

KAN Report 35

**Possible influence of the
OH&S sector on
CEN standardization**

The project "Kommission Arbeitsschutz und Normung" is financially supported by the German Federal Ministry of Labour and Social Affairs (BMAS).

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Published by Werner Sterk
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November 2006

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About this report

The Commission for Occupational Health and Safety and Standardization (KAN) was founded in 1994 to assert German interests in OH&S matters, especially with regard to European standardization. KAN is composed of representatives of the social partners (employers, employees), the state (national and regional governments), the Federation of institutions for statutory accident insurance and prevention (HVBG) and the German Standards Institute (DIN). One of KAN's tasks is to pool public interests in the field of occupational health and safety and to exert influence on current and future standardization projects by issuing comments on specific subjects. KAN commissions studies and expert opinions in order to analyze OH&S-related issues in standardization activity and to identify the areas in need of improvement.

Background

Product safety legislation is supported in many sectors by European standards. An example is the German Equipment and Product Safety Act, the pursuant regulations of which transpose a number of European directives. Provision is made for these directives to be supported by harmonized European standards. European standards therefore have an important function in the prevention of occupational accidents and diseases.

For this reason, KAN has commissioned a study into the possible influence of the OH&S sector on the CEN standards development process. The study describes the procedures for standards development work at CEN, including its interaction with international and national standards development. It also describes the instruments available for influencing European standards development activity, and identifies the CEN committees of particular interest to occupational health and safety. In this respect the study is based strongly upon the structure of KAN Report 34, "Possible influence of the OHS sector on ISO standardization".

Purpose of the study

The purpose of the study was to create a basis by which occupational health and safety representatives may exert a greater influence upon European standards development.

For this reason, the study was to present the procedures of European standards development in an easily understandable form, beginning with the decision to launch a project, through to completion and subsequent revision. One focus of the study was to be the interaction with the procedures of international and national standards development (e.g. parallel voting under the overall control of CEN or ISO, and direct adoption of existing international standards).

The resulting description served to identify the points in the procedures at which occupational health and safety stakeholders could in principle exert influence. The conditions under which this is possible and the necessary approaches were to be described.

The occupational health and safety experts directly and indirectly involved are crucial to the representation of OH&S interests in European standards development. The study was therefore to serve as the basis for a survey of the German and other European OH&S representatives involved in CEN standards development activity. The first step entailed identification of the areas of CEN standards development which are of particular relevance to occupational health and safety.

KAN thanks the author Mr K.-P. Schulz for conducting the project and presenting the report,

and the following experts for their supporting the project and its evaluation:

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Summary

European standards

A common characteristic of international standards (refer to separate KAN Report 34 in this case) and European standards is that they are developed voluntarily by a network of committees and experts. The national standards institutes are an integral part of these networks and serve as nodes of communication and national opinion-formers. As in ISO and IEC standardization activity, the national institutes are responsible for conducting a substantial part of the technical work, i.e. supporting the Technical Committees. European standards are similar to international standards in that they cover a wide range of issues, from product specifications, through test procedures, to management systems.

The formal similarities end at this point. European standardization activity serves a quite different purpose to that at ISO and IEC. In no way do CEN and CENELEC seek to compete with international standardization activity; instead, their function is to harmonize the national standards of the EU Member States. For this purpose, the greatest possible use is made of work already conducted at international level. A large proportion of international standards are incorporated unchanged into the European body of standards under the Vienna and Dresden Agreements. In the process, they also become relevant to the European legal system within the scope of New Approach directives.

Where these subjects are concerned, it is appropriate to ask what opportunities exist for a certain specialist sector (in this case, that of occupational health and safety) to influence European standardization, and how these opportunities may be exploited and improved. What concerns may be presented, where, and how, such that they are given due consideration? The present report aims to answer these questions in terms of the OH&S lobby's scope for influencing the European standardization process. One fact is clear: owing to the close co-operation between CEN and ISO and between CENELEC and IEC, scope for influencing international standardization also continues to be important at European level. The present study addresses aspects which are peculiar to European standardization activity. An example is the shift in focus of the transnational consensus-forming process from the committee to the public enquiry stage, and the greater influence derived from participation by experts in the working groups.

Formal CEN/CENELEC rules

Before opportunities can be created for effective influence, some understanding is needed of the formal rules of the European standards committees. Chapter 1 of the report is devoted to this subject. Besides the committees and their composition, the procedures at the various stages of a project are particularly important. The types of document and the decision-making processes, the rules defining the form of European standards, and in particular their role in the context of the New Approach should also be familiar.

With the exception of telecommunications standards in ETSI, for which special rules apply, the development of European standards always follows a set procedure. It begins with adoption of the proposal as a standards project. This is followed by development of a working document within the working group, or by selection of a reference document; consultation of all national members by the instrument of a European draft standard (prEN) or the questionnaire procedure for adoption of an existing reference document; and finally, official adoption of the final draft (FprEN). Ultimately, the standard is adopted jointly in the form of national standards. Like ISO, CEN employs an initial stage for preliminary work items in which sufficient progress has not yet been made for development proper.

The comparison with the international rules, however, reveals some serious differences: although procedures also exist in international standardization for the direct adoption of existing documents (e.g. the fast-track procedures), they are far less common than in European standardization, where a considerable proportion of the work is geared to the direct adoption of international standards. Whereas, in international standardization, the process of consensus-forming takes place largely at the Technical Committee stage (based upon the Committee Draft, which ceased to exist at CEN with introduction of the rules for "CEN optimization"), at CEN, the work of the working group itself is submitted for public enquiry, and the comments on the European draft standard are accorded an importance markedly different to that for comments on an ISO-DIS.

Finally, European standards are not publicly available as documents in their own right, but only in their national versions (e.g. as BS EN, DIN EN or NF EN standards). Whereas the strong recommendation that they be adopted or even used directly is inherent to international standards, European standards must, under the CEN/CENELEC Internal Regulations, be accorded the status of national standards, unless A-deviations are granted on the basis of differing national statutory provisions. Mention must also be made of the standstill agreement, under which CEN/CENELEC members are barred from competing with a European project and, whilst development of an EN is in progress, from publishing national standards containing deviating provisions (national projects serving opinion-forming and supplementary European work — up to and including publication of a national draft standard for public enquiry purposes — remain permissible, however).

As with ISO standards, certain prenormative or informative project results exist at European level, specifically the Technical Specification (TS), the CEN Workshop Agreement (CWA), the Guide and the Technical Report (TR). A common feature of these documents is that they are either used on a trial basis, with a view to their being transposed into a standard at a later stage should they prove effective, or that they contain information of public interest concerning standardization work. (The ISO/PAS, the "Publicly Available Specification", does not exist at European level; DIN has a similar concept, however.)

With consolidation of the European Union, and in particular since implementation of the New Approach to technical harmonization and standardization, the need has increased for close co-operation between the international and European levels. The Vienna Agreement between ISO and CEN permits numerous specific measures, from reciprocal provision of information, through the attendance of TC sessions by delegations, to the transfer of entire standardization projects from one level to the other. In this last case, parallel voting on the project results subsequently takes place on the two levels with the objective of achieving verbatim EN and ISO standards.

It is advantageous that the rules for the creation of European and international standards are the same (the European rules have been derived from the international rules by modified adoption). In neither direction of transfer are significant editorial changes required. A similar situation applies to the rules governing the adoption of international standards as national or regional standards. ISO/IEC Guide 21-1 also permits all available options (identical adoption, modified adoption, translation, etc.) for regional (and therefore for European) standards.

Channels of communication, events and contacts

As at international level, knowledge of the formal rules — although they are a condition for effective action — does not adequately answer the question of when (i.e. at what project stage) particular concerns should be presented, where (in what committee or to what official body), and what form the channels of communication should take.

Theoretically, occupational health and safety issues may be raised at CEN and CENELEC in

the general assembly, the administrative board, the technical board, the technical committee, the working group, and down the hierarchy to the editing committee. Issues and aspects differ between the various levels, as does the form of the possible decisions. It is important that the right subject be addressed at the right time on the right level. One important aspect differs here from that at ISO and IEC: in Europe, the legislator takes a substantially closer interest in standardization than is the case on the international platform (refer in particular to Chapter 1.7 concerning the New Approach to technical harmonization and standardization).

Chapter 2 describes the possible channels of communication and the issues which can be addressed at TC or WG sessions, in a written enquiry, or during formal voting. The functions, tasks and competencies of the various parties involved are also explained.

Improvements in the participation of the OH&S lobby

Besides knowledge of the formal rules and the appropriate procedure, a third issue is significant, namely: which European standards committees are of any relevance to occupational health and safety; where are OH&S experts involved; and where does a need exist for involvement to be stepped up? Chapter 3 of the report addresses this issue.

The approach is based upon the International Classification of Standards (ICS), which enables areas which may primarily be relevant to occupational health and safety to be identified. Committees of interest are those dealing with standards projects which have a direct bearing upon occupational health and safety (e.g. noise and vibration exposure, air quality, protective equipment and clothing, radiation protection, ergonomics). Also of interest are TCs which primarily develop product standards but which give consideration to OH&S aspects within them. The "harmonized" standards which give rise to a statutory presumption of conformity in the context of Single Market directives, and which for example govern technical work equipment, have an important function here. Finally, the active participation of OH&S experts is an indicator that a project is relevant to occupational health and safety.

91 technical CEN committees were selected and examined according to the criteria described above. The distribution of the secretariats in particular provides an indication of the subjects which have attracted specific interest, where potential allies are to be found, and where a need exists for involvement to be stepped up. At European level, however, the interest of a Member State in direct participation in technical activity cannot be inferred from its official level of involvement: according to the Internal Regulations, all countries are members of all CEN/TCs (with corresponding obligations, e.g. that of voting for official purposes).

Introduction

Together with the European Telecommunications Standards Institute (ETSI), the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC) form the European standardization system.

The principal objective of this system is not primarily the development of a complete body of European standards. Rather, the Statutes of CEN set out the following aims: to support and strengthen the achievement of the European Single Market; to enhance the competitiveness of European players on the global market; and to ensure the most efficient input from Europe to international standardization activities and co-operation. As possible measures, the CEN Internal Regulations cite harmonization of the national standards of the CEN members, promotion of uniform implementation of International Standards, and of course the development of European Standards by CEN itself, where necessitated by the circumstances.

Within this system, CEN has the widest technical scope. CENELEC operates largely under the same rules as CEN, but its activity is restricted to the area of electrical engineering and electronics and to co-operation with IEC. This report will not address the particular aspects of telecommunications standardization at ETSI. Except where explicitly stated to the contrary, all information below refers to CEN.

The European system of standardization is characterized by its vigour and by high rates of growth, not least owing to the requirements placed upon the system by political administrations. In particular, enlargement of the EU leads to a parallel (and to some degree anticipatory) extension of CEN's membership. In 2003, CEN had 22 national members; they now number 29. The most recent DIN Annual Report, that for 2005, states the following figures for CEN and CENELEC: 15,583 European Standards (1,638 of them new standards), 995 other products (such as TSs or CWAs), and 5,253 current work items. In 2005, this work was being conducted by 437 technical committees and subcommittees and 1,692 working groups.

DIN Deutsches Institut für Normung e.V. has been the German member of CEN since the latter's inception. DIN and the stakeholders associated with it are strongly involved both at ISO and in European standardization. DIN maintains the secretariats of 28% of the CEN technical committees (and a far higher proportion in the field of occupational health and safety, see 3.2), and is the leader in Europe in this respect, ahead of AFNOR (France) and BSI (Great Britain). Work in the DIN national mirror committees to the CEN bodies presents comprehensive opportunity for influence upon the work being undertaken at CEN.

This report is based in particular upon data published by the European Committee for Standardization (CEN) on the Internet (www.cenorm.be, as of 10 March 2006).

1 Procedures for European standardization

1.1 The structure and bodies of CEN

Like ISO, CEN has one member for each country which has the task of representing all interests of the country concerned (information on the CEN members can be found in Annex D; ASRO (Romania), which joined in 2006, is the most recent CEN member). In European standardization, with its process of weighted voting, each member has a specified number of votes at certain formal decision-making stages (in particular for the acceptance of ENs). This weighted voting system is based upon the procedures of the EU (see Annex F).

Besides the voting **CEN national members**, the CEN Statutes also make provision for the following classes of membership:

- **Associates**, European organizations representing particular lobbies and which have access to the political and technical CEN bodies in an observer capacity; at present, Associates exist representing the chemical industry, the construction industry, consumers, the environment, the machine tools sector, the medical devices sector, SMEs, and trade unions (see also Annex D); Associates should not be confused with Associated Standards Bodies (ASBs), which carry out elements of agendas within CEN standardization activity in certain areas such as aeronautics and steel
- **Affiliates**, national standards bodies in countries — particularly in Central and Eastern Europe — whose future accession to the EU or EFTA may be anticipated, who have access to the General Assembly and to technical committees, and who are able to participate in CEN standardization activity and to adopt its results; current Affiliates are Albania, Bulgaria, Croatia, Macedonia and Turkey, see also Annex D
- **Partner Standardization Bodies (PSBs)**, ISO members in countries which, for political or geographical reasons, are unlikely to accede to membership of the EU at some point in the future, but who nevertheless wish to participate in CEN activity; current PSBs are Bosnia and Herzegovina, Egypt, Russia, Serbia and Montenegro, Tunisia, Ukraine; see also Annex D

An important role is also played by the European Commission and the EFTA Secretariat as Counsellors (for the role of European Standards in the European Single Market and under the New Approach to technical harmonization and standardization, see also 1.7), and by the European or global industry organizations to which CEN maintains relations (see also 3.3).

Much as in ISO, which features comparable organs, i.e. General Assembly, Council, Technical Management Board, technical committees with subcommittees and working groups, and the Central Secretariat, the most important CEN bodies are:

- **The CEN General Assembly (AG)**
Comprises delegations of all members; takes decisions on fundamental issues such as the budget, membership, and election of the President and other senior officers
- **The CEN Administrative Board (CA)**
Comprises personal representatives of the national CEN members and is responsible for work on standards policy; the Administrative Board is supported by two Consultative Committees (CACCs) for External Policy and Finance
- **The CEN Technical Board (BT)**
Comprises personal representatives of the national CEN members; is patron of the

technical work, and reaches decisions on fundamental technical issues and in technical disputes

- The **CEN Technical Committees (TCs)**
Are composed of national delegations from the members; have numerous **working groups (WGs)** and a smaller number of **subcommittees (SCs)**; plans are for no new SCs to be formed and for the existing SCs to be converted to WGs or to TCs in their own right, or to be dissolved upon completion of their tasks
- The Central Secretariat, **CEN Management Centre (CMC)**
Is headed by the Secretary General; comprises professional standardization officers and the staff of their secretariat

The CEN General Assembly and technical committees are open in the main not only to the CEN members, but also to the Associates, Affiliates and Partner Standardization Bodies. Representatives of supranational organizations which are in turn representative of their particular sector may attend TC meetings as observers (see also 2.3 and 3.3). As at ISO, experts appointed in a personal capacity meet in the working groups of the TCs to conduct technical work.

The CEN Technical Board (CEN/BT) has an important function concerning all technical work. The Chairman of the BT is the "CEN Vice President Technical". All national CEN members delegate a permanent representative (without specified term of office) to the BT. The institutions represented in the BT with observer status include the Associates, the sector representatives, and in particular the European Commission (Enterprise Directorate-General) and the EFTA Secretariat.

The BT's powers include that of creating and dissolving technical committees, and of defining or approving their areas of activity and agendas. The BT has responsibility in the first instance for any technical issue for which no particular technical body (e.g. a TC) exists. The BT employs a range of procedures for its work (plenary sessions, Resolutions per Correspondence (also termed "C Resolutions") and BT working groups).

A particular form of BT working group are the BT Task Forces (BTTFs), which conduct standardization activity proper. They are in fact a form of temporary TC, since they are composed not of experts, but of national delegates.

A sub-group of the BT, the "TC Management Group" (TCMG), deals with issues concerning the technical work of the technical committees. It is open to all affected CEN members. Decisions which fall within the competence of the BT but concern the work of a single TC only are taken by the TCs themselves as delegated decisions, and are taken up again by the BT only in problem cases.

The division of functions between the Technical Board, the technical committees and the working groups is set out by the optimization process, in which three levels are defined:

- Definition of policy, general co-ordination, general management and arbitration functions in the Technical Board and in the Administrative Board
- Programming and management of standardization activity, consensus-building management in the technical committees
- Drafting of the standards and development of high-quality documents to schedule in the working groups

1.2 Development of European Standards (project stages and modus operandi)

1.2.1 Principles

The development of European Standards takes place (except where they are created by the adoption of International Standards, in which case they may also be dealt with by other methods) in the technical committees (TCs) and, in particular, in the working groups (WGs). All CEN members are by definition members in all TCs and/or SCs, and may participate in all WGs. Members have no choice of status in this context, in contrast to the situation at ISO, whose members may choose between P status (which entitles them to full participation) and O status (which merely ensures that they remain fully informed), or may abstain completely from participation in individual TCs.

The work of the TCs, SCs and WGs is decentralized, as at ISO; each secretariat of these bodies is maintained by a CEN member. The CEN Management Centre (CMC) in Brussels is responsible for general administration, overall planning and co-ordination of the technical work, the conducting of the enquiry and acceptance procedures, distribution of the European Standards for adoption, and for providing support to the organs of CEN (with the exception of the technical committees and their working groups).

The technical work (development of European Standards and other normative documents) proceeds in stages. The basic rules governing this activity are set out in the CEN/CENELEC Internal Regulations, Part 2, which apply in equal measure to the work of CENELEC. Altogether, the CEN/CENELEC Internal Regulations comprise:

Part 1: Organization and Administration

Part 2: Common Rules for Standardization Work

Part 3: Rules for the structure and drafting of CEN/CENELEC Publications (ISO/IEC Directives — Part 2, modified)

Part 4: Certification

For further details, see Annex A and 1.5 on the structure and drafting of European Standards.

1.2.2 Proposal stage

Proposals for the development of European Standards, Technical Specifications and Technical Reports (including their revision or amendment) may be submitted by the CEN members, any technical CEN body, the European Commission and the EFTA Secretariat, and also by international or European organizations.

Where a proposal falls within the competence of a CEN/TC, the latter conducts an assessment based upon a list of criteria which considers, in particular, the market relevance and the benefit of the proposed work item, and its feasibility. The assessment is conducted on the basis of the information provided by the proposer in his application. Should the result be positive, the TC can adopt the new project in its agenda by means of a delegated decision. This is conditional upon the interest of at least five CEN members in active participation, and upon a substantial prospect of completion within the specified three-year period. The existence of a preliminary working document is always advantageous.

Much in the same way as at ISO, a CEN/TC can also adopt preliminary work items, which are

not yet ready for development, in its agenda. These work items are held at a preliminary stage and are reviewed regularly by the TC for their readiness for development (in terms of both content and schedule).

Proposals for new areas of activity which do not fall within the scope of an existing CEN/TC are relayed to the Technical Board, which conducts a three-month enquiry before deciding whether to set up a new TC, to extend the scope of an existing TC or to respond to the proposal in some other manner.

1.2.3 Preparatory stage

The preparatory stage comprises the development, normally at working group level, of a **working document**. At least one version of the working document is made available to the TC at this stage for information purposes. Several successive versions are generally required before a stable working result is attained. At this stage, the WG Convenor, TC Chairman and TC Secretariat decide whether to launch the CEN enquiry. A committee stage with a committee draft for written comments at TC level ceased to exist at CEN with implementation of the optimization process.

As already mentioned, a large proportion of European Standards are produced by the adoption of International Standards. In this case, instead of a working document being developed, a **reference document** is selected, and instead of a CEN enquiry being conducted, a **questionnaire procedure** is followed. These tasks can of course be conducted by a technical committee within the scope of its area of activity. Should the subject fall outside the scope of any existing TC, the BT itself takes the necessary decisions for commencement of the work. In most cases, a Task Force is formed which acts in accordance with the working rules for TCs. In straightforward cases, any necessary editorial work can also be conducted by the CMC itself.

Whichever path is selected for publication of an EN, the **Standstill Agreement** still applies. Under this agreement, the CEN members may not publish a national standard containing deviating provisions once European work has commenced. This does not apply to the development of Technical Specifications. National work serving opinion-forming and supplementary European work — up to and including publication of a draft national standard for public enquiry purposes — are permissible during development of European Standards. Other exceptions, e.g. where the national legislator issues mandates concerning safety issues, are also possible.

1.2.4 Enquiry stage

At the enquiry stage, the **Draft European Standard** (prEN, Enquiry Draft) is presented to all CEN members for review and voting within five months. The CEN members are required at this stage to indicate whether they consider acceptance as an EN to be possible. Technical comments may be submitted (for CEN members who have not delegated experts to the responsible WG, this is the first formal opportunity to do so). Any A-deviations must be indicated at this stage at the latest.

Following completion of the enquiry, the secretariat draws up a report to the TC on its result and the comments received. The TC, or the WG or possibly an ad-hoc group mandated by the TC, discusses and processes the comments; the TC then decides upon the subsequent procedure. It can approve a Final Draft for formal voting, consider a second Draft Standard, degrade the result of work to a Technical Specification, or decide to abort the work. Not until the formal voting stage are the votes for and against formally counted and the result ascertained in

consideration of the official criteria for acceptance.

1.2.5 Approval stage

At the approval stage, the **Final Draft European Standard** (FprEN) is made available to all CEN members for voting within two months (it is not generally made available to the public again). At the approval stage, the content of the Final Draft can no longer be amended; the standard can only be accepted or — with statement of the reasons — rejected (editorial comments and the correction of errors are however possible). Acceptance is subject to the conditions concerning weighted voting (see Annex F): 71% or more of the votes cast (without abstentions) must be in favour.

The **Unique Acceptance Procedure** requires mention at this point. This procedure merges CEN/CENELEC enquiry and formal voting to form a single procedure. It is employed primarily for votes on a familiar technical document (e.g. an ISO standard) for which no substantial new comments are anticipated.

1.2.6 Implementation stage and periodic review

The approval stage is followed by the **implementation stage**, at which the CEN Management Centre (together with the TC Secretariat if necessary) prepares the final form of the **European Standard** and has it translated (refer to the preamble to Annex J regarding the language issue), and then distributes it to the CEN members for national adoption (see also 1.6.1).

The European Standard must be subjected to periodic review at least every five years. A decision may then be taken to confirm the standard, to revise it, to replace it by an ISO standard which has been published in the meantime, or to withdraw it. The steps for full revision of the European Standard follow the procedure described above for a new standard. Minor changes may be effected by Technical Corrigenda or Amendments. In this case, only the parts of the European Standard which are to be changed are edited and published (before now, as separate documents; in future, as consolidated versions).

Table 1. Stages of development of a European Standard

	European activities in CEN/CENELEC	National activities (e.g. in DIN)
Proposal stage	New Work Item (NWI) adopted by the BT, or by the TC where within its own scope	Announcement in the national Bulletin (e.g. in the "Norm-Anzeiger" of the "DIN-Mitteilungen"); the Standstill Agreement takes effect
Preparatory stage	Selection of a reference document (RD), e.g. an international standard, by the BT or the TC, or development of a working document by a WG	Participation of national representatives, delegates or experts
Enquiry stage	Primary Questionnaire (PQ) or CEN / CENELEC enquiry on the Draft European Standard (" <i>Projet de Norme Européenne</i> ", prEN)	Usually publication of a draft national standard (possibly also by Accelerated Procedure) for comments from the public, followed by development and issuing of national comments

	Processing of the results (particularly the comments) by the TC and the mandated groups	Participation of national delegates and experts in the TC, WG, ad-hoc group, editorial committee, etc.
Approval stage	Formal (final) vote on the final draft (FprEN) with weighted voting (see Annex F)	National vote on the final draft; required majority for approval: 71% of the weighted votes
Implementation stage	Ratification of the European Standard (see Annex J)	Adoption as a national standard, e.g. DIN EN standard
	Periodic Review of the EN	National vote at the TC Letter Ballot

1.3 Types of document and decision-making processes

1.3.1 Principles

The chief product (including numerically) of European standardization activity continues to be European Standards, of whatever origin (ISO, TC work). In many specialist areas (particularly those of information and communications technology), however, the duration of the entire working process is poorly compatible with the rapid pace of technical development. This has also prompted proposals at European level for streamlining of the working procedures and for new forms of technical document.

The document types currently available are listed in 1.3.2; see Table 2 for their relationship to the bodies within CEN and the project stages. The majority of these provisions match the corresponding ISO rules (for certain important differences, refer to Annex G). 1.3.3 provides an overview of administrative documents and rules; 1.3.4 explains the main decision-making and voting processes.

1.3.2 Technical documents

1.3.2.1 European Standard (EN)

A European Standard must normally have passed through the complete CEN procedure (see 1.2 and Annex A). This applies in particular to the "harmonized ENs" referred to in 1.7.1 and 1.7.2, which give rise to a presumption of conformity with the EC directives (other products of work, e.g. CEN/Ts or CWAs, are not generally sufficient for this purpose). European Standards must be adopted at national level and conflicting national standards withdrawn.

The Harmonization Document (HD) employed by CENELEC is similar in its effect to the EN. Public announcement and withdrawal of conflicting standards are minimum requirements for its national implementation.

1.3.2.2 Technical Specification (CEN/Ts)

The Technical Specification is a normative document. It corresponds largely to the ISO model, and is accepted by the responsible CEN/TC (at a TC meeting or following a three-month enquiry) with weighted voting.

Technical Specifications are frequently developed where provisions are required for items which are still at the development stage but for which a need exists for (preliminary) standardization. They may be the product of normal standardization activity in cases where a consensus for a European Standard cannot be built upon the results of the enquiry or during preparation of the final draft, and an alternative form of document is sought.

Should no agreement be reached on a single solution, competing Technical Specifications governing the same item may be published. They may not, however, contradict existing European Standards.

The status of the Technical Specification equates approximately to that of the DIN prestandard or the former European Prestandard. It is reviewed for the feasibility of its conversion to a European Standard no later than three years following its publication. Items for which a normative solution cannot be found in the foreseeable future should be addressed if necessary not in a TS, but in a TR (see 1.3.2.5).

CEN has no equivalent to a Publicly Available Specification.

1.3.2.3 **CEN Workshop Agreement (CWA)**

Corresponding to the arrangement at ISO, the CEN Workshop Agreement is a publication which has been developed and accepted by a CEN workshop and which reflects the consensus of the individual persons or organizations involved in and responsible for its content.

A CEN workshop is set up in response to an external proposal. Any party may submit such a proposal to the CEN Management Centre. The CEN members and any affected TCs are informed of it.

The workshop develops a CWA Draft. Based upon the comments by and consensus of the registered participants in the workshop, the Chairman decides whether the CWA is deemed accepted, and if so when. No provision is made for an Appeal against this decision. CWAs may compete with each other and with ENs, but must not contradict existing ENs.

1.3.2.4 **European (CEN/CENELEC) Guide**

The Guide has the same status at CEN/CENELEC as at ISO/IEC. It is regarded as an informative document, although it may contain provisions which can be made binding within the standardization system, e.g. by a BT resolution. It contains information and policy principles concerning standardization activity, and instructions for drafting of the standards, for example concerning the treatment of general aspects such as safety. The Guide is not developed by a CEN/TC, but in general by a subcommittee of the AG, of the CA, or — as in most cases — of the BT.

Table 2. CEN procedures and the possible products of them

	Conventional route	Alternative route
Consensus in the working group	Existence of a Draft European Standard for enquiry	Publication of a Technical Specification (TS) or Technical Report (TR)
Decision reached by the technical committee (or its representatives in the case of a prEN)	prEN	
Result of an enquiry or questionnaire procedure , discussion of objections and TC decision	Existence of a Final Draft European Standard for formal voting	Should consensus not be reached on the FprEN draft, possibly publication of a Technical Specification or a Technical Report TS, TR
Result of the formal vote	Publication of a European Standard EN (or alternatively EN ISO)	
Product of the work of a workshop		Publication of a CEN Workshop Agreement CWA

1.3.2.5 CEN Technical Report (CEN/TR)

Corresponding to its equivalent at ISO, a Technical Report is an informative document and is issued when it appears necessary or appropriate to inform the CEN members or the public of certain aspects of standardization activity.

In the majority of cases, a TR contains data (e.g. the results of studies or surveys) which are not suitable for publication in the form of a standard. A TR may also be published in cases where a work item has failed and a standard or Technical Specification cannot be issued, but where the results of work contain new observations and businesses are to be encouraged to conduct further development work.

The decision to publish a TR is taken by the TC. No time limit is placed upon its validity.

1.3.2.6 Working document

A formal committee draft for the purpose of discussion at TC level such as that at ISO does not exist at CEN; the working document for discussion in the working group does exist, however. This document generally leads directly to the CEN/CENELEC enquiry (see 1.2.4). At least one version of the working document is provided to the TC for information purposes during processing of the work item. The TC is however not called upon to submit technical comments; instead, it must ensure that the working group works in the desired manner.

1.3.3 Administrative documents

General documents such as the CEN Statutes are largely irrelevant in terms of their influence upon the content of European Standards. The first three parts of the CEN/CENELEC Internal Regulations are relevant (see also 1.2.1 and Annex A). Co-operation between ISO and CEN has particular significance (see 1.4).

1.3.4 The decision-making procedures in detail

1.3.4.1 Decision-making in the WG

Work in the working group does not differ substantially from that at ISO. Experts appointed in a personal capacity conduct discussions in the working group. They are not obliged to observe a national position, and consequently may not vote formally on behalf of their country. The working group reaches decisions on the basis of consensus. Under the definition stated in EN 45020, this does not necessarily mean unanimity, but the absence of sustained opposition to substantial issues.

Fundamental discrepancies between the results produced by a working group and the expectations of the parent technical committee should of course be avoided if possible. At CEN/CENELEC, the product of work develops directly into the enquiry, and not into a committee draft as at ISO. Selection of the experts for a working group is therefore of greater importance at European level. DIN has issued certain information and recommendations for the involvement of its standards committees in international and European standards bodies (refer in this context to 2.5.3, 2.6.4 and Annex I).

1.3.4.2 Voting in the TC

The technical committee reaches decisions of a very diverse nature. Many administrative issues are decided by simple majority. One decision which is essentially technical in nature, the approval of an FprEN for a formal vote, is also reached in this way. Weighted voting is employed only for the acceptance of work items which are intended to result in ENs or TSs, and for the acceptance of TSs (an EN is accepted not in the TC, but at AG level, see 1.3.4.3).

1.3.4.3 Voting by CEN members

Voting by all CEN members is the most common form of decision-making at CEN. It is applied for decisions on certain general issues (e.g. amendment to the Statutes or the Internal Regulations), and also for certain technical documents, specifically for the acceptance of European Standards (and at CENELEC, also Harmonization Documents, HDs) and Guides. Weighted voting (see Annex F) is applied only for ENs and HDs (TSs are accepted at TC level).

1.3.4.4 Appeal procedure

Analogous to DIN's procedure for mediation and arbitration, CEN/CENELEC possess a multistage Appeal procedure which is equivalent to that of ISO. An Appeal may be raised against any decision, activity or omission on the part of technical committees, subcommittees, or the Technical Boards. The subject-related content of a technical document is however accepted as grounds for an Appeal only if it gives rise to fundamental problems.

The Appeal leads primarily not to renewed discussion in the same body; instead, it is discussed, following the provision of information as required, at the next level up: in other words, in the case of an appeal against a decision by a TC, by the BT. The BT will endeavour to reach a conclusive solution, but may refer purely technical issues back to the TC for further processing accompanied by specific instructions.

1.4 International/European co-operation (Vienna Agreement between ISO and CEN)

1.4.1 Principles

Proper functioning of the European Single Market is based to a large degree upon the existence of European Standards (ENs). Both the policy of the European standards organizations and the wish of the European Commission are for European Standards to be based where possible upon International Standards, and for the latter preferably to be adopted unchanged. Under the Internal Regulations of the European standards bodies CEN and CENELEC, European Standards must be adopted unchanged into the national bodies of standards, and conflicting national standards — with a small number of exceptions — must be withdrawn.

It thus follows that the interdependence described here should lead to close co-operation and division of functions between the international and European levels. The objective of the "**Vienna Agreement**" between ISO and CEN, like that of the similar "**Dresden Agreement**" between IEC and CENELEC, is for technical work to be performed wherever possible on one level only, but for standards to be recognized simultaneously as International and European Standards by way of suitable voting procedures. The transfer of work items and subsequent parallel voting in ISO and CEN are possible, as is direct voting on products which have already been completed.

The Vienna Agreement was adopted in 1991 by the CEN Administrative Board and the ISO Executive Board of the time, and has remained in force in this form to the present (with the exception of certain minor amendments made in 2001). It is not limited to parallel voting, to which several references have been made, but encompasses the full breadth of co-operation, which can be achieved in a variety of ways. The Vienna Agreement is a very general policy document. Of greater topical interest for day-to-day work are the Guidelines for the Implementation of the Agreement on Technical Cooperation between ISO and CEN (see Annex A), which describe the possible procedural steps.

It is notable that the mechanisms of the Vienna Agreement are also accepted by the European Commission for the development of ENs with the function of "candidate harmonized standards" for use in the context of the New Approach (see 1.7). Certain conditions are however attached, namely satisfaction of the essential requirements of the relevant EU directive, and adherence to the schedule set out in the mandate. In addition, CEN must assume responsibility to the European Commission for the product of the work, and if necessary take action itself should the latter fail to satisfy the requirements.

1.4.2 Co-operation by correspondence

The exchange of information between the central secretariats and reciprocal reporting between the TCs on the technical work constitute the basis of all technical co-operation. Any comments by TCs or the central secretariats must reflect an agreed position on the part of the organization

concerned. Section 2 of the Guidelines refers however to the particular facility for ISO Members outside CEN to comment directly upon Draft European Standards. The reverse case is automatically also possible, since all CEN members are also ISO members.

1.4.3 Co-operation by reciprocal attendance of meetings

Meetings may be attended by up to four observers of the respective other organization. They must be nominated by their respective organization by formal resolution and should ideally be Chairmen, Secretaries or Heads of Project. It goes without saying that they must present an agreed position. The central secretariats may organize co-ordination meetings for bodies which are related by their subject-matter for the resolution of issues of mutual interest.

The "Joint ISO/CEN Coordinating Group of the Technical (Management) Boards" (JCG) has an important strategic role.

1.4.4 Co-operation by the adoption of completed standards

The more significant arrangement is the adoption of existing International Standards as ENs. This procedure is possible with or without European modification of the standards, and is described by ISO in Guide 21-1 and by CEN in Part 2 of the CEN/CENELEC Internal Regulations. The Primary Questionnaire or the Unique Acceptance Procedure (UAP) are employed, in which enquiry and formal voting are merged to form a single procedural step. The UAP may be considered in particular when the background (e.g. the results of voting at international level) indicates that the reference document concerned will encounter strong technical approval in Europe.

Completed European Standards may however also be presented at international level for adoption, in a similar way to the numerous proposals by ISO Members for international work items which are based upon national standards. Owing to the fact that the majority of ISO members have no direct access to the European activity, this option is rarely used.

Certain specific rules nevertheless exist. In particular, ISO's "fast-track" procedure enables completed standards produced by other regulators to be incorporated directly into international standardization activity. A P Member or a Liaison A Organization may propose an existing standard from any source (i.e. including an EN) for direct DIS enquiry. Recognized international regulators may in fact begin at the FDIS stage.

1.4.5 Co-operation by transfer of work items and parallel voting

Parallel voting is possible on the basis of either ISO or CEN results.

Since standardization policy requires work to be conducted on the most general level possible, work items are generally transferred in practice from CEN to ISO. Constraints are imposed by European scheduling and, in the case of mandated work items for harmonized standards, by the requirements of EU directives. However, CEN is able to resume work at any time should the results of ISO work not satisfy the European requirements.

It is however possible for proposed work items to generate interest at ISO without suitable opportunity existing there for the work to be conducted, and for the responsible ISO body to agree to the work being conducted at CEN.

Parallel voting takes place at ISO and CEN level in accordance with the relevant rules. Activities on all three levels (international, European and national) are interlinked. Assessment of the outcome, which may differ between ISO and CEN, is important:

ISO in favour, CEN in favour: Publication of the results in the form of an ISO and EN ISO standard

ISO in favour, CEN against: Publication of the results as an ISO standard

ISO against, CEN in favour: Publication of the results as an EN standard

ISO against, CEN against: Referral of the results back to the technical committee

Table 3. Procedure for adoption of International Standards by PQ or UAP

	ISO	CEN		DIN
Proposal stage	Existing ISO standards	Proposal or formulation of a resolution in the BT		Voting on the proposal; involvement in the BT
Preparatory stage		Selection of the reference document		Participation of DIN representatives
Committee stage		Not applicable		
Enquiry stage	5) Resolution on revision of the ISO standard if applicable	1) PQ (or UQ) 3 months 4) Comments to ISO if applicable	1) UAP 5 months	2) DIN EN ISO draft or Accelerated Procedure; recourse to earlier DIN ISO draft if applicable 3) Comments to CEN
Approval stage		Formal voting 2 months		German vote
Publication stage		Ratification of EN ISO or EN with modifications		DIN EN ISO or DIN EN standard

Table 4. Procedure for parallel voting with ISO lead

	ISO	CEN	DIN
Proposal stage	5) Acceptance of transfer of the project	1) Work item proposal 3) Formulation of a resolution on transfer	2) 6) Voting on the proposal 4) Participation in the TC
Preparatory stage	Working Draft in the WG		Participation of DIN experts
Committee stage	Consensus-building in the TC or SC		Participation of a DIN delegation
Enquiry stage	1) DIS enquiry (5 months) 4) Processing as FDIS	1) prEN enquiry (5 months) 4) Modifications if applicable	2) DIN EN ISO draft 3) Comments to CEN and ISO
Approval stage	Formal voting on the FDIS (2 months)	Formal voting on the final draft (2 months)	German votes to CEN and ISO
Publication stage	Publication of ISO standard	Ratification of EN ISO or EN with modifications	DIN EN ISO standard or DIN EN standard

Table 5. Procedure for parallel voting with CEN lead

	ISO	CEN	DIN
Proposal stage	Consent for processing of the work item in CEN	Work item proposal	Voting on the proposal; participation in the TC
Preparatory stage		Working Draft in the WG	Participation of DIN experts
Committee stage		Consensus-building in the TC or SC	Participation of a DIN delegation
Enquiry stage	1) DIS enquiry (5 months) 4) ISO comments to CEN	1) prEN enquiry (5 months) 5) Processing of the final draft	2) DIN EN ISO draft or Accelerated Procedure 3) DIN comments to CEN and ISO
Approval stage	Formal voting on the FDIS (2 months)	Formal voting on the final draft (2 months)	German votes to CEN and ISO
Publication stage	Publication of ISO standard	Ratification of EN ISO or EN	DIN EN ISO standard or DIN EN standard

1.5 Structure and drafting of European Standards

The rules for the structure and drafting of European Standards (Part 3 of the CEN/CENELEC Internal Regulations) correspond to the rules for ISO and IEC International Standards, since they are derived from the ISO/IEC Directives by modified adoption.

The rules for the structure and drafting of the International and European Standards are primarily a tool for the experts developing the text of the standard. Nevertheless, they extend beyond editorial instructions, and include substantial information concerning the content, desired and otherwise, of the standard, and also its structure. They stipulate, for example, that a standard is to be divided into multiple parts when it may be anticipated that different provisions governing the same subject of standardization may be of interest to different groups. Aspects relevant to the legislator may for example be separated from the remaining content.

The rules for the structure are also relevant when influence is to be brought to bear upon an ISO or EN standard. It is awkward to discover during technical discussion that an essentially valid concern is obstructed by formal obstacles. Even where the problem can be resolved locally with ease, it leads to delays and gives rise to objections. Certain basic principles will therefore be described here in brief.

The essential purpose of an International or European Standard is to facilitate trade. Within the scope of their application, standards must therefore be complete, unambiguous and precise, and must give consideration to the state of the art. They must offer scope for future technical developments and must be comprehensible to qualified experts, including those who were not party to their creation.

A uniform structure and consistent terminology must be ensured, not only within a single standard, but also across a series of standards governing related subject-matter. The generic standards governing terminology, quantities and units, abbreviations, cross-references, drawings, graphical symbols, tolerances and fits, preferred values, statistics, environmental conditions and tests, safety, etc., must be observed. Where different language versions exist, the technical content must be equivalent and the structure identical. The International Standard must lend itself to direct application or adoption as a regional or national standard without modification.

The general structure of an International or European Standard comprises normative elements (which are crucial to assessment of conformity with the standard) and informative elements, which are intended to facilitate the standard's application.

Amongst the technical normative elements, product requirements have a special function. Products have numerous measurable properties, of which only certain selected examples are relevant to standardization. The primary objective is therefore the product's fitness for use. The standard may address occupational health and safety, environmental compatibility, interfaces, interchangeability, compatibility, reduction in the number of types, or several of these aspects.

Where the standard impacts upon safety, environmental or OH&S aspects, particular care is needed. In many countries, exposure limits and other issues of exposure of persons to noise, dust, hazardous gases, etc. are defined in statutory provisions. In the European Union, too, the directives governing occupational health and safety or protection of the environment contain minimum values. The Member States are at liberty to impose stricter values of their own. It is therefore important that the corresponding product properties (emission values) be described in International Standards or harmonized ENs, since "non-tariff barriers to trade" may otherwise be created.

Where requirements are imposed upon a product, the emphasis lies upon the product's final condition. In addition, a standard should describe the performance characteristics of a product and the means by which they can be tested, but should not stipulate design characteristics, or worse, a particular manufacturing process. Exceptions are permissible only where unavoidable for technical reasons. This does not, however, exclude essential provisions being necessary for satisfaction of the performance characteristics, for example in interface standards (e.g. plug and socket), or tests being required on certain products (e.g. pressure vessels) during the production process itself.

Rules exist for the use of modal verbs and their significance in the provisions of a standard. A distinction is drawn between requirement, recommendation, permission and possibility.

The essential structure of an ISO or EN is shown in Table 6. Certain sections are obligatory; others are optional and may be structured as desired.

A number of particular characteristics apply to European Standards, however. These can be found in the three normative annexes ZA, ZB and ZC of the CEN/CENELEC Internal Regulations, Part 3, and concern the adoption (endorsement) of International Standards and other reference documents as European Standards (see also 1.2.3), European Annexes on special national conditions, A-deviations and normative references, and the publication of European Standards as national standards (see 1.6.1).

Table 6. Structure of an ISO or EN standard
(Sections shown in bold are mandatory)

Type	Section	Permitted elements
Normative general	Title page/title	Text
Informative preliminary	Table of contents	
	Foreword	Text , notes, footnotes
	Introduction	Text, figures, tables, notes, footnotes
Normative general	Scope	Text , figures, tables, notes, footnotes
	Normative references	References, footnotes
Normative technical	Terms and definitions Symbols and abbreviations Requirements Sampling Test procedure Labelling Marking Packaging etc.	Text, figures, tables, notes, footnotes
	Normative annexes	Text, figures, tables, notes, footnotes
	Informative annexes	Text, figures, tables, notes, footnotes
Informative supplementary	Bibliography	References, footnotes
	Index of key terms	

1.6 Application and transposition of European Standards

1.6.1 National transposition

The obligations of the members differ in respect of International and European Standards.

International Standards may be applied directly. At the same time, they constitute a recommendation to ISO members to issue corresponding national standards. A concrete obligation to do so (for example in the Statutes) does not exist; the adoption of International Standards is voluntary. A corresponding variety of modes exist for adoption and for indication of the various degrees of correspondence (identical, modified or not equivalent; endorsement notice, reprinting, translation or redrafting).

European Standards are published not as documents in their own right, but only as national versions. With a small number of exceptions, all CEN/CENELEC members — including those who voted against — are obliged to adopt accepted European Standards unchanged within a specified period of time. Adoption of a European Standard means according it the status of a national standard, either in an official language or by translation into the relevant national language as preferred, but at the very least by formal endorsement and a corresponding announcement. In addition, diverging national standards must be withdrawn.

A European Standard may be issued as a national standard by reprinting, endorsement or translation of an official version. Where a European Standard is reprinted, informative national elements (title page, foreword, annex) are generally added, and any amendments incorporated. A national endorsement notice of a European Standard must bear the number, title, year of availability, indication of the standard's status, and the date from which it becomes valid. It has been applied in the past at DIN only in exceptional cases, for example when an ISO standard adopted as an EN already existed as a DIN ISO standard.

1.6.2 National deviations and special conditions

National deviations from ENs may arise as a result of particular circumstances in a Member State.

Should an existing national law or technical regulation conflict with the standard, it must be taken into account by an A-deviation. The responsible CEN member must make notification of the A-deviation no later than the CEN/CENELEC enquiry stage. The A-deviation is reviewed by the TC for its relevance to the EN concerned. If accepted, A-deviations are listed in an informative annex to the EN.

B-deviations for other (for example economic or technical) reasons are permissible only in harmonization documents, and are valid from the outset only for a fixed term. They may no longer be included in ENs.

A-deviations are not permissible in harmonized ENs (refer to Annex J regarding the concept of the "harmonized standard"). It is assumed that the associated EU directives are being transposed by the Member States into national law, and that conflicting statutory provisions do not therefore exist. Problems may nevertheless arise; they are however specific to Europe. Whereas the Single Market directives conclusively regulate the placing of products on the market, other European directives (governing occupational health and safety, the environment, etc.) contain minimum values for which stricter values may be imposed at national level. Competing statutory provisions may arise (for example the Gas Appliance Directive and national regulations governing air quality).

A fundamentally different case is presented by the special national conditions which arise through geographical, climatic, or other invariable characteristics. Should these impact upon the requirements of the EN, they must be considered within the standard itself, for example by a classification (refer also to CEN/CENELEC Internal Regulations, Part 2, Annex E, and Part 3, Annex ZB).

1.6.3 Transitional periods, packages of standards, and issues concerning supplementary standards

The general transitional period for a new EN (with the exception of special cases such as the standards pursuant to the Construction Products Directive) is 6 months. During this period, the EN must be transposed as a national standard, and any deviating national standards withdrawn. Strictly speaking, these are however two separate deadlines, and in appropriate cases, the Technical Board may extend the date for withdrawal, resulting in both standards being available side-by-side for application during a transitional period.

Frequently, new standards are not yet ready for application, for example because relevant test procedures are to be defined in a separate standard which is not yet complete. In such cases, the responsible TC may define a "package" of standards which is to be applied only once all standards in the package are available. This generally results in the transitional periods being extended collectively.

Conversely, supplementary standards are a national issue. This issue arises when the new European and the old national standard differ in their scope. In this case, certain provisions are frequently left over which are not covered by the new standard (for example, many European Standards governing construction products specify requirements for materials, but not for dimensions). The DIN Presidial Board has called upon the standards committees in DIN to respond to this situation and to specify any residual requirements in separate standards parallel to adoption of the EN, provided this measure does not give rise to barriers to trade.

1.7 The New Approach to technical harmonization and standards and the role of European Standards in the European Single Market

1.7.1 The New Approach to technical harmonization and standards

The EU brings a harmonizing effect to bear upon the statutory provisions of its Member States. In the simplest case, this effect may consist of mutual endorsement and confirmation of the status quo (as for example in the composition of foodstuffs); in more complicated cases, common ground rules must be formulated (e.g. for machinery, electrical appliances, construction products). The instruments employed for this purpose are EU regulations and EU directives.

The European Commission (which possesses the right of proposal), the Council of Ministers (which reaches all major decisions and must approve and adopt the Commission's proposals) and the European Parliament are involved in the creation of EU directives.

Full harmonization of the technical regulations in Europe began in the 1960s. Initially, it gave no consideration to standardization, with the exception of certain dated references (the "Old Approach"). The procedure involved the use of "technical annexes" to the directives which regulated all the actual necessary technical details, i.e. statutorily. In some areas, for example

that of road transport, technical regulations are still harmonized in this manner.

The information procedure represented the birth of a European standardization policy. The associated directive, 83/189/EEC (now 98/34/EC), placed an obligation upon the Member States to make notification of the drafts of national technical regulations, and upon the standards institutes to make their agendas public and their draft standards available. These arrangements involve standstill periods, and other countries are granted opportunity to comment.

The New Approach to technical harmonization and standardization introduced in 1985 enables a large number of products to be covered by the publication of a single directive. The New Approach is based upon the following principles.

The EU directive in question sets out essential requirements and therefore common objectives of protection for a certain sector (e.g. machinery, construction products, medical devices) which the products concerned must satisfy when they are placed on the market.

The technical specifications for the products are set out in "harmonized European Standards". The standards detail the essential requirements and present possible technical solutions. The European Standards are recommendations, observance of which is voluntary. Where products are manufactured in compliance with the "harmonized European Standards", their conformity with the associated requirements of the directive is presumed.

Conformity with the directives (on the basis of harmonized standards or other possible solutions) is ascertained by conformity assessment procedures (which are defined in the directives). CE marking demonstrates conformity with the directives and approval of the product for distribution within the Single Market.

1.7.2 The role of European Standards in the European Single Market

In terms of its market relevance, work on European Standards does not differ fundamentally from national or international standardization activity. It is conducted in response to proposals by market players or mandates from the legislator. The results are applied voluntarily in business activity; reference may also be made to them in a suitable way within the text of European legislation.

European Standards acquire further significance when they are applied within the context of the New Approach. Manufacture of a product in compliance with a "harmonized European Standard" gives rise to a presumption of conformity of the product with the directive. Facility exists for a "formal objection" to be raised by the Member States with regard to the content of harmonized standards.

In order for a European Standard to be used in this way, it must have been developed (or at least reviewed) in the context of a mandate. It must be subject to the rules agreed between the EC and the standards organizations, and must in particular contain provisions suitable for supporting the essential requirements set out in the directive. Its number and title must be published in the Official Journal of the European Union.

A "harmonized" standard also retains its voluntary character. An entrepreneur is at liberty to manufacture at variance with the provisions of the standard, but then bears the burden of proof that he has complied with the essential requirements of the directive. Only observance of the essential requirements is mandatory; in principle, the manufacturer may apply any other suitable technical specification (such as a national standard) for this purpose. Where European

Standards are not available in particular cases, compliance with the directive can still be demonstrated by other means.

A particular feature in the context of the Machinery Directive are the A, B and C standards. The use of machinery safety standards (Type C) is preferred for the presumption of conformity; however, the group safety standards (Type B) and basic safety standards (Type A) also contain provisions which can be employed for compliance with the directive should a Type C standard not exist.

2 Scope for influence upon European standardization

2.1 Principles

Opportunities for participation in and influence upon European standardization are very similar to those in international standardization activity. Development of a European Standard, like that of an International Standard, involves a complex process of design work, comments, editing, debates and voting (see 1.2 and Annex A). This process is closely interwoven with parallel activities at national level.

Full participation in this process is restricted to CEN members (they being the only parties with extensive rights to participate and vote); at certain stages, industry organizations with liaison status (i.e. observers) are also permitted to participate. Opportunity for direct or indirect influence exists at every stage of the European standardization process. In general, the mechanisms provided for such input are more diverse and more open in the case of technical contributions and comments, and more strictly formalized where they concern official decision-making.

Should an interested party wish to present a concern, certain questions must first be answered: What is to be attained (e.g. consideration of certain subjects, or amendments to requirements)? To what appropriate body should the concern be addressed (e.g. TC or WG)? What timing is appropriate (e.g. proposal stage, WG work or discussion of the draft standard)? By what communication route (e.g. CEN member, industry organization or political body) should the concern be presented?

In addition, experience has shown that certain general principles must be observed:

- The concern should be formulated in an unambiguous and clearly recognized way (it must have the unanimous support of all parties who are represented by the contribution; it must be stable and should not be allowed to undergo continuous change, but should only be modified in the framework of the consensus-finding process).
- The concern should be presented in a timely fashion (i.e. at the right point in time, and not delayed until the last possible moment, such as the final draft).
- Both good written preparation and good presentation at the relevant meeting are necessary.
- Support should be sought in good time from other countries (this is preferable to being the only party to insist on a particular viewpoint).
- Sufficient room for negotiation should be ensured (a delegation which seeks satisfaction of all its claims may ultimately not have any of them satisfied). The room for negotiation must be defined by the sending national committee and compared with the European result at the subsequent national meeting.

The present study seeks to summarize answers to the most important questions (see Table 7 for a survey). At European level, too, no better means of exerting influence exist than by committed participation, submission of sound proposals and contributions, convincing solutions to problems, and friendly but assertive behaviour in the TC (above all, however, participation in the WG, since that is where a preliminary decision is taken regarding the content of the future EN). In addition, the provision by the national committee of adequate secretariat capacity (possibly even assumption of the TC or SC secretariat function) and committed skilled experts with clear instructions from their delegating bodies contribute substantially to success at European level.

Table 7. Competence, timing and route of communication for particular subjects

Subject	Body	Stage	Access
General issues of standardization policy	AG, CA	Any	CMC via CEN members
General technical issues , formation of new TCs, decisions on appeals	BT	Any	CMC via CEN members
Issues of standardization policy, technical issues , new projects, work structures (e.g. supervision of WG activity), project management	TC, also BT	TC and BT meetings and letter ballots, all stages	TC secretariat, or CMC in the case of BT, via CEN members or industry organizations
Detailed technical issues , in particular concerning the content of standards	TC/WG, BT/TF	WG or TF meetings and communication at the preparatory stage, processing of comments at the end of the enquiry stage	WG or TF secretariat or Convenor, via CEN members or industry organizations, also communication between experts
Design of standards , editorial issues	TC or TF secretariat, editorial committee, if applicable TC/WG	Manuscript preparation phase for prEN or FprEN	TC or TF secretariat, if applicable WG Convenor, via CEN members
General objections to the content, technical comments	TC for prEN enquiry, CMC for questionnaire procedure	Enquiry stage (Important: in contrast to ISO, there is no committee stage)	Comments and voting via CEN members, comments also via industry organizations
Decision on acceptance or rejection of an EN	All CEN members	Approval stage (Important: weighted voting)	CMC via CEN members, no technical comments considered

2.2 Communication via a CEN member

2.2.1 Principles

All opportunities for influence, from technical work in the working group up to and including final voting, are available to the CEN members. As at ISO, they must not exert the scope of their influence at their own discretion, but must represent a national standpoint which considers all interests of their country in a balanced manner. At DIN, a standards committee undertakes all technical work in its technical area, including within European standardization activity. Since the scope of national and European bodies does not always correspond, a national standards committee may be responsible for several TCs, or several national standards committees for one TC.

Should a national standards committee (generally by decision of its steering committee) have decided to participate actively in a European work item, technical support is assigned to a working committee ("mirror committee"). This committee must define a German position and represent it in the European body. This can be achieved by written comments, the sending of delegations, and/or the appointment of experts. Generally, the mirror committee holds preparatory and debriefing national meetings in order to brief delegates and experts ahead of the CEN meetings and to discuss the results afterwards.

2.2.2 Scope for influence by a CEN member upon a work item

CEN members are by definition members in all CEN/TCs. In contrast to the situation at ISO, they have no choice between P, O or non-member status in a TC. They are expected to attend meetings, submit technical comments, and respond to the letter ballots. They can however choose what approach to take with individual work items. They can address a work item in their capacity as a TC member (and, for example, abstain from voting); alternatively, they can declare their active participation (by delegating experts to the WG and/or by appointing a Convenor). Active participation of at least 5 CEN members is a condition for inclusion of a new work item on the agenda (see 1.2.2).

2.3 Communication via a liaison organization

Industry organizations involved in the technical work are also limited at European level in their scope for participation by their observer status. Here too, however, this does not mean that they are permitted only to watch and listen. They may submit proposals for new work items and participate in the technical work in technical committees. They may nominate experts for participation in working groups, and submit comments on working documents. They have no formal voting rights, however.

Applications for liaisons must be supported by the CMC and the responsible TC and approved by the Technical Board. Certain conditions must be met in this case: a liaison organization must represent European interests, be open to all CEN members, and have members from at least four CEN countries. It must largely cover its market sector, declare its willingness to participate effectively at CEN, and be capable of making a relevant contribution to the work at European level (see also CEN/BOSS: Checklist for action — Liaison with Technical Committee). In practice, international organizations join the work at European level when they meet the above requirements regarding membership of the CEN countries.

From time to time, it is also practical at CEN for a technical concern to be presented through a

liaison organization. The representative of such an organization is not obliged to represent a national standpoint, and can often express the concern more succinctly than a national delegation. Frequently, he will also be familiar with potential problems from discussions in other TCs.

2.4 Communication via political bodies

Political bodies (in particular the European Commission and the EFTA Secretariat, but also the governments and administrations of the EU and EFTA Member States) play a more significant role in European standardization than that played by international governmental organizations in ISO and IEC. The reason for this is the New Approach and the presumption of conformity created by European Standards for the purpose of access to the Single Market (see 1.7.2).

Political bodies may not be able to influence the technical content of the standards directly, unless they delegate experts of their own to the working groups. The EU and EFTA are however able to exert considerable indirect influence.

The agendas for "harmonized" standards are largely determined by the mandates. In all such cases, mandates are officially issued by a hearing of the "Standards and Technical Regulations" Committee, in which the EU Member States have a seat and voting rights. Study mandates (by which the scope for standardization can be investigated for a particular area), programming mandates (by which an agenda can be defined for a particular area), and standardization mandates (by which standards are developed for a particular area) may be issued. The definition of an agenda and development of standards are often combined in multistage mandates.

Whereas in the past, mandates defined very precisely what standards were to be developed for which directives (closed mandates), the European political bodies later began issuing programming mandates in the first instance, in order to consult the specialist community regarding the intended agenda. In today's open mandates, the European standards organizations are at liberty to make any necessary extensions or modifications themselves to the subjects of the mandates during standardization activity after informing the Commission services. The mandates include future routine review and revision of the ENs. Should the legislator desire defined amendments (e.g. following a formal objection), supplementary mandates are issued.

In addition, a number of "Consultants" are employed at the CEN Management Centre (and also at the CENELEC Central Secretariat) whose function is to ensure that the manuscripts for relevant European Standards conform to the essential requirements of the corresponding directives. The Consultants' role is one of mediation, and they are required to advise the TCs and to draw their attention to problems. Major differences of opinion between the Consultants and the TCs must be decided upon by the Technical Board. Furthermore, an official reference must be published in the EU Official Journal before a standard may give rise to the presumption of conformity. Influence can be exerted here upon the date and scope of this reference. Precedents have been set in which individual provisions of the standard (such as a limit value) have been excluded from the presumption of conformity.

Finally, the EU directives make provision for a safeguard clause which enables the Member States to remove hazardous products from the market provisionally. This clause is linked to immediate verification at European level, but may also lead to a mandate for improvement of a European Standard should the latter be found to contain a loophole or other flaw. Concerns may also be raised directly regarding the content of a harmonized standard (the "formal objection"). The relevant procedure in this case is conducted by the Commission, and should not be confused with the Appeal Procedure at CEN level.

2.5 Scope for influence in response to particular events or circumstances

2.5.1 Adoption of a new work item

A particular feature of the European provisions governing proposals, when compared to the international situation, is the issuing of formal standardization mandates for subsequent use of the resulting products in the context of European legislation (see 1.7 and 2.4; regarding the formal rules of the proposal stage, see 1.2.2). Decisions concerning any new work items remain the prerogative of the national members, however. The latter can, at least theoretically, also reject a mandate by a resolution of the Technical Board.

As in ISO activity, information on outstanding new work items can most readily be obtained through the national mirror committee. Here too, new work items are officially published (nationally in the "Normen-Anzeiger" of the "DIN-Mitteilungen", at European level in the agenda of the TCs) only once the proposal has been accepted. If the responsible DIN standards committee has decided not to mirror the CEN body concerned in detail, obtaining the relevant information may prove difficult. The alternative is to attempt to obtain information on new proposals individually from the responsible national standards committee, from a central DIN department, or from contacts amongst experts in neighbouring countries.

In European work, too, the scope of the future standard is discussed at adoption of the work item. Should particular wishes exist, for example for certain applications to be excluded or additional applications included, they should be presented in the TC at this stage.

2.5.2 Meetings and letter ballots in a technical committee

TC meetings at European level do not differ formally from those at ISO. At European level, too, a TC meeting is not open to the public. The following persons/groups in particular are entitled to attend: the TC Chairman, TC Secretariat, CEN Management Centre, Chairmen and Secretariats of any associated SCs, Convenors of the WGs, appointed delegations of the CEN members, representatives of the liaison organizations (in particular those of other TCs), the European Commission and EFTA Secretariat, and if applicable ISO.

At a technical committee meeting, both administrative and organizational issues (e.g. the creation of working groups, appointment of experts or Convenors, and technical issues (in particular the results of prEN enquiries) are discussed and decided upon. The results are formulated and adopted as formal resolutions at the meeting itself.

Working documents must be submitted in writing and distributed in advance (generally some weeks prior to the meeting). Failure to submit substantial proposals until the meeting itself is considered counter-productive. It is imperative however that a proposal or comment be addressed and explained verbally at the meeting. It is extremely helpful if the support of other delegations for a concrete concern can be won in advance of the meeting.

A TC meeting also offers the national delegations the opportunity for an informal exchange of information. Coffee breaks and social events constitute good opportunities in this respect. The delegates should not hesitate to consult with each other and with other delegations on these occasions.

A TC may also employ a letter ballot to reach decisions on the same range of issues which it would address in a meeting. In practice, this route is frequently followed first. A subject is placed on the agenda for the next meeting only if the letter ballot fails to produce a clear result, or if other problems arise.

The most important issue subject to voting is doubtless the content of the future EN. Unlike ISO, however, CEN has no committee stage, and consensus on the content of an EN is built on the basis not of a CD, but of the results of the CEN/CENELEC enquiry concerning a prEN (see 1.2.4). CEN endeavours to issue the Draft European Standard (prEN) at an early stage, in order to involve public opinion; by contrast, ISO seeks to issue as perfect a DIS as possible as the result of work on the committee drafts. It is significant that previously, no final voting took place at ISO; it was introduced (for reasons of symmetry) only in the wake of the Vienna Agreement.

2.5.3 Work of a working group

The responsible working group is likely to be proportionally more heavily involved in work on a European Standard than its counterpart at ISO. It does not determine the scope of the future European Standard; this is set out by the TC at adoption of the work item. Nor does it rule upon formal acceptance of the EN; this does not occur until formal voting by the CEN members on the FprEN.

The working group is however largely in charge of the technical content, and takes the preliminary decision regarding the timing of the CEN/CENELEC enquiry. The CEN/TC itself is informed, but does not generally intervene on technical issues until after the enquiry (see 1.2.4).

In contrast to TC delegations, the experts in the WG need not strictly adhere to a national standpoint. They should however remain informed of the position of their national standards body, since the latter is not obliged to accept the decision of the WG experts and can reject their work at the formal voting stages. It goes without saying that recourse should be made to such a step only in justified cases.

In order for an expert to be accepted onto a WG, he must be appointed by a CEN member or directly by the TC. The latter case may apply for example to experts from liaison organizations or other TCs. Since a WG frequently has no secretariat of its own, but must avail itself of support from the national standards body of the Convenor's home country and possibly also from the TC secretariat, it is difficult at times even for those directly affected to maintain an up-to-date overview of the WG's make-up.

The experts directly concerned with a particular work item are frequently described as a project team and their spokesperson as project leader. This grouping is dissolved again upon completion of the work item. A working group may comprise several project teams. In the absence of a responsible WG, the project teams may however report directly to the parent body.

2.5.4 CEN/CENELEC enquiry

The prEN enquiry (see 1.2.4 for the formal rules governing the CEN/CENELEC enquiry) is the CEN members' first official opportunity to cast a block national vote on the planned content of the European Standard. It therefore differs fundamentally from the international DIS enquiry, at the time of which it is in fact too late for the submission of major technical comments (owing to the opportunity for comments upon the committee drafts). Comprehensive comments, intense debate, substantial changes and second drafts are far more common for a prEN than for a DIS.

This fact is of course a cause of potential misunderstandings and disagreements within the context of the Vienna Agreement. The ISO process has de jure an additional voting stage. For work items with ISO lead, this does not generally have serious consequences (the Europeans are familiar with the ISO modus operandi and the associated problems); difficulties frequently

arise in work items with CEN lead, however.

The role of the CEN/TC also comes into effect at this point. Under the Internal Regulations, it is responsible for dealing with the comments on the prEN. According to the intention of CEN Optimization, however, the CEN/TC is not a *technical* committee, but a management committee. It may therefore in turn delegate the technical work of developing the Final Draft Standard (FprEN) to the WG or to some other expert group. The decision concerning the subsequent procedure is however then the task of the TC itself.

This leads to an interesting conclusion regarding the opportunity for influence at European level. Although the principle of national delegation remains decisive for the formal decisions, a sound expert opinion, presented by skilled experts in the working group, acquires de facto a greater importance than before in comparison with the national standpoint presented by national delegations in the TC. A European network of experts who communicate closely with each other and at the same time maintain good relations with the national standards bodies may be highly effective here.

2.5.5 Formal (FprEN) voting

In contrast to the situation at ISO, European FprEN voting is not a mere formality. The votes of the CEN members for or against under the weighted voting rules are decisive. Even though, should the vote pass in favour, technical comments are no longer considered and are instead filed away for the next revision, there is nevertheless still a real possibility of the FprEN failing. Second and even third formal voting stages are possible where politically important subjects are concerned, if they must also overcome formal hurdles and be approved officially by the BT. It may be worth seeking allies right up to the final voting stage.

2.5.6 Appeal procedure

As at ISO, the Appeal procedure is directed primarily against procedural errors (see 1.3.4.4). If the technical content of the text of a standard is to be challenged, the objections must be very serious in nature (perhaps resulting from new findings).

2.5.7 Adoption as a national standard

In contrast to the publication of an ISO standard, no further opportunity exists in European standardization at this stage for influence upon the content. The only loophole, that of an A-deviation where conflicting national statutory provisions exist, must be filed in good time, in order for users in other EU Member States to receive prior warning (see 1.6.2). For the formal rules governing national adoption, refer to the CEN/CENELEC Internal Regulations, Part 3, Annexes ZB and ZC.

2.5.8 Scope for influence within the context of the Vienna Agreement

Exploiting the opportunities for influence within the context of the Vienna Agreement (see 1.4 for the formal aspects) is one of the most difficult exercises within international standardization activity. This is due not only to the need for a balance to be found between three levels, but also to the chronic gulf between the demands of standards policy and the constraints of day-to-day standardization work. Priority should always be given to the highest level, i.e. the global solution. In many cases however, the result must be consistent with the European statutory framework.

This inevitably leads to recurring disputes (even where they only concern the relatively harmless "Annex Z").

The Vienna Agreement is therefore praised and criticized in equal measure. Leaving aside the improvement of information and communication between ISO and CEN, its "added value" primarily concerns standards policy. The European countries are quite capable of asserting their interests at ISO on technical issues themselves. They are also able to adopt the ISO standards as national standards on their own authority.

The "added value" referred to above thus lies primarily in the joint undertaking by the CEN members to adopt the future ISO standard subject to a vote in its favour at CEN level. This not only yields a time saving; it also dispenses with debate over whether adoption of the ISO standard should even be voted on (the result of the parallel vote, of course, is not anticipated).

In contrast to the situation at IEC and CENELEC, where all proposed work items are offered to IEC and (virtually) all IEC results pass through the voting stage at CENELEC, CEN is still at liberty to choose what it wishes to offer to ISO. The decision, often confusing, between ISO or CEN lead is unknown in the Dresden Agreement between IEC and CENELEC. Finally, it should also be mentioned that the product of a CEN lead work item assumes ISO lead as of the next review.

A systematic special case always arises when European directives are involved and the relevant mandates require an "Annex Z", a comparison of the provisions of the standard with the requirements of the directive. Such a list is decisively rejected by certain ISO members in the final ISO standard. Whereas for pragmatic reasons, the same document is used in the CDs and DIS as at CEN level, the ISO Standard and the EN must differ in the relevant annex. Since Annex Z is declared informative, the rules for identical adoption are not violated.

2.6 Responsibilities and competencies of individual persons or bodies

2.6.1 TC Chairman and TC Secretariat

Besides the differences in procedure described above between ISO and CEN, the roles of the Chairman and the Secretary of a TC do not differ substantially between the two levels. The TC Chairman is the official representative of the technical committee. He is not generally an official of a national standards body, but an expert from industry, the scientific community, or a public administration. He directs the TC internally and represents it to third parties, for example in discussion of principles with other TCs. He is not at liberty to take a national viewpoint, but must represent an international position which is defined by his TC.

It follows that the Chairman must be informed of all essential technical and administrative issues concerning his TC. He is a suitable point of contact for all issues of a technical nature or related to standards policy, which he is also duty-bound to address. He should however not be troubled with matters of lesser importance, and the channel of communication should be chosen with care. Persons who may approach the Chairman directly — if necessary even in confidence — include for example the head of a national delegation, the Chairman of another TC, the Chairman's own TC Secretary, or a high-ranking staff member of the Central Secretariat.

Whereas the Chairman is the representative of the TC, the Secretary is its tireless manager. The TC Secretary is generally a full-time official of a national standards body. Like the Chairman, he must not assume a national position but must represent an international

viewpoint. He must also be aware of all important issues, not only broadly, but also in detail, at least as far as administrative issues are concerned. In technical issues, however, he may seek the advice of experts in his TC at any time.

The TC Secretariat has the same function for the TC as the Central Secretariat for ISO as a whole. It is the general point of contact for access to virtually all bodies and authorities within the TC. The TC Secretariat may be approached regarding any issue, ideally via the Secretary of the national mirror committee, in much the same way as the secretariat of a national standards committee. Regardless of whether an issue concerns technical comments, deadlines or personnel issues, the TC Secretary is the person to deal with it. Specific national queries, except where posed by a member of a national delegation or similar party, will usually be referred by him to his responsible colleague in the country of origin concerned.

2.6.2 National TC delegation

National delegations are also sent at European level to meetings of technical committees. The national standards body responsible for sending a delegation must ensure that it represents, in its make-up and preparation, a uniform national standpoint which gives consideration to all stakeholders affected by the work. The rules are otherwise the same as those for international work, with the exception that the CD is not a subject of negotiation by the TC, as it does not exist at CEN.

The national mirror committee generally selects experts, ideally from its own ranks, whose specialist expertise and other skills (knowledge of languages, negotiating ability) enable them to represent the aims set out by the mirror committee in an adequate manner. The delegation is officially nominated by the responsible standards committee. The speaker (head of the delegation) is indicated at the same time.

It is essential that the delegates be briefed in detail on all important issues, particularly regarding the draft standard to be dealt with at the meeting. Their negotiating skills will determine whether comments already submitted in writing will be accepted by the TC. Adequate room for negotiation is also required, as this enables the delegation to agree to a sensible compromise. Following the TC or SC meeting, the delegation must report to the mirror committee and explain the results and how they were reached. Theoretically, the mirror committee could change the make-up of the delegation for each meeting. It is however practical to retain a certain degree of continuity and to change the make-up of the delegation only when required by certain subjects on the agenda.

2.6.3 WG Convenor

The WG Convenor is the "first among equals" in the working group. His tasks are the same as those in ISO activity; at CEN, however, the working group has a greater influence upon the progress of the technical work, and the WG Convenor is substantially involved in the decision to approve a working document for CEN/CENELEC enquiry (see 1.2.3). As at international level, the WG Convenor convenes and chairs meetings of the working group. Furthermore, he is the liaison person to the TC, which must formally appoint him when the working group is created. In contrast to the TC Chairman, he has no defined period of office and is released from his duties when the WG is dissolved (or at his own request).

The WG Convenor (or the secretariat supporting him if applicable) is the appropriate point of contact in all technical issues arising at the preparatory stage. He can be reached via the members of the TC, via industry organizations active in the TC or in the WG, or directly through

individual experts within the WG.

Each Convenor of a working group should in fact be supported by a WG Secretariat, or at least receive "professional standardization support" from a full-time member of staff at the responsible national standards body, as is already the case at DIN. Design rules under the CEN/CENELEC Internal Regulations must be observed in addition to the procedural rules, and the final text for enquiry and formal voting must be written on a "template", an electronic form the use of which is not necessarily without its problems for the uninitiated. If corners are cut here, as is unfortunately often the case at many NSBs, the TC Secretariat has the task of improving poor documents at a later stage. Annoyance and delays are frequently the consequence.

2.6.4 WG experts

As at ISO, CEN working groups comprise a limited number of appointed experts who act not as official representatives of their respective countries, but as experts in a personal capacity. Owing to the stronger function of the working group, not least compared to the TC (see 2.5.3 and 2.5.4), these experts' interaction with the national standards bodies is particularly important. The information concerning selection of experts and their possible involvement in work at national level (see 1.3.4.1 and Annex I) is all the more relevant at European level.

Experts may be appointed not only by the CEN members, but also by the parent body itself. They may also come from organizations which enjoy only observer status in the parent body. The working group is not expected to produce a consensus between countries, but a robust technical proposal to a solution.

The CEN members should involve experts whom they have not appointed themselves but who have been appointed by parent bodies as guests in their work. These experts will primarily represent the technical opinion of the organizations which appointed them; they should however also be informed of the national position, in order for them to be involved in the formation of national opinion. The absence of a functioning interface between experts and mirror committee may result in the drafts developed by the WG being rejected by the CEN member at a later stage.

2.6.5 CEN Administrative Board (CA) and Technical Board

The Administrative and Technical Boards are also able to discuss occupational health and safety issues at European level, and in fact to do so in greater detail than at ISO. Whereas the members of ISO's political and technical steering committees are elected as representatives of the entire ISO membership, each CEN member has a seat and voting rights in the relevant CEN bodies. A basis is therefore created by which, in addition to the discussion of more generic issues for European standardization as a whole, substantial national interests may be brought into the discussion, since the German representative in the BT will obviously be consulted regarding the opinion of DIN.

As already mentioned, the Technical Board is the body responsible for all technical issues for which a dedicated body does not exist (and the latter, such as TCs, TFs or ad-hoc groups, are created almost without exception by the BT; only the workshops lead an independent existence). The national representative in the BT is therefore the appropriate point of contact for all unresolved technical issues. He will frequently be able to clarify bilateral issues with his responsible colleagues from other countries on the fringes of a meeting, without drawing undue attention to the issue by placing it on the agenda. It is therefore advisable to inform him unreservedly of any problems.

2.6.6 CEN Management Centre (CMC)

In a similar way to ISO/CS, the CEN Management Centre (CMC) is the point of contact through which all CEN bodies and authorities may be reached. The CMC maintains the secretariats of the General Assembly, Administrative Board and BT. It conducts the CEN/CENELEC enquiry and formal voting, performs final editing, and distributes the European Standards for national adoption. In special cases, particularly where international standards are adopted with limited technical work, the CMC may assume the management role of a TC. It generally receives advice in this case from expert groups; any problems which may arise are submitted to the BT.

CEN members, industry associations and government organizations, TC Chairmen and TC Secretariats, ISO, CENELEC and ETSI may contact the CMC regarding any issue. All negotiations with the European Commission and the EFTA Secretariat are conducted through the CMC. Specific national issues are generally relayed by the CMC to the CEN member responsible. The national contact point in DIN is the secretariat of the responsible standards committee (see also Annex B.1, last column).

3 Involvement of the occupational health and safety lobby in European standardization activity

3.1 Technical CEN bodies of relevance to occupational health and safety

European standardization is without question closely related to political development in Europe. Without the EEC, later the EC and EU, it is doubtful that CEN/CENELEC, or ETSI would exist.

Following their creation in the 1960s, CEN and CENELEC initially had relatively few TCs, since standardization received little attention on a political level (standardization related to the Low-voltage Directive of 1973 represented an exception). This did not change until 1983-85, with the Information Directive, the White Book on the Single Market, and the New Approach to technical harmonization and standardization. A substantial batch of new TCs was created in 1989/1990 (in response to a number of comprehensive mandates from the European Commission to CEN and CENELEC). The central focus of their activities is the barrier-free movement of goods within the Single Market. The majority of bodies and standards thus concern products.

At CEN, the same importance is not attached to appropriate representation of individual sectors, particularly at TC level, as it is in national standardization activity. The reason for this is the usual obligation of the national delegates to represent all interests of their country. A TC Secretary will ensure that a German delegation appears at a CEN meeting, rather than that OH&S interests are represented directly.

As at ISO, this phenomenon is less evident in the working groups; in this case, the experts are amongst themselves and are not directly bound to the instructions of their delegating national committee. A good Convenor will ensure that the technical expertise required for development of a standard is adequately represented.

At CEN, too, the members are under no formal obligation to provide a permanent secretariat for the working groups within their responsibility. The mailing list for the WG therefore frequently lies with the Convenor, and even the TC Secretary has difficulty in keeping up-to-date with it. It is not possible to ascertain in a particular TC which countries have explicitly dispatched representatives of the OH&S lobby to their TC delegation or to the working groups of the TC.

The data presented in this section and the conclusions drawn from them primarily serve to identify the relevant bodies. Standards relevant to the OH&S sector can be found in the same areas of the International Classification of Standards (ICS) as at ISO:

- **ICS 13 Environment; Health Protection; Safety**
- **ICS 25 Manufacturing Engineering**
- **ICS 53 Materials Handling Equipment**

Further individual items can be found in:

- **ICS 17 Metrology and Measurement**
- **ICS 29.260.25 Electrical Equipment for Explosive Atmospheres**
- **ICS 91 Construction Materials and Buildings**

In addition, CEN employs on its web site (www.cenorm.be) a dedicated classification of its subject areas for business domains: Chemistry; Construction; Consumer Products; Environment; Food; General standards; Health and Safety; Healthcare; HVAC etc.; Materials; Mechanical Engineering; Security and Defence; Services; Transport and Packaging; Utilities

and Energy; ISSS; Others.

OH&S issues can primarily be found in the domain of Health and Safety. This domain covers the two sub-domains of Occupational health and safety and Personal protective equipment. For a time, a dedicated sector forum existed for occupational health and safety in which the technical committees concerned were able to discuss their general technical issues under the guidance of a Sector Rapporteur. This forum has since been dissolved by the Technical Board in favour of the special BT working group, BT/WG 168.

In addition, occupational health and safety topics can be found in many sectors of the New Approach (see 1.7), such as within the scope of the Machinery and the Gas Appliances Directives and the PPE Directive. All CEN/TCs mentioned for which corresponding ISO/TCs with OH&S work items exist must of course be considered, see Annex H.

The CEN technical committees may be of importance for occupational health and safety in the same way as those at ISO. In particular, the following types exist (the group designations A, B, etc. are used here arbitrarily and are not universally applicable):

Group A: TCs concerning principles of relevance to **occupational health and safety**, e.g. CEN/TC 122 *Ergonomics*

Group B: TCs dealing with "traditional" **OH&S-related risks**, e.g. CEN/TC 211 *Acoustics*

Group C: TCs dealing with **OH&S-related protective measures**, e.g. CEN/TC 162 *Protective clothing including hand and arm protection and lifejackets*

Group D: TCs dealing with **OH&S-related topics in connection with particular methods**, e.g. CEN/TC 121 *Welding*

Group E: TCs dealing with individual **product groups with reference to their OH&S aspects**, e.g. CEN/TC 114 *Safety of machinery*

91 relevant CEN/TCs were selected on this basis (for complete data, see Annex B.1; a summary sorted by sector can be found in Table 8). The following data are of interest here:

Number and name of the TC. The number enables conclusions to be drawn regarding the age of the TC (the lower the number, the older the TC).

Secretariat and Chairman. Secretary and Chairman generally come from the same country (the secretariat has the privilege of proposing a Chairman for the TC).

Number of working groups (this figure is an indicator of the complexity of the TC's structure; the majority of CEN/TCs no longer have any SCs).

Number of current work items and publications to date (this information reflects the current agenda and the products of work to date).

Responsible standards committee at DIN (the German contact point(s) for technical work).

In contrast to the situation at ISO, firm indicators for the interest in a CEN/TC cannot be inferred from the publicly available data. No distinction exists between P and O membership, and the relationships to other TCs and external organizations are not explicitly published at CEN. All CEN members are by definition obliged to take an interest in all ENs (or at least those developed in the context of the New Approach), owing to the obligation to adopt them (and also owing to the role of the European Standards in the Single Market). Lists of implementation also provide no indication of interest, but at most indicate administrative

issues (all CEN members are required under the Internal Regulations to adopt all ENs).

The majority of TCs exhibit the structure desired by CEN Optimization. They possess a central management body and a larger number of subject-specific working groups. Only a small number (some 10%) still have SCs, in which case they often have no WGs.

It is notable that for the majority of TCs, the number of completed publications substantially exceeds that of current work items. It may therefore be concluded that a number of TCs have passed the peak of their activity and completed the greater part of their agendas for "conventional" products. In the future, their focus is therefore likely to lie upon innovative products and revisions of existing standards.

The published documents comprise ENs, EN ISOs, TSs and TRs, and in certain cases the obsolete document forms European prestandards (ENVs) and CRs (CEN Reports). A breakdown according to these categories is feasible but would reveal little new information. Generally, it may be said that ENs and EN ISOs significantly outnumber all other documents, and that the ratio of EN ISOs to (pure) ENs is approximately 40/60.

Discrete OH&S aspects are generally of lesser importance in the ENs. Product requirements may be anticipated first and foremost, followed by OH&S aspects in certain sectors (personal protective equipment, machinery). The term "occupational health and safety" rarely occurs in the relevant EN standards; the general keyword "safety" occurs all the more frequently.

Whereas the Single Market directives conclusively regulate the conditions for access to the market and the associated ENs give rise to a reliable presumption of conformity as soon as their references are published in the Official Journal, the same mechanism does not exist in the area of other directives (occupational health and safety, environment). In these cases, minimum requirements are stated which the Member States may make more rigorous. ENs are suitable in this case only for "abstract" subjects such as ergonomic principles, terminology and measurement methods.

This phenomenon brings with it a source of systematic errors. A-deviations for an EN pursuant to a Single Market directive are not permissible. The European Commission assumes that the Member States must adopt the associated statutory framework, and that deviating national statutory provisions do not exist. Such statutory provisions nevertheless do exist when an item of technical work equipment is also relevant to a sector (of which occupational health and safety is a relevant example) for which the Member States may impose tighter requirements than those in the directive. In this case, deviations may arise in the statutory requirements, and the standards organizations face a problem which they are unable to resolve. They can present the problem only at the political level; a general solution to the problem has not yet been found.

Table 8. CEN/TCs of relevance to occupational health and safety (by subject group/number)

CEN/TC number and name	Secretariat	Work items and publications
Group A. Principles of relevance to occupational health and safety		
CEN/TC 122 Ergonomics	DIN	85
Group B. OH&S-related risks		
CEN/TC 127 Fire safety in buildings	BSI	71
CEN/TC 137 Assessment of workplace exposure to chemical and biological agents	DIN	26
CEN/TC 211 Acoustics	DS	109
CEN/TC 231 Mechanical vibration and shock	DIN	47
CEN/TC 264 Air quality	DIN	68
CEN/TC 305 Potentially explosive atmospheres — Explosion prevention and protection	DIN	41
CEN/TC 339 Slip resistance of pedestrian surfaces — Methods of evaluation	IPQ	-
CEN/TC 347 Methods for analysis of allergens	DS	-
Group C. OH&S-related protective measures		
CEN/TC 70 Manual means of fire fighting equipment	AFNOR	15
CEN/TC 72 Fire detection and fire alarm systems	BSI	35
CEN/TC 79 Respiratory protective devices	DIN	69
CEN/TC 85 Eye protective equipment	AFNOR	29
CEN/TC 156 Ventilation for buildings	BSI	62
CEN/TC 158 Head protection	BSI	45
CEN/TC 159 Hearing protectors	SIS	16
CEN/TC 160 Protection against falls from height including working belts	DIN	33
CEN/TC 161 Foot and leg protectors	BSI	21
CEN/TC 162 Protective clothing including hand and arm protection and lifejackets	DIN	171
CEN/TC 169 Light and lighting	DIN	23
CEN/TC 191 Fixed firefighting systems	BSI	89
CEN/TC 192 Fire service equipment	BSI	33
CEN/TC 195 Air filters for general air cleaning	DIN	7
CEN/TC 205 Non-active medical devices	DIN	87
CEN/TC 239 Rescue systems	DIN	11
CEN/TC 248 Textiles and textile products	BSI	291
CEN/TC 293 Assistive products for persons with disability	SIS	28
Group D. OH&S-related subjects for particular sectors and methods		
CEN/TC 121 Welding	DIN	366
CEN/TC 164 Water supply	AFNOR	224
CEN/TC 165 Waste water engineering	DIN	126
CEN/TC 183 Waste management	DIN	25
CEN/TC 186 Industrial thermoprocessing — Safety	DIN	8

CEN/TC 190	Foundry technology	DIN	37
CEN/TC 240	Thermal spraying and thermally sprayed coatings	DIN	33
CEN/TC 256	Railway applications	DIN	175
CEN/TC 310	Advanced manufacturing technologies	BSI	25
CEN/TC 319	Maintenance	UNI	8
CEN/TC 321	Explosives for civil uses	AENOR	61
CEN/TC 332	Laboratory equipment	DIN	31
Group E. OH&S-related aspects of discrete product groups			
CEN/TC 10	Lifts, escalators and moving walks	AFNOR	36
CEN/TC 15	Inland navigation vessels	DIN	40
CEN/TC 33	Doors, windows, shutters, building hardware and curtain railing	AFNOR	175
CEN/TC 53	Temporary works equipment	DIN	21
CEN/TC 62	Independent gas-fired space heaters	BSI	10
CEN/TC 93	Ladders	DIN	11
CEN/TC 98	Lifting platforms	DIN	19
CEN/TC 102	Sterilizers for medical purposes	DIN	51
CEN/TC 106	Large kitchen appliances using gaseous fuels	AFNOR	11
CEN/TC 114	Safety of machinery	DIN	52
CEN/TC 128	Roof covering products for discontinuous laying and products for wall cladding	IBN	56
CEN/TC 134	Resilient, textile and laminate floor coverings	BSI	108
CEN/TC 136	Sports, playground and other recreational equipment	DIN	157
CEN/TC 142	Woodworking tools — Safety	UNI	46
CEN/TC 143	Machine tools — Safety	SNV	29
CEN/TC 144	Tractors and machinery for agriculture and forestry	AFNOR	90
CEN/TC 145	Plastics and rubber machines	UNI	26
CEN/TC 146	Packaging machines — Safety	UNI	12
CEN/TC 147	Cranes — Safety	BSI	36
CEN/TC 149	Power-operated warehouse equipment	DIN	4
CEN/TC 150	Industrial Trucks — Safety	BSI	33
CEN/TC 151	Construction equipment and building material machines — Safety	DIN	128
CEN/TC 152	Fairground and amusement park machinery and structures — Safety	UNI	2
CEN/TC 153	Food processing machinery — Safety and hygiene specifications	DIN	50
CEN/TC 168	Chains, ropes, webbing, slings and accessories — Safety	BSI	57
CEN/TC 179	Gas-fired air heaters	NEN	12
CEN/TC 180	Domestic and non-domestic gas-fired air heaters and non-domestic gas-fired overhead radiant heaters	BSI	37
CEN/TC 181	Dedicated liquefied petroleum gas appliances	AFNOR	29
CEN/TC 182	Refrigerating systems, safety and environmental requirements	DIN	24
CEN/TC 188	Conveyor belts	BSI	39
CEN/TC 196	Machines for underground mines — Safety	DIN	8
CEN/TC 197	Pumps	AFNOR	40
CEN/TC 198	Printing and paper machinery — Safety	DIN	17
CEN/TC 200	Tannery machinery — Safety	UNI	6
CEN/TC 201	Leather and imitation leather goods and footwear	UNI	14

manufacturing machinery — Safety			
CEN/TC 202	Foundry machinery	DIN	6
CEN/TC 207	Furniture	UNI	71
CEN/TC 210	GRP tanks and vessels	DIN	11
CEN/TC 214	Textile machinery and machinery for dry-cleaning and industrial laundry	SNV	25
CEN/TC 217	Surfaces for sports areas	BSI	39
CEN/TC 232	Compressors — Safety	SIS	3
CEN/TC 242	Safety requirements for passenger transportation by rope	AFNOR	28
CEN/TC 255	Hand-held, non-electric power tools — Safety	SIS	15
CEN/TC 267	Industrial piping and pipelines	AFNOR	12
CEN/TC 269	Shell and water-tube boilers	DIN	31
CEN/TC 271	Surface treatment equipment — Safety	DIN	15
CEN/TC 274	Aircraft ground support equipment	DIN	24
CEN/TC 284	Greenhouses	NEN	1
CEN/TC 286	Liquefied petroleum gas equipment and accessories	NSAI	67
CEN/TC 315	Spectator facilities	UNI	6
CEN/TC 322	Equipments for making and shaping of metals — Safety requirements	DIN	9
CEN/TC 333	Cycles	UNI	8

3.2 Participation of the European countries in CEN bodies relevant to occupational health and safety

Owing to the circumstances already described, the study of the 91 selected CEN/TCs was limited to the distribution of the secretariats and the agendas. A TC Secretariat has an extremely important management role in practical CEN work. All important administrative functions are conducted formally through the TC Secretary. Conversely, although the working groups are also dispersed among the European countries, their classification need not necessarily correspond to the activity of the standards institute which is actually responsible.

Table 9 shows the distribution of the TC Secretariats by country. It is notable that of the CEN members, who now number 29, only 12 undertake the arduous task of maintaining TC Secretariats, and that the four large European institutes (AFNOR, BSI, DIN and UNI) easily eclipse all the other Members.

Table 9. CEN/TCs of relevance to occupational health and safety (by country/work items)

CEN/TC number and name	Work items and publications
AENOR, Spain	
CEN/TC 321 Explosives for civil uses	61
AFNOR, France	
CEN/TC 164 Water supply	224
CEN/TC 33 Doors, windows, shutters, building hardware and curtain railing	175

CEN/TC 144	Tractors and machinery for agriculture and forestry	90
CEN/TC 197	Pumps	40
CEN/TC 10	Lifts, escalators and moving walks	36
CEN/TC 85	Eye protective equipment	29
CEN/TC 181	Dedicated liquefied petroleum gas appliances	29
CEN/TC 242	Safety requirements for passenger transportation by rope	28
CEN/TC 70	Manual means of fire fighting equipment	15
CEN/TC 267	Industrial piping and pipelines	12
CEN/TC 106	Large kitchen appliances using gaseous fuels	11
BSI, Great Britain		
CEN/TC 248	Textiles and textile products	291
CEN/TC 134	Resilient, textile and laminate floor coverings	108
CEN/TC 191	Fixed firefighting systems	89
CEN/TC 127	Fire safety in buildings	71
CEN/TC 156	Ventilation for buildings	62
CEN/TC 168	Chains, ropes, webbing, slings and accessories — Safety	57
CEN/TC 158	Head protection	45
CEN/TC 188	Conveyor belts	39
CEN/TC 217	Surfaces for sports areas	39
CEN/TC 180	Domestic and non-domestic gas-fired air heaters and non-domestic gas-fired overhead radiant heaters	37
CEN/TC 147	Cranes — Safety	36
CEN/TC 72	Fire detection and fire alarm systems	35
CEN/TC 192	Fire service equipment	33
CEN/TC 150	Industrial Trucks — Safety	33
CEN/TC 310	Advanced manufacturing technologies	25
CEN/TC 161	Foot and leg protectors	21
CEN/TC 62	Independent gas-fired space heaters	10
DIN, Germany		
CEN/TC 121	Welding	366
CEN/TC 256	Railway applications	175
CEN/TC 162	Protective clothing including hand and arm protection and lifejackets	171
CEN/TC 136	Sports, playground and other recreational equipment	157
CEN/TC 151	Construction equipment and building material machines — Safety	128
CEN/TC 165	Waste water engineering	126
CEN/TC 205	Non-active medical devices	87
CEN/TC 122	Ergonomics	85
CEN/TC 79	Respiratory protective devices	69
CEN/TC 264	Air quality	68
CEN/TC 114	Safety of machinery	52
CEN/TC 102	Sterilizers for medical purposes	51
CEN/TC 153	Food processing machinery — Safety and hygiene specifications	50
CEN/TC 231	Mechanical vibration and shock	47
CEN/TC 305	Potentially explosive atmospheres — Explosion prevention and protection	41
CEN/TC 15	Inland navigation vessels	40
CEN/TC 190	Foundry technology	37

CEN/TC 160	Protection against falls from height including working belts	33
CEN/TC 240	Thermal spraying and thermally sprayed coatings	33
CEN/TC 332	Laboratory equipment	31
CEN/TC 269	Shell and water-tube boilers	31
CEN/TC 137	Assessment of workplace exposure to chemical and biological agents	26
CEN/TC 183	Waste management	25
CEN/TC 182	Refrigerating systems, safety and environmental requirements	24
CEN/TC 274	Aircraft ground support equipment	24
CEN/TC 169	Light and lighting	23
CEN/TC 53	Temporary works equipment	21
CEN/TC 98	Lifting platforms	19
CEN/TC 198	Printing and paper machinery — Safety	17
CEN/TC 271	Surface treatment equipment — Safety	15
CEN/TC 239	Rescue systems	11
CEN/TC 93	Ladders	11
CEN/TC 210	GRP tanks and vessels	11
CEN/TC 322	Equipments for making and shaping of metals — Safety requirements	9
CEN/TC 186	Industrial thermoprocessing — Safety	8
CEN/TC 196	Machines for underground mines — Safety	8
CEN/TC 195	Air filters for general air cleaning	7
CEN/TC 202	Foundry machinery	6
CEN/TC 149	Power-operated warehouse equipment	4
DS, Denmark		
CEN/TC 211	Acoustics	109
CEN/TC 347	Methods for analysis of allergens	-
IBN, Belgium		
CEN/TC 128	Roof covering products for discontinuous laying and products for wall cladding	56
IPQ, Portugal		
CEN/TC 339	Slip resistance of pedestrian surfaces — Methods of evaluation	-
NEN, Netherlands		
CEN/TC 179	Gas-fired air heaters	12
CEN/TC 284	Greenhouses	1
NSAI, Ireland		
CEN/TC 286	Liquefied petroleum gas equipment and accessories	67
SIS, Sweden		
CEN/TC 293	Assistive products for persons with disability	28
CEN/TC 159	Hearing protectors	16
CEN/TC 255	Hand-held, non-electric power tools — Safety	15
CEN/TC 232	Compressors — Safety	3
SNV, Switzerland		

CEN/TC 143	Machine tools — Safety	29
CEN/TC 214	Textile machinery and machinery for dry-cleaning and industrial laundry	25
UNI, Italy		
CEN/TC 207	Furniture	71
CEN/TC 142	Woodworking tools — Safety	46
CEN/TC 145	Plastics and rubber machines	26
CEN/TC 201	Leather and imitation leather goods and footwear manufacturing machinery — Safety	14
CEN/TC 146	Packaging machines — Safety	12
CEN/TC 319	Maintenance	8
CEN/TC 333	Cycles	8
CEN/TC 200	Tannery machinery — Safety	6
CEN/TC 315	Spectator facilities	6
CEN/TC 152	Fairground and amusement park machinery and structures — Safety	2

Table 10. Participation by the European countries in CEN bodies relevant to occupational health and safety

Country	TC Secretariats		Current work items of the supported TCs (excluding completed ENs)		Supported working groups *)
	Absolute	%	Absolute	%	
Germany	39	42.8	2147	47.8	112
Great Britain	17	18.7	1031	23	38
France	11	12.1	689	15.4	15
Italy	10	11	199	4.4	16
Sweden	4	4.4	62	1.4	11
Denmark	2	2.2	109	2.4	6
Switzerland	2	2.2	54	1.2	4
Netherlands	2	2.2	13	0.3	3
Ireland	1	1.1	67	1.5	2
Spain	1	1.1	61	1.4	-
Belgium	1	1.1	56	1.2	3
Portugal	1	1.1	-	-	-
Norway	-	-	-	-	1

*) The information in this column is based upon (largely arbitrarily) available data and is incomplete. Within the scope of the 91 TCs considered here, over 100 WGs exist for which no reliable information is available on the maintenance of their Secretariat.

3.3 Participation of industry organizations in CEN bodies relevant to occupational health and safety

As mentioned in 2.3, European (and also international) industry organizations may participate in CEN technical work as observers.

These organizations can be assigned to various categories as at ISO. A list of the organizations participating at CEN can be obtained from CEN/BOSS (see also Annex A). Some 350 organizations are registered. A large proportion of them are manufacturers' associations, and in some cases they are already familiar from international work (e.g. EUMABOIS, FEM). In view of the clear objective of European standardization (the support of the free movement of goods), this is in no way surprising.

The publicly available data do not provide any indication of where the actual participation takes place or of its intensity, nor of whether it leads to fruitful exchange or exists only on paper. Nor can the question of whether these organizations represent or at least address OH&S interests be answered clearly.

A selection of the organizations participating at CEN is listed below. The selection was made arbitrarily according to whether, outwardly, attention to OH&S aspects could be considered possible or probable. An attempt was then made to assign the organizations (also arbitrarily) to the various TC groups (A to E). In the event of interest, further details will be available through the CMS or the organization itself.

Table 11. Industry organizations participating in European standardization (specifically in the OH&S sector)

Abbreviation	Name
Group A: Principles of relevance to occupational health and safety	
ESF	European Safety Federation
ILO	International Labour Organization
WHO	World Health Organization
Group B: OH&S-related risks	
IHOA	International Occupational Hygiene Association
Group C: OH&S-related protective measures	
CEOC	European Confederation of Organizations for Testing, Inspection, Certification and Prevention
CIE	International Commission for Illumination
DPI-Europe	Disabled Peoples International
EAPFP	European Association for Passive Fire Protection
EGOLF	European Group of Official Laboratories for Fire Testing
EURALARM	Association of European Manufacturers and Installers of Fire and Security Systems
EUROFEU	European Committee of the Manufacturers of Fire Protection Equipment and Fire Fighting Vehicles
FIMITIC	International Federation of Persons with Physical Disability
IL	Association of Fire Testing Laboratories of European Industry
RI/ICTA	Rehabilitation International/International Commission on Technology and Accessibility
Group D: OH&S-related topics in connection with particular methods	
CAEF	Committee of Associations of European Foundries
CECE	Committee for European Construction Equipment

C.E.I. Bois	European Confederation of Woodworking Industries
CONCAWE	The Oil Companies European Organization for Environment, Health and Safety
EFNMS	European Federation of National Maintenance Societies
EURAY	European Association of Surface Heating and Cooling
EWf	European Federation for Welding, Joining and Cutting
IIR/IIF	International Institute of Refrigeration
OES	Organization for European Sawmilling Industries
Group E: Product groups with reference to OH&S aspects	
ACEA	European Automobile Manufacturers Association
APME	Association of Plastic Manufacturers in Europe
AREA	Air Conditioning and Refrigeration European Association
ASERCOM	Association of European Refrigeration Compressor and Control Manufacturers
BISFA	International Bureau for the Standardization of Man-made Fibres
CEMA	European Committee of Associations of Manufacturers of Agricultural Machinery
CEPI	Confederation of European Paper Industries
CET	European Ceramic Tile Manufacturers Federation
EGMF	European Garden Machinery Manufacturers Federation
EHI	Association of the European Heating Industry
ELA	European Lift Association
ELCA	European Lift Components Association
ERFMI	European Resilient Flooring Manufacturers Institute
EUMABOIS	European Federation of Woodworking Machinery Manufacturers
EUROAIR	European Association of Airheater Manufacturers
EUROPUMP	European Association of Pump Manufacturers
EUROVENT/C ECOMAF	European Committee of Air Handling and Refrigeration Equipment Manufacturers
FEM	European Federation of Material Handling, Lifting and Storage Equipment Industries
FEMB	Fédération Européenne des Mobilier de Bureau
IEA	International Energy Agency – Solar Heating and Cooling Programs
ORGALIME	Liaison Group of the European Mechanical, Electrical, Electronic and Metalworking Industries
PNEUROP	European Committee of Manufacturers of Compressors, Vacuum Pumps and Pneumatic Tools

Annex A

Access to the original text of the CEN/CENELEC Internal Regulations and further documents

The full text of the four parts of the CEN/CENELEC Internal Regulations (see 1.2.1) can be found at CEN/BOSS on the CEN website. <http://www.cenorm.be/boss> serves as a portal to the BOSS home page. From there, click on "Supporting Material", from there on "Reference Documents", and from there on "1. CEN/CENELEC Internal Regulations". The rest is self-explanatory.

The Internal Regulations apply to both CEN and CENELEC; any deviations or unilateral additions (e.g. concerning the HDs at CENELEC) are marked. Since all parts of the Internal Regulations are available on this site in all three CEN languages (English, French, German), their tables of contents will not be reproduced here.

However, the **CEN Business Operations Support System (BOSS)** contains far more than just the CEN/CENELEC Internal Regulations. It is intended as a comprehensive information system for CEN's activities. An introduction is beyond the scope of this report. The main chapters will however be referred to briefly:

Introduction: Scope and general information

Corporate: Tasks, principles, divisions, membership

Organization: System overview, bodies, members

Management Processes: Steering processes

Production Processes: Core processes for standardization activity

Support Processes: Services for the CEN system, its participants and its customers

Supporting Material: Reference documents, guides, forms, formatted text and templates, information material in Powerpoint format

BOSS provides answers to any question concerning the CEN system for which CEN has an answer. Initially, navigation is difficult, since specific questions may be addressed at different levels. For standards experts, the areas of *Production Processes* and *Supporting Material* are particularly interesting.

The Vienna Agreement is a very general policy document. Of greater and more topical interest are the Guidelines for the Implementation of the Agreement on Technical Cooperation between ISO and CEN, which describe the possible procedural steps. The relevant texts can be found in CEN BOSS under Supporting Material. They can also be found on the ISO website at <http://isotc.iso.org/isotcportal/index.html>. Select this link to access the ISOTC portal page, then click under "Standards Development Process" on "Parallel Projects with CEN (Vienna Agreement)". The rest is self-explanatory.

The Vienna Agreement is not particularly detailed, in contrast to the Guidelines. For a clearer overview, however, the Chapter sections of the VA and the table of contents of the Guidelines are reproduced below.

Agreement on Technical Cooperation between ISO and CEN (Vienna Agreement)

- 1 Background
- 2 Rationale and objectives
- 3 Basic principles
- 4 Modes of co-operation
- 5 Monitoring and co-ordination
- 6 Implementation of the agreement
- 7 Duration of the Agreement

Guidelines for the Implementation of the Agreement on Technical Cooperation between ISO and CEN (Vienna Agreement)

- 0 Preamble
- 1 Introduction
- 2 Cooperation by correspondence
- 3 Cooperation through mutual representation at meetings of committees and working groups
- 4 Adoption by one organization of available publications from the other organization
- 5 Cooperation by mutually agreed allocation of work with parallel approval of publications in ISO and CEN
- 6 Maintenance of identical ISO and CEN publications

Annexes

- A Development and approval of ISO Standards and EN's in parallel
- B Joint Co-ordination Group (JCG) of the ISO Technical Management Board (ISO/TMB) and the CEN Technical Board (CEN/BT)
- C Particular case of common CEN ISO publications intended to support European legislation

Annex B

B.1 CEN/TCs relevant to occupational health and safety

CEN/TC	Name	Secretariat (S) Chair	Subcom- mittees (SC)	Working groups (WG)	Current work items (WI)	Documents published (EN, TS and TR; ENV and CR where applicable)	Responsible standards committee at DIN (see also Annex B.3)
10	Lifts, escalators and moving walks	S: AFNOR (F), Ms Michelet Chair: Mr Bianchini	1	7 3	7	29	NAM
15	Inland navigation vessels	S: DIN (D), Mr Mann Chair: Dr. Fungerlings	-	-	7	33	NSMT
33	Doors, windows, shutters, building hardware and curtain railing	S: AFNOR (F), Ms Girardot Chair: Mr Rey		5	33	142	NABau
53	Temporary works equipment	S: DIN (D), Mr Metzner Chair: Mr Lethe		9	4	17	NABau
62	Independent gas-fired space heaters	S: BSI (GB), Mr Peacock Chair: Mr Harrington-Tucker		2	2	8	FNH
70	Manual means of fire fighting equipment	S: AFNOR (F), Ms Pineau Chair: Mr Ruelle		4	5	10	FNFW
72	Fire detection and fire alarm systems	S: BSI (GB), Ms Di Carlo Chair: Mr Northey		19	14	21	FNFW
79	Respiratory protective devices	S: DIN (D), Mr Baur Chair: Dr. Kruegerke	3	-	4	65	NAFuO
85	Eye protective equipment	S: AFNOR (F), Ms Geslin- Levasseur Chair: Mr Mayer		9	7	27	NAFuO
93	Ladders	S: DIN (D), Mr Trepkau Chair: Mr Herbert		6	6	5	NHM

98	Lifting platforms	S: DIN (D), Mr Weih Chair: Mr Trabold		9	4	15	NAM
102	Sterilizers for medical purposes	S: DIN (D), Ms Dr. Sattelmayer Chair: Mr Denndörfer		7	18	33	NAMed
106	Large kitchen appliances using gaseous fuels	S: AFNOR (F), Ms Ramirez Chair: Mr Augagneur		1	4	7	FNH
114	Safety of machinery	S: DIN (D), Dr. Thom Chair: Mr Sutter		3	10	42	NASG
121	Welding	S: DIN (D), Ms Dr. Schambach Chair: Dr. Von Hofe	8	5 4	67	299	NAS, NMP
122	Ergonomics	S: DIN (D), Mr Krebs Chair: Mr Krämer		10	27	56	NAErg
127	Fire safety in buildings	S: BSI (GB), Mr Peacock Chair: Prof. Christian		7	34	37	NABau, NMP
128	Roof covering products for discontinuous laying and products for wall cladding	S: IBN , Belgium, Mr Winnepeninckx Chair: Mr Vitse	9	1 20	12	44	NABau, NMP
134	Resilient, textile and laminate floor coverings	S: BSI (GB), Mr Levio Chair: Mr Van De Vrande		3	17	91	FNK, NMP, NHM
136	Sports, playground and other recreational equipment	S: DIN (D), Mr Lorentzen Chair: Mr Ständer	1	15 10	45	112	NASport
137	Assessment of workplace exposure to chemical and biological agents	S: DIN (D), Dr. Thom Chair: Dr. Paszkiewicz		3	5	21	NASG
142	Woodworking tools — Safety	S: UNI , Italy, Mr Corbella Chair: Mr Goguel		10	8	38	NAM
143	Machine tools — Safety	S: SNV , Switzerland, Mr Eder Chair: Mr Knapp		7	6	23	NWM, FWS

144	Tractors and machinery for agriculture and forestry	S: AFNOR (F), Ms Duranton Chair: Mr Goupillon		7	19	71	NAM
145	Plastics and rubber machines	S: UNI , Italy, Ms Fumagalli Chair: Mr Celata		12	7	19	NAM, FAKAU
146	Packaging machines — Safety	S: UNI , Italy, Mr Ravaglia Chair: Mr Merlo		7	7	5	NAM
147	Cranes — Safety	S: BSI (GB), Mr Read Chair: Mr Oram		15	10	26	NAM
149	Power-operated warehouse equipment	S: DIN (D), Mr Thomin Chair: Mr Höchgrebe		3	2	2	NAM
150	Industrial Trucks — Safety	S: BSI , (GB), Ms Cumbersbatch Chair: Mr Eckersley		5	13	20	NAM
151	Construction equipment and building material machines — Safety	S: DIN (D), Mr Recke Chair: Mr Hartdegen		15	50	78	NAM
152	Fairground and amusement park machinery and structures — Safety	S: UNI , Italy, Mr Micciche Chair: Dr. Bonini		15	-	2	NABau
153	Food processing machinery — Safety and hygiene specifications	S: DIN (D), Mr Bellin Chair: Mr Grass		11	9	41	NAM, FNKä
153	Ventilation for buildings	S: BSI (GB), Mr Peacock Chair: Mr Green		13	22	40	NHRS, NAM
158	Head protection	S: BSI (GB), Mr Charleston Chair: Mr Clarke		9	4	41	NPS, FNWF, NASport
159	Hearing protectors	S: SIS , Sweden, Mr Söderlund Chair: Prof. Arlinger		3	4	12	NPS, FABERG
160	Protection against falls from height including working belts	S: DIN (D), Ms Klug Chair: Mr Noetel		5	9	24	NPS, FABERG, NASport

161	Foot and leg protectors	S: BSI (GB), Mr Upstone Chair: Mr Turner		4	10	11	NPS
162	Protective clothing including hand and arm protection and lifejackets	S: DIN (D), Mr Von Hoegen Chair: Mr Heffels		12	40	131	NPS, NMP, FNFw, Textilnorm, NASport
164	Water supply	S: AFNOR (F) Ms Dari Chair: Mr Olivier		10	59	165	NAW, NMP, NAA, NHRS
165	Waste water engineering	S: DIN (D), Mr Kropf Chair: Dr. Pecher		15	21	105	NAW
168	Chains, ropes, webbing, slings and accessories — Safety	S: BSI (GB), Mr Read Chair: Mr Bailes		6	10	47	NRK, NAD, Textilnorm
169	Light and lighting	S: DIN (D), Mr Rixius Chair: Mr Schornick		9	7	16	FNL
179	Gas-fired air heaters	S: NEN (NL), Mr Dessens Chair: Mr Van Rij		3	-	12	NAGas
180	Domestic and non-domestic gas-fired air heaters and non-domestic gas-fired overhead radiant heaters	S: BSI (GB), Mr Duncombe Chair: Mr Silvester		4	8	29	NAGas
181	Dedicated liquefied petroleum gas appliances	S: AFNOR (F), Mr Ramirez Chair: Mr Herson		6	8	21	NAGas
182	Refrigerating systems, safety and environmental requirements	S: DIN (D), Ms Alke Chair: Mr Schrempf		4	7	17	FNKä
183	Waste management	S: DIN (D), Ms Meik Chair: Mr Fröhlingsdorf		3	12	13	NKT
186	Industrial thermoprocessing — Safety	S: DIN (D), Dr. Beneke Chair: Mr Debier		5	1	7	NAM
188	Conveyor belts	S: BSI (GB), Mr Stratton Chair: vakant		5	7	32	FAKAU, FABERG
190	Foundry technology	S: DIN (D), Mr Mohr Chair: vakant		12	6	31	GINA

191	Fixed firefighting systems	S: BSI (GB), Mr Leadbeater Chair: Mr Thilthorpe	1	7 8	30	59	FNFw, NABau
192	Fire service equipment	S: BSI (GB), Mr Turpin Chair: Mr Knight		8	11	22	FNFw
195	Air filters for general air cleaning	S: DIN (D), Mr Damm Chair: Mr Wenzek		3	1	6	NAM
196	Machines for underground mines — Safety	S: DIN (D), Mr Schmidt Chair: Mr Goodlad		6	2	6	NAM
197	Pumps	S: AFNOR (F), Mr Conner Chair: Mr Pozzoli	5	4	8	32	NAM
198	Printing and paper machinery — Safety	S: DIN (D), Mr Holderried Chair: Mr Rehberg		3	4	13	NAM
200	Tannery machinery — Safety	S: UNI ; Italy, Mr Ravaglia Chair: Mr Tandura		5	-	6	NAM
201	Leather and imitation leather goods and footwear manufacturing machinery — Safety	S: UNI , Italy, Mr Ravaglia Chair: Mr Allevi		8	2	12	NAM
202	Foundry machinery	S: DIN (D), Mr Resch Chair: Mr Bender		5	1	5	NAM
205	Non-active medical devices	S: DIN (D), Mr Eckert Chair: Dr. Verdonck		8	7	80	NAMed, NAFuO
207	Furniture	S: UNI ; Italy, Mr Tacca Chair: Mr Cavalli	1	6 3	6	65	NHM, NMP, NBü
210	GRP tanks and vessels	S: DIN (D), Mr Wolff Chair: Dr. Schulz	1	3 2	2	9	FNCA
211	Acoustics	S: DS , Denmark, Mr Nielsen Chair: Mr Higginson		-	27	82	NALS
214	Textile machinery and machinery for dry-cleaning and industrial laundry	S: SNV , Switzerland, Mr Widmer Chair: Mr Wacker		4	4	21	Textilnorm, NAM
217	Surfaces for sports areas	S: BSI (GB), Mr Stratton Chair: Dr. Harrison		5	9	30	NABau

231	Mechanical vibration and shock	S: DIN (D), Mr Hansen Chair: Dr. Christ		4	4	43	NALS
232	Compressors — Safety	S: SIS , Sweden, Ms Lind-Bath Chair: Mr Améen		-	-	3	NAM, FNKä
239	Rescue systems	S: DIN (D), Mr Schmidt Chair: Mr Johns		3	3	8	NARK
240	Thermal spraying and thermally sprayed coatings	S: DIN (D), Mr Zernitz Chair: vakant		-	12	21	NAS
242	Safety requirements for passenger transportation by rope	S: AFNOR (F), Ms Geslin-Levasseur Chair: Mr Laravoire		12	2	26	NAM
248	Textiles and textile products	S: BSI (GB), Mr Bellamy Chair: Mr Moore		15	42	249	Textilnorm, NMP, NSMT, FNK
255	Hand-held, non-electric power tools — Safety	S: SIS , Sweden, Ms Lind-Bath Chair: Mr Quensel		2	-	15	NAM, NAEBM
256	Railway applications	S: DIN (D), Mr Reichel Chair: Mr Razdan	3	18 17	90	85	FSF, NALS
264	Air quality	S: DIN (D), Dr. Neuroth Chair: Mr Blinksbjerg		19	24	44	KRdL
267	Industrial piping and pipelines	S: AFNOR (F), Ms Cros Chair: Mr Pitrou		7	2	10	NARD
269	Shell and water-tube boilers	S: DIN (D), Mr Wolff Chair: Dr. Maas		2	-	31	NARD
271	Surface treatment equipment — Safety	S: DIN (D), Mr Riester Chair: Mr Liere		5	1	14	NAM
274	Aircraft ground support equipment	S: DIN (D), Mr Lücken Chair: Mr Laske	3	22	2	22	NL
284	Greenhouses	S: NEN (NL), Mr Nouwen Chair: Mr Rogers		1	-	1	NABau
286	Liquefied petroleum gas equipment and accessories	S: NSAI , Ireland, Mr Tallon Chair: Mr Barnett		5	10	57	NDG

293	Assistive products for persons with disability	S: SIS , Sweden, Mr Schröder Chair: Mr Tjäder		5	11	17	NAMed, NARK, NAFuO
305	Potentially explosive atmospheres — Explosion prevention and protection	S: DIN (D), Mr Schober Chair: Mr Radandt		5	20	21	NASG
310	Advanced manufacturing technologies	S: BSI (GB), Mr Leadbeater Chair: Mr Mason		1	4	21	NAM
315	Spectator facilities	S: UNI , Italy, Mr Salerio Chair: Mr Mandetta		2	2	3	NABau
319	Maintenance	S: UNI , Italy, Mr Ravaglia Chair: Mr Fedele		7	4	4	NATG
321	Explosives for civil uses	S: AENOR , Spain, Mr Chanes Chair: Mr Murray		5	-	61	NMP, FABERG
322	Equipments for making and shaping of metals — Safety requirements	S: DIN (D), Mr Resch Chair: Dr. Berger		5	8	1	NAM
332	Laboratory equipment	S: DIN (D), Dr. Winter Chair: Mr Thiele		5	6	25	FNLa
333	Cycles	S: UNI , Italy, Mr Salerio Chair: Mr Wright		6	4	4	NASport
339	Slip resistance of pedestrian surfaces - Methods of evaluation	S: IPQ , Portugal, Mr Correia Chair: Dr. Bailey		-	-	-	NMP
347	Methods for analysis of allergens	S: DS , Denmark, Mr Skjerning Chair: Dr. Rastogi		-	-	-	NAFuO

B.2 CEN/BTTF relevant to occupational health and safety

TF number	TF name	Responsible standards committee at DIN
BT/TF 109	Industrial fans — Safety	NAM
BT/TF 130	Organic coating systems and linings for protection of industrial apparatus and plants against corrosion caused by aggressive media	FNCA
BT/TF 151	Horizontal standards in the fields of sludge, bio-waste and soil	NAW
BT/TF 158	Dispense systems for draught beverages	FNCA
BT/TF 167	Security services	NAGD

B.3 DIN standards committees relevant to occupational health and safety

FABERG	Mining Standards Committee
FAKAU	Rubber technology Standards Committee
FNCA	Process Engineering Standards Committee
FNFW	Firefighting and Fire Protection Standards Committee
FNH	Heating and Cooking Equipment Standards Committee
FNK	Plastics Standards Committee
FNKä	Refrigeration Technology Standards Committee
FNL	Lighting Technology Standards Committee
FNLa	Laboratory Devices and Installations Standards Committee
FWS	Tools and Clamping Devices Standards Committee
GINA	Foundry Practice Standards Committee
KRdL	Commission on Air Pollution Prevention of VDI and DIN - Standards Committee
NAA	Valves Standards Committee
NABau	Building and Civil Engineering Standards Committee
NAD	Steel Wire and Wire Products Standards Committee
NAEBM	Hardware, Tinware and Metal Products Standards Committee
NAErg	Ergonomics Standards Committee
NAFuO	Optics and Precision Mechanics Standards Committee
NAGas	Gas Technology Standards Committee
NAGD	Performance Capability and Services Standards Committee
NALS	Acoustics, Noise Control and Vibration Engineering Standards Committee
NAM	Mechanical Engineering Standards Committee
NAMed	Medical Standards Committee
NARD	Piping and Boiler Plant Standards Committee

NARK	Rescue Services and Hospital Standards Committee
NAS	Welding Standards Committee
NASG	Safety Design Principles Standards Committee
NASport	Sports Equipment Standards Committee
NATG	Fundamental Technical Standards Committee
NAW	Water Practice Standards Committee
NBü	Office Management Standards Committee
NDG	Pressurized Gas Installations Standards Committee
NHM	Timber and Furniture Standards Committee
NHRS	Heating and Ventilation Technology Standards Committee
NKT	Municipal Services Standards Committee
NL	Aerospace Standards Committee
NMP	Materials Testing Standards Committee
NPS	Personal Protective Equipment Standards Committee
NRK	Round Steel Link Chains Standards Committee
NSMT	Shipbuilding and Marine Technology Standards Committee
NWM	Machine Tools Standards Committee
Textilnorm	Textiles and Textile Machinery Standards Committee

Annex C

CEN Technical Committees (TCs)

(TCs relevant to occupational health and safety are indicated in bold)

CEN/TC 10	Lifts, escalators and moving walks
CEN/TC 12	Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries
CEN/TC 15	Inland navigation vessels
CEN/TC 19	Petroleum products, lubricants and related products
CEN/TC 23	Transportable gas cylinders
CEN/TC 33	Doors, windows, shutters, building hardware and curtain walling
CEN/TC 38	Durability of wood and derived materials
CEN/TC 44	Household refrigerating appliances and commercial refrigeration equipment
CEN/TC 46	Oil stoves
CEN/TC 47	Atomizing oil burners and their components – Function – Safety - Testing
CEN/TC 48	Domestic gas-fired water heaters
CEN/TC 49	Gas cooking appliances
CEN/TC 50	Lighting columns and spigots
CEN/TC 51	Cement and building limes
CEN/TC 52	Safety of toys
CEN/TC 53	Temporary works equipment
CEN/TC 54	Unfired pressure vessels
CEN/TC 55	Dentistry
CEN/TC 57	Central heating boilers
CEN/TC 58	Safety and control devices for gas-burners and gas-burning appliances
CEN/TC 62	Independent gas-fired space heaters
CEN/TC 67	Ceramic tiles
CEN/TC 69	Industrial valves
CEN/TC 70	Manual means of fire fighting equipment
CEN/TC 72	Fire detection and fire alarm systems
CEN/TC 74	Flanges and their joints
CEN/TC 79	Respiratory protective devices
CEN/TC 85	Eye protective equipment
CEN/TC 88	Thermal insulating materials and products
CEN/TC 89	Thermal performance of buildings and building components
CEN/TC 92	Water meters
CEN/TC 93	Ladders
CEN/TC 98	Lifting platforms
CEN/TC 99	Wall coverings
CEN/TC 102	Sterilizers for medical purposes
CEN/TC 104	Concrete and related products
CEN/TC 106	Large kitchen appliances using gaseous fuels
CEN/TC 107	Prefabricated district heating pipe systems
CEN/TC 108	Sealing materials and lubricants for gas appliances and gas equipment
CEN/TC 109	Central heating boilers using gaseous fuels
CEN/TC 112	Wood-based panels
CEN/TC 113	Heat pumps and air conditioning units
CEN/TC 114	Safety of machinery
CEN/TC 119	Swap bodies for combined goods transport
CEN/TC 121	Welding
CEN/TC 122	Ergonomics
CEN/TC 123	Lasers and laser-related equipment
CEN/TC 124	Timber structures
CEN/TC 125	Masonry
CEN/TC 126	Acoustic properties of building products and of buildings
CEN/TC 127	Fire safety in buildings

CEN/TC 128	Roof covering products for discontinuous laying and products for wall cladding
CEN/TC 129	Glass in buildings
CEN/TC 130	Space heating appliances without integral heat sources
CEN/TC 131	Gas burners using fans
CEN/TC 132	Aluminium and aluminium alloys
CEN/TC 133	Copper and copper alloys
CEN/TC 134	Resilient, textile and laminate floor coverings
CEN/TC 135	Execution of steel structures and aluminium structures
CEN/TC 136	Sports, playground and other recreational equipment
CEN/TC 137	Assessment of workplace exposure
CEN/TC 138	Non-destructive testing
CEN/TC 139	Paints and varnishes
CEN/TC 140	In vitro diagnostic medical devices
CEN/TC 142	Woodworking machines – Safety
CEN/TC 143	Machine tools – Safety
CEN/TC 144	Tractors and machinery for agriculture and forestry
CEN/TC 145	Rubber and plastics machines – Safety
CEN/TC 146	Packaging machines – Safety
CEN/TC 147	Cranes – Safety
CEN/TC 149	Power-operated warehouse equipment
CEN/TC 150	Industrial trucks – Safety
CEN/TC 151	Construction equipment and building material machines – Safety
CEN/TC 152	Fairground and amusement park machinery and structures – Safety
CEN/TC 153	Food processing machinery – Safety and hygiene specifications
CEN/TC 154	Aggregates
CEN/TC 155	Plastics piping systems and ducting systems
CEN/TC 156	Ventilation for buildings
CEN/TC 158	Head protection
CEN/TC 159	Hearing protectors
CEN/TC 160	Protection against falls from height including working belts
CEN/TC 161	Foot and leg protectors
CEN/TC 162	Protective clothing including hand and arm protection and lifejackets
CEN/TC 163	Sanitary appliances
CEN/TC 164	Water supply
CEN/TC 165	Waste water engineering
CEN/TC 166	Chimneys
CEN/TC 167	Structural bearings
CEN/TC 168	Chains, ropes, webbing, slings and accessories – Safety
CEN/TC 169	Light and lighting
CEN/TC 170	Ophthalmic optics
CEN/TC 171	Heat cost allocation
CEN/TC 172	Pulp, paper and board
CEN/TC 175	Round and sawn timber
CEN/TC 176	Heat meters
CEN/TC 177	Prefabricated reinforced components of autoclaved aerated concrete or light-weight aggregate concrete with open structure
CEN/TC 178	Paving units and kerbs
CEN/TC 179	Gas-fired air heaters
CEN/TC 180	Non-domestic gas-fired overhead radiant heaters
CEN/TC 181	Dedicated liquefied petroleum gas appliances
CEN/TC 182	Refrigerating systems, safety and environmental requirements
CEN/TC 183	Waste management
CEN/TC 184	Advanced technical ceramics
CEN/TC 185	Fasteners
CEN/TC 186	Industrial thermoprocessing – Safety
CEN/TC 187	Refractory products and materials
CEN/TC 188	Conveyor belts
CEN/TC 189	Geosynthetics

CEN/TC 190	Foundry technology
CEN/TC 191	Fixed firefighting systems
CEN/TC 192	Fire service equipment
CEN/TC 193	Adhesives
CEN/TC 194	Utensils in contact with food
CEN/TC 195	Air filters for general air cleaning
CEN/TC 196	Machines for underground mines – Safety
CEN/TC 197	Pumps
CEN/TC 198	Printing and paper machinery – Safety
CEN/TC 200	Tannery machinery – Safety
CEN/TC 201	Leather and imitation leather goods and footwear manufacturing machinery – Safety
CEN/TC 202	Foundry machinery
CEN/TC 203	Cast iron pipes, fittings and their joints
CEN/TC 204	Sterilization of medical devices
CEN/TC 205	Non-active medical devices
CEN/TC 206	Biocompatibility of medical and dental materials and devices
CEN/TC 207	Furniture
CEN/TC 208	Elastomeric seals for joints in pipework and pipelines
CEN/TC 209	Zinc and zinc alloys
CEN/TC 210	GRP tanks and vessels
CEN/TC 211	Acoustics
CEN/TC 212	Fireworks
CEN/TC 214	Textile machinery and machinery for dry-cleaning and industrial laundry
CEN/TC 215	Respiratory and anaesthetic equipment
CEN/TC 216	Chemical disinfectants and antiseptics
CEN/TC 217	Surfaces for sports areas
CEN/TC 218	Rubber and plastics hoses and hose assemblies
CEN/TC 219	Cathodic protection
CEN/TC 220	Tin and tin alloys
CEN/TC 221	Equipment for storage tanks and for service stations
CEN/TC 222	Feather and down as filling material for any article, as well as finished articles filled with feather and down
CEN/TC 223	Soil improvers and growing media
CEN/TC 224	Machine-readable cards, related device interfaces and operations
CEN/TC 225	Bar coding
CEN/TC 226	Road equipment
CEN/TC 227	Road materials
CEN/TC 228	Heating systems in buildings
CEN/TC 229	Precast concrete products
CEN/TC 230	Water analysis
CEN/TC 231	Mechanical vibration and shock
CEN/TC 232	Compressors – Safety
CEN/TC 234	Gas supply
CEN/TC 235	Gas pressure regulators and associated safety devices for use in gas transmission and distribution
CEN/TC 236	Non-industrial manually operated shut-off valves for gas and particular combinations valves-other products
CEN/TC 237	Gas meters
CEN/TC 238	Test gases, test pressures and categories of appliances
CEN/TC 239	Rescue systems
CEN/TC 240	Thermal spraying and thermally sprayed coatings
CEN/TC 241	Gypsum and gypsum based products
CEN/TC 242	Safety requirements for passenger transportation by rope
CEN/TC 243	Cleanroom technology
CEN/TC 245	Leisure accommodation vehicles
CEN/TC 246	Natural stones
CEN/TC 247	Building automation, controls and building management
CEN/TC 248	Textiles and textile products

CEN/TC 249	Plastics
CEN/TC 250	Structural Eurocodes
CEN/TC 251	Health informatics
CEN/TC 252	Child use and care articles
CEN/TC 253	Self adhesive tapes
CEN/TC 254	Flexible sheets for waterproofing
CEN/TC 255	Hand-held, non-electric power tools – Safety
CEN/TC 256	Railway applications
CEN/TC 257	Symbols and information provided with medical devices and nomenclature for regulatory data exchange
CEN/TC 258	Clinical investigation of medical devices
CEN/TC 260	Fertilizers and liming materials
CEN/TC 261	Packaging
CEN/TC 262	Metallic and other inorganic coatings
CEN/TC 263	Secure storage of cash, valuables and data media
CEN/TC 264	Air quality
CEN/TC 265	Site built metallic tanks for the storage of liquids
CEN/TC 266	Thermoplastic static tanks
CEN/TC 267	Industrial piping and pipelines
CEN/TC 268	Cryogenic vessels
CEN/TC 269	Shell and water-tube boilers
CEN/TC 270	Internal combustion engines
CEN/TC 271	Surface treatment equipment – Safety
CEN/TC 274	Aircraft ground support equipment
CEN/TC 275	Food analysis – Horizontal methods
CEN/TC 276	Surface active agents
CEN/TC 277	Suspended ceilings
CEN/TC 278	Road transport and traffic telematics
CEN/TC 279	Value management - Value analysis, functional analysis
CEN/TC 280	Offshore containers
CEN/TC 281	Appliances, solid fuels and firelighters for barbecuing
CEN/TC 282	Installation and equipment for LNG
CEN/TC 283	Precious metals - Applications in jewellery and associated products
CEN/TC 284	Greenhouses
CEN/TC 285	Non-active surgical implants
CEN/TC 286	Liquefied petroleum gas equipment and accessories
CEN/TC 287	Geographic information
CEN/TC 288	Execution of special geotechnical works
CEN/TC 289	Leather
CEN/TC 290	Dimensional and geometrical product specification and verification
CEN/TC 291	Self-service shopping trolleys
CEN/TC 292	Characterization of waste
CEN/TC 293	Technical aids for disabled persons
CEN/TC 294	Communication systems for meters and remote reading of meters
CEN/TC 295	Residential solid fuel burning appliances
CEN/TC 296	Tanks for transport of dangerous goods
CEN/TC 297	Free-standing industrial chimneys
CEN/TC 298	Pigments and extenders
CEN/TC 299	Gas-fired sorption appliances and domestic gas-fired washing and drying appliances
CEN/TC 301	Electrically propelled road vehicles
CEN/TC 302	Milk and milk products – Methods of sampling and analysis
CEN/TC 303	Floor screeds and in-situ floorings in buildings
CEN/TC 305	Potentially explosive atmospheres – Explosion prevention and protection
CEN/TC 306	Lead and lead alloys
CEN/TC 307	Oilseeds, vegetable and animal fats and oils and their by-products –Methods of sampling and analysis
CEN/TC 308	Characterization of sludges
CEN/TC 309	Footwear

CEN/TC 310	Advanced manufacturing technologies
CEN/TC 312	Thermal solar systems and components
CEN/TC 315	Spectator facilities
CEN/TC 316	Medical devices utilizing tissues
CEN/TC 317	Derivates from coal pyrolysis
CEN/TC 318	Hydrometry
CEN/TC 319	Maintenance
CEN/TC 320	Transport – Logistics and services
CEN/TC 321	Explosives for civil uses
CEN/TC 322	Equipments for making and shaping of metals – Safety requirements
CEN/TC 325	Prevention of crime by urban planning and building design
CEN/TC 326	Gas supply for Natural Gas Vehicles (NGV)
CEN/TC 327	Animal feeding stuffs – Methods of sampling and analysis
CEN/TC 328	Standard measuring systems for cleaning performance
CEN/TC 329	Tourism services
CEN/TC 331	Postal services
CEN/TC 332	Laboratory equipment
CEN/TC 333	Cycles
CEN/TC 334	Irrigation techniques (excluding safety)
CEN/TC 335	Solid biofuels
CEN/TC 336	Bituminous binders
CEN/TC 337	Winter maintenance and road service area maintenance equipment
CEN/TC 338	Cereal and cereal products
CEN/TC 339	Slip resistance of pedestrian surfaces - Methods of evaluation
CEN/TC 340	Anti-seismic devices
CEN/TC 341	Geotechnical investigation and testing
CEN/TC 342	Metal hoses, hose assemblies, bellows and expansion joints
CEN/TC 343	Solid recovered fuels
CEN/TC 344	Static steel storage systems
CEN/TC 345	Characterization of soils
CEN/TC 346	Conservation of cultural property
CEN/TC 347	Methods for analysis of allergens
CEN/TC 348	Facility management
CEN/TC 349	Sealants for joints in building construction
CEN/TC 350	Sustainability of construction works

Annex D

Index of standards organizations

Abbreviation, Name	City, country	Web address
European and international standards organizations		
CEN European Committee for Standardization	Brussels, Belgium	www.cenorm.be
CENELEC European Committee for Electrotechnical Standardization	Brussels, Belgium	www.cenelec.org
ETSI European Institute for Telecommunications Standards	Sophia-Antipolis, France	www.etsi.org
IEC International Electrotechnical Commission	Geneva, Switzerland	www.iec.ch
ISO International Organization for Standardization	Geneva, Switzerland	www.iso.org
CEN Members		
AENOR Asociación Española de Normalización y Certificación	Madrid, Spain	www.aenor.es
AFNOR Association Française de Normalisation	Saint-Denis La Plaine Cedex, France	www.afnor.org
ASRO Romanian Standards Association	Bucharest, Romania	www.asro.ro
BSI British Standards Institution	London, Great Britain	www.bsi-global.com
CNI Czech Standards Institute	Prague, Czech Republic	www.cni.cz
CYS Cyprus Organisation for Standardization	Nicosia, Cyprus	www.cys.org.cy
DIN Deutsches Institut für Normung e.V.	Berlin, Germany	www.din.de
DS Dansk Standard	Charlottenlund, Denmark	www.ds.dk
ELOT Hellenic Organization for Standardization	Athens, Greece	www.elot.gr
EVS Estonian Centre for Standardization	Tallinn, Estonia	www.evs.ee
IBN Institut Belge de Normalisation	Brussels, Belgium	www.ibn.be
IPQ Instituto Português da Qualidade	Caparica, Portugal	www.ipq.pt
IST Icelandic Standards	Reykjavik, Iceland	www.stadlar.is
LST Lithuanian Standards Board	Vilnius, Lithuania	www.lsd.lt
LVS Latvian Standards Ltd	Riga, Latvia	www.lvs.lv
MSA Malta Standards Authority	Valletta, Malta	www.msa.org.mt
MSZT Hungarian Standards Institution	Budapest, Hungary	www.mszt.hu
NEN Nederlands Normalisatie-Instituut	Delft, Netherlands	www.nen.nl
NSAI National Standards Authority of Ireland	Dublin, Ireland	www.nsai.ie
ON Österreichisches Normungsinstitut	Vienna, Austria	www.on-norm.at
PKN Polish Committee for Standardization	Warsaw, Poland	www.pkn.pl
SEE Service de l'Énergie de l'État - Organisme Luxembourgeois de Normalisation	Luxembourg, Luxembourg	www.see.lu
SFS Suomen Standardisoimisliitto	Helsinki, Finland	www.sfs.fi
SIS Swedish Standards Institute	Stockholm, Sweden	www.sis.se
SIST Slovenian Institute for Standardization	Ljubljana, Slovenia	www.sist.si

SN Standard Norge	Lysaker, Norway	www.standard.no
SNV Schweizerische Normen-Vereinigung	Winterthur, Switzerland	www.snv.ch
SUTN Slovak Standards Institute	Bratislava, Slovakia	www.sutn.gov.sk
UNI Ente Nazionale Italiano di Unificazione	Milan, Italy	www.uni.com
CEN Associates		
ANEC European Association for the coordination of consumer representation in standardization	Brussels, Belgium	www.anec.org
CECIMO European Committee for Cooperation of the Machine Tool Industries	Brussels, Belgium	www.cecimo.be
CEFIC European Chemical Industry Council	Brussels, Belgium	www.cefic.be
ECOS European Environmental Citizens Organisation for Standardization	Brussels, Belgium	www.ecostandard.org
ETUI-REHS European Trade Unions Institute for Research, Education and Health and Safety	Brussels, Belgium	www.etui-rehs.org
EUCOMED European Medical Technology Industry Association	Brussels, Belgium	www.eucomed.be
FIEC European Construction Industry Federation	Brussels, Belgium	www.fiec.org
NORMAPME European Office of Craft/Trades and Small and Medium-sized Enterprises for Standardisation	Brussels, Belgium	www.normapme.com
CEN Affiliates		
BDS Bulgarian Institute for Standardization	Sofia, Bulgaria	www.bds-bg.org
DPS General Directorate of Standardization	Tirana, Albania	www.dps.gov.al
HZN Croatian Standards Institute	Zagreb, Croatia	www.dznm.hr
ISRM Standardization Institute of the Republic of Macedonia	Skopje, Macedonia	ism@ism.gov.mk
TSE Turkish Standards Institution	Ankara, Turkey	www.tse.org.tr
CEN Partner Standardization Bodies		
BASMP Institute for Standards, Metrology and Intellectual Property of Bosnia and Herzegovina	Sarajevo, Bosnia and Herzegovina	www.basmp.gov.ba
DSSU State Committee of Ukraine on Technical Regulation and Consumer Policy	Kiev, Ukraine	www.dssu.gov.ua
EOS Egyptian Organization for Standardization and Quality	Cairo, Egypt	www.eos.org.eg
GOST R Federal Agency on Technical Regulating and Metrology	Moscow, Russian Federation	www.gost.ru
INORPI National Institute for Standardization and Industrial Property	Tunis, Tunisia	www.inorpi.ind.tn
ISSM Institution for Standardization of Serbia and Montenegro	Belgrade, Serbia and Montenegro	www.jus.org.yu

Annex E

Access to EU texts concerning standardization

A considerable body of data and information on European standardization (and on the New Approach) can be found on the EU website. Three areas are particularly interesting for standards experts:

- Documents on European standardization policy (a comprehensive summary can be found under the heading *Vademecum on European Standardization* at http://europa.eu.int/comm/enterprise/standards_policy/vademecum/index.htm).
- Legal texts on the New Approach (in particular, the Single Market directives governing machinery, electrical equipment, construction products, etc.)
- The lists of the "harmonized standards" relevant to the individual directives and their references in the Official Journal of the European Union can be found on the EU website at <http://www.newapproach.de.org/>.

For routine use, it is generally more convenient to access this information via the links on the DIN website (<http://www.din.de>). Links can be found there not only to the EU and the New Approach, but also to CEN, CENELEC, ETSI, ISO, IEC, WHO and TABD.

Annex F

Weighted voting by CEN members

Weighted voting is employed at CEN and CENELEC in four cases:

- a) Formal voting on ENs and HDs
- b) Formal voting on TSs in the TC
- c) Adoption of a work item for an EN or TS in the TC
- d) Adoption of B-deviations (HDs only)

Voting for a) is always by letter ballot; for b), c) and d), it may also be conducted at a TC meeting. A decision in favour requires at least 71% of the votes cast (excluding abstentions). Should the result of the count for all countries be against, a second count is conducted for the EEA countries. Should the result of this count be in favour, all EEA countries and those non-EEA countries who voted in favour are bound by the result.

The two-digit country code to ISO 3166-1 is employed below. The CEN members are allocated votes as follows (as of January 2006):

AT	Austria	10	FR	France	29	MT	Malta	3
BE	Belgium	12	GB	Great Britain	29	NL	Netherlands	13
CH	Switzerland	10	GR	Greece	12	NO	Norway	7
CY	Cyprus	4	HU	Hungary	12	PL	Poland	27
CZ	Czech Republic	12	IE	Ireland	7	PT	Portugal	12
DE	Germany	29	IS	Iceland	3	RO	Romania	14
DK	Denmark	7	IT	Italy	29	SE	Sweden	10
EE	Estonia	4	LU	Luxembourg	4	SI	Slovenia	4
ES	Spain	27	LV	Latvia	4	SK	Slovakia	7
FI	Finland	7	LT	Lithuania	7			

29 votes each: DE, FR, GB, IT

27 votes each: ES, PL

14 votes each: RO

13 votes each: NL

12 votes each: BE, CZ, GR, HU, PT

10 votes each: AT, CH, SE

7 votes each: DK, FI, IE, LT, NO, SK

4 votes each: CY, EE, LV, LU, SI

3 votes each: IS, MT

Annex G

Essential differences between ISO and CEN

ISO	CEN
Members worldwide	Members in EU, EFTA (EEA) and candidate countries
Committee stage with CD	Does not exist at CEN
CEN members may participate anywhere	ISO members outside CEN may participate only through the Vienna Agreement
One country, one vote Additional count for P members of the TC	Weighted voting by all CEN members on ENs, TSs and HDs. No choice between P or O status in the TCs.
ISO standards are publications in their own right They may but need not necessarily be adopted as national standards Withdrawal of deviating national standards owing to national provisions	ENs exist only in the form of national versions Obligation to adopt and to withdraw deviating national standards "Standstill" from the start of the work item
Deliverables: No HD	Deliverables: No PAS
Politically largely neutral	Influence of political bodies: New Approach

Annex H

Comparison between CEN and ISO bodies for selected areas of activity

CEN body	Area of activity	ISO body
CEN/TC 10	Lifts and escalators	ISO/TC 178
CEN/TC 15	Inland navigation vessels	(ISO/TC 8, TC 188)
CEN/TC 53	Scaffolds and working platforms	in ISO/TC 195
CEN/TC 79	Respiratory protective devices	ISO/TC 94/SC 15
CEN/TC 85	Eye protective equipment	ISO/TC 94/SC 6
CEN/TC 98	Lifting platforms	ISO/TC 214
CEN/TC 114	Safety of machinery	ISO/TC 199
CEN/TC 121	Welding	ISO/TC 44
CEN/TC 122	Ergonomics	ISO/TC 159
CEN/TC 137	Dangerous substances in the workplace	partly in ISO/TC 146/SC2
CEN/TC 142	Woodworking machines	ISO/TC 39/SC 4
CEN/TC 143	Machine tools	ISO/TC 39/SC 2 und SC 10
CEN/TC 144	Agricultural machinery	ISO/TC 23
CEN/TC 147	Cranes	ISO/TC 96
CEN/TC 148, TC 188	Continuous handling equipment	ISO/TC 101
CEN/TC 150	Industrial trucks	ISO/TC 110
CEN/TC 151	Construction equipment and building material machines	ISO/TC 127, TC 195
CEN/TC 153	Food processing machinery	in ISO/TC 199
CEN/TC 158	Head protectors	ISO/TC 94/SC 1
CEN/TC 160	Protection against falls from height	ISO/TC 94/SC 4
CEN/TC 161	Foot and leg protectors	ISO/TC 94/SC 3
CEN/TC 162	Protective clothing	ISO/TC 94/SC 13
CEN/TC 168	Chains and ropes	ISO/TC 105, TC 111
CEN/TC 169	Light and lighting	CIE
CEN/TC 181	Liquefied petroleum gas appliances	ISO/TC 116, TC 161
CEN/TC 182	Refrigerating systems	ISO/TC 86/SC 1
CEN/TC 196	Machines for underground mines	ISO/TC 82, TC 118/SC 3
CEN/TC 197	Pumps	ISO/TC 115
CEN/TC 198	Paper machinery	ISO/TC 130
CEN/TC 207	Office furniture	ISO/TC 136
CEN/TC 211	Noise of machinery	ISO/TC 43/SC 1
CEN/TC 214	Textile machinery	ISO/TC 72
CEN/TC 231	Vibration	ISO/TC 108/SC 4
CEN/TC 232, TC 255	Pneumatic technology	IS/TC 118
CEN/TC 248	Textiles	ISO/TC 38
CEN/TC 274	Aircraft ground support equipment	ISO/TC 20/SC 9
CEN/TC 310	Industrial automation	ISO/TC 184

Annex I

Notes on the participation of DIN standards committees in European and international standardization bodies

1 General

(See Guideline for standards committees, 2 and 12.7)

1.1 A national standards committee participates in European and international standardization work within its scope. Participation includes the sending of delegations to meetings of technical committees (TCs) and subcommittees (SCs) and the appointment of experts to working groups (WGs).

1.2 A European or international work item may be relevant to a number of standards committees. In this case, the appropriate mechanisms for co-operation between the standards committees (see Guideline for standards committees, 12.7) are to be employed in order for the interests of all stakeholders to be covered.

2 National delegations in technical committees and subcommittees

(See CEN/CLC Internal Regulations Part 2, 2.3.2 and the ISO Directives Part 1, Foreword, c, and 1.7.1)

2.1 National delegations are sent to the meetings of technical committees and subcommittees. The national standards body responsible for sending the delegation must ensure that in its make-up and preparation, the latter represents a uniform national standpoint which gives consideration to the views of all stakeholders affected by the work.

3 Experts in European and international working groups

3.1 (See ISO Directives Part 1, 1.10.1, and CEN/CLC Internal Regulations Part 2, 2.5.2)

Working groups comprise a limited number of appointed experts who act as experts in a personal capacity rather than as official representatives of their country. It is however strongly recommended that they maintain contact with their own responsible national technical body, in order to keep it informed and to align their own position with that of their country.

3.2 (As per CEN Guide, Guidance for the Work of Working Groups, 2.5)

Experts may be appointed not only by their national standards bodies, but also by their parent bodies. They may also come from organizations which enjoy only observer status in the parent body. The national standards bodies are informed of experts from the same country whom they have not appointed themselves, in order for them to be able to forge contacts as appropriate. This measure reduces the risk of a draft being rejected by the national standards body at a later stage.

4 Recommendations for the national standards committee

4.1 Mirror committee

Should a standards committee (generally by decision of its steering committee) have

decided to participate actively in a European and/or international work item, technical support is assigned to a working committee ("mirror committee"). This committee must define the German position and represent it within the European and/or international body. This can be achieved by written comments, the sending of delegations, and/or the appointment of experts.

4.2 Sending of delegations and experts

Where delegations are sent and/or experts appointed, the mirror committee generally selects experts, ideally from its own ranks, who are able owing to their specialist knowledge and other skills (knowledge of languages, negotiating ability) to represent the aims defined by the mirror committee in an adequate manner.

4.3 National delegations

The **national delegations** to a meeting of an international or European TC or SC are announced officially by the responsible standards committee. The speaker (head of the delegation) is indicated at the same time. As far as possible, the delegation must represent the national position arrived at by consensus in the mirror committee. Following the TC or SC meeting, it must report to the mirror committee and explain the results and how they were reached. Theoretically, the mirror committee could change the make-up of the delegation for each meeting. It is however practical to retain a certain degree of continuity and to change the delegation's composition only where necessitated by certain subjects on the agenda.

4.4 Experts

4.4.1 Experts are appointed in a personal capacity to European and international working groups, and participate in the work of the WG until the work is completed or their appointment is officially withdrawn. Under the European and international rules, they are regarded not as official representatives of their country, but as experts in their own right, with corresponding flexibility in negotiations on technical issues.

4.4.2 The mirror committee should therefore select these experts with care and involve them in the German decision-making process, in order for them to be familiar with the national objectives and the potential consequences of technical decisions. The absence of a functioning interface between experts and the mirror committee appointing them may result — a fact of which the experts need to be aware — in the drafts developed with their input being rejected by the national standards committee or DIN at a later stage. The experts appointed by the mirror committee should therefore be able to identify with the national opinion and the planned procedure.

4.4.3 Where experts from Germany are appointed to the working groups (e.g. from the ranks of the Associate Members or organizations in liaison) by the parent body and not by the mirror committee, DIN is informed. In such cases, the mirror committee should invite these experts to attend its meetings, e.g. as guests, and should arrange for a detailed exchange of information with them. These experts will primarily represent the technical opinion of the organizations or associations (generally European or international) which appointed them; they should however also be informed of the German position, in order for them to be involved in the formation of national opinion. This should also contribute to minimizing the risk of a draft subsequently being rejected by the national standards body.

5 Participation in the Administrative and Technical Boards

5.1 The German representatives in bodies such as the CEN Administrative Board and Technical Board are appointed in a personal capacity by the management of DIN. They

represent a balanced opinion consistent with the interests of DIN as a whole. Depending upon the issue at hand, this opinion may be based upon the opinion of a national standards committee, a consensus reached between several standards committees, or a more generic DIN policy.

5.2 The members of the ISO steering and co-ordination committees (e.g. ISO Council, ISO Technical Management Board) are elected on behalf of the entire ISO membership, and do not therefore represent a national position, but the interests of all ISO members. The persons appointed by the management of DIN represent a balanced opinion which takes account of the overall interests of ISO and DIN. Opinions of the affected bodies (e.g. ISO/TCs, standards committees in DIN) and more generic interests of ISO and DIN must also be respected.

5.3 The standards committees are therefore informed of issues relevant to them, and must support the German representatives in the Administrative and Technical Boards in a suitable manner. They must inform the latter unsolicited of any technical problems which might be expected to lead to a discussion at European or international level.

Annex J

Glossary: Terms and abbreviations

This annex lists terms and abbreviations for bodies, documents and procedures. Note the following with regard to the **terminology** employed:

CEN and CENELEC have three official languages (English, French, German). The de-facto dominant working language of international standardization is English. Contributions to technical work such as proposals or comments may be submitted in any CEN language; a (supplementary) English version is however highly desirable.

Products (particularly ENs) must be presented in all three official languages. The original idea of developing the various language versions in parallel in the TC has long been abandoned; the TC is also no longer obliged to ensure the necessary language versions. Instead, AFNOR, BSI and DIN have reached an agreement with the approval of the Technical Board which is intended to assure timely availability of the three language versions at three major phases of the work (CEN/CENELEC enquiry, formal voting and ratification).

For names and abbreviations of the standards institutions of certain countries (CEN members, Affiliates and Partner Standardization Bodies) and of CEN Associates, please refer to Annex D; for names and abbreviations of the industry organizations involved in European standardization, see 3.3.

The following terms have been taken from the existing report on occupational health and safety's scope for influence upon CEN standardization, and from KAN Report 34 concerning the same subject with regard to ISO standardization. To a large extent, they are employed in both areas (in some cases with a modified or analogous meaning). The references listed refer to the present report (marked "**35**") and to KAN Report 34 (marked "**34**").

A-deviation: National deviation from a European Standard owing to existing national legislation, see **35**, 1.6.2

Administrative Board (CA): Policymaking steering bodies at CEN and CENELEC, see **35**, 1.1

Adoption of ISO standards: Transposition of ISO standards as national or regional standards, see **34**, 1.4.4, **34**, Tab 6, **34**, 1.6, **34**, 2.5.8, **35**, 1.2.3, **35**, 1.4.4

Affiliates: Standards organizations participating in European standardization activity and from countries expected to join the EU in the future, see **35**, 1.1, **35**, Annex D

Appeal: ISO and CEN arbitration procedure for handling infringements of rules, see **34**, 1.3.4.4, **34**, Tab 5, **34**, 2.5.7, **35**, 1.3.4.4, **35**, 2.5.6

Approval stage: Formal voting on the FDIS by the TC and the ISO members, or on the FprEN by the CEN members, see **34**, 1.2.8; **34**, Tab 1; **34**, 2.5.6, **35**, 1.2.5, **35**, Tab 1

Associates: Associate Members at CEN who are not national standards bodies, but European lobby groups, see **35**, 1.1, **35**, Annex D

BT: Technical Boards of CEN and CENELEC,
see **35**, 1.1, **35**, 2.6.5

C Resolutions: Resolutions passed by CEN/BT in writing,
see **35**, 1.1

CASCO: ISO Committee on Conformity Assessment,
see **34**, 1.1.

CD: Committee Draft, international standard document at TC level, does not exist at CEN level,
see **34**, 1.2.6, **34**, Tab 1, **34**, Tab 2, **34**, 1.3.2.7, **34**, Tab 3, **34**, 2.5.3

CE mark: Mark confirming satisfaction of the statutory requirements for access to the Single Market,
see **35**, 1.7.1

CEN Consultants: Professional consultants within the CMC who advise the TCs on observance of the requirements for EU directives and review the manuscripts for "harmonized" ENs prior to formal voting,
see **35**, 2.4

CEN lead: Co-ordination by CEN of a VA work item with parallel voting,
see **34**, 1.4.5, **34**, Tab 8, **35**, Tab 5

CEN: European Committee for Standardization (*Comité Européen de Normalisation*),
see **34**, 1.4, **34**, 2.4, **34**, 2.5.9, **35**, 0, **35**, 1.1

CEN/CENELEC Internal Regulations: IR, similar to the ISO/IEC Directives,
see **35**, 1.2.1, **35**, Annex A

CENELEC: European Committee for Electrotechnical Standardization (*Comité Européen de Normalisation Electrotechnique*),
see **34**, 1.4.1, **35**, 0

Central Secretariat: at ISO,
see **34**, 1.1, **34**, 2.6.7

CMC: CEN Management Centre, central secretariat of CEN,

Committee Draft: International standard document for discussion at TC level (no equivalent at CEN),
see **34**, 1.2.6, **34**, Tab 1, **34**, Tab 2, **34**, 1.3.2.7, **34**, Tab 3, **34**, 2.5.3

Committee Stage: For consensus-building on a committee draft at TC level (no equivalent at CEN),
see **34**, 1.2.6, **34**, Tab 1, **34**, 2.5.3

COPOLCO: Committee on Consumer Policy at ISO,
see **34**, 1.1

Council: Policymaking body at ISO (corresponds to CEN/CA, see Administrative Board),
see **34**, 1.1, **34**, 2.6.6

CS: Central Secretariat at ISO,
see **34**, 1.1, **34**, 2.6.7

CWA: CEN Workshop Agreement,
see **35**, 1.3.2.3, **35**, Tab 2

DEVCO: Committee on Developing Countries Matters at ISO,
see **34**, 1.1

Directives: Rules for ISO work,
see **34**, 1.2.1, **34**, 1.3.3, **34**, Annex A

DIS: Draft International Standard, Enquiry Draft at ISO,
see **34**, 1.2.7, **34**, Tab 1, **34**, Tab 2, **34**, 2.5.5

Drafting of Standards: Rules in Part 2 of the ISO/IEC Directives and Part 3 of the CEN/CENELEC Internal Regulations,
see **34**, 1.5, **34**, Tab 9, **35**, 1.5, **35**, Tab 6

EC: European Commission,
see **35**, 1.1, **35**, 1.7.1, **35**, 2.4

EN: European Standard,
see **34**, 1.4, **35**, 1.3.2.1, **35**, 1.4, **35**, 1.5, **35**, 1.6.1, **35**, 1.7.2

Enquiry Stage: For enquiry of and voting by the ISO and CEN members on the Draft International Standard (DIS) or Draft European Standard (prEN),
see **34**, 1.2.7, **34**, Tab 1, **34**, 2.5.5, **35**, 1.2.4, **35**, Tab 1, **35**, 2.5.4

ETSI: European Telecommunications Standards Institute,
see **35**, 0

European standardization system: Generic term for CEN, CENELEC and ETSI,
see **35**, 0

FDIS: Final Draft International Standard,
see **34**, 1.2.8, **34**, Tab 1, **34**, Tab 2, **34**, 2.5.6

Final Draft International Standard: At ISO, see FDIS or Final Draft; at CEN,
see FprEN

FprEN: Abbreviation composed of "final", "project" and "European Standard"; final draft European standard,
see **35**, 1.2.5, **35**, Tab 1, **35**, Tab 2, **35**, Tab 3, **35**, 2.5.5

General Assembly: Policymaking body comprising ISO Members, Corresponding Members, Subscriber Members and the Principal Officers; in the case of CEN: CEN members, Associates, Affiliates, Partner Standardization Bodies, Counsellors etc. (in some cases with differences in voting rights),
see **34**, 1.1, **35**, 1.1

Guide: International or European Guide with advisory or guidance content,
see **34**, 1.3.2.5, **34**, 1.3.3, **34**, Tab 4, **35**, 1.3.2.4

Harmonization Document (HD): Document at CENELEC similar to a standard, with simplified conditions for adoption,
see **35**, 1.3.2.1

"Harmonized" EN: European Standard developed in the context of a Single Market directive in response to a mandate from the EC and cited in the Official Journal of the EU, and the use of which gives rise to the presumption of conformity with one (or more) requirements of one (or more) directives,
see **35**, 1.7.1, **35**, 1.7.2

IDT: Identical, at adoption of international standards,
see **34**, 1.6, **34**, Tab 10

IEC: International Electrotechnical Commission,
see **34**, 0, **34**, 1.4.1

Implementation: Corresponds procedurally at CEN/CENELEC to the Publication Stage at ISO; the EN is not published, however, but distributed for adoption,
see **35**, 1.2.6, **35**, Tab 1

ISO lead: Co-ordination by ISO in a VA work item with parallel voting,
see **34**, 1.4.5, **34**, Tab 7, **35**, Tab 4

ISO Member Body: National standards institute with voting and participation rights at ISO,
see **34**, 1.1, **34**, 1.3.4.3, **34**, Tab 4, **34**, 2.2

ISO: International Organization for Standardization,
see **34**, 0, **34**, 1.1

ITU: International Telecommunication Union,
see **34**, 0

IWA: International Workshop Agreement at ISO,
see **34**, 1.3.2.4, **34**, Tab 2

JWG: Joint working group of two or more TCs or SCs

MOD: Modified, at adoption of international standards,
see **34**, 1.6, **34**, Tab 10

NEQ: Not equivalent, at adoption of international standards,
see **34**, 1.6, **34**, Tab 10

New Approach: Political concept of the EU by which only essential requirements are defined in European directives, and references are made to "harmonized" ENs with regard to scope for technical implementation,
see **35**, 1.7.1

New Work Item Proposal: See NWI, NP

NSB: National standardization body

NWI, (NP): New work item (proposal),
see **34**, Tab 1, **35**, Tab 1, **35**, 2.2.2, **35**, 2.5.1

O Member: Observing Member in an ISO/TC or SC (not generally used at CEN), see **34**, 1.2.1

Optimization: Political process at CEN for streamlining of work structures, see **35**, 1.1

P Member: Participating Member (in contrast to an Observer; not generally used at CEN) in an ISO/TC or SC, see **34**, 1.2.1

Package of standards: Collection of several ENs which can be implemented only collectively, see **35**, 1.6.3

Parallel voting: Simultaneous voting upon the same document at ISO and CEN, see **34**, 1.4.5, **35**, 1.4.5, **35**, Tab 4, **35**, Tab 5

Partner Standardization Body: Standards organization involved in European standardization from a country which is unlikely to become an EU Member, see **35**, 1.1, **35**, Annex D

PAS: ISO Publicly Available Specification, see **34**, 1.3.2.3, **34**, Tab 2, **34**, Tab 3

PQ, UQ: Questionnaire Procedure (concerning the adoption of international standards) at CEN, see **34**, 1.4.4, **34**, Tab 6, **35**, 1.2.3, **35**, Tab 1

Preliminary Stage: For preliminary work items, see **34**, 1.2.3, **34**, Tab 1, **35**, 1.2.2

Preliminary Work Item: See **34**, 1.2.3, **34**, Tab 1, **35**, 1.2.2

prEN: Draft European Standard, see **34**, Tab 7, **34**, Tab 8, **35**, 1.2.4, **35**, Tab 1, **35**, 2.5.4

Preparatory Stage: Development of Working Drafts or working documents, see **34**, 1.2.5, **34**, Tab 1, **35**, 1.2.3, **35**, Tab 1

Proposal Stage: For the processing of proposals for new work items, see **34**, 1.2.4, **34**, Tab 1, **34**, 2.5.1, **35**, 1.2.2, **35**, Tab 1, **35**, 2.5.1

Publication Stage: For publication and sale of the final product of ISO activity, see **34**, 1.2.9, **34**, Tab 1

PWI: Preliminary Work Item, see **34**, Tab 1, **35**, 1.2.2

Questionnaire Procedure (PQ or UQ): Written procedure for adoption of an external document as an EN, see **35**, Tab 1, **35**, Tab 2, **35**, Tab 3

Ratification: Point in time at which the CMC registers the EN following a voting result in favour and availability of the voting report, and after which the European Standard is deemed accepted, see **35**, Tab 1

Reference Document: International standard or similar document which forms the basis of a European questionnaire procedure,
see **35**, 1.2.3, **35**, Tab 1

REMCO: ISO Committee on Reference Materials,
see **34**, 1.1

SC: Subcommittee (deprecated at CEN), see **34**, 1.1, **34**, 1.2.1
see **35**, 1.1, **35**, 1.2.1, **35**, 2.6.6

Standard, Draft European: See prEN

Standard, Draft International: At ISO, see DIS

Standard, European: see EN

Standard, International: ISO (or IEC) standard, the chief product of international standardization activity,
see **34**, 1.2.9, **34**, Tab 1, **34**, Tab 2, **34**, 1.3.2.1, **34**, Tab 4

Standstill: Ban on publication of a competing national standard during and after development of a European Standard,
see **35**, 1.2.3, **35**, 1.6.1

Supplementary standard: Residual provisions of an existing national standard which are not covered by a new European Standard,
see **35**, 1.6.3

Task Force: BTTF, BT working group which conducts standardization activity and works in the same way as a TC,
see **35**, 1.1, **35**, 1.2.3

TC Chairman: Elected by the TC and representative of it,
see **34**, 2.6.1, **35**, 2.6.1

TC Delegation: National representatives of an ISO or CEN Member at TC meetings,
see **34**, 2.6.3, **35**, 2.6.2

TC Secretariat: Secretariat of a TC, usually under the responsibility of an ISO or CEN Member,
see **34**, 2.6.2, **35**, 2.6.1

TC: Technical committee,
see **34**, 1.1, **34**, 1.2.1, **34**, 1.3.4.2, **34**, Tab 3, **34**, 2.5.2, **34**, 2.5.3, **35**, 1.1, **35**, 1.2.1, **35**, 1.3.4.2, **35**, 2.5.2

Technical Committee: See TC

Technical Report: Of ISO or CEN,
see TR

Technical Specification: Of ISO or CEN,
see TS

TMB: Technical Management Board at ISO,

see **34**, 1.1, **34**, 2.6.6

TR: Technical Report of ISO or CEN,
see **34**, 1.3.2.6, **34**, Tab 2, **34**, Tab 3, **35**, 1.3.2.5, **35**, Tab 2

TS: Technical Specification of ISO or CEN,
see **34**, 1.3.2.2, **34**, Tab 2, **34**, Tab 3, **35**, 1.3.2.2, **35**, Tab 2

UAP: Unique Acceptance Procedure at CEN,
see **34**, 1.4.4, **34**, Tab 6, **35**, 1.2.5, **35**, Tab 3

Vienna Agreement: Formal agreement between ISO and CEN concerning mutual co-operation, see **34**, 1.3.3, **34**, 1.4, **34**, 2.4, **34**, 2.5.9, **35**, 1.4

WD: Working Draft, international standards document at WG level,
see **34**, 1.2.5, **34**, Tab 1, **34**, 1.3.2.8

Weighted Voting: Voting procedure at CEN/CENELEC with differing vote allocations, see **35**, 1.1, **35**, Tab 1, **35**, 1.3.4.2, **35**, Annex F

WG: Working group, comprises experts nominated in a personal capacity,
see **34**, 1.1, **34**, 1.2.1, **34**, 1.3.4.1, **34**, 2.5.4, **35**, 1.1, **35**, 1.2.1, **35**, 1.3.4.1, **35**, 2.5.3

WG Convenor: Head of a working group,
see **34**, 2.6.4, **35**, 2.6.3

WG Experts: Participants in a working group,
see **34**, 2.6.5, **35**, 2.6.4

Working document: European standard document at WG level,
see **35**, 1.2.3, **35**, Tab 1, **35**, 1.3.2.6

Working Draft: International standard document at WG level,
see **34**, 1.2.5, **34**, Tab 1, **34**, 1.3.2.8

Working Group: Body composed of experts nominated in a personal capacity,
see **34**, 1.1, **34**, 1.2.1, **34**, 1.3.4.1, **34**, 2.5.4, **35**, 1.1, **35**, 1.2.1, **35**, 1.3.4.1, **35**, 2.5.3

Workshop Agreement: Result of an ISO or CEN Workshop,
see **34**, 1.3.2.4, **34**, Tab 2, **35**, 1.3.2.3, **35**, Tab 2