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Internal regulations for the European Committee for Iron and Steel Standardisation

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1 Status and aims of the European Committee for Iron and Steel Standardisation (ECISS)

ECISS is part of CEN acting as an Associated Body (ASB).

The principal aims of ECISS are the preparation of draft European Standards (prENs) for the definition, classification, testing, chemical analysis and technical delivery requirements for the products of the iron and steel industry and the implementation of these as national standards by CEN member countries in order to achieve technical harmonisation.

NOTE: The ECISS Internal Regulations (IR) are in line as much as possible with the CEN/CENELEC IR and with the CEN BOSS. Whenever the CEN/CENELEC IR are to be applied, it is explicitly mentioned in the text and the corresponding part of the CEN BOSS is also applicable.

1.1 Members of ECISS

1.1.1 Full members

A national standards body from any European country may be an ECISS member, provided it is a full member of CEN and applies for such membership.

1.1.2 Affiliate members

Affiliate members of CEN and full members of CEN which are not full members of ECISS, are granted upon request, "observer" membership at ECISS Technical Committee and COCOR meetings without voting rights.

2 Type and definition of deliverables

2.1 Types

In accordance with the aims of ECISS (see clause 1) and subject to the adoption by COCOR (see clause 6.2) and, as appropriate, approval of CEN, the following deliverables may be prepared as defined in the CEN/CENELEC IR clause 2:

- a) European Standard (EN)
- b) Technical Specification (TS)
- c) Technical Report (TR)

NOTE: See CEN BOSS

2.2 Non-conflicting national additions

Non-conflicting national additions are those ECISS member country's requirements which do not constitute an A-deviation or conflict with the requirements of the base document and, therefore, with the technical harmonisation intended.

Non-conflicting national additions include steel types, grades, qualities or product dimensions which do not justify European standardisation but are:

- Specified in a particular member's national standard,
or
- Nationally established,

and are necessary to the member's market conditions (see 11.1.3.4).

3 Organisation of ECISS

3.1 Constitution

ECISS comprises:

- a) The President and two Vice-Presidents;
- b) The Coordinating Commission (COCOR) and its working groups;
- c) The Central secretariat (CS);
- d) Technical bodies which comprise:
 - 1) Technical Committees (TCs)

NOTE: The list of active ECISS/TCs can be found on <http://www.cen.eu/cenorm/aboutus/structure+/relations/workprogrammeeciss.asp>

- 2) Working Groups (WGs).

3.2 President of ECISS

3.2.1 A President and 2 Vice-Presidents are elected by ECISS members (one vote per ECISS member). Their term of office shall be 3 years. Re-election is possible for a second 3 year term. The President and the Vice-Presidents shall be from different members and shall represent different interests (see 3.3.1). The Vice-Presidents may, when not acting as President, act as delegates.

3.2.2 Only COCOR members may be nominated as candidates for President and Vice-Presidents. Such nominations shall be notified to the Central secretariat three months before the end of the relevant term of office.

3.2.3 Election of the President and each Vice-President shall be by separate ballot and by simple majority, each ECISS member having one vote. Where a candidate does not secure a majority COCOR shall proceed to a second ballot after eliminating all but two of the candidates securing the most votes in the first ballot. Abstentions are not counted as a vote.

3.2.4 The President assumes the responsibilities of ECISS and COCOR, and their representation to CEN, to other normative and related organisations and regulatory bodies, and to EC and EFTA. The Vice-Presidents may be delegated by the President for these responsibilities.

3.3 Coordinating Commission (COCOR)

3.3.1 Delegations

ECISS members are represented at COCOR by a maximum of 3 delegates who shall represent their national standards body, their steel producers and their steel users.

The European Commission (EC), the secretariat of the European Free Trade Association (EFTA) and CEN may be represented as observers.

3.3.2 Main responsibilities

COCOR is placed under the responsibility of the President of ECISS and acts as managing body for ECISS.

It shall decide on matters concerning organisation, working procedures as provided in these IR, monitoring, coordination, planning of standards work and representations by ECISS.

In particular, COCOR shall:

- a) Oversee a rolling standardisation programme (including revisions) with target dates which shall be regularly updated and submitted to CEN for information;
- b) Approve, maintain and keep under review the business plan (title, scope and programme of work) of each TC to ensure the maximum coordination and avoidance of duplications and overlaps;
- c) Appoint the TCs, establish their title and scope, allocate the TC technical secretariats according to the guidelines given in Annex B and, when necessary, disband them or make them dormant;
- d) Monitor the progress and coordination of the work of TCs and deal with delays;
- e) Initiate and release standstill agreements (see clause 5), and endorse proposed derogations (delegated to ECISS/TCs);
- f) Decide which Questionnaire Procedure shall be circulated to members and evaluate the results after consultation of the Technical Committee concerned (delegated to ECISS/TCs);
- g) Decide when to apply the UAP for a document which is not related to an approved work item (WI) from a TC programme of work (delegated to ECISS/TCs);
- h) Ensure, where necessary, the coordination and cooperation between ECISS and CEN TCs;
- i) Authorize the preparation of TSs relating to ECISS subjects (on delegation from CEN Technical Board (CEN BT));
- j) Adopt the final versions of prENs for submission to the CEN Formal vote;
- k) Decide actions necessary as a result of a negative COCOR or CEN Formal vote (on delegation from CEN BT);
- l) Supervise non-conflicting national additions in national versions of ENs and take appropriate decisions e.g. as to type, their eliminations (see 2.5.4 and 11.1.3.4);
- m) Supervise the review of published standards at 5 year intervals at least. Such reviews lead to either the confirmation, amendment, revision or withdrawal of a standard;
- n) Supervise the status of published TSs during their lifetime on delegation from CEN BT;
- o) Review and amend, as necessary, these IR.

3.3.3 Meetings of COCOR

3.3.3.1 Frequency

COCOR shall meet as often as is necessary, but at least once a year.

3.3.3.2 Circulation of documents

The timetable for the circulation by the ECISS/CS of documents for COCOR meetings shall be as follows:

- a) For calling notices and draft agendas: 8 weeks before a meeting;
- b) For all discussion documents and all documents submitted by members (comments, TC reports etc): at least 4 weeks before the meeting concerned.

In order to maintain these dates, documents shall reach ECISS/CS two weeks earlier (i.e. at least 6 weeks before a meeting). Documents received later than 6 weeks before a meeting will be tabled only if received at least one week before the meeting. Such documents may not be dealt with in the meeting if any delegation objects.

All documents shall be made available electronically.

3.3.3.3 Report of meeting

A report of a COCOR meeting shall be circulated by the ECISS/CS to COCOR members within 6 weeks of the meeting.

The report shall include:

- a) A record of decisions made and results of any voting;
- b) Any specific reservations made as requested by a delegation;
- c) A brief record of significant discussions, particularly those relevant to the decisions made;
- d) The date of the next meeting.

3.3.4 COCOR Working Groups (COCOR/WGs)

A COCOR/WG is set up by COCOR whenever a technical need for information, advice, a study or rules is identified. COCOR decides its composition. The WG reports to COCOR on a regular basis and is disbanded when its task is finished.

NOTE: A WG may establish subordinate groups with specific responsibilities.

3.4 Central secretariat of ECISS

3.4.1 Services

The central secretariat of ECISS resides within the CEN CENELEC Management Centre (CCMC) offices using all services, as far as is appropriate, in common with CCMC.

3.4.2 Secretary

The work of the ECISS/CS is conducted by a secretary appointed by CEN in agreement with the President of COCOR. The secretary and any co-operators are employees of CEN.

The secretary is charged with the general administration of ECISS and shall:

- a) Prepare the meetings of COCOR (see 3.3.3), its support activities and manage its decisions;
- b) Compile the ECISS/TC standardisation programmes and update the database, inter alia for the issuing of the ECISS progress report on the programme;
- c) Ensure the implementation of agreed editorial practices;
- d) Submit an annual progress report to COCOR before sending it to EC/EFTA and CEN for information;
- e) Supervise the application of the standstill agreements and report to COCOR;
- f) Coordinate the work of TC secretariats in accordance with the decisions of COCOR;
- g) Ensure that these IR are compatible with the CEN/CENELEC IR and make proposals accordingly;
- h) Submit brief reports/updates for inclusion in CEN Sector News.

3.5 Technical bodies of ECISS

3.5.1 Organisation

Technical bodies of ECISS are responsible for the preparation of normative documents as defined in clause 2 and other appropriate work approved by COCOR. The organisation of technical bodies is set out in Table 1.

3.5.2 Responsibilities of ECISS members

3.5.2.1 National delegations

When nominating national delegations to TCs, members shall:

- a) Consider the requirements for continuity during the life of the WI;
- b) Ensure adequate briefing so that delegates represent their national position which shall take account of all relevant interests;
- c) Ensure that delegates are familiar with these IR and the requirements for the correct presentation of normative documents (see clause 12).

3.5.2.2 Participation

Members who have an interest in a TC should declare that interest and be involved from its inception. Timetables set for the submission of documents shall be, as far as possible, respected (see 3.3.3.2).

3.5.2.3 Negative votes

Negative votes shall be supported by technical justification.

3.5.3 Programme of work

TCs, in order that COCOR achieves the requirement of 3.3.2 a) and 3.3.2 b) shall submit to COCOR any changes in their programme of work (see 11.1.1).

3.5.4 Reporting progress

Technical secretariats of technical committees shall submit a report on their work to COCOR at least once a year and prior to any COCOR Plenary meeting including such reports, see 3.3.3.2. For dormant technical committees, no report is required. If the requirements of 3.3.3.2 b cannot be met, the report shall be sent to ECISS/CS and to the COCOR members.

3.5.5 Maintenance

Where a TC has completed WIs, it remains responsible for their maintenance, i.e. amendments, periodic review (involving all CEN members) and matters of interpretation.

Table 1 - Technical body organization

Designation (see 3.1)	Competent for	Established by and responsible to	Chaired by	Representation	Serviced by
Technical Committee (TC)	Area of work as defined by COCOR	COCOR (see 3.3.2 c)	Chairman nominated by TC technical secretariat and appointed by TC using simple majority ³⁾	Delegations from ECISS members (see 3.5.2.1)	Technical secretariat from member's national standards body as agreed by COCOR
Working Group (WG)	A limited and specialised area of work within the responsibility of the parent TC ¹⁾	Parent TC	Convenor proposed by national standards body and appointed by parent TC	Experts from ECISS members who serve in a personal capacity	Technical secretariat from national standards body or Convenor acting as technical secretary ²⁾

1) A WG may be established to undertake a specific task (falling within the scope of its parent TC) with a target date. It shall normally be disbanded by its parent technical committee when the task is completed. It shall work within clearly defined policy guidelines from its parent committee (see CEN/CENELEC IR Part 2). A WG may establish subordinate groups with specific responsibilities.

2) As agreed by the parent TC.

3) Appointment shall be for a period not exceeding six years. Successive extensions of not more than three years are possible.

3.6 TC procedures

3.6.1 Working method

Where possible, the business of technical committees should be conducted by correspondence.

3.6.2 Notification

ECISS members, on receipt of a calling notice (see 3.6.5) for a meeting, shall notify the technical secretariat concerned at least 4 weeks before the meeting with details of the delegation that will attend.

3.6.3 Decision making and voting

Chairmen of technical committee meetings shall make every effort to achieve unanimity or consensus in its work. Where such an agreement cannot be reached, decisions shall be approved by a simple majority. Each ECISS member delegation has one vote and abstentions are not counted as a vote. By decision of the TC concerned, a voting decision may be reached by correspondence. When a delegated resolution is taken, the proper template available on the CEN BOSS shall be used.

NOTE: The Chairman shall take account of the representation of such voting with a view to the final approval of the document (see 6.2).

3.6.4 Requirements of next meeting

Every meeting of TC shall agree upon the date of the next meeting, if one is required. The agreed date shall take account of the work to be done, e.g. reports, draft documents, investigations and any formal commenting period.

3.6.5 Availability of documents

3.6.5.1 Calling notice, agenda and documents

Unless otherwise agreed by the TC concerned, members shall receive a calling notice, draft agenda and documents at least 12 weeks before a meeting.

3.6.5.2 Comments

Comments on meeting documents shall be received by the technical secretariat concerned and all members at least 4 weeks before a meeting.

3.6.5.3 Report of meetings

A brief report of TC meetings should be circulated by the technical secretariat concerned within 6 weeks of the meeting to the members.

The brief report shall include:

- a) A record of decisions made and results of any voting;
- b) Any specific reservations made as requested by a delegation;
- c) A brief record of significant discussions, particularly those relevant to the decisions made;
- d) The date of the next meeting if one is required.

4 Internal and external relations

For cooperation with the EC and the EFTA Secretariat, see CEN/CENELEC Memorandum No. 4 "General Guidelines".

Liaison with other ECISS and CEN/TCs shall be implemented by the respective TC technical secretariats upon approval by both TCs.

Liaison with ISO TCs will be organized according to the Vienna Agreement.

For cooperation with ASBs recognized by formal agreement, see CEN/CENELEC IR Part 2.

Requests for other technical liaisons shall be addressed to ECISS/CS, and shall be subject to the authorization of the TC, which shall consider them in accordance with the following criteria:

- a) That there is a thorough relevance for the proposed liaison and that the nature of the assistance to be provided by the organisation concerned is clearly demonstrated with regard to the ECISS work in question;
- b) That there is a real need for such assistance and that it is positively sought by ECISS members to support their efforts within the technical body in question;
- c) That there is a realistic expectation that such assistance will be willingly given without delay by the organisation in question.

Organisations in technical liaison shall have observer status in the designated ECISS work but no voting rights.

All formal contacts with outside organisations, apart from technical liaisons, shall be made through the ECISS/CS after prior approval by the President.

Liaison persons are mandated by COCOR or a TC to represent ECISS in other European technical bodies. They shall report to their originating body.

5 Standstill policy

5.1 Principles

5.1.1 Standstill is an obligation accepted by the members of ECISS not to take any action, either during the preparation of an EN or after its approval, which could prejudice the harmonisation intended and, in particular, not to publish a new or revised national standard which is not completely in line with an existing EN.

5.1.2 Standstill applies to an individual WI, accepted by COCOR, with a clearly defined scope. It does not apply to areas or programmes of work as such.

5.1.3 Standstill starts from a date as specified in 5.2.1 and continues in force until cancellation of the EN unless it is released by decision of COCOR (see A.1 d).

5.2 General provisions

5.2.1 The decision to impose or release standstill shall rest with COCOR.

Standstill starts on the date of COCOR decision to enter a new WI in the ECISS programme of work, unless otherwise agreed by COCOR.

Any member of COCOR shall be entitled at any time to request a review of standstill on a particular work item.

5.2.2 Standstill is not infringed by:

- a) The issue by an ECISS member of a prEN for public enquiry intended and designated as a contribution to ISO/IEC or ECISS standardisation;
- b) The publication by an ECISS member, within three months of the start of standstill, of a national standard which that member had already approved;
- c) The publication by an ECISS member, after notifying COCOR, of a national standard adopting without change a published ISO or IEC standard where there is no EN already in existence.

In cases b) and c), the member is committed to implement the EN, when published, in accordance with 6.4.

5.2.3 An ECISS member shall submit a formal request to COCOR seeking derogation from standstill if, on a subject where standstill is in force and except as in 5.2.2.b) and c), the member wishes to:

- a) Change an existing national standard;
- b) Publish a new national standard;

- c) Adopt a prEN as a national standard;
- d) Adopt a reference document with or without changes as a national standard;
- e) Take any other action nationally which might prejudice the harmonisation intended.

In such a case, the opinion of any relevant TC or reporting secretariat on the technical implications of the request for derogation shall be sought by the ECISS/CS.

COCOR shall deliver a decision as rapidly as possible and in any case, no later than five months from the date of receipt of the member's request.

5.2.4 If, when a standstill is in force, an ECISS member encounters a safety or health problem requiring urgent action, the member shall immediately submit a proposal for the preparation or the amendment of an EN to COCOR and the ECISS/CS, at the same time circulating the proposal for public enquiry nationally.

The central secretariat shall refer the proposal to the relevant technical body for prompt action or, if no such body exists, the President or a Vice-President and the secretary shall together decide on appropriate action.

Any resulting draft shall be submitted in final form by the ECISS/CS, on the authority of COCOR, sought by correspondence, to the CEN members for approval under the voting procedure described in 6.2.4.

If the voting result is affirmative, the approved draft shall be circulated by the ECISS/CS immediately after the closing date to CEN BT for ratification by correspondence.

If the voting result is negative, the matter shall be referred to the President or a Vice -President, together with the secretary for a decision on appropriate action.

The procedure shall be completed as rapidly as possible and, in any case, within four months from the date of initial receipt by COCOR of the proposal.

5.3 EC Mandated Work

In the case of ECISS standardisation work subject of an EC mandate, COCOR (see 3.3.2 e) is obliged to comply with the requirements of Article 7 of the Council of the European Communities Directive (28 March 1983) laying down a procedure for the provision of information in the field of technical standards and regulations (98/34/EEC).

Article 7 is extracted as follows:

1) Member states shall take all appropriate measures to ensure that their standards institutions do not draw up or introduce standards in the field in question while the European standard referred to in the first indent of Article 6 is being drawn up. This undertaking shall lapse unless a European standard has been introduced with six months following expiry of the time limit fixed in accordance with the said indent.

2) Paragraph 1 shall not apply to the work of standards institutions undertaken at the request of public authorities to draw up technical specifications or a standard for specific products for the purpose of enacting a technical regulation for such products.

Member States shall communicate all requests of the kind referred to in the preceding subparagraph to the Commission as draft technical regulations, in accordance with Article 8, and shall state the grounds for their enactment. "

5.4 EFTA, Mandated Work

In the case of EFTA mandated work for European standardisation work and in accordance with the General Guidelines for cooperation between EFTA and CEN/CENELEC, COCOR (3.3.2 e) is obliged to observe, as minimum for imposing and releasing standstill, the requirements undertaken by the EFTA countries by the decision of the EFTA Councils on 24 October 1984.

The undertaking is extracted as follows:

9) *In view of the decision of EFTA adopted by the Councils on 3 February 1984 to participate fully in the Information procedure on standards, which became operative on 9 January 1985, and the declared intent of EFTA to promote harmonisation at the European level of technical standards according to the principles in the set of guidelines on Standardisation Policy in Europe, which were adopted by the Councils on 8 May 1984, the EFTA countries shall take all appropriate measures to ensure that national standards are not introduced during the time that European standards in the fields in question are being drawn up at the request of EFTA.*

2) *This undertaking shall lapse unless a European Standard has been introduced within six months following the expiry of the time limit specified for the work by EFTA.*

3) *This undertaking shall not apply to the work of standards institutions, undertaken at the request of public authorities, to draw up technical specifications or standards for the purpose of enacting technical regulations for specific products where this is urgent for the protection of public health and safety. Any such measures and the reasons therefore shall, however, be notified immediately to the secretariat.*

6 Voting policy

6.1 Decisions and votes

CEN/CENELEC IR Part 2 clause 6.1 applies.

6.2 Adoption of a prEN by COCOR for submission to CEN Formal vote and final adoption of a TR or TS

6.2.1 EN

The prEN in the English language is submitted by the TC to the ECISS/CS for the adoption by COCOR for submission to CEN Formal vote (see 3.3.2 j). It is to be circulated by ECISS/CS within 2 months after reception. This adoption is made by a weighted voting procedure in accordance with the conditions of Table 2 and Annex A. A negative vote shall be supported by its justification.

However, if there is unanimous agreement within the ECISS/TC after the ECISS enquiry and following any relevant comments resolution meeting, the ECISS/TC may decide, by resolution, to proceed directly to the CEN Formal Vote without going through the COCOR vote.

Table 2 - Minimum conditions for the adoption of a prEN for submission to the CEN Formal vote

1) Number of members voting affirmatively to be more than that of members voting negatively (simple majority abstentions excluded)
AND
2) at least 78% affirmative weighted votes (abstentions not counted)
AND
3) at most 4 members voting negatively

Note: COCOR vote is restricted to ECISS member states

If an ISO standard is handled under the Vienna Agreement with ISO lead, no COCOR adoption is required.

6.2.2 TR and TS

The final prTR or prTS is submitted by the secretariat of the competent TC to CEN/CS. It is to be circulated by CEN/CS within 2 months after reception. This final approval is made by a weighted voting procedure (TS) or simple majority (TR) in accordance with the conditions of the CEN/CENELEC IR Part 2 and the CEN BOSS. See also 11.2 and 11.3.

6.2.3 Voting Procedure

In the interest of time, the COCOR vote is cast by correspondence via ECISS/CS. The voting period shall be 2 months. The vote shall be conducted with the English version.

6.2.4 CEN Formal vote

The responsibility for the approval of ENs, TSs and TRs prepared by ECISS is that of CEN.

The CEN/CENELEC IR Part 2 applies.

6.3 Appeal mechanism

A mechanism for appeal by an ECISS member against any ECISS or CEN action or inaction is provided in clause 7.

6.4 Implementation

Refer to the CEN/CENELEC IR Part 2.

7 APPEAL MECHANISM

7.1 A member may appeal against any action, or inaction, on the part of a technical body, other body, or officer of COCOR or CEN if that member considers that such action or inaction is not in accordance with the Statutes/Articles of Association of CEN/CENELEC or ECISS IR or otherwise with the aims of ECISS or if its vital interests are prejudiced. Appeals on matters arising from meetings or votes shall be made, in writing, within two months after receipt, by members, of the report of the relevant meeting or vote.

7.2 All appeals shall be fully documented to support the member's concern.

7.3 The documented appeal shall be submitted by the member to ECISS/CS who shall communicate it to the appropriate body within one month.

7.4 Appeals shall be considered and ruled upon by COCOR, except that appeals against COCOR and CEN Administrative Board (CA) decisions, shall be considered by CEN General Assembly (AG). The decision of the AG on any appeal shall be final.

7.5 In response to an appeal, the President of ECISS or, in the case of an appeal to the AG, the President of CEN shall first consider whether the matter can proceed immediately for a decision by the body responsible or whether further processing is needed before the appeal can be considered. In the latter case, the President of ECISS or the President of CEN shall convene an impartial conciliation panel which will hear the appeal as soon as practicable and make recommendations for a resolution of the matter. The President of ECISS or the President of CEN shall then report the panel's findings to COCOR or AG respectively, with appropriate recommendations. COCOR or AG shall take account of the panel's report and recommendations in reaching its decision on the appeal.

7.6 While an appeal is being considered, work in progress shall be continued up to and including the approval stage. Ratification cannot take place, however, until the decision on the appeal has been taken.

8 Language policy

8.1 Official languages of ECISS

The official languages of ECISS are English, French and German.

8.2 Working language

The working language is English for COCOR and technical body meetings.

8.3 Documents

Documents shall be provided as follows:

- a) COCOR: All documents including reports of meetings shall be in English;
- b) Technical committees: The CEN translation procedure shall apply for prENs undergoing ECISS enquiry, and CEN Formal vote. Draft standards undergoing COCOR vote shall be in English.

Associated comments shall be in English.

9 Copyright policy

CEN/CENELEC IR Part 2 clause 9 applies

10 Document availability policy

CEN/CENELEC IR Part 2 clause 10 applies

11 Publications

11.1 Preparation of standards

11.1.1 Programme of work - Business plan

The programme of work is an integral part of the TC business plan. The proposals for new WIs are generally based on proposals of the relevant TCs (see 3.5.3). Revisions of existing standards are processed as new WIs.

Proposals for new WIs may also be made by ECISS members, CEN technical bodies, the EC or the EFTA secretariat, by international Organisations or by European trade, professional, technical or scientific organisations.

Duplication of work being undertaken in ISO/IEC shall, whenever possible, be avoided, taking into account the agreements between the relevant bodies.

The proposed programmes shall cover a period of up to 3 years, and shall include the following data:

- The title and scope of each WI;

- The scope of the TC;
- The assignment of the WIs to the TC and/or its WGs;
- An indication of priorities, with, per WI, the starting date and target dates for the essential stages of the work;
- Per WI, the possible relation to an EC directive or mandate;
- Per WI, a clear justification in terms of economic significance and market impact;
- An estimation of the available resources (experts, secretariat activities, basic reference documents).

The programme of work of ECISS/TCs is approved by COCOR (see 3.3.2 a). Proposals for new work items within the scope of the TC shall be decided by the TC, using formatted resolutions (refer to CEN/CENELEC IR and CEN BOSS). At least 71% of the expressed weighted votes (see Annex A) are necessary for approval of new WIs by ECISS members and the foreseeable participation shall be at least 5 ECISS members, unless otherwise decided by COCOR by majority vote.

11.1.2 Questionnaire procedure

11.1.2.1 The questionnaire procedure permits ECISS to find out:

- Whether enough interest exists in harmonisation on the subject of the proposed reference document;
- The existing degree of national harmonisation with the reference document in question;
- Whether that document would be acceptable as an EN or a TS.

The questionnaire procedure serves the same purpose as the ECISS enquiry (see 11.1.3.5).

11.1.2.2 The questionnaire procedure has two applications:

- For an entirely new reference document, using the Primary Questionnaire (PQ); a PQ requires COCOR approval.
- For a revised reference document of which the previous edition has already been adopted as an EN using the Updating Questionnaire (UQ). A UQ is sent out automatically by ECISS/CS.

11.1.2.3 Standstill shall begin from the issue date of a PQ if not otherwise decided by COCOR (see clause 5).

11.1.2.4 Both PQ and UQ shall be circulated to members by ECISS/CS with five months as the time limit for replies. Members shall include in their replies the fullest information relating to proposals for common modifications, special national conditions, requests for national deviations and so on (see CEN BOSS).

11.1.2.5 The borderline between national standards and national regulations varies from country to country. Therefore members should explain in detail the effect of national regulations and compulsory testing and approval on harmonisation.

11.1.2.6 The relevant TC (or ECISS/CS if the originator is not a TC) shall evaluate the replies and report to COCOR. Based on this evaluation, COCOR shall reach one of the following decisions:

- a) Adoption or rejection of comments;
- b) Comments to be referred to a TC or special ad-hoc group for technical advice before a final decision is made;
- c) Results to be put to COCOR vote for submission of the reference document to CEN Formal vote as an EN or a TS;

d) Further technical work required on the reference document mandated to an existing or new technical body;

e) No harmonisation necessary or possible due to insufficient national interest, standstill to be released;

f) A report to be issued as a means for giving adequate first-hand information on the harmonisation situation; decision to be taken regarding continuation of standstill.

11.1.2.7 Sufficient interest to harmonize is deemed to exist if at least five members request it in writing during the questionnaire procedure.

11.1.3 TC procedure

11.1.3.1 The TC works according to its programme of work as approved by COCOR (see 11.1.1).

11.1.3.2 Draft proposals shall be circulated for discussion at TC or WG meetings, for comments by correspondence and/or for written vote. Frequently, they will be dealt with in more than one of these ways in the course of reaching substantial, preferably unanimous, support. Draft standards are to be prepared in accordance with the CEN editorial practice and recommended timescales (taking into account the additional COCOR vote stage) as specified in the CEN/CENELEC IR and CEN BOSS.

11.1.3.3 The request for A-deviations shall be made by ECISS members to the relevant ECISS/TC (or in its absence to COCOR), which shall verify its relevance. Information on A-deviations is to be given in an informative annex to the standard. The current CEN practice (see Annex C) shall be followed.

11.1.3.4 All non-conflicting national additions shall be included in an annex to the prEN for the ECISS enquiry. Members concerned shall provide COCOR and the TC concerned, a justification that the omission of such non-conflicting national additions would be prejudicial to their market conditions.

Publication of non-conflicting national additions shall only be a national annex to the member's edition of the EN. Attention shall be drawn, in the foreword to the EN concerned, to those member countries whose edition of the EN contains non-conflicting national additions. ECISS/CS shall, on request, make available to COCOR members details of all non-conflicting national additions.

Non-conflicting national additions shall exist until the first 5-year revision of the EN concerned at which time they shall preferably be deleted or reconfirmed for one further period of 5 years.

11.1.3.5 When substantial support (or unanimity) has been reached, the text agreed by the TC or WG is forwarded by the TC secretariat to ECISS/CS, to be allocated a prEN number and distributed to the ECISS members as a prEN for public comment. This procedure is called the "ECISS enquiry".

NOTE: For practical reasons, the text is sent to all CEN members.

11.1.3.6 The period allowed for the ECISS enquiry shall normally be five months.

11.1.3.7 The results of the ECISS enquiry, together with any comments received, shall be circulated by the TC secretariat within one month after the closing of the enquiry. A comments resolution meeting should be scheduled within 4 months from the deadline of the enquiry.

11.1.3.8 If the results show sufficient agreement, preferably unanimity, on the content of the prEN, a final text shall be prepared by the TC secretariat or WG. This draft is submitted as soon as possible (preferably not more than six months) after the end of the ECISS enquiry (following a TC resolution) to ECISS/CS for distribution and for approval (generally by correspondence) by weighted COCOR vote (see 6.2) before submission to CEN Formal vote, subject to review by the WG (when existing) or the TC of any technical comments received.

11.1.3.9 If the results of the ECISS enquiry show that insufficient agreement has been reached, the TC or WG shall address the comments and prepare a modified draft for a second ECISS

enquiry lasting normally two months but with a possible extension to a maximum of four months. A comments resolution meeting should be scheduled within 4 months from the deadline of the enquiry. Further enquiries shall not be allowed.

11.1.3.10 If it appears that a draft text of an EN will not attract sufficient agreement, consideration should be given to the preparation of a TS. Reference is made to the new 3 year time frame rule imposed by CEN for the development of standards.

11.1.3.11 If a TC cannot complete an EN or a TS within the given target dates or cannot proceed further with the preparation of a standard owing to stated reasons, the secretariat of the TC shall prepare a situation report for COCOR without delay. The situation report should include the state of progress at the given date, with points of agreement and disagreement, information on the nature of the obstacles (technical, economic, regulatory, legislative or others) encountered during the work and an assessment of the feasibility of achieving useful results within any extended target dates. After considering the report, COCOR shall decide whether the work will be continued with new target dates, or whether to stop the work and, in either cases, whether to authorize the issue of a report.

11.1.4 Unique Acceptance Procedure (UAP)

11.1.4.1 The UAP may be applied to any type of document, whatever its origin, in order to achieve rapid approval of an EN, if it is reasonable to suppose that the document is acceptable at the European level.

The responsibility for the approval of documents submitted by ECISS to the UAP procedure is that of CEN.

For a reference document, the UAP combines the questionnaire procedure and the CEN Formal vote.

For a TC document, the UAP combines the ECISS enquiry and the CEN Formal vote.

11.1.4.2 UAP is launched by ECISS/CS after agreement of:

- the TC for a document related to an approved WI;
- or
- COCOR in all other cases.

11.1.4.3 Description of the procedure

11.1.4.3.1 The steps in the procedure are:

- Submission of the document, by ECISS/CS, to the CEN and ECISS members for a period of five months. For simple, non-controversial amendments, this period may be shortened to three months. If a reference document stems from ISO/IEC, ECISS/CS sends only the German translation, together with a notification for the English and French versions;
- Voting by each member, before the end of the five or three month period, using the appropriate method provided by ECISS/CS (see CEN/CENELEC IR Part 2 and CEN BOSS).

11.1.4.3.2 The weighted voting procedure as applicable for the CEN Formal vote shall be applied. All votes shall be unconditional. Editorial comments may however be made. All negative votes shall be accompanied by their justification.

11.1.4.3.3 ECISS/CS shall prepare the voting report in consultation with the TC chairman and secretariat, if any, and circulate it to the CEN and ECISS members for information and to COCOR for action.

11.1.4.3.4 If the voting result is positive, the central secretariat shall inform CEN Technical Board members by correspondence of the result and of proposed dates of availability and implementation, without circulating the texts. Acceptance of the result serves as the official ratification. Any editorial comments shall be examined by the CS in consultation with the TC secretariat where necessary, in order to prepare the final text of the EN for circulation on or before the due date of availability (see CEN/CENELEC IR Part 2).

11.1.4.3.5 If the voting result is negative, the document shall be sent back to the TC responsible or to COCOR. With advice in the former case from the TC, COCOR shall decide what further action is to be taken and whether or not standstill should be released.

11.2 Procedure for Technical Specifications (TS)

11.2.1 General

11.2.1.1 Upon agreement by COCOR, TSs may be established as prospective documents for provisional application in technical fields where the innovation rate is high or when there is an urgent need for guidance and primarily where aspects of safety for persons and goods are not involved.

They may be prepared in two ways:

- a) Through an ECISS TC with subsequent voting in a meeting;
- or
- b) Through a combined questionnaire and voting procedure, based on any appropriate reference document.

11.2.1.2 Each TS shall include a note or explanation of its status as a prospective document for provisional application.

11.2.2 Preparation by a TC

11.2.2.1 Delegations to technical committees preparing a TS shall be briefed in order to take into account the views of all interests concerned in the individual countries represented by ECISS members.

11.2.2.2 The technical committee may vote only on the basis of documents which have been circulated by ECISS/CS to all the ECISS members at least two months prior to the meeting.

11.2.2.3 The technical committee considers the comments received and establishes the final version of the TS which is put to the Formal vote in accordance with Annex A and the CEN/CENELEC IR at the same meeting. Only delegations present may vote.

11.2.2.4 If approved for all members or for members from EEA countries (see CEN/CENELEC IR), the TS is immediately made available to the members by ECISS/CS with the addition of a TS title page giving all the necessary information.

11.2.3 Preparation through combined questionnaire procedure and voting

11.2.3.1 When a TS is intended to be approved through a combined questionnaire and voting procedure, the distribution as prTS of the appropriate reference document to the members is made by ECISS/CS.

11.2.3.2 Members are granted a three month term for consultation on national level and voting in accordance with Annex A and the CEN/CENELEC IR.

11.2.3.3 Votes received are assessed by the central secretariat in consultation, if necessary, with the technical committee responsible or COCOR. If approved for all members or for members from EEA countries (see CEN/CENELEC IR), the TS is immediately made available to the members by the central secretariat with the addition of a TS title page giving all the necessary information.

11.2.3.4 If the TS is not approved, COCOR may set up without delay - if necessary by correspondence - a technical committee which will work according to 11.2.2.

11.2.4 Rejection

If the TS is not approved, COCOR shall decide on further actions.

11.2.5 Implementation

11.2.5.1 Members shall make the TS available at national level in an appropriate form promptly and announce its existence in the same way as for ENs.

11.2.5.2 Existing conflicting national standards may be kept in force (in parallel to the TS).

11.2.6 Lifetime

The lifetime of a TS is initially limited to three years. After two years the central secretariat shall take action by requesting members to send in comments on that TS within six months. The comments received will be transmitted to COCOR for further action as follows:

- Conversion into an EN after Formal vote;
- or
- Extension of the lifetime of the TS for another three years (once only);
- or
- Replacement by a revised TS approved in accordance with 11.2.2 or 11.2.3;
- or
- Withdrawal of the TS;
- or
- Assignment to a TC of the task of helping COCOR to reach any of the decisions listed above.

11.3 Preparation of Technical Reports (TR)

11.3.1 General

11.3.1.1 TRs may be established in cases when it is considered urgent or advisable to provide information to the ECISS national members, the EC, the EFTA Secretariat or other governmental agencies or outside bodies, on the basis of collected data of a different kind from that which is normally published as an EN.

11.3.2 Drafting

11.3.2.1 The decision to develop a TR can be taken by COCOR, or by an ECISS TC. In the latter case, the work programme of that technical committee shall include a WI indicating subject and end deliverable and the technical committee shall secure approval of that WI.

11.3.2.2 TRs are drafted as far as applicable in accordance with the CEN/CENELEC IR Part 3 and are available in at least the English language.

11.3.3 Approval

11.3.3.1 The ECISS technical committee which prepared the prTR is also responsible for its approval. TRs are approved either in an ECISS technical committee voting meeting (see 11.3.3.2) or by a vote by correspondence of the ECISS national members (see 11.3.3.3).

11.3.3.2 The procedure for organizing a voting meeting is as follows:

Delegations shall be briefed in order to take into account the views of all interests concerned in the individual countries represented by ECISS national members;

The ECISS technical committee may comment only on the basis of documents which have been circulated by ECISS/CS to all ECISS national members, at least three months prior to the meeting;

The ECISS technical committee considers the comments received and establishes the final version of the prTR, which is put to vote in accordance with 6.2 at the same meeting. Only delegations present may vote.

11.3.3.3 The procedure for organizing approval by correspondence is as follows:

The distribution of the appropriate reference document as prTR to the ECISS national members is made by ECISS/CS;

NOTE: For practical reasons, the text is sent to all CEN members.

ECISS national members are granted a three-month term for consultation at national level and voting in accordance with 6.2;

The responsible ECISS technical committee assesses the votes.

11.3.3.4 If approved, the TR is made available unchanged to ECISS/CS. If the prTR fails the vote, the responsible ECISS technical committee shall decide whether to send it back to the drafting body, or whether to stop the work.

11.3.4 Availability

The approved version of the TR is made available to the CEN national members by ECISS/CS, with the addition of a TR title page giving all the necessary information.

11.3.5 Updating and review

11.3.5.1 TRs are not amended but replaced by a new edition with the same number and new date of edition. Corrigenda published by ECISS/CS are, however, possible.

11.3.5.2 No time limit is specified for the lifetime of TRs, but it is recommended that TRs are regularly reviewed by the responsible technical committee to ensure that they remain valid.

11.4 Corrigenda and amendments

11.4.1 Corrigenda

The removal of printing, linguistic or similar errors from the text of an EN, TS or TR shall be handled by ECISS/CS by the issue of a corrigendum to all ECISS national members with a request for immediate action as necessary at national level.

Such a corrigendum shall not be submitted to any enquiry or voting procedure. However, if verification by the ECISS national members is required, the intended correction shall be circulated for a two-month period before being issued.

11.4.2 Amendments

Any modification to, addition to or deletion of specific parts of the text of an EN shall be subject to the same procedures as the original text. Refer to CEN/CENELEC IR and CEN BOSS.

In urgent cases, COCOR may shorten the time periods for these procedures.

The result of approval of a draft amendment is the publication of a new edition of the EN known as a "consolidated text".

No more than three separate amendments to an EN shall be published.

ECISS national members have the same obligations for implementation and presentation of the amendment as for the EN.

12 Editorial Practice

Normative documents prepared by ECISS (see clause 2) shall be presented in accordance with the CEN/CENELEC IR.

13 Revision of Internal Regulations

13.1 Proposal to amend or revise

A proposal to amend or revise these IR shall be considered by COCOR when requested by one or more ECISS members or by the ECISS/CS.

13.2 Approval to amend or revise

The adoption of any amendment or revision of these IR shall be subject to the approval of COCOR by ECISS members representing at least 2/3 of the weighted votes (see Annex A).

Annex A - WEIGHTED VOTES

A.1 Decisions requiring weighted votes

Certain decisions in ECISS activities require votes of the members which are assessed according to specific weighting.

These are:

- a) Approval by ECISS members of a new WI (see 11.1.1)
- b) Adoption of a prEN by COCOR for submission to CEN Formal vote (see 6.2)
- c) Approval to amend or revise these IR (see 13.2)
- d) Starting up and releasing standstill (see clause 5).

A.2 Weighting

ECISS member countries are accorded the following weighting:

WEIGHTED VOTES OF ECISS MEMBERS,

Country	Weighting	Country	Weighting
France	29	Switzerland	10
Germany	29	Austria	10
Italy	29	Sweden	10
United Kingdom	29		
		Denmark	7
Poland	27	Finland	7
Spain	27	Ireland	7
		Lithuania	7
Romania	14	Norway ¹	7
		Slovakia	7
Netherlands	13		
		Latvia	4
Belgium	12	Estonia	4
Greece	12	Luxembourg	4
Portugal	12		
Hungary	12	Iceland ¹	3

¹ Iceland, Switzerland and Norway are ECISS and CEN Members which are not included in the Treaty of Nice but they have agreed with the above weightings.

Annex B - Guidelines for allocation of technical secretariats

B.1 Allocation of Technical Committee secretariats

B.1.1 Normally an ECISS national member which has the secretariat of the corresponding ISO/IEC Technical Committee or Subcommittee takes over the ECISS secretariat. Otherwise, the secretariat is entrusted to an ECISS national member by agreement within COCOR.

B.1.2 Any ECISS national member wishing to undertake a secretariat should have consulted nationally and shall ensure that adequate resources are provided to carry out the work without delay.

B.1.3 In cases where there is more than one candidate for allocation of a secretariat, the following principles serve to ensure consistency in COCOR decisions. COCOR determines the final allocation based on all available information including the candidates' experience in the proposed field, if necessary by majority decision (one vote per ECISS national member).

B.1.4 If a committee is being established as a result of members' replies to a proposal for the study of a new project, the originator of the proposal should be given preference, provided that such an offer has been made during the time of the enquiry to members. Otherwise, the candidate holding proportionally fewer secretariats should be given preference.

B.2 Procedure to be followed for the reallocation of Technical Committee secretariats

B.2.1 Any member who wishes to relinquish the secretariat of a Technical Committee should immediately inform ECISS/CS, giving, whenever possible, a minimum of twelve months notice.

B.2.2 As soon as such a request is received, the information is submitted to all members of COCOR together with any comments which ECISS/CS may wish to add. At the same time, all ECISS national members are informed and requested to advise ECISS/CS, within a period of 3 months, if they wish to submit their candidature.

B.2.3 ECISS/CS summarizes the comments received and checks with any member who has been proposed whether it would be prepared, if appointed, to assume secretariat responsibilities for the Technical Committee concerned.

B.2.4 The Secretariat candidate should have participated actively in the work of the Technical Committee for a significant period (of the order of at least 3 years). The candidate holding proportionally fewer secretariats should be given preference.

B.2.5 As a result of these consultations, COCOR determines the reallocation of the secretariat, if necessary by majority decision.

Annex C - Abbreviations

AG	General Assembly (CEN)
ASB	Associated Body (CEN)
BOSS	Business Operations Support System (CEN)
CEN	European Committee for Standardisation
CEN BT	CEN Technical Board
CENELEC	European Committee for Electro-technical Standardisation
CCMC	CEN CENELEC Management Centre
COCOR	Coordinating Commission of ECISS
ECISS/CS	Central Secretariat of ECISS
EC	European Commission
ECISS	European Committee for Iron and Steel Standardisation
EEA	European Economical Area
EFTA	European Free Trade Association
EN	European Standard
EU	European Union
IR	Internal Regulations
ISO	International Organisation for Standardisation
prEN	Draft European Standard
prTR	Draft Technical Report
prTS	Draft Technical Specification
TC	Technical Committee
TR	Technical Report
TS	Technical Specification
UAP	Unique acceptance procedure
WG	Working Group
WI	Work Item

ANNEX D - TC Report to COCOR

REPORT TO COCOR

ECISS/TCxx

TITLE:

DATE OF THE REPORT: YYYY-MM-DD

MEETINGS SINCE LAST COCOR MEETING:

PROGRESS ON WORK ITEMS:

1) WI(S) APPROVED FOR CEN ENQ/PQ/UQ:

2) WI(S) APPROVED FOR COCOR:

3) NEW WI(S) :

PROGRESS OF WORK:

PROPOSALS TO COCOR AND/OR ENCOUNTERED DIFFICULTIES:

DATE(S) AND LOCATION(S) OF THE NEXT MEETING(S):