

CENELEC Convenor Toolkit

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Foreword

We would like to thank you for the time and experience you provide to standardization by being a Convenor. We would like to reiterate that BSI remains fully committed to its support of UK Convenors. We recognize that our Convenors give their time on a purely voluntary basis. Hence, we have put together this toolkit, which we hope will be useful.

In one document we have collated information that we believe is vital to the Convenor role. The areas covered are: training, booking a meeting, documentation, the electronic document circulation system, editing information and rules and procedures.

If you have any suggestions for changes to the content please send them to:

atlas@bsigroup.com

1. Internal regulations

You should be familiar with these, particularly Part 2 “Common rules for standardization work” which gives guidance on the preparation of documents. These are downloadable for free at:

<http://www.cenelec.eu/membersandexperts/referencematerial/internalregulation.html>

2. Meetings

Meetings in the UK

Meetings in the UK will normally be held at the BSI offices in London Chiswick:

British Standards Institution
389 Chiswick High Road
London
W4 4AL
United Kingdom

To arrange a meeting of a CENELEC (CLC) Working Group (WG) at BSI, the Convenor of the WG should get in touch with the BSI contact (CSC or UK National Secretary as appropriate) for the UK national committee contributing to the European work, indicating the meeting date(s), start and finish times, and size of room required. Rooms at BSI are often booked up well in advance (particularly in the spring and autumn), so it is recommended to make a room reservation six months in advance if possible.

Meetings may also take place at venues other than BSI. In this case, the WG Convenor should make arrangements with the UK expert(s) responsible for providing the venue, but should also keep the UK national contact informed.

Meetings outside the UK

CLC meetings must be held in Europe (unless Dresden agreement). The Convenor is responsible for all the meeting arrangements in conjunction with the host who will usually be an expert on the WG. WG meetings are often held on company premises. The Convenor should give plenty of notice and documents to be discussed should be circulated several weeks in advance. Often, Convenors consult experts in advance about the date and venue for the meeting.

CEN/CLC meeting rooms can be booked at the CEN/CLC meeting centre in Brussels via <http://www.meetingcentre.org>.

Meetings outside Europe

It may be useful on occasions to hold consecutive meetings of ISO and CEN technical bodies in the same location and within the same timeframes. However, common meetings shall be avoided.

Meeting room facilities

If the WG Convenor would like certain facilities to be available at the meeting, e.g. data projector, flipchart, internet access (wi-fi or otherwise) and/or telephone link for long distance participation, this should be indicated to the national contact at an early stage.

It is commonly the case that tea, coffee, small snacks and water are made available in meeting rooms free of charge.

Depending on the venue and/or host for a meeting, further hospitality might be provided free of charge, in the form of lunch and/or an evening meal. No assumption should be made about this — there is no obligation for such hospitality to be provided.

In any case there should never be a charge for delegates to use meeting rooms and their facilities.

Web Meetings

The use of the web-conferencing service is free of charge and includes the use of VOIP (Voice over IP) facilities available for most of the European countries.

How does it work in practice?

CEN and CENELEC offer you a simple web interface with the availability of the CCMC web conference service, on <http://webconf.cencenelec.eu/>. This page shows a calendar with the number of free licences (maximum 16) for each working day. Whenever you see one or more licenses available you can book your virtual room for that date.

To reserve a room, the organizer can use the [Request Form](#) or send meeting request to webconf@cencenelec.eu at least 5 working days before the actual meeting. The following information is mandatory:

- Full name and role (e.g. Els Somers, Secretary of CLC/TC123/WG01);
- The meeting title (e.g. CLC/TC123/WG01 preparation meeting Brussels);
- The organization/technical body involved (CEN TC, CENELEC TC, NSB/NC, etc);
- CEN, CENELEC or CEN-CENELEC meeting;
- The web meeting date, including begin & end time;
- The number of participants

By default, access to GoToMeeting will be provided 3 working days before the meeting date. At the end of this period, the organizer's account will be suspended automatically. Another request (via webconf@cencenelec.eu) is needed to re-activate the account again.

User Guide, guide of good practice and support

Extensive information about GoToMeeting can be found on www.gotomeeting.com (Knowledge Base, Documents, Videos & Training).

3. Registration for meetings

All documentation for the meeting, including the registration form, needs to be circulated by the Convenor to national committees three months before the meeting.

For the registration form template see:

<http://www.cenelec.eu/membersandexperts/resourcearea/formsandtemplates.html>

Please note:

- The host national standards body (NSB) needs to be contacted prior to circulation of the calling notice if the country is prepared to host the meeting, even if the meeting is to be held at a private company or a hotel.
- The calling notice should be circulated at least two months before the meeting.

In advance of the meeting, the WG Convenor should ascertain roughly how many expert members of the group will be attending the meeting. If the number of those expected to attend is unacceptably low, the Convenor should postpone the meeting, giving the members sufficient notice (preferably one month). Thus, when first arranging the meeting, it is advisable to have a good idea of the availability of the experts.

If the Convenor finds him/herself unable to attend a meeting, he/she should consider nominating another expert of the group to act as Convenor temporarily in his/her absence. This might be preferable to cancelling the meeting.

4. Documents

All meeting documents should be loaded on to the CLC Collaboration Tool prior to the meeting:

<http://www.cenelec.eu/membersandexperts/resourcearea/manuals.html>

Each Working Group has a folder on the CLC Collaboration Tool and all their members will be notified once documents are uploaded.

Any member of a Working Group who can not access documents should contact their NSB.

Also note the following:

- The CLC numbering system shall be followed (see **Annex A**).

- The report of the meeting should be circulated as soon as possible after the meeting.
- Templates can be downloaded from:
- <http://www.cenelec.eu/membersandexperts/resourcearea/formsandtemplates.html>
- After the WG has agreed changes to a draft/document, these need to be circulated to all WG members.
- The final text needs to be sent to the Subcommittee (SC) or Technical Committee (TC) Secretary (the next level up) for submission to CLC Central Secretariat (at CEN/CLC Management Centre or CCMC) to the next stage.
- NOTE: Translations into the French and German language (which are requested by CCMC, upon receipt of the English version) will take at least two months.

5. Editing, templates and drawings

All templates for drafting standards, meeting agenda, reports, etc. can be found on the CLC website under 'Resources

<http://www.cenelec.eu/membersandexperts/resourcearea/manuals.html>

Please note, BSI will edit drafts at Enquiry stage (in parallel to the voting period), before submission to CCMC. The BSI editors may contact you with questions on your draft.

Text processing and templating

The template provides a framework for the draft standard, which includes a range of predefined stylistic and structural rules. Use of the template therefore assists in the presentation of a draft standard in accordance with the rules for drafting and presentation, which can save time in the subsequent processing of the draft.

Although the template should be used by the Convenor/Project Leader for drafting at the earliest possible stage, it is understood that this is not always possible. In such circumstances, BSI Production staff can apply the template; a suitable electronic file should be provided as the starting point. Where no suitable electronic file exists, it is also possible for BSI Production to process the text to provide an electronic version in the template.

Where templated or processed texts are prepared by BSI Production, the Convenor/Project Leader will be expected to check the draft after completion of the templated version.

If you are a UK Convenor and you wish to use this service, please contact BSI as follows:

- If your CLC TC (or SC) Secretariat is held by the UK, contact the CLC TC (or SC) Secretary at BSI.
- If your CLC TC (or SC) Secretariat is **not** held by the UK, get in touch with the national contact at BSI.

The template can be downloaded from:

<http://www.cenelec.eu/membersandexperts/resourcearea/formsandtemplates.html>

Preparation of drawings

Support can also be provided to all UK Convenors through the preparation of drawings by the BSI Drawing Office. This has the advantage of ensuring that the drawings are presented in accordance with the rules for presentation of drawings in standards.

It is an advantage if you can provide drawings already in an electronic format, as the BSI Drawing Office can convert many types of file to the format used by CLC. If the drawing has previously been used in another standard, please let BSI know, as the BSI Drawing Office might have previously prepared the drawing.

If you are a UK Convenor and you wish to use this service, please contact BSI as follows:

- If your CLC TC (or SC) Secretariat is held by the UK, contact the CLC TC (or SC) Secretary at BSI.
- If your CLC TC (or SC) Secretariat is **not** held by the UK, get in touch with the national contact at BSI.

Project editing

The CLC TC (or SC) Secretariat is responsible for both the alignment of the draft with the CEN/CLC Internal Regulations and the linguistic quality of the draft. BSI editors perform early stage editing of a draft for UK Convenors in CLC committees with TC or SC Secretariats held by the UK. In principle, project editing should be done as soon as a substantially complete draft is available. However, given the demands of the three-year time-frame, this is not always possible. In practice, most project editing is therefore performed at the CLC Enquiry stage.

If you are a UK Convenor and your CLC TC (or SC) Secretariat is held by the UK, please contact the CLC TC (or SC) Secretary at BSI if you wish to use this service.

6. Comments and the comment tool

- The SC/TC Secretary will collate the comments from the ENQ/FV stage and submit them to the Convenor for consideration. After consideration the observations have to be sent to the SC/TC Secretary for submission to CCMC.
- At Enquiry ballot the Enquiry text has to be updated and sent together with the agreed comments to the SC/TC Secretary for submission to CCMC.

Please note that the ratification of documents should take place within three months after the CLC Technical Board (BT) resolution has passed.

Details of publications can be found on the CLCTECH dashboard – see section 7.

To submit comments, please use the comment template found in

<http://www.cenelec.eu/membersandexperts/resourcearea/formsandtemplates.html>

7. Work area and exchange of documents — CLCTECH IEC/CLC Collaboration Tool

Documents should be circulated via the CLC Collaboration Tool. The IEC/CLC Collaboration Tool can be accessed through <http://collaboration.cenelec.eu/> which is password protected for those who are permitted to access it.

CLC WG Convenors have access to the folder structure for their WG. All documents are to be placed in the folders for all nominated experts to access. If a WG expert cannot access the documents, advise him/her to contact his/her national committee.

8. Passwords

Collaboration Tool: please contact the Secretary of your national mirror committee (format gb-xx-xx, same as IEC password, if you already have an IEC password and username).

Work programme: username: tcofficer, password: satriani (generic for all users).

9. Co-operation with IEC

Most CLC work involves the adoption of IEC texts as European Standards (ENs). These documents are issued 'in parallel' at CDV (in CLC – Enquiry) and FDIS (in CLC – Formal Vote) stages and voted on in both IEC and CLC. Please refer to the TC/SC Secretary for this procedure. If they need to be adapted for Europe this will involve preparing an amendment known as 'common modifications'. Usually this task is allocated to a WG set up specifically for this purpose. Common modifications may be necessary to adapt the standard in the light of comments from the consultant dealing with the directive under which the standard falls, if these cannot be accepted at IEC level.

If CLC work is developed in CLC only and not adopted from an IEC Project, the project can be offered to IEC for adoption.

Some committees refer consultant's comments directly to the IEC working group concerned with a request that they take them into account to avoid the need for common modifications.

10. Time-scales

Time-scales for the development of CLC standards are shown in **Annex B**.

11. Training

Both BSI and CLC provide dedicated training courses that will help you in your role as Convenor.

At BSI we have face-to-face and e-learning modules that will provide information on the CLC system, as well as some of the soft skills that you may need in the role. We recommend all Convenors of CLC WGs attend the following free courses:

- Understanding European (CEN/CLC) Procedures;
- Drafting Standards;
- Handling Difficult People and Situations;
- Influencing and Persuading with an Introduction to Negotiation;
- Chairing Meetings;
- Working Across Cultures;
- Awareness of Environmental Aspects in Standardization;
- Legal Aspects of Standards.

You are encouraged to complete either the e-learning or the instructor led courses.

We hold workshop training sessions aimed specifically at Convenors from time to time, which you are welcome to attend. Details are sent out periodically via e-committees.

We realize it is difficult for many people to attend our courses in Chiswick; hence the following are available as e-learning modules and can be accessed at any time, and are recommended to CLC Convenors:

- Understanding European (CEN/CLC) Procedures;
- Drafting Standards;
- Copyright and Patents.

Naturally, the e-learning modules can be completed by those who attend instructor-led training too.

The following link takes you to the BSI Committee Members training website, where you can read in more detail about the specific courses, register to attend or log on to the e-learning site:

<http://www.bsigroup.com/en/Standards-and-Publications/Committee-Members/Committee-member-training-courses>

If you have any other questions on running the Working Group, please feel free to contact the Secretary of your national mirror committee (or CSC) or the Secretary of the CLC/SC/TC.

12. Contact and help

Information on any other TCs/SCs can be found on:

<http://www.cenelec.eu>

ANNEX A

CLC numbering system

CLC does not use N numbering for its documents but the following reference document, which can also be viewed when loading documents to the IEC/CLC Collaboration Tool.

1. Basic principles for references of documents distributed by CENELEC technical bodies (in general via CLCTECH):

As you know, when it comes to references and document circulation, the main difference between CENELEC and the IEC is that historically CENELEC documents have always been circulated in a decentralized way, whereas IEC documents are all referenced and issued by the Central Office.

The CENELEC reference system takes this difference into account. Here is the syntax:

Reference technical body/Originator + serial number/Doc. Type Code/Commenter

Examples:

TC218/Sec0123/DA (Draft agenda for **TC218**, prepared by **TC Secretary**)
TC218/Sec0124/CD (Secretariat Draft for **TC218**, prepared by **TC Secretary**)
TC218/Sec0124/CD/ES (**ES NC comments** on the **Secretariat Draft** for **TC218**)
BTTF101-5/Conv0012/DC (**Document for comments** circulated by **Convenor** of **BTTF101-5**)
TC215/Sec3456/RM (**Minutes** of the **TC215** meeting, prepared by the **TC Secretary**)
TC61F/HU0034/NP (**NC proposal** to **TC 61F** prepared by **Hungarian NC**)
TC61F/GB0129/MTG/Grenada (**Tabled document** for **TC61F** meeting held in Grenada, prepared by **GB NC**)

Remarks:

- The **main differences between IEC and CENELEC** document references are:
 - Since numbering is decentralized, the originating body (NC, CS, SEC, CONV...) is included in the reference.
 - To distinguish between CENELEC and IEC documents the Type of body (TC, SC, BTTF...) is included in the name of the Technical Body.
- The correct abbreviation for Secretary is **Sec** (not SEC). Convenor is abbreviated by **Conv**.
- For ease of sorting, document numbers will be 4 digits using zeros when needed (i.e 0024 instead of 24).
- File names are almost identical to document references, except for a few characters that computers do not accept in filenames (see § 4 below).
- By early 2003, users loading documents on CLCTECH will have an automatic program that will compile data from various fields to build the document reference.

2. Document type codes for CENELEC technical body documents:

- The document type codes are those used by the IEC, with slight adaptations to reflect CENELEC practices.

CODE	Description
CC	Compilation of comments on a Secretary Draft
CD	Secretariat Draft
DA	Draft Agenda
DC	Document for Comments
DL	Decision List
INF	Document for Information
MTG/Place	Meeting Document i.e. Tabled document
NP	National Proposal (combines 2 IEC codes: NCP + NP)
PW	Programme of Work
Q	Questionnaire At TC level
R	Report Any kind of report
REP	Report to Parent Body Ex: from an SC to its parent TC
RM	Report of meeting
WG	Working Group Membership List

Note: For ease of reference this information will be available on CLCTECH. Type codes can only be added or changed after review by the appropriate body, as designated by BT.

3. Documents that are National Comments on a document prepared by someone else, or else a compilation of comments: the "Commenter" field

The additional field at the end of the reference: "Comment" is used to identify NC comments on another country's NP, a CD or a compilation of comments to an NP or CD;

Examples:

A National Proposal and comments on this proposal:

TC20/FR0123/NP Original proposal made by France

TC20/FR0123/NP/DE German comment on French NP

TC20/FR0123/NP/CC Compilation of comments on French NP

NC comments to a CD (Secretariat Draft);

TC20/Sec0456/CD Secretariat Draft

TC20/Sec0456/CD/DK Danish response to CD

TC20/Sec0456/CD/CC Compilation of comments on the CD

Remarks:

- New document type codes will be validated by a group from BT , IR or else BTWG 80-3. The list of the official document types shall be found on CLCTECH in order to avoid creation of additional types. They will also be incorporated in the automatic document reference builder soon to be found in CLCTECH.
- Note the difference between 3 different document types:
 - CD = Secretariat Draft
This is the draft of a future standard circulated by the Secretary/Convenor for comments.
 - DC = Document for Comments
This can be any type of proposal, other than a CD or NP, calling for decision or opinion, circulated by the Secretary/Convenor or committee member (NC or liaison body)
 - NP= National Proposal (for new work)
This code is reserved for national proposals to begin new work. It is obviously only used by an NC.

4. Filenames

Filenames are based on the document references, with the slash / replaced by an underscore _
See item 5 below for examples.

5. Table comparing the old numbering system with the new

Document	Old numbering	New document reference	File name
Proposal made by an NC for a new subject (NP= NC proposal)	TC 20(Fr)123	TC20/FR0123/NP	TC20_FR0123_NP
Comments made by another national committee on another country's NP	TC20(DE)nn	TC20/FR0123/NP/DE	TC20_FR0123_NP_DE
Compilation of comments (CC=compilation of comments)	TC20(Sec)789	TC20/FR0123/NP/CC	TC20_FR0123_NP_CC
Document circulated by a NC for comments	TC20(FR)124	TC20/FR0124/DC	TC20_FR0124_DC
Comments made by another national committee on this DC	TC20(ES)nn	TC20/FR0124/DC/ES	TC20_FR0124_DC_ES
Secretariat draft	TC 20(SEC)012	TC20/Sec0012/CD	TC20_Sec0012_CD
NC comments on the secretariat draft	TC20(DK)nn	TC20/Sec0012/CD/DK	TC20_Sec0012_CD_DK
Compilation of comments	TC 20(Sec)687	TC20/Sec0012/CC	TC20_Sec0012_CC
Draft Agenda	TC 20(SEC)563	TC20/Sec0563/DA	TC20_Sec0563_DA
Tabled Meeting document	No fixed numbering	TC20/FR234/MTG/Paris	TC20_FR0234_MTGParis

ANNEX B

Timeframe for European Standards (EN)

