



Business Plan for a CEN Workshop on

Competence of specialists advising SMEs concerning integrated quality, environment, health and safety

Chapter 1 Status of this Business Plan

Business plan approved during the kick-off meeting

Chapter 2 Workshop proposers or participants (companies, organizations, etc.)

This Workshop is proposed by the Coordinator and Core Members of the EU E-TEN project deployPROMIS, aiming at facilitating SME access to tailored information and advice on legislation, standardisation and quality management systems.

Further information is at www.promis.eu.

Chapter 3 Workshop objective

The objective of this CEN Workshop is to define, at European level, the competences that a person should have in order to assist a SME to implement, maintain and improve certain aspects of an integrated management system concerning quality, environment, health and safety.

It has been recognised that any business managed under the ISO 9000 principles will ensure that it is able to work according to sound environmental management and the correct implementation of the health and safety rules as well. At the same time the application of the ISO 9000 certification process is not always an easy matter:

- many SMEs cannot afford the cost of a certification;
- there is no specific certification process for micro enterprises;
- SMEs, generally, cannot afford to employ personnel with competences required.

By analogy, it is also difficult to find competences for the application of ISO 14000, EMAS and health & safety specifics for the single enterprise.

From this consideration comes the necessity to have specialist consultants with the right competence, which could be certified by a third party, so that enterprises will trust them and ask them their services.

This recognition should ideally be at European level, to help SMEs' ability to compete in the open European market which more and more addresses quality and environmental impact issues.

The skills requirements for these consultants should be based on a basic awareness in the different fields of quality, environment and health and safety. The results of the Workshop will be focused on the harmonisation of the desired skills of the consultants taking into account the international standard ISO 10019:2005 "Guidelines for the selection of quality management system consultants and use of their service".

A guideline for the certification of the targeted consultants is intended to be used as a starting document for the CEN Workshop. This document will be made available to the Workshop participants.

It is expected that the participants to the Workshop will include the members of the PROMIS consortium, together with representatives of SMEs and consultants associations.

The Workshop proposers will try to ensure the participation of representatives of relevant European Commission services, e.g. DG Environment, DG Enterprise and Industry, DG Health and Consumer Protection, DG Employment, Social Affairs and Equal Opportunities.

In addition, it is proposed to invite a representative of IPC (International Personnel Certification Association), EOQ (European Organisation for Quality) and other relevant associations.

Chapter 4 Workshop's Work Programme

It is envisaged to have the kick-off meeting of this CEN Workshop on 6 May 2008 in Brussels at the ENEA Offices and that the CEN Workshop Agreement will be published by CEN at the latest in December 2009.

This relatively short duration for such an ambitious document in a challenging area results from the availability of the draft guidance document and by the strong input which is expected in particular from the members of the EU project deployPROMIS.

Chapter 5 Workshop Organization

Subject to the confirmation of the Kick-Off meeting, a Chair and Vice-Chair will manage the consensus process.

Chair : Dr Anna Moreno (ENEA))

Vice-chair : Dr. Rosa Anna Favorito (CEPAS)

The responsibilities of the Workshop Chair include the following:

- To preside at Workshop plenary meetings;
- To ensure that the Workshop delivers in line with its Business Plan;
- To manage the consensus building process;
- To interface with the Secretariat and the CEN Management Centre regarding strategic directions, problems arising, external relationships, etc.

Subject to the confirmation of the Kick-Off meeting, the responsibility for the Workshop secretariat is proposed to be taken by the Italian member of CEN, UNI.

The responsibilities of the secretariat are:

Minimum duties related to the operation of the secretariat:

- to offer the infrastructure for electronic operation
- to administer the CEN Workshop's members list(s) and email exploder(s)
- to manage documents and their distribution
- to update the document register and host their repository (http or ftp)
- to prepare the agenda and distribute the information on meetings arrangements
- to chase actions as decided by the CEN Workshop meeting
- to report on CEN Workshop meetings
- to initiate and manage the CWA approval process, upon decision by the Chairman
- to advise on the requirements of the CEN/CENELEC Internal Regulations and decisions of the CEN/CA and CEN/BT in the development of a CWA
- to record expression of support to the CWA for transmission to the CEN Management Centre
- to initiate the call for experts for Project Teams (if relevant)
- to conduct the Project Teams' experts selection process (if relevant)

Chapter 6 Resources

The Workshop is open to any interested party. There is no fee for registration of participants. All costs related to the participation of interested parties in the Workshop activities have to be borne by themselves.

The cost related to the service provided by the CEN Member for running the Secretariat of the Workshop services will be supported partly from the overall

budget of the EU deployPROMIS project, as already agreed by the European Commission, and partly by the PROMIS economic interest group.

Chapter 7 Related activities

The results of this Workshop would be sent to the secretariat of the ISO TC 176/SC3, which is responsible for the ISO 9000 standards, that prepared the ISO 10019 "Guidelines for the selection of Quality Management System consultants and use of their services", in particular to the attention of the members of the WG 9, established by ISO/TC176/SC3 in 2001. This WG 9 work generated a lot of interest; in fact 41 experts nominated by 25 ISO members (countries) participated in the WG 9 and we can think that our contribution will be used as an input for the next edition of the standard.

The Workshop will establish a close liaison with CEN Project Committee CEN/PC 381 "Management Consultancy Services" with a view to optimizing collaboration and cross fertilization and trying to ensure the maximum harmonization between the two deliverables.

Chapter 8 Contact points

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