



# SLOVENSKI STANDARD SIST-V CLC Guide 8:2007

01-november-2007

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**Notifikacijski postopek Vilamoura za nove nacionalne projekte in za revizijo nacionalnih projektov**

The Vilamoura notification procedure for new national work and for the revision of national standards

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**Ta slovenski standard je istoveten z: CLC Guide 8:2007**

SIST-V CLC Guide 8:2007  
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**ICS:**

01.120	Standardizacija. Splošna pravila	Standardization. General rules
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**SIST-V CLC Guide 8:2007**

**en**

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## CENELEC Guide 8

# The Vilamoura notification procedure for new national work and for the revision of national standards

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A decision of principle taken at 25<sup>th</sup> AG (Vilamoura, May 1988) for the notification of new national work had been implemented on a trial basis from 59<sup>th</sup> BT (March 1989) to 67<sup>th</sup> BT (March 1991). Through the experience gained, a refined approach to the procedure had been worked out and approved by 67<sup>th</sup> BT and subsequently by the 29<sup>th</sup> General Assembly of CENELEC (Copenhagen, May 1991) as a Standing Document. The 40<sup>th</sup> General Assembly of CENELEC (Prague, June 2000) converted this Standing Document into CENELEC Guide n°8, Edition 1

A second edition of CENELEC Guide n° 8 was prepared by CLC/BTWG 64-3 and the CENELEC Technical Board approved this new edition by correspondence in March 2005.

A third edition was prepared further to decisions taken by CLC/BTWG 128-3 and the CENELEC Technical Board approved this new edition by correspondence in April 2007.



**iTeh STANDARD PREVIEW**  
EUROPEAN COMMITTEE  
FOR ELECTROTECHNICAL STANDARDIZATION  
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<https://standards.iteh.ai/catalog/standards/sist/82e221a5-604c-436e-a252-c82e221a5604/sist-82e221a5604-2007>  
Rue de Stassartstraat, 35  
B-1050 Brussels

Tel.: + 32 2 519 68 71  
Fax: + 32 2 519 69 19

[www.cenelec.org](http://www.cenelec.org)

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## 1 General

1.1 The Vilamoura procedure intends to promote collaboration between National Committees at European level by decentralizing the earliest stages of work. It is to be seen in the context of Directive 98/34/EC "Provision of information in the field of technical standards and regulations". Under the Vilamoura procedure the National Committees of CENELEC are requested to notify their intentions

- a) to start national work on a new subject
- b) to revise one of their national standards not already covered by standstill

in a detailed manner so that all members can understand the nature of the proposed work and, where relevant, communicate their interest in active participation.

1.2 National work on a new subject is understood to be all new national work items with the following exceptions:

- a) Revisions of existing national standards (see 1.3);
- b) Implementation of CENELEC work results;
- c) Implementation of IEC work results on matters not covered by standstill.

These national notifications should be carefully considered as the ultimate goal is to arrive at an EN, HD or CLC/TS through the subsequent CENELEC standardization procedure.

National Committees are requested to consider before notifying under the Vilamoura procedure whether their needs for a new standard are urgent or not. If the need for a new standard is not urgent, the request for standardization shall be directly forwarded to the relevant CENELEC TC/SC or, in its absence, to BT.

1.3 The procedure for the revision of a national standard is based on the assumption that such a project reflects the need to bring the standard up to date. Therefore the notifying National Committee must be allowed to proceed until the end of its updating work including publication of the National Standard. The other National Committees must be allowed to participate in this pure national work and the National Committee intending to revise must in this case take the engagement to propose its complete revised draft standard when finalized at the European level.

1.4 The procedure described in this Guide is run on the CLCTECH server. Should CENELEC decide at a later time to adopt a different platform for the technical logistics of the procedure, this Guide can be simply updated without requiring a new vote as the procedure will remain unchanged.

## 2 The notification

2.1 The Vilamoura procedure includes the obligation to notify all intentions

- for new national standardization initiatives and
- for the revision of a national standard

at the earliest possible moment. This means that the notification shall be made even before a document or a draft is available.

- 2.2 The notifications under the Vilamoura procedure shall be uploaded to the Vilamoura folder of the CENELEC Technical Server (CLCTECH) by the notifying National Committee. In the case of a new standardization activity, the proposing NC is invited to identify an appropriate CENELEC TC/SC. However, it is the ultimate responsibility of the Technical Director to decide on the proper assignment to the correct TC/SC and to ensure that the notification be forwarded to the relevant TC/SC Secretary, if any. When the proposed TC/SC differs from the one chosen by the notifying NC, the NCs shall be informed accordingly. The Vilamoura notifications do not replace the contractual INFOPRO notifications, the latter, however, being only required in the case of 4.1.3 and 4.1.4.
- 2.3 The comment period for the notification of new national standardization initiatives shall be three months, subdivided into the following sequences:
- a two-months consultation period with the National Committees only on CLCTECH. The relevant CENELEC TC/SC is informed of the start of this two-months consultation;
 

NOTE For the sake of consistency with presently valid email messages announcing new documents on CLCTECH Server, the proposing NC shall determine the deadline for responses to be the Friday of the week, in which the two month period ends.
  - at the end of the two-months consultation period, CS informs the relevant TC/SC Secretary about the survey of answers, indicating the outcome;
  - the TC/SC Secretary is given a one month period for providing an answer with regard to the possibility for the TC/SC to undertake the work proposed;
  - after the three months total processing time, CS uploads the outcome on CLCTECH in accordance with the decision criteria described under 4.1.
- 2.4 The notification form to be used in the case of a new standardization activity is reproduced in Annex 1. The target date to be indicated on the form for the final draft shall be realistic.
- 2.5 The comment period for the notification of a revision of a national standard shall be two months, and is reserved to the National Committees only, through CLCTECH.
- 2.6 The notification form to be used in the case of the revision of an existing national standard is reproduced in Annex 2. The notifying National Committee shall provide full information on the scope of the intended work, i.e. whether the revision will update the relevant standard and/or whether its scope will be either extended or reduced.

A revision of a national standard intending to endorse an IEC CD, CDV, FDIS or publication, or to align the national standard with an HD or EN need not be notified by this procedure.

A revision of a national standard based on an IEC CD, CDV, FDIS or publication with changes shall be notified by this procedure. Details should be given.

### 3 The reply to a notification

- 3.1 A National Committee wishing to reply to a given notification shall do this by replying to the questions asked by the appropriate form (see Annex 1 and Annex 2). If a National Committee does not want to take part in the work, it can feel free not to reply.
- 3.2 The reply form shall be uploaded to the Vilamoura folder of the CENELEC technical server (CLCTECH) within two months, thus informing all other National Committees and CENELEC Central Secretariat.



- 3.3 The National Committees answering "Yes" shall also indicate the name(s) of their representative(s) responsible for the work. If it is not possible to give the name of a representative in due time, the National Committee may be mentioned instead. The National Committee acts as expert in that case .
- 3.4 The Central Secretariat shall ensure that, where appropriate, the Secretary of the relevant CENELEC TC/SC (see 2.3) also provides within the third month of the consultation an answer with regard to the possibility for the TC/SC to undertake the work proposed.

#### 4 Decisions by the Technical Board

- 4.1 At the end of the consultation period the CS prepares and uploads to CLCTECH the survey of answers indicating the outcome under the following criteria.
- 4.1.1 If the Secretary of the TC/SC concerned indicates that the TC/SC is able to undertake the work and to provide a final draft by the target date indicated, the CS shall ask the notifying National Committee to send its proposals to the TC/SC in question. Standstill applies as soon as the TC/SC Secretary replies affirmatively. In parallel CS shall take the appropriate steps according to the IEC/CENELEC Cooperation Agreement (Part 1)<sup>1)</sup>.
- 4.1.2 If the Secretary of the TC/SC concerned answers "No", or if there is no TC/SC concerned, and if 4 or more National Committees reply in addition to the proposer, indicating their interest to take part in the work, the CS shall inform all NCs that a BTTF under the sponsorship of the notifying National Committee and with the participation of the interested NCs is set up and requested to start its work. Standstill applies at the deadline of the consultation period. In parallel CS shall take the appropriate steps according to the IEC/CENELEC Cooperation Agreement (Part 1).
- 4.1.3 If the Secretary of the TC/SC concerned answers "No" or if there is no TC/SC concerned, and if less than four National Committees reply in addition to the proposer, indicating their interest to take part in the work, the CS shall inform all NCs and the TC/SC Secretary that the work continues at national level (no standstill). The interested National Committees shall be permitted to attend the meetings of the national group which revises the national standard. However, attention shall be paid in this case to the fact that the documents are circulated in the language of the notifying National Committees, and the meetings are held in that same language.
- When the new draft or revision is ready, BT must then decide whether the new or revised national standard translated into English at least by the notifying National Committee is to be submitted to the Primary Questionnaire procedure of CENELEC.
- 4.1.4 If no positive answer is given, the CS shall immediately inform all National Committees that the notifying Committee is free to work out a national standard (no standstill). In such a case the final draft does not need to be submitted to CENELEC procedures.
- 4.2 Standstill remains in force unless the Technical Board decides to drop the activity for a given notification. Standstill is then released from the date this decision is taken.

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<sup>1)</sup> The IEC/CENELEC Cooperation Agreement, known as the Dresden Agreement, is described in CENELEC Guide n° 13.