

CEN-CENELEC GUIDE 34

CEN and CENELEC
representation in official
meetings

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1 Executive Summary

In recent years, a number of representatives have been appointed by the CEN/CENELEC Governing Bodies (AGs, CAs, BTs) to represent the interests of CEN/CENELEC in external groups (e.g. the EC Sustainable Transport Forum, eHealth Stakeholders Group) and specific events (e.g. UN/EC, conferences).

Given the important role that these representatives play, it is necessary to define their roles and responsibilities and make them aware of the expected commitment, in order to ensure that they:

- act in line with the CEN and CENELEC Ambitions to 2020 (and subsequent strategies beyond 2020);
- are informed of the policies, priorities and positions of the organizations (CEN, CENELEC or CEN-CENELEC) they represent;
- understand the message and priorities to be conveyed;
- provide effective and efficient reporting and feedback to the CEN/CENELEC Governing Bodies.

To this end, once appointed, the representative is to abide by the stipulations of the guidance document as included in Annex A, which identifies a set of basic practices to be followed to ensure proper coordination, reporting and follow-up.

The list of appointed representatives is kept by CCMC. Regular updates will be provided to the CEN/CENELEC Governing Bodies.

Note: This Guide ***does not apply*** to the appointment of elected CEN and CENELEC Officers.

1.1 Role

The representatives represent the CEN/CENELEC interests in those groups to which they were appointed by the CEN/CENELEC Governing Bodies. They put forward the views and defend the interests of CEN-CENELEC. Their interventions are however limited to the field and topics that are stipulated in their mandate and as laid down in the associated decision/resolution of the Governing Body concerned.

Their actions and activities shall be in line with the [CEN-CENELEC Ambitions to 2020](#) (and subsequent strategies beyond 2020).

The representatives shall ensure the necessary coordination with relevant CEN/CENELEC groups so that any position that is put forward shall be based on the consensus of these bodies.

When representatives express opinions that were not previously agreed by the relevant CEN/CENELEC group they represent, they have to make clear that these represent personal views.

1.2 Tasks/Responsibilities

The appointed representative shall:

- get acquainted with the relevant CEN/CENELEC policies and rules which have an impact on the topics covered by his/her assignment;

- before attending a meeting, coordinate (in close cooperation with CCMC) with the relevant sector fora, coordination groups or technical bodies in order to ensure that he/she is aware of the CEN/CENELEC position on the topic;
- present the agreed CEN/CENELEC position during the meeting;
- report on the outcome of the meeting within two weeks, in line with the guidelines included in Annex A.

The appointed representative *shall not*:

- present any other position than the one agreed upon on behalf of CEN and CENELEC;
- engage CEN/CENELEC in any specific obligation unless previously agreed with the relevant CEN/CENELEC group.

1.3 Duration

The duration of the appointment is laid down in the relevant decision/resolution of the Governing Body.

The relevant CEN/CENELEC Governing Body has the right to terminate the appointment of the representative at any time, should it be concluded, for example, that the latter's behaviour was not in line with CEN-CENELEC Guide 34.

1.4 Nomination Process

Candidate representatives shall be identified following a call for nomination issued by CCMC on behalf of the relevant CEN/CENELEC group.

For new topics, or where no specific CEN-CENELEC group exists, candidates shall be identified among the CEN-CENELEC Members following an invitation by CCMC.

The call for nomination is normally issued with a deadline of **2 weeks**. This can be shortened depending on circumstances.

Upon receipt of nominations, the CEN/CENELEC group, or in its absence CCMC, may recommend that the relevant Governing Body appoint the candidate that best meets their needs.

1.5 Appointment Process

The relevant Governing Body appoints the nominated representatives taking into account the recommendations of the relevant CEN/CENELEC group, or in its absence CCMC.

The appointment of the nominated representative by the relevant Governing Body is normally made within 4 weeks of the date of receipt of the nomination.

This can be shortened depending on any specific needs identified.

Annex A

CEN/CENELEC representation in external groups - Guidance

Congratulations on your nomination as a CEN and/or CENELEC representative in EC group “xxx”. By kindly accepting this task, you will represent the CEN/CENELEC interests and put forward their views and positions in a group with different stakeholders and interests. This document provides you with the necessary guidance to ensure consistency and coherence with the CEN and CENELEC Ambitions to 2020 and your effectiveness in your role as a representative.

As you have been appointed as a CEN/CENELEC representative, it is necessary to ensure full transparency of your activities. Therefore, it is important that you acknowledge and abide by the following elements, which are essential to ensure optimized communication and coordination with the CEN/CENELEC system:

- Objective of your appointment:
(see enclosed CEN/CENELEC BT(s) (or other relevant Governing Body) decision)
- Duration of your appointment:
- Before attending a meeting:
 - As soon as you receive the agenda, liaise with your contact point at the CEN-CENELEC Management Centre (CCMC - Technical Policy Unit – BT@cencenelec.eu);
 - For those topics that are on the agenda: you will agree on the CEN/CENELEC position in close cooperation with the CCMC contact point and relevant sector groups (sector fora, coordination groups, Technical Boards...);
 - If a visual presentation is necessary, you will coordinate its content and layout (template, logo,...)with CCMC;
 - All documents you will receive from CCMC or from the relevant CEN/CENELEC Group(s) shall only be used for the accomplishment of your tasks and may not be used for any other purpose without the agreement of CCMC;
 - Acquaint yourself with the CEN-CENELEC policies and rules that will have an impact on the topics covered by your assignment, in case of doubt, discuss any possible implications with CCMC.
- During the meeting:
 - Introduce yourself with the official description of your function only (as provided for in the decision of your appointment);
 - Put forward the CEN/CENELEC agreed positions;
 - Divest yourself from any other views or opinions (in particular those of your own company or organization);
 - Do not engage CEN/CENELEC in any specific obligation unless previously agreed.

- Within 2 weeks of the meeting:
 - Send a meeting report to the CCMC contact point for further circulation to the Technical Boards and/or relevant governing bodies, as necessary.

There is no need to respect a particular format for the report. However, it shall include the following elements:

- o Reference and date of meeting
- o Overview of the participating entities
- o Summary of the topics covered + possible impact and follow-up actions for CEN/CENELEC
- o Possible recommendations / considerations as expert
- o Date of next meeting

When writing your report please bear in mind that it will be distributed to the CEN/CENELEC Communities, so please pay particular attention to:

- o Structure and language
- o The use of acronyms
- o A proper separation between overview and detailed technicalities...

Before your report is circulated to the governing bodies, CCMC will review it and come back to you if there is a need for further clarification.

Should the relevant Governing Body conclude that your conduct has not been in line with the above guidelines, it reserves the right to withdraw your appointment at any time.

For acceptance,

Date:.....

Name:.....

Signature:.....

Appendix: Relevant Governing Body(ies) decision