



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

**GUIDELINES FOR THE IMPLEMENTATION OF THE AGREEMENT ON  
TECHNICAL COOPERATION BETWEEN ISO AND CEN  
(VIENNA AGREEMENT)**

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## **0 Preamble**

The Agreement on technical cooperation between ISO and CEN (Vienna Agreement) was formally approved on 27 June 1991 in Vienna by the CEN Administrative Board following its approval by the ISO Executive Board at its meeting on 16 and 17 May 1991 in Geneva. In order to facilitate its implementation, this agreement was accompanied by common ISO-CEN guidelines for TC/SC Chairmen and secretariats, which were revised successively in 1996 and 1998 to incorporate a number of improvements which had been found necessary on the basis of experience, together with changes required following some modifications of rules in ISO and CEN.

After a decade of experience, the need for the Agreement was confirmed by both ISO and CEN and a simplified version, setting out the principles of the original version, was confirmed by ISO Council Resolution 35/2001 and CEN Administrative Board Resolution 2/2001. All relevant and updated operational and process specifications are grouped in this new edition of the 'Guidelines for the implementation of the Agreement on technical cooperation between ISO and CEN (Vienna Agreement)'.

## **1 Introduction**

As with any other business, standardization has to be carried out as efficiently as possible. This implies that duplication of work should be avoided and synergies should be developed.

Within this context, the Agreement on technical cooperation between ISO and CEN has been developed with the aim of optimizing the use of available resources and expertise for the benefit of the stakeholders of both organizations. Indeed, essential provisions in the Agreement cover the development and adoption of identical ISO and CEN Standards, with the characteristics and usefulness resulting from both status, whereas the drafting work is carried out only once, in one organization.

There are some principles to be respected for the Agreement to produce these intended useful results, notably

- that all participants in the process adhere to the basic values to which both ISO and CEN are committed, notably transparency and openness;
- that the operations are carried out in accordance with the rules, policies and procedures of either ISO or CEN, as relevant for their respective activities;
- that standards have to take into account relevant regulatory needs;
- that when expected results are not attained, the party which is not satisfied can decide to proceed separately.

The Agreement itself includes the main principles and essential provisions. These Guidelines develop them and translate them into operational terms.

## **2 Cooperation by correspondence**

Provisions for exchange of information between an ISO and a CEN committee are established, where necessary, by common agreement between the secretariats of these committees (see also 5.2). Each committee may decide on the detailed provisions for making available to its members the documents received from the other organization: for example, all documents, reports of meetings only, drafts of standards only. Formal comments sent by the secretariat of one committee to its counterpart shall reflect the views of the committee.

In addition to comments from an ISO committee, CEN agrees to accept comments on any prEN at CEN enquiry stage from ISO member bodies outside CEN. These comments should be sent directly to the CEN Management Centre (CMC) with copy to the ISO Central Secretariat (ISO/CS). CMC shall forward such comments to the appropriate CEN technical body. This body shall report back to the CMC. CMC shall in turn inform the ISO member body of the action taken, with copy to the ISO/CS.

## **3 Cooperation through mutual representation at meetings of committees and working groups**

Questions of common interest to both an ISO and a CEN technical body may call for mutual representation at meetings. Arrangements for such representation should be made as early in the process as possible. It is to be noted that, whilst the Vienna Agreement provides for mutual representation at meetings (ISO representatives at CEN meetings and CEN representatives at ISO meetings), this may not always be essential and will need to be decided by committees on a case by case basis.

Representatives shall be formally appointed by the ISO or CEN committee nominating them. The secretariat of this ISO or CEN committee shall advise the secretariat of the committee of the other organization of any relevant committee resolution as well as of the necessary information about the representatives (name, address and function in the committee which is nominating them).

Up to four representatives may be appointed to attend meetings of technical bodies\* of the other organisation. In relation to representatives of an ISO committee to attend a CEN technical body meeting, preference will be given to delegates from non-CEN members.

Representatives of an ISO or CEN *committee* attending a meeting of a *committee* of the other organization shall represent the consolidated view of the committee nominating them. The notification appointing them (see above) shall include the nomination of a head of delegation.

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\* TCs, SCs and WGs

Representatives of an ISO or CEN *committee* attending a meeting of a *working group* of the other organization shall have the status of observers but are expected to make positive contributions on identified items of their concern. An invitation from the parent committee of the working group is not required.

*Note:*

*It may be useful on occasions to hold consecutive meetings of ISO and CEN technical bodies in the same location and within the same timeframes. However, common meetings shall be avoided. Additionally, ISO/CS and CMC are willing to organize on a case by case basis, in mutual consultation, joint coordination meetings of appropriate representatives of ISO and CEN technical bodies in order to solve specific problems such as overlaps of programmes of work or parallel voting resulting in diverging results of votes in ISO and CEN.*

#### **4 Adoption by one organization of available publications from the other organization**

The organization which wants to adopt an available publication from the other organization submits it to its own adoption procedures.

Ideally, this publication should be adopted without change.

If this is not possible, the secretary of the committee responsible for the project in the organization which wants to adopt the available publication shall contact the secretary of the committee which has developed the publication in the other organization in order to examine the possible solutions.

Both ISO/CS and CMC must be informed of such consultations and are available for help. The revision of the publication using the parallel ISO-CEN approval procedure is in principle the best way forward. If this is not possible, the adoption of a modified version of the available publication should be envisaged. This modified version shall include information on the nature and reasons for the changes to the original publication.

#### **5 Cooperation by mutually agreed allocation of work with parallel approval of standards in ISO and CEN**

*This clause 5 describes the main procedures for the parallel approval of standards in ISO and CEN, irrespective of which organization is responsible for developing the standard (the lead organization). More detailed guidance for the development and parallel approval of European and International Standards is given in Annex A.*

*It is to be noted that other types of publications (Technical Specifications, Technical Reports and Guides) may also be processed in parallel between ISO and CEN. Guidance may be found in the "Frequently asked questions" or is available from CMC or ISO/CS*

*Note: within the ISO/CS project management database, the codes VA 5.1 and VA 5.2 are used to identify ISO-lead projects and CEN-lead projects, respectively.*

## **5.1 Decision to carry out a parallel approval of a standard in ISO and CEN**

Standardization is a voluntary activity in which the stakeholders themselves determine which standards are needed at the international and European levels. Similarly, it is the stakeholders participating in a technical body of one of the organizations who decide that work being carried out in the other organization should be prepared as a 'common ISO-CEN standard' and consequently needs to be submitted to parallel approval procedures in both organizations.

Such a decision must be taken as early as possible in the process. Obviously, a pre-requisite is that there is a demonstrated need for an International Standard and a European Standard on that particular topic, this being achieved through the relevant procedures in each organization for the approval of new work and ensuring its market relevance.

Indeed, one of the major difficulties in implementation of the Vienna Agreement has been to synchronize the work in ISO and CEN. For example, requests have been received to submit texts for parallel processing without there being approved relevant work items in both ISO and CEN. In such circumstances, either the work must be delayed while the other organization fulfils its procedural requirements for approval of the new work item, or the work will be continued independently in the lead organization. Although the procedures may be synchronized at a later stage (see below), it is by far preferable that the whole parallel approval process be synchronized. For this purpose, the ISO and CEN committee secretariats shall ensure that the required steps (approval of the work item and formal committee decision concerning allocation of the work) have been taken in both organizations well in advance of the submission of the text of a standard for the enquiry stage. Furthermore, it is essential that both ISO/CS and CMC are kept fully informed of the relevant decisions of the CEN and ISO committees.

However, in exceptional cases, work may be well advanced in one of the organizations, before the other determines the need for a standard on a particular topic. If the second organization approves such a work item before the lead organization has initiated its approval process, then the whole approval process may be carried out in parallel. If the lead organization has already initiated its approval process, the secretariat of the responsible committee in the second organization shall contact its central secretariat (ISO/CS or CMC) in order to start a consultation on a way forward that meets the need of all interested parties (the secretariats of both ISO and CEN committees, ISO/CS and CMC). In the case of preparation of an EN and ISO Standard, it is sometimes possible for the second organization to carry out its own enquiry independently, following which the ISO and CEN procedures can be synchronized by carrying out a parallel Formal Vote - ISO/FDIS (see annex A). Otherwise, the second organization will have to await the finalization of the publication in the lead organization and submit this finalized publication to its own approval procedures (see clause 4).

## **5.2 Drafting stage (CEN)/Preparatory and committee stages (ISO)**

The publication is drafted by the responsible committee in the lead organization in accordance with the policies, rules and procedures of that organization, while keeping the other organization informed.

The secretary of the responsible committee in the lead organization sends a copy of the committee documents relevant to the publication in preparation to his/her counterpart in the second organization (see clause 2). The responsible committee in the other organization may comment on these documents and appoint representatives to participate in the meetings of the responsible committee and working group of the lead organization under the conditions stipulated in clause 3.

### 5.3 Enquiry stage

The decision to submit a draft to enquiry (ISO/DIS - CEN Enquiry) is taken by the responsible body of the lead organization in accordance with the rules and procedures of that organization.

The synchronization of the ISO/DIS and CEN Enquiry procedures is ensured by ISO/CS and CMC. ISO member bodies shall return their votes and comments to ISO/CS and CEN members to CMC.

At the close of the enquiry, the responsible body in the lead organization examines the results of both the ISO/DIS and CEN Enquiry procedures. All the replies and comments to the ISO/DIS and CEN Enquiry shall be considered in depth, taken into account and responded to in the table of decisions (CEN)/report of voting (ISO). ISO/CS and CMC are authorized to refuse drafts for ISO/FDIS - CEN Formal vote in the case of an incomplete table of decision/report of voting.

The responsible body of the lead organization prepares a revised draft for submission to parallel ISO/FDIS - CEN Formal Vote.

### 5.4 Formal approval stage

The decision to submit a draft to formal approval (e.g. for an EN ISO Standard: ISO/FDIS - CEN Formal Vote) is taken by the responsible body of the lead organization in accordance with the rules and procedures of that lead organization.

The synchronization of the formal approval procedures is ensured by ISO/CS and CMC.

ISO member bodies shall return their votes to ISO/CS and CEN members shall return their votes to CMC.

ISO/CS and CMC establish the results of votes in their respective organizations in accordance with their own rules, and decide on the follow-up actions on the basis of the following principles:

Result of vote in ISO	Positive	Positive	Negative	Negative
Result of vote in CEN	Positive	Negative	Positive	Negative
Decision	Identical publications in ISO and CEN (see 5.5.1)	Consultation between ISO and CEN (see 5.5.2)	Consultation between ISO and CEN (see 5.5.2)	Consultation between ISO and CEN. Return of draft to responsible committee

## **5.5 Publication**

### **5.5.1 After a positive result of vote in both ISO and CEN**

#### *ISO lead cases*

ISO/CS finalizes and publishes the adopted International Standard.

CMC circulates the corresponding European Standard for implementation by the CEN Members. The French and English versions consist only of a cover page and European foreword, introduction and annexes, if any. The German version (if available) includes in addition the German translation of the ISO publication.

#### *CEN lead cases*

CMC finalizes and circulates the European Standard for implementation by the CEN Members.

ISO/CS publishes the corresponding International Standard identical to the CEN publication but with an ISO cover page, foreword, introduction and annexes (if any), and after modification of the normative references and withdrawal of "European annexes", if necessary.

### **5.5.2 After a positive result of vote in one organization and a negative result in the other one**

A consultation between ISO/CS and CMC takes place involving committee officers. If there seems to be the likelihood that the negative votes which resulted in the text being disapproved can be resolved, a second parallel vote may be carried out. If the consultation shows that there is no immediate possibility for reconciling the comments that resulted in disapproval of the document, each organization proceeds in accordance with its own rules.

## **6 Maintenance of identical ISO and CEN standards**

### **6.1 General**

Standards may be subsequently modified by a number of mechanisms. The mechanisms used to modify in parallel identical ISO and CEN standards are described below.

### **6.2 Technical corrigenda (ISO) - Corrigenda (CEN)**

When errors have been detected in a standard and the committee secretariat and ISO/CS or CMC, as appropriate, have agreed that a corrigendum should be prepared, the other organization shall be informed. Appropriate steps will be agreed between ISO/CS and CMC for announcement/issue of the corrigendum in parallel.

### **6.3 Minor revisions**

When a committee has agreed that a standard requires that factual information be updated, it shall draw this to the attention of ISO/CS or CMC, as appropriate. If this is approved, the other organization shall be informed so that the relevant procedures can be carried out in parallel: formal vote in ISO and shortened UAP (Unique Acceptance Procedure) in CEN.

## **6.4 Revision of, and amendment to, identical ISO and CEN standards**

### **6.4.1 ISO initiative**

As soon as CMC is informed that ISO has decided to revise or to amend an ISO standard for which there is an identical CEN standard in existence, it will create a corresponding work item in CEN in order to carry out a parallel approval procedure on the draft revision or amendment under ISO leadership.

CMC shall inform ISO/CS and the secretary of the responsible CEN/TC (if any) thereof. The provisions in clause 5 shall apply.

### **6.4.2 CEN initiative**

As soon as a CEN/TC has determined that there is a need to revise or to amend an EN for which there is an identical ISO standard in existence, the CEN/TC secretary shall provide a justification to CMC who will propose to ISO/CS that this revision or amendment be carried out in parallel under ISO leadership. This provision applies also in the case in which the original publication was developed under CEN leadership.





**DEVELOPMENT AND APPROVAL OF ISO STANDARDS AND EN's IN PARALLEL**

**A.1 TRANSFER OF WORK FROM CEN TO ISO - ISO LEADERSHIP**

***A.1.1 Decision to apply the parallel approval procedure***

The CEN/TC secretary should ensure beforehand that an item already exists in the ISO work programme and that the project is still at an early stage (no DIS vote launched). The ISO reference shall be communicated to CMC.

The CEN/TC shall notify the CMC through a resolution of their decision to transfer a work to ISO.

Two cases may occur :

- The item does not exist in the CEN programme of work.  
In such case, the CEN/TC takes a delegated decision for the creation of a new work item, specifying its direct transfer to ISO under the Vienna Agreement (see BOSS – Formatted resolutions ...).
- The item already exists in the CEN programme of work.  
In that case, the CEN/TC takes a delegated decision for the transfer of an existing work item to ISO under the Vienna Agreement (see BOSS – Formatted resolutions...)

If all the necessary information is available, a new work item is created or an existing one amended through the usual procedure of CMC and registered under Vienna Agreement for processing to a parallel vote under ISO lead.

CMC informs ISO/CS of their decision to apply the Vienna Agreement. ISO/CS confirms that the work item is approved in ISO. The respective databases are aligned by exchanging the CEN work item number and the ISO identification number.

With this transfer, the CEN/TC stops all drafting work on this subject and instead follows the progress of work at ISO level. It should however be understood that CEN can decide to take the work item back into the CEN/TC if the work in ISO does not meet CEN requirements, e.g. in terms of timing or content.

***A.1.2 Drafting***

The ISO/TC/SC secretary sends a copy of the documents relevant to the standard in preparation to the CEN/TC secretary. The CEN/TC is allowed to comment on these documents and to appoint representatives to participate in the meetings of the responsible committee and working group in the lead organization under the conditions stipulated in clause 3.

### **A.1.3 ISO/DIS – CEN ENQUIRY**

- ↪ When consensus has been reached in the ISO committee, the committee secretariat sends copies of the committee draft in English and French to ISO/CS for distribution as a draft International Standard (DIS). Note that the ISO/TC/SC secretariat requests DIN for the German translation required for the CEN Enquiry at the same time as the request made to AFNOR for the French translation.
- ↪ ISO/CS notifies CMC, with 4 weeks notice, of the dates of the DIS vote for synchronization purposes.
- ↪ ISO/CS circulates the English and French versions to the ISO and CEN Members, indicating on the cover page that the DIS covers a subject of interest to European standardization and that consultation of ISO-CEN member bodies on the DIS has the same effect as the CEN Enquiry on the draft European Standard.
- ↪ Five months are allowed for voting and commenting on this text.
- ↪ CMC releases the German version, if available, at the same time as ISO/CS sends the French and English versions for DIS.
- ↪ The draft is submitted to the CEN Consultant for review if the CEN work item has been identified as one requiring such review, see Annex C.
- ↪ The ISO member bodies cast their vote and submit comments to ISO/CS. The CEN member bodies return their reply and comments to CMC. Should the position returned by ISO-CEN member to CMC differ from that returned to ISO/CS, that ISO-CEN member shall provide a detailed technical justification with both replies.
- ↪ At the end of the voting period, CMC establishes the “Report on the parallel enquiry of CEN members” and sends it to the ISO/TC/SC secretariat for consideration and, to ISO/CS for information.
- ↪ ISO/CS makes available to the ISO/TC/SC secretariat and chairman all the votes, replies and comments received for consideration.

#### **Results of the parallel CEN Enquiry/DIS**

After evaluation of the results of the parallel enquiry, the following decisions may be taken by the ISO/TC/SC:

- to continue further and to prepare the parallel Formal Vote/FDIS (see below);
- to launch a 2<sup>nd</sup> enquiry (generally of 2 months). In this case, CMC follows the ISO decision and the drafts are submitted to a 2<sup>nd</sup> parallel CEN Enquiry/DIS, following the procedure described above;
- to finalize the draft as TS or TR;
- to stop the work and to delete the subject. In this particular case, the CEN/TC may decide to continue the work on its own (no longer under VA) or to delete the work item.

### **A.1.4 ISO/FDIS – CEN FORMAL VOTE**

- ↪ Once a final text has been agreed upon, the ISO/TC secretariat sends it in English and French to ISO/CS for issue as a FDIS, together with a full report of voting including all comments from both ISO and CEN members received at the DIS /CEN

Enquiry stage as well as adequate responses and decisions related to these comments.

- ↪ ISO/CS transmits to DIN copies of the edited text and subsequently the proof-read text for the preparation of the German translation.
- ↪ The draft is submitted to the CEN Consultant for review if the CEN work item has been identified as one requiring such review, see Annex C.
- ↪ ISO/CS notifies CMC, with 4 weeks notice, of the dates of the FDIS vote for synchronization purposes.
- ↪ ISO/CS circulates the English and French versions to the ISO and CEN Members.
- ↪ CMC is responsible for the circulation of the German version to the CEN members.
- ↪ Two months are allowed for voting on this text.
- ↪ The ISO member bodies cast their vote to ISO/CS. The CEN member bodies cast their vote to CMC. Should the vote returned by an ISO-CEN member to CMC differ from that returned to ISO/CS, the ISO-CEN member shall provide a detailed technical justification together with both votes.
- ↪ At the end of the voting period, CMC establishes the “Report on the parallel Formal Vote of the draft European Standard”. CMC sends it to the ISO/TC/SC secretariat and to ISO/CS for information.
- ↪ ISO/CS makes available to the ISO/TC/SC secretariat and chairman all the results of vote from its member bodies for information.

#### **Results of the parallel CEN Formal Vote/FDIS**

After evaluation of the results of the votes at ISO/CS and CMC, the following decisions may be taken :

*The results of the vote are positive at ISO and CEN.*

- ↪ In this case, ISO/CS notifies CMC of the date of publication and the standard is published by ISO and in parallel is made available by CEN with an EN ISO number.

*The results of the vote are positive at ISO and negative at CEN.*

- ↪ A consultation between ISO and CEN takes place (see 5.5.2). In the absence of a more constructive solution, the likely outcome is for the document to be published as ISO xxx only.

*The results of the vote are negative at ISO and positive at CEN.*

- ↪ A consultation between ISO and CEN takes place (see 5.5.2). In the absence of a more constructive solution, the likely outcome is for the document to be published as EN yyy only.

*The results are negative at ISO and CEN.*

- ↪ A consultation between ISO and CEN takes place (see 5.5.2). The following decisions may be taken :

- to reconsider the text at the committee level with a view to either issuing a further draft for parallel enquiry or to submit the draft to a 2<sup>nd</sup> parallel formal vote following the procedure described above;
- to finalize the draft as TS or TR;

- to stop the work and delete the item.

### **A.1.5 Particular cases (re-synchronization)**

Although this should be avoided as far as possible (see clause 5.1), the transfer of a CEN work item to ISO may be requested - or made necessary – after the DIS vote has been launched in ISO. In this case, the possibility to re-synchronize by one of the following methods in order to proceed to a parallel CEN Formal Vote/FDIS may be considered.

- One possibility is to carry out a parallel enquiry although ISO has already carried out a first DIS vote. This means that a 2<sup>nd</sup> DIS vote is launched at ISO level and a first CEN Enquiry is launched in parallel in CEN. A.1.3 is applied.

In this case, the ISO committee shall agree to apply this approach as delay may occur.

- The re-synchronization may also occur by launching a PQ (Primary Questionnaire)/UQ (Updating Questionnaire) of 3 months on the ISO/DIS.

For this purpose the following criteria shall be respected:

- the work item shall already exist in the CEN programme of work;
- the transfer to ISO for parallel processing shall already be approved;
- the DIS vote shall have started no longer than 3 months previously;
- the German version shall be available.

If the above criteria are not met (e.g. the DIS vote has already terminated), the CEN/TC will have to wait for the publication of the ISO Standard and then submit the ISO Standard to a UAP.

If the above criteria are met, the CMC, on request of the CEN/TC, informs ISO/CS of the CEN/TC proposal for consideration by the ISO/TC. The ISO/TC may be prepared to delay its work in order to take into consideration the comments made during the PQ/UQ. Furthermore, if the document is mandated under a New Approach Directive it may be assessed by a CEN Consultant.

After consideration of the situation:

- ↳ if the ISO/TC/SC accepts the re-synchronization at FV (Formal Vote)/FDIS, CMC launches the PQ/UQ without delay and the databases of ISO and CEN are updated accordingly;
- ↳ if the ISO/TC/SC is not prepared to wait for re-synchronization, CMC contacts the CEN/TC to decide on an alternative solution (e.g. by launching of a UAP upon publication of the ISO Standard).

## **A.2 TRANSFER OF WORK FROM ISO TO CEN – CEN LEADERSHIP**

### **A.2.1 Decision to apply the parallel approval procedure**

The following items are separate decisions which both the concerned ISO and CEN committees must take in order to implement the Vienna Agreement:

- decision to process a project under the VA; and

- decision on assignment of the lead for the project to either the ISO or the CEN committee.

If the ISO or CEN committee vote, either at a meeting or by letter ballot, that the VA will be implemented, the next decision to be taken is to decide which organization shall take the lead.

The second decision may result such that:

- ISO takes the lead to develop the project, with parallel consultations in CEN at the enquiry and formal approval stages, with all comments received from the CEN enquiry being addressed, adequately responded to and reported back to the CEN committee by the ISO committee; or

- CEN takes the lead to develop the project, with parallel voting in ISO at the DIS and FDIS stages, with all comments received from DIS voting being addressed, adequately responded to and reported back to the ISO committee by the CEN committee.

A majority vote of the P-members of the committee is necessary to take these two decisions.

Assignment of lead may generally be granted to the CEN committee in cases of "mandated" standards related to EC Directives, but a European mandate does not mean it is mandatory for CEN to take the lead or do the standards development work.

The decisions on approval of new work items and on VA implementation are two votes with no requirements in the VA or these guidelines that they be linked. No conditions regarding implementation of the Vienna Agreement are acceptable during the new work item proposal ballot (e.g. no ISO or CEN member should submit a conditional vote on a new work item stating that they will approve the new work item only on condition that the Vienna Agreement be implemented and ISO or CEN be assigned the lead, or that the technical content must meet the EC's expectations).

Once lead is assigned to either the CEN or ISO committee, its counterpart committee should decide whether

- it wishes to review and comment on all relevant drafts, documents and information from the lead committee regarding the project throughout its development; or

- it wishes to wait until voting at the ISO/DIS stage or CEN enquiry stage to become further engaged.

If the committee not assigned lead decides on the first option, this should be communicated to the secretariat of the lead committee. The secretariat of the second committee shall circulate all such materials and establish mechanisms for developing the committee's consensus positions/comments in a timely manner.

An ISO committee may agree to assign lead to the corresponding CEN committee contingent on there being a committee draft (CD) vote of the document within the ISO committee. An ISO committee may wish to conduct such a CD vote in order that the substantial technical comments of its members may be considered prior to the DIS stage.

Upon receipt of information or an ISO/TC/SC resolution, ISO/CS informs CMC of ISO's decision to apply the Vienna Agreement. CMC confirms that the work item has been approved in CEN.

The respective databases are aligned by exchanging the document reference number, the CEN work item number and the ISO identification number.

With this transfer, the ISO/TC/SC stops all drafting work on this subject and instead follows the progress of work at CEN level. It should however be understood that ISO can decide to take the work item back into the ISO/TC/SC if the work in CEN does not meet ISO requirements, e.g. in terms of timing or content.

### **A.2.2 Drafting**

The CEN/TC Secretary sends a copy of the documents relevant to the standard in preparation to the ISO/TC Secretary. The ISO/TC may comment on these documents and appoint representatives to participate in the meetings of the responsible committee and working group in CEN under the conditions stipulated in clause 3.

### **A.2.3 CEN ENQUIRY - ISO/DIS**

- ↪ Once a decision has been reached in the CEN committee to proceed with the enquiry, the text shall be supplied by the CEN/TC secretariat to CMC in the reference language version.
- ↪ CMC prepares the text and sends it for translation to AFNOR and/or DIN and/or BSI (8 weeks).
- ↪ When the English and French versions are available, CMC sends these versions to ISO/CS and notifies the dates of enquiry for synchronization purposes (at least 23 days before the submission date).
- ↪ CMC launches a 5 month CEN Enquiry, according to the CEN rules.
- ↪ ISO/CS makes available to its member bodies the DIS together with the dates for vote.
- ↪ The draft is submitted to the CEN Consultant for review if the CEN work item has been identified as one requiring such review, see Annex C.
- ↪ The CEN member bodies shall return their reply and comments to CMC. The ISO member bodies cast their vote and submit comments to ISO/CS. Should the vote returned by an ISO-CEN member to ISO/CS differ from that returned to CMC, the ISO-CEN member shall provide a detailed technical justification together with both votes.
- ↪ ISO/CS makes available the ISO table of replies and comments to the CEN/TC with copy to the ISO/TC/SC secretariat and chairman for information.
- ↪ CMC makes available to ISO/CS the replies and the comments of its member bodies. CMC also sends a copy to the CEN/TC Secretary and to the ISO/TC/SC secretariat for information.
- ↪ The CEN/TC secretary produces a CEN table of decisions containing all of the comments received from both CEN and ISO members and adequate responses and decisions related to these comments and sends it to the CEN/TC members, the ISO/TC/SC Chairman, the ISO/TC/SC secretary and ISO/CS (for the attention of the Director Standards).

## Results of the parallel CEN Enquiry/DIS

After evaluation of the results of the parallel enquiry, the following decisions may be taken by the CEN/TC :

- to continue further and to prepare the parallel Formal Vote/FDIS (see below);
- to launch a 2<sup>nd</sup> enquiry (generally of 2 months). In this case, ISO follows the CEN decision and the drafts are submitted to a 2<sup>nd</sup> parallel CEN Enquiry/DIS vote, following the procedure described above;
- to finalize the draft as a TS or TR;
- to stop the work and to delete the subject. In this particular case, the ISO/TC/SC may decide to continue the work on its own (no longer under VA) or to delete the work item.

### **A.2.4 CEN FORMAL VOTE - ISO/FDIS**

- ↪ Once a final text has been agreed, the CEN/TC secretariat sends it to CMC for submission to the Formal Vote, together with a copy of the letter which has been sent to ISO/CS with the table of decisions.
- ↪ CMC edits the text and sends it for translation to AFNOR and/or DIN and/or BSI (8 weeks).
- ↪ The draft is submitted to the CEN Consultant for review if the CEN work item has been identified as one requiring such review, see Annex C.
- ↪ When the English and French versions are available, CMC sends these versions to ISO/CS and notifies the dates of the FV/FDIS vote for synchronization purposes (at least 23 days before submission date).
- ↪ The final text is circulated by CMC for a 2 month Formal Vote in CEN according to its rules.
- ↪ ISO/CS makes available to its member bodies the FDIS together with the dates for vote
- ↪ The ISO member bodies cast their votes to ISO/CS and the CEN member bodies cast their votes to CMC. Should the vote returned by an ISO-CEN member to CMC differ from that returned to ISO/CS, the ISO-CEN member shall provide a detailed technical justification together with both votes.
- ↪ At the end of the voting period, CMC establishes the “Result of parallel formal vote on draft European Standard”. CMC sends the results of CEN Formal Vote to CEN/TC secretariat, the ISO/TC/SC secretariat and ISO/CS for information.
- ↪ ISO/CS makes available to the ISO/TC/SC secretariat and chairman and to CMC for information all the results of the FDIS vote from its member bodies.

## Results of the parallel CEN Formal Vote/FDIS

After evaluation of the results of the votes at ISO/CS and CMC, the following decisions may be taken :

*The results of the vote are positive at ISO and CEN.*

- ↪ In this case, CMC notifies ISO/CS of the dates of publication and the standard is published by ISO and in parallel is made available by CEN with an EN ISO number.

*The results of the vote are positive at ISO and negative at CEN.*

↪ A consultation between ISO and CEN takes place (see 5.5.2). In the absence of a more constructive solution, the likely outcome is for the document to be published as ISO xxx only.

*The results of the vote are negative at ISO and positive at CEN.*

↪ A consultation between ISO and CEN takes place (see 5.5.2). In the absence of a more constructive solution, the likely outcome is for the document to be published as EN yyy only.

*The results are negative at ISO and CEN.*

↪ A consultation between ISO and CEN takes place (see 5.5.2). The following decisions may be taken :

- to reconsider the text at the committee level with a view either to carrying out a further parallel enquiry or to submit the draft to a 2<sup>nd</sup> parallel formal vote following the procedure described above;
- to finalize the drafts as TS or TR;
- to stop the work and delete the item.

#### **A.2.5 Particular cases (re-synchronization)**

Although this should be avoided as much as possible (see clause 5.1), the transfer of work to CEN may be requested - or made necessary – after the CEN Enquiry has taken place. In this case, the possibility to re-synchronize by one of the following methods in order to proceed to a parallel CEN Formal Vote/FDIS may be considered.

- One possibility is to carry out a parallel enquiry although CEN has already carried out a first enquiry. This means that a 2<sup>nd</sup> enquiry is launched at CEN level and a first DIS vote is launched in parallel in ISO. A.2.3 is applied.

In this case, the CEN committee shall agree to apply this approach as delay may occur.

- Re-synchronization may also occur as follows, but the following criteria are to be taken into consideration:
  - The starting time of the CEN enquiry;
  - The readiness of the CEN/TC to revise its draft following the ISO/DIS vote (recognizing that delay may occur).

ISO/CS, on request of the ISO/TC, informs CMC of the ISO/TC/SC proposal for consideration by the CEN/TC.

After consideration of the situation:

- ↪ if the CEN/TC accepts the re-synchronization at FV/FDIS, CMC provides ISO/CS with the latest issue of the document at the enquiry stage, ISO carries out a DIS vote on this document without delay and the databases of ISO and CEN are updated accordingly;
- ↪ if the CEN/TC is not prepared to wait for re-synchronization, the ISO/CS contacts the ISO/TC/SC to decide an alternative solution (e.g. by launching the Fast Track procedure upon publication of the EN).





**JOINT CO-ORDINATION GROUP (JCG) OF THE ISO TECHNICAL  
MANAGEMENT BOARD (ISO/TMB) AND CEN TECHNICAL BOARD (CEN/BT)**

The monitoring of the application of the Vienna Agreement is entrusted to a Joint Co-ordination Group (JCG) of the ISO Technical Management Board (ISO/TMB) and CEN Technical Board (CEN/BT). Monitoring includes reporting to these respective boards on progress or specific issues of concern and, where necessary, the review of existing mechanisms with proposals for improvement.

The chairman and secretary of the JCG are the chairman and secretary of the ISO/TMB or CEN/BT (alternating each year).



**PARTICULAR CASE OF COMMON CEN ISO PUBLICATIONS INTENDED TO  
SUPPORT EUROPEAN LEGISLATION**

Special provisions apply in the case of European Standards intended to support European legislation. In particular an annex Z is required in any version of the draft publication and the draft needs to be reviewed by a designated CEN consultant to confirm coherence with the relevant European Directive. The relevant CEN consultant is available for help. At publication stage, annex Z is maintained in the CEN standard but not in the ISO standard.