



Part 6. What do I need to know to get involved?

This series of guides is for members of BSI's technical committees and anyone interested in the development of standards. It is designed to accompany BS 0, *A standard for standards* and gives you information on:

- [1 The benefits of being involved in standardization](#)
- [2 How to work with BSI](#)
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The development of standards is a specialization. However, BSI provides training to make the process easier to understand. See the [BSI website](#) for a list of training courses available.

Although standardization is voluntary and separate from the regulatory system, a number of standards support or complement legislation.

Some European Standards have been developed to support certain European (EU) directives by providing the simplest way of proving conformity.

For an explanation of specialist terms and abbreviations, please see the jargon buster that follows.

The British Standards training programme aims to raise awareness of standardization and to improve the technical skills of BSI committee members, for the benefit of everyone developing and using standards. Training focuses on the nature and development of national, international and European standards, together with the legal aspects of standardization.

BS training delivers training developed in conjunction with technical experts around the world. Courses are regularly reviewed and a programme of e-learning has also been developed and is accessible via the internet.

Training is provided free to all UK committee members.

For further information about training and courses click [here](#).

To book a course please e-mail standards.training@bsigroup.com.

If a standard has been approved in accordance with BS 0 it embodies agreement between all interested parties and courts have the discretion to admit the standard as evidence.

Standards are sometimes referred to in regulations to avoid duplicating extensive technical criteria. Putting such a reference into regulations can have the effect of allowing a standard to be used to demonstrate compliance with regulation, i.e. to give a 'presumption of conformity'. In rare cases a standard can be invoked in legislation in such a way as to make its application mandatory

For further details, please see BS 0 ([Part 1:2005](#), Clause **7**; and [Part 2:2005](#), **4.2**). BSI also provides training on legal aspects of standardization.

BSI claims copyright over all its publications, and requires copyright to be assigned to all contributions made and used in them. For further details, see the copyright policy in the [BSI guide to standardization – Section 3](#).

European Commission 'New Approach' Directives deal with large categories of products such as gas appliances, toys, machinery or pressure equipment. Product-related directives define the risks that have to be managed before the products can be put on the market. They can also address associated risks such as electromagnetic compatibility (EMC).

Products may be governed by more than one directive. For example, a product might be governed by the EMC Directive and by the Machinery Directive.

Products cannot be put on the market unless they meet the essential requirements of a Directive. These can define the results required or the risks to be mitigated, but they do not specify technical solutions.

New Approach Directives are deliberately designed with standards in mind. It is anticipated that European Standards organizations, following a mandate from the European Commission, will either develop new European Standards (ENs) or identify existing ones that offer technical solutions to meet the essential requirements of the Directive.

References to these standards are published by the European Commission in the Official Journal of the European Union (OJEU) and transposed into identical national standards by the National Standardization Bodies (NSB) in member states, at which point they are defined in New Approach as 'harmonized standards'. These standards remain voluntary so under the New Approach there is no obligation to use ENs – they simply offer a flexible means to meet the Directive.

For further information on the New Approach, European Directives and harmonized standards go to <http://europa.eu.int/comm/enterprise/newapproach/index.htm>.

acceptance

process by which new work proposals are assessed for inclusion in the BSI work programme

ASD-STAN

European Association of Aerospace Industries

AFNOR

Association Francaise de Normalisation

French National Standards Body

ANEC

European Association for the coordination of consumer representation in standardization

ballot/vote

process of approval by committee

BSI

British Standards Institution

Committee Draft**CD**

(drafting) stage in the development of ISO standards

Committee Draft for Voting**CDV**

development stage in the IEC system, equivalent to the DIS in the ISO system, at which a draft is made available for an extended comment period, and which also attracts a vote from each 'P' member

CECC

CENELEC Electronic Components Committee

CEN

European Committee for Standardization

CENELEC**CLC**

European Committee for Electrotechnical Standardization

CEN/CLC Enquiry

distribution by the CEN Management Centre of a prEN to CEN national members for public comment

CEN Management Centre**CMC**

the administrative offices of CEN

CEN Publication

publication resulting from the technical work of CEN and made available by CEN, i.e. European Standards, Technical Specifications, Technical Reports, Guides and CEN Workshop Agreements.

CEN/CENELEC Workshop Agreement

CEN/CENELEC agreement, developed by a Workshop, which reflects the consensus of identified individuals and organizations responsible for its contents

chairman

formally appointed leader of a committee

committee

representatives from business, industry, government, academia, consumers and other groups, brought together for the development of standards

committee member

representative on a committee

compliance

action of a person or body in fulfilling the requirements of a standard

conflicting national standard

National standard, with the same scope as an EN (and HD for CENELEC) including requirements which conflict with the requirements of the EN (and HD for CENELEC)

conformity

fulfilment by a product, process or service of requirements in a standard

consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments
NOTE Consensus need not imply unanimity.

CWA**CEN (or CLC) Workshop Agreement**

output from a CEN or CLC workshop which is open to any participant other than an NSB

delegate

representative of a national standards body to a committee of an international or European standards committee

DD

draft for development, in the BSI system, used also for publishing ISO/IEC/CEN and CENELEC Technical Specifications as BSI documents

DIN**Deutsches Institut für Normung**

German National Standards Body

DIS

Draft International Standard, in the ISO system (equivalent to the CDV stage in IEC)

DKE**Deutsche Elektrotechnische Kommission im DIN und VDE**

German electrotechnical standards body

DPC

Draft for Public Comment, a national stage in the development of a standard, where wider consultation is sought

draft

a standard under development

Dresden Agreement

co-operation agreement between the IEC and CENELEC

NOTE The agreement relates to common planning of new work and parallel IEC/CENELEC voting. The main goal of the agreement is to avoid duplication of efforts, accelerate the standards development process and ensure the best use of resources available.

DIUS

Department for Innovation, Universities and Skills

EC

European Commission

ECISS

European Committee for Iron and Steel Standardization

EEA

European Economic Area

EFTA

European Free Trade Association

EU

European Union

European Directive

legislative instrument within the European Union (EU) which is binding for Member States regarding the objectives to be achieved but which leaves national authorities the choice of form and methods used to attain those objectives

EFTA

European Free Trade Association

EN**European Standard**

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

NOTE The term "harmonized standard" is a term used in the context of the New Approach directives – see clause 4.2 of the "Guide to the implementation of directives based on the New Approach and the Global Approach" edition 2000.

EOTC

European Organization for Testing and Certification

ETSI**European Telecommunications Standards Institute**

body responsible for European telecommunications standards

expert

representative of a national standards body on a working group in ISO/CEN or IEC/CLC

FDIS

Final Draft International Standard, in the ISO and IEC systems, i.e. the final voting stage

Formal Vote

circulation by the CEN Management Centre of the final text of a prEN (FprEN) in the three language versions to national members for approval through weighted voting

HD Harmonization Document

in CLC, a set of technical requirements that have to be adopted by each member body, either by direct transposition (as with an EN), or by being incorporated within the existing body of national standards (by amendment or revision)

harmonized standard

Technical specification adopted by European Standards Organizations, developed under a mandate given by the European Commission and/or European Free Trade Association, in support of essential requirements of a New Approach Directives

IEC

International Electrotechnical Commission

informative

characteristic of material in a standard that supplements normative material by offering advice, information and optimal guidance

IR

Internal Regulations (of CEN/CENELEC)
rules of the European standards bodies

ISO

International Organization for Standardization

ITU

International Telecommunications Union

mandate

political request from the European Commission (EC) (and European Free Trade Association [EFTA]), agreed upon by the Member States (generally via a decision of the Standing Committee of the Directive 98/34), addressed to CEN, in support of an action from the EC

NOTE This can be in support of legislative work such as a directive (some directives, not all, are "New Approach" Directives), or in support of an industrial policy action from the EC.

MB

member body (of ISO, IEC, etc.)

national deviation

Modification of, addition to or deletion from the content of an EN (and HD for CENELEC), made in a national standard within the same scope as the EN (and HD for CENELEC)
NOTE: It does not form part of the EN (and HD for CENELEC).

National Mirror Committee

national mirror structure to the European/international technical committees, ensuring the formulation of coherent national positions

National Standards Body

NSB

standards body recognized at national level that is eligible to be the national member of the corresponding international and regional (European) standards organizations

NC

National Committee

(IEC and CENELEC term)

New Approach Directive

directive that has been put into force since May 1985 by the Council of the European Communities which define "legislative harmonization in those sectors where barriers to trade are created by justified divergent national regulations concerning the health and safety of citizens and consumer and environmental protection, will be confined to laying down the 'essential requirements', conformity with which will entitle a product to free movement within the Community"

normative

characteristic of material in a standard that is essential to the application of the standard in the manner intended, and against which it is possible to demonstrate and claim conformity to the standard

normative reference

document to which reference is made in the standard in such a way as to make it indispensable for the application of the standard

O**Observer (member)**

non-voting (national) member of an ISO or IEC committee

OJEU**Official Journal of the European Union**

official publication of the Institutions of the European Union

P**Participating (member)**

voting member of an ISO committee

Panel

subordinate group of a BSI Technical Committee or Subcommittee, responsible for drafting documents, broadly equivalent to an international or European Working Group

parallel voting

procedure under the Vienna Agreement for draft standards developed with either CEN- or ISO-lead which permits approval of the draft standards by both organizations within the same time period

NOTE Parallel approval is considered to take place at two stages: although no vote is taken within CEN at the Enquiry stage, the CEN Enquiry equates to the ISO/IDIS vote; the CEN Formal vote equates to the ISO/FDIS vote.

PD

published document, in the BSI system

prEN**draft European standard**

consultative stage in the development of European Standards at which the draft standard is circulated widely

Primary Questionnaire**PQ**

procedure used for entirely new reference document, in order to find out whether enough interest exists in harmonization of the proposed subject, the existing degree of national harmonization with the reference document in question and whether that document would be acceptable as an EN or TS

private circulation

status of all documents circulated to BSI committees, apart from DPCs

programme of work

detailed list of all subjects (work items) to be developed within the scope of a Technical Committee (TC), forming a group of interrelated standards projects which together achieve a common purpose in support of the strategic aims of a TC

Subcommittee**SC**

subordinate committee of a Technical Committee

secretary

committee officer responsible for registering document progress, circulating meeting reports (minutes) and records of committee decisions (e.g. resolutions)

standard

document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context

standardization

the process of formulating, issuing and implementing standards

standstill

obligation accepted by the national members of CEN/CENELEC not to take any action, either during the preparation of an EN (and HD for CENELEC) or after its approval, which could prejudice the harmonization intended and, in particular, not to publish a new or revised national standard which is not completely in line with an existing EN (and HD for CENELEC)

Technical Committee**TC**

group of technical experts that leads on a particular area of standards making

TMB

Technical Management Board (ISO)

Technical Report**TR**

document published by ISO, IEC CEN or CENELEC containing informative material not suitable to be published as a European Standard or a Technical Specification. Usually implemented by BSI as a Published Document (PD)

NOTE A TR may include, for example, data obtained from a survey carried out among the national members, data on work in other organizations, or data on the "state-of-the-art" in relation to national standards on a particular subject.

Technical Specification**TS**

document published by ISO, IEC, CEN or CENELEC about which there is the possibility of future approval as a European Standard, but for which at present there are reasons precluding immediate publication as a European Standard

Typically the reasons for this would be that the required support for such approval cannot be obtained; there is doubt on whether consensus has been achieved or the subject matter is still under technical development.

A Technical Specification is not permitted to conflict with an existing European Standard.

A Technical Specification is usually implemented in the UK as a Draft for Development (DD)

Unique Acceptance Procedure**UAP**

procedure applied to any type of document, whatever its origin, in order to achieve rapid approval as a European Standard, and for which there is an expectation of it being acceptable at European level with little or no change

Vienna Agreement

agreement on exchange of technical information between the (ISO) and CEN approved by the CEN Administrative Board on 27 June 1991 in Vienna

Vilamoura Agreement

procedure whereby any new national electrotechnical work has initially to be offered to CLC as a proposal for a European standard, and made open to participation by other CLC members

weighted voting

voting system applied for the approval of European Standards, whereby the votes of each CEN/CENELEC member are weighted according to a pre-determined formula

Working Group**WG**

group of experts appointed by an international or European technical committee or subcommittee, responsible for drafting documents

Work Item**WI**

standards project