



doc. nr.	ISO/IEC JTC 1/SGFS N 644	
date	1992-08-13	total pages
item nr.		supersedes document

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<b>ISO/IEC JTC 1/SGFS</b>
<b>Title: ISO/IEC JTC 1 Special Group on Functional Standardization</b>
<b>Secretariat: NNI (Netherlands)</b>

**Title** : ISO/CEN Cooperation Agreement

**Source** : ISO Central Secretariat

**Status** : For information

**Note** :





ISO/IEC JTC 1 N 2023

Date: 1992-07-14

ISO/IEC JTC 1  
INFORMATION TECHNOLOGY  
Secretariat: USA (ANSI)

**TITLE:** ISO/CEN Cooperation Agreement

**SOURCE:** ISO Central Secretariat

**PROJECT:** - -

**STATUS:** For Information.

**REQUESTED ACTION:** This document was reviewed at the JTC 1 Plenary Meeting in Copenhagen, 1992 June 30 - July 3.

**DISTRIBUTION:** P and L Members

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June 1991

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)  
EUROPEAN COMMITTEE FOR STANDARDIZATION (CEN)

**AGREEMENT ON TECHNICAL COOPERATION BETWEEN ISO AND CEN  
(Vienna Agreement)**

**1. Basis for cooperation**

Agreement on exchange of technical information between ISO and CEN approved by the CEN Administrative Board in January 1989 in Lisbon as further development of ISO/Council resolution 11/1987 (so-called Lisbon Agreement).

ISO Council resolution 18/1990 and CEN General Assembly resolution CEN/AG 3/1990 appear in the annex.

**2. General exchange of information at Central Secretariat (CS) level**

The ISO/CS shall regularly issue to the CEN/CS:

- Memento, Catalogue
- Work programme of the ISO/TCs with state of progress, target dates
- For work items proposed by CEN: working drafts and committee drafts
- Resolutions of the ISO Technical Board linked to technical activities and in any case all decisions having an interest for the other party
- Proposals for new fields of technical activity (TS/P)
- Texts of DIS, International Standards and technical reports in English and French

The CEN/CS shall regularly issue to the ISO/CS :

- Memento, Catalogue
- CEN General Technical Report (work programme of the CEN/TCs with state of progress, target dates)
- Resolutions of CEN Technical Board linked to technical activities and in any case all decisions having an interest for the other party
- Proposals for new studies (form A)
- Texts of prEN/prHD/prENV, at enquiry and formal voting stages, and approved European documents in English and French



Further exchange of available general information shall be possible subject to special agreement between the two CSs.

### 3. Cooperation on standards drafting between ISO and CEN

#### 3.1 Cooperation by correspondence

The ISO/CS and the CEN/CS shall establish a list of ISO/TCs (or SCs) and CEN/TCs, including CEN sectors, which have technical activities of common interest. The list shall also indicate the name of the person in charge of the ISO/CEN reporting secretariat, the names of the ISO and CEN committee secretaries and the relevant technical officers of both CSs. The list shall be notified to the respective Technical Boards.

##### 3.1.1 Reporting on ISO work to CEN

ISO/CEN reporting secretariats (according to clause 2.5 of the CEN/CENELEC Common Rules for Standards Work part 2) shall provide information to:

- a) the CEN Technical Board on any ISO work which may be of concern to CEN
- b) the CEN Central Secretariat upon request for preparing investigation reports in areas not covered by CEN technical committees and for which ISO is active
- c) the CEN/TC secretariats according to the CEN/CENELEC internal regulations
  - on the progress of the technical work of relevant ISO/TCs with copy to both the ISO and CEN CSs
  - on ISO new work items circulated for voting.

##### 3.1.2 Reporting on CEN work to ISO

a) CEN/TC secretariats shall provide information to the ISO/TC secretariat concerned, with copy to both the ISO and CEN CSs, on their programme of technical work, including:

- state of progress
- current work schedule

insofar as such information is not covered by that mentioned under 2.

b) The CEN/CS shall provide information to ISO/TC secretariats with copy to the ISO/CS on the programme of technical work of sub-sectors not covered by CEN/TCs concerning:

- state of progress
- current work schedule

insofar as such information is not covered by that mentioned under 2.

c) The CEN/CS shall provide information to the ISO/CS on CEN priorities and expectations concerning subjects belonging to the scope of ISO/TCs and on target dates for work items of ISO/TCs of special interest to CEN, insofar as such information is not covered by that mentioned under 2. Every effort will be made to meet requests initiated by CEN within the framework of available resources.

### 3.1.3 Written Contribution

The passive involvement in the work of CEN and ISO by way of sending written contribution is well accepted by the two organizations as a contribution towards a more open process of standardization and promotion of harmonization on the European and international level. Written contributions may emanate from TCs, Reporting Secretariats (SR) or CSs and are directly addressed to the secretariat of the technical body concerned.

### 3.2 Cooperation through mutual representation at meetings

Appropriate designated representatives of ISO/TC/SC/WGs, who may be chairmen, secretaries, conveners, project leaders, or Central Secretariat technical officers, may have direct contact with relevant CEN/TC/SC/WGs, and up to two representatives may attend meetings of these committees as observers, and of WGs at the invitation of the parent body.

Appropriate designated representatives of CEN/TC/SC/WGs, who may be chairmen, secretaries, conveners, project leaders, or Central Secretariat technical officers, may have direct contact with relevant ISO/TC/SC/WGs, and up to two representatives may attend meetings of these committees as observers, and of WGs at the invitation of the parent body.

### 3.3 Cooperation by transfer from CEN to ISO

#### 3.3.1 Initiative

Whenever the need to undertake new work (including the revision of existing standards) is identified in CEN, it is in accordance with its general policy to determine whether it is possible to give preference to the undertaking and completion of this work in time within ISO.

Once the decision has been taken in CEN to transfer the agreed work item to ISO and provided that at least five CEN member bodies have committed themselves to participate, the CEN proposal shall be submitted by the CEN/CS to the ISO/CS and the following procedure, in accordance with the IEC/ISO Directives part 1 : "*Procedures for the technical work*" shall be applied:

#### a) For new work within the scope of an existing ISO/TC

Information shall be provided in accordance with 2.2 of the IEC/ISO Directives, part 1 (form on pages 71/72).

#### b) Widening of the scope of an existing ISO/TC

If the request implies a widening of the current scope of the TC/SC concerned, the proposed revised scope shall be submitted to the ISO Technical Board at the same time as the request to undertake a new work item. The additional information shall be given as in a) above.



**c) For new work in fields not yet covered in ISO**

Information shall be provided in accordance with 1.5.3 and 1.5.4 of the IEC/ISO Directives, part 1 (form on pages 35/36).

In the above cases, CEN shall be entitled to nominate a Project Leader and to set a target date for the circulation of the ISO/DIS.

For cases a) and b), ISO shall commence work immediately in parallel with the circulation of the proposal to the member bodies under the normal acceptance procedure.

For case c), the work in ISO shall start following the establishment of the appropriate technical committee, to which any possible CEN work on the matter shall be transferred.

**3.3.2 ISO response and further actions**

ISO shall normally respond within three months to new work proposals submitted to ISO by CEN in accordance with clause 3.3.1 above. CEN shall then draw conclusions regarding its further processing of the work.

Progress of work on such projects shall be checked by the ISO /CS on a monthly basis. Any difficulties or delays shall be reported to the Joint Coordinating Group of the Technical Boards acting as a management body in accordance with its terms of reference set out in clause 6.2 below, to obtain the necessary support from the relevant member bodies and the ISO/CS.

**3.3.3 Saving clause**

If at any time during the procedure, CEN can no longer accept the ISO results (e.g. for technical, procedural or timing reasons) CEN shall notify ISO of its decision and shall process the project separately as a CEN work item. ISO would then decide whether or not to continue to process the ISO version.

**4. Adoption of existing International Standards as European Standards**

**4.1 General**

International Standards may be adopted by CEN as European Standards under the PQ (primary questionnaire) procedure or the Unique Acceptance Procedure (UAP). When an ISO standard is proposed for adoption under one of these procedures, the CEN/CS shall send copies of the documentation to the ISO/CS, which shall inform the relevant ISO committee secretariat (if this is not held by a CEN member body) of the proposal. The result of the procedure may be :

- 1) that the ISO standard is adopted by CEN without change (4.2)
- 2) that the ISO standard is proposed for adoption by CEN subject to modification (4.3)

**4.2 ISO standard adopted without change**

No special provisions are required, but the ISO committee shall be notified of the adoption by ISO/CS and will take this into account when reviewing proposals for revision, confirmation or withdrawal.



**The member bodies shall return their votes on the respective voting forms to ISO and CEN. Should the vote returned to CEN differ from that returned to ISO, a detailed technical justification shall be given to CEN, with a copy to ISO, together with the voting papers.**

**NOTE - Such a case may arise in view of the different backgrounds and significance of the two votes. ISO: worldwide compromise, not mandatory for national implementation; CEN: European solution, implementation as National Standard mandatory for CEN members.**

**If the voting results in ISO are positive and no valid technical reasons have been expressed which justify a further vote, the ISO/CS shall inform the CEN/CS immediately and proceed to publishing the DIS unaltered as an International Standard.**

**If the voting results in CEN are also positive, the DIS (IS) shall be formally ratified as an EN and implemented by CEN members.**

**In the case of a negative outcome in CEN but positive outcome in ISO, CEN shall proceed to adopting common modifications which shall be communicated to ISO.**

**In the event of other results, further processing shall be considered jointly by both sides on a case by case basis.**

#### **b) Quality of DIS submitted to member body vote**

**In order to achieve a DIS which, from the standpoint of technical content and editorial presentation, is deemed suitable for parallel voting, the relevant committee draft may (within ISO) be submitted to a "three-month voting procedure" preceding the Six Months' Rule.**

**At the close of the six months' voting, the results shall be communicated by the ISO/CS to the secretariat and Chairman of the ISO committee and to the CEN/CS. Depending on the voting results, the Chairman and secretariat of the ISO committee may decide:**

**- to publish the International Standard with editorial modifications only;**

**or**

**- to refer the DIS back to the committee.**

#### **5.2 Standards under development within CEN**

**The Technical Secretariat or Reporting Secretariat shall ensure that copies of drafts are made available to the ISO committee so that it may comment as such on the successive European drafts. According to circumstances, the ISO committee may decide to await completion of the European Standards, which may then be submitted to ISO (for example, under the fast-track procedure), or may decide that parallel voting be conducted as follows :**

**Once consensus has been obtained within the CEN committee, the final text shall be supplied by the TC Secretariat to the CEN/CS, which shall forward the document to the ISO/CS, informing the secretariat of the ISO committee of this action. The ISO/CS shall circulate the document for DIS voting, which will also serve as the enquiry within CEN, as in 5.1. The CEN ballot paper, however, shall be issued by the CEN/CS. At the end of the voting period, the ISO/CS shall submit the result to the CEN/CS and, for information, to the secretariat of the ISO committee and its Chairman. A final text shall be agreed within**



#### **4.3 ISO standard proposed for adoption with modifications**

All comments received under the PQ or UAP procedure shall be conveyed by the CEN/CS to the ISO/CS. The latter shall forward the comments to the secretariat of the relevant ISO committee which shall arrange for them to be reviewed by the ISO committee. Within two months, the ISO committee secretariat shall inform ISO/CS and the CEN Technical Secretariat or the CEN Reporting Secretariat of the intended action, which may be, in suggested order of priority :

a) to consider revision of the ISO standard to incorporate the comments received as a result of the PQ or UAP procedure. In this case, the ISO committee secretariat shall inform the CEN Technical Secretariat or Reporting Secretariat of the tentative schedule for preparation of the revision. The CEN Technical Secretariat or Reporting Secretariat, after appropriate consultations within CEN, shall inform the ISO committee secretariat whether the proposed schedule is acceptable.

i) If so, the revised ISO standard shall be prepared and may be adopted as a European Standard according to 5.1 below.

ii) If the ISO committee cannot or prefers not to prepare a revision of the ISO standard within required European target dates, or for other reasons, the European Standard may be finalized in CEN according to 5.2 below. The amendments agreed within CEN will be offered to ISO by the CEN/CS for further harmonization (for instance, under the fast-track procedure);

b) to maintain the ISO standard, and accept that the European Standard will deviate from the ISO standard.

#### **5. Parallel approval of Standards**

NOTE - This clause is subject to adjustment to comply with forthcoming amendments of the IEC/ISO Directives.

##### **5.1 Standards under development within ISO**

With reference to work items defined in clauses 3.3 and 4.3 above for which CEN has accepted to wait for the results from the ISO/TC/SCs, "parallel voting" shall be carried out in ISO and CEN.

Furthermore, CEN shall use the same method in other appropriate cases.

##### **a) Main elements of the procedure for parallel voting**

Once an ISO/TC has approved a draft for circulation as a DIS, the ISO/CS shall inform the CEN/CS of the reference assigned to the DIS, including the intended final number of the publication. The CEN/CS shall circulate the voting forms to its members, announcing the document to arrive from the ISO/CS under the reference indicated. A copy shall be sent, if relevant, to the SR or CEN/TC/SC Secretariat.

The ISO/CS, after checking the DIS in accordance with 3.3 above and within the maximum permitted processing time, shall send the DIS to the ISO member bodies (and, on behalf of CEN, to the CEN member bodies for Iceland and Luxemburg).

This body shall report back to the CEN/CS. The CEN/CS shall in turn inform the ISO member body of the action taken, with copy to the ISO/CS.

Valuable new ideas which might help support CEN work could also emanate from outside of Western Europe and, if appropriate, could be usefully incorporated in the documents prepared by the CEN committee. Such contributions shall be handled in the same way as above.

### **8. Implementation of the Agreement**

The ISO and CEN Secretaries-General shall take the necessary steps to develop appropriate mechanisms for the practical implementation of the Agreement.

In the event of difficulties arising in the performance of this Agreement, the ISO/TCs, CEN/TCs and CEN Reporting Secretariats shall report to their respective Secretaries-General who shall decide on the necessary corrective measures.

NOTE - The implementation of the Agreement is to be considered as being within the framework of ISO and CEN procedures and their possible future amendments.

### **9. Duration of the Agreement**

This Agreement shall remain in force until such time that ISO or CEN request its revision or its termination giving one year's notice.



CEN which shall be submitted to the CEN/CS for formal voting and to the ISO/CS for voting as a second DIS. If the voting outcome is positive both in ISO and in CEN, the ISO/CS and CEN/CS shall both proceed with publication, incorporating agreed editorial changes. If the results are not positive in both organizations, further processing shall be subject to negotiation.

## **6. Monitoring**

### **6.1 Joint coordination meetings**

Where ISO and CEN committees already exist and deal with the same subject matter but have not yet reached working arrangements to avoid duplication, the Central Secretariat of each organization should inform the TC/SC secretariats of the need to appoint delegates with a view to allocating work. Joint coordination meetings of ISO and CEN committees should be held to allocate work where necessary and to deal with comments submitted by members as a result of parallel voting on the ISO/DIS and the CEN enquiry.

### **6.2 Joint ISO/CEN Coordinating Group of the Technical Boards**

To initiate and to achieve the above objectives, a Joint ISO/CEN Coordinating Group of the Technical Boards has been established with the task of proposing and monitoring the appropriate operating methods and systems, on the understanding that the day to day processing shall be handled by both Central Secretariats. The Group comprises three members appointed by each Technical Board and the respective Secretaries, the Chairman and Secretary alternating for each meeting.

The joint tasks are as follows:

- to monitor the general implementation of the "Agreement on technical cooperation between ISO and CEN" (Vienna Agreement);
- to review and, where necessary, propose revisions to the existing procedures, mechanisms and bases for information exchange, to achieve the objectives of mutual visibility and understanding of work programmes;
- to monitor the progress of projects of mutual interest and take whatever action may be required to ensure progress towards the completion of projects within planned timescales;
- to advise the Technical Boards of any direct involvement required of them for improving the performance of Secretaries and Experts appointed by member bodies;
- to maintain working linkages with the technical management bodies of both organizations;
- to review coordination issues on questions of common interest with a view to deciding on work allocation.

## **7. Follow-up of comments from ISO member bodies**

CEN agrees to accept comments on prEN and prHD from ISO member bodies outside CEN. These comments should be sent directly to the CEN/CS, with copy to the ISO/CS. The CEN/CS shall forward such comments to the appropriate CEN technical body.



ANNEX

## ISO AND CEN RESOLUTIONS

### ISO Council resolution 18/1990

#### Council

**re-affirms** the urgent need for ISO member bodies to recognize the primacy of international standardization and to commit themselves fully to the pursuit of this objective,

**underlines** the necessity to make maximum use of ISO's possibilities, under the Lisbon Agreement, to have direct contact or attendance vis-à-vis CEN technical committees, and to further develop the Lisbon agreement on exchange of information between ISO and CEN, and requests the Secretary-General to ensure that appropriate mechanisms are put in place to achieve non-duplication of efforts, that ISO involvement in the planning process start at as early a stage as possible, and that reports on all relevant developments within CEN be available,

**welcomes** the proposal to establish an ad hoc group of the ISO and CEN technical boards as a means to achieve these objectives and decides that this matter be continuously held under review and periodically reported by the Secretary-General to the Executive Board and Council.

### CEN General Assembly Resolution CEN/AG 3/1990

#### CEN/AG 3 1990

**having fully considered** ISO Council resolution 18/1990 concerning the need to strengthen and expand CEN/ISO cooperation vis-à-vis the Lisbon Agreement, and having fully supported the resolution CA 8/1990 aiming at strong links with international standardization,

**concur**s with the ISO Council's view that appropriate mechanisms need to be put in place to ensure non-duplication of efforts, ISO involvement in the CEN technical planning process at the earliest possible stages, and that reports on all relevant developments within CEN be available to ISO,

**decides** that, in principle, the operation of the Lisbon Agreement and its subsequent refinements includes the possibility that appropriately designated representatives of ISO TC/CSs have direct contact with relevant CEN TC/SCs,

**welcomes and approves** the proposal of ISO to establish an ad hoc group of the ISO and CEN Technical Boards to achieve these objectives, and decides to keep this matter continuously under review and asks the Secretary-General to report to the CEN/CA and AG.







# CEN

## INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) EUROPEAN COMMITTEE FOR STANDARDIZATION (CEN)

### *Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN (Vienna Agreement)*

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#### **0. Introduction**

The Agreement on technical cooperation between ISO and CEN (Vienna Agreement) was formally approved on 27 June 1991 in Vienna by the CEN Administrative Board following its approval by the ISO Executive Board at its meeting on 16 and 17 May 1991 in Geneva.

The Agreement replaced the "Agreement on exchange of technical information between ISO and CEN" (Lisbon Agreement) concluded in 1989.

The text of the Agreement was distributed to TC/SC chairmen and secretaries

- by ISO, under cover of a circular letter dated 11 July 1991;
- by CEN, under cover of a circular letter dated 3 September 1991;

together with guidelines for the implementation of the Agreement.

The following common ISO/CEN guidelines cancel and replace those issued with the above circular letters. They are structured to reflect the various modes of cooperation between ISO and CEN, as follows:

- cooperation by correspondence (section 1);
- cooperation by mutual representation at meetings (section 2);
- application of CEN/CENELEC internal regulations in the framework of the agreement (section 3);
- adoption of existing International Standards as European Standards (section 4);
- cooperation by transfer of work and parallel approval of standards (section 5).

The guidelines are accompanied by flow charts summarizing the procedures to be followed in the case of when a work item of interest to CEN is to be developed by ISO (figure 1) and vice versa (figure 2).

**NOTE** – In order to avoid confusion, subdivisions of these implementation guidelines are referred to as "sections" to distinguish them from the subdivisions of the Vienna Agreement, which are referred to as "clauses".

The first part of the report deals with the general situation in the country. It is noted that the economy is still in a state of depression, and that the government has taken various measures to stabilize the situation. The second part of the report deals with the financial situation, and the third part deals with the social situation.

The financial situation is particularly serious, and it is noted that the government has had to resort to various measures to raise revenue. The social situation is also a cause for concern, and it is noted that the government has taken various measures to improve the living conditions of the people.

The report concludes by noting that the government has made significant progress in various areas, but that there is still a long way to go. It is hoped that the government will continue to take the necessary steps to improve the country's economic and social situation.

The following table shows the results of the various measures taken by the government:

Measure	Result
Stabilization of the exchange rate	Successful
Reduction of government expenditure	Partial success
Improvement of the tax system	Partial success
Improvement of the social services	Partial success



### **1. Cooperation by correspondence (clause 2 and subclause 3.1)**

The provisions for exchange of information in the original Lisbon agreement remain unchanged. They provide for an exchange of information between the ISO and CEN Central Secretariats, for ISO/CEN reporting secretariats (SRs) to provide information to the CEN Technical Board, CEN Central Secretariat and CEN committee secretariats as appropriate, and for CEN committee secretariats to provide information to ISO committee secretariats, with copies to both the ISO and CEN Central Secretariats.

Written contributions may emanate from TCs, SRs or CSs, are expected to reflect a consolidated CEN or ISO view, and are in principle comments on programming or drafting of standards.

### **2. Cooperation through mutual representation at meetings (subclause 3.2) and joint coordination meetings (subclause 6.1)**

**2.1** When questions of common interest to both ISO and CEN technical bodies call for mutual representation at meetings, the secretariat in agreement with the chairman of the committee concerned, shall advise the Secretary-General of the organization concerned of the names and addresses of liaison representatives to the relevant technical body of the other organization. In principle, only two representatives (not including interpreters) will be permitted and should be chosen from among chairmen, secretaries, conveners, project leaders and Central Secretariat Technical Officers. The action taken has to be reported to the committee members. These representatives shall represent the views of the committee that designated them. Participation in WG meetings is subject to invitation by the parent body of the WG.

**2.2** Where ISO and CEN committees already exist and have overlapping programmes of work, the ISO and/or CEN Central Secretariat, following consultation between them, will organize joint coordination meetings to reach agreement on allocation of work and, if necessary, to resolve comments received following parallel voting on DIS and prEN.

### **3. Application of CEN/CENELEC internal regulations in the framework of the Vienna agreement**

CEN reaffirms the primacy of international standardization work, of avoidance of duplication of activities and of the use of international results wherever possible, however, it is to be acknowledged that CEN duly considers each request for standardization and chooses, according to the advice of its interested parties, amongst the following possibilities:

- a) the submission of an existing document (e.g. originating from ISO) as a draft European standard through the implementation procedures (PQ plus Formal Vote, UAP) as defined in its Internal Regulations (see section 4);

**NOTE** – UAP is equivalent, but not identical, to the ISO "fast-track" procedure.

**NOTE** – As a result of these procedures, modifications to ISO documents by ISO/TCs can be requested by CEN in accordance with clause 4.3.



b) the request to ISO to prepare a standard on a specific subject (the transfer of work to ISO) as reflected in the Vienna Agreement (clause 3.3) to be implemented in accordance with section 5:

c) the use of an Associated Body (ASB) as defined in its Internal Regulations;

NOTE – This permits the introduction of documents prepared by a "recognized standardizing body" as draft European standards. The CEN concept is equivalent, but not identical, to the ISO concept.

d) the preparation of standards by the use of its own technical bodies (TC, SC, WG) as defined in its Internal Regulations.

However, the choice of the appropriate route to achieve the preparation of European standards (EN, HD, ENV) shall be made after careful consideration of the CEN Internal Regulations for technical work, and of the possibilities and limits of the options available.

In the CEN structure such an assessment and the relevant decision are made by the CEN Technical Board (CEN/BT) – or a CEN Sectoral Technical Board (CEN/BTS) by delegation – on the basis of the replies (form B) received from the CEN members on any proposals for new work items (form A).

In deciding on the way to handle the work, several elements have to be considered by the CEN/BT – or CEN/BTS by delegation – and CEN members when sending their replies by means of form B, such as :

- major commercial needs;
- importance of international trade;
- existence of ISO/TC or CEN/TC with competence in the area concerned;
- insertion in or completion of the existing documentation in the European catalogue;
- involvement of industry at international and European level;
- regulatory requirements resulting or anticipated from the European Commission;
- demonstrated technical barriers to trade (international and European);
- required or proposed timetable for the preparation of standards.

However, special attention is to be paid to the following arguments when envisaging the transfer of work to ISO :

- the CEN work item is mandated or not.

The Vienna Agreement does not exclude the transfer of mandated work items to ISO. Nevertheless, in principle the mandated work items are related to European Requirements reflected in EC Directives and are linked to very tight target dates and obligations to be reflected in European standards that are to be recognized as "Harmonized Standards", suitable for the implementation of the relevant Directive.

- CEN members are prepared to participate in ISO work.

At the end of work in ISO, parallel voting in CEN and ISO will be conducted. In order to be successful at this level, it is necessary that CEN members participate in the ISO work from the very beginning. Provision has been made that if at least 5 CEN P-members commit themselves to participate actively in ISO/TC work, CEN/BT can decide to



transfer the work to ISO, the preparation of standards can begin without delay and CEN is entitled to nominate a project leader.

- the ISO rules allow the nomination of a project leader by CEN for conducting a given project\* .

It is highly recommended that a CEN work item transferred to ISO be followed by a "European project leader". Such a possibility permits a better link with ISO work in case of failure in ISO and the need to continue work in CEN. It is to be noted that the project leader has a particular role in the editing of the prEN submitted to parallel vote.

- respect of the final control of CEN

While accepting the transfer of given work to ISO, CEN keeps open the option (see subclause 3.3.3) to withdraw at any time the transfer of work to ISO, should ISO not respond to the requirements made (respecting of EC Directives, target dates, etc.). This is particularly true for the mandated EC/EFTA work.

In that case, CEN will notify ISO of its decision to process the project separately as a CEN work item. The ISO/TC/SC shall then decide whether or not to continue to process work in ISO. (It is hoped that such an occurrence will be quite exceptional.)

#### **CEN STANDSTILL:**

Once the work item has been approved by the CEN/BT, general dispositions to impose or release standstill apply to CEN members according to the second alternative of the CEN/CENELEC Internal Regulations clause 6.2.1 (date decided by CEN/BT).

#### **4. Adoption of existing International Standards as European Standards (clause 4)**

##### **4.1 ISO standards adopted without change**

If an ISO standard is adopted by CEN without change, the ISO/TC/SC secretariats will be informed by the ISO Central Secretariat that the ISO standard has been approved as a European Standard and will be invited to take this into account when reviewing proposals for revision, confirmation or withdrawal.

##### **4.2 ISO standard proposed for adoption with modifications**

When the CEN PQ (primary questionnaire) procedure generates comments, these shall be sent by CEN/CS, after appropriate decision of the CEN/BT, to the ISO/CS which will transmit them to the ISO/TC/SC secretariat concerned. The ISO/TC/SC secretary shall consult the members of the TC/SC and within two months shall inform ISO/CS, CEN/CS and the CEN/TC secretariat (or CEN Reporting Secretariat) if the ISO/TC/SC has agreed to revise the ISO standard or not, within the proposed time schedule.

\* This corresponds to the usual practice that the proposer of a work item offers a project leader.



- a) If the response is positive, the ISO standard shall be revised to incorporate the comments received from CEN and shall be processed as a revised International Standard and as a European Standard using the parallel voting procedure within ISO and CEN (see section 5).
- b) If the response is negative, CEN will adopt the ISO standard with modifications, under the normal CEN procedure.

## 5. Cooperation by transfer of work and parallel approval of standards in ISO and CEN (clause 5.1)

There are two possible cases of parallel voting:

- i) agreement by the CEN/BT that work be transferred to ISO and that parallel voting be conducted in ISO and CEN (see section 5.1 below);
- ii) agreement that the work be carried out in CEN and, for which ISO has declared interest, that parallel voting be conducted in CEN and ISO (see section 5.2 below);

NOTE – When the timefactor is not considered to be critical it will be possible to complete the work in ISO and submit it to CEN for approval through the PQ and Formal Vote or UAP procedure (see section 4 above). It will also be possible to propose that an approved EN standard be submitted to ISO under the fast-track procedure (see clause G.4 of Part 1 of the IEC/ISO Directives).

### 5.1 Transfer of work from CEN to ISO (subclause 3.3) and parallel approval of standards in ISO and CEN

As indicated in section 3, for each new work item, CEN will consider its various procedural options and if its BT/BTS decides to propose the work item to ISO, one of the following cases may arise:

#### 5.1.1 New work within the scope of an existing ISO/TC/SC

Following the approval of the new work item within CEN and provided that five CEN/ISO P-member bodies commit themselves to participate, work can be transferred to ISO and shall commence immediately within the relevant ISO committee, the secretariat of which shall simultaneously circulate the proposal for new work\* in accordance with subclause 2.2 of Part 1 of the IEC/ISO Directives together with the list of the ISO member bodies belonging to CEN ready to participate in the work and the proposed target date. Should the above conditions be fulfilled, CEN is entitled to propose a project leader to initiate the work and take responsibility for controlling the timely advancement of the project, and to set a target date (compatible with Part 1 of the IEC/ISO Directives) for circulation of the ISO/DIS.

Immediately at the end of the three month voting period, the ISO committee secretariat shall inform the ISO and CEN Central Secretariats as to whether the committee has ratified the proposal for new work and whether the work can be completed by the

\* CEN form A will, in this case, serve as the form to be used in ISO for the proposal of the new work item.



proposed target date (or shall propose a new target date; CEN will then decide whether the work should proceed in ISO or not).

New work item proposals for which less than five CEN/ISO member bodies commit themselves to participate in the work will be handled as usual (clause 2.2 of Part 1 of the IEC/ISO Directives).

#### 5.1.2 New work requiring extension of the scope of an existing ISO/TC

The same procedure as under 5.1.1 shall apply, provided that the chairman and secretary of the ISO technical committee concerned agree to recommend the extension of the scope of the TC. Simultaneously with consultation on the CEN/NWI proposal, they shall seek agreement of the TC P-members on the proposed extension of the scope and the Technical Board secretariat will similarly seek the approval of the Technical Board of the extended scope.

If the TC chairman and secretary are opposed to the extension of the scope of the TC, they shall inform the secretariat of the ISO Technical Board without delay. The latter will include this information on the Technical Board ballot paper concerning the proposal to extend the scope of the TC.

#### 5.1.3 New work in fields not yet covered in ISO

Upon decision in CEN to transfer the work to ISO, the procedure described in the IEC/ISO Directives for establishment of a new TC will be applied.

#### 5.1.4 Progress of work – Preparatory stage and Committee stage

If CEN has agreed to transfer work to ISO by means of the procedure described above, or if as a result of a joint coordination meeting (see section 2.2) work has been allocated to ISO, work during the preparatory stage and committee stage shall be carried out in accordance with Part 1 of the IEC/ISO Directives.

#### 5.1.5 Parallel approval in ISO and CEN of standards developed in ISO (clause 5.1)

The CEN approval process comprises two stages – an enquiry and a formal vote. For parallel voting

- the ISO/DIS procedure will be equated with the CEN enquiry,
- the two-month confirmation vote (YES/NO) carried out in ISO\* will be equated with the CEN formal vote (YES/NO).

The procedure shall be as follows:

When consensus has been reached in the ISO committee, the committee secretariat shall send copies of the committee draft in English and French to the ISO/Central Secretariat (ISO/CS) with the usual explanatory report for distribution as a draft International Standard (DIS). ISO/CS will distribute the DIS to all ISO member bodies and also to the CEN member bodies for Iceland and Luxemburg indicating on the cover page that the DIS covers a subject of interest to European standardization and that

\* This provision will be reconsidered after an experimental period, not later than the end of 1993.



consultation of ISO-CEN member bodies on the DIS has the same effect as the CEN enquiry on a draft European Standard.

Therefore, CEN/CS will confirm in parallel this status and circulate the German text.

Six months will be allowed for voting and commenting on this text. (See below for provisions concerning German versions of prEN).

At the end of this period, the votes and comments will be sent by the ISO/CS to the ISO committee secretariat for consideration by the committee and to CEN/CS for information. Once a final text has been agreed upon, this shall be sent, again in English and French, to the ISO/CS, together with a full report, for distribution for a confirmation vote as a second DIS.

ISO/CS will distribute this text for a two month YES/NO vote. The text will simultaneously be notified by CEN/CS as being issued for formal vote in CEN. (See below for provisions concerning German versions of prEN.)

ISO member bodies shall return their votes to ISO/CS and CEN member bodies also to CEN/CS. Should the vote returned to CEN differ from that returned to ISO, a detailed technical justification shall be given to CEN, with a copy to ISO, together with the voting paper.

The results of the formal vote will be interpreted as follows:

Result of vote in ISO	Yes	Yes	No	No
Result of vote in CEN	Yes	No	Yes	No
Decision	Standard ISO xxxx Standard EN 2xxxx	Consultation between ISO and CEN Standard ISO xxxx	Consultation between ISO and CEN Standard EN yyyy	Consultation between ISO and CEN and return of document to the committee

If it is decided to publish the International Standard, further processing will be, in ISO, in accordance with the IEC/ISO Directives and, in CEN, in accordance with the CEN/CENELEC Internal regulations.

#### Provisions for German versions of prENs:

ISO/DIS are normally available in English and French. In CEN, prEN shall be prepared in English, French and German, unless otherwise decided by CEN/BT. It is the responsibility of the CEN German speaking members to prepare, during the ISO/TC work, the German version of the future prEN so that CEN/CS can release this German version at the same time as the ISO/CS sends the French and English version for DIS and for confirmation vote. If at the DIS stage, the German version is still missing, one of the German speaking members shall be prepared to provide a translation of the ISO text within the first three months of the vote.



**5.2 CEN work of interest to ISO, allocation of work to CEN and parallel approval of standards in CEN and ISO (clause 5.2)**

If an ISO committee has decided to defer the development of an approved work item to permit its development within CEN, or if as a result of a joint coordination meeting (see section 2.2) it has been agreed to allocate a work item to CEN, work shall proceed in CEN in accordance with Part 2 of the CEN/CENELEC Internal Regulations up to and including the decision to submit a text for CEN enquiry. The CEN technical secretariat or reporting Secretariat shall ensure that copies of drafts are made available to the corresponding ISO committee so that it may comment on the successive CEN drafts.

Once a decision has been reached in the CEN committee to proceed with the enquiry, the text shall be supplied by the CEN/TC secretariat to the CEN/CS, which will forward the document to the ISO/CS, informing the ISO committee secretariat of this action.

CEN/CS will conduct its six month enquiry, according to its rules, for comment by its members, including on the German version. Specific non-CEN-members, with which CEN has formal agreements, will receive the drafts, on which they may send comments to CEN/CS.

ISO/CS will distribute this document in parallel as a draft International Standard to all ISO member bodies indicating on the cover page that the text is being distributed for enquiry in CEN and simultaneously for voting as an ISO/DIS. The text itself shall not be distributed by ISO/CS to the CEN members and CEN affiliate members. Six months will be allowed for voting and commenting on this text. ISO member bodies will be required to send their votes and comments to ISO/CS and to copy their comments to CEN/CS.

At the end of this period, the comments will be sent directly by the CEN/CS to the CEN committee secretariat for consideration by the committee. CEN/CS will send a copy of the comments received for information to the secretariat of the ISO committee and its chairman. A final text shall be agreed within CEN which shall be submitted to the CEN/CS for formal voting. The text will be circulated by CEN/CS for formal vote in CEN according to its rules. CEN/CS shall transmit this text to ISO/CS for a simultaneous confirmation vote (YES/NO) as a second DIS. The text itself shall not be distributed by ISO/CS to the CEN members and CEN affiliate members.

ISO member bodies shall return their votes to ISO/CS and in addition CEN member bodies to CEN/CS. Should the vote returned to CEN differ from that returned to ISO, a detailed technical justification shall be given to CEN, with a copy to ISO, together with the voting paper.



The result of the formal vote will be interpreted as follows :

Result of vote in ISO	Yes	Yes	No	No
Result of vote in CEN	Yes	No	Yes	No
Decision	Standard ISO xxxx Standard EN 2xxxx	Consultation between ISO and CEN Standard ISO xxxx	Consultation between ISO and CEN Standard EN yyyy	Consultation between ISO and CEN and return of document to the committee

If it is decided to publish the International and/or European Standard, further processing will be, in ISO, in accordance with the IEC/ISO Directives and, in CEN, in accordance with the CEN/CENELEC Internal Regulations.

#### 6. Joint ISO/CEN Coordinating Group of the Technical Boards (Clause 6.2)

To monitor progress in the implementation of the Vienna Agreement and to ensure progress towards the completion of projects within planned timescales, the ISO and CEN Technical Boards have appointed a Joint ISO/CEN Coordinating Group with terms of reference specified in clause 6.2 of the Agreement.

ISO/TC/SC and CEN/TC/SC secretariats are invited to inform this JCG, through the ISO/CS or CEN/CS, of any difficulty encountered in implementing these Guidelines.

1992-06-12

# PARALLEL VOTING

ISO/CEN

Procedural steps when work item of interest to CEN  
is to be developed in ISO

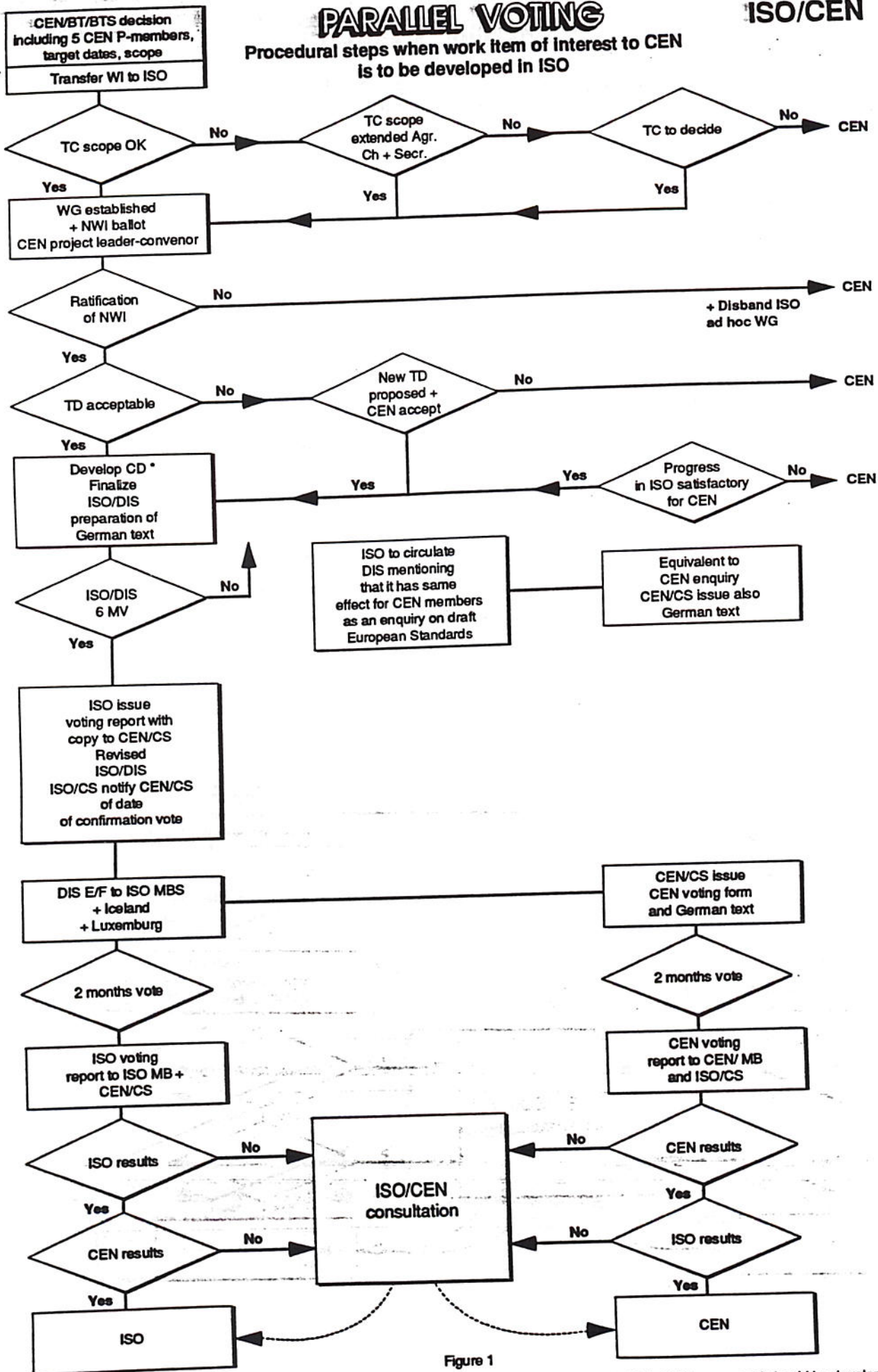


Figure 1

\* The following procedural steps also apply in the case of a work item common to ISO and CEN and which CEN has agreed should be developed in ISO.

## Procedural steps when work item of interest to ISO is to be developed in CEN

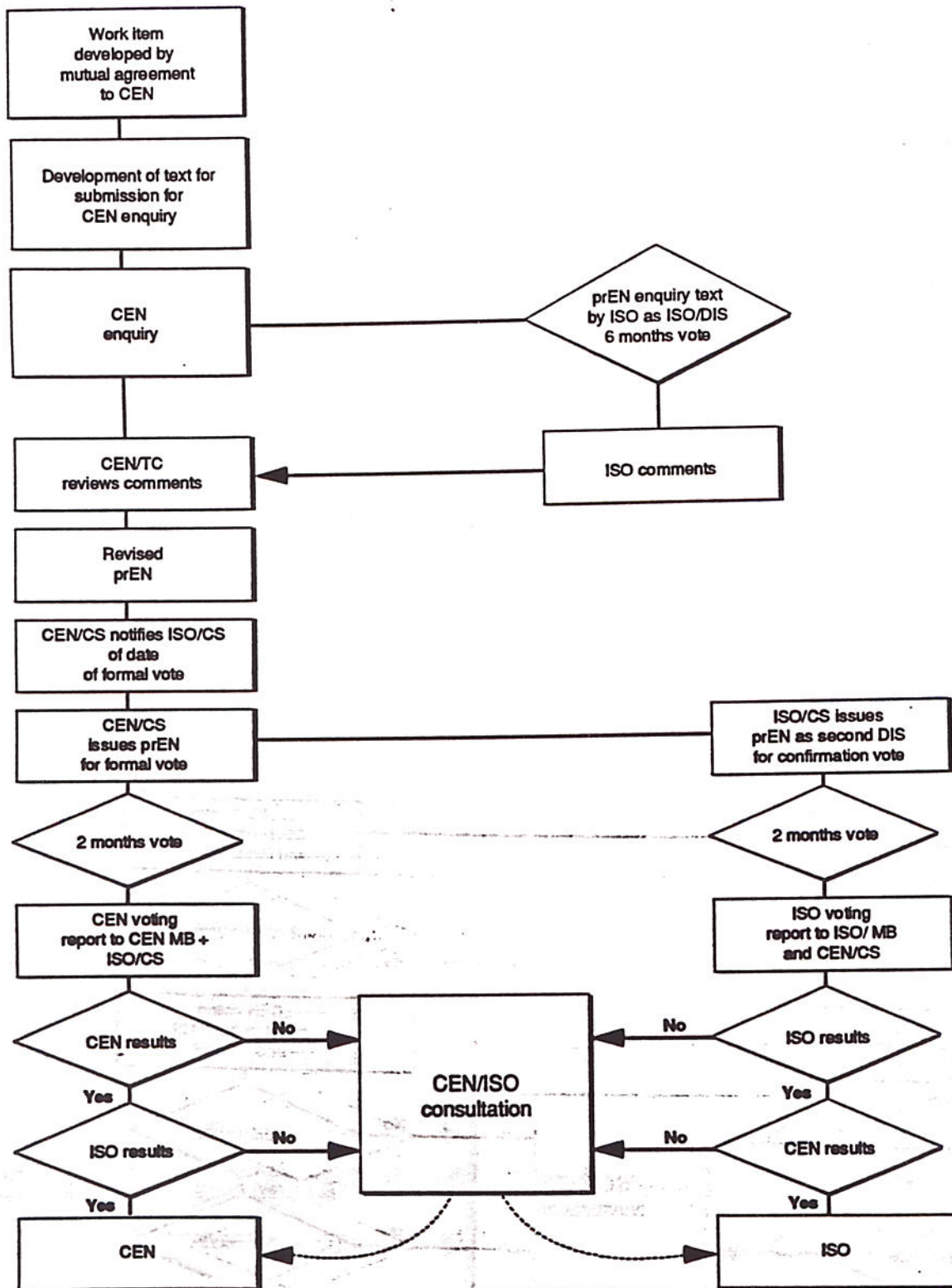


Figure 2