

Class 2: Functioning of the TC, SC and/or WG

2	Process-related documents and communications	Need for access (see note (*) at the end)	Free access	Password
2.1	"Short-live" messages between participants e.g.: fax from secretary to convenor i.e. for meeting arrangements	Addressee(s), but irrelevant as they should not be on the web site and therefore "not applicable"	Not applicable	Not applicable
2.2	Circular letters to members of group, incl. Calling notices e.g.: meeting announcements, logistical information for meetings, call for officers	Addressee(s), but irrelevant as they should not be on the web site and therefore "not applicable"	Not applicable	Not applicable
2.3	(Draft) agendas	Secretary, TC/SC/WG participants, CEN NSB, CCMC (*)		X
2.4	Attendance lists	Secretary, TC/SC/WG participants, CEN NSB, CCMC		X
2.5	(Draft) minutes	Secretary, TC/SC/WG participants, CEN NSB, CCMC		X
2.6.1	Draft Decisions and other decisions, incl. Standing Decisions, coordination of projects	Secretary, TC/SC/WG participants, CEN NSB, CCMC		X
2.6.2	Final Decision and other decisions, incl. Standing Decisions, coordination of projects	all interested parties	X	
2.7	Other living documents e.g.: Action list	Secretary, TC/SC/WG participants		X
2.8	Outgoing statements agreed by TC e.g.: liaison statements	Secretary, TC/SC/WG participants, CEN NSB, CCMC (*)		X

Note(*): wherever the mention (*) appears, it means that it includes the need for access by the CEN Rapporteur in the case of a "sector" as agreed by the BT and/or by the CEN Consultant in the case of an area covered by an EU Directive.

