

French standard

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Standardisation and related activities

Activity of the standardisation bureaux

Principles, requirements and indicators

F : Normalisation et activités connexes — Activité des bureaux de normalisation —
Principes, exigences et indicateurs

D : Normung und verwandte Tätigkeiten — Tätigkeit der Normungsbüros —
Grundsätze, Anforderungen und Indikatoren

French standard approved

by decision of the Director General of AFNOR on November 25, 2009 taking effect on December 25, 2009.

Correspondence

At the date of publication of this document, there does not exist any international or European work dealing with the same subject.

Analysis

Within the framework of the French standardisation system, the standardisation bureaux house the commissions within which the French standards as well as the French positions relating to the European and international work are prepared.

This document clarifies the guiding principles of the normative work and the requirements with which the standardisation bureaux shall comply. It defines indicators for their activity.

A first part specifies the principles which govern the normative work: independence, impartiality, transparency, openness and concerted action, consensus, relevance, coherence and effectiveness, networking.

A second part describes the requirements which apply to the standardisation bureaux as regards organisation, governance, piloting the normative work induced processes. This second part specifies the rules of conduct to be observed by those persons involved in the normative work.

A third part defines records and activity indicators representative of the functioning of the standardisation bureaux and of their contribution to the effectiveness of the normative process.

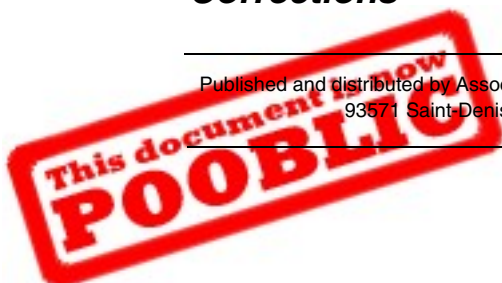
This document applies to the standardisation bureaux and to AFNOR when exercising the role of standardisation bureau as described in 3.1.

Descriptors

Technical International Thesaurus: standardisation, standards body, technical committee, normative document, principle, requirement, organisation, assessment, effectiveness, information interchange, quality, process, information, document, database.

Modifications

Corrections



Guidelines for assessment of the activity of a Standardisation Bureau

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Introduction

Standardisation and its promotion are ensured by the French standardisation system which is composed of:

- AFNOR which pilots and coordinates the drawing up of the national standards and the participation in the drawing up of the European and international standards and which is the French member of the non-governmental European and international standardisation organisations;
- the sector-based standardisation bureaux responsible for organising and participating in the drawing up of the French, European or international standards within various economic sectors, and which pilot standardisation commissions composed of experts mandated by the various socioeconomic players, in charge of drawing up or contributing towards the drawing up of the standardisation documents. Depending on the subject matters and on the sectors of activity, AFNOR can be led to pilot directly certain standardisation commissions. In this case, it exercises the role of standardisation bureau.

Statutory provisions govern the functioning of the French standardisation system and specify the respective role of its constituent elements. A complete and up-to-date presentation of these constituent elements and of their mode of functioning can be accessed on the AFNOR website (www.afnor.org).

More specifically, a ministerial approval determines the conditions under which the standardisation bureaux intervene in the normative work of a given economic sector or sphere of competence. This document supports this said approval.

This document supplements all of the texts which govern the action of the French standardisation system, both at European and international level. Procedural documents (REFSYS) specific to the operators of the French standardisation system explain in detail the bilateral relations between the French Association for Standardisation (AFNOR) and the standardisation bureaux at the different phases of the normative work in compliance with the principles and requirements given in this document as well as in the basic European texts stemming from the non-governmental European (CEN/CENELEC/ETSI) and international (ISO/IEC) standardisation organisations.

This document may be subject to revision in the event of organisational changes made to the French standardisation system or to its statutory environment.

1 Scope

This document constitutes guidelines for assessment of the activity of the standardisation bureaux within the framework of the French standardisation system.

It clarifies the guiding principles of the normative work and explains the resultant requirements for the standardisation bureaux. It defines indicators for their activity.

It applies to the standardisation bureaux and to AFNOR when exercising its role of standardisation bureau.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

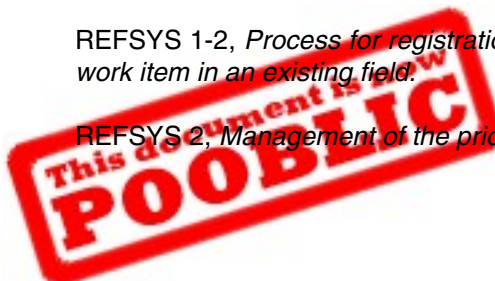
Vademecum of the French standardisation system players.

REFSYS 0, *Applicable procedures*.

REFSYS 1-1, *Process for registration in the French standardisation programme — Part 1: Creation of a new field or extension of an existing one*.

REFSYS 1-2, *Process for registration in the French standardisation programme — Part 2: Registration of a new work item in an existing field*.

REFSYS 2, *Management of the priorities in the standardisation work*.



REFSYS 3 + AMENDMENTS 1 and 2 TEMP, *French standardisation document production processes.*

REFSYS 4, *Storage and archiving of the documents relating to standardisation work.*

REFSYS 5, *Updating of the collection of French standardisation documents.*

REFSYS 6, *Appointment and missions of the French participants in the European and international standardisation bodies.*

REFSYS 7 + AMENDMENT 1 TEMP, *Translation.*

REFSYS 8, *French standardisation bodies.*

NOTE At the time of publication of this document, the System Procedures are undergoing revision. They provide the description of the principal processes (and/or procedures) applied to the drawing up and management of the French standardisation documents by the French standardisation System. At the date of publication of this standard, the existing system procedures are those listed above. Their latest updated version can be accessed on the AFNOR website <http://www.afnor.org>.

3 Terms and definitions

For the purposes of this document, the terms and definitions given in the reference documents cited in Clause 2 as well as the following terms and definitions apply.

3.1

standardisation bureau

body having proven its technical ability to pilot the normative work of the standardisation commissions within a given sector, which, in this capacity, forms the subject of a ministerial approval which specifies its sphere of intervention, or AFNOR when, having constituted the standardisation commissions itself, it exercises the role of standardisation bureau

NOTE The principal missions and tasks of a standardisation bureau figure in Annex C of REFSYS 0 procedure.

3.2

auditing and evaluation committee

committee set up at the French Association for Standardisation responsible for organising the evaluation of the activity of the standardisation bureaux and for checking the conformity and effectiveness of the activity of the French Association for Standardisation in compliance with the Decree N° 2009-697 of June 16, 2009 relative to standardisation

3.3

standardisation coordination and steering committee

committee set up at the French Association for Standardisation and in whose work the interministerial delegate for standards or his representative participates, which acts in close cooperation with all the stakeholders to work out and decide on the positions expressed by the French representative within the European and international non-governmental standardisation organisations

3.4

standardisation commission

French body, piloted by a standardisation bureau, responsible for a field of standardisation activity and for a part of the standardisation programme

[REFSYS 8]

3.5

delegate

natural person, member of a standardisation commission, mandated by the latter in order to represent the French member committee in European or international technical committee or subcommittee meetings



3.6**standardisation document**

reference document drawn up by a standardisation commission, a European or international technical committee or subcommittee and made available in the form of a standard, an experimental standard, a technical report or an equivalent document at European or international level

3.7**expert**

natural person mandated by a stakeholder in order to represent the latter in a standardisation commission, where in that capacity he/she expresses the positions of his/her principal and provides contributions

3.8**interested party**

natural or legal person having an interest in the drawing up or use of a standardisation document

NOTE When it becomes involved in the normative work, an interested party becomes a stakeholder.

3.9**stakeholder**

interested party which collaborates in the normative work through the persons which it mandates and through the financial contribution which may be requested of it

3.10**personnel**

salaried worker of the standardisation bureau or person placed at its disposal, acting under its control and on its behalf

3.11**standardisation programme**

all of the thematic issues intended to form the subject of standardisation documents at French, European or international level, according to a defined time schedule

[REFSYS 1.2 and 2]

3.12**normative work**

process of drawing up, revising or transposing a standardisation document

NOTE Transposal is the taking over of a European or international standardisation document into the national collection.

4 Symbols and abbreviations

AFNOR	French Association for Standardisation
IEC	International Electrotechnical Commission
CEN	European Committee for Standardisation
CENELEC	European Committee for Electrotechnical Standardisation
CoS	Strategic Committee
ISO	International Organization for Standardization
REFSYS	French Standardisation System Procedure



5 Principles

5.1 General

This subclause sets out the principles that are essential to the normative work. Compliance with these principles and with the resultant requirements for the standardisation bureaux (see Clause 6) conditions the confidence inspired by the French standardisation system.

These principles fall within the scope of the provisions of the World Trade Organisation agreement relative to the technical barriers to trade to which the national standards institutes have subscribed.

5.2 Independence

The standardisation bureau is independent (within the framework of its normative work) if the influences to which it is subjected are known to the stakeholders, and if the latter recognise it as behaving in an independent manner.

The behavioural independence of a standardisation bureau is based on the relations which it maintains with the organisations which finance it, on the behaviour of the persons who run it, on the possibility for the interested parties to express themselves, on the diversity of the stakeholders.

NOTE This behavioural independence of the standardisation bureau is aimed at maintaining an equilibrium between the economic, social and environmental stakes brought about by the normative work.

5.3 Impartiality

The work is conducted in an impartial manner where no stakeholder is favoured over another.

Impartiality, as far as normative work is concerned, is the ability to take into account the opinions and interests expressed by each of the stakeholders, to explain the latter, to examine each of the contributions without giving preference to or omitting any one, to see to it that the positions of the standardisation commission are loyally represented within the European and international bodies.

5.4 Transparency

The transparency of the normative work concerns its programming and the sequence of operations.

Transparency supposes that adequate, regularly updated information is rendered accessible in due time in order to enable the interested parties to take part in the normative work if they wish. It supposes that the information concerning the opening of new work, the launching and advancement of current standardisation work, the standardisation commissions where it is being conducted, the proposals for new standardisation documents, the scheduled publications is rendered accessible.

The stakeholders involved in standardisation work have access to the information relative to the procedures implemented within this framework by the standardisation bureau as well as to the contributions made by each of the stakeholders.

5.5 Openness and concerted action

5.5.1 Openness

The normative work is open to all the interested parties which have the possibility of participating therein and of thus becoming stakeholders.

The stakeholders are invited to take part in defining the normative strategies of a sector or of a transversal thematic issue within the bodies of the standardisation bureau. This definition of the normative strategies of a sector is open to the interested parties.

Within the standardisation commissions, the stakeholders are involved at all the stages of the normative work. They are invited to follow the work programmes, to participate in the drawing up of the standardisation documents and to take on responsibilities within the standardisation structures.



As normative work is by definition a collective work, no stakeholder may appropriate it and lay claim to the intellectual property thereof.

The openness and transparency principles defined in this document are not opposed to a financial contribution being requested from the stakeholders by the standardisation bureau in order to contribute towards its functioning. This contribution shall be appropriate and non discriminatory. However, certain stakeholders are dispensed from making a financial contribution. If it wishes, the standardisation bureau can dispense from making a financial contribution other stakeholders than those cited in the Decree N° 2009-697 of June 16, 2009 relative to standardisation.

NOTE [Decree N° 2009-697 of June 16, 2009 relative to standardisation] "However, no contribution to the costs of drawing up a standard can be requested from the approved consumer associations and environmental protection associations on account of their representativeness at national level, from the trade unions, from the small and medium-sized businesses (SMBs) with less than 250 employees not dependent more than 25 % upon a group of over 250 employees, from the public education establishments and from the scientific and technological public establishments, as well as from the ministerial departments by virtue of the participation of their ministerial officials responsible for standards and of their representatives".

5.5.2 Concerted action

Concerted action between the stakeholders is permanent during the course of the normative work.

The stakeholders provide the contributions on which the work and decisions of the standardisation commissions are based.

Any interested party may make itself known with respect to the drafts prior to approval of the standards within the framework of the public enquiry conducted by AFNOR.

5.6 Consensus

A standardisation document or a position defined during the course of a normative process are said to be consensual if they obtain a general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Seeking a consensus is the objective of the concerted action between the stakeholders. The consensus does not necessarily involve unanimity.

5.7 Relevance, coherence and effectiveness

All standardisation documents shall respond to the needs of society. The principles of relevance and of effectiveness stated below concern the normative work; the principle of coherence concerns the standardisation documents themselves.

NOTE The term "society" is taken in its most general sense. Some differences may exist between national, European or international needs.

5.7.1 Relevance

The normative work is relevant if it is useful and of quality.

The potential usefulness of the normative work is evaluated prior to it being launched. Usefulness is updated in the light of developments in the project and of the interest shown in it by the interested parties according to the risks and opportunities which the latter anticipate, in particular on their respective markets.

The quality of the normative work is assessed by comparing the result obtained with its initial or revised objectives. In the case of international or European initiated work, the French objectives may be distinct from those of the initiators of the standardisation document project.



5.7.2 Coherence

The normative work is conducted so that the produced or transposed standardisation documents are interoperable and compatible with the defined standardisation policies and strategies, as well as in compliance with the current French regulations.

Standardisation documents drawn up within the framework of the so-called "New Approach" European and French regulations shall allow to satisfy all or part of the essential requirements which they define.

5.7.3 Effectiveness

The normative work is effective when the work processes produce the awaited standardisation documents in compliance with the deadlines and costs borne by the stakeholders.

5.8 Networking

Both the standardisation bureaux and AFNOR observe the principle of networking. Therefore, they share the values expressed by the essential principles of this document, cooperate in the implementation of the French standardisation strategy, actively participate in the coordination meetings pertaining to this network, and respect the stands taken by the French standardisation system and by the non-governmental European and international standardisation organisations from the moment that they are adopted according to the consensus rules in force. They adhere to the principle of conciliation between the standardisation bureaux in the event of divergence.

The standardisation bureaux share all information that is useful to the French standardisation system in terms of programming and organisation of the normative work.

6 Requirements

6.1 General

The standardisation bureau shall comply with the normative work-related requirements, in compliance with the principles given in Clause 5. These requirements concern its own contribution, its means/resources, its functioning modes, the behaviour of the experts and personnel involved in the normative work conducted by it.

The standardisation bureau shall observe the REFSYS procedures which guarantee the coherent functioning of the French standardisation system.

NOTE These requirements fall within the scope of a series of obligations which are essential to the French standardisation system.

6.2 Governance-related requirements

The standardisation bureau shall demonstrate that its financial and human resources suffice and are sufficiently permanent in order to face up to the tasks incumbent upon it, or that it has taken the measures in order to achieve them.

Each year, the standardisation bureau shall draw up an annual activity report, a financial statement for the previous year, a forward budget for the current year, and its work programme.

The standardisation bureau shall define and formalise its organisational structure, its governance bodies and their functioning. This information may be communicated to any interested party who makes the request.

The standardisation bureau's top management shall define its policy, its objectives and commitments regarding the quality of its mode of functioning.

The standardisation bureau shall manage a quality management system taking into account the principles and requirements of this document and including provisions for dealing with nonconformities.

The standardisation bureau shall possess an operating autonomy allowing it to comply with the principles and requirements of this document.



Any complaint lodged against the standardisation bureau regarding its independence or its impartiality, whatever the origin, shall be recorded, investigated, and appropriately processed as soon as it is transmitted and the auditing and evaluation committee president shall be duly informed thereof.

6.3 Impartiality-related requirements

The standardisation bureau shall formally request the personnel concerned to show impartiality in the discussions and normative work in which they take part, and shall record their commitment.

The standardisation bureau shall transmit the "*vademecum of the French standardisation system players*" to the new experts and inform them that they are under obligation to comply with its requirements, and in particular the requirement relating to the communication of the different interests to which they are linked.

NOTE The expert who, having received this document, continues to participate in the work is deemed to have accepted the rights and duties which figure therein.

As regards the work of the standardisation commissions, the experts legitimately represent the interests of the body or bodies who mandate them for this purpose.

The standardisation bureau shall see to it that the delegates receive a clearly defined mandate and shall formally request them to express themselves in the European or international technical committee or subcommittee meetings on behalf of the French member committee, faithfully abiding by their mandate.

NOTE The procedures for appointing the French participants to the European and international standardisation bodies and the definition of their missions are specified in the REFSYS 6 procedure.

6.4 Transparency-related requirements

The standardisation bureau shall maintain the list of its standardisation commissions, their composition and their standardisation programme, specifying the work managed by the latter. It shall provide the information which satisfies the principle of transparency when initiating new work and when registering proposals for new standardisation documents as explained in detail in the REFSYS 1-1 and 1-2 procedures.

The standardisation bureau shall make available the procedures for taking part in the normative work, including the financial modalities.

The standardisation bureau shall regularly supply the French standardisation system joint databases with information, thereby enabling everyone, via AFNOR's website, to access the exhaustive list of the standardisation commissions, their composition and their standardisation programme.

If the standardisation bureau is led to programme work aimed at producing documents other than standardisation documents, it shall inform the participants thereof in order to clarify the framework within which this said work is situated and in particular inform them that it is not a question of a standard. The standardisation bureau shall bring this work to the attention of AFNOR.

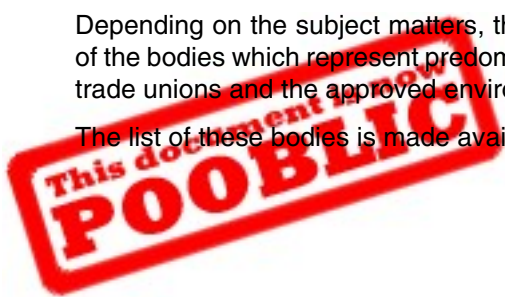
6.5 Requirements related to openness, to concerted action

6.5.1 Openness-related requirements

The standardisation bureau shall do its utmost in order to identify the relevant interest categories, shall seek out and appeal to the diverse organisations representing the latter in view of guaranteeing a balanced composition of the standardisation commission, in particular with regard to the very small enterprises (VSEs), the small and medium-sized enterprises (SMEs) and the artisans (craft industries). The standardisation bureau shall communicate sufficient information to them in order to allow them to take a decision with full knowledge of the facts.

Depending on the subject matters, the standardisation bureau shall inform more specifically the representatives of the bodies which represent predominantly social interests such as, in particular, the consumer associations, the trade unions and the approved environmental protection associations, in order to allow them to take part.

The list of these bodies is made available by AFNOR.



The standardisation bureau shall see to it that the stakeholders identify themselves per category of interest and shall formalise, for each standardisation commission, the list of the stakeholders, experts and their categories of interest.

NOTE The AFNOR Administrative Board advisory committees, such as the Consumer committee, can aid in identifying representatives of these interest categories.

The standardisation bureau shall draw up the stakeholder participation procedures in accordance with the principles defined in this document.

The standardisation bureau shall implement processes which allow to draw up French standardisation documents, to participate in European and international standardisation, to define and monitor the normative strategies of the standardisation commissions which it pilots. These processes shall allow all the stakeholders to voice their opinion throughout the duration of this work, whether it be a matter of proposing new fields of activity within the standardisation bureau's sphere of intervention, of proposing new projects, or of accessing normative work currently under way.

The standardisation bureau shall make available to the stakeholders, in accordance with the REFSYS procedures, all useful information and in particular information relative to the organisation of the normative work, to the assessment of the justification for new projects, to the evolution of standardisation document projects, to the various contributions, to the scheduled deadlines and to their updating, to the French position proposals, to the draft decisions calling for a vote, to the voted decisions.

6.5.2 Requirements related to the organisation of concerted action

The standardisation bureau shall ensure that the standardisation commissions which it pilots appoint among their members those who participate in the working groups of the European or international technical committees or subcommittees of the non-governmental European and international standardisation organisations, and that the standardisation commissions demand of them fair behaviour and regular reporting. The standardisation bureau shall inform AFNOR of these appointments (see REFSYS 6).

The standardisation bureau shall format, reference, register and make available to the stakeholders all technical contributions to the normative work of a standardisation commission, all consultations of this commission within the framework of a normative work and the replies received as well as the decisions taken by these commissions within the appropriate time limits.

The standardisation bureau shall provide AFNOR with the list of the relevant experts of the standardisation commission(s) as well as of the originally identified interested parties or who have come forward during the course of the work in view of allowing AFNOR to inform the latter of the submission to public enquiry. It shall transmit the enquiry examination document to the relevant standardisation commissions and to those interested parties who have made comments. It shall invite them to the comments examination meeting when it takes place.

The standardisation bureau shall file these documents in accordance with the REFSYS 4 procedure.

6.6 Requirements related to the building of the consensus

The standardisation bureau shall help the standardisation commission and its chairman to build the consensus. It shall invite the representatives of the various interests involved to cooperate loyally to this end.

The standardisation bureau shall see to it that the basic points of the standpoints expressed, the decisions taken, the actions engaged and, if need be, the initiatives taken in order to obtain the consensus figure in the reports of the standardisation commissions.

In the event of dispute, the standardisation bureau shall register it, examine the nature and the extent of the disagreements expressed and shall give the appropriate follow-ups to it.



6.7 Requirements related to relevance, coherence and effectiveness

6.7.1 Requirements related to the verification of relevance

When a new project is proposed for registration in the work programme, the standardisation bureau shall ensure that its usefulness is assessed in accordance with the rules in force (see REFSYS 1-2). Where it is a question of a project registered with the non-governmental European and international standardisation organisations, it shall verify that the elements supplied by the initiators suffice in order to make an appraisal of its usefulness. Failing this, it shall make written observations via the French member.

Where a new field of activity is proposed, the requested standardisation bureau shall assess its appropriateness in accordance with the rules in force (see REFSYS 1-1).

In order to assess the quality of the normative work carried out (within the meaning of subclause 5.7.1, paragraph 3), the standardisation bureau shall:

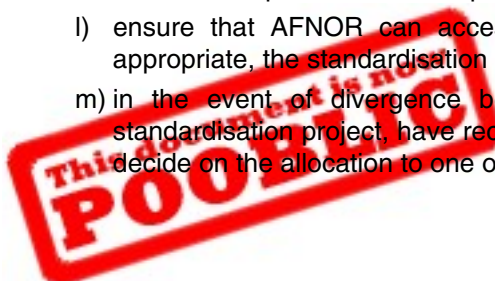
- a) first of all evaluate, at the end of the process, whether the objectives have been reached (e.g. whether a consensual standardisation document has been drawn up within the time limits);
- b) retrieve, in particular with the aid of the standardisation document sales information which is communicated to it, the feedback from the users of standardisation documents and report to the standardisation commission;
- c) examine periodically, in accordance with the rules in force (see REFSYS 5), whether the standardisation documents are still relevant.

6.7.2 Coherence-related requirements

The standardisation bureau shall:

- a) act within the framework of its sphere of intervention;
- b) verify whether identical or closely related work has not already been conducted, is not under way nor on the point of being launched, within its sphere of intervention;
- c) declare to AFNOR, in particular in order to check with it whether identical or closely related work exists within other spheres of intervention:
 - 1) any new field of activity or extension of an existing field which it envisages creating (see REFSYS 1-1);
 - 2) any new project within an existing field not entailing an extension of the field of activity (see REFSYS 1-2);
 - 3) any significant development in a current normative work which may concern interested parties of other fields.
- d) give an opinion regarding the creation of a new field related to its own;
- e) contribute to the drawing up, assessment and maintenance of the operating rules of the French, European and international standardisation systems;

NOTE AFNOR takes the necessary measures so that the standardisation bureau can access these rules and participate in their development.
- f) participate in defining the French standardisation strategy and in its adaptation to its sphere of intervention;
- g) ensure, as much as possible in the work which it pilots or in which it participates, compliance with the strategic orientations defined by the Strategic Committee (CoS) which it comes under, and towards which it contributes (see REFSYS 0);
- h) apply the operating rules of the French, European and international standardisation systems;
- i) implement the actions resulting from the decisions taken by the French standardisation system and explain the reasons for them to the experts;
- j) keep the authorities informed about the normative work under way and introduce a process enabling them to ensure that the standardisation documents currently being drawn up or transposed are compatible with the French and European technical regulations in force within its sphere of intervention (see REFSYS 3 and 5);
- k) act immediately in the event of incompatibility with a regulation or its envisaged evolution, about which it might be aware, in particular on completion of the periodic examination process;
- l) ensure that AFNOR can access all of the standardisation commission documents and attend, where appropriate, the standardisation commission meetings;
- m) in the event of divergence between standardisation commissions relating to the responsibility of a standardisation project, have recourse to the standardisation coordination and steering committee in order to decide on the allocation to one of the standardisation commissions and on the liaisons to be set up.



6.7.3 Effectiveness-related requirements

The standardisation bureau shall manage the standardisation document projects in terms of the costs, leadtimes, objectives and the fixed priorities. (see REFSYS 3).

The standardisation bureau shall gather the expectations of the stakeholders and specify the procedures for handling their complaints.

The standardisation bureau shall have at its disposal personnel capable of piloting the normative work of the standardisation commissions and working groups, of organising their tasks, of holding the secretariat, of ensuring that their proposals are expressed in French and in English according to the needs, of perceiving the interests involved and of ensuring that the latter are taken into account.

The standardisation bureau shall ensure that the personnel assigned to take part in the working groups or in the standardisation commissions, concerning the technical fields being tackled, possess the competences inherent to these activities, thereby enabling them:

- a) to be able to follow the discussions of the experts which take place during the actual normative work;
- b) to be familiar with the international, European and French normative environment of their specific sector;
- c) to know and implement the guidelines and procedures which govern these standardisation processes;
- d) to master the standards drafting rules;
- e) to be familiar with the standardisation documents followed by the standardisation commissions for which they are responsible;
- f) to be acquainted with the basic standards required for their activities;
- g) to know their principal foreign counterparts and to be known by them;
- h) to be able to provide their advice on arguing and promoting the French positions, to encourage the expression of all the stakeholders, to mobilise competent experts, to capitalise on feedback regarding the use of the standardisation documents, including — where possible — that stemming directly from the users of the latter;
- i) to have a sufficient command of the English language where participation in European or international work is required.

The standardisation bureau shall train its personnel accordingly and maintain their level of competence.

The standardisation bureau shall be able to promote the French positions in the required working language. It ensures the finalisation of the French version of the draft standards. (see REFSYS 7).

Moreover, the standardisation bureau shall ensure that the experts of the standardisation commissions which it pilots have access to normative work training courses.

6.8 Networking-related requirements

The standardisation bureau shall adhere to the principles of networking and shall encourage the experts to adopt it.

The standardisation bureau shall prevent any behaviour of its personnel likely to be detrimental to the French standardisation system or to one of its members.

The standardisation bureau shall undertake to share all useful information with the other standardisation bureaux and AFNOR; it shall undertake to actively contribute towards the concerted actions which work towards reinforcing the influence of the network.

7 Records and indicators

7.1 Records to be made within the framework of the assessment

The standardisation bureau shall draw up and update an identity sheet specified in Annex A.

The standardisation bureau shall draw up an annual activity report for each calendar year specified in Annex B.

The standardisation bureau shall maintain the information, documents and databases described in Annex C, required for compliance with this document.



7.2 Activity evolution indicators

The standardisation bureau shall record and monitor the following indicators:

7.2.1 Activity indicators

- I01 The number of participations in the governance and consultation bodies of the French standardisation system of which it is a member.
- I02 The number of written contributions or written replies to consultations concerning the strategic subjects debated at French level, and within the technical boards and administrative boards of the non-governmental European and international standardisation organisations regarding which it has been consulted.
- I03 The number of European and international technical committee and subcommittee meetings in which France has effectively participated.
- I04 The number of European and international technical committee and subcommittee meetings and working group meetings organised in France by the standardisation bureau.

7.2.2 Performance indicators

- I05 The percentage of French replies to the European and international votes concerning the standardisation document projects at the "enquiry" and "approval" stages, within the sphere of intervention of the standardisation bureau, made within the time limits; the number of replies outside the time limits.
- I06 The average time for circulation of the minutes or reports following the standardisation commission meetings convened by the standardisation bureau.
- I07 The average time required for drawing up standards of French origin within the standardisation bureau's sphere of intervention.
- I08 The average time between the closing date of the final vote of a European or international standardisation document and the date of availability of its French transposal.

NOTE 1 Where these indicators are already registered by AFNOR, they are communicated, for validation, to the relevant standardisation bureau.

NOTE 2 Indicators 7 and 8 measure the overall times of the last phase of the standardisation process irrespective of the players involved (standardisation bureau, AFNOR, non-governmental European and international standardisation organisations). The standardisation bureau contributes towards mastering this phase, for the part which is incumbent upon it.



Annex A
(normative)
Standardisation bureau identity sheet

The following elements shall figure in the standardisation bureau identity sheet:

- E01 Sphere of intervention of the standardisation bureau as defined by the ministerial approval concerning it or drawn up in view of obtaining the latter.
- E02 Legal status or, failing this, descriptive internal regulations.
- E03 Declaration guaranteeing the operating autonomy of the standardisation bureau in conducting its business as far as the standardisation bureaux without any specific legal status are concerned.
- E04 Formal commitment of the governance bodies of the standardisation bureau to put the latter in a position to fulfil its obligations (financial and human resources, independence, compliance with the requirements given in this document).
- E05 Sworn statement of the standardisation bureau director guaranteeing compliance with the requirements given in this document.
- E06 Existence of measures taken in order to communicate the contents of the vademecum to the experts and to inform them that they are under obligation to comply with its requirements.
- E07 Organisation chart bearing the names and description of the functions occupied by the personnel (within the meaning defined by this document).
- E08 Formalised Quality Management System (QMS) dealing in particular with the processes applied to the normative work (description, intervening parties, procedure, assessment), with their traceability, with the implemented information, consultation, concerted action mechanisms and with the handling of complaints.
- E09 Existence of information processing means allowing availability of information, consultation and the gathering of written comments.
- E10 Procedures for participation in the normative work, including financial modalities.



Annex B

(normative)

Annual activity report of the standardisation bureau

The activity indicators defined in Clause 7 of this document and the following elements shall figure in the standardisation bureau's annual activity report:

- E11 Simplified financial information stemming either from the standardisation bureau's accounting records (in the case where the standardisation bureau is legally independent), or from a cost section or an extra-treatment accounting (for a standardisation bureau which is not legally independent), presenting the annual budget, the annual resources, with breakdown per category (memberships, subsidies, services, sales), the annual expenses (in terms of payroll, travelling expenses, and other operating costs), the number of full-time equivalent personnel (including executives).

NOTE This information is intended for assessing the means introduced by the standardisation bureau.

- E12 List of the French chairmanships, secretariats and convenorships held at European or international level.
- E13 Number and references of the published standardisation documents.
- E14 Number and references of the standardisation documents submitted to the standardisation commissions for the periodic review.
- E15 Recapitulative list of the new standardisation fields and commissions, of those which are dormant, abandoned, or those for which the status of French member committee has been changed (participant, observer, non member), and duly declared to the CoS.



Annex C

(normative)

Information, documents and databases to be registered or maintained by the standardisation bureau

C.1 Elements registered by the standardisation bureau:

- E16 Impartiality commitments of the standardisation bureau personnel.
- E17 Documents for assessing the usefulness of the new fields of activity (opportunity study).
- E18 Formalised representation mandates granted to the experts (e.g. in a standardisation commission meeting report).
- E19 French replies to the European and international enquiries.
- E20 Vote results.

C.2 Elements maintained by the standardisation bureau:

- E21 In-house procedure enabling to observe the deadlines for issuing notifications to attend meetings, for dispatching reports, for submission to the enquiry procedure, for replying to enquiries, for voting, for transposal or translation of drafts, for publication.
- E22 Descriptive data of the standardisation programme and of the structures managed by the standardisation bureau within its sphere of intervention, which is described in detail in the system procedures (REFSYS) and transmission to AFNOR for integration into the joint databases.
- E23 Nominative list of the personnel.
- E24 Nominative list and composition of the standardisation commissions managed by the standardisation bureau together with identification of the interest categories.
- E25 Lists of the standardisation commission members appointed in order to participate in the European and international technical committee and subcommittee working groups.
- E26 List of the interested parties identified or who have come forward for each standardisation commission, in view of informing them of the launching of the work and of the public enquiries.
- E27 Exhaustive list of the standardisation commission working documents, the latter being identified, dated, numbered and bearing the name of the author(s), placed at the disposal of the stakeholders.
- E28 List of the training courses/information proposed to the experts and personnel (standardisation procedures, current work) as far as national, European, international standardisation is concerned; Existence of a teaching aid recapitulating the training course elements.



Annex D

(informative)

**Table of correspondence between the principles and the requirements
applicable to the standardisation bureau**

Principles	Requirements
5.2 Independence	6.2 Governance-related requirements
5.3 Impartiality	6.2 Governance-related requirements 6.3 Impartiality-related requirements
5.4 Transparency	6.4 Transparency-related requirements
5.5 Openness and concerted action	6.5 Requirements related to openness and to concerted action
5.6 Consensus	6.6 Requirements related to the building of the consensus
5.7 Relevance, coherence, effectiveness	6.7 Requirements related to the relevance, the coherence and the effectiveness of the normative work
5.8 Networking	6.8 Networking-related requirements



Bibliography

- [1] Annex of the second triennial review — TBT Agreement, November 2000 — Decisions of the Committee on principles for the development of international standards, guides and recommendations with relation to Articles 2, 5 and Annex 3 of the agreement.
- [2] Directive 98/34/EC of the European Parliament and of the Council of June 22, 1998 laying down a procedure for the provision of information in the field of technical standards and regulations and of rules on information society services, amended.
- [3] Decree N° 2009-697 of June 16, 2009 relative to standardisation — Official Gazette of the French Republic N°0138 of June 17, 2009 page 9860 text N°6.
- [4] Decree N° 2008-1354 of December 18, 2008 relative to the criteria allowing to determine the category to which an enterprise belongs for statistical analysis and economic purposes.
- [5] ISO/IEC Directives:
 - Part 1: Procedures for the technical work;
 - Part 2: Rules for the structure and drafting of international standards;
 - Supplement — Procedures specific to ISO;
 - Supplement — Procedures specific to the IEC.
- [6] Procedures for the technical work of ISO/IEC JTC1 on information technologies.
- [7] ETSI Directives.
- [8] CEN/CENELEC Internal Regulations:
 - Part 1A: Organisation and administration;
 - Part 2: Common rules for standards work;
 - Part 3: Rules for the structure and drafting of CEN/CENELEC publications (ISO/IEC Directives — Part 2 modified).
- [9] Permanent resolutions of the CEN and CENELEC Technical Boards.
- [10] Business Operations Support System (BOSS).
- [11] Technical cooperation agreement between ISO and the CEN (Vienna Agreement — 2001 Codified version).
- [12] Technical cooperation agreement between the IEC and CENELEC (Dresden Agreement — September 1996).

