

## **Roles and Responsibilities of the National Standards Bodies, the National Electrotechnical Committees, and CEN-CENELEC Management Centre**



It is essential to define clear and assigned responsibilities (RACI) for National Standard Bodies (NSBs), National Electrotechnical Committees (NECs) and the CEN-CENELEC Management Centre to adhere to the principles of trust, subsidiarity and accountability (operational excellence) to be an agile and future-proof CEN-CENELEC system. Making use of and sharing available knowledge, strengths and best practices is the best way to ensure an effective and efficient system that aims at: Agility for sustainability, Transparency by default, and Accountability for results.

The CEN and CENELEC Boards, by decisions CEN/CA 18/2017 and CENELEC/CA 146/03, have agreed to define roles and responsibilities of NSBs/NCs and CCMC to ensure accountability within the system and to ensure that the national and European operational levels are consistent and complementary.

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CEN and CENELEC endorsed this Reference Document through  
CEN/AG Resolution 21/2017 and CLC/AG Decision AG 57/11

## Roles and Responsibilities for National Standards Bodies and National Electrotechnical Committees within the CEN-CENELEC system

- Adopt, promote and disseminate European standards and withdraw national conflicting standards.
- Promote 'International Standards first' and make every effort to ensure that no conflicts exist between International Standards and European/national standards.
- Abide by the CEN and CENELEC Membership Requirements as defined in CEN-CENELEC Internal Regulations Part 1 D.
- Engage national stakeholders to perform standardization work, facilitating appropriate national representation and commitment in the approval process.
- Assess and translate new market needs for CEN and CENELEC products and solutions, interacting with CCMC.
- Manage CEN and CENELEC TC secretariats (and procedures also, in CEN) – including, when relevant, the provision of IT tools, and platforms.
- Coordinate the 'national voice' to be brought to the European level – national focal and contact point for all actors, e.g. business, academia, societal stakeholders and national government.
- Contribute to the CEN and CENELEC governance, finance and continuous improvement of the system.
- Share knowledge, (best) practices, initiatives, and feedback with CCMC regarding (potentially) related European initiatives and standardization developments, tools, requests.
- Share and coordinate activities/initiatives with CCMC related to:
  - Actions/activities with the European Institutions in order to ensure coherent and consistent CEN and CENELEC voices,
  - European Standardization with organisations outside the CEN-CENELEC membership in order to ensure coherent and consistent CEN and CENELEC voices.
- Manage technical and financial proposals and delivery of CEN and CENELEC projects with allocated public funds for which they have requested funding.

## Roles and Responsibilities for the CEN-CENELEC Management Centre (CCMC)

- Manage and coordinate CEN and CENELEC Focus, Coordination and Strategic Groups and support NSBs and NCs in the generation, management and coordination of Technical Bodies to perform standardization work from incubation up to “delivery” to members through the following tools and services:
  - Provision of IT tools , platforms and solutions (coordinated with ISO/IEC),
  - Process and procedures coordination (management also for CENELEC procedures),
  - Technical/Operational Cooperation with ISO and IEC,
  - Training.
- Support the governing bodies (PC, CAs, BTs, AGs) and officers, including fulfilment of legal requirements, and continuous improvement for the system.
- Support the governing bodies (PC, CAs, BTs, AGs) as institutional focal and contact point with EC and EFTA (including management of citation of HS in the OJEU), EU Parliament, EU Council, and ETSI.
- Manage projects associated with public funds allocated to CEN & CENELEC (Operating Grants, NAC, specific Agreements, Technical Assistance, etc.).
- Promote the European standards model globally by acting as the focal and contact point for all actors, industry federations, Annex III, NSBs/NCs, regional standards bodies, etc., outside the CEN-CENELEC membership willing to engage with the CEN-CENELEC system, transforming the information derived from those activities and partnerships into market access requirements (market intelligence), and establishing strategic alliances.
- Promote opportunities for National Members and recognition of the CEN and CENELEC system in EU Policies, Legislation and Programmes (e.g. Horizon 2020).