



SLOVENSKI STANDARD

SIST-V CEN/CLC Guide 29:2020

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Dogovori z delavnic CEN/CENELEC - Hiter način do standardizacije

CEN/CENELEC Workshop Agreements - A rapid way to standardization

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

Edition 2, October 2020

CEN and CENELEC decided to adopt this new CEN-CENELEC Guide 29 through CEN/BT Decision C168/2020 and CENELEC BT Decision D166/C082 respectively.



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European foreword

This document (CEN-CENELEC Guide 29:2020) has been prepared under the supervision of the CEN and CENELEC Technical Boards and Administrative Boards.

This second edition cancels and replaces the first edition (CEN-CENELEC Guide 29:2014), which has been amended.

Among editorial modifications, structural improvements, setting timeframes for certain process phases, the following changes were made: Introduction of preparing the proposal form stage before preparing a draft project plan, inclusion of a risk analysis for projects dealing with security matters.

Results incorporated in this document received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 853853 (project STAIR4SECURITY).

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

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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 steppingstone 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, 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/CENELEC national members shall adopt the resulting standard.

A CWA is a deliverable, which may take various forms such as text file or computer code, developed and agreed by the participants in a temporary working group (CEN/CENELEC Workshop). It is designed to meet an immediate need, can be quickly developed and can be used as 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/CENELEC Workshop Agreement process is provided in Annex C.

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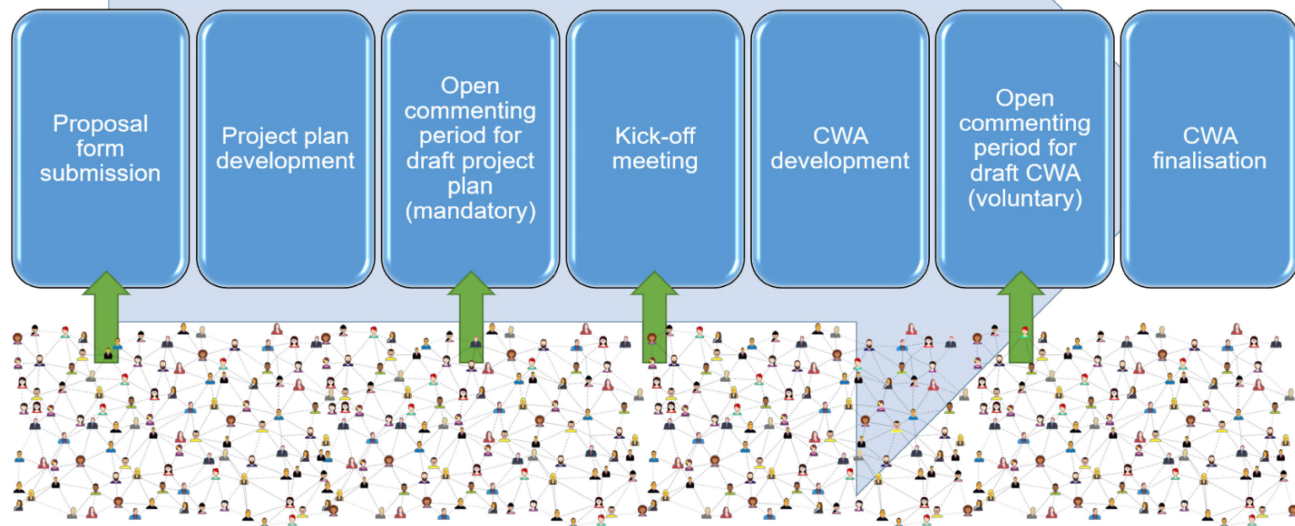


Figure 1 — Illustration of the CWA process

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.

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Although a CWA is developed outside the normal CEN/CENELEC Technical Body structure, it is important to ensure the coherence of all the different CEN/CENELEC deliverables in order to protect the credibility of European standardization. A CWA, therefore, shall not conflict with a 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.

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1 Scope

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

2 Terms and definitions

2.1

CEN/CENELEC Workshop

working platform open to the participation of any interested parties for elaboration of CEN/CENELEC Workshop Agreements

2.2

CEN/CENELEC Workshop Agreement (CWA)

CEN/CENELEC deliverable, developed by a Workshop, which reflects an agreement between identified individuals and organizations responsible for its contents, and which is made available by CEN/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, 2020, 2.10 and A.2.1, modified]

3 Purpose and main elements of the CWA concept

A CEN/CENELEC Workshop is considered as a body 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/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/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/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 will have to 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/CENELEC Enquiry. Similarly, the members of a Technical Committee might encourage the creation of a CEN/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/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 Legal Framework). In CENELEC, safety matters are excluded from being the subject of a CWA.

4 Initiation

4.1 Allocation of CEN/CENELEC Workshop secretariat

4.1.1 Every CEN/CENELEC Workshop has to be supported by a secretariat from a CEN/CENELEC national member.

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

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

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

4.2 Preparation of proposal form

The proposer of the CEN/CENELEC Workshop, with the support of the CEN/CENELEC Workshop secretariat, shall prepare a CEN/CENELEC Workshop proposal form (see Annex A, A.1 and A.2). This form aims to facilitate consultations of the relevant stakeholders and bodies on the launch of the CEN/CENELEC Workshop, by allowing for a quick review of the main aspects of the project.

The CEN/CENELEC Workshop proposal form shall be submitted by the CEN/CENELEC Workshop secretariat to the Director Standardization of CCMC for allocation to a CCMC project manager.

If CEN/CENELEC Technical Bodies were identified in the CEN/CENELEC Workshop proposal form, the form shall be submitted to them by the CEN/CENELEC Workshop secretariat for a 30-day consultation, as well as to other relevant groups such as CEN/CENELEC Sector Fora, Focus Groups and Coordination Groups for information (see CEN/CENELEC Internal Regulations – Part 2, Annex G).

The existence of a related CEN/CENELEC Technical Body does not preclude the launch of a CEN/CENELEC Workshop. Indeed, it can be a suitable solution to pre-standardize a new topic in the CEN/CENELEC Workshop. There will be also the possibility for the Technical Bodies to participate in the CEN/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 related Technical Body is not a justification to stop a CEN/CENELEC Workshop. In particular, if the Technical Body has not addressed the same topic in its current work programme, no objections should be posed against the creation of the CEN/CENELEC Workshop.

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

If the CEN/CENELEC Workshop proposal form reveals the need for a CEN/CENELEC BT decision, CCMC shall submit the proposal including the proposer's and CEN/CENELEC Technical Bodies' arguments, if any, to the CEN/CENELEC BT(s) and launch the decision-making process.

If during the CEN/CENELEC BT decision process, concerns are raised about the CEN/CENELEC Workshop proposal, CCMC shall consult the relevant CEN/CENELEC BT member, the proposed Workshop secretariat and the CEN/CENELEC Workshop proposers within 15 days, in order to resolve the problem.

4.3 Preparation of draft project plan

The proposer of the CEN/CENELEC Workshop shall prepare a draft project plan with the assistance of the CEN/CENELEC Workshop secretariat, preferably in parallel to the preparation of the proposal form.

The draft project plan

- 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.

- shall set out the process by which new participants can join the CEN/CENELEC Workshop up to and including the end of the drafting phase; participation fees, if any, shall also be mentioned.
- shall specify voting rules if such voting is necessary in the CEN/CENELEC Workshop.
- shall specify in which official CEN/CENELEC language the CWAs shall be developed and in which additional languages the CWA is to be drafted and published, if required.
- should include the intention to conduct an open commenting phase, which is highly recommended as a means of enhancing transparency, but this does not preclude the CEN/CENELEC Workshop participants agreeing to do so at a later stage. An open commenting phase is only mandatory if the CWA deals with safety aspects.

The draft project plan as well as the agenda of the kick-off meeting shall then be submitted to CCMC by the Workshop secretariat.

4.4 CEN/CENELEC Workshop announcement

Within 15 days after completion of the stages described in 4.2 and 4.3, CCMC announces the kick-off meeting on the CEN/CENELEC website(s) and posts the draft project plan there for a 30-day commenting period. The CEN/CENELEC Workshop secretariat is encouraged to announce the kick-off meeting on any other relevant channels. Stakeholders may declare their intention to participate in the CEN/CENELEC Workshop. The CEN/CENELEC BTs are informed of the launch of the CEN/CENELEC Workshop by CCMC.

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/CENELEC Workshop

5.1.1 The kick-off meeting shall take place at least 30 days after the publication of the draft project plan on the CEN/CENELEC website(s). In addition to the mandatory publication on the website, CEN/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/CENELEC Workshop proposers.

5.1.2 At the kick-off meeting the project plan shall be agreed on by those participants wishing to proceed. The CEN/CENELEC Workshop chair is appointed by the CEN/CENELEC Workshop secretariat. All the elements of the adopted project plan shall be respected by the CEN/CENELEC Workshop and its participants.

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

5.1.4 The kick-off meeting shall be held in one of the CEN/CENELEC national members' countries.

5.1.5 The Work Item(s) included in the adopted project plan is/are to be registered in the CEN/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/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. The CEN/CENELEC Workshop Chair may take decisions on the conduct of the CEN/CENELEC Workshop on the basis of the comments expressed by the participants and of this Guide.

5.2.2 The CEN/CENELEC Workshop secretariat shall ensure, in coordination with the CEN/CENELEC Workshop Chair, that this Guide is followed. The CEN/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/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.