



The three year timeframe for the development of European Standards

Rules and implementation system

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Introduction

In 2002, having considered the results of surveys and studies showing that industry and other stakeholders found that the development time of European Standards was far too long, the CEN Technical Board took decisions to speed up the publication of the CEN deliverables. The main objective of these measures being the shortening of the maximum development time of EN's to 36 months, they are generally referred to as 'the three year timeframe'.

These measures include a strict monitoring of the completion of the CEN work programme and systematic decisions on projects in delay. The efforts made within this context by all the people and bodies involved have led to remarkable results, i.e. a significant reduction of the average development time of the CEN publications as well as of the size of the CEN programme of work.

Since 2002, the initial measures have been slightly adapted and improved where necessary on the basis of experience. The latest adaptations have been adopted at the last BT/TCMG meeting of December 2008.

Six years after the initial decision, it seemed useful to establish a consolidated document describing the implementation of the three year timeframe measures, taking into account the adaptations which have been adopted by the Technical Board in the meantime. This is the object of this document.



1 Scope

The provisions described in this document apply to the development of CEN deliverables that are under the full responsibility of CEN technical bodies and CMC. CEN deliverables prepared by an associated standards body (e.g. ASD-STAN) or under ISO lead within the framework of the Vienna Agreement are excluded.

The aim of these provisions is to shorten the development time of CEN deliverables : in principle maximum 36 months for EN's developed in accordance with the CEN Enquiry (or PQ, or UQ) and Formal Vote track, 23,5 months for EN's developed in accordance with the UAP track and 21,5 months for CEN/TS's and CEN/TR's.

2 Development of EN's following the CEN Enquiry (or PQ, or UQ) and Formal Vote track

Timeframe

The deadlines for the main steps in the process are mentioned in the table below, where t_0 is the date of registration of the active work item:

Step (stage-code)	Deadline
Dispatch of Enquiry draft to CMC (30.99)	$t_0 + 12$ months
Submission to Enquiry (40.20)	$t_0 + 14,5$ months
Closure of Enquiry (40.60)	$t_0 + 19,5$ months
Dispatch of Formal Vote draft to CMC (45.99)	$t_0 + 27,5$ months
Submission to Formal Vote (50.20)	$t_0 + 31$ months
Closure of Formal Vote (50.60)	$t_0 + 33$ months
DAV/Definitive text available (60.60)	$t_0 + 36$ months

The responsible CEN/TC is allowed to decide (through a formatted Resolution) on a tolerance of 9 months at any stage in the process, before stage 45.99. Such a decision leads to a postponement by 9 months of the deadlines for all steps not yet reached at the moment the responsible CEN/TC takes such a decision. Only one tolerance is allowed during the development of any EN.

A decision to carry out a second CEN Enquiry does not lead automatically to a postponement of the above-mentioned deadlines. If a CEN/TC concludes that a postponement of a deadline is needed in order to be in a position to carry out a second CEN Enquiry (which will be generally the case), it should decide on a 9 month tolerance, as specified in the previous paragraph.



Monitoring and associated decisions

An informatic system identifies the work item for which a draft should be made available to CMC within 6 months for submission to CEN Enquiry or Formal Vote (deadlines for stage 30.99 and 45.99, as stipulated in the above table) and flags these items as 'Alert 4' in PROJEX-ONLINE. Moreover, the same information is sent by email to the Secretary of the responsible CEN/TC on a monthly basis. Any overdue work item is deleted at the latest within one month after the deadline. However, any draft sent to CMC for submission to CEN Enquiry or Formal Vote strictly within this one month period, is accepted.

Note : Work items financed by EC/EFTA are not monitored against the above-mentioned deadlines but against the dates as stipulated in the relevant contract.

3 Development of EN's following the UAP (Unique Acceptance Procedure) track

Timeframe

The deadlines for the main steps in the process are mentioned in the table below, where t_0 is the date of registration of the active work item:

Step (stage-code)	Deadline
Dispatch of UAP draft to CMC (30.99)	$t_0 + 12$ months
Submission to UAP (50.20)	$t_0 + 15,5$ months
Closure of UAP (50.60)	$t_0 + 20,5$ months
DAV/Definitive text available (60.60)	$t_0 + 23,5$ months

The responsible CEN/TC is allowed to decide (through a formatted Resolution) on a tolerance of 9 months at any stage in the process, before stage 30.99. Such a decision leads to a postponement by 9 months of the deadlines for all steps not yet reached at the moment the responsible CEN/TC takes such a decision. Only one tolerance is allowed during the development of any EN.

Monitoring and associated decisions

An informatic system identifies the work item for which a draft should be made available to CMC within 6 months for submission to UAP (deadlines for stage 30.99, as stipulated in the above table) and flags these items as 'Alert 4' in PROJEX-ONLINE. Moreover, the same information is sent by email to the Secretary of the responsible CEN/TC on a monthly basis. Any overdue work item is deleted at the latest within one month after the deadline. However, any draft sent to CMC for submission to UAP strictly within this one month period, is accepted.

Note : Work items financed by EC/EFTA are not monitored against the above-mentioned deadlines but against the dates as stipulated in the relevant contract.



4 Development of CEN/TS's and CEN/TR's

Timeframe

The deadlines for the main steps in the process are mentioned in the table below, where t_0 is the date of registration of the active work item:

Step (stage-code)	Deadline
Dispatch of draft to CMC for submission to approval procedure (30.99)	$t_0 + 12$ months
Submission of draft to approval procedure (50.20)	$t_0 + 15,5$ months
Closure of vote (50.60)	$t_0 + 18,5$ months
DAV/Definitive text available (60.60)	$t_0 + 21,5$ months

The responsible CEN/TC is allowed to decide (through a formatted Resolution) on a tolerance of 9 months at any stage in the process, before stage 30.99. Such a decision leads to a postponement by 9 months of the deadlines for all steps not yet reached at the moment the responsible CEN/TC takes such a decision. Only one tolerance is allowed during the development of any CEN/TS or CEN/TR.

Monitoring and associated decisions

An informatic system identifies the work item for which a draft should be made available to CMC within 6 months for submission to the approval procedure (deadlines for stage 30.99, as stipulated in the above table) and flags these items as 'Alert 4' in PROJEX-ONLINE. Moreover, the same information is sent by email to the Secretary of the responsible CEN/TC on a monthly basis. Any overdue work item is deleted at the latest within one month after the deadline. However, any draft sent to CMC for the approval procedure strictly within this one month period, is accepted.

Note: Work items financed by EC/EFTA are not monitored against the above-mentioned deadlines but against the dates as stipulated in the relevant contract.