



Administrative Circular

AC/36/2005

2005-08-19

**TO ALL NATIONAL COMMITTEES**

**TO TECHNICAL COMMITTEE AND SUB-COMMITTEE OFFICERS**

Dear Sir/Madam,

**CENELEC NWIs (New Work Items) and EWIs (European Work Items)**

The objective of this Administrative Circular is to give information on the procedures related to the handling of CENELEC NWIs and EWIs.

**1. CENELEC NWIs**

These cover :

- NWIs of European origin for the development of a prEN<sup>1</sup>;
- Maintenance of EN 6XXXX publications;
- Maintenance of EN 50XXX or 100XXX publications, which relate to activities developed and handled solely by CENELEC;
- Technical Reports.

In the majority of cases, CENELEC NWIs are approved at CENELEC BT meetings, which are held three times a year. They can also be approved by correspondence.

A full list of all the approved CENELEC NWIs will be sent to the IEC CO after every CENELEC BT meeting. This list will be circulated as an AC document.

For those approved CENELEC NWIs covering NWIs of European origin for the development of a prEN and maintenance of EN 6XXXX publications and where the **target date for the circulation of the FDIS is more than 12 months** after the CENELEC BT approval date, a completed FormNP (title, scope, project plan, project leader and outline as a minimum) will be sent to the IEC CO.

The FormNPs will be forwarded onto the relevant TC/SC Officers.

For **new work**, the TC/SC Officers can:

Either accept to circulate. In this case, the sections of the FormNP entitled “Comments and recommendations from the TC/SC Officers” and “Remarks from the TC/SC Officers” should be completed.

Or refuse circulation. In this case complete INF document (see example attached) giving reasons.

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<sup>1</sup> See definitions at the end of the AC document.



For **maintenance**, the TC/SC Officers should assess if the maintenance work is of interest and can be completed in the requested time frame.

For positive replies, inform the IEC CO indicating if there will be a new maintenance project or if it will be a contribution in an existing, on-going maintenance project.

For negative replies, an INF document (see example attached) should be circulated giving reasons.

**All INF and FormNP documents should be returned to the IEC CO for circulation no later than ONE MONTH after the initial e-mail was sent out from the IEC CO.**

A flow diagram of the process is attached.

The refused CENELEC NWIs will be developed by CENELEC and eventually offered to the IEC as CENELEC EWIs.

## **2. CENELEC EWIs**

These are publications and cover:

- ENs;
- HDs.

These are offered to the IEC CO on a regular basis for their inclusion in the International Standardization process.

The CENELEC EWIs along with the corresponding pdf files will be sent out to the TC/SC Secretaries.

TC/SCs having an interest in CENELEC EWIs should inform the IEC CO. CENELEC will be requested to send files in a revisable format of the publications concerned. These will be forwarded onto the TC/SC Secretaries.

These may then be introduced into their work programme as a NP, CDV (Fast Track – ensure that the FormCDV indicates “Origin CENELEC”) or as maintenance work.

When CENELEC requires a specific action from IEC (e.g. alignment of an IEC standard to the European legal framework) on an EWI, then there will be dedicated communication to the IEC CO.

For further information or questions, TC/SC Secretaries are requested to contact their respective Technical Officers.

Yours faithfully,

**A. AMIT**  
**General Secretary**

Definition of terms:

EN European Standard. CENELEC standard that carries with it the obligation to be implemented at national level by being given the status of a national standard and by withdrawal of any conflicting national standards.

Note – EN 6XXXX publications are not always identical to the corresponding IEC 6XXXX publication. Amendments and/ or common modifications could have been made by CENELEC on the original IEC publication.

prEN Draft European Standard

HD Harmonization Document. CENELEC standard that carries with it the obligation, to be implemented at national level, at least by public announcement of the HD number and title along with the withdrawal of any conflicting national standards.

#### Annexes



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<b>For IEC use only</b>	-	-

## **INTERNATIONAL ELECTROTECHNICAL COMMISSION**

**TECHNICAL COMMITTEE No.**

**Subject : Reasons for refusing CENELEC NWIs offered to the IEC**

Conforming to SMB decision 121/18 and related action point, the reasons for refusing the following CENELEC NWIs offered to the IEC after the CENELEC BT meeting (No.           ) are given below:

<b>IEC designation NWI/ MIEC</b>	<b>CLC PR number</b>	<b>Title</b>	<b>Target date – closing date for FDIS vote</b>	<b>Reasons</b>

Key to IEC designation:

- NWI – New work item for IEC,
- MIEC – Maintenance of an EN 6XXXX publication.

Handling of CENELEC NWIs

