

Convenor Toolkit Outline

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Foreword

First, 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. There is a discrete section on each of these with links to websites or other documents, where appropriate.

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

atlas@bsigroup.com

1. Training

Both BSI and CEN 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 CEN system, as well as some of the soft skills that you may need in the role. We recommend all Convenors of CEN Working Groups (WGs) attend the following free courses:

- Understanding European (CEN) 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;
- ISO templating workshop (applicable also to CEN work).

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 CEN Convenors:

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

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

We are looking at developing a workshop-type training session aimed specifically at Convenors, which we hope to roll out late in 2010.

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/>

CEN provides training too, which is either face-to face or paper based. It currently has no e-learning modules. For a better understanding of the standardization system, the CEN Management Centre provides education and training.

CEN StandarDays are training sessions aimed at both newcomers to European standardization and those already involved who would like to understand the CEN system better. CEN StandarDays are organized twice a year and are free of charge.

The CEN Environmental Helpdesk organizes training aimed at stakeholders with an environmental background who are involved in European standardization. This training is also free of charge.

The ***Hands on guides*** are easy-to-read guides to standardization. They outline in a simplified way how the standardization process works and what needs to be taken into account when drafting standards.

This link takes you to the CEN site where you can access the guides and register for the courses.

<https://www.cen.eu/cen/Services/Education/Pages/default.aspx>

2. Booking a meeting room

Meetings in the UK

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

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

To arrange a meeting of a CEN WG at BSI, the Convenor of the WG should get in touch with the BSI contact 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, 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 elsewhere in Europe

Meetings not held in the UK will normally be held at the offices of the national standards body (NSB) of the country concerned. To arrange a meeting of a WG, the Convenor should ask the nominated expert(s) of the country concerned to get in touch with the NSB in the first instance. The national expert(s) or the WG Convenor should then inform the NSB contact of their needs — meeting date(s), start and finish times, and size of room required. It is recommended to make a room reservation six months in advance if possible.

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

It is also possible to meet at the CEN/CENELEC Meeting Centre in Brussels. To download a booking form go to CEN downloads page:

<https://www.cen.eu/cen/WorkArea/Downloads/Pages/default.aspx>

Meetings outside Europe

Meetings of a CEN WG may not be held outside Europe.

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.

Attendance at meetings

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.

Hospitality

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.

Thanks for the venue and hospitality

On behalf of the group, the WG Convenor should thank the local organizer(s) for their provision of the venue and any hospitality.

3. Meeting documents

There are some preformatted documents and frameworks available for use by Convenors, although they tend to have been developed for Technical Committees (TCs) and hence may need simplification for the less formal nature of WGs.

An attendance sheet (which includes assignment of copyright and should be used for every WG meeting) may be found at:

ftp://ftp.cen.eu/BOSS/Forms_Resolutions/Forms_Templates/TC_meetings_attendance_list.doc

If a separate calling notice is thought to be necessary, one may be found at:

ftp://ftp.cen.eu/BOSS/Forms_Resolutions/Forms_Templates/TC_meetings_notice.doc

Mention of national delegates should be deleted. Often, details of time, place, contact numbers, social events and accommodation can be incorporated or referred to in the agenda, obviating the need for a separate calling notice.

A TC agenda may be found at:

ftp://ftp.cen.eu/BOSS/Forms_Resolutions/Forms_Templates/plenary_TC_meeting_agenda.doc

It needs simplification. Item 7 (Reports of WG Convenors) should be deleted and replaced with specific matters for discussion. Be precise about what is to be achieved, e.g. 'To review comments on and update text of prEN xyz'. Avoid vague items, e.g. 'prEN xyz'. Item 8 (Environmental actions) is often not needed. Item 12 (Approval of resolutions) is not needed (WGs do not usually take formal resolutions) but can be replaced with, e.g. 'Recommendations to TC' or some other form of summarizing the output of the meeting. Give the identity of documents (see below) to be considered against appropriate items. The agenda, like all WG documents, should contain the contact details of the Convenor.

An example is given in Annex AA.

There is no format for the report of a WG meeting. It is not expected to be as formal nor as comprehensive as that of a TC meeting, but should include details of the attendees, identity of the main documents discussed, the outcome of/recommendations from the discussions, allocation of actions to experts (with time-scales) and venue and date for next meeting. An example is given in Annex BB.

A format for a report from a WG to its parent TC or Subcommittee (SC) may be found at:

ftp://ftp.cen.eu/BOSS/Forms_Resolutions/Forms_Templates/plenary_TC_meeting_WG_report.doc

Unambiguous and clear document numbering is essential, both on the document itself and when referring to it. There is no information on numbering in CEN but the principles for numbering ISO documents should be followed. These may be found on page 32 of:

http://isotc.iso.org/livelink/livelink/4230488/Supplement_Procedures_specific_to_ISO_the_ISO_Supplement_1st_edition_MS_Word_format_with_out_forms.doc?func=doc.Fetch&nodeid=4230488

Other documents or sites that may be useful are:

Environmental checklist:

ftp://ftp.cen.eu/BOSS/Forms_Resolutions/Forms_Templates/Environmental_checklist.doc

CEN catalogue:

<http://esearch.cen.eu/>

ISO catalogue:

http://www.iso.org/iso/iso_catalogue.htm

Commenting template:

ftp://ftp.cen.eu/BOSS/Forms_Resolutions/Forms_Templates/CEN_Commenting_Form.doc

List of CEN TCs and useful hyperlinks:

<http://www.cen.eu/boss/supporting/Useful%20hyperlinks/Pages/default.aspx>

List of ISO TCs (with access to list of work items):

http://www.iso.org/iso/standards_development/technical_committees/list_of_iso_technical_committees.htm

4. Work area and exchange of documents — CEN Livelink

CEN Livelink is a web-based environment aimed at supporting CEN TCs and WGs to efficiently exchange documents, thereby enhancing the collaboration among all members of such groups. CEN Livelink is a password-protected system and only registered users have access to it.

CEN Livelink can be accessed through <http://cen.iso.org/livelink/livelink.exe>

As a CEN WG Convenor you must have access to CEN Livelink and the rights to upload 'N-numbered' documents (for further information about N numbering see section 3) in your WG area. Please get in touch with the BSI national contact for a username and password. If your specific WG area is currently not available, please contact the CEN committee secretary to arrange set-up.

All CEN Livelink guides are located at:

<http://cen.iso.org/livelink/livelink.exe?func=ll&objId=1311647&objAction=browse&sort=name>

As a starting point for CEN WG Convenors, please refer to *CEN TC server – Administrator Guide*. Refer specifically to section 3.2 of this guide, 'Default structure of a Working Group (WG) folder', as a good starting point.

This guide provides all the information necessary to assist you as WG Convenor with CEN Livelink and its use.

(For specific training courses in the use of CEN Livelink please refer to section 1.

For templates of agendas, meeting reports and other documents please refer to section 3.

5. Drafting and editing of standards

Introduction

Many resources are available for use in the preparation of standards. These include IT tools such as the CEN/ISO template and rules for the drafting and presentation of standards, as well as specific support for UK Convenors from the BSI Production and Editorial departments.

Resources for drafting

Rules for drafting and presentation are presented in the *CEN/CENELEC Internal Regulations Part 3: Rules for the structure and drafting of CEN/CENELEC publications* (2009). This document can be downloaded from:

<http://www.cen.eu/boss/supporting/Reference%20documents/Internalregulations/Pages/default.aspx>

CEN also issues guides to aspects to be considered in drafting standards. Examples include:

- *Guide for addressing environmental issues in product standards* (CEN Guide 4);
- *Product information relevant to consumers — Guidelines for standard developers* (CEN/CENELEC Guide 11);
- *Child safety — Guidance for its inclusion in standards* (CEN Guide 14);
- *Guidelines for standards developers to address the needs of older persons and persons with disabilities* (CEN/CENELEC Guide 6).

For further information about CEN/CENELEC Guides see

<http://www.cen.eu/boss/supporting/Reference%20documents/guides/Pages/default.aspx>

When drafting a new standard, the CEN/ISO template should be used as soon as you begin to draft the text of the standard. 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.

The template can be downloaded from:

<http://www.cen.eu/cen/WorkArea/Downloads/Pages/default.aspx>

Training is also available on drafting standards and use of the CEN/ISO template. Further information is given in section 1.

Text processing and templating

Support can also be provided to all UK Convenors through the application of the template and, where necessary, text processing of drafts.

Although the template should be used by the Convenor/Project Leader for drafting at the earliest possible stage, it is also 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 CEN TC (or SC) Secretariat is held by the UK, contact the CEN TC (or SC) Secretary at BSI.
- If your CEN TC (or SC) Secretariat is **not** held by the UK, get in touch with the national contact at BSI.

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

Project editing

The CEN TC (or SC) Secretariat is responsible for both the alignment of the draft with the CEN/CENELEC Internal Regulations and the linguistic quality of the draft. BSI editors perform early stage editing of a draft for UK Convenors in CEN 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 CEN Enquiry stage.

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

6. CEN rules and procedures

The responsibilities of the Convenor can be found in the CEN Boss at:

<http://www.cen.eu/boss/Organization/Profiles%20-%20Index/Working%20Group%20Convenor/Pages/default.aspx>











CEN Boss contains all the Internal Regulations for your information and guidance. These can be found at:

<http://www.cen.eu/boss/supporting/Reference%20documents/Pages/default.aspx>

At the top left-hand corner of the page you will find the following table:

The Statutes of CEN
Internal Regulations
Guides
Cooperation with EC/EFTA and ISO

Click on 'Internal Regulations' which will then give you the following choices:

<ul style="list-style-type: none"> ▸ Part 1 : Organization and Structure <p>NOTE This version was approved in 2009 by the CEN and CENELEC General Assemblies. It contains Part 1A - CEN, Part 1B - CENELEC and Part 1C - CEN-CENELEC common organizational regulations</p>	(2009)	 English version
<ul style="list-style-type: none"> ▸ Part 2: Common Rules for Standards Work (as approved by AG Resolution 18/2008) and including the updated Annex D (as approved by CEN/AG Resolution 21/2009) 	(2008)	 English version  French version  German version  Spanish version
<ul style="list-style-type: none"> ▸ Part 3: Rules for the Structure and Drafting of European Standards (PNE-Rules) 	(2009) (2006)	 English, French and German version  English, French and German version
<ul style="list-style-type: none"> ▸ Part 4: Certification 	(2006)	 English version  French version  German version

The most useful document is 'Part 2: Common Rules for Standards Work'. 3.4 of Part 2 specifies the establishment and function of the WG, membership, WG responsibilities, guidance on meetings and reporting.

Annex AA Example of agenda

EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

**Document: CEN/TC161/WG3
N 54**

10th April 2003

MEETING OF

CEN/TC161/WG3

“SLIP RESISTANCE of FOOTWEAR for PROFESSIONAL USE”

Venue: **Finnish Institute of Occupational Health (FIOH)
Topeliuksenkatu 41B, FIN-00250
Helsinki, Finland**

Wednesday 14th May, 2003 at: 09.00hrs

D R A F T A G E N D A

- 1 Opening of the meeting
- 2 Roll call of delegates and signing of CEN Exploitation Rights agreement
- 3 Adoption of draft agenda (Doc. CEN/TC161/WG3N54)
- 4 Adoption of minutes of previous meeting (16th December 2002, Doc CEN/TC161/WG3N50)
- 5 Review of action points from previous meeting (Doc CEN/TC161/WG3 N50)
- 6 Review results of the second Inter-lab trial of prEN13287 including:
 - effect of preparatory abrasion
 - proposals for specifications
- 7 Cold and ice surface testing – consider need for new work item
- 8 Discussion of advantages/disadvantages of using a prosthetic foot in slip testing
- 9 Recommendations/Summary of decisions
- 10 Any other business
- 11 Date and venue for next meeting if required
- 12 Close of meeting

Convener: Name, Address
Tel: Fax: e-mail:

23rd May 2003

MINUTES OF CEN/TC161/WG3 MEETING

14th May, 2003, FIOH, Helsinki

“SLIP RESISTANCE of FOOTWEAR for PROFESSIONAL USE”

1 Attendees

Mike Wilson (Convenor)	SATRA	UK
Sandro Milanese (for G Bellotti)	CIMAC	Italy
Steve Thorpe	HSL	UK
Carlos Marco Valle	INESCOP	Spain
Carita Aschan	FIOH	Finland
Jean-Claude Cannot	CTC	France
Richard Turner	SATRA	UK
Horst Heid	HDS	Germany
Christoph Meyer	Ricotest	Italy
Bjorn Andersson	SWEA	Sweden
Ulrich Mattke	University of Wuppertal	Germany
Freddy Kausch	EMPA	Switzerland
Bjorn Goben	Arbesko	Sweden

Apologies:

Lynne Brent	Griggs & Co.	UK
A Hernandez	CNMP	Spain

Observers:

Richard Donarski	Standards Australia	Australia
Erkki Rajamaki	FIOH	Finland
Mikko Hirvonen	FIOH	Finland
Andrius Zukas	Lithuanian Standards	Lithuania
Vytas Kaziliunas	Fire Research Centre	Lithuania

2 CEN Exploitation Rights agreement – this was duly signed by all attendees

3 Adoption of draft agenda (Doc. N54) – accepted

4 Adoption of minutes of previous meeting (16th December 2002, Doc N50) – accepted

5_ Review of action points from previous meeting (Doc N50)

Section 6: After many unfortunate delays a stock of the ceramic tiles (677m²) used in the 1st and 2nd Inter-Lab trials had been secured at the manufacturer's premises in Germany and are available for distribution to the labs as and when required.

Resolution 9.1: The revised prEN13287 (doc. N52) was circulated by the secretariat on March 14th to TC161 for approval to be sent for Final Vote. Only one response had been received by the May 2nd deadline (this confirmed approval) and consequently the secretariat is in [the] process of sending the document out for final Formal Vote for adoption as full EN.

On May 12th DIN raised fundamental objections to prEN13287. As there was no other support for this objection and the deadline had passed, WG3 declined to discuss this matter.

Resolutions 9.2 – 9.4 are covered below.

6 Review results of the 2nd Inter-lab trial of prEN13287

The convenor reported that 9 of the 11 participating labs had returned results to FIOH for collation and these had been subsequently circulated to all the labs on May 12th. Further copies were distributed at the meeting. Most labs had completed the majority of the testing. Cimac had only completed Flat tests and Ricotest reported that their testing had deviated from the prEN with respect to speed (tested at 0.25m/s) and contact time (tested at 3.5s). During the meeting it was also reported that Wuppertal University and EMPA had deviated from the standard by using a prosthetic foot.

The convenor offered some preliminary analysis and comments on the results (see doc. N56), which then formed the basis for discussion. This focussed on how WG3 should advise WG1/2 with regard to setting specifications for the slip resistance testing of safety footwear. Particular emphasis was placed on identifying the minimum number of test conditions, selected from the options defined in prEN13287, that should be compulsorily carried out on all test footwear. The following was agreed:

Specifications shall be set for testing footwear:

- a. in the abraded condition
- b. in two test modes: forward heel slip and backward forepart slip
- c. on the Ceramic/Glycerine surface

The agreed provisional specifications for CoF were:

- i) heel mode (abraded; Ceramic/Glycerine) = 0.14
- ii) forepart mode (abraded; Ceramic/Glycerine) = 0.16

It was agreed that there is no intention to change prEN13287 in light of these proposals. The other options defined in prEN13287 (testing in the new condition, the flat test mode and on the three other surfaces) remain available to be called upon for other applications as may be required elsewhere.

It was also emphasised that the proposed CoF specifications are clearly provisional and may be amended subsequently when further testing experience has been gained. Some concern was expressed that the specification values are

well below the biomechanically determined CoF levels for safe walking which indicates that ceramic/glycerine is an inherently unsafe surface.

There was extensive discussion regarding the potential implications of prEN13287, Annex B “Uncertainty of measurement”. However, a recent CEN ruling (CEN BT WG122 N26E/Rev4 Section 3.3) was reported that stated that until further notice, the implications of Annex B should be ignored. Thus the specifications proposed above do not take any account of ‘U’.

Two actions were agreed:

1. More information and experience is required on the ceramic tile. The Convenor will ascertain the cost of delivering 50 tiles to each of the 11 laboratories (plus labs in Australia and NZ). Each lab will then obtain and evaluate the consistency between tiles (with respect to roughness and/or CoF) and the durability of the tiles under repeated testing.

Action: Convenor and all Labs

2. Each lab needs to gain experience [of] testing footwear against the provisional specification defined above. (Implementing parallel testing alongside certification work using the currently preferred method in each lab would be the most effective way of doing this). The other test modes described in prEN13287, particularly the other surfaces, should not be forgotten.

Action: all Labs

7 Cold and ice surface testing

The convenor outlined a joint proposal from Sweden and Finland to TC161 to raise a new work item to develop test methods for the evaluation of anti-skid devices with respect to anti-skid, ergonomic and functional performance.

The meeting agreed that anti-skid devices were beyond the present scope of WG3 but that there was a need for WG3 to consider slip resistance testing of conventional safety footwear in cold conditions where soling material properties may change and on ice or other cold surfaces. This interest is not confined to outdoor applications in cold northern climates but also to workers in cold stores and refrigerated rooms anywhere in Europe.

It was considered that this interest might be simply addressed by developing a standard cold surface(s) and associated test procedure used in accordance with prEN13287. For some labs this would mean investing in new equipment.

It was agreed that a proposal to this effect should be put to TC161 for their endorsement.ⁱ

8 Prosthetic foot as replacement for the standard shoemaking last in prEN13287

Wuppertal University and EMPA both reported that they use the same Otto Block prosthetic foot for slip testing. However, while it was acknowledged that theoretically there might be advantages in moving to a more realistically shaped foot, no practical advantages could be identified at present. Furthermore, it was believed that shoe forepart slip resistance tests on the prosthetic foot can sometimes give different results compared with the rigid shoemaking last because of the compliance and flexural properties of the prosthetic. It was therefore agreed that WG3 would not to [*sic*] pursue this proposal any further in the immediate future.

9 Recommendations

- 9.1 The following proposal for the testing and specification of [the] slip resistance of safety footwear in accordance with prEN13287 is to be forwarded to WG1/2 for their further consideration:

Testing shall be carried out with footwear in the abraded condition, on the Ceramic/Glycerine surface and in two test modes: forward heel slip and backward forepart slip.

The provisional minimum specifications for CoF are: 0.14 in the heel mode and 0.16 in the forepart mode.

- 9.2 TC 161 is to be asked to raise a new work item to facilitate WG3 to investigate the development of a slip resistance test for conventional safety footwear used in cold environments (where soling material properties may change) and on ice or other cold surfaces. It is anticipated that the test could be an extension of prEN13287.

10 Date and venue for next meeting

Provisional dates: November 6th or 7th 2003 [at the TC161 meeting on 16th May, the 5th Nov was suggested for the WG3 meeting in order to link with WG1/2 and VG10 meetings] – to be confirmed

Provisional venue: Edinburgh, Scotland – to be confirmed

Convener:

Tel: Fax: e-mail:

ⁱ Post script: The TC161 Plenary meeting on 16th May in Helsinki agreed to support this new initiative. It was not considered necessary to raise a new work item as it was seen to be simply an extension of prEN13287. Regarding the Swedish/Finnish proposal for a NWI on anti-skid devices, TC161 concluded that they should await the completion of the Scandinavian research before considering further involvement.