/advisory groups, and of the technical work

The *Partner Organization* is entitled to benefit from partnership at the level of corporate bodies and their working or advisory groups at the conditions as set hereunder, as well as to participate - upon request and payment of associated fees - in specific technical activities of CEN and/or CENELEC Technical Committees and other technical groups.

1.2.1 Participation at the level of corporate bodies and their working or advisory groups

Corporate bodies encompass the CEN and/or CENELEC General Assemblies, Administrative Boards, Technical Boards and the Presidential Committee. These corporate bodies may establish working or advisory groups.

General Assemblies

The *Partner Organization* regularly receives invitations to participate in General Assemblies and high-level open meetings organized by CEN and/or CENELEC. This allows the *Partner Organization* to receive information on the main policy and strategic matters affecting the CEN and/or CENELEC standardization communities and to contribute actively to the debate held during these meetings. Participation in these meetings is as observers and without voting rights.

CEN-CENELEC Presidential Committee

The *Partner Organization* may identify the need to have a dialogue on a matter of policy and strategic relevance. In such a case, they can send a request in writing to the Director General with a short description of the topic they would like to discuss with the Presidential Committee. Following confirmation by the Chair of the Presidential Committee, the concerned *Partner Organization* will be invited to present their views to the Presidential Committee and contribute to the debate on this matter.

Other working or advisory groups

The *Partner Organization* can also participate as an observer in CEN, CENELEC or CEN-CENELEC Working Groups, Advisory Groups, Task Forces, Platforms, etc., dealing with issues having policy and corporate relevance, where such participation is envisaged in the relevant Group's Terms of Reference or upon the Chair's invitation. Participation in these meetings is without voting rights.

CEN and CENELEC Technical Boards

The *Partner Organization* has access to the documents of the CEN and/or CENELEC Technical Boards (BTs), and participates as an observer in the BT meetings. Observership status implies, inter alia:

- no voting rights;
- the possibility to formulate advice on current and future standards programmes, e.g. by stating needs and by proposing priorities;
- providing dedicated inputs for BT consideration;
- the right to lodge appeals as specified in the dedicated clauses (Appeal Policy) of the CEN-CENELEC Internal Regulations Part 1, however limited to matters associated with work carried out by CEN and/or CENELEC Technical Bodies to which the *Partner Organization* has contributed.

1.2.2 Participation at the level of technical work

Participation in technical work is understood as attendance and contribution in CEN and/or CENELEC technical bodies; these are Technical Committees, sub-committees, working groups and other technical bodies¹, as defined in the [CEN-CENELEC Internal Regulations Part 2](#).

The *Partner Organization* may request observership at any time in specific CEN and/or CENELEC Technical bodies. Such requests are decided upon by the CEN and/or CENELEC Technical Boards in line with the [CEN-CENELEC Internal Regulations Part 2](#) upon advice of the concerned Technical bodies or groups when appropriate².

A *Partner Organization* benefits from the following advantages in terms of information and participation in these Technical bodies:

- a) access to working documents and to public enquiries.

In accordance with the rules governing the CEN and/or CENELEC's standardization activities, and within its area of competence, *Partner Organizations* are entitled to receive access to working documents, as well as to submit comments on draft European Standards undergoing public enquiry, associated with the Technical bodies for which participation has been granted.

In addition to the above, Societal Partner Organizations representing consumers, environmental and social interests in European standardization activities, and which are covered by Annex III of Regulation 1025/2012 on European standardization, and in line with their individual partnership agreement, are also entitled to:

- submit comments on draft European Standards submitted to formal approval (vote)
- submit an "Opinion" on draft European Standards undergoing public enquiry or submitted for formal approval (vote).

- b) participation in CEN and/or CENELEC Technical bodies.

Participation in Technical bodies implies:

- no voting rights;
- the possibility to propose technical documents with a view of their possible conversion into CEN or

¹ The right for Partner Organizations to participate in Joint advisory and coordination groups, as defined in CEN and CENELEC Internal Regulations Part 2, is reflected in the Terms of Reference of each relevant group and subject to agreement.

² See CEN BT decision C131/2013 and CENELEC BT decision D146/026 "BT decides that the organizations listed in Annex III of (EU) Regulation 1025/2012 that have entered into partnership with CEN-CENELEC, are entitled to participate in any Technical Committee and its relevant working groups and this without any restriction."

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CENELEC deliverables, through the regular consensus and approval process;

- the possibility to introduce preparatory work as a support to ongoing standardization activities;
- the possibility to submit technical contributions to the body's meetings and by correspondence;
- the possibility to formulate advice on current and future standards programmes.

Partner Organizations may participate in Technical Committees or Subcommittees as observers. In Working Groups, their representatives participate as experts.

For the sake of efficiency in the administration of the Technical body activities, the Technical Board may request the concerned Technical body Chair to provide assessments on the contribution of the *Partner Organization*. If necessary, the Technical Board reserves the right to withdraw the participation of the *Partner Organization* in a Technical body when it clearly emerges that the *Partner Organization* is not contributing to the corresponding work.

1.3 What are the conditions to become a *Partner Organization*?

An organization wishing to become *Partner Organization* of CEN and/or CENELEC is:

- a) an independent European or international European based *sectoral* organization representing, within its defined area of competence, a sector or subsector. In the case of CENELEC, the *Partner Organization* is expected to represent a sector or subsector in the electrotechnical field; or
- b) a recognized European pan-sectoral organization promoting, within its defined area of competence, the interest of a defined category of stakeholders, such as SMEs, or societal interests, such as consumers, social or environmental stakeholders.

In addition, the organization:

- is able to represent a very significant part of the European interest groups related to its defined area of competence across the geographical scope of CEN and CENELEC;
- is willing and able to provide on an active basis relevant inputs to the work of one or more CEN and/or CENELEC technical bodies in the development of standards or other technical deliverables;
- is willing and able to actively contribute, as appropriate, with inputs and proposals in dialogue with CEN and/or CENELEC corporate bodies and their working or advisory groups;
- is open to membership of appropriately qualified national organizations in the countries from the Members of CEN and CENELEC;
- has a legitimate interest in European standardization in general, or with regard to the sector/subsector of its activity;
- does not perform any activity that is regarded as in conflict or in competition with the CEN and CENELEC activities;
- can effectively and representatively support CEN and CENELEC objectives through the contribution of its own members and their internal organizations, including at the national level.

1.4 Obligations for the *Partner Organization*

With regard to the participation at the level of CEN and CENELEC corporate bodies and their working or advisory groups, the *Partner Organization* is subject to the following obligations:

- to abide to the CEN and CENELEC Rules and Processes - including non-disclosure clauses when

relevant - and any other working rules, such as those related to intellectual property, with regard to the participation in the Presidential Committee and in other working or advisory groups;

- to provide the CEN-CENELEC Management Centre with any information that may be relevant for the smooth management of the cooperation, such as in relation to organizational aspects, or new appointments of the *Partner Organization's* President, Director General or of any other representative participating in CEN and/or CENELEC working or advisory groups.

Concerning participation at the level of the technical work, the *Partner Organization* is subject to the following obligations:

- to abide by the [CEN and CENELEC Internal Regulations Part 2](#);
- to ensure that the technical inputs provided by the representatives of the *Partner Organization* in the technical bodies represent the consensus view of the members/stakeholders of such *Partner Organization*;
- to provide the CEN-CENELEC Management Centre with the information relevant for the smooth management of the technical cooperation, such as on new appointments of *Partner Organization's* representatives participating in CEN and/or CENELEC technical bodies.

Furthermore, the *Partner Organization* engages to comply with the relevant provisions regarding the CEN and CENELEC Intellectual Property Rights (IPR) as established in [Guide 8](#) "Guidelines for implementation of the common IPR policy on Patent", [Guide 10](#) "Guidelines for distribution and sales of CEN-CENELEC publications", [Guide 24](#) "Use and protection of trademark and domain names of CEN and CENELEC" and CEN-CENELEC [Guide 31](#) "Competition law for participants in CEN-CENELEC activities".

1.5 Annual fees

The *Partner Organizations* will be charged annual fees in order to cover the administration costs related to the participation of their representatives in the CEN and/or CENELEC corporate bodies, their working or advisory groups and in the technical work of the relevant technical bodies. The CEN and CENELEC General Assemblies decide every year on the annual fees to be applied to *Partner Organizations* (see Annex 1).

1.6 Procedural aspects

The Status of *Partner Organization* is granted by the General Assembly of CEN and/or CENELEC upon recommendation of the relevant Administrative Board.

An organization wishing to become Partner Organization shall, please contact the CEN-CENELEC Management Centre at partners@cencenelec.eu to start the application process, which includes amongst others a formal letter to the Director General of CEN and CENELEC, as Secretary of the General Assemblies, Application form, etc.

2 Liaison Organization

2.1 Why enter into agreement for *Liaison Organization* status?

The status of *Liaison Organization* is offered to those European organizations, including fora and consortia, representing interest groups that are committed to provide input to the work of one or more CEN and/or CENELEC Technical bodies³, as defined in the [CEN-CENELEC Internal Regulations Part 2](#).

The *Liaison Organization* is expected to provide high quality, added-value expertise in a defined technical field relevant for CEN and/or CENELEC Technical bodies and to provide effective contributions through direct participation in their meetings.

The status of *Liaison Organization* may also be valuable when collaboration between an existing Technical Committee and a funded European research project is envisaged. In such cases, the *Liaison Organization* status may just be granted for duration of the research project.

Liaison Organization status may also be granted to those organizations with recognized expertise in fast moving and innovative market segments, where inputs from pre-standardization efforts can be highly beneficial to serve as a possible basis for a CEN and CENELEC technical deliverable.

The organization requesting to participate in one or more CEN and/or CENELEC body(ies) is granted the status of *Liaison Organization* through the appropriate procedures in line with the [CEN and CENELEC Internal Regulations Part 2](#), specifically:

- following prior assessment of the compliance with the conditions to become *Liaison Organization* by the CEN-CENELEC Management Centre;
- upon approval of the concerned Technical Committee/technical body.

2.2 Benefit for *Liaison Organizations* at the level of technical work

The *Liaison Organization* benefits from the following advantages in terms of access to information and participation in Technical bodies:

- a) Access to the working documents.

In accordance with the rules governing CEN and/or CENELEC's standardization activities, and within its area of competence, the *Liaison Organization* is entitled to receive access to the working documents associated with the Technical body(ies), for which liaison status has been granted.

- b) Participation in CEN and/or CENELEC Technical Committees/other technical bodies.

Participation in Technical bodies implies:

- no voting rights;
- the possibility to propose technical documents with a view of their possible conversion into CEN or CENELEC deliverables, through the regular consensus and approval process;
- the possibility to introduce preparatory work as a support to ongoing standardization activities;
- the possibility to submit technical contributions to the body's meetings and by correspondence;

³ The right for Liaison Organizations to participate in Joint advisory and coordination groups, as defined in CEN and CENELEC Internal Regulations Part 2, is reflected in the Terms of Reference of each relevant group and subject to the corresponding process and agreement.

- the possibility to formulate advice on current and future standards programmes.

Liaison Organizations may participate in Technical Committees or Subcommittees as observers. In Working Groups, their representatives participate as experts.

For the sake of efficiency in the administration of the Technical body activities, the Technical Board may request the concerned Technical body Chair to provide assessments on the contribution of the *Liaison Organization*. If necessary, the Technical Board reserves the right to withdraw the participation of the *Liaison Organization* in a Technical body when it clearly emerges that the *Liaison Organization* is not contributing to the corresponding work.

2.3 What are the conditions to become *Liaison Organization*?

The status of *Liaison Organization* is given to an organization that fulfils the conditions as set hereunder:

- is an independent European or international European-based sectoral organization that, through its recognized expertise, can provide relevant inputs to the work of one or more CEN and/or CENELEC Technical bodies in the development of standards or other technical deliverables. In case of CENELEC, the *Liaison Organization* is expected to have recognized expertise in a sector or subsector in the electrotechnical field;

or

- is an independent European or international European-based pan-sectoral organization that, through its recognized expertise, can provide relevant inputs to the work of one or more of CEN and/or CENELEC Technical bodies in the development of standards or other technical deliverables;

or

- is a consortium/forum of European or international undertakings with a recognized expertise in a technical field of particular relevance for CEN and/or CENELEC Technical bodies;

or

- is a consortium of a funded European research project whose activities are relevant to one or more CEN and/or CENELEC Technical bodies, and which intends to make technical contributions to their work;

AND

- covers widely the relevant market;
- represents a significant part of the European interest related to its area of expertise;
- representatives (e.g. companies, national organizations) from at least four CEN and/or CENELEC member countries are members of the organization;
- membership of the organization is open to all CEN and/or CENELEC member countries;
- there is a real need for such assistance and it is positively sought by CEN and/or CENELEC National Members to support their efforts within the Technical Committee in question;
- the relevance of the proposed liaison and the nature of the assistance to be provided by the concerned organization is clearly demonstrated with regard to the CEN and/or CENELEC technical work in question;
- there is a realistic expectation that such assistance will be willingly given without delay by the concerned organization;
- has a legitimate interest in European standardization in general, or with regard to the sector/sub sector

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of its activity;

- does not perform any activity that is regarded as in conflict with the CEN and CENELEC activities.

2.4 Obligations for *Liaison Organizations* at the level of technical work

The *Liaison Organization* is subject to the following obligations:

- to abide by the [CEN and CENELEC Internal Regulations Part 2](#);
- to ensure that the technical inputs provided by the representatives of the *Liaison Organization* in the Technical bodies represent the consensus view of the members/stakeholders of such a *Liaison Organization*.

Furthermore, the *Liaison Organization* engages to comply with the relevant provisions regarding the CEN and CENELEC Intellectual Property Rights (IPR) as established in [Guide 8](#) “Guidelines for implementation of the common IPR policy on Patent”, [Guide 10](#) “Guidelines for distribution and sales of CEN-CENELEC publications”, [Guide 24](#) “Use and protection of trademark and domain names of CEN and CENELEC”, and CEN-CENELEC [Guide 31](#) “Competition law for participants in CEN-CENELEC activities”.

2.5 Annual fees

The *Liaison Organizations* will be charged of annual fees in order to cover the administration costs related to the participation of their representatives in the CEN and/or CENELEC relevant technical bodies. . CEN and CENELEC General Assemblies decide every year on the annual fees to be applied to *Liaison Organizations* (see Annex 1).

2.6 Procedural aspects

The Status of *Liaison Organization* is granted by the CEN and/or CENELEC Technical Boards in accordance with [CEN-CENELEC Internal Regulations Part 2](#) and following prior assessment of the compliance with the conditions to become *Liaison Organization* by the CEN-CENELEC Management Centre.

An organization wishing to become to become *Liaison Organization* shall contact the CEN-CENELEC Management Centre at partners@cencenelec.eu to start the application process.

3 Associated Body

3.1 Why enter into agreement for *Associated Body* status?

Considering the CEN and CENELEC missions, it is of primary importance to ensure, whenever necessary, full cooperation with identified organizations having recognized technical expertise in a specific standardization field *and* who are willing and able to provide preparatory standardization work on a systematic and organised basis to be further introduced into the normal CEN and CENELEC standard-making process.

On a case-by-case basis, CEN and/or CENELEC establish a formal agreement outlining the reciprocal rights and obligations and the procedural steps linked to the preparation of a draft standard document by the *Associated Body*, as detailed in the [CEN-CENELEC Internal Regulation Part 2](#).

3.2 Benefits, rights, and obligations for *Associated Body*

The *Associated Body* shall ensure compliance with the founding principles and requirements established under Regulation (EU) 1025/2012, the principles of the WTO Agreement on Technical Barriers to Trade 'Code of Good Practice for the Preparation, Adoption, and Application of Standards' and the relevant provisions of CEN-CENELEC Internal Regulations including the provision related to the national delegation principle.

The arrangements on the access to the Technical bodies, when appropriate, their documents and any other relevant details are set out in the relevant formal agreement. As a general rule, the organizations that enjoy the status of *Associated Body* should have access to the meetings of the CEN and/or CENELEC Technical Boards upon specific invitation. Participation of *Associated Body* in the work of the relevant Technical Committee or other technical bodies is normally subject to similar conditions as those laid down for *Liaison Organizations*. All agreements with the *Associated Body* are conditional on the following criteria:

the candidate for *Associated Body*

- may not perform any activity regarded as in conflict with the CEN and CENELEC activities;
- is engaged and able to support CEN and/or CENELEC by providing the relevant Technical bodies with its expertise, advice, and proposals of draft documents;
- engages to comply with the relevant provisions regarding the CEN and CENELEC Intellectual Property Rights (IPR) as established in [Guide 8](#) "Guidelines for implementation of the common IPR policy on Patent", [Guide 10](#) "Guidelines for distribution and sales of CEN-CENELEC publications", [Guide 24](#) "Use and protection of trademark and domain names of CEN and CENELEC", and CEN-CENELEC [Guide 31](#) "Competition law for participants in CEN-CENELEC activities".

3.3 Fees

No fees apply.

3.4 Procedural aspects

The agreement with the relevant organization will be negotiated in accordance with the provisions of the [CEN and CENELEC Internal Regulation Part 2](#).

4 European Counsellor

4.1 The status of *European Counsellor*

CEN and CENELEC, through the development and adoption of European (harmonised) standards and other deliverables, actively contribute to the economic and policy objectives of the European Union and European Economic Area.

In this context, CEN and CENELEC seek effective cooperation with those relevant European Institutions who have specific interest in the CEN and CENELEC standardization activities. This includes primarily the European Commission and EFTA Secretariat, with whom CEN and CENELEC enjoy a consolidated private-public partnership through the “General Guidelines for the Cooperation between CEN, CENELEC and ETSI and European Commission and EFTA”⁴, the Framework Partnership Agreements and the annual Operating Grants.

The *European Counsellors* are, therefore, nominated representatives from the European Commission and EFTA who regularly participate in CEN and/or CENELEC corporate and Technical bodies' meetings and activities, such as:

- General Assemblies and high-level open meetings organized by CEN and/or CENELEC and, upon request and invitation, at relevant Presidential Committee meetings;
- identified working or advisory groups of CEN and CENELEC corporate bodies;
- CEN and CENELEC Technical Boards;
- CEN and/or CENELEC Technical bodies.

Nominated representatives of *European Counsellors* are invited to participate in Technical Committees or Subcommittees⁵ as observers and without voting rights. In Working Groups, their representatives participate as experts.

Representatives from the European Parliament and Council may also be invited to attend relevant CEN and CENELEC meetings in order to exchange views and discuss on matters relevant for either party.

⁴ “General Guidelines for the Cooperation between CEN, CENELEC and ETSI and the European Commission and EFTA” of 28 March 2003. The provisions of these Guidelines can be found in the CEN-CENELEC [Guide 4](#) “General Guidelines for the Cooperation between CEN, CENELEC and ETSI and the European Commission and EFTA”.

⁵ The right for *European Counsellors* to participate in Joint advisory and coordination groups, as defined in CEN and CENELEC Internal Regulations Part 2, is reflected in the Terms of Reference of each relevant group and subject to the corresponding process and agreement.

5 European Institutional Stakeholder

5.1 Why enter into agreement for *European Institutional Stakeholder* status

Considering the CEN and CENELEC missions and contribution to the objectives of the European single market, it is of primary importance to ensure, whenever necessary, full cooperation with relevant European Commission's Agencies, Research Services, or other European intergovernmental organizations.

These are:

- European Commission Agencies (such as ERA, ENISA, EASA, etc.) who have specific interest in CEN and CENELEC standardization activities;
- The European Commission Joint Research Centre (JRC);
- European intergovernmental organizations (such as the European Patent Office, European Defence Agency, etc.), who have specific interest in CEN and CENELEC standardization activities.

5.2 Benefits, rights, and obligations for *European Institutional Stakeholder*

CEN and/or CENELEC agree with the *European Institutional stakeholder*, in a formal agreement and on a case-by-case basis, mutual benefits, rights and obligations with regard to the participation of the *European Institutional stakeholders* in the activities of CEN and/or CENELEC and on any other possible reciprocal commitment.

As a matter of principle, *European Institutional Stakeholders* are expected to be interested in developing cooperation on - and contributing to - the work at technical level. However, whenever a dialogue on strategic issues is also needed, the agreement in question may include the possibility for the *European Institutional stakeholder's* representatives to receive ad-hoc invitations from CEN or CENELEC Chairs of the relevant corporate bodies or of their working/advisory groups to attend their meeting as observer.

Similarly, for the cooperation at technical level, arrangements regarding access to the documents and meetings of identified Technical bodies⁶, as well as any other reciprocal rights and obligations, are set out in the relevant agreement. Nominated representatives of the *European Institutional Stakeholder* are invited to participate in Technical Committees or Subcommittees as observers and without voting rights. In Working Groups, their representatives participate as experts. The *European Institutional Stakeholder* should have access to the meetings of the CEN and/or CENELEC Technical Boards only upon specific invitation.

All arrangements should be conditional on the following criteria:

the *European Institutional Stakeholder*:

- may not perform any activity regarded as in conflict with the CEN and CENELEC activities;
- can effectively support CEN and CENELEC objectives through the contribution of its representatives and experts;
- is able and willing to contribute with expertise, advice, and proposals to CEN and CENELEC standardization activities.
- engages to comply with the relevant provisions regarding the CEN and CENELEC Intellectual Property Rights (IPR) as established in [Guide 8](#) "Guidelines for implementation of the common IPR policy on Patent", [Guide 10](#) "Guidelines for distribution and sales of CEN-CENELEC publications", [Guide 24](#) "Use and protection of trademark and domain names of CEN and CENELEC", and CEN-CENELEC [Guide 31](#) "Competition law for participants in CEN-CENELEC activities".

⁶ The right for *European Institutional Stakeholders* to participate in Joint advisory and coordination groups, as defined in CEN and CENELEC Internal Regulations Part 2, is reflected in the Terms of Reference of each relevant group and subject to the corresponding process and agreement.

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5.3 Fees

No fees apply generally.

However, some specific “service fees” may be agreed between the parties wherever the *European Institutional Stakeholder* requests the benefit of some additional services other than those usually offered by CEN and/or CENELEC to this category of cooperation. For instance, a “service fee” will be agreed where a *European Institutional stakeholder* requests to receive CEN and/or CENELEC Standard documents and other technical deliverables.

5.4 Procedural aspects

The CEN-CENELEC Management Centre negotiates the most appropriate agreement in order to provide such a status to the relevant organization (e.g. Cooperation Agreements, Memoranda of Understanding, Framework Cooperation Agreements, etc.).

These agreements are approved by the CEN and/or CENELEC Administrative Board(s).

6 Other Cooperating Organizations not covered by previous categories described in this Guide

In few specific and exceptional cases when the nature of the cooperation with the applying organization has been priorly assessed by CEN-CENELEC as not fulfilling the requirements of any of the above indicated categories, CEN and/or CENELEC may consider negotiating specific cooperation agreements on a case-by-case basis.

Such specific cooperation agreements shall focus on an active cooperative relationship with reciprocal commitments between the organizations by means of mutual exchange of information on defined technical topics as well as strategic matters that are of common interest. Except in a few particular cases, such agreements do not cover participation in CEN and/or CENELEC corporate bodies.

Whenever relevant, the specific agreements concluded with these organizations also take due account of the relations with the ISO and IEC.

6.1 Procedural aspects

Upon *clear* justification from the applying organization and following a prior assessment by the CEN and/or CENELEC Technical Boards, or CEN and/or CENELEC Policy Groups when relevant, and with the support of the CEN-CENELEC Management Centre, confirming that the organization or the nature of the cooperation does not fall under any of the above indicated categories, the CEN-CENELEC Management Centre negotiates the most appropriate type of agreement with the relevant organization (e.g. Cooperation Agreements, Memoranda of Understanding, etc.).

These agreements are approved by the General Assemblies of CEN and/or CENELEC upon recommendation of the relevant Technical and/or Administrative Board(s).

Annex 1

Annual Fees for 2023 as decided by the CEN and CENELEC General Assemblies of November 2022 (CEN AG 48/2022 and CENELEC AG AG64/44):

Partner organization

CEN:

€ 6.250 annual fee for participation at the level of governing bodies, including the Technical Board

+

€ 625 per Technical Committee (including related WGs) or other technical body with a maximum ceiling of € 3.750

CENELEC:

€ 3.750 annual fee for participation at the level of governing bodies, including the Technical Board

+

€ 625 per Technical Committee (including related WGs) or other technical body with a maximum ceiling of € 2.500

Liaison organization

CEN:

€ 625 annual fee per Technical Committee (including related WGs) or other technical body, with a maximum ceiling of € 3.750

CENELEC:

€ 625 annual fee per Technical Committee (including related WGs) or other technical body, with a maximum ceiling of € 2.500