The Vienna Agreement
Day to day management between ISO/CS and CCMC

This document provides information for committee secretaries about specific procedures related to the day-to-day management of Vienna Agreement (VA) documents between the ISO Central Secretariat (ISO/CS) and the CEN-CENELEC Management Centre (CCMC). For further information about how the Vienna Agreement is implemented, please refer to the 'VA Guidelines' document. For answers to some of the most common questions we receive about the Vienna Agreement, please refer to the document 'The Vienna Agreement – FAQs'. All of these documents are available online at www.iso.org/va.

For any further questions, please contact va@iso.org.
PART 1 DEVELOPMENT AND APPROVAL OF PUBLICATIONS OF STANDARDS IN PARALLEL

1.1 Registration of a project at ISO and CCMC

ISO/CS and CCMC databases are updated on the basis of mutual exchange of information related to the ISO committee and CEN committee programme of work.

When a new project is approved by each organization according to its own rules and requested to be processed under the VA procedure, both the ISO committee and the CEN committee must take a resolution to accept the parallel work. The result of this decision – the registration and confirmation of the work item – is then communicated to the other organization and to the concerned committees. By default, the project is registered under the ISO lead preferred option. (For more information on how to decide on the project lead, please see the VA Guidelines 5.2).

This also applies to revision of an existing Standard (already published under the VA or adopted by one organization) and to Amendments.

For adoption of ISO standards by CEN or EN standards by ISO, please refer to 6.2 and 6.3.

1.2 Stage 40.00 (Enquiry stage) - Parallel ISO/DIS vote - CEN enquiry - ISO or CEN Lead

ISO committee secretary or CEN committee secretary posts the necessary files via the ISO/CS Submission Interface.

ISO/CS notifies automatically CCMC (with a copy to DIN and AFNOR), with 1 weeks' notice of the dates of the parallel ISO/DIS vote - CEN enquiry.

Translation period: the English text is made available to both ISO and CEN members to enable any member to prepare a national translation (8 weeks).

ISO/CS makes the text available for vote (+ Explanatory report with table of comments made during the earlier stage) and CCMC informs its national members of the enquiry dates and circulates the German translation of the full ISO text.

The parallel ISO/DIS vote - CEN enquiry is 12 weeks.

ISO member bodies cast their vote and submit comments on the ISO balloting application. CEN national members comment using the CEN balloting application.

Both organizations have a direct access through the electronic balloting platform to the results of votes and comments from members of the other organization.

At the end of the parallel ISO/DIS vote - CEN enquiry, the ISO committee secretary takes into account the CEN comments for an ISO Lead project and the CEN committee secretary takes into account the ISO results of voting and comments for a CEN Lead project.

If both the ISO committee and the CEN committee agree that the parallel ISO/FDIS - CEN Formal vote can be skipped, then the revised text is processed following the Publication procedure (see 1.4).
1.3 Stage 50.00 (Formal approval stage) - Parallel ISO/FDIS - CEN Formal Vote - ISO or CEN Lead

ISO committee secretary or CEN committee secretary posts the necessary files via the ISO/CS Submission Interface.

ISO/CS notifies automatically CCMC (with a copy to DIN and AFNOR), with 1 weeks' notice, of the dates of the parallel ISO/FDIS - CEN Formal vote. ISO/CS makes the final text available for translation and for vote, together with the report of voting or table of decision.

CCMC informs its national members of the formal vote dates and circulates the German translation of the full ISO text.

The parallel ISO/FDIS - CEN Formal vote is 8 weeks.

ISO member bodies cast their vote on the ISO balloting application. CEN national members cast their vote on the CEN balloting application.

Both organizations have a direct access through the electronic balloting platform to the results of votes and comments from members of the other organization.

1.4 Stage 60.00 (Publication stage) - Publication - ISO or CEN Lead

After receipt of the necessary changes on the proof (before the closing date) from the ISO committee or CEN committee secretary, the text is finalized by ISO/CS editors and published.

ISO/CS notifies CCMC of the edition date.

CCMC prepares and publishes the EN ISO title pages, Forewords and Annex Z¹ (where applicable) in English and French and, when available, the German translation of the full ISO text.

1.5 Projects harmonized against European Directives & Regulations

According to the Guidelines, ISO/CS has the possibility to identify documents through the CCMC database that are under the New Approach and that have to be assessed by the CEN Consultant. CCMC is responsible for keeping the database updated.

These documents are identified in the ISO database as being "Harmonized + Annex Z" or "Harmonized NO Annex Z". Those identified as requiring an Annex Z are cited in the Official Journal of the European Union; those identified as not requiring an Annex Z are not cited. In both cases the document needs to be assessed by the CEN Consultant.

The CEN committee secretary is responsible to provide the ISO committee secretary with information for ensuring that Annex Z is provided with texts for all documents under the New Approach that are "Harmonized" (ISO/TMB resolution 76/1997).

Note: Annex Z is not included in the final ISO Standard publication (ISO/TMB resolution 76/1997).

At ISO/DIS stage, the text for DIS is posted for assessment by the New Approach Consultant (NAC) during the translation period prior to the launch of the parallel ISO/DIS vote - CEN enquiry; this allows the Consultant to evaluate the text and evaluate the Annex Z. If the Consultant provides a negative assessment, CCMC, the consultant as well as the ISO and CEN committee leadership examine

¹ Annex Z is a type of annex that must be included in the case of European standards intended to support European legislation. The purpose of Z annexes is to confirm coherence with the relevant European Directive/Regulation. Annexes may be entitled ZA, ZB, ZC.
which follow-up actions are required. The assessment comment will be added in the ISO ballot as a CEN comment. The CEN/TC Secretary shall at all moments inform the ISO/TC of the progress. Draft standards having passed the CEN Enquiry with more than 71% approval but having received a negative assessment should, in principle, not skip the Formal Vote.

At ISO/FDIS stage, ISO/CS ensures that the text for FDIS is posted for assessment by the New Approach Consultant (NAC) during the parallel ISO/FDIS vote – CEN Formal Vote. The Consultant will add their comments in the CEN ballot. In addition, if the Consultant provides a negative assessment, the Consultant as well as the ISO and CEN committee leadership examine which follow-up actions are required (possibly BT or TMB involvement).

If the assessment is positive and comments are only of an editorial nature, ISO/CS may decide how to handle them.

If the assessment is negative, ISO/CS contacts the ISO committee secretariat. A consultation takes place between the ISO and CEN committee secretariat, ISO/CS and the CEN Consultant. In the absence of a more constructive solution, the likely outcome is for the document to be published as ISO xxx only.

PART 2 - MAINTENANCE OF PUBLICATIONS

2.1 Technical Corrigendum - ISO or CEN Lead

ISO/CS receives and accepts a request for a Corrigendum and informs CCMC, which then provides the CEN WI number. The CEN WI is registered in both databases.

ISO/CS prepares the corrigendum and, when ready, notifies CCMC of the dates for publication and makes the corrigendum available. CCMC publishes a document comprising a generic Foreword endorsing the ISO corrigendum.

2.2 Amendment - ISO or CEN Lead

See 1.2 and 1.3.

2.3 Minor revision or minor amendment - ISO and CEN Lead

ISO committee secretary or CEN committee secretary posts the necessary files via the ISO/CS Submission Interface. Within ISO/CS minor revisions or minor amendments are processed like FDIS votes and within CCMC these are processed under the Enquiry procedure.

Period of vote for parallel ISO/FDIS/FDAM vote - FDIS vote: 12 weeks, CEN Enquiry procedure: 12 weeks (see 1.3)

Both organizations have a direct access through the electronic balloting platform to the results of votes and comments from members of the other organization.

2.4 Corrected version - ISO or CEN Lead

ISO/CS receives a request for corrections, agrees to issue a corrected version and informs CCMC that an International Standard processed under the Vienna Agreement is to be corrected. ISO/CS makes available the corrected version to CCMC, who in turn issues a Correction Notice on the published EN ISO.
PART 3 - SYNCHRONIZATION OF PROCEDURES

3.1 WHEN ISO/CS OR CCMC WISHES TO CATCH UP WITH THE OTHER ORGANIZATION DURING DIS/ENQUIRY

If the lead organization has already initiated its vote or enquiry, the second organization has the choice of:

a) Carrying out the vote or enquiry in parallel.

In the above case: the member bodies should be notified by the appropriate procedure that:

- the vote on the draft International Standard (DIS), submitted by ISO/CS, has been launched and that CEN notified its interest in applying the VA procedure after the beginning of DIS vote;
- the enquiry on the prEN submitted by CCMC has been launched and that ISO notified its interest in applying the VA procedure after the beginning of the enquiry.

Note: the dates of vote will be synchronized or one organization will wait for the other to finish its vote or enquiry.

b) Carrying out a second vote or enquiry together in parallel (upon advice of the committees concerned).

c) Carrying out its own vote or enquiry independently and then both organizations launch a parallel ISO/FDIS - Formal vote together.

PART 4 - OTHER DELIVERABLES

4.1 Technical Specifications - Technical Reports- ISO or CEN LEAD

NOTE: The processing of an ISO/TS or an ISO/TR under the VA should be considered as an exception. In such cases, a CEN/BT decision is required.

When a project is approved by each organization according to its own rules and requested to be processed under the VA procedure, both the ISO committee and the CEN committee must take a resolution to accept the parallel work (see 1.1). A CEN/BT decision is necessary prior to registration of the project in the CEN programme of work.

ISO/CS and CCMC are informed by the committee secretariats, the two databases and programmes of work are aligned accordingly.

ISO committee secretary or CEN committee secretary posts the necessary files via the ISO/CS Submission Interface. The texts are prepared and processed according to the internal ISO/CS procedures.

ISO/CS notifies CCMC and the ISO committee secretary of the dates of the parallel DTS/DTR vote. ISO/CS makes available the final text for vote to both CCMC and the ISO committee secretary.

ISO committee secretariat submits the DTR or DTS within the ISO committee to a 12 weeks P-member vote via the Committee Internal Balloting application. CCMC notifies its CEN national members for a ballot using the CEN balloting application and simultaneously, the ISO technical committee ballots the DTR or DTS.

The parallel vote is 12 weeks.
At the end of the voting period, the lead committee secretariat compiles and considers the results and the comments from both the ISO and the CEN members (results are available from the electronic balloting platforms). The lead secretariat sends its proof to ISO/CS with the necessary changes included.

After receipt of the necessary changes on the proof from the lead secretariat, the text is finalized by ISO/CS editors and published.

ISO/CS notifies CCMC of the date of edition.

CCMC prepares and publishes the EN ISO title pages and Forewords in English and French and, when available, the German translation of the full ISO text.

4.2 GUIDE - VA - ISO LEAD

DGuide Vote – 16 weeks vote - ISO member bodies

Upon receipt of the text, ISO/CS informs CCMC of the dates of vote (see 1.2). CCMC simultaneously applies its own procedure (in certain cases CEN/BT vote by correspondence which is four weeks; in other cases it is a CEN/CLC/TC enquiry).

Both organizations have a direct access through the electronic balloting platform to get the results of votes and comments from members of the other organization.

Publication


PART 5 - PROVISIONS FOR TRANSLATION

ISO/CS is responsible, under the ISO/IEC Directives, for posting the received text (at DIS stage) or edited text (at FDIS stage) for translation purposes.

It is the responsibility of AFNOR to provide the French versions to ISOCS.

It is the responsibility of DIN to prepare the German version of the future EN ISO.

5.1 Stage 40.00 - Parallel ISO/DIS vote - CEN Enquiry

ISO/CS automatically notifies all ISO Member Bodies and plans the deadlines for providing the translations.

Translation period: the English text is made available to both ISO and CEN members to enable any member to prepare a national translation (8 weeks, no extension possible).

It is the responsibility of AFNOR and DIN to provide their translation to ISO/CS and CCMC respectively, within the translation period, so that these language versions are available on the respective balloting application by the start of the official parallel ISO/DIS vote - CEN enquiry.
5.2 Stage 50.00 - Parallel ISO/FDIS - CEN Formal Vote

ISO/CS provides an edited English version available to AFNOR and DIN.

The edited English version is posted and corresponds to the complete editorial work done by ISO/CS editors in order to allow them to prepare their translation (8 weeks) during the FDIS ballot or Formal Vote.

5.3 Stage 60.00 - Publication

DIN aligns the German text after ISO/CS and CCMC have completed the publication stage.

ISO/CS prepares the French text during this stage, based on the French version of the FDIS provided by AFNOR.

The edition date is communicated by automatic notification to CCMC (copy to DIN and AFNOR) before the publication.

PART 6 - ANY OTHER VA ASPECTS

6.1 Alignment of systematic review for standards under Vienna Agreement

In the case of documents developed under the VA, CEN does not carry out a review. CCMC follows the ISO review process.

6.2 Adoption of ISO standards by CEN

When a CEN committee (through CEN/TC or CEN/BT decision) decides to adopt an ISO published standard, this information is sent by CCMC to ISO/CS which registers the CEN WI number communicated by CCMC.

Information on adoptions is regularly sent by CCMC to ISO/CS (once a week), which allows the complete update of ISO/CS database.

6.3 Adoption of EN standards by ISO

When an ISO committee decides to adopt an EN standard, the ISO committee informs ISO/CS and this information is registered in the ISO/CS database. This information is exchanged with CCMC on a weekly basis in order to align both databases. The fast-track procedure is applied to adopt the standard in accordance with the ISO rules.