



# CEN-CENELEC GUIDE 35

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**Modalities for the common  
sessions of CEN and  
CENELEC governing  
bodies and for the  
common meetings of  
their advisory groups**

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CEN and CENELEC decided to adopt this CEN-CENELEC Guide through CEN/AG Resolution 06/2017 and CLC/AG Decision AG57/C10 respectively.



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## **Introduction**

In a rapidly evolving economy, CEN and CENELEC are continuously committed to strive for improvements within their organizational system for the benefit of both their members and stakeholders, while ensuring sustainability. This effort is indeed part of the shared CEN-CENELEC strategic “Ambitions to 2020”.

To address these ambitions, in May 2015 CEN and CENELEC took the initiative to engage in an in-depth discussion, involving all the respective membership, on the possible way forward regarding the optimization of the governance structure with the aim to improve the effectiveness and efficiency of standards development.

The Systems Effectiveness and Efficiency Review Project (STEER), which was built upon these discussions, took shape with the objective to identify opportunities that will improve the system at the policy, technical and financial level.

The STEER project is a successful example of an inclusive, consensus based initiative, which is representative of the core values of our organizations. Almost all CEN and CENELEC members have been directly involved in this process, and they have additionally conducted national stakeholder consultations on the proposals that were elaborated in line with these discussions. Furthermore, consultation sessions were held in Brussels with both European industry associations and societal stakeholders. Finally, we engaged an external consulting company to conduct an independent system analysis with the purpose of providing further inputs for the final elaboration of the most suitable proposals for improvements.

The outcome of this ambitious project was eventually endorsed by the CEN and CENELEC membership during their respective General Assemblies in November 2016.

This Guide is therefore identified as one of the successful deliverables of this initiative, whereby both CEN and CENELEC governing bodies and their advisory groups can now enjoy a coherent and clear framework that gives them guidance on how to organise common sessions and joint meetings, so that they can further strengthen their collaboration on non-sector-specific matters of common interest for both organizations.

We strongly encourage the governing bodies and their advisory groups to take advantage of all opportunities to collaborate, as these will be instrumental in strengthening the efficiency and responsiveness of the standardization system according to the stakeholders’ needs and the future challenges for European Standardization.

Mr Vincent LAFLÈCHE  
CEN President

Dr Bernhard THIES  
CENELEC President

## **Foreword**

The purpose of this Guide is to support the strengthening of the cooperation of the CEN and CENELEC governing bodies (General Assemblies, Administrative Boards and Technical Boards) and of their policy and finance advisory bodies (respectively CEN/CACC POL & CENELEC/WG POL, and CEN/CACC FIN & CENELEC/WG FINPOL) regarding the non-sector-specific matters of common interest.

This Guide describes the administrative modalities of the cooperation between the above mentioned CEN and CENELEC governing bodies and advisory groups, in view of complementing the work, and supporting the efficient functioning of the CEN & CENELEC Presidential Committee, in accordance with the CEN Statutes and the CENELEC Articles of Association.

It should however be noted that CEN and CENELEC are two separate legal entities, each with its own statutory provisions and governing bodies. Therefore, in case of different interpretations of the text of this Guide, the matter should be brought to the attention of the CEN & CENELEC Presidential Committee, which will decide taking into account the relevant statutory provisions and Internal Regulations of both CEN and CENELEC.

## **1. Common Session of the General Assemblies**

### **1.1 Meetings**

In addition to separate meetings, the CEN and CENELEC respective General Assemblies' meetings are organized as common sessions to discuss and take decisions on all non-sector-specific matters of common interest.

In order to ensure an efficient decision making process, the CEN and CENELEC Presidents agree on the most appropriate sequence between the two individual General Assemblies meetings and the common session of the General Assemblies.

In compliance with Belgian law, the common session of the General Assemblies formally constitutes –and is recorded in the respective Assemblies minutes as– a part of the individual meeting of each General Assembly.

The CEN and CENELEC Presidents agree on a common yearly calendar of meetings of the respective General Assemblies, taking into account the relevant logistical arrangements needed for the organization of common sessions of both General Assemblies' meetings.

### **1.2 Decisions**

CEN and CENELEC members endeavour to reach consensus on identical decisions regarding the matters of common interest that are discussed during the common session of the General Assemblies.

Any identical decision taken by the two General Assemblies during their common session is formally recorded separately as a decision taken by each General Assembly respectively.

### **1.3 Chair**

The CEN or CENELEC President who is mandated to chair the Presidential Committee also chairs the common session of the General Assemblies.

## **2. Common Session of the Administrative Boards**

### **2.1 Meetings**

In addition to separate meetings, the CEN and CENELEC respective Administrative Boards' meetings are organized as common sessions to discuss and take decisions on non-sector-specific matters of common interest so as to contribute to the efficient functioning of the work of the Presidential Committee and in accordance with each organization's statutory provisions.

In order to ensure an efficient decision making process, the CEN and CENELEC Presidents agree on the most appropriate sequence between the two individual Administrative Board meetings and the common session.

In compliance with Belgian law, the common session of the Administrative Boards formally constitutes a part of the individual meeting of each Administrative Board.

The CEN and CENELEC Presidents agree on a common yearly calendar of meetings of the respective Administrative Boards, taking into account the relevant logistical arrangements needed for the organization of common sessions of both Administrative Board meetings.

## **2.2 Decisions**

CEN and CENELEC Board members endeavour to reach consensus on identical decisions regarding the matters of common interest that are discussed during the common session of the Administrative Boards.

In accordance with the CEN and CENELEC statutory provisions and practices, any identical decision taken by the two Administrative Boards during their common session is recorded separately as a decision taken by each Administrative Board respectively.

## **2.3 Chair**

The CEN or CENELEC President who is mandated to chair the Presidential Committee also chairs the common session of the Administrative Boards.

# **3. Common Session of the Technical Boards**

## **3.1 Meetings**

In addition to separate meetings, the CEN and CENELEC respective Technical Board meetings are organized as common sessions to discuss and take decisions on technical non-sector-specific matters of common interest. Attendance to the common session by CEN Technical Board Members and CENELEC Permanent Delegates follows the same practice and rules as already in place for each Technical Board.

In order to ensure an efficient decision making process, the CEN and CENELEC Vice-Presidents Technical agree on the most appropriate sequence between the two individual Technical Board meetings and the common session.

The CEN and CENELEC Vice-Presidents Technical agree on a common yearly calendar of meetings of the respective Technical Boards, taking into account the relevant logistical arrangements needed for the organization of common sessions of both Technical Boards' meetings.

## **3.2 Decisions**

CEN and CENELEC Technical Boards members endeavour to reach consensus on identical decisions regarding the technical matters of common interest that are discussed during the common session of the Technical Boards.

In accordance with the CEN and CENELEC statutory provisions and practices, any decision taken by the two Technical Boards during their common session shall be recorded separately as a decision taken by each Technical Board respectively.

## **3.3 Chair**

The common session of the Technical Boards is co-chaired by both Vice-Presidents Technical or, alternatively, by one of the two Vice-Presidents Technical on a rotating basis from one meeting to the next.

# **4. Common Meetings of the Policy and Finance Advisory Groups**

## **4.1 General**

The CEN-CENELEC Internal Regulations Part 1A and Part 1B contain the Terms of Reference of the CEN/CACC POL and CENELEC/WG/POL and of the CEN/CACC FIN and CENELEC/WG FINPOL, which are almost aligned.

As a rule, the respective policy and finance advisory groups meet in the form of common meetings. However, CEN/CACC POL or CENELEC/WG/POL and CEN/CACC FIN or CENELEC/WG FINPOL may decide to organize a separate meeting if this is needed to discuss sector specific policy or financial matters affecting only CEN or CENELEC. In such case, the separate meeting of the concerned advisory group should be organized taking into account the most efficient logistical solution for all participants.

## **4.2 Policy advisory groups**

During their common meeting, CEN/CACC POL and CENELEC/WG/POL discuss specific common policy matters and make joint recommendations upon request made by the Presidential Committee by one or the other Administrative Board, by the two Administrative Boards during their common session, or upon their own initiative. Their joint recommendations are brought to the Presidential Committee or to the common session of the respective Administrative Boards.

## **4.3 Finance advisory groups**

During their common meeting, CEN/CACC FIN and CENELEC/WG FINPOL discuss financial and budgetary matters and make joint recommendations upon request made by the Presidential Committee, by one or the other Administrative Board, by the two Administrative Boards during their common session, or upon their own initiative. Their joint recommendations are brought to the Presidential Committee or to the common session or separate meetings of the respective Administrative Boards, as appropriate.

## **4.4 Joint recommendations taken by the policy and finance advisory groups**

The members of the policy and finance advisory groups endeavour to reach consensus on joint recommendations regarding the policy or financial and budgetary matters that are discussed during the common meetings of their respective policy and financial advisory bodies.

In the event of the two policy or financial advisory bodies failing to reach consensus for a joint recommendation during their respective common meetings, the matter is brought to the attention of the respective Administrative Boards, who may decide to discuss it during their own common session or, alternatively, to defer it to the Presidential Committee.

The CEN and CENELEC Vice-Presidents Policy and Vice-Presidents Finance agree on the most efficient way to record the joint recommendations taken by the two policy and finance advisory bodies during their respective common meetings.

## **4.5 Chair of the common meeting of the policy and finance advisory groups**

The common meeting of the policy and finance advisory groups is chaired by one of the two Vice-Presidents on a rotating basis from one meeting to the next.

## **4.6 Other operational aspects**

The two Vice-Presidents Policy and Vice-Presidents Finance agree on the common yearly calendar of meetings of their policy and finance advisory bodies, taking into account the relevant logistical arrangements needed for the organization of common meetings of both policy and finance advisory bodies.

All members of the policy and finance advisory groups who are appointed by CEN and CENELEC according to their rules and practices are fully entitled to participate in the respective common meetings.

## **5. Ad-hoc Joint Advisory Groups**

If needed, the CEN and CENELEC Administrative Boards, during their common session, may decide to create (and disband) ad-hoc Joint Advisory Groups with the aim to support and facilitate the decision making process on specific matters of common interest.

The ad-hoc Joint Advisory Groups make “joint recommendations” to be brought to the attention of the Presidential Committee or to the common session of the Administrative Boards, as appropriate.

The specific objective, working method, membership and output of each ad-hoc Joint Advisory Group are described in the Terms of Reference of that group.