

Webinar of 2020-03-12

[Flexible process: Part 2 - IT tools for planning & monitoring](#)

Questions & Answers

Questions asked by Attendees	Answers from the Presenter
In CENELEC do you need a TC decision to request a 9 month tolerance? Or can the Secretary simply request this?	Current rules apply: CEN: TC decision CENELEC: simple secretary request
I assume that the new forms 04 would be available soon in order to initiate discussions with Project Leaders?	The forms for CEN and CENELEC are already available: they have not changed. The novelty is that from 1 April, for CEN TC secretaries, the new IT feature in the working area to calculate the target dates will be available.
I have launched yet a decision for a new WI in the objective approval after 1 st of March to be in the new process. It was not clear that it is the beginning of the decision that shall be 1 st of April. It is a problem for me.	The process will apply to all those Work Items for which the NWI proposal will be triggered/prepared as of 1 April 2020. In CEN, for those WIs, which TC ballot started earlier and for which the TC secretary would like to apply the principles of the Flexible process, there is this possibility: the TC secretary submit the NWIP in the working area after 1 April 2020, by planning the target dates not following the (old) default planning.
The delay between adoption of Preliminary Work Items (PWI) and the start of the work with activation of the work item won't change? Will there still be 3 years to be able to activate the PWI?	This will not change.
Can we issue this presentation to our Technical Committees?	It is highly recommended. You can find the presentation, the recorded webinar and the Q&A here: https://www.cencenelec.eu/aboutus/ourservices/Training/Pages/default.aspx

<p>Why is it the same duration to go to 1st Working Draft (WD) and to go to dispatch ENQ? We could need different durations.</p>	<p>The target date for the 1st WD is well defined in the NWIP.</p> <p>The 1st WD is the first step where the draft goes from the WG (experts) to the TC (national delegations).</p> <p>Several drafts are generally issued by the WG to the TC before proceeding with the prEN.</p> <p>Therefore, it is expected that a 1st WD exists at this specific delivery target. The secretary can also share the 1st WD within the TC before the delivery time.</p> <p>In case the dispatch will occur after the target date, CCMC will NOT proceed to the cancellation of the WIs anyway.</p> <p>The Technical Boards remind that in order to increase the chances to have a wide consensus at enquiry so that the FV can be skipped, the circulation of a 1st WD will support this goal.</p>
<p>Will the TC Chairperson have access to Projex-Online and my Working Area, and have the same rights as the secretary?</p>	<p>Projex-Online (and Working area in CEN) is for secretaries & assistant secretaries only.</p>
<p>For CENELEC, how to be sure that the 3 dates put into the NWIP form are OK? There is not a checking tool as in CEN...</p>	<p>TC are advised to decide on a duration, which will be translated in target dates. These dates shall meet the process' requirements.</p> <p>CCMC will investigate how to help CLC/TC secretaries.</p> <p>It is recommended to keep a close coordination with your CCMC PM.</p>
<p>For the IT Tool, may be it will be useful to set the weeks editable?</p>	<p>Substantially, it does not differ a lot in the IT tool. CEN/TC secretaries can adjust the target dates and see immediate effects in the number of weeks.</p> <p>Two steps are editable (and highlighted as such in the tool): delivery of the prEN and delivery of the FprEN.</p>

<p>What is the purpose of dispatching a Working Draft to CCMC? Is this circulated to NC's/Members? Will this be for comment? For vote?</p>	<p>Important for CCMC in terms of tracking purposes. CCMC will not distribute the draft to NSBs/NCs. 1st WD should come from the WG (experts) to the TC (national delegations) – for comments. It is essential in order to increase the chances to have a wide consensus at enquiry so that the FV can be skipped.</p>
<p>Our experience is, that assessments are not delivered in due time by Ernst & Young (E&Y) - how do CEN & CENELEC consider this in terms of the initial planning?</p>	<p>Efforts are made to improve this situation in terms of delivery of the assessment reports. Last reports show significant improvements.</p> <p>TCs must consider the assessment phases in their planning by ensuring enough time to address any potential comments.</p> <p>In planning a WI, the TC must carefully evaluate the challenges that may arise from its development.</p>
<p>As a new TC Chair how do I get access to Projex-Online and the Working Area?</p>	<p>Projex-Online (and Working area in CEN) is for secretaries & assistant secretaries only.</p>
<p>How about EN ISO work items that are ISO lead?</p>	<p>The process will not apply. ISO lead: ISO process.</p>
<p>Is it possible to take "interruption of work" into account? For example for interlaboratory tests.</p>	<p>It can be considered and must be anticipated in the planning. In case of need, it is advised to request a tolerance.</p>
<p>What about Technical Specifications (TS) and Technical Reports (TR)?</p>	<p>They are out of scope. Current rules apply.</p>
<p>What penalties occur if a TC fails (providing document to EC)</p>	<p>In the frame of a mandate, which set specific deadlines for the publication of ENs, it will have an impact on the citation of the EN and on the terms of Specific Agreements.</p>
<p>Why is the flexibility on the part of the TC? Surely if the TC are trying to shorten the timescale from inception to publication why have the CCMC timelines not been made flexible?</p>	<p>It is a matter of giving TCs more ownership from a project management perspective.</p> <p>The other steps are mandatory and are either held by CCMC or by the national members.</p> <p>Their durations are compressed a maximum.</p>
<p>Is it planned to provide also an IT tool for CENELEC secretaries helping</p>	<p>CCMC will investigate how to help CLC/TC</p>

<p>them to calculate the target dates based on the durations? It would really help!</p>	<p>secretaries.</p>
<p>What about the PWI activated after 1st of April? Does the Flexible Process apply?</p>	<p>Yes, it applies.</p>
<p>Can you briefly explain how this new process is different from how things were done in the past?</p>	<p>TCs used to have a maximum of 34 weeks for delivering the draft for Enquiry and 34 weeks for the draft for Formal Vote.</p> <p>Now, TCs can decide on the duration by allocating the total number of weeks, 68, on these two stages.</p> <p>TCs can decide to spend more time until the delivery of the draft to Enquiry: they will not risk the possibility of having their Work Item deleted after 34 weeks. On the other hand, commitment to deliver the final draft for formal vote within the specified time frame.</p>
<p>Will the Work Item automatically be deleted or do I get an alert?</p>	<p>Alerts will be provided:</p> <ul style="list-style-type: none"> • 8 weeks before the deadline for the circulation of the first working draft • 12 weeks before the deadline for the delivery of the draft to Enquiry or the final draft for Formal vote. <p>Notifications via:</p> <ul style="list-style-type: none"> • Projex-Online: an alert appears next to the WI • Monthly e-mail notification including a list of all WIs under alert
<p>Why 1st Working Draft (WD) is still a rigid target?</p>	<p>This target date is important for CCMC in terms of tracking purposes. 1st WD should come from the WG (experts) to the TC (national delegations) – for comments. It is essential in order to increase the chances to have a wide consensus at enquiry so that the FV can be skipped.</p> <p>Several drafts are generally issued by the WG to the TC before proceeding with the prEN. Therefore, it is expected that a 1st WD exists at</p>

	<p>this specific delivery target.</p>
<p>How to deal with CEN CENELEC joint TCs ?</p>	<p>For Joint TCs, the same principles apply. The WI lead will define the process and tools to be applied, keeping in mind that for JTC, BT approval is always needed for creation (and modification) of WIs.</p>
<p>How about mandated work items that don't require HAS assessment? I assume the dates from the specific agreement are still valid but they are not necessarily in line with these new planning principles</p>	<p>The dates in the specific agreements (SA) need to be anticipated in the planning.</p> <p>Indeed, the flexible process provides a flexibility to adapt the standardization process to the deadlines set in the SReq or SA.</p> <p>See specific part on mandated work of the webinar: Webinar Part 2: IT tools for planning and monitoring</p>
<p>Is it possible to skip formal voting and if yes how could that impact target dates?</p>	<p>Yes, it is possible and in line with the principles of timely delivery of standards.</p> <p>The plan will be adjusted in Projex-Online according to this decision.</p>
<p>IT tool: why is Decision on WI Proposal not editable? This date makes a lot of difference!</p>	<p>If you refer to the project start date, this date for each work item is editable and can be set with different/future timing.</p>
<p>Will Members be able to comment on the planning and disagree on the target dates but still approve the WI?</p>	<p>The CEN or CENELEC members are represented in the TC via the national delegation principle. The head of delegation is responsible to convey the national views.</p> <p>In CENELEC, the same applies when the Permanent Delegates approve the WI. They convey a national position.</p> <p>Therefore, Members will be able to comment: it is part of the consensus-building process. Any work item is accepted or rejected according to the weighted votes. Therefore, the NWIP (including the target dates) will be approved or rejected. It means that Members will not be able to disagree on the target dates while approving the WI.</p>

<p>When you say that we have 4 weeks at enquiry stage or formal vote stage to ask for a tolerance : it means for the 9 months tolerance request ?</p>	<p>Yes, for the 9-month tolerance (i.e. the 39-week tolerance), BUT be careful: the 4 weeks of delay from the target date for the delivery of the prEN or FprEN should be taken as the very latest moment when to ask the tolerance. The TC may ask the tolerance ANYTIME during TC work, and must not to wait until the last moment (i.e. the 4 weeks of delay)!</p>
<p>Is the one change option depending on a TC decision, or can it be done by the TC secretary in discussion with the convenor?</p>	<p>Since the planning in the NWIP is approved by the TC (and in CLC also by BT), the rationale is that the modification to this initial planning would require a TC decision.</p> <p>CEN/TC Secretary will be able to implement this change directly in the working area via the new IT feature.</p> <p>CLC/TC secretary will implement it via CCMC Data Team.</p>
<p>Who notifies the TC Secretary of when the NWI is approved by CLC/BT?</p>	<p>Your NC or CCMC Project Manager should notify you.</p>
<p>Why does CEN not consider a pause of a work items (as ISO does) in cases it has been shown during discussion in the WG that round robins have to be undertaken to provide data.</p>	<p>It can be considered and anticipated in the planning. In case of need, it is advised to request for a tolerance.</p>
<p>Who approves a NWIP, is it the TC or does it go out to a wider audience i.e. Countries for approval i.e. voting? (I mean the PWI already existing now)</p>	<p>The approval of NWIP or the activation of a PWI remain unchanged.</p> <p>Please see current rules on CEN and CENELEC BOSS.</p>
<p>Once an extension has been allowed to the TC during the enquiry stage, can we again adjust the plan flexibly? Or do we need to indicate</p>	<p>Projex-online will automatically reflects the extension in the 'adjusted plan'. The plan will automatically adjust every time the TC will</p>

<p>the updated planning together with the extension request?</p>	<p>deliver ('realized' stage).</p>
<p>Any advice on estimating the time needed to reply to public enquiries? I can imagine cases where there could be much more public comment than in other cases</p>	<p>TCs must consider the different phases in their planning by ensuring enough time to address any potential comments.</p> <p>In planning a WI, the TC must carefully evaluate the challenges that may arise from its development.</p>
<p>With regard to starting NP: I have newly approved NWI: shall I already plan the timeframes with the new tool?</p>	<p>Under normal circumstances, the TC when approving the NWI, has also approved the timeframes.</p> <p>The Flexible process applies to Work Items for which the NWI proposal has been 'launched' after 1 April 2020.</p> <p>From a practical point of view:</p> <ul style="list-style-type: none"> - for CEN WIs, if not yet submitted in the working area, as of 1 April 2020 the TC secretary can use the new tool and apply the principles of the flexible process; if already submitted in the working area before 1 April 2020, the old process (default target dates) applies. - For CLC WIs, CCMC will encode the data and the target dates as in the NWIP. The NWIPs prepared by TC secretary for TC and BT approval as of 1 April 2020 will fall under the Flexible process principles. <p>Relevant CCMC PMs will support TCs in identifying the correct route for standards development.</p>
<p>When will the new Working area be available? Today it still uses the rigid planning. It would be good to have it out when we want to discuss about NWI proposals with the PLs and Chairs</p>	<p>The new Working area be available as of 1st of April.</p> <p>The Flexible The process will be applied to Work Items for which the NWI proposal has been 'launched' after 1 April 2020.</p>

<p>What if TC overestimates time to complete stage A & is ready much earlier?</p>	<p>No problem. The planning will be adjusted based on the actual delivery date ('realised date').</p> <p>In case of early deliver, all next steps will start earlier. Only the date of dispatch of FV, 45.99, will remain unchanged.</p> <p>Therefore TC will have more time under stage (e)</p>
<p>All WI project leaders have access to this, correct?</p>	<p>Projex-Online (and Working area in CEN) is for secretaries & assistant secretaries only.</p>