



SLOVENSKI STANDARD SIST CEN/CLC Guide 34:2021

01-maj-2021

Zastopanje CEN in CENELEC na uradnih srečanjih

CEN and CENELEC representation in official meetings

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Ta slovenski standard je istoveten z: **CEN/CLC Guide 34:2021**

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**CEN and CENELEC
representation in official
meetings**

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European Committee for Standardization

Tel: +32 2 550 08 11

Fax: +32 2 550 08 19

European Committee for Electrotechnical Standardization

Tel: +32 2 550 08 11

Fax: +32 2 550 08 19

ITeH STANDARD PREVIEW
(standards.iteh.ai)

Rue de la Science, 23

B - 1040 Brussels

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1 Executive Summary

In recent years, a number of representatives have been appointed by the CEN/CENELEC Governing Bodies (AGs, CAs, BTs) to represent the interests of CEN/CENELEC in external groups (e.g. European Commission Expert groups) and specific events (e.g. UN/EC, conferences).

Given the important role that these representatives play, it is necessary to define their roles and responsibilities and make them aware of the expected commitment, in order to ensure that they:

- act in line with the CEN and CENELEC Strategy 2030 (and subsequent strategies beyond 2020);
- are informed of the policies, priorities and positions of the organizations (CEN, CENELEC or CEN-CENELEC) they represent;
- understand the message and priorities to be conveyed;
- provide effective and efficient reporting and feedback to the CEN/CENELEC Governing Bodies.

To this end, once appointed, the representative is to abide by the stipulations of the guidance document as included in Annex A, which identifies a set of basic practices to be followed to ensure proper coordination, reporting and follow-up.

The list of appointed representatives is kept by CCMC. Regular updates will be provided to the CEN/CENELEC Governing Bodies.

Note: This Guide **does not apply** to the appointment of elected CEN and CENELEC Officers.

1.1 Role

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The representatives represent the CEN/CENELEC interests in those groups to which they were appointed by the CEN/CENELEC Governing Bodies. They put forward the views and defend the interests of CEN-CENELEC. Their interventions are however limited to the field and topics that are stipulated in their mandate and as laid down in the associated decision/resolution of the Governing Body concerned.

Their actions and activities shall be in line with the [CEN-CENELEC Strategy 2030](#) (and subsequent strategies beyond 2020).

The representatives shall ensure the necessary coordination with relevant CEN/CENELEC groups so that any position that is put forward shall be based on the consensus of these bodies.

When representatives express opinions that were not previously agreed by the relevant CEN/CENELEC group they represent, they have to make clear that these represent personal views.

1.2 Tasks/Responsibilities

The appointed representative shall:

- get acquainted with the relevant CEN/CENELEC policies and rules which have an impact on the topics covered by his/her assignment;
- before attending a meeting, coordinate (in close cooperation with CCMC) with the relevant sector fora, coordination groups or technical bodies in order to ensure that he/she is aware of the CEN/CENELEC position on the topic;

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- present the agreed CEN/CENELEC position during the meeting;
- report on the outcome of the meeting within two weeks, in line with the guidelines included in Annex A.

The appointed representative *shall not*:

- present any other position than the one agreed upon on behalf of CEN and CENELEC;
- engage CEN/CENELEC in any specific obligation unless previously agreed with the relevant CEN/CENELEC group.

1.3 Duration

The duration of the appointment is laid down in the relevant decision/resolution of the Governing Body.

The relevant CEN/CENELEC Governing Body has the right to terminate the appointment of the representative at any time, should it be concluded, for example, that the latter's behaviour was not in line with CEN-CENELEC Guide 34.

1.4 Nomination Process

Candidate representatives shall be identified following a call for nomination issued by CCMC on behalf of the relevant CEN/CENELEC group.

For new topics, or where no specific CEN-CENELEC group exists, candidates shall be identified among the CEN-CENELEC Members following an invitation by CCMC.

The call for nomination is normally issued with a deadline of 2 weeks. This can be shortened depending on circumstances.

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Upon receipt of nominations, the CEN/CENELEC group, or in its absence CCMC, may recommend that the relevant Governing Body appoint the candidate that best meets their needs.

1.5 Appointment Process

The relevant Governing Body appoints the nominated representatives taking into account the recommendations of the relevant CEN/CENELEC group, or in its absence CCMC.

The appointment of the nominated representative by the relevant Governing Body is normally made within 4 weeks of the date of receipt of the nomination.

This can be shortened depending on any specific needs identified.