



Internal Regulations Part 1

Organization and structure

July 2015

European Committee for Standardization

Tel: +32 2 550 08 11

Fax: +32 2 550 08 19

European Committee for Electrotechnical Standardization

Tel: +32 2 519 68 71

Fax: +32 2 550 08 19

Avenue Marnix 17
1000 Brussels – Belgium

www.cen.eu

www.cenelec.eu

www.cencenelec.eu

Contents

	Page
Foreword	4
1A: CEN	
1. Scope of CEN activities	5
2. CEN organization	5
3. General Assembly	6
4. Administrative Board and its Consultative Committees	8
5. CEN Certification Board	10
6. CEN Officers	10
7. Cooperation with other organizations	14
Annex 1: Methodology for establishing the Administrative Board composition	15
Annex 2: Terms of Reference CEN CACC POL	17
Annex 3: Terms of Reference CEN CACC FIN	20
1B: CENELEC	
1. Scope of CENELEC activities	22
2. CENELEC organization	22
3. General Assembly	23
4. Administrative Board and its Advisory Bodies	23
5. Advisory Body to the President – Heads of Delegation Meeting	24
6. Cooperation with other organizations	24
Annex 1: Methodology for establishing the Administrative Board composition	25
Annex 2: Terms of Reference IEC-CENELEC Management Coordination Group	27
Annex 3: CENELEC Working Group on Policy (WG POL)	28
Annex 4: CENELEC Working Group on Finance (WG FINPOL)	30
1C: CEN-CENELEC common organizational regulations	
1. Presidential Committee and its Advisory Bodies	33
2. CEN-CENELEC Management Centre	34
3. Cooperation with other European organizations	34
4. Cooperation with standardization bodies not members of CEN and/or CENELEC	35

Foreword

The CEN/CENELEC Internal Regulations serve the purpose of detailing the implementation of identified Articles of the CEN Statutes and CENELEC Articles of Association.

The CEN/CENELEC Internal Regulations Part 1 are divided into three different chapters and annexes to reflect those elements that are specific for CEN and CENELEC and those other organizational aspects that are common to both associations.

1A: CEN

1. Scope of CEN activities

This provision refers to Art. 5 of the CEN statutes

The scope of the association may be realized in any way, and in particular by the following means:

- Harmonization of national standards published by CEN national Members;
- Promotion of uniform implementation of International Organization for Standardization (ISO) and other international standards or recommendations by CEN national Members;
- Preparation of reports on the state of harmonization of standards of CEN national Members;
- Preparation of European Standards (EN) 'de novo' when justified by requirements in Europe where no appropriate international or other standard exists for use as a reference document;
- Provision of procedures for the mutual recognition of test results and certification systems on the European level;
- Support for worldwide standardization in the International Organization for Standardization (ISO);
- Cooperation with the European Institutions, the European Free Trade Association (EFTA) and other international governmental organizations so that European Standards (ENs) can be referred to in their legislative acts, documents or other instruments;
- Cooperation with other private and public European and international governmental, economic, professional and scientific organizations on questions linked with standardization;
- Cooperation with the European Committee for Electrotechnical Standardization (CENELEC) and the European Telecommunications Standards Institute (ETSI).

2. CEN organization

This provision refers to Art. 6 of the CEN statutes

CEN is composed of:

- The national Members;
- Three Governing bodies:
 - The General Assembly, the supreme Governing body of CEN;
 - The Administrative Board, who has broadest powers to direct and administer CEN;
 - The Presidential Committee, the joint Governing body with CENELEC, who manages and administers the business of CEN with respect to non-sector specific matters of common interest with CENELEC.

CEN/CENELEC Internal Regulations Part 1:2015

- The Officers of the association:
 - The President and the President Elect;
 - Three Vice-Presidents with competence on policy, financial and technical matters;
 - Nine ordinary Administrative Board members;
 - The Director General.
- Other bodies able to support the achievement of the scope of CEN:
 - The Technical Board;
 - The Technical Committees;
 - The CEN Certification Board.
- The CEN-CENELEC Management Centre, who has an active role in the day-to-day management of CEN and is headed by the Director General.

3. General Assembly

3.1 Annual ordinary and statutory meetings of the General Assembly

This provision refers to Art. 11 of the CEN statutes

Annual ordinary General Assembly meeting

One ordinary General Assembly is convened by the President each year between April and September to deliberate on matters as requested by Belgian law, notably on financial matters, and to elect the President and Vice-Presidents. This Assembly is normally associated with an open annual meeting, which may be organized jointly with CENELEC.

Statutory General Assembly meeting

Within the same year, a statutory General Assembly is convened by the President, between October and December, to deliberate on any matter relevant to the scope of the association and to elect CEN Officers other than the President and Vice-Presidents in accordance with the CEN Statutes.

Organizational modalities

Meetings of all General Assemblies are arranged by the Director General on the instructions of the Administrative Board.

Agenda and main documents

The Administrative Board decides upon, establishes and sets up the agendas of the General Assembly meetings.

The agenda and the main documents are circulated by the Director General to the national Members one month prior to the meeting for decision matters and two weeks for information matters. However, the Director General may also invite the General Assembly to consider and take decisions on matters of which documents have been circulated beyond the deadlines established.

Invitations

Representatives of national standard bodies having the status of CEN Affiliates, of the European Institutions, EFTA, CENELEC, ETSI, ISO, as well as any other relevant partners and guests of CEN, are invited as observers, with no voting rights, to attend the annual ordinary General Assembly that takes place between April and September.

Attendance at the statutory General Assembly meeting convened between October and December is normally reserved exclusively for the national Members of CEN. However, the President may decide to invite selected guests when their attendance and contribution is relevant for the debate and decisions of the General Assembly.

The candidate member for hosting the CEN General Assembly meeting, other CEN annual meetings or any other technical or non-technical meeting, should give special consideration to avoiding any barriers to participation of representatives from other members.

When appropriate, in order to allow the concerned governing or technical body to take an informed decision on this matter, the candidate member for hosting the event is invited to provide all necessary information regarding visa requirements and visa application procedures that may be required for the participants coming from other CEN member countries.

3.2 Extraordinary meetings of the General Assembly

This provision refers to Art. 11.2 and 11.5 of the CEN statutes

Organizational modalities

The President must convene an extraordinary General Assembly within one month of a request received from at least one fifth of the CEN national Members acting jointly in accordance with Art. 11.2 of the CEN statutes.

The agenda and the main documents are circulated by the Director General to the Members at least 10 days prior to the meeting.

Attendance and exceptional invitations of observers

Extraordinary General Assemblies are attended only by the CEN national Members. However, in exceptional circumstances the President may invite guests to the meeting as observers when their attendance and contribution are relevant for the debate and decisions of the General Assembly.

Proxies and proceedings

Requirements on proxies and written proceedings shall follow the same rules as those established for the ordinary General Assembly meetings.

3.3 Decisions of the General Assembly by secret ballot

This provision refers to Art. 12 of the CEN statutes

Usually decisions at the General Assembly meetings are taken with open votes. Elections of CEN Officers may take place with vote by secret ballot; however, the President may at any time invite the Assembly to elect one or more CEN Officers by acclamation.

There shall be a vote by secret ballot on questions related to individuals, if at least two national Members request it.

4. Administrative Board and its Consultative Committees

4.1 Delegation of authority

This provision refers to Art. 10 and Art. 13.3 of the CEN statutes

The Administrative Board has delegated authority to manage the technical work of the association. To this purpose, the Administrative Board is regularly informed by the Vice-President Technical on the main decisions taken by the Technical Board and it can take decisions aimed at providing guidance to the Technical Board on any relevant technical matters having implications on the scope and activities of the association.

4.2 Meetings of the Administrative Board

This provision refers to Art. 15 of the CEN statutes

The Administrative Board normally meet three times a year in connection with the Presidential Committee and/or the General Assembly. An Administrative Board meeting dedicated to budgetary and statutory financial matters takes place before the ordinary General Assembly convened each year to deliberate on those matters as requested by the Belgian legislation.

Dates and places of Administrative Board meetings are normally determined by the President or by the Administrative Board itself and timely communicated to all Officers of the Administrative Board by the Director General.

The President decides upon the agenda of the meeting of the Board he/she convenes.

The agenda of the Administrative Board shall reflect policy, operational and managerial matters of CEN, whereas any common CEN-CENELEC non-sector specific policy and strategic issues are handled by the Presidential Committee, as specified in the IR Part 1C.

The agenda and the main documents are circulated by the Director General to the Administrative Board one month prior to the meeting for decision matters and two weeks for information matters. However, the Director General may also invite the Administrative Board to consider and take decisions on matters of which documents have been circulated beyond the deadlines established.

4.3 Election of Officers of the Administrative Board

This provision refers to Art. 14, Art. 20.2 and Art. 21.1 of the CEN statutes

The President is elected by simple majority vote. His/her one-year period of running-in as President Elect starts on January 1st of the year following the election. The President commences his/her term of office on January 1st of the second year following the election.

The Vice-Presidents and ordinary Administrative Board members are all elected by the General Assembly by simple majority vote for a term of office commencing on January 1st of the year following their election.

In case of a vacancy in the Administrative Board, be this due to Officer removal, resignation, death or declared incapacity, the General Assembly proceeds to the election of a new Officer of the Administrative Board upon nominations by the CEN national Members. In such cases, the Assembly may decide that the new Officer starts his/her term of office immediately after the election and for a term of office that may be longer than the usual duration.

Proceeding for the elections of President, Vice-Presidents and ordinary Administrative Board members

Unless otherwise decided by the General Assembly, the election of Vice-Presidents precedes the election of ordinary Administrative Board members. Elections are normally organized according to the following process:

- Three months prior to the ordinary or statutory General Assembly meeting, the Director General informs the national Members on the expected vacant seats for President and/or Vice-President(s) and/or ordinary Administrative Board members for the following year, and invites them to provide their nominations of candidate(s) by a set deadline.
- One month prior to the ordinary or statutory General Assembly meeting, the Director General informs the General Assembly on the candidate(s) for the vacant seats nominated by the national Members.
- The ordinary or statutory General Assembly meeting elects the President, Vice-President(s) and/or ordinary Administrative Board members among the nominated candidate(s).

Establishment of the Administrative Board

For the purpose of the establishment of the Administrative Board, national Members are allocated in three groups (A, B and C) according to their combined financial and technical contribution to the association calculated on the basis of the following weighted criteria:

a) Financial criteria:

- The % of annual membership fees paid by each national Member calculated on the total amount of annual fees paid by all national Members;
- This individual % is then weighted by 50%.

b) Technical criteria:

- The % corresponding to the number of secretariats of Technical Committees held by each national Member calculated on the total number of Technical Committees held by all national Members;
- This individual % is then weighted by 50%.

The composition of the groups is as follows:

- Group A comprises four national Members;
- Group B comprises ten national Members;
- Group C comprises all other national Members.

The calculation enabling the allocation of the national Members into the three groups according to the above weighted criteria is described in Annex 1 to these Internal Regulations.

The twelve Officers of the Administrative Board, comprising three Vice-Presidents and nine ordinary Administrative Board members, are allocated as follows:

- four are elected upon nomination from the national Members of group A;
- four are elected upon nomination from the national Members of group B;
- four are elected upon nomination from the national Members of group C.

Should the national Members of a group not be able to provide nominations for the vacant seat of an ordinary Administrative Board member attributed to such group, this vacant seat is filled *de jure* by the non-elected candidate from any of the two other groups who has received the most votes in the election process at the General Assembly meeting in which the vacant seat was due to be filled.

4.4 Consultative Committees of the Administrative Board

This provision refers to Art. 21 of the CEN statutes

The Administrative Board may take the decision to set up Consultative Committees and other advisory groups in areas where the need to get support from dedicated experts is identified, such as financial and policy issues.

CEN Consultative Committees are normally chaired by a Vice-President (see also subclauses 6.2.1 and 6.2.2). They are composed of representatives of the national Members.

The Terms of Reference of the Administrative Board Consultative Committees dealing with policy and international relations (CACC POL) and with CEN finance (CACC FIN) are annexed to the present Internal Regulations (Annexes 2 and 3).

When needed, the Chair may invite CEN partner organizations and stakeholders to attend the meetings of the Consultative Committees as observers.

Advisory groups are normally chaired by an appointed Chairman nominated by the Administrative Board. The number of members may vary according to the topic and the Terms of Reference of the advisory group.

5. CEN Certification Board

This provision refers to Art. 24 of the CEN statutes

The CEN Certification Board (CCB) works under the guidance and supervision of the Administrative Board. Its functioning is detailed in the CEN/CENELEC Internal Regulations Part 4:2014.

6. CEN Officers

6.1 President

This provision refers to Art. 20 of the CEN statutes

The President provides effective leadership to the CEN membership. He/she is an industry, business or science leader, or CEO/Managing Director/Executive Director or a similar Senior Executive.

The President is nominated by a CEN national Member, and elected by the General Assembly, taking into account the following criteria:

- a) Experience:
 - senior leader in industry, business or science;
 - extensive European and international experience, exposure and contacts;
 - strong high-level governance experience, e.g. Board Chairman or equivalent;
 - good international experience.
- b) Personal distinctive factors:
 - visionary, charismatic yet promotes consensus;
 - university education;
 - effective communicator;

- ideally multilingual, fluent in English.

c) Resources

- financially supported by the relevant national CEN member that nominated him/her.

The CEN President, inter alia:

- provides effective high level representation of the overall strategic issues relevant to the association to the Governing bodies as well as leadership to the CEN Officers;
- presides over the General Assembly and other meetings attended by all members;
- chairs the CEN Administrative Board meetings, sets the meeting schedule and agenda, in conjunction with the Director General. He/she is responsible for the effective functioning of the Administrative Board;
- chairs the Presidential Committee on a rotation basis;
- chairs the CEN President Coordination Group;
- consults with the Vice-Presidents and Director General and promotes open communication, constructive debate and effective decision-making;
- leads specific tasks/projects as mandated by the General Assembly;
- promotes efficient collaboration among the CEN Governing bodies, their Working Groups and other bodies of the association;
- works with the President Elect to ensure transfer of knowledge on relevant issues, in order to facilitate a smooth transition of Presidency. This also includes to entrust the President Elect to represent CEN by delegation or instead of the President;
- provides and facilitates effective communication between CEN, CEN national Members and stakeholders;
- represents the Association with external organizations and promotes the interests of CEN;
- coordinates closely with the Director General and provides advice as necessary on CEN operations;
- oversees CEN governance and ensures that CEN activity conforms to the statutes and objectives of the Association;
- liaises closely with the Director General and pursues in all his/her acts the interest of CEN.

The CEN President (and President Elect) is expected to be in a position to attend several meetings per year (most of them in Brussels).

6.2 Vice-Presidents

This provision refers to Art. 21 of the CEN statutes

CEN Vice-Presidents are an industry, business or science leader, or CEO/Managing Director/Executive Director or a similar Senior Executive of a CEN national member.

They are nominated by a CEN national Member and elected by the General Assembly on the basis of the following criteria:

CEN/CENELEC Internal Regulations Part 1:2015

- a) Experience:
- working knowledge of CEN including relevant experience in technical management, policy or finance;
 - good international experience.
- b) Personal distinctive factors:
- university education;
 - effective communicator;
 - visionary, charismatic yet promotes consensus;
 - ideally multilingual, fluent in English.
- c) Resources
- financially supported by the relevant national CEN member that nominated him/her.

6.2.1 Vice-President Policy

The Vice-President Policy, inter alia:

- provides leadership of the Administrative Board Consultative Committee dealing with CEN policy matters, including international relations (CACC POL), as well as effective representation of strategic and policy issues to the relevant governing bodies;
- chairs the meetings of the Administrative Board Consultative Committee dealing with Policy and international relations and:
 - ensures that its work is carried out efficiently;
 - promotes constructive debate and effective decision-making;
 - ensures access to information for the Consultative Committee to monitor CEN performance in areas where this has monitoring responsibility;
- ensures support to the implementation of the CEN Strategy taking into account the policy aspects and coordinates periodic input and review of policy aspects of the Strategy;
- ensures that the Consultative Committee on Policy coordinates periodic input and review of the CEN Strategy;
- ensures effective communication on policy and international relations issues between CCMC and CEN members and key stakeholders of CEN;
- chairs or participates in special Working Groups or Task Forces as created by the General Assembly or directed by the Administrative Board;
- as an Officer of CEN, actively supports and participates in the work of the Presidential Committee and other CEN relevant Governing bodies, including the coordination of CACC POL work with that of these bodies;
- as an Officer of CEN, works cooperatively with the other Officers for the greater good of CEN and pursues in all his/her acts the interest of CEN;
- liaises closely with the Director General and the Director External Relations.

The CEN Vice-President Policy is expected to be in a position to attend several meetings per year (most of them in Brussels).

6.2.2 Vice-President Finance

The Vice-President Finance, inter alia:

- provides leadership of the Administrative Board Consultative Committee dealing with CEN finance (CACC FIN), as well as effective representation of finance issues to the relevant governing bodies;
- ensures support to the implementation of the CEN Strategy taking into account financial aspects and coordinates periodic input and review of financial aspects of the Strategy;
- chairs the meetings of the Administrative Board Consultative Committee dealing with finance and:
 - ensures that its work is carried out efficiently;
 - promotes constructive debate and effective decision-making;
 - ensures access to information for the Consultative Committee dealing with finance to monitor CEN performance in areas where this has monitoring responsibility;
- ensures that the Consultative Committee dealing with finance coordinates periodic input and review of the CEN Strategy;
- ensures effective communication on financial issues between CCMC and CEN members and key stakeholders of CEN;
- chairs or participates in special Working Groups or Task Forces as created by the General Assembly or directed by the Administrative Board;
- as an Officer of CEN, collaborates and works cooperatively with other Officers and, in particular, with CENELEC on those financial issues affecting the efficiency and functioning of CCMC;
- as an Officer of CEN, actively supports and participates in the work of the Presidential Committee and other CEN relevant Governing bodies, including the coordination of CACC FIN work with that of these bodies;
- as an Officer of CEN, works cooperatively with the other Officers for the greater good of CEN and pursues in all his/her acts the interest of CEN;
- liaises closely with the Director General and Director Finance.

The CEN Vice-President Finance is expected to be in a position to attend several meetings per year (most of them in Brussels).

6.2.3 Vice-President Technical

The Vice-President Technical, inter alia:

- ensures the leadership and chair of the Technical Board (BT) and effective representation of technical issues to the other relevant governing bodies;
- ensures support to the implementation of the CEN Strategy taking into account technical aspects and coordinates periodic input and review of technical aspects of the Strategy;
- leads development of planning of the BT's work, of the CEN Strategy, and reports to the Administrative Board and General Assembly on the implementation of the plan;

CEN/CENELEC Internal Regulations Part 1:2015

- chairs meetings of BT:
 - ensures the work of BT is carried out efficiently;
 - promotes constructive debate and effective decision-making;
 - ensures access to information for BT to monitor CEN's performance in areas where BT has monitoring responsibility;
- reports on progress and outcome of the technical work;
- ensures effective communication on technical issues between CCMC and CEN members and key stakeholders of CEN;
- chairs or participates in special Presidential Committee, Administrative Board and General Assembly Task Forces as directed by these governing bodies;
- as an Officer of CEN, actively supports and participates in the work of the Presidential Committee including the coordination of BT work with that of the other main CEN Governance bodies;
- as an Officer of CEN, works cooperatively with the other Officers for the greater good of CEN;
- as an Officer of CEN, collaborates and works cooperatively in particular in technical issues with ETSI and CENELEC;
- liaises closely with the Director General, the Director Standards and the Director Innovation.

The CEN Vice-President Technical is expected to be in a position to attend several meetings per year (most of them in Brussels).

7. Cooperation with other organizations

7.1 Partnerships with European organizations

CEN builds partnerships with European organizations, associations and other recognized stakeholders who have an interest in European standardization and are able and willing to provide added-value knowledge and to actively contribute with inputs and proposals to CEN governing and technical bodies.

The General Assembly shall decide on the principles and guidelines ruling the framework of these partnerships.

7.2 Joint Partnership with ETSI and CENELEC

CEN co-ordinates and co-operates with CENELEC and ETSI both on strategic issues and the actual process of standardization with regards to new technologies, mandated work and areas of common interest.

The CEN/CENELEC/ETSI "Joint Presidents' Group" manages the overall collaboration between the three ESOs, whose details are defined in a specific Agreement and in the Internal Regulations Part 2.

7.3 Partnership with the International Organization for Standardization (ISO)

In support of the International Organization for Standardization (ISO), CEN and ISO have agreed to work in close cooperation for the development and adoption of International Standards. The details of this agreement, also known as the "Vienna Agreement" are set in the CEN Guidelines for the implementation of the Vienna Agreement.

Annex 1

Methodology for establishing the Administrative Board composition

For the purpose of the establishment of the Administrative Board composition, national Members are allocated in three groups (A, B and C) according to their combined financial and technical contribution to the association calculated on the basis of the following weighted criteria:

Financial criteria:

- The % of annual membership fees paid by each national Member calculated on the total amount of annual fees paid by all national Members;
- This individual % is then weighted by 50%.

Technical criteria:

- The % corresponding to the number of secretariats of Technical Committees held by each national Member calculated on the total number of Technical Committees held by all national Members;
- This individual % is then weighted by 50%.

The methodology of calculation is summarized in the following table:

NSB	Financial unit	as per membership fee calculation table in CEN-CLC Guide 21		Nbr of TC secretariat	TC secretariat contribution @ 100%	Financial contribution @ 50%	TC secretariat contribution @ 50%	Total contribution	#	Group
		Financial contribution @ 100%	TC secretariat contribution @ 100%							
	(1)	(3) = (1) / (2)	(4)	(6) = (4) / (5)	(7) = (3) * 50%	(8) = (6) * 50%	= (7) + (8)			
XXX									...	either A
YYY									...	or B
ZZZ									...	or C
....									...	
		-	0,00%	-	0,00%	0,00%	0,00%	0,00%		
		(2)	(5)							

Group A

The 4 national Members ranking with the highest total technical and financial contributions.

Group B

The following 10 national Members ranking from 5 to 14 of the total technical and financial contributions.

Group C

All other national Members.

Ranking based on total % contribution	Group	Maximum number of Board seats per Group
1 to 4	Group A	4
5 to 14	Group B	4
15 and above	Group C	4
		TOTAL = 12

CEN/CENELEC Internal Regulations Part 1:2015

If a CEN national Member raises its technical or financial contribution so as to eventually result in a higher ranking compared with the last national Member of the group above (from Group C to B or from Group B to A), then the last national Member of the group above is automatically retroceded to the Group below.

Similarly, if a CEN national Member diminishes its technical or financial contribution so as to eventually result in a lower ranking compared with the highest CEN national Member of the group below (from Group A to B or from Group B to C), then the highest national Member of the group below is automatically upgraded to the Group above.

Annex 2

Administrative Board Consultative Committee Policy – CEN/CACC POL

Terms of Reference

1 Role and definition

The CA Consultative Committee Policy (CACC POL) reports to the CEN Administrative Board (CA).

The CACC POL is responsible for preparing items for CA decision and for monitoring the implementation of CA decisions relating to CEN's policy at large. In its external relations activities, the Committee complements the work of the CEN-CENELEC-ETSI External Relations Committee for sectoral issues of purely CEN nature.

2 Responsibilities

The CACC POL recommends decisions to the CA in particular those related to

- the follow-up of the implementation of CEN's strategy,
- the evolution of CEN's membership,
- CEN's involvement vis à vis the construction and enlargement of the EU and the European Economic Area, and issues relating to CEN's interface with third countries/regions' NSBs (e.g. affiliation) for matters that only concern CEN,
- the issues relating to CEN's interface with and involvement in ISO,
- brief CEN ERC members,
- agree inputs to PC and ERC,
- certification through a link with the CEN Certification Board (CCB),
- other tasks as decided by CA.

3 Working Method

The CACC POL is meeting at least twice a year. When necessary, additional meetings can take place upon the Chairman's specific invitation.

While meeting as necessary, the CACC POL operates as much as possible through the use of electronic tools to ensure transparency of its operation.

4 Composition

- Chairman: Vice-President Policy
- Members: Up to 9 members (the Vice-President Policy included)
- Secretariat: CCMC (Director External Relations)

CEN/CENELEC Internal Regulations Part 1:2015

- Permanent attendees:
 - CEN-CENELEC Director General
 - Vice-President Policy CENELEC

The Vice-President Policy may invite on an ad hoc basis the Chairman of the CEN/CCB and individuals or professionals/experts to contribute to the debates on particular subjects, when required.

NSBs not represented in the CACC POL could also be invited by the Chairman to take part in the meeting for issues where they are directly involved.

5 Appointment

Vice-President Policy (Chairman)

The Vice-President Policy is proposed by the CEN national members, and appointed by CEN/AG according to Article 21 of the CEN statutes and in line with the IR Clause 6, and in particular subclause 6.2.1.

CACC POL Members

The CACC POL Members candidates are nominated by the CEN members and appointed by the CEN/AG for a two-year term.

In order to be eligible, the proposed candidates will meet the following profile criteria:

- the candidate holds a management/senior management position in his/her own organization;
- in his/her organization's day-to-day role and responsibilities, the candidate has an adequate and relevant level of decision and influence;
- the candidate has an adequate level of understanding of and involvement in standardization policy and external relations issues, in order to support the decision-making process on policy matters and support other CEN governing bodies;
- through his/her recommendations and decisions, the candidate will act and support the association for the benefit of European interests;
- the candidate may, or may not, be a CEN/CA member.

Should the number of proposed candidates exceed 8, the Vice-President Policy will try to reach a consensus before proposing a list of 8 CACC POL Members to the CEN/AG for decision, taking into account the criteria described above.

The CACC POL Members ensure regular attendance of the CACC POL meetings. Failure to attend may lead to the dismissal of the membership.

Should a Member be forced to resign for imperious reasons before the end of his/her two-year mandate term, the CEN member to which this CACC POL Member belongs will be invited by CCMC to propose a new candidate to take over his/her predecessor's mandate, to complete the term. The proposed candidate will need to meet the profile criteria as outlined above.

Should the CEN member decline the invitation, CCMC will invite the CEN members who do not already have a member in CACC POL to propose their candidate according to the relevant criteria. If appointed by CEN/AG decision, the new CACC POL Member will take over his/her predecessor's mandate immediately to complete the term.

6 Term

Vice-President Policy (Chairman)

The Chairman is appointed for a mandate of two years, starting on the 1st January of the following year to his/her election as Vice-President Policy.

The two-year mandate can be renewed for one additional term of two years by CEN/AG decision before the new mandate anniversary date.

After his/her mandate(s) as Vice-President Policy, the Vice-President Policy cannot be re-appointed as CACC POL Member for the immediate next term, unless approved otherwise by the CEN/AG.

CACC POL Members

The CACC POL Members are appointed for a mandate of two years, starting on the 1st January of the following year. Each two-year mandate is renewable, by CEN/AG decision, before the new mandate anniversary date.

Annex 3

Administrative Board Consultative Committee Financial Affairs CEN/CACC FIN

Terms of Reference

1 Role and definition

The CA Consultative Committee Financial Affairs (CACC FIN) reports to the CEN Administrative Board (CA).

The CACC FIN is responsible for preparing items for CA decision and for monitoring the implementation of CA decisions relating to all financial related matters.

2 Responsibilities

The CACC FIN recommends decisions to the CA in particular those related to

- monitoring the CCMC and CEN budgets,
- monitoring the CCMC financials and CEN accounts,
- monitoring and advising on financial issues and relations between CCMC, NSBs and the EC/EFTA,
- other financial tasks or projects as decided by the CA.

3 Working Method

The CACC FIN is meeting at least twice a year (in quarter 1, mainly to review the financial results of the previous year, and in quarter 4 to finalize the budget for the following year).

In addition, the CACC FIN meets by web conference during quarter 2 to review the provisional CCMC budget for the following year.

When necessary, additional meetings can take place upon the Chairman's specific invitation.

4 Composition

- Chairman: Vice-President Finance
- Members: Up to 9 members (the Vice-President Finance included)
- Secretariat: CCMC (Director Finance)
- Permanent attendees:
 - CEN-CENELEC Director General
 - Vice-President Finance CENELEC

The Vice-President Finance may invite on an ad hoc basis other individuals or professionals/experts to contribute to the debates on particular subjects, when required.

NSBs not represented in the CACC FIN could also be invited by the Chairman to take part in the meeting for issues where they are directly involved.

5 Appointment

Vice-President Finance

The Vice-President Finance is proposed by the CEN national members, and appointed by the CEN/AG according to Article 21 of the CEN statutes and in line with the IR Clause 6 and in particular subclause 6.2.2.

CACC FIN Members

The CACC FIN Members candidates are nominated by the CEN members and appointed by the CEN/AG for a two-year term.

In order to be eligible, the proposed candidates will meet the following profile criteria:

- the candidate holds a management/senior management position in his/her own organization;
- in his/her organization's day-to-day role and responsibilities, the candidate has an adequate and relevant level of decision and influence;
- the candidate has an adequate level of financial knowledge and background in order to support the decision-making process on financial matters and support other CEN governing bodies;
- through his/her recommendations and decisions, the candidate will act and support the association for the benefit of European interests;
- the candidate may, or may not, be a CEN/CA Member.

Should the number of proposed candidates exceed 8, the Vice-President will try to reach a consensus before proposing a list of 8 CACC FIN Members to CEN/AG for decision taking into account the criteria described above.

The CACC FIN Members should ensure regular attendance of the CACC FIN meetings. Failure to attend may lead to the dismissal of the membership.

Should a Member be forced to resign for imperious reasons before the end of his/her two-year mandate term, the CEN member to which this CACC FIN Member belongs will be invited by CCMC to propose a new candidate to take over his/her predecessor's mandate to complete the term. The proposed candidate will need to meet the profile criteria as outlined above.

Should the CEN member decline the invitation, CCMC will invite the CEN members who do not already have a member in CACC FIN to propose their candidate according to the relevant criteria. If appointed by CEN/AG decision, the new CACC FIN Member will take over his/her predecessor's mandate immediately to complete the term.

6 Term

Vice-President Finance (Chairman)

The Chairman is appointed for a mandate of two years, starting on the 1st January of the following year to his/her election as Vice-President Finance.

The two-year mandate can be renewed for one additional term of two years by CEN/AG decision before the new mandate anniversary date.

After his/her mandate(s) of Vice-President Finance, the Vice-President Finance cannot be re-appointed as CACC FIN Member for the immediate next term, unless approved otherwise by the CEN/AG.

CACC FIN Members

The CACC FIN Members are appointed for a mandate of two years, starting on the 1st January of the following year. Each two-year mandate is renewable, by CEN/AG decision, before the new mandate anniversary date.

1B: CENELEC

1. Scope of CENELEC activities

CENELEC is the European Standardization Organization in the field of electrotechnology and related technologies, facilitating and organizing with the participation of all interested parties.

The purpose of CENELEC (see Article 3* of the Articles of Association) may be realized in particular by the following means:

- Harmonization of national standards published by CENELEC Members;
- Prioritize and promote the development of standards within the International Electrotechnical Commission (IEC) and the implementation of IEC standards;
- Preparation of homegrown European Standards (EN) only when justified by needs in Europe which cannot be satisfactorily covered in the International Electrotechnical Commission (IEC);
- Support world-wide standardization and promote European participation in the International Electrotechnical Commission (IEC);
- Interface to the European industrial associations, European Union institutions and the European Free Trade Association (EFTA);
- Cooperation with the European Committee for Standardization (CEN) and the European Telecommunications Standards Institute (ETSI), where appropriate, in accordance with the IEC activities.

* (please note that the revised text of Art 3 "purpose" of CENELEC Articles of Association is not publicly available yet, as currently under formal approval process by the Belgian authorities)

2. CENELEC organization

CENELEC consists of:

- Its Members;
- Its Officers, i.e.:
 - The President,
 - Three Vice-Presidents,
 - The President Elect;
- Its organs, as specified in Art. 5 of the CENELEC Articles of Association, i.e.:
 - The General Assembly,
 - The Administrative Board,
 - The Presidential Committee,
 - The Director General,

- One or several Auditors;
- The CEN-CENELEC Management Centre;
- The Technical Board (BT), which is mandated by the CENELEC General Assembly to manage the technical standardization (see Internal Regulations Part 2).

Moreover,

- The General Assembly or the Administrative Board may set advisory bodies.
- The President may set up advisory bodies to exchange information with CENELEC members.

3. General Assembly (AG)

The General Assembly (AG) is the supreme authority of CENELEC, where all statutory and general policy decisions are taken. The Ordinary Meetings are taking place annually during the first half of the year and should be attended by a delegation of up to five representatives of each CENELEC Member, led by a Head of Delegation. (See also Articles 12 and 13 of the CENELEC Articles of Association.) The candidate member for hosting the CENELEC General Assembly meeting, other CENELEC annual meetings or any other technical or non-technical meeting, should give special consideration to avoiding any barriers to participation of representatives from other members.

When appropriate, in order to allow the concerned governing or technical body to take an informed decision on this matter, the candidate member for hosting the event is invited to provide all necessary information regarding visa requirements and visa application procedures that may be required for the participants coming from other CENELEC member countries.

4. Administrative Board and its Advisory Bodies

4.1 Administrative Board (CA)

The Administrative Board (CA) manages and administers the Association's business. In addition, it prepares the agendas of the General Assembly, with inclusion of proposed recommendations, and ensures subsequently the correct execution of the decisions taken by the General Assembly. (See also Articles 14, 15 and 16 of the CENELEC Articles of Association.)

The Administrative Board comprises ex officio the CENELEC Officers (i.e. the President, three Vice-Presidents – amongst whom a Vice-President Finance, a Vice-President Policy and a Vice-President Technical – and the President Elect) and up to nine Board members. The members of the Administrative Board are appointed by the General Assembly.

For the purpose of the establishment of the Administrative Board, National Committees are allocated in four groups (A, B, C and D). The methodology for establishing the Administrative Board composition and the indication of the Members' grouping can be found in Annex 1 of these Internal Regulations.

The Officer status is primarily required for representation purposes, i.e. for the President to represent CENELEC, for the Vice-Presidents and the President Elect to represent CENELEC by delegation or instead of the President. The other Board members shall participate in, and contribute to the important tasks entrusted to the Administrative Board. All shall divest themselves from any national viewpoint.

Traditionally, the Administrative Board meets three times per year, one of which is in conjunction with the General Assembly. These meetings are convened by the President. The invitation is accompanied by the agenda of the meeting, decided by the President, and dispatched at least one month beforehand.

4.2 Advisory Bodies of the Administrative Board

The Administrative Board may take the decision to set up advisory bodies or groups in areas where the need to get support from dedicated experts is identified, such as financial and other strategic issues.

The advisory body or group is chaired by the President, President Elect or a Vice-President. The members are representatives of the National Electrotechnical Committees, and occasionally of cooperating partners, and are recruited through an open call. The number of members may vary according to the topic and the terms of reference of the advisory group.

5. Advisory Body to the President – Heads of Delegation Meeting

The President has the authority to invite the Heads of Delegation of the CENELEC Members to exchange information and discuss policy orientation.

As and when such consultation of the CENELEC Membership takes the form of a meeting, this meeting is open to a maximum of two from the President or Head of Delegation and the Secretary of each CENELEC National Committee as well as to the members of the Administrative Board. At the discretion of the President, special guests can be invited. The secretariat duties are normally ensured by the Director General.

6. Cooperation with other organizations

6.1 Partnerships with European organizations

A CENELEC Partner and Liaison organization is an independent European or international European based organization representing, with a sufficient degree of representation within its defined area of competence, a sector or sub sector of the electrotechnical field. Partnership with CENELEC is open to appropriately qualified organizations representing recognized stakeholders from the European Union (EU)/European Free Trade Association (EFTA) countries.

The principles ruling CENELEC partnership with European organizations are laid down in CEN/CENELEC Guide 25 “The concept of partnership with European organizations and other stakeholders”.

6.2 International Electrotechnical Commission (IEC)

In support of the International Electrotechnical Commission (IEC) as the global organization for electrotechnical standardization, CENELEC and IEC have agreed to work in close cooperation for the development and adoption of International Standards. The details of this agreement can be found in CENELEC Guide N° 13 “IEC/CENELEC Cooperation Agreement on common planning of new work and parallel voting” also known as the Dresden Agreement.

Furthermore, CENELEC and IEC have established the Management Coordination Group (MCG), a forum for high-level consultations on matters affecting both organizations. The Terms of Reference of the MCG can be found in Annex 2 of these Internal Regulations.

Annex 1

Administrative Board composition

Methodology for establishing the Administrative Board composition

For the purpose of the establishment of the Administrative Board composition, national Members are allocated in four groups (A, B, C and D) according to their financial contribution to the association calculated on the basis of the % of annual membership fees paid by each national Member calculated on the total amount of annual fees paid by all national Members.

The methodology of calculation is summarized in the following table:

NC	Financial unit	Financial contribution %	#	Group
	(1)	(3) = (1) / (2)		
www			...	either A
xxx			...	or B
yyy			...	or C
zzz			...	or D

-	0,00%
(2)	

as per membership fee calculation table in CEN-CLC Guide 21

Group A: The national Members ranking with > 9% of financial contributions;

Group B: The national Members ranking between 2,25% to 9% of financial contributions;

Group C: The national Members ranking between 1% to 2,25% of financial contributions;

Group D: The national Members ranking with < 1% of financial contributions.

Allocation based on total contribution %	Group	Maximum number of Board seats per Group
> 9%	Group A	4
2,25% - 9%	Group B	4
1% - 2,25%	Group C	3
< 1%	Group D	2
		TOTAL = 13

CENELEC Members grouping*

Group	Country	Member organization
Group A	France	AFNOR-FrSS-UTE
	Germany	DKE
	Italy	CEI
	United Kingdom	BSI
Group B	Austria	ÖVE
	Belgium	CEB-BEC
	Greece	NQIS/ELOT
	Netherlands	NEC
	Poland	PKN
	Portugal	IPQ
	Romania	ASRO
	Spain	AENOR
	Sweden	SEK
	Switzerland	Electrosuisse
	Turkey	TSE
Group C	Bulgaria	BDS
	Croatia	HZN
	Czech Republic	UNMZ
	Denmark	DS
	Finland	SESKO
	Hungary	MSZT
	Ireland	NSAI
	Lithuania	LST
	Norway	NEK
	Slovakia	SUTN (SOSMT)**
Group D	Cyprus	CYS
	Estonia	EVS
	Former Yugoslav Republic of Macedonia	ISRM
	Iceland	IST
	Latvia	LVS
	Luxembourg	ILNAS
	Malta	MCCAA
	Slovenia	SIST

* As of 2014-08; **SOSMT under assessment to replace SUTN

Annex 2

IEC-CENELEC Management Coordination Group (MCG)

Terms of Reference

Definition

The Management Coordination Group, hereafter referred to as **MCG** acts as a forum for top-level agreement between IEC and CENELEC. It serves as a basis for consultation of the members on matters affecting the two organizations.

Objectives

The MCG is:

- A place for overseeing collaboration between IEC and CENELEC on common technical, promotional, and other matters;
- A place for discussion on issues affecting electrotechnical standardization;
- A focus for organizing conferences and other events to promote electro-technical standardization and how we work.

Composition

Chairperson: CENELEC and IEC presidents in turn, in annual rotation.

Members: Up to six representatives per organization

CENELEC: President
Vice-President Policy
Vice-President Technical
Vice-President Finance
Director General
President-Elect when relevant

IEC: President
Vice-Presidents
General Secretary
Deputy-President

Secretariat: IEC/CO

Working methods

The MCG operates as much as possible by correspondence and the use of the IEC-CENELEC Collaboration Tool.

The MCG meets once per year, preferably in the context of the IEC/GM.

Agendas will be available one month before the meeting, except in urgent circumstances with the meeting's agreement.

Annex 3

CENELEC Working Group on Policy (WG POL) Terms of Reference

Role and definition

The CENELEC Working Group on Policy (CLC WG POL) reports to the CENELEC Administrative Board (CA).

The CLC WG POL is responsible for preparing proposals on general policy issues for CA and Presidential Committee (PC) decision, and for monitoring the implementation those decisions.

Responsibilities

The CLC WG POL recommends decisions to the CA in particular related to:

- The follow-up of the implementation of CENELEC's strategy,
- The evolution of CENELEC's membership,
- CENELEC's involvement vis à vis the construction and enlargement of the EU and the European Economic Area, and issues relating to CENELEC's interface with third countries/regions' NSBs (e.g. affiliation) for matters that only concern CENELEC,
- The general policy relating to CENELEC's interface with and involvement in IEC,
- The follow-up and guidance of Technical Assistance projects in the electrotechnical field led by CCMC,
- Agree inputs to PC and JPG,
- Discuss the relations with the EC and regulators in the electrotechnical sector,
- Other tasks as decided by CA.

Working Method

CLC WG POL is meeting at least twice a year. When necessary, additional meetings can take place upon the Chairman's specific invitation.

While meeting as necessary, the CLC WG POL operates as much as possible through the use of electronic tools to ensure transparency of its operation.

CLC WG POL meetings take a twofold format. The meeting is structured in two sessions: one closed with participation restricted to Members (NCs) only, and one open with participation of relevant external guests (Partner Organisations and European Counsellors), thus offering an open platform to gather stakeholders' needs and feedback and to ensure the market relevance of CENELEC policy activities.

The CLC WG POL can decide to create ad-hoc groups to discuss specific topics in a smaller group that will make a draft proposal to be submitted to CLC WG POL.

Composition

Chairman:	Vice-President Policy
Members:	All interested Members' representatives (as per section 4 of IR 1b)
Secretariat:	CCMC (Director External Relations)
Permanent attendees:	CEN-CENELEC Director General
Observers:	Partner Organisations (cfr. CEN/CENELEC Guide 25)

The Chairman may invite on an ad-hoc basis other individuals or professionals/experts to contribute to the debates on particular subjects, when relevant.

Appointment

Vice-President Policy

The Vice-President Policy is proposed by the CENELEC national committees among the members to the Administrative Board, and appointed by the CENELEC/AG according to Article 14.5 of the CENELEC Articles of Association.

CLC WG POL Members

The National Committees and Partners appoint the members to CLC WG POL, with a maximum of one representative per National Committee and Partner.

The appointed Members will be in a position to provide active input to the policy discussions and will have experience in external relations .

Members will commit to invest adequate time to these responsibilities and are encouraged to attend the meetings regularly. Failure to attend more than two consecutive meetings may lead to the dismissal from the WG POL membership.

Term

Vice-President Policy (Chairman)

The Chairman is appointed for a mandate of 2 years, starting on the 1st January of the following year to his election as Vice President Policy. Each 2-year mandate can be renewed by CENELEC/AG once.

CLC WG POL Members

The CLC WG POL members' appointment will be confirmed every 3 years.

The composition of CLC WG POL will be submitted to CENELEC/CA for information on a yearly basis.

Annex 4

CENELEC Working Group on Finance (WG FINPOL) Terms of Reference

Role and definition

The CLC WG FINPOL is responsible for preparing proposals on all financial related matters for CA decision and PC recommendations, and for monitoring the implementation of the decisions.

The CENELEC Working Group on Finance (CLC WG FINPOL) is an Advisory Body that reports to the CENELEC Administrative Board (CA).

Responsibilities

The WG FINPOL recommends decisions to the CA in particular those related to:

- The monitoring of the CCMC and CENELEC budgets;
- The monitoring of the CCMC financials and CENELEC accounts;
- The monitoring and advices on financial issues and relations between CENELEC, CCMC, NCs and the EC/EFTA;
- Other financial tasks or projects as decided by CA.

Working Method

The CLC WG FINPOL is meeting at least twice a year (in quarter 1, mainly to review the financial results of the previous year, and in quarter 4 to finalize the budget for the following year).

In addition, WG FINPOL meets by web conference during quarter 2 to review the provisional CCMC budget for the following year.

When necessary, additional meetings can take place upon the Chairman's specific invitation.

While meeting as necessary, the CLC WG FINPOL operates as much as possible through the use of electronic tools to ensure transparency of its operation.

The CLC WG FINPOL can decide to create ad-hoc groups to discuss specific topics in a smaller group that will make a draft proposal to be submitted to CLC WG FINPOL.

Composition

Chairman:	Vice-President Finance
Members:	Up to 9 members (the Vice President Finance included) appointed from the NC (as per section 4 of IR 1b)
Secretariat:	CCMC (Director Finance & Facilities)
Permanent attendees:	CEN-CENELEC Director General Vice President Finance CEN

The Chairman may invite on an ad hoc basis other individuals or professionals/experts to contribute to the debates on particular subjects, when required.

NCs not represented in the CLC WG FINPOL could also be invited by the Chairman to take part in the meeting for issues where they are directly involved.

Appointment

Vice-President Finance

The Vice-President Finance is proposed by the CENELEC national committees among the members to the Administrative Board, and appointed by the CENELEC/AG according to Article 14.5 of the CENELEC Articles of Association.

CLC WG FINPOL members

The CLC WG FINPOL members candidates are nominated by the CENELEC national committees and appointed by the CENELEC/CA for a 3 years term.

In order to be eligible, the nominated candidates will meet the following profile criteria:

- holds a management/senior management position in his/her own organization;
- has an adequate and relevant level of decision and influence in his/her organization's day-to-day role and responsibilities;
- has an adequate level of financial knowledge and background in order to support the decision making process on financial matters and support other CENELEC governing bodies;
- will act and support the association for the benefit of the European interest, through his/her recommendations and decisions.

Should the number of proposed candidates be exceeding 8, the Vice President will try to reach a consensus before proposing a list of 8 CLC WG FINPOL members to CENELEC/CA decision taking into account the criteria described above.

The CLC WG FINPOL members should ensure regular attendance of the CLC WG FINPOL meetings. Failure to attend may lead to the dismissal of the membership.

Should a member be forced to resign for imperious reasons before the end of his/her 3 years mandate term, the CENELEC NC to which this CLC WG FINPOL member belongs will be invited by CCMC to propose a new nominee to take over his/her predecessor's mandate to complete the term. The nominee will need to meet the profile criteria as outline above.

Should the CENELEC NC decline the invitation, CCMC will invite the CENELEC NC who do not have already a member in CLC WG FINPOL to propose a nominee according to the relevant criteria. If appointed by CENELEC/CA decision, the new CLC WG FINPOL member will take over his/her predecessor's mandate immediately to complete the term.

Term

Vice-President Finance (Chairman)

The Chairman is appointed for a mandate of 2 years, starting on the 1st January of the following year to his election as Vice-President Finance.

The 2 years mandate can be renewed for one additional term of 2 years by CENELEC/AG decision before the new mandate anniversary date, but never to exceed the ongoing term of office as member of the Board.

After his/her mandate(s) of Vice-President Finance, the Vice-President Finance cannot be re- appointed as CLC WG FINPOL member for the immediate next term, unless approved otherwise by the CENELEC/CA.

CEN/CENELEC Internal Regulations Part 1:2015

CLC WG FINPOL members

The CLC WG FINPOL members are appointed for a mandate of 3 years, starting on the 1st January of the following year to their appointment. Each 3 years mandate is renewable, by CENELEC/CA decision before the new mandate anniversary date.

1C: CEN-CENELEC common organizational regulations

1. Presidential Committee and its advisory bodies

1.1 Presidential Committee

The Presidential Committee is a joint corporate body created by the CEN and CENELEC General Assemblies, mandated by the Administrative Boards of both organizations to perform certain functions described hereafter. (See also Article 17 of CEN Statutes and Article 17 of CENELEC Articles of Association.)

In that respect, the Presidential Committee manages and administers the common CEN-CENELEC non-sector specific policy and strategic issues, including:

- Membership issues (potential new members, affiliates, PSB). In accordance with the statutes, all membership issues have to be confirmed by the respective AGs;
- Common strategic issues, e.g.:
 - Innovation & Research;
 - External Relations:
 - with European institutions (EC, EFTA, EP, Council),
 - with organizations representing societal interests (SMEs, consumers, environment, trade unions),
 - with international organizations (ISO, IEC, Regional Standards Organizations, individual countries),
 - with European organizations representing common interests,
 - technical assistance;
- CEN/CENELEC/ETSI Joint Presidents' Group issues and in general issues linked to European standardization strategy;
- To conduct the selection process for the common CEN-CENELEC Director General and propose a candidate for appointment by the CEN and CENELEC Administrative Boards;
- To set up joint CEN/CENELEC Technical Committees and joint CEN/CENELEC Working Groups;
- Common Communications & Visibility Policy;
- Identification of common elements in search of further synergies/optimization of resources;
- CEN-CENELEC contractual relations – services contracts.

ISO and IEC technical related issues are under the responsibility of the CEN and CENELEC respective CAs and BTs.

1.2 Advisory bodies to the Presidential Committee

The Presidential Committee may take the decision to set up advisory bodies or groups in areas where the need to get support from dedicated experts is identified, such as the representation and promotion of the European Standardization System outside Europe and the reinforcement of the interconnection between standardization, research and innovation.

2. CEN-CENELEC Management Centre

The CEN-CENELEC Management Centre is headed by the Director General and comprises such staff as CEN and CENELEC may require to perform the operations of the Associations. The CEN-CENELEC Management Centre is normally located at the same place as the registered office of CEN and CENELEC. (See also Article 25 of CEN Statutes and Article 19 of CENELEC Articles of Association.)

The Director General or his/her staff representative acts in an advisory capacity as the secretary of meetings of CEN and CENELEC such as:

- The General Assemblies;
- The Administrative Boards;
- The Presidential Committee;
- The Technical Boards;
- Committees and other advisory groups set up by these bodies, unless otherwise agreed.

The Director General is responsible for the implementation of decisions of these bodies. The Director General or his/her staff representative is entitled to attend any meeting, which the fulfilment of his/her task makes necessary. The Director General manages the funds of CEN and CENELEC and directs the staff of the CEN-CENELEC Management Centre with all powers to engage or dismiss personnel.

3. Cooperation with other European organizations

3.1 European Commission (EC) and European Free Trade Association (EFTA)

Having regard to the political role the European Commission and EFTA play in European standardization, these two European institutions are invited to participate with observer status in the work of the Associations.

The relationship between CEN and CENELEC on the one side and the European Commission and EFTA on the other is described in CEN/CENELEC Guide 4 "General Guidelines for the cooperation between CEN, CENELEC and ETSI and the European Commission and the European Free Trade Association", and detailed for the contractual aspects in mutually agreed documents.

3.2 European Standardization Organizations

CEN, CENELEC and ETSI are the three recognized European Standardization Organizations according to Regulation (EU) No. 1025/2012 Annex 1. They have agreed to work closely together. This is reflected in the CEN/CENELEC Guide N° 3 "CEN and CENELEC Cooperation Agreement" as well as in the CEN/CENELEC/ETSI Basic Cooperation Agreement.

A CEN/CENELEC/ETSI Joint Presidents' Group acts as a forum for discussion of matters of common interest, fixing lines of demarcation of work where necessary and serving as a basis for consultation of the members on matters affecting all three organizations.

4. Cooperation with standardization bodies not members of CEN and/or CENELEC

4.1 Affiliates

Affiliation with CEN and CENELEC is available to a National Standards Body, which is a member (or corresponding or associate member) of ISO or IEC respectively and which represents or has the ambition to represent all parties concerned in an evolving market economy of a EU Neighbouring Country having links with EU or EFTA in relation to relevant scientific, political and social conditions. Details regarding Affiliates Status are given in the CEN/CENELEC Guide N°12 “The concept of Affiliation with CEN and CENELEC”.

4.2 Partner Standardization Bodies

The status of Standardization Partnership with CEN and/or CENELEC is available to a National Standards Body, which is a member (or corresponding or associate member) of ISO or IEC, respectively, and which represents or has the ambition to represent all parties concerned in an evolving market economy of a country which is not eligible for obtaining the status of CEN and/or CENELEC national Member or CEN and/or CENELEC Affiliate. Details regarding the PSB Status are given in the CEN/CENELEC Guide N°13 “The concept of Partner Standardization Body”.

4.3 Relations with other standards bodies

An Agreement is offered to any National Standards Body not desiring to become Affiliate or PSB but intent in developing official relations with CEN and/or CENELEC. This model of cooperation may comprise elements such as: exchange of information, transfer of knowledge, cooperation of standardization activities and bodies.

The Memorandum of Understanding is a tool established to start official cooperation relations with recognized Regional Groupings or Third Country National Standards Bodies.