

CEN-CENELEC Internal Regulations Part 1 Organisation and structure

Contents

Preamble

1A: CEN

1. Scope of CEN activities
2. CEN organization
3. General Assembly
4. Administrative Board and its Consultative Committees

1B: CENELEC

1. Scope of CENELEC activities
2. CENELEC organization
3. General Assembly
4. Administrative Board and its Advisory Bodies
5. Advisory Body to the President – Heads of Delegation Meeting
6. Cooperation with other organizations

1C: CEN-CENELEC common organizational regulations

1. Presidential Executive Committee and its Advisory Bodies
2. CEN-CENELEC Management Centre
3. Cooperation with other European organizations
4. Cooperation with standardization bodies not members of CEN and/or CENELEC

Preamble

The CEN-CENELEC Internal Regulations serve the purpose of detailing the implementation of identified Articles of the CEN Statutes and CENELEC Articles of Association.

The CEN-CENELEC Internal Regulations Part 1 are divided in three different chapters to reflect those elements that are specific for CEN and CENELEC and those other organizational aspects that are common to both associations.

1A: CEN

1. Scope of CEN activities

CEN is a European Standardization Body in the field of non-electrotechnical and non-telecommunication standardization, facilitating and organizing contacts with all interested parties: governments, public bodies, producers, users, consumers, trade unions, etc...

The aim of CEN (see Article 4 of the CEN Statutes) may be realized in any way, and in particular by the following means:

- Harmonization of national standards published by CEN members;
- Promotion of uniform implementation of International Organization for Standardization (ISO) and other international standards or recommendations by CEN members;
- Preparation of reports on the state of harmonization of standards of CEN members;
- Preparation of European Standards (EN) 'de novo' when justified by requirements in Europe where no appropriate international or other standard exists for use as a reference document;
- Provision of procedures for the mutual recognition of test results and certification systems on the European level;
- Support for world-wide standardization in the International Organization for Standardization (ISO);
- Co-operation with the European Communities, the European Free Trade Association (EFTA) and other international governmental organizations so that European Standards (EN) can be referred to in their directives or other instruments;
- Co-operation with other international governmental, economic, professional and scientific organizations on questions linked with standardization;
- Co-operation with the European Committee for Electrotechnical Standardization (CENELEC) and the European Telecommunications Standards Institute (ETSI).

2. CEN organization

CEN consists of:

- Its National and Associate Members;
- The bodies specified in Article 6 of the Statutes;
- Such committees as the General Assembly, the Administrative Board or the Presidential Committee may set up to further its aims, such as Administrative Board Consultative Committees, the Technical Board and the CEN Certification Board;
- Technical Committees and Subcommittees, and working groups;
- Technical Committee and Subcommittee Secretariats and Reporting Secretariats;

- Certification Committees;
- The CEN-CENELEC Management Centre.

3. General Assembly (AG)

Meetings of the General Assembly are convened by the Director General, on the instructions of the Administrative Board. The Annual Ordinary General Assembly meets once a year between April and November for statutory decisions with an associated Open Meeting.

Dates and places of meetings are determined by the Administrative Board or by the General Assembly itself and notices thereof are sent to all CEN members by the Director General at least four months prior to the date set for the meeting (three months in case of an extraordinary General Assembly).

The agenda and the main documents shall be circulated by the Director General to the members at least one month prior to the meeting for decision matters and two (2) weeks for information matters.

In pursuance of Article 17 of the Statutes, any CEN member unable to attend a meeting of the General Assembly can by letter or facsimile confer upon another CEN member the power to act and vote in his/her name after verification by the chairman of that meeting and for that meeting only. A CEN member can represent only one other member.

4. Administrative Board (CA) and its Consultative Committees (CACC)

4.1. Administrative Board (CA)

Meetings of the Administrative Board are convened by the Director General on the instructions of the President. The CA is chaired by the President or in his/her absence by the Vice-President Policy. In case of absence of the president and of the Vice President Policy, the CA should appoint a chairperson chosen amongst the CA delegates.

The CA normally meets twice a year in full meetings with an additional meeting connected to the CEN AG and restricted to National Member Bodies. Dates and places of meetings are determined by the President or by the Administrative Board itself and notices thereof are to be sent to its members by the Secretary General at least four months prior to the date set for the meeting.

The agenda and the main documents shall be circulated by the Director General to the Members at least four (4) weeks prior to the meeting for decision matters and two (2) weeks for information matters. If documents for decision are not provided within this timeframe, decisions will normally be postponed.

The agenda of the Administrative Board shall reflect explicitly the varied nature, policy, operational, managerial of the matters followed, thus permitting better involvement of the CEN members (National Members and Associates) as well as Counsellors depending on their rights and obligations as defined in the Statutes. In that respect the Associates and the Counsellors are invited to participate in the part of the Administrative Board meetings debating policy issues.

Each CEN National Member has the right to nominate to the Administrative Board one permanent and one alternate representative. These representatives may be accompanied by individual experts when items on the agenda necessitate their assistance.

An editing committee is set up at each meeting to ensure the finalization of the CA resolutions and their delivery in the three official CEN languages.

The Administrative Board should solve as many problems as possible by correspondence. A decision of the Administrative Board can be reviewed by the General Assembly if at least two CEN members demand it.

4.2. CA Consultative Committees (CACC)

Two CA Consultative Committees deal with issues related to External Policy and Finance.

The role of each CA Consultative Committee, in its respective domain, is to prepare CA decisions, assist the Director General in the implementation of the decisions, and perform tasks assigned by the CA. Each Consultative Committee is chaired by the corresponding Vice-President and is composed of the chairperson and up to eight members drawn from the CA representatives nominated by the CA for two years (renewable).

Meeting agendas and documents are made available to all CA Members for comment. The NSBs not represented in the Consultative Committees, the Counsellors and the Associates may be invited by the chairperson to take part on an ad hoc basis.

1B: CENELEC

1. Scope of CENELEC activities

CENELEC is the European Standardization Body in the field of electrotechnology and related technologies, facilitating and organizing contacts with all interested parties: producers, users, governments, public bodies, consumers, trade unions, etc.

The CENELEC Members are working together in the interests of European harmonization; creating both electrotechnical standards requested by the market and harmonized standards in support of European legislation.

The aim of CENELEC (see Article 3 of the Articles of Association) may be realized in any way, and in particular by the following means:

- Harmonization of national standards published by CENELEC Members;
- Promotion of uniform implementation of International Electrotechnical Commission (IEC) and other international standards or recommendations by CENELEC Members;
- Preparation of reports on the state of harmonization of standards of CENELEC Members;
- Preparation of European Standards (EN) 'de novo' when justified by requirements in Europe where no appropriate international or other standard exists for use as a reference document;
- Support for world-wide standardization in the International Electrotechnical Commission (IEC);
- Co-operation with the European Union institutions, the European Free Trade Association (EFTA) and other international governmental organizations so that European Standards (EN) and Harmonization Documents (HD) can be referred to in their directives or other instruments;
- Co-operation with other international governmental, economic, professional and scientific organizations on questions linked with standardization;
- Co-operation and coordination with the European Committee for Standardization (CEN) and the European Telecommunications Standards Institute (ETSI).

2. CENELEC organization

CENELEC consists of

- Its Members
- Its Officers, i.e.
 - The President
 - Three Vice Presidents
 - The President Elect
- Its organs, as specified in Art. 5 of the CENELEC Articles of Association, i.e.:
 - The General Assembly
 - The Administrative Board

- The Presidential Committee
- The Director General
- One or several Auditors
- The CEN-CENELEC Management Centre
- The Technical Board (BT), which is mandated by the CENELEC General Assembly to manage the technical standardisation (see Internal Regulations Part 2)

Moreover,

- The General Assembly or the Administrative Board may set advisory bodies
- The President may set up advisory bodies to exchange information with CENELEC members.

3. General Assembly

The AG is the supreme authority of CENELEC, where all statutory and general policy decisions are taken. The Ordinary Meetings are taking place annually during the first half of the year and should be attended by a delegation of up to five representatives of each CENELEC Member, led by a Head of Delegation. (See also Articles 12 and 13 of the CENELEC Articles of Association).

4. Administrative Board and its Advisory Bodies

4.1. Administrative Board (CA)

The Administrative Board (CA) manages and administers the Association's business. In addition it prepares the agendas of the General Assembly, with inclusion of proposed recommendations, and ensures subsequently the correct execution of the decisions taken by the General Assembly (See also Articles 14, 15 and 16 of the CENELEC Articles of Association).

The Administrative Board comprises ex officio the CENELEC Officers (i.e. the President, three Vice Presidents – amongst whom a Vice President Finance - and the President Elect) and up to nine Board members. The members of the Administrative Board are appointed by the General Assembly.

The Officer status is primarily required for representation purposes, i.e. for the President to represent CENELEC, for the Vice Presidents and the President Elect to represent CENELEC by delegation or instead of the President. The other Board members shall participate in, and contribute to the important tasks entrusted to the Administrative Board. All shall divest themselves from any national view point.

Traditionally the Administrative Board meets three times per year, one of which in conjunction with the General Assembly. These meetings are convened by the President. The invitation is accompanied by the agenda of the meeting, decided by the President, and dispatched at least one month beforehand.

4.2 Advisory Bodies of the Administrative Board

The Administrative Board may take the decision to set up advisory bodies or groups in areas where the need to get support from dedicated experts is identified, such as financial and other strategic issues.

The advisory body or group is chaired by the President, President Elect or a Vice President. The members are representatives of the National Electrotechnical

Committees, and occasionally of cooperating partners, and are recruited through an open call. The number of members may vary according to the topic and the terms of reference of the advisory group.

5. Advisory Body to the President – Heads of Delegation Meeting

The President has the authority to invite the Heads of Delegation of the CENELEC Members to exchange information and discuss policy orientation.

As and when such consultation of the CENELEC Membership takes the form of a meeting, this meeting is open to a maximum of two from the President or Head of Delegation and the Secretary of each CENELEC National Committee as well as to the members of the Administrative Board. At the discretion of the President special guests can be invited. The secretariat duties are normally ensured by the Director General.

6. Cooperation with other organizations

6.1. Cooperating Partners

A CENELEC Cooperating Partner is an independent European or international European based organization representing, with a sufficient degree of representation within its defined area of competence, a sector or sub sector of the electrotechnical field. It is open to appropriately-qualified members in the European Union (EU)/ European Free Trade Association (EFTA) countries.

Within its area of competence, a cooperating partner is entitled to formulate advice on current and future standards programs, e.g. by stating needs and by proposing priorities and to propose technical documents with a view to their possible incorporation in the body of CENELEC standards through the normal approval procedures, including use in appropriate cases of the common planning agreement with IEC.

The principles ruling cooperation partnership are laid down in CENELEC Guide 14 “The concept of cooperation agreements”.

6.2. International Electrotechnical Commission (IEC)

In support of the International Electrotechnical Commission (IEC) as the global organization for electrotechnical standardization, CENELEC and IEC have agreed to work in close cooperation for the development and adoption of International Standards. The details of this agreement can be found in CENELEC Guide N° 13 “ IEC/CENELEC Cooperation Agreement on common planning of new work and parallel voting” also known as the Dresden Agreement.

1C: CEN-CENELEC common organizational regulations

1. Presidential Committee and its advisory bodies

1.1. Presidential Committee

The Presidential Committee is a joint corporate body created by the CEN and CENELEC General Assemblies, mandated by the Administrative Boards of both organisations to perform certain functions described hereafter. (See also Article 33 of CEN Statutes and Article 17 of CENELEC Articles of Association)

In that respect, the Presidential Committee manages and administers the common CEN-CENELEC non sector specific policy and strategic issues, including:

- Membership issues (potential new members, affiliates, PSB). In accordance with the statutes, all membership issues have to be confirmed by the respective AGs.
- Common strategic issues, e.g.:
 - Innovation & Research;
 - External Relations:
 - with European institutions (EC, EFTA, EP, Council);
 - with organisations representing societal interests (SMEs, consumers, environment, trade unions);
 - with international organisations (ISO, IEC, Regional Standards Organizations; individual countries) ;
 - with European organizations representing common interests;
 - Technical Assistance;
- CEN/CENELEC/ETSI Joint President Group issues and in general issues linked to European standardization strategy;
- To conduct the selection process for the common CEN-CENELEC Director General and propose a candidate for appointment by the CEN and CENELEC Administrative Boards;
- Common Communications & Visibility Policy;
- Identification of common elements in search of further synergies/optimization of resources;
- CEN-CENELEC contractual relations – services contracts.

ISO and IEC technical related issues are under the responsibility of the CEN and CENELEC respective CAs and BTs.

1.2. Advisory bodies to the Presidential Committee

The Presidential Committee may take the decision to set up advisory bodies or groups in areas where the need to get support from dedicated experts is identified, such as the representation and promotion of the European Standardization System outside Europe and the reinforcement of the interconnection between standardization, research and innovation.

2. CEN-CENELEC Management Centre

The CEN-CENELEC Management Centre is headed by the Director General and comprises such staff as CEN and CENELEC may require to perform the operations of the Associations. The CEN-CENELEC Management Centre is normally located at the same place as the registered office of CEN and CENELEC (See also Article 34 of CEN Statutes and Article 19 of CENELEC Articles of Association).

The Director General or his/her staff representative acts in an advisory capacity as the secretary of meetings of CEN and CENELEC such as:

- The General Assemblies;
- The Administrative Boards;
- The Presidential Committee;
- The Technical Boards;
- Committees and other advisory groups set up by these bodies, unless otherwise agreed.

The Director General is responsible for the implementation of decisions of these bodies. The Director General or his/her staff representative is entitled to attend any meeting which the fulfilment of his/her task makes necessary. The Director General manages the funds of CEN and CENELEC and directs the staff of the CEN-CENELEC Management Centre with all powers to engage or dismiss personnel.

3. Cooperation with other European organizations

3.1. European Commission (EC) and European Free Trade Association (EFTA)

Having regard to the political role the European Commission and EFTA play in European standardization, these two European institutions are invited to participate with observer status in the work of the Associations.

The relationship between CEN and CENELEC on the one side and the European Commission and EFTA on the other is described in CEN/CENELEC Guide 4 “General Guidelines for the cooperation between CEN, CENELEC and ETSI and the European Commission and the European Free Trade Association”, and detailed for the contractual aspects in mutually agreed documents.

3.2. European Standardization Organizations

CEN, CENELEC and ETSI are the three recognized European Standardization Organizations according to Directive 98/34 Annex I. They have agreed to work closely together. This is reflected in the CEN/CENELEC Guide N° 3 “CEN and CENELEC Cooperation Agreement” as well as in the CEN/CENELEC/ETSI Basic Agreement on cooperation.

A CEN/CENELEC/ETSI Joint Presidents Group acts as a forum for discussion of matters of common interest, fixing lines of demarcation of work where necessary and serving as a basis for consultation of the members on matters affecting all three organizations.

4. Cooperation with standardization bodies not members of CEN and/or CENELEC

4.1 Affiliates

Affiliation with CEN and CENELEC is available to a National Standards Body, which is a member (or corresponding or associate member) of ISO or IEC respectively and which represents or has the ambition to represent all parties concerned in an evolving market economy of a EU Neighbouring Country having links with EU or EFTA in relation to relevant scientific, political and social conditions – Details regarding Affiliates Status are given in the CEN/CENELEC Guide N°12 “The concept of Affiliation with CEN and CENELEC”.

4.2 Partner Standardization Bodies

The status of Standardization Partnership with CEN and/or CENELEC is available to a National Standards Body, which is a member (or corresponding or associate member) of ISO or IEC respectively and which represents or has the ambition to represent all parties concerned in an evolving market economy of a country which is not eligible for obtaining the status of CEN and/or CENELEC national Member or CEN and/or CENELEC Affiliate – Details regarding the PSB Status are given in the CEN/CENELEC Guide N°13 “The concept of Partner Standardization Body”.

4.3 Relations with other standards bodies

An Agreement is offered to any National Standards Body not desiring to become Affiliate or PSB but intent in developing official relations with CEN and/or CENELEC. This model of cooperation may comprise elements such as: exchange of information, transfer of knowledge, cooperation of standardization activities and bodies.

The Memorandum of Understanding is a tool established to start official cooperation relations with recognized Regional Groupings or Third Country National Standards Bodies.