



CEN- CENELEC GUIDE 29

**CEN and/or CENELEC
Workshop Agreements – A
rapid way to standardization**

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European Committee for Standardization

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European foreword

This document (CEN-CENELEC Guide 29:2024) has been prepared under the supervision of the CEN and CENELEC Technical Boards and Administrative Boards.

This third edition supersedes the second edition (CEN-CENELEC Guide 29:2020), which has been amended.

NOTE When the expression CEN and/or CENELEC appears, it refers, according to the context, to CEN or to CENELEC or to CEN and CENELEC jointly.

Introduction

CEN and CENELEC develop European Standards (EN) and other publications, including Technical Specifications (TS), Technical Reports (TR) and Workshop Agreements (CWA). The European Standardization System makes a significant contribution to the European market, embedded in a global economy, and disseminates the knowledge incorporated in these publications through its network of CEN and CENELEC (national) Members.

In innovative markets there is often a request for a reference document to be quickly developed as a stepping stone to standardization deliverables, to facilitate interoperability and compatibility, enhance market uptake of innovative solutions and facilitate further incremental innovations in the market. However, if innovative technologies, including products, processes and services, have not yet achieved a sufficient degree of stability (Technology Readiness Levels – TRL), a European Standard may not be the best way of meeting this need, because of the nature of the standardization process and the requirement that all CEN and/or CENELEC National Members shall adopt the resulting standard.

A CWA is a deliverable, which may take various forms such as a text file or computer code, developed and agreed by the participants in a temporary working group (CEN and/or CENELEC Workshop). It is designed to meet an immediate need, can be quickly developed and can be used as a fast track to future standardization activities. The stakeholder involvement is limited to those directly interested in the subject. The process for initiating and developing a CWA is illustrated in Figure 1. An overview of actions, responsibilities, and timeframes throughout the CEN and/or CENELEC Workshop Agreement process is provided in Annex A.

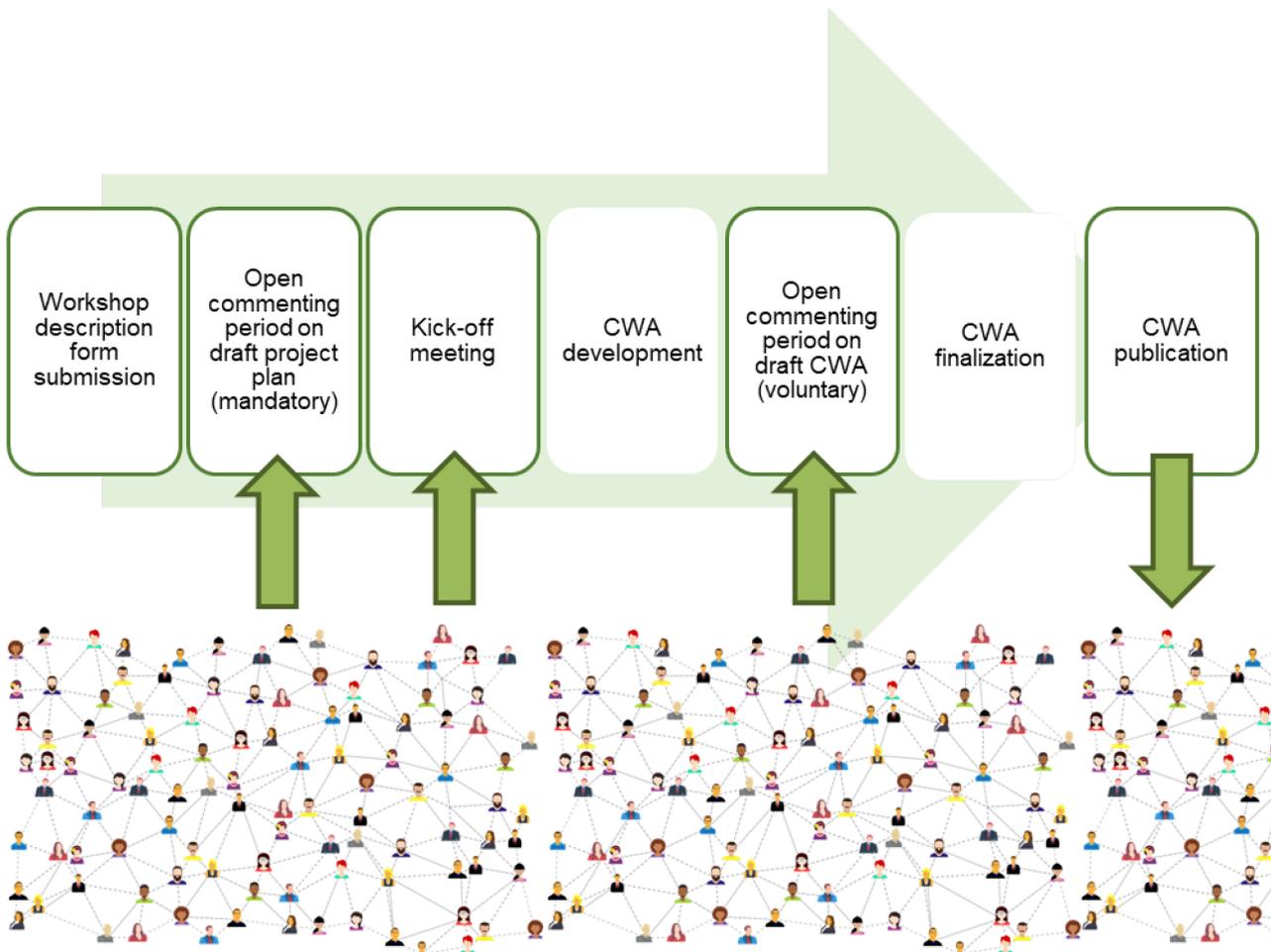


Figure 1 — Illustration of the CWA process

The direct participation of interested parties, the possibility to indicate the participants and their organizations in the Foreword and the rapid development process offered by a CWA are particularly attractive for European research and innovation projects, which have to deliver results within the limited duration of their project lifetimes. European Framework Programmes like Horizon 2020 and Horizon Europe focus(ed) more and more on the impact of research and innovation in developing, supporting and implementing EU policies, and support the uptake of innovative solutions in industry and society to address global challenges. Standardization is recognized as a tool to support this strategic objective. Consequently, well suited solutions like the CWA must be made available. More information about the interaction of research and innovation projects with standardization activities can be found in CEN-CENELEC Guide 23 (Research Consortium Bridge- Addressing Research and Innovation in European Standardization activities and deliverables) and CEN-CENELEC Guide 39 (The role of standards in support of Technology Transfer).

Although a CWA is developed outside the normal CEN and/or CENELEC Technical Body structure, it is important to ensure the coherence of all the different CEN and/or CENELEC deliverables in order to protect the credibility of European standardization. A CWA, therefore, does not conflict with any European Standard (and a Harmonization Document for CENELEC). However, interest and collaboration from the related Technical Bodies is encouraged as these documents, especially covering innovative and emerging topics, can be seeding their future work programmes or the creation of new standardization areas.

1 Scope

This CEN-CENELEC Guide provides mechanisms and details the characteristics and development process of the CEN and/or CENELEC deliverable known as the 'CEN and/or CENELEC Workshop Agreement'.

2 Terms and definitions

2.1

CEN and/or CENELEC Workshop

temporary group open to the participation of any interested parties for elaboration of CEN and/or CENELEC Workshop Agreements

2.2

CEN and/or CENELEC Workshop Agreement

CWA

CEN and/or CENELEC deliverable, developed by a CEN and/or CENELEC Workshop, which reflects an agreement between identified individuals and organizations responsible for its contents, and which is made available by CEN and/or CENELEC in at least one of the official languages

Note 1 to entry: The deliverable may take various forms such as text file or computer code.

[SOURCE: CEN-CENELEC Internal Regulations – Part 2, 2023, 2.10 and Annex A, modified]

3 Purpose and main elements of the CWA concept

A CEN and/or CENELEC Workshop is considered as a temporary group with a short-term task specified in its project plan. If the proposed scope calls for a long-term activity, the possibility to propose a Technical Committee should be explored. The operation of the CEN and/or CENELEC Workshops themselves is entirely separate from Technical Committees responsible for the development of European Standards, although this shall not be interpreted as meaning there cannot be an interface between CEN and/or CENELEC Workshops and Technical Committees.

As long as the innovative solutions have not reached a sufficient level of stability, a formal standard may be a less suitable solution considering the process in place as well as the obligations on the CEN and/or CENELEC National Members to implement all European Standards. An established CWA can be proposed for conversion into a European Standard to a Technical Committee (see CEN-CENELEC Internal Regulations – Part 2). If the proposal is approved by the Technical Committee, the CWA shall go through the standards development process and follow the rules for the development of European Standards (CEN-CENELEC Internal Regulations – Part 2), including the option to be submitted directly to CEN and/or CENELEC Enquiry. Similarly, the members of a Technical Committee might encourage the creation of a CEN and/or CENELEC Workshop to address a market need it cannot meet through the development (or revision) of a European Standard or a Technical Specification. Further guidance is provided in CEN-CENELEC Guide 23 on addressing research and innovation in European standardization activities and deliverables.

To safeguard the overall coherence of the deliverables adopted by the CEN and/or CENELEC Technical Bodies and the credibility of European standardization in the market, a CWA shall not conflict with European Standards. A CWA can compete with another CWA.

A CWA is not designed to support European legislative requirements (e.g. the New Legislative Framework). Safety matters are excluded from being the subject of a CWA. If a CWA is intended to address security, a risk analysis shall be carried out.

NOTE 1 “Safety” refers to the avoidance of unacceptable risks that can lead to harm or injuries caused by accident, foreseeable misuse, defective design or manufacturing, etc. Examples: safety of machinery, safety of products, safety of personal protective equipment, safety against fire, safety devices in vehicles, etc.

NOTE 2 “Security” refers to the prevention of, and reaction to, natural- or human-caused emergencies. Examples: cybersecurity, data protection, protection of critical infrastructures, crisis management (natural disasters, terrorism, sabotage, etc.), chemical-biological-radiological-nuclear protection (CBRN), etc.

4 Initiation

4.1 Allocation of CEN and/or CENELEC Workshop secretariat

4.1.1 Every CEN and/or CENELEC Workshop shall be supported by a secretariat from a CEN and/or CENELEC National Member.

NOTE When a CEN and/or CENELEC Workshop originates from a European R&I (Research & Innovation) project, CEN and CENELEC National Members can be partners in European R&I projects or be subcontracted to cover standardization-related activities like this secretariat.

4.1.2 The proposer of a CEN and/or CENELEC Workshop shall either engage with a CEN and/or CENELEC National Member or contact CCMC indicating the concept of the intended CEN and/or CENELEC Workshop. If the proposal for the CEN and/or CENELEC Workshop emanates from a research project, it is likely that such CEN and/or CENELEC National Member has been identified due to its involvement in the project.

4.1.3 The CEN and/or CENELEC Workshop secretariat should be allocated to a particular CEN and/or CENELEC National Member if that CEN and/or CENELEC National Member is the first point of contact with the proposer or if the proposal clearly emanates from that member's country.

4.1.4 In cases where a CEN and/or CENELEC National Member cannot be identified, CCMC launches a 30-day call for candidates among CEN and/or CENELEC BT members. Where there is a single candidate, the secretariat will be allocated to that CEN and/or CENELEC National Member without CEN and/or CENELEC BT consultation. Where there is more than one candidate, the allocation shall be made by CEN and/or CENELEC BT on the basis of the information provided by the CEN and/or CENELEC National Members as to their suitability and after consultation with the CEN and/or CENELEC Workshop proposer. CCMC shall ensure that the implementation of this rule does not unduly delay the progress of the CEN and/or CENELEC Workshop proposal. CCMC shall inform the CEN and/or CENELEC BT(s) about the allocated secretariat.

4.1.5 The CEN and/or CENELEC Workshop proposer, in conjunction with the CEN and/or CENELEC Workshop secretariat, shall be responsible for defining and agreeing on any financial arrangements, including any participation fees, necessary for the completion of the project plan.

4.2 Preparation of Workshop description form

4.2.1 The CEN and/or CENELEC Workshop secretariat, with the support of the Workshop proposer, shall prepare a CEN and/or CENELEC Workshop description form, as available on CEN and/or CENELEC BOSS. This form is articulated in two parts: Part A – Workshop summary, and Part B – Project Plan.

4.2.2 Part A – Workshop summary aims to provide an overview of the workshop for a quick review of the main aspects and to allow the identification of the relevant stakeholders and bodies to be informed or consulted on the launch of the CEN and/or CENELEC Workshop.

4.2.3 Part B – Project Plan explains the background, objectives, and details of the work to be done in the CEN and/or CENELEC Workshop. In particular:

- CEN and/or CENELEC is used to conduct a reflection on how to disseminate and involve a wider range of interested parties throughout the development of the CWA and after its publication. It is recommended to include a strategy defining how and when participants, other standardization bodies and other stakeholders can be informed of the work and contribute to it.
- It shall set out the process by which new participants can join the CEN and/or CENELEC Workshop up to and including the end of the drafting phase; participation fees, if any, shall also be mentioned.
- If necessary, it shall specify rules for reaching agreement in the CEN and/or CENELEC Workshop.
- It shall specify in which official CEN and/or CENELEC language the CWAs shall be developed and in which additional languages the CWA is to be drafted and published, if required.
- It should include the intention to conduct an open commenting phase, which is highly recommended as a means of enhancing transparency and openness, but this does not preclude the CEN and/or CENELEC Workshop participants agreeing to do so at a later stage.

4.2.4 The CEN and/or CENELEC Workshop description form shall be submitted by the CEN and/or CENELEC Workshop secretariat to the Director Standardization of CCMC for allocation to a CCMC project manager. The CCMC project manager shall review the Workshop description form and inform the WS secretary in case issues are identified.

4.2.5 If Part A of the description form identifies that the CEN and/or CENELEC Workshop falls within the scope of existing CEN and/or CENELEC Technical Bodies, the Workshop description form (including Part B) shall be submitted to them by the CEN and/or CENELEC Workshop secretariat for a 30-day period. In case the consultation of the CEN and/or CENELEC Technical Bodies falls between 1 and 31 December, and between 15 June and 15 August, the consultation period shall last 45 days.

4.2.6 The Secretary of the impacted CEN and/or CENELEC Technical Body shall circulate the Workshop description form for Technical Body ballot/vote through the designated online repository. The consultation shall provide the reply to the questions *“Does the proposed CWA conflict with a published EN?”* and *“Are there arguments against the development of the planned CWA?”*. If, at the end of the consultation period, no reply is received from the CEN and/or CENELEC Technical Body, the process can move to the next stage (see subclause 4.3).

4.2.7 The existence of a CEN and/or CENELEC Technical Body in the same scope of the CEN and/or CENELEC Workshop does not preclude the launch of a CEN and/or CENELEC Workshop. Indeed, it can be a suitable solution to pre-standardize a new topic in the CEN and/or CENELEC Workshop. There will also be the possibility for the Technical Bodies to participate in the CEN and/or CENELEC Workshop or to be kept informed about the progress. Once published, if the topic shows to be market relevant, the CWA can be the source for a future work item within a Technical Body's work programme. Therefore, the existence of a Technical Body in the same scope is not a justification to stop a CEN and/or CENELEC Workshop. In particular, if the CEN and/or CENELEC Technical Bodies in the same scope have no active work item or existing EN, TS or TR (and HDs for CENELEC) covering the scope of the planned CWA, they shall not make any objection against the creation of the CEN and/or CENELEC Workshop.

4.2.8 If the Technical Body responds positively and has no objections to the CWA being developed, the CEN and/or CENELEC Workshop proposal may go forward. If the Technical Body is opposed to the launch of the CEN and/or CENELEC Workshop, the CEN and/or CENELEC Workshop proposal shall be submitted to the CEN and/or CENELEC BT(s) for decision.

4.2.9 If the CEN and/or CENELEC Workshop description form reveals the need for a CEN and/or CENELEC BT decision, due to management systems aspects or objections from Technical Bodies in the same scope, CCMC shall submit the description form including the proposer's and CEN and/or CENELEC Technical Bodies' arguments to the CEN and/or CENELEC BT(s) and launch the decision-making process. This process normally takes a minimum of 6 weeks. If the CEN and/or CENELEC BT decision is positive but concerns are raised through comments, CCMC shall consult the relevant CEN/BT Member or CLC/BT Permanent Delegate, the proposed Workshop secretariat and the CEN and/or CENELEC Workshop proposer within 15 days as of the decision date, in order to ensure that those concerns are addressed in the Workshop description form.

4.2.10 If the CEN and/or CENELEC BT decision is negative, CCMC shall consult the relevant CEN and/or CENELEC BT Member, the proposed Workshop secretariat and the CEN and/or CENELEC Workshop proposer within 15 days as of the decision date, in order to ensure that those concerns are discussed. Based on the outcome of that discussion, a new Workshop description form may be submitted for BT decision.

4.3 CEN and/or CENELEC Workshop announcement

4.3.1 The Workshop secretariat shall provide CCMC with the agenda of the kick-off meeting and other documents relevant for the registration of participants to the kick-off meeting.

4.3.2 Within 15 days after completion of the stages described in 4.2, CCMC shall announce the kick-off meeting on the CEN and CENELEC website and post the Workshop description form, the kick-off meeting agenda and, if available, the first draft CWA, for a 30-day commenting period. CCMC shall also inform CEN and/or CENELEC BTs of the launch of the Workshop.

4.3.3 The CEN and/or CENELEC Workshop secretariat shall inform Technical Bodies or Joint Advisory and Coordination Groups potentially interested in the Workshop (as identified in part A of the Workshop description form) inform about the announcement identified in part A of the Workshop description form. It is also encouraged to announce the kick-off meeting through any other relevant channels.

4.3.4 Stakeholders may declare their intention to participate in the CEN and/or CENELEC Workshop or send comments to the Secretariat.

NOTE CEN-CENELEC standstill (as defined in Clause 5 of the CEN-CENELEC Internal Regulations – Part 2) does not apply to CWAs.

5 Operation

5.1 Launching the CEN and/or CENELEC Workshop

5.1.1 The kick-off meeting shall take place at least 30 days after the publication of the Workshop description form on the CEN and CENELEC website. In addition to the mandatory publication on the website, CEN and/or CENELEC Workshop proposer(s) and secretariat are strongly encouraged to reach out to relevant stakeholders at this stage. Any comments received during this period shall be considered with the Workshop secretariat and CEN and/or CENELEC Workshop proposer.

5.1.2 At the kick-off meeting, the Project Plan (Part B of Workshop description form) shall be agreed on by those participants wishing to proceed. The CEN and/or CENELEC Workshop Chair is appointed by the CEN and/or CENELEC Workshop secretariat. All the elements of the adopted project plan shall be respected by the CEN and/or CENELEC Workshop and its participants.

5.1.3 Joining the CEN and/or CENELEC Workshop after the kick-off meeting is possible but subject to the agreement of the CEN and/or CENELEC Workshop.

5.1.4 The kick-off meeting shall be held in one of the CEN and/or CENELEC National Members' countries, unless the meeting is held online.

5.1.5 After the kick-off meeting, the CEN-CENELEC Workshop Secretariat shall submit a NWI form (available on BOSS) to CCMC for any of the approved work items. CCMC shall register them in the CEN and/or CENELEC database. CCMC allocates an identifier in the format 'CWA xxxx'.

5.2 Responsibilities of the Chair and the secretariat

5.2.1 The CEN and/or CENELEC Workshop Chair is responsible for ensuring that the development of the CWA follows the principles and content of the adopted Project Plan and the requirements of this Guide, and for securing agreement the CEN and/or CENELEC Workshop Chair may take decisions on the conduct of the CEN and/or CENELEC Workshop on the basis of the comments expressed by the participants and of this Guide.

5.2.2 The CEN and/or CENELEC Workshop secretariat shall ensure, in coordination with the CEN and/or CENELEC Workshop Chair, that this Guide is followed. The CEN and/or CENELEC Workshop secretariat shall bring any major problems encountered in the development of the CWA to the attention of CCMC in order to find solutions. Irrespective of the above, any CEN and/or CENELEC National Member may exercise the right of appeal in accordance with the CEN-CENELEC Internal Regulations – Part 2, Clause 7 including in cases where this Guide is not observed.

5.2.3 The CEN and/or CENELEC Workshop secretariat and Chair shall ensure that there is not any conflict of a CWA with an existing European Standard.

5.2.4 The CEN and/or CENELEC Workshop secretariat should engage with identified European and international Technical Bodies, either interested or in the same domain.

5.2.5 The CEN and/or CENELEC Workshop secretariat shall record the organizations and the participants involved in the work and communicate the list to CCMC. In order to ensure transparency, the documents of the CEN and/or CENELEC Workshop should be uploaded on an electronic platform provided by CEN and/or CENELEC.

5.3 Co-existence of CEN and/or CENELEC Workshops and Technical Bodies in the same domain

5.3.1 CEN and/or CENELEC Workshops and Technical Bodies can co-exist in the same domain, especially in the frame of research and innovation projects. In such a case, the following applies: the CEN and/or CENELEC Workshop secretariat, in collaboration with the CEN and/or CENELEC Workshop Chair, shall report to the relevant Technical Body, either in meeting or by correspondence. The report will need to highlight the most important issues, including any conflicts. The CEN and/or CENELEC Technical Body may also send one representative as observer in the CEN and/or CENELEC Workshop (without any obligation for financial contributions).

5.3.2 Once the CWA is published, the CEN and/or CENELEC Workshop Secretariat shall submit it to the identified CEN and/or CENELEC Technical Bodies in the same scope for assessment in view of its possible transformation into another deliverable, and to the ones identified as interested, for information.

5.4 Drafting and Commenting phase

5.4.1 CEN and/or CENELEC Workshop participants draft the CWA using the CWA Simple Template.

5.4.2 The draft CWA shall be sent to CEN and/or CENELEC Workshop participants for comments. In case the CWA is being developed whilst there is a Technical Body in the same domain, the draft CWA shall be sent to the Technical Body for comments at the same time as to the CEN and/or CENELEC Workshop participants. In such cases, a commenting period of 30 days is recommended. Comments shall be sent to the CEN and/or CENELEC Workshop secretariat. These comments shall be considered by the CEN and/or CENELEC Workshop participants. The drafting phase shall be considered complete once the CEN and/or CENELEC Workshop Chair believes agreement has been reached among the CEN and/or CENELEC Workshop participants.

5.4.3 A public commenting phase is highly recommended to ensure as transparent a process as possible. The duration of the public commenting phase shall be 30 days. In such a case, the CEN and/or CENELEC BTs shall be informed by CCMC of the draft's availability on the CEN and/or CENELEC website. The CEN and/or CENELEC National Members may undertake further necessary actions to make the draft available nationally. The CEN and/or CENELEC Workshop may decide that this public commenting phase is organized in parallel with the CEN and/or CENELEC Workshop's commenting round on the final draft, and this with the aim to speed up the delivery of the resulting CWA. Comments shall be sent to the CEN and/or CENELEC Workshop secretariat. These comments shall be resolved by the CEN and/or CENELEC Workshop participants.

5.4.4 The draft text may be revised following the resolution of comments. The revision stage shall be considered complete once the CEN and/or CENELEC Workshop participants agree on the content of the revised draft.

5.5 Approval and availability

5.5.1 Once there is an agreement on the final draft, the CEN and/or CENELEC Workshop approves the CWA. The CEN and/or CENELEC Workshop secretariat shall submit the agreed CWA document to CCMC, which shall proceed as soon as possible with the publication. Upon publication, the CEN and/or CENELEC Workshop Secretariat shall submit it to the identified CEN and/or CENELEC Technical Bodies in the same scope as detailed in 5.3.

5.5.2 The CEN and/or CENELEC National Members notify CCMC on whether and how they will make the CWA available in their country.

5.5.3 The distribution of CWAs is subject to CEN-CENELEC Guide 10.

5.5.4 The CWA is not assigned the status of a European Standard (as defined in EN 45020:2006). CEN and/or CENELEC National Members are not obliged **to adopt it nor** to withdraw national standards in conflict with this CWA.

5.6 CEN and/or CENELEC CWA Lay-out

5.6.1 It is strongly recommended that a CWA is developed in accordance with the CEN-CENELEC Internal Regulations – Part 3, **and the CWA Simple Template** available on BOSS shall be used.

5.6.2 The organizations and/or participants approving the CWA shall be listed in its Foreword (included in the CWA Simple Template).

5.7 Lifetime, review and conversion into another CEN and/or CENELEC deliverable

5.7.1 A CWA shall be withdrawn if the publication of a European Standard (and Harmonization Document for CENELEC) brings the CWA into conflict with the European Standard (and Harmonization Document for CENELEC).

5.7.2 During the CWA lifetime, a CEN and/or CENELEC Technical Body may decide to be responsible for the maintenance of the CWA if the responsible CEN and/or CENELEC Workshop was disbanded.

5.7.3 A CWA is valid for 3 years.

5.7.4 Once the 3-year validity limit has been reached, one of the following two maintenance options shall be followed, depending on the situation:

1. The maintenance of the CWA has not been previously allocated to a CEN and/or CENELEC Technical Body: CCMC notifies the CEN/BT Member or CLC/BT Permanent Delegate of the National Member holding the CEN and/or CENELEC Workshop secretariat that the 3-year limit has been reached. The CEN and/or CENELEC Workshop secretariat shall then consult the participants of the CEN and/or CENELEC Workshop and, when possible, the CEN and/or CENELEC Workshop Chair and the relevant CEN and/or CENELEC Technical Bodies, to determine if the CWA shall be confirmed for another 3 years, revised, withdrawn, or converted into another deliverable by a CEN and/or CENELEC Technical Body. The CEN and/or CENELEC Workshop secretariat shall inform CCMC of the result of the consultation;
2. The maintenance of the CWA has been previously allocated to a CEN and/or CENELEC Technical Body: its secretary shall launch a ballot/vote within the Technical Body to determine if the CWA shall be confirmed for another 3 years, withdrawn, or converted into another deliverable. The CEN and/or CENELEC Technical Body Secretary shall inform CCMC of the result of the consultation.

5.7.5 The process below is to be followed:

- In case the result of the consultation is confirmation or withdrawal, CCMC shall submit the consultation result to CEN and/or CENELEC BT(s) for decision;
- In case the result of the consultation is conversion into another deliverable, the New Work Item proposal will be approved following the CEN or CENELEC rules. CCMC shall inform CEN and/or CENELEC BT(s);
- In case the result of the consultation is revision of the CWA, CCMC shall inform CEN and/or CENELEC BT(s).

5.7.6 If the CWA is proposed for revision, the process described in Clause 4 applies.

5.7.7 After 6 years from initial publication, even where the CWA has been revised during this time, the CWA is submitted by CCMC to the CEN and/or CENELEC BT(s) for decision regarding its withdrawal.

5.7.8 Conversion into another deliverable may be proposed by anyone through a CEN and/or CENELEC National Member at any time during the 6 years lifetime. This conversion shall follow the rules for the development of European Standards (see CEN-CENELEC Internal Regulations – Part 2).

6 Copyright, exploitation rights and other IPR

6.1.1 The CEN-CENELEC policy on copyright, exploitation right and distribution of all CEN-CENELEC publications, as laid down in the CEN-CENELEC Guide 10 Guidelines for the distribution and sales of CEN-CENELEC publications, also applies to CWAs.

6.1.2 The CWA development is a collaborative exercise by a group of technical experts working together in a CEN/CENELEC Workshop. The resulting CWA is a collaborative copyright work composed by a set of independent, original inputs from experts (authors). CEN and CENELEC are the sole owners of the rights to reproduce any collaborative copyright work, in accordance with the CEN and CENELEC Guide 10.

6.1.3 CEN and CENELEC are the sole owners of the rights to reproduce the CWA, in accordance with the CEN and CENELEC Guide 10.

6.1.4 For any pre-existing works being included in the CWA, CEN and CENELEC request the experts to grant the necessary rights to their contributions to CEN and/or CENELEC.

6.1.5 Any of these granted rights does not preclude an expert from continuing to use pre-existing copyright works owned by said expert (or its employer). The expert (or its employer) cannot claim rights in the CWA, which can only be reproduced or distributed in accordance with the CEN and CENELEC Guide 10.

6.1.6 In cases where a pre-existing copyright work is owned by a third-party and proposed for incorporation by an expert, the expert must inform CEN and/or CENELEC to ensure that the appropriate rights are granted to CEN and/or CENELEC.

6.1.7 In case of matters related to patents, the CEN and/or CENELEC Workshop shall refer to the CEN-CENELEC policy on patents, as described in CEN-CENELEC Guide 8, CEN-CENELEC Guidelines for Implementation of the Common IPR Policy on Patents. CEN and CENELEC shall not be held responsible for identifying any or all such patent rights.

7 Limitation of liability

As stated in other clauses of this Guide, CWAs are not designed to support legislative requirements. To this purpose, all CWAs shall carry a statement on limitation of liability clarifying that CWAs are not intended to support legislative requirements or to meet market needs where significant safety issues are to be addressed. Consequently, CEN and/or CENELEC cannot be held accountable for the technical content of CWAs, including in all cases of claims of compliance or conflict with standards or legislation.

8 Distribution of CWAs in the R&D and ICT domains

In the cases where a request is addressed to CEN and/or CENELEC to make the publication of a CWA in the R&D and ICT domains available for view and download, this request can be approved by CCMC on the condition that the CWA is made available only in the CEN or CENELEC websites, and the possible loss of revenue to the CEN and CENELEC members is compensated by the Workshop with a pre-payment made to CEN and/or CENELEC through a specific extra charge calculated as 8 % of the total cost to develop the CWA, i.e. the cost of the secretariat, subcontracting costs and other associated costs. The above provision shall not apply to CWAs in other domains.

Annex A (informative)

Overview of actions, responsibilities, and timeframes throughout the CEN and/or CENELEC Workshop Agreement process

The table below covers the core actions and responsibilities of the main actors of a CEN and/or CENELEC Workshop as well as timeframes throughout the CEN and/or CENELEC Workshop Agreement development process. It is not intended to be exhaustive.

A capital “**X**” in bold indicates the leading responsibility for an action. A small “x” indicates a possible supporting role within an action.

Table A.1 — Overview of actions, responsibilities, and timeframes throughout the CEN and/or CENELEC Workshop Agreement process

Stage	Action	Responsibility							Timeframe
		WS Secretariat	Proposer	Chair	Participants	CCMC	CEN/CLC BT(s)	CEN/CLC Technical Body	
4 Initiation									
4.2 Preparation of Workshop description form	Preparation of Part A – Workshop summary	X	x						
	Preparation of Part B – Project Plan	X	x						
	Submission of the Workshop description form to the Director Standardization of CCMC	X							
	Allocation to a CCMC project manager					X			
	Review of Workshop description form and informing the WS secretary in case issues are identified					X			
	Submission of the Workshop description form to CEN and/or CENELEC Technical Bodies in the same scope of the WS	X							30 days
	Launch of consultation in CEN and/or CENELEC Technical Body in the same scope of the WS							X	30 days (45 during holiday periods)
	Review of the Workshop description form and submission to CEN and/or CENELEC BT(s) for decision Workshop description form reveals the need or if the CEN and/or CENELEC Technical Body in the same scope is opposed					X			30 – 45 days

Stage	Action	Responsibility						CEN/CLC Technical Body	Timeframe
		WS Secretariat	Proposer	Chair	Participants	CCMC	CEN/CLC BT(s)		
	Organization of the kick-off meeting, preparation of the kick-off meeting agenda incl. scheduling and venue	X	x						
	Submission of the kick-off meeting agenda to CCMC project manager	X							
4.3 Workshop announcement	Announcement of the kick-off meeting on the CEN and CENELEC website incl. Workshop description form and kick-off meeting agenda for open commenting period (mandatory)					X			30 days
	Information of CEN and/or CENELEC BT(s) about the launch of the CEN and/or CENELEC Workshop					X			
	Announcement of the kick-off meeting on any other relevant channels (voluntary but encouraged)	x	x		x				
	Registration for the kick-off meeting as per description on the CEN and CENELEC website	x	X		X				
5 Operation									
5.1 Launching the CEN and/or CENELEC Workshop	Consideration and resolution of comments received on the CEN and/or CENELEC Workshop Project Plan (Part B of the Workshop description form)	X	X						
	Agreement on CEN and/or CENELEC project plan				X				
	Appointment of CEN and/or CENELEC Workshop Chair (and Vice-Chair, if any), nominated by the Workshop secretariat				X				
	Registration of the Workshop and the New Work Item(s) included in the adopted project plan in the CEN and/or CENELEC database and allocation of an identifier in the format 'CWA xxxx'					X			

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Stage	Action	Responsibility						CEN/CLC Technical Body	Timeframe
		WS Secretariat	Proposer	Chair	Participants	CCMC	CEN/CLC BT(s)		
5.2 Responsibilities of the Chair and the secretariat	Assurance that the development of the draft CEN and/or CENELEC Workshop Agreement is in accordance with the Project Plan			X					
	Assurance that the requirements of CEN-CENELEC Guide 29 are followed	X		x					
	Notification of CCMC project manager about any major problems encountered in the development of the draft CEN and/or CENELEC Workshop Agreement in order to find solutions	X							
	Notification of CCMC project manager about any possible conflict with a European Standard that could arise from adoption of the CEN and/or CENELEC Workshop Agreement	X							
	Engagement with Technical Bodies or Joint Advisory and Coordination Groups potentially interested in the Workshop	X		x					
	Recording of organizations and participants involved in the work and meetings	X							
5.3 Co-existence of CEN and/or CENELEC Workshop and Technical Bodies in the same domain	Reporting to the relevant CEN and/or CENELEC Technical Bodies, either in meeting or by correspondence	X		x					
5.4 Drafting and Commenting phase	Organization of the working meetings, preparation of the meeting agenda incl. scheduling and venue	X		x					
	Implementation of the strategy agreed in the project plan about informing and involving all relevant interested parties	X							
	Drafting of the CEN and/or CENELEC Workshop Agreement by participating in meetings and providing comments when the draft is circulated	x		X	X				

Stage	Action	Responsibility						CEN/CLC Technical Body	Timeframe
		WS Secretariat	Proposer	Chair	Participants	CCMC	CEN/CLC BT(s)		
	Distribution of the draft CEN and/or CENELEC Workshop Agreement to the Workshop participants and the relevant CEN and/or CENELEC Technical Bodies for internal consultation	X							
	Reception and distribution of comments on the draft CEN and/or CENELEC Workshop Agreement (internal consultation) to the Workshop participants	X							
	Consideration comments received (internal consultation) for the draft CEN and/or CENELEC Workshop Agreement	x		X	X				
	Decision to close the drafting phase when the CEN and/or CENELEC Workshop participants have reached agreement on the final draft CEN and/or CENELEC Workshop Agreement			X					
	Submission of the final draft CEN and/or CENELEC Workshop Agreement to CCMC project manager	X							
	Announcement of the commenting phase on the CEN and CENELEC website incl. final draft CEN and/or CENELEC Workshop Agreement for external consultation (voluntary but encouraged)					X			30 days recommended,
	Notification of CEN and/or CENELEC BT(s) about commenting phase					X			
	Reception and distribution of comments on the final draft CEN and/or CENELEC Workshop Agreement (external consultation) to the CEN and/or CENELEC Workshop participants	X							
	Consideration and resolution of comments received (external consultation) for the final draft CEN and/or CENELEC Workshop Agreement	x		X	X				

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Stage	Action	Responsibility						CEN/CLC Technical Body	Timeframe
		WS Secretariat	Proposer	Chair	Participants	CCMC	CEN/CLC BT(s)		
5.5 Approval and availability	Decision to formally approve the final CEN and/or CENELEC Workshop Agreement when the Workshop participants have reached agreement			X					
	Submission of the final CEN and/or CENELEC Workshop Agreement through the electronic platform	X							
	Addition of the Cover page to the final CEN and/or CENELEC Workshop Agreement					X			
	Distribution of the final CEN and/or CENELEC Workshop Agreement to the CEN and/or CENELEC National Members for publication					X			
5.7 Lifetime, review and conversion into another CEN and/or CENELEC deliverable	Submission on publication of the CEN and/or CENELEC Workshop Agreement to relevant CEN and/or CENELEC Technical Bodies for information and potential uptake	X							
	Proposal for withdrawal, revision or confirmation of the CWA once the 3-year validity limit has been reached, if the CWA has not been previously allocated to a CEN and/or CENELEC Technical Body	X				x			
	Proposal for withdrawal, confirmation, transformation of the CWA once the 3-year validity limit has been reached, if the CWA has been previously allocated to a CEN and/or CENELEC Technical Body					x		X	
	Decision on confirmation or withdrawal					x	X		
	Informing BTs in case of proposed revision or transformation into another deliverable					x	X		
	CWA withdrawal after 6 years from initial publication					x	X		

Bibliography

- [1] CEN-CENELEC Internal Regulations – Part 2, *Common Rules for Standardization Work*
- [2] CEN-CENELEC Internal Regulations – Part 3, *Principles and rules for the structure and drafting of CEN and CENELEC documents*
- [3] CEN-CENELEC Guide 8, *CEN-CENELEC Guidelines for Implementation of the Common Policy on Patents (and other statutory intellectual property rights based on inventions)*
- [4] CEN-CENELEC Guide 10, *Policy on the distribution, sale and copyright of CEN and CENELEC Content*
- [5] CEN-CENELEC Guide 23, *Research Consortium Bridge – Addressing Research and Innovation in European Standardization activities and deliverables*
- [6] CEN-CENELEC Guide 39, *The role of standards in support of Technology Transfer*
- [7] Regulation (EU) No 1025/2012 of the European Parliament and of the Council on European Standardisation and amending Council Directives 89/686/EEC and 93/15/EEC and Directives 94/9/EC, 94/25/EC, 95/16/EC, 97/23/EC, 98/34/EC, 2004/22/EC, 2007/23/EC, 2009/23/EC and 2009/105/EC of the European Parliament and of the Council