

TYPICAL WORKSHOP SECRETARIAT SERVICE

1. Kick-off meeting

After the formal announcement of the proposed CEN Workshop, the duties of the CEN member who will assume the secretariat, once targeted for appointment, are:

1. to notify the CEN-CENELEC Management Centre (CCMC) of the name of the individual appointed to act as the secretary of the CEN Workshop under its responsibility, with a commitment that the resources of the secretariat and the competence of the secretary are sufficient to support the responsibilities specified in the Internal Regulations Part 2
2. to organise the agenda of the Kick-Off meeting in liaison with sponsors. The costs of the Kick-Off meeting are borne by CCMC if the meeting is held in its premises, and otherwise by the Secretariat in relation with the sponsors
3. to register attendance at the Kick-Off meeting
4. to register expressions of interest in membership for non-attendees

2. Minimum CEN Workshop secretariat service

Duties related to the operation of the secretariat:

1. to offer the infrastructure for electronic operation
2. to administer the CEN Workshop's members list(s) and email exploder(s)
3. to manage documents and their distribution
4. to update the document register and host their repository (http or ftp)
5. to prepare the agenda and distribute the information on meetings arrangements
6. to progress actions as decided by the CEN Workshop meeting
7. to report on CEN Workshop meetings
8. to initiate and manage the CWA approval process upon decision by the Chairman
9. to advise on the requirements of the CEN/CENELEC Internal Regulations and decisions of the CEN/CA and CEN/BT in the development of a CWA
10. to record expression of support in the adoption of the CWA for transmission to CCMC
11. to initiate the call for experts for Project Teams (where applicable)
12. to conduct the Project Teams' experts selection process (where applicable)

Duties related to business planning and project management:

1. to update the Business Plan and Work Item sheets
 - a. whenever the delivery of a CWA or other CEN Workshop deliverable is delayed by 6 months or more, the secretariat shall ensure the Workshop re-evaluates its support for the work (through an update of the Workshop's business plan, either in a meeting or electronically)
 - b. whenever a new project is added to the work programme
2. to ensure these changes are agreed upon by consensus, with at least a 4 weeks consultation period
3. to ensure that Business Plan updating is an agenda item at all Workshop meetings
4. to ensure the systematic updating of the work item sheets

Duties related to the publication of the CWA:

1. submission of camera-ready copy of CWA to CCMC
2. submission of supporting information necessary for CWA publication to CCMC
3. transmission of list of CWA supporters to CCMC

Duties related to CWA maintenance

1. to keep an approved list of parties to be consulted in view of the maintenance phase
2. to ensure that this list is updated with new expressions of interest
3. to provide all necessary information to enable CCMC to conduct the formal three-year review
4. to inform the CCMC when a CWA needs to be withdrawn or revised
5. to identify the funding for the revision; to organise the revision process and to provide the revised text for publication

3. Optional elements of service

Optionally, the secretariat duties can extend to public relations and contents specific support:

1. to administer the CEN Workshop's web-pages open to non-members (public pages, either hosted on the CEN Server or on the secretariat's organisation server)
2. to provide a helpdesk function for general CEN Workshop issues
3. to act as contact point to respond to any queries of interested parties
4. to facilitate the consensus building process by providing overview of positions (disposition of comments document)
5. to pro-actively investigate CEN Workshop's business development opportunities, i.e. in multi project workshops, identifying possible further work items

The secretariat duties can also extend to duties related to the management of contracts (Project Teams and European Commission). As a formal agent of CEN, the CEN member can be empowered to sign contracts with Project Team experts, and is in this case responsible for managing the delivery and payment processes that relate to these contracts:

1. to submit to CCMC the reports for forwarding to the EC/EFTA triggering payments (the delivery to EC/EFTA is the responsibility of CCMC)
2. to organise and administer the contractual framework between the PT experts and the CEN Member (who acts as Contractor)
3. to respond to queries of the PT experts and to deal with the financial aspects of it.