ECISS
Internal
Regulations
Part 1

Organization and structure

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Foreword

The ECISS Internal Regulations are issued in two parts:

Part 1 – Organization and structure

Part 2 – Common rules for standardization work.

NOTE: The ECISS Internal Regulations (IR) are in line as much as possible with the CEN/CENELEC IR and with the CEN BOSS. Whenever the CEN/CENELEC IR are to be applied, it is explicitly mentioned in the text and the corresponding part of the CEN BOSS is also applicable.


This edition of Part 1 (ECISS IR1:2016) revises 1, 3.1, 3.2, 3.3, 3.4, 4 and 13 of the ECISS IR:2008, clarifying issues regarding the structure of ECISS, the powers and criteria of eligibility of the President and Vice-Presidents.

This document also includes and ANNEX with the essential benefits, rights and obligations of ECISS as Associated Body of CEN according to the CEN/CENELEC IR2 and CEN/CENELEC Guide 25.
Preamble

Background

Up until 1966, standardization of the European Steel Industry was carried out by the “Coordination Committee for the nomenclature of steel products” (COCOR), created by the High Authority for Coal and Steel in 1953. COCOR was composed of three members of each country and was chaired by an official of the European Coal and Steel Community (ECSC). Over the years, COCOR established a complete set of European standards for steel: EURONORMS. Although the EURONORMS had a beneficial catalyzing effect on bringing national steel standards together, complete harmonization was not achieved and different national steel standards coexisted with the EURONORMS.

From 1966, with the fusion of the Institutions, and until 1984, standardization was taken up by the European Commission via COCOR. Immediately, a policy was launched to reinforce European standardization. This came about due to a series of measures taken, notably by the Directive 83/189 and by the New Approach and, on a level of European standardization Institutions, by the adoption of common rules for European Standardization, agreed between CEN and CENELEC.

Creation of ECISS

Within the framework of reinforcing European standardization and, with the aim of complete harmonization of European standards in the steel industry, COCOR’s activity was transferred from the Commission’s control towards European standardization.

In connection with the transfer of the standardization activities to the private sector, the European Committee for Iron and Steel Standardization (ECISS) was created in order to carry on the work of COCOR. ECISS was designated as the executor of European standardization within the steel sector. ECISS has no legal status. It benefits from CEN’s legal status but maintains autonomy in the domain of the standardization of steel products.

As a consequence of the new structure, and by means of an agreement between the Commission on the one hand and CEN/ECISS on the other, standards prepared by ECISS would acquire the status of European standards. Documents previously prepared by the Commission did not have this status. Consequently, the Commission decided to uphold CEN/ECISS standards by means of mandates, taking into consideration the strategic importance of the steel sectors.

Protocol between CEN and ECISS

Relations between CEN and ECISS are governed by a Protocol signed in 1986.

The protocol between CEN and ECISS contains the following points. According to the preamble, both parties agreed the protocol taking into consideration:

- The urgent need for tight collaboration regarding standardization in Europe
- The need, for the benefit of the European economy, to avoid the overlap of standardization activities in Europe
The fact that ECISS rules consider, as Members, the national standardization bodies which are Members of CEN

The statutes of CEN which permit CEN to assume the legal responsibility for ECISS activities on the basis of agreements on the details to develop by the competent bodies or by the organs of CEN and ECISS.

Following article 1 of the Protocol, CEN recognizes ECISS as forming part, in principle, of the European Standardization Bodies CEN and CENELEC. ECISS is responsible for the technical aspects of steel standardization in accordance with ECISS internal regulations which are linked to CEN internal regulations.

As regards the coordination of the work, article 8 of the Protocol stipulates that the standardization activities of ECISS and CEN shall be tightly coordinated by the Members on a national level with the aim of facilitating agreement on a European level.

The responsibility for the execution of the Protocol rests with the General Secretary of CEN, under the common control of both the Presidents of CEN and COCOR.
1. The Organization (ECISS)

Article 1: denomination
The Organization is named "European Committee for Iron and Steel Standardization". This denomination can also be expressed in French as "Comité Européen de Normalisation du Fer et de l'Acier" and in German as "Europäisches Komitee für Eisen- und Stahlnormung". Its abbreviation is "ECISS".

ECISS continues the work of the Coordinating Commission on the Nomenclature of Iron and Steel Products being created by the High Authority for Coal and Steel within the European Coal and Steel Community.

Article 2: legal status
ECISS has no legal status; its status is characterized by its autonomy in the area of standardization and by its benefiting from the legal status of CEN.

Since the ECISS has no legal status of its own, it has to be associated with CEN in the rights and obligations resulting from the framework contract between CEN and the Commission.

The relation between ECISS and CEN is the subject of a special Protocol.

Article 3: duration
The organization is formed for an unlimited period.

Article 4: office
ECISS Central Secretariat resides within the CEN/CENELEC Management Centre (CCMC) offices, located in 1000 Brussels - Belgium, avenue Marnix 17.

2. Scope

Article 5: scope
1. ECISS is acting as an Associated Body (ASB) of CEN.

NOTE: Annex 1 describes the ECISS benefits, rights and obligations as ASB.

2. The principal aims of ECISS are the preparation of European Standards (ENs) for the definition, classification, testing, chemical analysis and technical delivery requirements for the products of the iron and steel industry and the implementation of these as national standards by CEN member countries in order to achieve technical harmonisation.

The deliverables are prepared in cooperation with steel producers and steel users. ECISS seeks through its standardisation activities to promote the use of high quality steel products in Europe. The aim of ECISS is also the strategy to maintain the competitiveness of European steel using and
producing industry through standardization, at the same time making sure the products are safe and produced in a sustainable way.

3. It therefore implements technical and scientific procedures specific to the standardization studies, in conjunction with CEN.

4. ECISS has no profit-making goal. It does not, in any way, take part in the competitive efforts of manufacturers and dealers.

5. COCOR has authority to interpret without appeal the nature and scope of the ECISS's aim.

3. **Structure of the Organization**

   **Article 6: composition**
   ECISS is composed of:
   
   1. The national Members;
   2. The Governing bodies able to determine and implement the scope of the Organization:
      - The Coordinating Commission (COCOR) and its working groups
   3. The Officers of the Organization:
      - the President and the President Elect;
      - two Vice-Presidents;
   4. Other technical bodies able to support the achievement of the scope of the Organization:
      - the Technical Committees (TCs)
      - the Working Groups (WGs)
   5. The ECISS Central Secretariat (CS) (CEN-CENELEC Management Centre):
      - the Secretary

4. **Members**

   **Article 7: status of national full Members**
   1. A national standards body from any European country may be an ECISS Member, provided it is a full Member of CEN and applies for such membership.

   NOTE: The national CEN Members are the recognised national standards bodies in their respective countries, who are members of the European Union or EFTA, or likely to become members of European Union or EFTA. There can only be one national Member per country (Article 7.1 CEN Statutes).

   2. A candidate national standards body is admitted as national ECISS Member if it:
      - submits a written application for membership of ECISS to the ECISS Central Secretariat;
      - commits itself to conform to the ECISS rules as set in the internal regulations;
Article 8: obligations of national full Members
1. All national Members of ECISS shall comply with the internal regulations and with all prescriptions and decisions taken in accordance with the internal regulations.

2. The national Members incur no personal obligations towards third parties on the Organization's own commitments.

Article 9: loss of national Member’s status
The status of national Member is lost by:

1. Resignation: any national Member is free to resign from the Organization. The resignation must be notified in writing to the ECISS Central Secretariat (registered office of the Organization). The resignation communicated by a national Member shall not be effective, and the national Member shall therefore not cease to be a Member of the Organization, until expiration of the current year if the resignation is notified during the first half-year, and until expiration of the following year if the resignation is notified during the second half of the year.

2. Exclusion: COCOR can exclude a national Member with ballot voting representing at least 2/3 of the weighted votes (see Annex A of ECISS IR Part 2), abstention not being counted as a vote, in case the national Member:
   - has committed serious breach of its membership obligations;
   - loses its qualification as a separate legal entity;
   - no longer fulfils the conditions required in order to be a national Member as set in Art. 7 of these internal regulations.

In all these cases COCOR decides without possibility for appeal.

As soon as COCOR decides the exclusion from the Organization of a national Member, the Central Secretariat informs the concerned national Member of such decision by registered mail.

The exclusion of the national Member becomes effective on the date fixed by COCOR.

3. The Organization, its representatives and national Members will be exempted from any responsibility for the damages, which might result, directly or indirectly, from the exclusion decided in conformity with these internal regulations.

Article 10: Affiliate members and partner organizations
1. Affiliate members of CEN and full members of CEN which are not full members of ECISS, are granted upon request, "observer" membership at ECISS Technical Committee and COCOR meetings without voting rights.

2. Partner Organizations are independent European or European based international sectoral organizations, as well as European pan-sectoral organizations representing, within their defined area of competence, a sector, subsector, or defined category of stakeholders (e.g. SMEs, consumers, social and environmental stakeholders) and having an interest for cooperation at overall policy and technical level with CEN and/or CENELEC.

The status of Partner Organization is granted by the General Assembly of CEN.
Organizations granted Partner Organization status are permitted to appoint one observer to meetings of the COCOR.

NOTE: Provisions for Partner Organizations are given in CEN-CENELEC Guide 25 "The concept of Partnership with European Organizations and other stakeholders".

5. **ECISS Officers**

   **Article 11: President: powers and eligibility**

1. The President ensures high-level representation of the overall strategic issues and interests relevant to ECISS, as well as their promotion with external stakeholders and partners, by providing leadership in the relevant governing bodies of ECISS.

2. The President assumes the responsibilities of ECISS and COCOR, and their representation to CEN, to other normative and related organizations and regulatory bodies, and to EC and EFTA. The Vice-Presidents may be delegated by the President for these responsibilities.

3. The President is entrusted to negotiate details of formal agreements of cooperation with other organizations (in accordance with Article 23) as mandated by COCOR. Recognition of and collaboration with such organizations shall be established on the basis of an agreement signed by the President after decision of COCOR.

4. The President is elected by the ECISS Members (one vote per ECISS Member). The term of office shall be three years.

   This term of office commences the second year following the year of his/her election and is preceded by a one-year period running as President Elect.

   The President is eligible to be re-elected in that capacity for an additional term of three years.

   NOTE: Annex 2 defines the criteria of eligibility to become ECISS President and describe other requirements of a practical nature to be fulfilled by the President.

5. Only COCOR delegates (see Article 14) may be nominated as candidates for President. Such nominations shall be notified to the Central Secretariat three months before the end of the relevant term of office.

6. Election of the President shall be by separate ballot and by simple majority, each ECISS Member having one vote. Where a candidate does not secure a majority COCOR shall proceed to a second ballot after eliminating all but two of the candidates securing the most votes in the first ballot. Abstentions are not counted as a vote.

7. The President and the Vice-Presidents shall be from different members and shall represent different interests (see Article 14.1).

8. The President chairs COCOR. If the President is unable to chair one of the COCOR meetings, it shall be chaired by the one of the Vice-Presidents.

9. The President divests him/herself from any national position and pursues the interests of ECISS in all his acts.
10. In case of resignation or incapacity of the President, his office is filled in by one of the two Vice-Presidents, who is appointed as Interim President by COCOR, until a new election takes place.

**Article 12: Vice-Presidents: powers and eligibility**

1. Two Vice-Presidents are elected by the ECISS Members (one vote per ECISS Member). The term of office shall be three years. The Vice-Presidents are eligible to be re-elected in that capacity for an additional term of three years.

NOTE: Annex 2 defines the criteria of eligibility to become Vice-President and may confer other requirements of a practical nature to be fulfilled by each Vice-President

2. Only COCOR delegates (see Article 14) may be nominated as candidates for Vice-President. Such nominations shall be notified to the Central secretariat three months before the end of the relevant term of office.

3. Election of each Vice-President shall be by separate ballot and by simple majority, each ECISS Member having one vote. Where a candidate does not secure a majority COCOR shall proceed to a second ballot after eliminating all but two of the candidates securing the most votes in the first ballot. Abstentions are not counted as a vote.

4. The President and the Vice-Presidents shall be from different members and shall represent different interests (see Article 14.1).

5. The Vice-Presidents may, when not acting as President, act as COCOR delegates.

6. The Vice-Presidents support the Governing bodies of the Organization and the President in the development and implementation of policy and strategic aspects related to the aim of the Organization and in the technical field by ensuring leadership on policy matters and technical fields, including chairing COCOR if necessary.

7. The Vice-Presidents divest themselves from any national position (except when acting as COCOR delegates according to Article 12.5) and pursue the interests of ECISS in all their acts.

**6. COCOR**

**Article 13: COCOR: Composition and powers**

1. The Coordinating Committee (COCOR) is the supreme body of ECISS and it is formed by the national Members and represents them in their universality. COCOR has all powers to define the ECISS’s main policies and strategies, as well as to elaborate and ratify all acts relevant to the organization. Its decisions taken in accordance with the ECISS IR are binding for all the National Members.

2. COCOR is placed under the responsibility of the President of ECISS and acts as managing body for ECISS.

3. COCOR is responsible for deciding on all matters concerning organization, working procedures as provided in the internal regulations, coordination and planning of standards work by monitoring and controlling the progress of standards work of its working groups and Technical Committees in close cooperation with the ECISS Central Secretariat.
NOTE: The specific responsibilities of COCOR regarding the Technical Committees and the standardization work are detailed in the ECISS internal regulations – Part 2.

4. COCOR is responsible for deciding on all matters concerning representations by ECISS and cooperation with other organizations (in accordance with Article 23).

5. COCOR is responsible for establishing, reviewing or amending, as necessary, the ECISS IR.

**Article 14: COCOR: delegations**

1. ECISS Members are represented at COCOR by a maximum of three delegates who shall represent their national standards body, their steel producers and their steel users.

2. The European Commission (EC), the secretariat of the European Free Trade Association (EFTA) and CEN may be represented as observers.

**Article 15: COCOR: Frequency of meetings**

1. COCOR shall meet as often as is necessary, but at least once a year.

2. COCOR meetings are chaired by the President of ECISS.

**Article 16: COCOR: Circulation of meeting documents**

1. The timetable for the circulation by the ECISS/CS of documents for COCOR meetings shall be as follows:

   a) For calling notices and draft agendas: 8 weeks before a meeting;

   b) For all discussion documents and all documents submitted by members (comments, TC reports etc.): at least 4 weeks before the meeting concerned.

2. In order to maintain these dates, documents shall reach ECISS/CS two weeks earlier (i.e. at least 6 weeks before a meeting). Documents received later than 6 weeks before a meeting will be tabled only if received at least one week before the meeting. Such documents may not be dealt with in the meeting if any delegation objects.

3. All documents shall be made available electronically.

**Article 17: COCOR: Meeting reports**

1. A report of a COCOR meeting shall be circulated by the ECISS/CS to COCOR members within 6 weeks of the meeting.

   The report shall include:

   a) A record of decisions made and results of any voting;

   b) Any specific reservations made as requested by a delegation;

   c) A brief record of significant discussions, particularly those relevant to the decisions made;

   d) The date of the next meeting.
Article 18: COCOR: Working Groups (COCOR/WGs)
1. A COCOR/WG is set up by COCOR whenever a technical need for information, advice, a study or rules is identified. COCOR decides its composition.

2. The COCOR/WG reports to COCOR on a regular basis and is disbanded when its task is finished.

3. A COCOR/WG may establish subordinate groups with specific responsibilities.

7. Central Secretariat of ECISS (ECISS/CS)

Article 19: ECISS/CS: Services
1. The Central Secretariat of ECISS resides within the CEN CENELEC Management Centre (CCMC) offices using all services, as far as is appropriate, in common with CCMC.

Article 20: ECISS/CS: Secretary
1. The work of the ECISS/CS is conducted by a Secretary appointed by CEN in agreement with the President of COCOR. The secretary and any co-operators are employees of CEN.

2. The Secretary is charged with the general administration of ECISS and shall:
   a) Prepare the meetings of COCOR (see Article 15), its support activities and manage its decisions;
   b) Compile the ECISS/TC standardisation programmes and update the database, inter alia for the issuing of the ECISS progress report on the programme;
   c) Ensure the implementation of agreed editorial practices (see ECISS internal regulations Part 2);
   d) Submit an annual progress report to COCOR before sending it to EC/EFTA and CEN for information;
   e) Supervise the application of the standstill agreements and report to COCOR;
   f) Coordinate the work of TC secretariats in accordance with the decisions of COCOR;
   g) Ensure that the ECISS IR are compatible with the CEN/CENELEC IR and make proposals accordingly;
   h) Submit brief reports/updates for inclusion in CEN Sector News.

8. Technical Bodies of ECISS

Article 21: Technical Bodies of ECISS
1. Technical Bodies of ECISS are responsible for the preparation of normative documents and other work delegated by COCOR (e.g. guidance documents, reports).

NOTE: All provisions ruling the preparation of normative documents and the composition, organizational structure and work of the Technical Bodies are detailed in the ECISS internal regulations – Part 2.
9. **ECISS Internal Regulations (ECISS IR)**

**Article 22: Proceedings**

1. The ECISS internal regulations are exclusively established by COCOR deciding with a two-thirds majority of the weighed votes of the ECISS Members (see Annex A of ECISS IR Part 2).

2. The internal regulations are mandatory for all. A written copy of the internal regulations as decided by COCOR is kept at the ECISS Central Secretariat and made available to all national Members.

3. A proposal to amend or revise the ECISS IR coming from ECISS members or from the ECISS/CS shall be considered.

4. All proposed changes of the internal regulations shall be mentioned in full on the agenda of COCOR and all relevant decisions shall be stated in full in the proceedings of COCOR, which has decided upon them.

5. COCOR cannot validly decide on proposals for changes of the internal regulations unless two-thirds of the ECISS national Members are present or represented. In case that two-thirds of the ECISS national Members are not present or represented at the first COCOR meeting, a second meeting can be called and convened, where voting and decisions will be authorised whatever the number of members present or represented.

6. The adoption of any amendment or revision of the ECISS IR shall be subject to the approval of COCOR by ECISS members representing at least 2/3 of the weighted votes (see Annex A of ECISS IR Part 2). Abstentions are not counted as a vote.

10. **Cooperation with other organizations**

**Article 23: Cooperation with other organizations**

1. ECISS may establish agreements of cooperation with European organizations, associations and other recognized stakeholders who have an interest in European standardization and are able and willing to provide added-value knowledge and to actively contribute with inputs and proposals to ECISS governing and technical bodies.

2. COCOR shall decide on the principles and guidelines ruling the framework of these agreements of cooperation.

3. All formal contacts with outside organizations, apart from technical liaisons, shall be made through the ECISS/CS after prior approval by the President.

NOTE: Annex 3 describes the main European organizations, associations and other recognized stakeholders who have an interest in European standardization.

**Article 24: Cooperation with CEN**

1. The relation between ECISS and CEN is the subject of a special Protocol (See Article 2)

2. ECISS is part of CEN acting as an ASB (see Article 5.1)

3. CEN may be represented as observer in the ECISS work (see Article 14.2).
4. For cooperation with other ASBs recognized by formal agreement, see CEN/CENELEC IR2.

5. ECISS/TCs liaison with CEN/TCs shall be implemented by the respective TC technical secretariats upon approval by both TCs.

Article 25: Cooperation with the European Commission (EC) and the European Free Trade Association (EFTA)

1. The European Commission (EC) and the secretariat of the European Free Trade Association (EFTA) may be represented as observers in the ECISS work (see Article 14.2).

2. For cooperation with the EC and the EFTA Secretariat, see CEN/CENELEC Guide 4 “General Guidelines for the cooperation between CEN, CENELEC and ETSI and the European Commission and the European Free Trade Association”.

Article 26: Cooperation with ISO

1. All provisions regarding technical cooperation are detailed in the ECISS internal regulations – Part 2.

Article 27: Technical liaisons

1. All provisions regarding technical liaisons are detailed in the ECISS internal regulations – Part 2.
Annex 1 – Benefits, rights and obligations of ECISS as ASB

[These provisions refer to Chapter 2 of the ECISS IR1]

1. Protocol CEN-ECISS

The general reciprocal benefits, rights and obligations of ECISS and CEN are established in the CEN-ECISS Protocol.

2. CEN/CENELEC IR2

ECISS obligations as ASB, according to the CEN/CENELEC IR2 (Article 4.4.2) are:

- precise identification of the particular subjects on which preparatory work will be undertaken by the Associated Body;
- assurance that the preparatory work will be presented in accordance with the CEN/CENELEC rules for the presentation of standards;
- assurance that representatives of all CEN/CENELEC national members will have the possibility of participating in the preparatory work;
- definition of the stage at which the preparatory work will be introduced into the normal CEN/CENELEC procedures;
- recognition that CEN/CENELEC will be solely responsible at least for the formal voting and national implementation procedures;
- notification of new projects and drafts to CEN/CENELEC.

3. CEN/CENELEC Guide 25

ECISS obligations as ASB, according to the CEN/CENELEC Guide 25 (Article 3) are:

- ECISS may not perform any activity regarded as in conflict with the CEN and CENELEC activities;
- ECISS 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;
- ECISS 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”, and Guide 24 “Use and protection of trademark and domain names of CEN and CENELEC”.

NOTE: General benefits and rights for the ASBs described in CEN/CENELEC Guide 25 are not listed in this Annex.
Annex 2 – Criteria of eligibility of ECISS Officers

[These provisions refer to Chapter 5 of the ECISS IR1]

1. President

The President provides effective leadership to the ECISS membership. He/she is an industry, business or science leader, or CEO/Managing Director/Executive Director or a similar Senior Executive.

The President is nominated by an ECISS national Member, and elected by COCOR, taking into account the following criteria:

a) Experience:
- senior leader in industry, business or science;
- extensive European and international experience, exposure and contacts;
- strong high-level governance experience, e.g. Board Chairman or equivalent;
- working knowledge of ECISS including relevant experience in technical management or policy;
- good international experience.

b) Personal distinctive factors:
- visionary, charismatic yet promotes consensus;
- university education;
- effective communicator;
- ideally multilingual, fluent in English.

c) Resources:
- financially supported by the relevant national ECISS member that nominated him/her.

The ECISS President, inter alia:

* provides effective high level representation of the overall strategic issues relevant to ECISS to COCOR as well as leadership to the ECISS Officers;
* presides over COCOR and other meetings attended by all members;
* chairs the COCOR meetings, sets the meeting schedule and agenda, in conjunction with the Secretary. He/she is responsible for the effective functioning of ECISS and COCOR;
* consults with the Vice-Presidents and promotes open communication, constructive debate and effective decision-making;
* leads specific tasks/projects as mandated by COCOR;
promotes efficient collaboration among COCOR, its Working Groups and other bodies of ECISS;

* works with the President Elect to ensure transfer of knowledge on relevant issues, in order to facilitate a smooth transition of Presidency. This also includes to entrust the President Elect to represent ECISS by delegation or instead of the President;

* provides and facilitates effective communication between ECISS, ECISS national Members and stakeholders;

* represents ECISS with external organizations and promotes the interests of ECISS;

* coordinates closely with the Secretariat and provides advice as necessary on ECISS operations;

* oversees ECISS governance and ensures that ECISS activity conforms to the internal regulations and objectives of ECISS;

* liaises closely with the Secretariat and pursues in all his/her acts the interest of ECISS and CEN.

The ECISS President (and President Elect) is expected to be in a position to attend several meetings per year (most of them in Brussels).

2. Vice-Presidents

[This provision refers to Article 12 of the ECISS IR1]

ECISS Vice-Presidents are industry, business or science leader, or CEO/Managing Director/Executive Director or a similar Senior Executive.

They are nominated by an ECISS national Member and elected by COCOR on the basis of the following criteria:

a) Experience:

- working knowledge of ECISS including relevant experience in technical management or policy;
- good international experience.

b) Personal distinctive factors:

- university education;
- effective communicator;
- visionary, charismatic yet promotes consensus;
- ideally multilingual, fluent in English.

c) Resources:

- financially supported by the relevant national ECISS member that nominated him/her.
The Vice-Presidents, inter alia:

* provide leadership and effective representation of users/producers/standardization policy and technical issues to the relevant governing bodies;
* ensure support to the implementation of the ECISS strategy taking into account users/producers/standardization policy and technical aspects and coordinates periodic input and review of technical aspects of the Strategy;
* lead development of planning of the technical work, of the ECISS strategy, and reports to COCOR on the implementation of the plan and on the progress and outcome of the technical work;
* chair or participate in special Working Groups or Task Forces as created by COCOR;
* lead specific tasks/projects as mandated by COCOR;
* as Officers of ECISS, work cooperatively with the other Officers of ECISS and pursues in all their acts the interest of ECISS;
* as Officers of ECISS, collaborate and work cooperatively in particular in technical issues with CEN;
* ensures effective communication on users/producers/standardization technical issues between the Secretariat and ECISS members and key stakeholders of ECISS;
* liaises closely with the Secretariat and pursues in all his/her acts the interest of ECISS and CEN.

The ECISS Vice-Presidents are expected to be in a position to attend several meetings per year (most of them in Brussels).
Annex 3 – Organizations who have an interest in European Standardization

[These provisions refer to Chapter 10 of the ECISS IR1]

1. European Commission (EC) and European Free Trade Association (EFTA).

The relationship between CEN and CENELEC on the one side and the European Commission and EFTA on the other is described in CEN/CENELEC Guide 4 “General Guidelines for the cooperation between CEN, CENELEC and ETSI and the European Commission and the European Free Trade Association”, and detailed for the contractual aspects in mutually agreed documents.

2. European Standardization Organizations

CEN, CENELEC and ETSI are the three recognized European Standardization Organizations according to Regulation (EU) No. 1025/2012 Annex 1. They have agreed to work closely together. This is reflected in the CEN/CENELEC Guide N° 3 “CEN and CENELEC Cooperation Agreement” as well as in the CEN/CENELEC/ETSI Basic Cooperation Agreement.

CEN co-ordinates and co-operates with CENELEC and ETSI both on strategic issues and the actual process of standardization with regards to new technologies, mandated work and areas of common interest.

A CEN/CENELEC/ETSI Joint Presidents’ Group acts as a forum for discussion of matters of common interest, fixing lines of demarcation of work where necessary and serving as a basis for consultation of the members on matters affecting all three organizations.

The CEN/CENELEC/ETSI “Joint Presidents’ Group” manages the overall collaboration between the three ESOs, whose details are defined in a specific Agreement and in the Internal Regulations Part 2.

3. The International Organization for Standardization (ISO)

In support of the International Organization for Standardization (ISO), CEN and ISO have agreed to work in close cooperation for the development and adoption of International Standards. The details of this agreement, also known as the “Vienna Agreement” are set in the CEN Guidelines for the implementation of the Vienna Agreement.

4. CEN-CENELEC Management Centre

The CEN-CENELEC Management Centre is headed by the Director General and comprises such staff as CEN and CENELEC may require to perform the operations of the Associations. The CEN-CENELEC Management Centre is normally located at the same place as the registered office of CEN and CENELEC. (See also Article 25 of CEN Statutes and Article 19 of CENELEC Articles of Association.)

The Director General or his/her staff representative acts in an advisory capacity as the secretary of meetings of CEN and CENELEC such as:

* The General Assemblies;
* The Administrative Boards;
* The Presidential Committee;
* The Technical Boards;
* Committees and other advisory groups set up by these bodies, unless otherwise agreed.

The Director General is responsible for the implementation of decisions of these bodies. The Director General or his/her staff representative is entitled to attend any meeting, which the fulfilment of his/her task makes necessary. The Director General manages the funds of CEN and CENELEC and directs the staff of the CEN- CENELEC Management Centre with all powers to engage or dismiss personnel.

5. Cooperation with standardization bodies not members of CEN and/or CENELEC

5.1 Affiliates

Affiliation with CEN and CENELEC is available to a National Standards Body, which is a member (or corresponding or associate member) of ISO or IEC respectively and which represents or has the ambition to represent all parties concerned in an evolving market economy of a EU Neighbouring Country having links with EU or EFTA in relation to relevant scientific, political and social conditions. Details regarding Affiliates Status are given in the CEN/CENELEC Guide N°12 “The concept of Affiliation with CEN and CENELEC”.

5.2 Partner Standardization Bodies

The status of Standardization Partnership with CEN and/or CENELEC is available to a National Standards Body, which is a member (or corresponding or associate member) of ISO or IEC, respectively, and which represents or has the ambition to represent all parties concerned in an evolving market economy of a country which is not eligible for obtaining the status of CEN and/or CENELEC national Member or CEN and/or CENELEC Affiliate. Details regarding the PSB Status are given in the CEN/CENELEC Guide N°13 “The concept of Partner Standardization Body”.

5.3 Relations with other standards bodies

An Agreement is offered to any National Standards Body not desiring to become Affiliate or PSB but intent in developing official relations with CEN and/or CENELEC. This model of cooperation may comprise elements such as: exchange of information, transfer of knowledge, cooperation of standardization activities and bodies.

The Memorandum of Understanding is a tool established to start official cooperation relations with recognized Regional Groupings or Third Country National Standards Bodies.

6. Partnership with European Organizations and other stakeholders

The relation of partnership between CEN and CENELEC and European Organizations and other stakeholders is described in CEN/CENELEC Guide 25 “The concept of Partnership with European Organizations and other stakeholders”