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Dogovori z delavnic CEN in/ali CENELEC - Hiter način do standardizacije

CEN and/or CENELEC Workshop Agreements - A rapid way to standardization

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01.120	Standardizacija. Splošna pravila	Standardization. General rules
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**CEN and/or CENELEC
Workshop Agreements – A
rapid way to standardization**

Edition 3, March 2024



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European Committee for Electrotechnical Standardization

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CEN-CENELEC Guide 29:2024 (E)**European foreword**

This document (CEN-CENELEC Guide 29:2024) has been prepared under the supervision of the CEN and CENELEC Technical Boards and Administrative Boards.

This third edition supersedes the second edition (CEN-CENELEC Guide 29:2020), which has been amended.

NOTE When the expression CEN and/or 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 stepping stone 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 (Technology Readiness Levels – TRL), 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 and/or CENELEC National Members shall adopt the resulting standard.

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

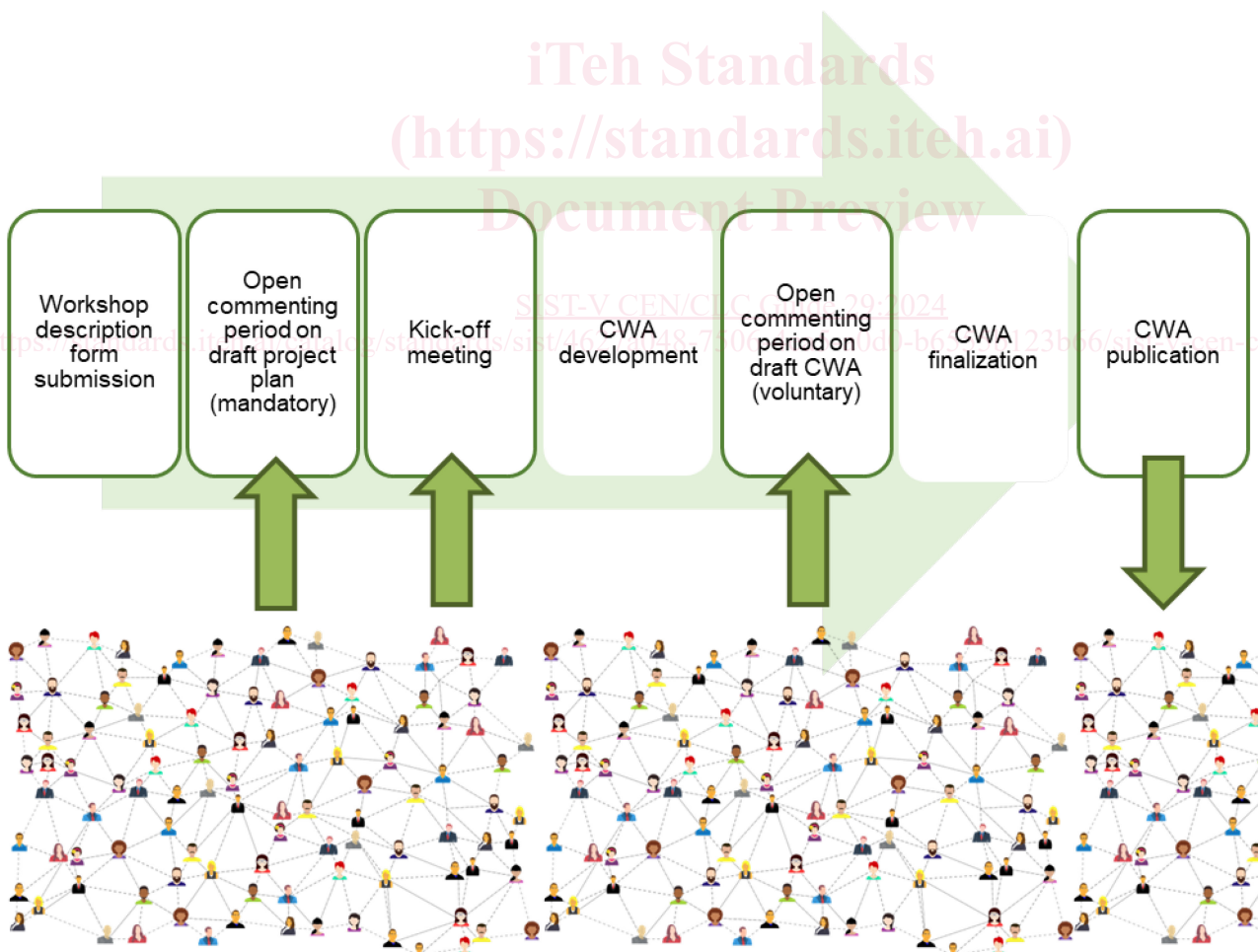


Figure 1 — Illustration of the CWA process

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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 (Research Consortium Bridge- Addressing Research and Innovation in European Standardization activities and deliverables) and CEN-CENELEC Guide 39 (The role of standards in support of Technology Transfer).

Although a CWA is developed outside the normal CEN and/or CENELEC Technical Body structure, it is important to ensure the coherence of all the different CEN and/or CENELEC deliverables in order to protect the credibility of European standardization. A CWA, therefore, does not conflict with any 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 and/or CENELEC deliverable known as the 'CEN and/or CENELEC Workshop Agreement'.

2 Terms and definitions

2.1

CEN and/or CENELEC Workshop

temporary group open to the participation of any interested parties for elaboration of CEN and/or CENELEC Workshop Agreements

2.2

CEN and/or CENELEC Workshop Agreement

CWA

CEN and/or CENELEC deliverable, developed by a CEN and/or CENELEC Workshop, which reflects an agreement between identified individuals and organizations responsible for its contents, and which is made available by CEN and/or 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, 2023, 2.10 and Annex A, modified]

3 Purpose and main elements of the CWA concept

A CEN and/or CENELEC Workshop is considered as a temporary group 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 and/or 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 and/or 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 and/or 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 shall 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 and/or CENELEC Enquiry. Similarly, the members of a Technical Committee might encourage the creation of a CEN and/or 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 and/or 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 Legislative Framework). Safety matters are excluded from being the subject of a CWA. If a CWA is intended to address security, a risk analysis shall be carried out.

NOTE 1 “Safety” refers to the avoidance of unacceptable risks that can lead to harm or injuries caused by accident, foreseeable misuse, defective design or manufacturing, etc. Examples: safety of machinery, safety of products, safety of personal protective equipment, safety against fire, safety devices in vehicles, etc.

NOTE 2 “Security” refers to the prevention of, and reaction to, natural- or human-caused emergencies. Examples: cybersecurity, data protection, protection of critical infrastructures, crisis management (natural disasters, terrorism, sabotage, etc.), chemical-biological-radiological-nuclear protection (CBRN), etc.

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4 Initiation

4.1 Allocation of CEN and/or CENELEC Workshop secretariat

4.1.1 Every CEN and/or CENELEC Workshop shall be supported by a secretariat from a CEN and/or CENELEC National Member.

NOTE When a CEN and/or CENELEC Workshop originates from a European R&I (Research & Innovation) project, CEN and CENELEC National Members can be partners in European R&I projects or be subcontracted to cover standardization-related activities like this secretariat.

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

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

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

4.2 Preparation of Workshop description form

4.2.1 The CEN and/or CENELEC Workshop secretariat, with the support of the Workshop proposer, shall prepare a CEN and/or CENELEC Workshop description form, as available on CEN and/or CENELEC BOSS. This form is articulated in two parts: Part A – Workshop summary, and Part B – Project Plan.

4.2.2 Part A – Workshop summary aims to provide an overview of the workshop for a quick review of the main aspects and to allow the identification of the relevant stakeholders and bodies to be informed or consulted on the launch of the CEN and/or CENELEC Workshop.

4.2.3 Part B – Project Plan explains the background, objectives, and details of the work to be done in the CEN and/or CENELEC Workshop. In particular:

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