

→ CEN/CLC BTG 208

Guide on SME needs in standardisation

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NORMAPME – who we are



European Office of Crafts, Trades & SMEs for Standardisation

- International and non-profit association
- Sister organisation of UEAPME
- UEAPME/NORMAPME represent 11 M enterprises in EU and EFTA countries





NORMAPME – what we do

→ Action 1/2008 - Participation in Technical Committees

The aim of this project is to support the participation of SMEs and craft enterprises and the promotion of their interests in the European standardisation process during the elaboration of standards.

→ Action 2/2008 - Think Small First

The project aims at implementing the principle "think small first" at all levels of the Standardization policy making process.

→ Action 3/2008 - Raising Awareness

The aim of this project is to raise the awareness of SMEs of the European standardisation agenda helping them to take appropriate actions and defend their interests at National and European levels.

→ Action 4/2008 - SME Guide Action





Background

- In 2008, NORMAPME discussed with the CEN Management Centre the possibility to develop guidance to help CEN technical bodies to take into account the needs of micro, small and medium size enterprises (SME) when developing European Standards.
- On 20th August 2008 CEN BT WG 208 in charge of developing a guidance paper was created.
- On 21st October 2008 CENELEC joins the initiative.



Development

- **1st meeting** of the CEN/CLC BT WG – 18/11/2008 – Discussion of NORMAPME proposal and comments.
Output: 1st Working Draft
- **2nd meeting** – 15/01/2009 – Discussion on the received comments (1st part) on the 1st Working Draft.
Output: decision to include a self evaluation tool
- **3rd meeting** – 15/3/2009 - Discussion on the received comments (2nd part) on the 1st Working draft.
Output: 2nd Working Draft
- **4th meeting** – 28/4/2009 - Discussion on the received comments on the 2nd Working Draft.
- **5th meeting** – July 2009 – Further discussions on the comments on the 2nd Working Draft .

Participation



- More than 25 participants in each meeting
- Around 10 National Standardisation Organisations represented
- 15 Trade associations
- Secretariat: NORMAPME
- Convenor: Dr Loucas Gourtsoyannis (NORMAPME)



Objectives

To assist TCs/WGs in addressing the needs of SMEs

Why?

- To compensate for possible deficits in SME representation in standardization work
- To raise awareness on possible SME concerns
- To propose some ways of addressing those concerns

Topics of interest in the guidance paper



- Assessment of the impact on SMEs;
- The structure and composition of standards;
- Use of language;
- Normative references;
- Use of figures and diagrams;
- Need for implementation examples and guidelines;
- Revisions of standards - identification of changes;
- Significance and complexity of introduced changes,
- Cost of testing and implementation;
- Extensions of transition periods.

Structure of the Guidance Paper



Introduction

1. Scope
2. References
3. Terms and definitions
4. General considerations
5. Issues to consider during the standards development process
6. Guide check-list
7. Bibliography

Issues to consider during the standards development process (1)



1. Preparation of a New Work Item

- Need for standard
- Target groups

2. Preparation of the standardisation work

- Cost effectiveness of standards for SMEs and micro enterprises
- Testing laboratories

3. Developing the content of the standard

- User-oriented approach
- Scope
- Testing
- Verification methods
- Technologies

Issues to consider during the standards development process (2)



4. Structure and presentation of the content

- Length and structure
- Presentation and figures
- Clear language
- References
- Revision

5. Final review

- Transition period
- Supportive implementation assistance



(Self) evaluation tool

- **AIM:** to present the recommendations of the guide in a different manner
- It is not a tool to verdict whether a standard is good or bad for SMEs!

Three forms to be used:

- SME oriented approach
- Structure and language adapted to SME needs
- Provisions on testing and implementation adapted to SME needs



Evaluation Matrix (1)

Each section has its separate scoring system. The higher the scoring the more attention should be paid to the issues of interest to SMEs. One can also analyse the replies on individual basis i.e.:

- answer (A) indicates that the standard should not be of concern to SMEs in the area covered by the question,
- answer (B) indicates that some improvements may be possible
- answer (C) points out that a particular item should be reconsidered and if possible adapted to the needs of SMEs
- answer (D) alerts that the standard may not be suitable for SME functioning and verification/modification of a particular aspect is necessary

Evaluation Matrix (2)



Question	A	B	C	D	E	Multiplier	Answer	Score
SME ORIENTED APPROACH								
1	0	1	2	4	2	2		
2	0	1	2	4	2	2		
3	0	1	2	4	4	1		
4	0	1	2	4	0	2		
5	0	1	2	4	0	1		
							Total	0

Implementation Mechanism (1)



Proactive approach to the promote use of the Guide in order to increase the take up and effectiveness of its advice

- identifying about 100 CEN and CENELEC technical bodies whose fields of standardization are most relevant to SMEs;
- in line with its status as a CEN Associate, to nominate a point of contact (usually a NORMAPME staff member) with the selected bodies and to provide information and support to those that agree to receive it;

Implementation Mechanism (2)



- to promote the use of the evaluation tool to help gauge the degree to which draft standards (or recently published) take into account the guidance given in the Guide;
- providing comments to the responsible technical bodies in order to propose modifications to the draft standards based on the advice in the Guide;
- appointing an expert (where possible) to the technical body to further explain the comments.



Future actions

- Publication and translation of the Guide
- Development of an ETSI guide
- Development of an ISO guide
- Promotion of the principles of the Guide to 300 TCs/WGs
- Trainings for standard drafters



QUESTIONS ?





Thank you for your attention!

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