



European Standardization Organizations

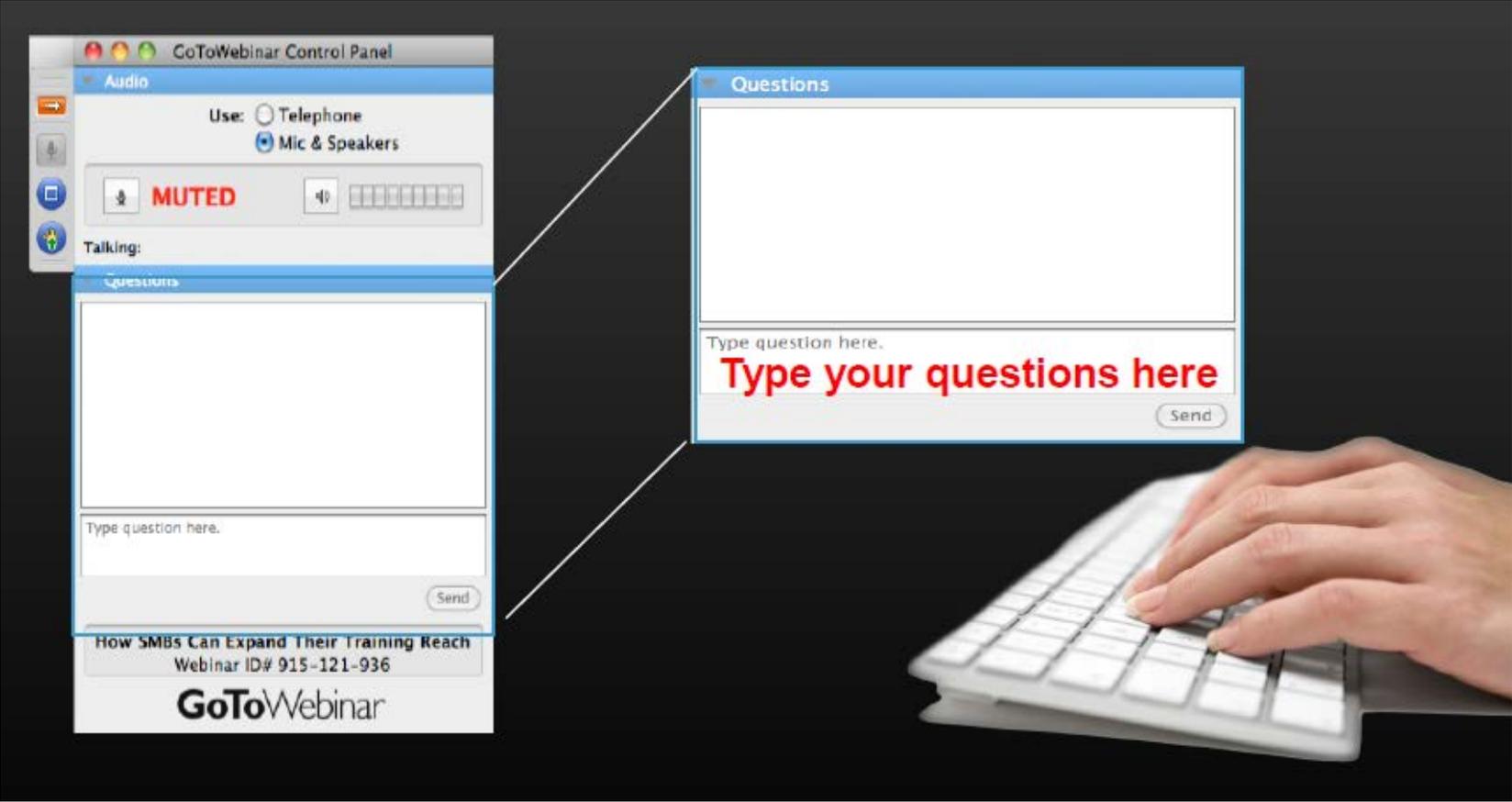
Flexible process: Part 2 - IT tools for planning and monitoring

CEN-CENELEC Webinar
12 March 2020

Get the most out of the webinar today



- ▶ Use the Q&A panel to submit your questions



Your speakers today

Constant KOHLER

Project Manager

Electrotechnology

Standardization & Digital Solutions

ckohler@cencenelec.eu



Alberto SIMEONI

Customer Solution Manager

MEMBERS - Technical Boards

asimeoni@cencenelec.eu

Introduction: Recap of the flexible process principles

1. Planning: Defining target dates

1.1 CEN only: impact on Working Areas

1.2 CENELEC only: impact on NWI request

2. Ensuring target dates are met

2.1 Monitoring

2.2 Review of planning: different options

3. Focus on Mandated Work

The *Flexible Standards Development Process* Principles

- ▶ New process for standards' development



- ▶ Technical Committees: fully responsible for the **timely** and **effective delivery** of standards

→ **autonomy** in planning and organizing their work
→ within a specified **maximum timeframe**

▶ The process is applicable to:

- **any homegrown CEN and/or CLC work items**
- **CEN work items under VA with CEN lead**

Including the candidate harmonized standards with a special attention to the deadlines set in the Sreq!

The *Flexible Standards Development Process*

Start of implementation



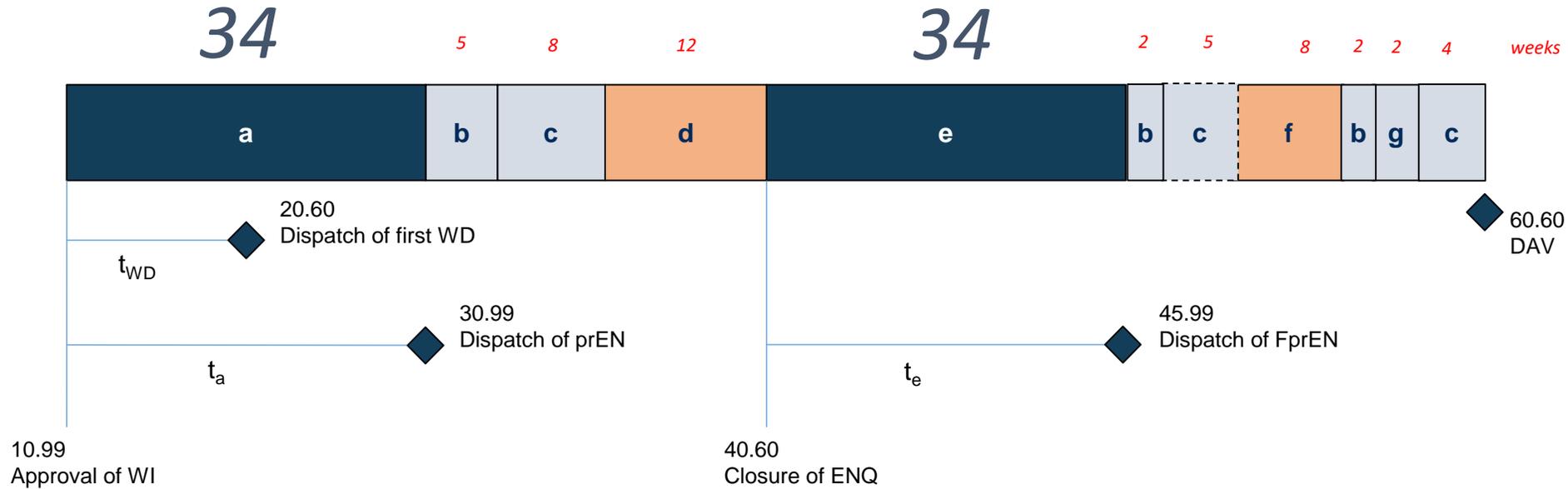
▶ The process will be applied to:

→ **Work Items for which the NWI proposal has been '*launched*' after 1 April 2020**

▶ in CEN - date of the CEN/TC decision

▶ in CENELEC - date of the CLC/BT decision

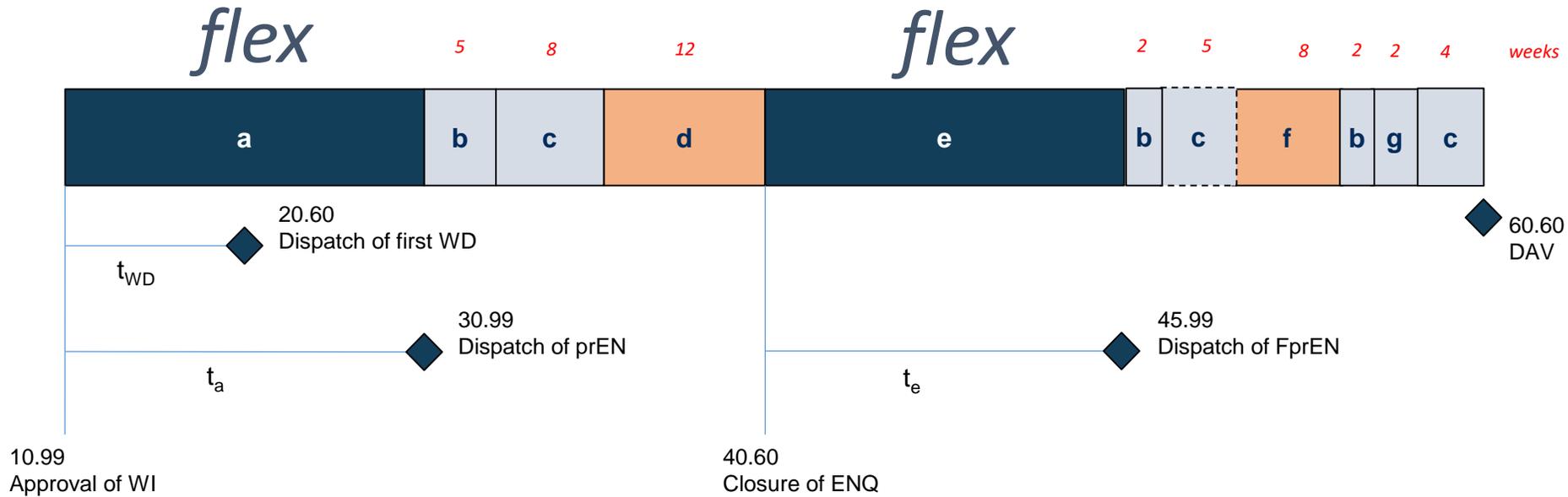
From rigidity...



- a Drafting of prEN
- b Editing
- c Translation and preparation of national publication
- d Enquiry
- e Comments handling / preparation of FprEN
- f Formal Vote
- g TC proofing

-  Internal process
-  *Optional* internal process
-  Technical work
-  Voting

...to flexibility



- a Drafting of prEN
- b Editing
- c Translation and preparation of national publication
- d Enquiry
- e Comments handling / preparation of FprEN
- f Formal Vote
- g TC proofing

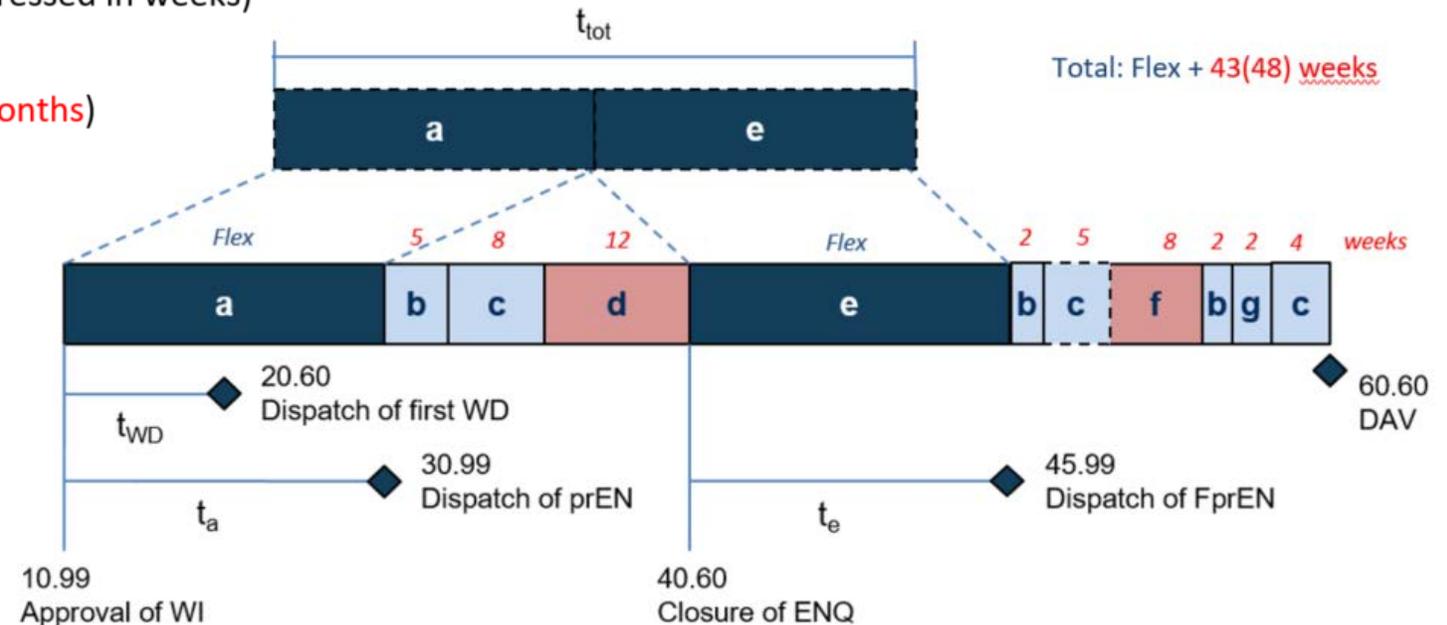
-  Internal process
-  Optional internal process
-  Technical work
-  Voting

Question time



Operational aspects

- t_{WD} : planned time for Dispatching of 1st working draft – 20.60
- t_a : planned time for stage (a)
- t_e : planned time for stage (e)
- t_{tot} : Total time for TC work
 - $t_{tot} \leq 68 w$ (i.e. the original $t_a + t_e = 34 w + 34 w \approx 16$ months)
- t_{ext} : Extension with only one tolerance
 - $t_{ext} = 39 w$ (i.e. the original 9-months tolerance expressed in weeks)
- $t_{tot, ext}$: Total time for TC work including the extension
 - $t_{tot, ext} \leq 107 w$ (i.e. $t_{tot} + t_{ext} = 68 w + 39 w \approx 25$ months)





► **WHEN:**

- When preparing the New Work Item form for approval
- CEN: TC decision through a delegated BT decision
- CENELEC: when submitting the NWI request to CLC/BT



► WHAT:

Allocation of time (duration), work item per work item, by indicating the following 3 target dates, in both CEN and CENELEC NWI forms:

- Target date for dispatch of first Working Draft
- Target date for dispatch of ENQ draft
- Target date for dispatch of FV draft



► HOW:

$$t_{a,\min} = 1 \text{ w}$$

$$t_{e,\min} = 6 \text{ w}$$

$$t_{a,\max} = 62 \text{ w} \quad (\text{i.e. } t_{\text{tot}} - t_{e,\min} \leq 68 \text{ w} - 6 \text{ w})$$

$$T_a + T_e \leq 68$$

When planning T_a , the times for dispatching the first working draft, the ENQ draft, the FprEN are calculated by default:

- $t_e \leq t_{\text{tot}} - t_a \leq 68 - t_a$
- $t_{\text{WD}} = \frac{1}{2} t_a$

Simulation: All starts with the preparation of the NWI proposal



This is the moment for the TC to PLAN its work for the specific Work item!

In practice,

- TO ALLOCATE how much time is needed for the two TC process stages
- TO DEFINE accordingly the target dates

1. The planning: Defining target dates



CEN only: support to TBOs in “Projex-Online Working Area”



- ▶ Applicable to Work Items satisfying ALL the below conditions:
 - **For homegrown European Standards**
 - **For European Standards under Vienna Agreement with CEN lead**

Preparing the New Work Item

- 1) The **Technical Body officers** - TC Chair and TC Secretary in cooperation with WG Convenor - **define the planning** of the project, taking into account TC/WG needs and resources
- 2) **The Secretary allocates** the project's timeframe by indicating the 3 target dates, in the **CEN NWI form** (first Working Draft, dispatch of ENQ draft, dispatch of FV draft)



New IT tool in the **Projex Online Working Area** will help in planning and drafting the NWI **————> Make USE of IT!!**

- 3) The **TC takes the decision** to approve the New Work Item

Creation of a Work Item - Target dates



17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	<input type="text"/> + 17 weeks
20.60	Circulation of 1st WD	<input type="text"/> + 17 weeks
30.99	Dispatch ENQ draft to CMC	<input type="text"/> + 13 weeks
40.20	Submission to Enquiry	<input type="text"/> + 12 weeks
40.60	Closure of Enquiry	<input type="text"/> + 34 weeks
45.99	Dispatch FV draft to CMC	<input type="text"/> + 8 weeks
50.20	Submission to Formal Vote	<input type="text"/> + 8 weeks
50.60	Closure of Formal Vote	<input type="text"/> + 4 weeks
60.55	DOR/Ratification	<input type="text"/> + 4 weeks
60.60	DAV/Definitive text available	<input type="text"/>

Project start date:

Please enter the start date of the project and push on the button 'Calculate target' dates i committee plan.

Remark: the dates may still be manually changed after the simulation but cannot go bey

Creation of a Work Item - Target dates



17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	2020-03-04
		+ 17 weeks
20.60	Circulation of 1st WD	2020-07-01
		+ 17 weeks
30.99	Dispatch ENQ draft to CMC	2020-10-28
		+ 13 weeks
40.20	Submission to Enquiry	2021-01-27
		+ 12 weeks
40.60	Closure of Enquiry	2021-04-21
		+ 34 weeks
45.99	Dispatch FV draft to CMC	2021-12-15
		+ 8 weeks
50.20	Submission to Formal Vote	2022-02-09
		+ 8 weeks
50.60	Closure of Formal Vote	2022-04-06
		+ 4 weeks
60.55	DOR/Ratification	2022-05-04
		+ 4 weeks
60.60	DAV/Definitive text available	2022-06-01

Project start date:

Please enter the start date of the project and push on the button 'Calculate target' dates to generate the target dates for the committee plan.

Remark: the dates may still be manually changed after the simulation but cannot go beyond the project end date.

Editable

Default target dates are proposed by the system, but they can be edited.

Editable

Creation of a Work Item - Target dates



17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	2020-03-04
		+ 18 weeks
20.60	Circulation of 1st WD	2020-07-08
		+ 18 weeks
30.99	Dispatch ENQ draft to CMC	2020-11-11
		+ 13 weeks
40.20	Submission to Enquiry	2021-02-10
		+ 12 weeks
40.60	Closure of Enquiry	2021-05-05
		+ 32 weeks
45.99	Dispatch FV draft to CMC	2021-12-15
		+ 8 weeks
50.20	Submission to Formal Vote	2022-02-09
		+ 8 weeks
50.60	Closure of Formal Vote	2022-04-06
		+ 4 weeks
60.55	DOR/Ratification	2022-05-04
		+ 4 weeks
60.60	DAV/Definitive text available	2022-06-01

Example 1: 36 weeks (18 + 18) are needed to complete Stage (a), 32 weeks are needed for Stage (e) = 68 weeks in total



Therefore, 2 weeks are added to the default timeframe (34 = 17 + 17) in the 30.99

⇒ Target dates are automatically recalculated:

- 1 week added to 20.60 (duration of first 2 stages always identical)
- 2 weeks added to 40.20
- 2 weeks added to 40.60

Creation of a Work Item - Target dates

17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date	
10.99	Decision on WI Proposal	2020-03-04	
			+ 18 weeks
20.60	Circulation of 1st WD	2020-07-08	
			+ 18 weeks
30.99	Dispatch ENQ draft to CMC	2020-11-11 	
			+ 13 weeks
40.20	Submission to Enquiry	2021-02-10	
			+ 12 weeks
40.60	Closure of Enquiry	2021-05-05	
			+ 29 weeks
45.99	Dispatch FV draft to CMC	2021-11-24 	
			+ 8 weeks
50.20	Submission to Formal Vote	2022-01-19	
			+ 8 weeks
50.60	Closure of Formal Vote	2022-03-16	
			+ 4 weeks
60.55	DOR/Ratification	2022-04-13	
			+ 4 weeks
60.60	DAV/Definitive text available	2022-05-11	

Example 2: 36 weeks (18 + 18) are needed to complete Stage (a), 29 weeks are needed for Stage (e) = 65 weeks in total

Therefore, 3 weeks are subtracted from 45.99

⇒ Target dates are automatically recalculated:



- 3 weeks subtracted from 50.20 and following
- overall development time shortened

Creation of a Work Item - Checks



17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date	
10.99	Decision on WI Proposal	2020-03-04	
			+ 17 weeks
20.60	Circulation of 1st WD	2020-07-01	
			+ 17 weeks
30.99	Dispatch ENQ draft to CMC	2020-10-28	
			+ 13 weeks
40.20	Submission to Enquiry	2021-01-27	
			+ 12 weeks
40.60	Closure of Enquiry	2021-04-21	
			+ 36 weeks
45.99	Dispatch FV draft to CMC	2021-12-29	
			+ 8 weeks
50.20	Submission to Formal Vote	2022-02-23	
			+ 8 weeks
50.60	Closure of Formal Vote	2022-04-20	
			+ 4 weeks
60.55	DOR/Ratification	2022-05-18	
			+ 4 weeks
60.60	DAV/Definitive text available	2022-06-15	



Project start date:

Please enter the start date of the project and push on the button 'Calculate target' dates to simulate your committee plan.

Remark: the dates may still be manually changed after the simulation but cannot go beyond the default

$34 + 36 = 70!!!$

Maximum being 68

The time between the "Decision on WI Proposal" and the "Dispatch ENQ draft to CMC" and the time between the "Closure of Enquiry" and "Dispatch FV draft to CMC" altogether cannot be more than 68 weeks. Currently 70 weeks.

Creation of a Work Item - Checks

17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date	
10.99	Decision on WI Proposal	2020-03-04	
20.60	Circulation of 1st WD	2020-03-05	+ 0 weeks
30.99	Dispatch ENQ draft to CMC	2020-03-06 	+ 0 weeks
40.20	Submission to Enquiry	2020-06-05	+ 13 weeks
40.60	Closure of Enquiry	2020-08-28	+ 12 weeks
45.99	Dispatch FV draft to CMC	2021-12-01 	+ 66 weeks
50.20	Submission to Formal Vote	2022-01-26	+ 8 weeks
50.60	Closure of Formal Vote	2022-03-23	+ 8 weeks
60.55	DOR/Ratification	2022-04-20	+ 4 weeks
60.60	DAV/Definitive text available	2022-05-18	+ 4 weeks



Minimum time under (a) cannot be ZERO!!!

The "Dispatch ENQ draft to CMC" must be at least 1 week after the "Decision on WI Proposal".

Creation of a Work Item – Checks

17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date	
10.99	Decision on WI Proposal	2020-03-04	
			+ 17 weeks
20.60	Circulation of 1st WD	2020-07-01	
			+ 17 weeks
30.99	Dispatch ENQ draft to CMC	2020-10-28 	
			+ 13 weeks
40.20	Submission to Enquiry	2021-01-27	
			+ 12 weeks
40.60	Closure of Enquiry	2021-04-21	
			+ 3 weeks
45.99	Dispatch FV draft to CMC	2021-05-15 	
			+ 8 weeks
50.20	Submission to Formal Vote	2021-07-10	
			+ 8 weeks
50.60	Closure of Formal Vote	2021-09-04	
			+ 4 weeks
60.55	DOR/Ratification	2021-10-02	
			+ 4 weeks
60.60	DAV/Definitive text available	2021-10-30	



Time under (e) cannot be 3 weeks!!!
Minimum being 6

The "Dispatch FV draft to CMC" must be at least 6 weeks after the "Closure of Enquiry".

Creation of a Work Item – Checks



Section 8 - Track and Technical Committee Plan

16. Track

- Enquiry + Formal Vote (ENQ+FV)
- Enquiry + COCOR + Formal Vote (ENQ+COCOR+FV)
- Vote on TS/TR by correspondence

17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date	
10.99	Decision on WI Proposal	<input type="text"/>	+ 17 weeks
20.60	Circulation of 1st WD	<input type="text"/>	+ 17 weeks
30.99	Dispatch ENQ draft to CMC	<input type="text"/>	+ 13 weeks
40.20	Submission to Enquiry	<input type="text"/>	+ 12 weeks
40.60	Closure of Enquiry	<input type="text"/>	

Project start date:

Please enter the start date of the project and push on the button 'Calculate target' dates to simulate your technical committee plan.

Remark: the dates may still be manually changed after the simulation but cannot go beyond the default timeframe.

Creation of a Work Item – Checks



50.20	Submission to Formal Vote			+ 8 weeks	
50.60	Closure of Formal Vote			+ 8 weeks	
60.55	DOR/Ratification			+ 4 weeks	
60.60	DAV/Definitive text available			+ 4 weeks	

- Section 9 - Relation with Standardization Request, Directive/Regulation and/or Legislation/Policy
- Section 10 - Intellectual Property Rights (IPRs)
- Section 11 - CEN member commitment and result of vote
- Preview your data
- Review decision reference and submit to CCMC

Save **Exit** **Word** **PDF** **Previous** **Next**

Flexible process – CEN NWI form



Decision CEN/TC 155 / taken on 2020-03-10	
Subject: Adoption of a New Work Item	
CEN/TC 155 - Plastics piping systems and ducting systems	
Secretariat: NEN	Proposal documented in N

<p>17. Please provide the target dates for the below key stages</p> <p>20.60: 2020-06-24 30.99: 2020-09-22 45.99: 2021-10-05</p>

Question time



Flexible process - new IT tools

CENELEC only



► Applicable to Work Items satisfying the below condition:

→ **For homegrown European Standards**

Some functionalities of “Working Area” are now open to CENELEC Work Items but these are managed by the CENELEC Data Service Team (dataservice@cencenelec.eu)!

► Preparing the New Work Item

- The **Technical Body officers** - TC Chair and TC Secretary in cooperation with WG Convenor - **define the planning** of the project, taking into account TC/WG needs and resources
- **The Secretary allocates** the project's timeframe by indicating the 3 target dates, in the **CENELEC New Work Item form** (first Working Draft, dispatch of ENQ draft, dispatch of FV draft)
- The **TC takes the decision** to start a New Work Item (NWI)
- The NWI form is submitted for **BT approval** by correspondence (4 weeks)

Flexible process – new IT tools – CENELEC only



New Work Item Proposal			
TC Name		TC_NAME	
TC Title		TC_TITLE	
Secretariat:	NC	Date of proposal:	YYYY-MM-DD

INFORMATION ON THE WORK ITEM

PROJECT MANAGEMENT					
Proposed target dates					
1 st WD (20.60)	1 WD_TARGET	ENQ (30.99)	ENQ_TARGET	FV (45.99) (EN/HD ONLY)	FV_TARGET

Be careful!! Consider that target dates start ticking after BT approval!!

→ If possible, express the target dates ALSO through a duration (i.e. number of weeks)

► Once CLC/BT approves the project, the CENELEC Data Team will encode the following dates in the system

- Project start date (10.99) (i.e.) date of approval by BT
- Target date for dispatch of first Working Draft
- Target date for dispatch of ENQ draft
- Target date for dispatch of FV draft



Points for attention in CENELEC

- TC decision could be
 - via CIV or
 - at the meeting
- Time to prepare the BT decision
- BT decision is 4 weeks



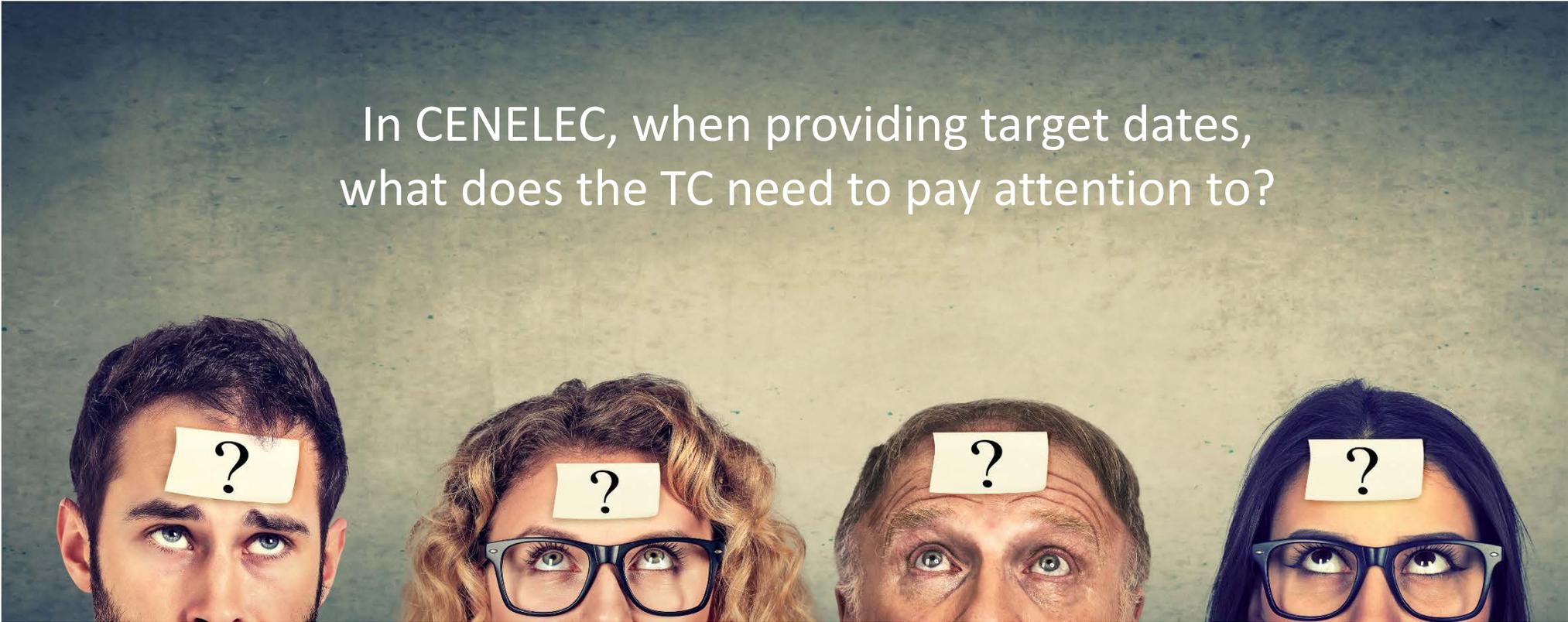
What counts is the duration in order for the TC to complete the two stages (a) and (e)!

For CCMC

- If due to internal processes the launch of the Enquiry is delayed, the planned date for dispatching the formal vote will be postponed appropriately – TC is not penalised.

Question time

In CENELEC, when providing target dates, what does the TC need to pay attention to?



2. Ensuring target dates are met



Flexible process: new IT tools for monitoring



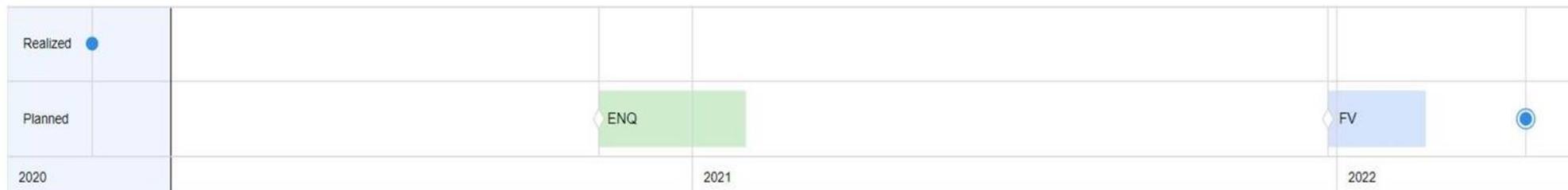
2.1 Monitoring



Initial plan

WI Plan (Milestones) | WI Plan (All) | Title/Scope | EC/EFTA relations | Consultants | WI relations | Standstill & Deviation | Decisions | Classifications | Environment | Remarks | Released Documents | Technical Body

Timeline:



Note: Move your mouse over the milestones for more details

Number of months since WI creation/Confirmation: 2

Phase	Event (Milestones)	Stage-Code	Initial plan	Realized	Adjusted plan
Proposal and decision on WI	Proposal of Preliminary WI	00.60.0000			
	Proposal of WI for approval	10.00.0000			
	Decision on WI Proposal	10.99.0000	2020-01-27	2020-01-27	2020-01-27
Drafting of 1st working doc	Circulation of 1st WD	20.60.0979	2020-05-15		2020-05-15
Consensus and consolidation	Dispatch ENQ draft to CMC	30.99.0979	2020-08-10		2020-08-10
	Enquiry	40.20.0000	2020-11-09		2020-11-09
Finalization of draft for FV	Submission to Enquiry	40.60.0000	2021-02-01		2021-02-01
	Closure of Enquiry	45.99.0979	2021-11-01		2021-11-01
Formal Vote	Dispatch FV draft to CMC	50.20.0000	2021-12-27		2021-12-27
	Submission to Formal Vote	50.60.0000	2022-02-21		2022-02-21
	Closure of Formal Vote	60.55.0000	2022-03-21		2022-03-21
Finalization of standard	DOR/Ratification	60.60.0000	2022-04-18		2022-04-18
	DAV/Definitive text available	65.31.0000	2022-07-18		2022-07-18
Publication	DOA/Announcement	65.51.0000	2022-10-18		2022-10-18
	DOP/Completion all nat. publ. (M)	65.62.0000	2022-10-18		2022-10-18
Withdrawal of nat. standards	DOW/Completion withdrawal nat.std.	90.00.0000	2027-04-18		2027-04-18
	Review	90.93.0000			
Review Vote	Start of review	90.20.0000			
	Decision on results of review	90.60.0000			
	Submission to Review Vote	90.20.0000			
	Closure of Review Vote	90.60.0000			

Following the submission of the NWI form with the 3 target dates,

Projex-Online will display the initial plan for the project.

Early Delivery - at 30.99

Based on the real date, i.e. the 'realised date', the plan will adjust automatically.

In case of early delivery at 30.99, all process will start earlier. Only the date of dispatch of FV, 45.99, will remain unchanged. Then TC will have less more under stage (e)

WI Plan (Milestones) | WI Plan (All) | Title/Scope | EC/EFTA relations | Consultants | WI relations | Standstill & Deviation | Decisions | Classifications | Environment | Remarks | Released Documents | Technical Body

Timeline:

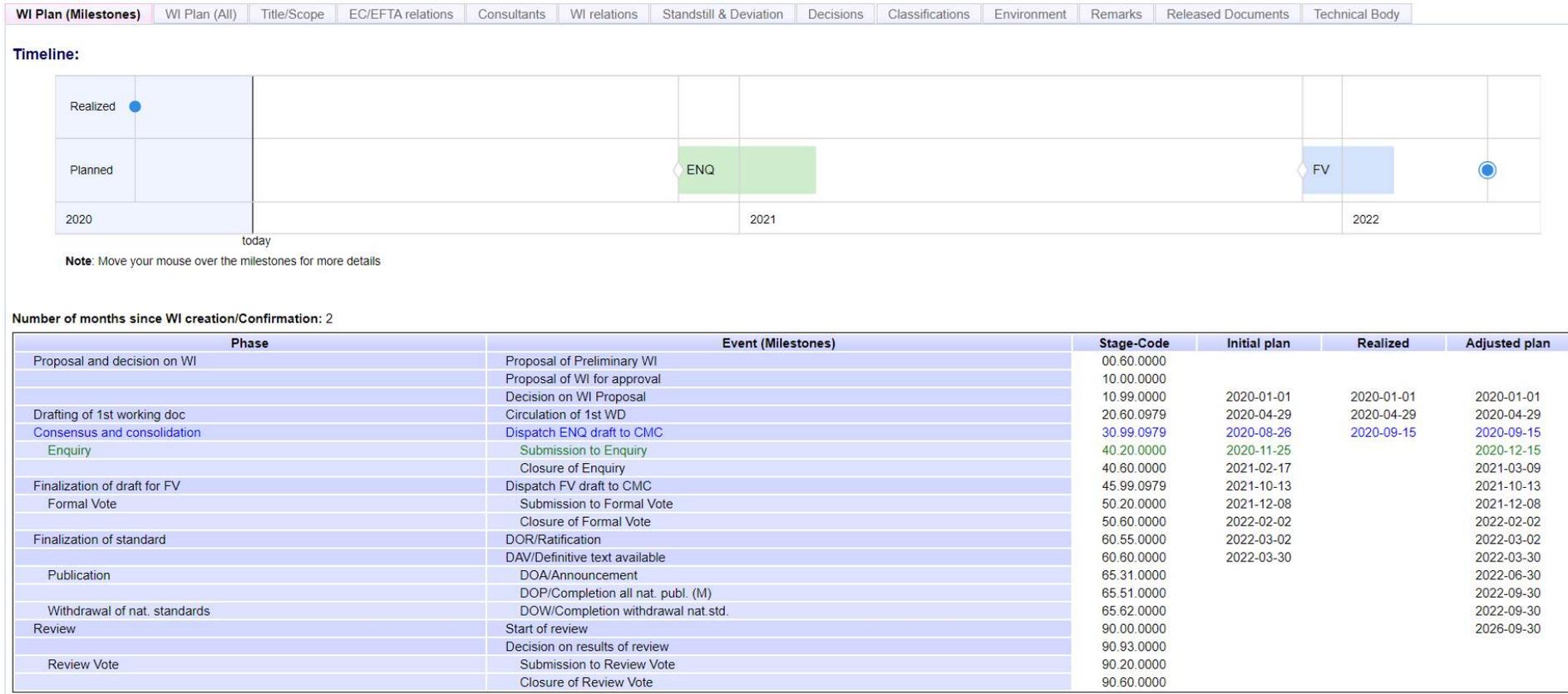


Note: Move your mouse over the milestones for more details

Number of months since WI creation/Confirmation: 2

Phase	Event (Milestones)	Stage-Code	Initial plan	Realized	Adjusted plan
Proposal and decision on WI	Proposal of Preliminary WI	00.60.0000			
	Proposal of WI for approval	10.00.0000			
	Decision on WI Proposal	10.99.0000	2020-01-10	2020-01-10	2020-01-10
Drafting of 1st working doc	Circulation of 1st WD	20.60.0979	2020-05-08	2020-01-15	2020-01-15
	Dispatch ENQ draft to CMC	30.99.0979	2020-09-04	2020-03-11	2020-03-11
Consensus and consolidation Enquiry	Submission to Enquiry	40.20.0000	2020-12-04		2020-06-10
	Closure of Enquiry	40.60.0000	2021-02-26		2020-09-02
Finalization of draft for FV Formal Vote	Dispatch FV draft to CMC	45.99.0979	2021-10-22		2021-10-22
	Submission to Formal Vote	50.20.0000	2021-12-17		2021-12-17
	Closure of Formal Vote	50.60.0000	2022-02-11		2022-02-11
Finalization of standard	DOR/Ratification	60.55.0000	2022-03-11		2022-03-11
	DAV/Definitive text available	60.60.0000	2022-04-08		2022-04-08
	Publication	65.31.0000	2022-07-08		2022-07-08
Withdrawal of nat. standards	DOP/Completion all nat. publ. (M)	65.51.0000	2022-10-08		2022-10-10
	DOW/Completion withdrawal nat std.	65.62.0000	2022-10-08		2022-10-10
Review	Start of review	90.00.0000	2027-04-08		2027-04-08
	Decision on results of review	90.93.0000			
	Submission to Review Vote	90.20.0000			
Review Vote	Closure of Review Vote	90.60.0000			

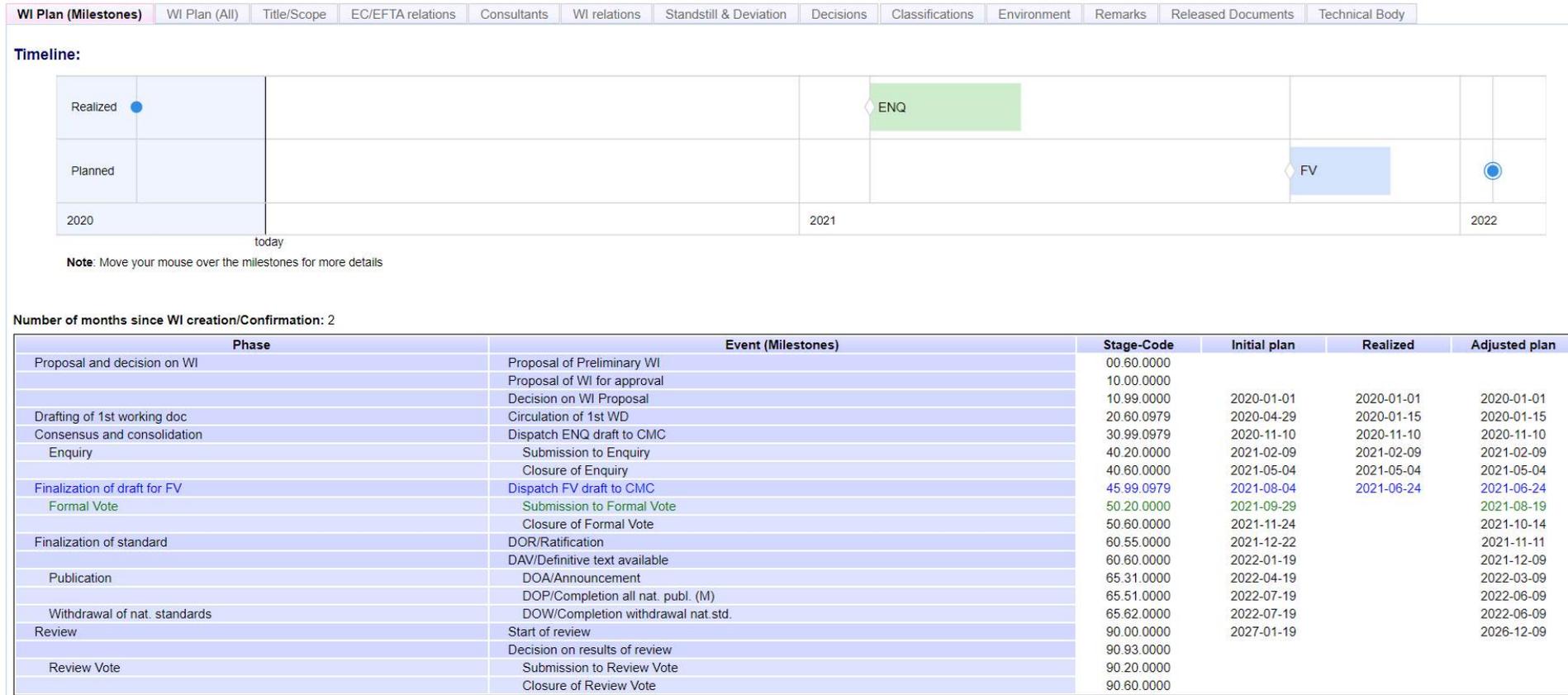
Late delivery - at 30.99



In case of late delivery at 30.99, all process will start later.

Only the date of dispatch of FV, 45.99, will remain unchanged. Then TC will have less time under stage (e)

Early Delivery – at 45.99



Based on the real date, i.e. the 'realised date', the plan will adjust automatically.

In case of early delivery at 45.99, the plan will adjust with an earlier publication (DAV)

Flexible process: new IT tools for monitoring



2.2 Review of planning



At least 4 weeks after dispatching the first Working Draft, **TC leadership** with relevant convenor shall decide on one of the following options:

- Keep the **original planning**
- Change the planning by using the **“one change” option**. One change may be agreed by the Technical Committee
- **Ask for a tolerance**. One tolerance of **39 weeks** (9 months) may be agreed by the TC and can be asked **anytime** in the process, but not before 4 weeks after the dispatch of the first Working Draft



Review of planning: **keep original one**

Review in practice

**Nothing to do,
no action for TC secretary**



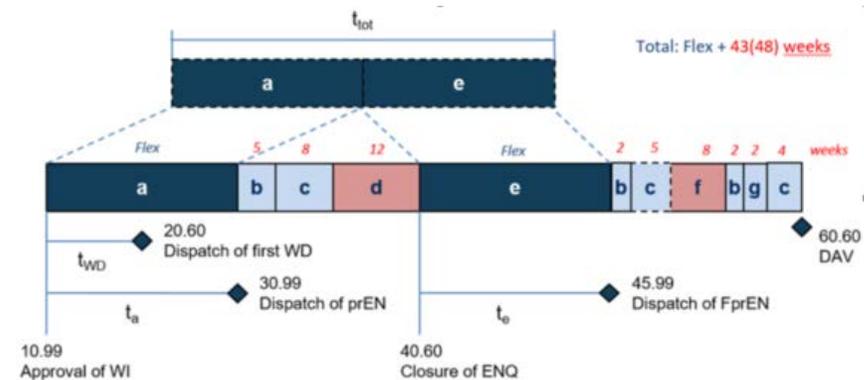
Review in practice

- ▶ Allowed when current milestone is:
 - either "Circulation of 1st WD" already realized for 4 weeks
 - And by the end of stage (a)

- ▶ It requires TC decision

- ▶ As a result:

- In CEN: secretary to adjust the working area
- In CENELEC: secretary to contact Data Team dataservice@cencenelec.eu



Review of planning: one change option



Projex-Online Working Area

Select TC

- Create a new decision
- Work on saved and not submitted decisions
- Access previously submitted decisions
- Modification of Work Item information

Modification type

Select the Work Item to update

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	2018-04-16 + 4 months
20.60	Circulation of 1st WD	2018-08-16 + 4 months
30.99	Dispatch ENQ draft to CMC	2018-12-16 + 11 weeks
40.20	Submission to Enquiry	2019-03-03 + 12 weeks
40.60	Closure of Enquiry	2019-05-26 + 17 months
45.99	Dispatch FV draft to CMC	2020-10-26 + 108 days
50.20	Submission to Formal Vote	2021-02-11

Same interface within CEN and CENELEC

However:

- CEN: Implementation by **TC secretary**
- CENELEC: implementation by **Data Team**

Review of planning: **tolerance request**

Review in practice

- ▶ One tolerance of 39 weeks (9 months)

- ▶ It is requested via:
 - TC decision in CEN, implemented directly by TC secretary in Projex-Online working area

 - TC secretary request to Data Team in CENELEC dataservice@cencenelec.eu

REMINDER

The tolerance can be asked **anytime** in the process with the exception of the following cases:

- ▶ **Only in case of a new project** - not before 4 weeks after dispatching the first Working Draft, i.e. $t_{wd} + 4$ weeks
- ▶ if the deadline to deliver the draft for Enquiry is overdue more than 4 weeks, i.e. $t_a + 4$ weeks
- ▶ If the deadline to deliver the final draft for Formal Vote is overdue more than 4 weeks, i.e. $t_e + 4$ weeks

Question time



- ▶ Currently TC officers are notified when an action is expected via:
 - Projex-Online: an alert appears next to the WI
 - Monthly e-mail notification including a list of all WIs under alert
- ▶ No changes on the channels
- ▶ Change on the timing:



Alert	Currently	To become
Alert 8: Circulation of 1st WD	1 month before the deadline	8 weeks (2 months) before the deadline
Alert 4: Dispatch ENQ or FV draft to CCMC	6 months before the deadline	12 weeks (3 months) before the deadline

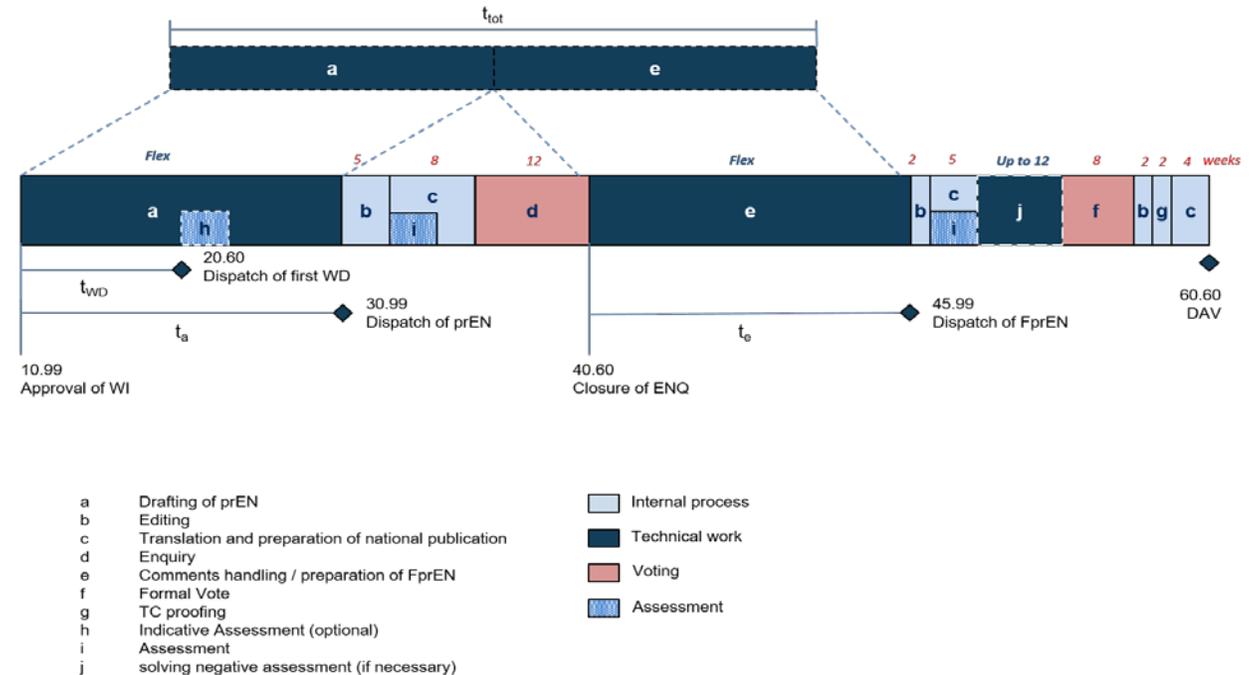
Flexible process: new IT tools

3. Focus on Mandated Work



Mandated Work

- TC to keep in mind, when planning,
 - the **deadlines in the SReq**
 - all aspects related to the **assessment process**
- Highly recommended to request the HAS assessment of **the first WD**.
- Make sure **all documents will be available** for assessment (e.g. the Annex ZA/ZZ)
- In case of negative assessment before Formal Vote: a new stage becomes necessary (**j**) → solving HAS consultants' remarks
- **To be part of the overall reasoning and awareness before planning**



Mandated Work

145.	EN 80601-2-49:2019 Medical electrical equipment - Part 2-49: Particular requirements for the basic safety and essential performance of multifunction patient monitoring equipment	27 May 2024
146.	EN 80601-2-58:2015+A1:2019 Medical electrical equipment - Part 2-58: Particular requirements for the basic safety and essential performance of lens removal devices and vitrectomy devices for ophthalmic surgery	27 May 2024
147.	EN 80601-2-59:2009 Medical electrical equipment - Part 2-59: Particular requirements for the basic safety and essential performance of screening thermographs for human febrile temperature screening	27 May 2024
148.	EN 80601-2-60:2015 Medical electrical equipment - Part 2-60: Particular requirements for the basic safety and essential performance of dental equipment	27 May 2024
149.	EN ISO 80601-2-69:2014 Medical electrical equipment - Part 2-69: Particular requirements for basic safety and essential performance of oxygen concentrator equipment	27 May 2024
150.	EN 82304-1:2017 Health Software - Part 1: General requirements for product safety	27 May 2024



For example:

100 work items are requested by a specific deadline

The planning starts today!

The official start date for each work item can be set with different/future timing

Mandated Work – target dates

17. Please provide the target dates for the below key stages

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	<input type="text"/> + 17 weeks
20.60	Circulation of 1st WD	<input type="text"/> + 17 weeks
30.99	Dispatch ENQ draft to CMC	<input type="text"/>  + 13 weeks
40.20	Submission to Enquiry	<input type="text"/> + 12 weeks
40.60	Closure of Enquiry	<input type="text"/> + 34 weeks
45.99	Dispatch FV draft to CMC	<input type="text"/>  + 8 weeks
50.20	Submission to Formal Vote	<input type="text"/> + 8 weeks
50.60	Closure of Formal Vote	<input type="text"/> + 4 weeks
60.55	DOR/Ratification	<input type="text"/> + 4 weeks
60.60	DAV/Definitive text available	<input type="text"/>

Project start date: 

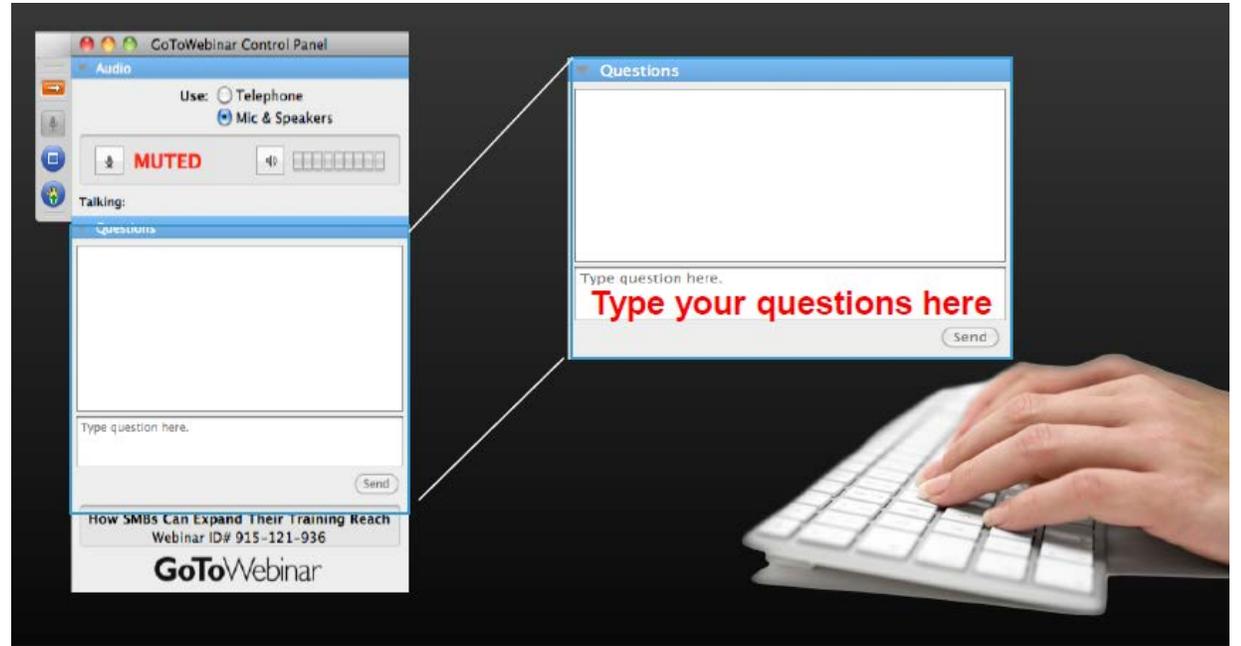
Please enter the start date of the project and push on the button 'Calculate target' dates in committee plan.

Remark: the dates may still be manually changed after the simulation but cannot go beyond

TC can make the complete **planning of the work programme** requested in a Standardization Request (Sreq)

by providing even a **different/future timing** for the project start date







European Standardization Organizations

Thank you for your participation!

Next webinars:

26 March: [Webinar for Standard Drafters "Drafting for XML: How to draft the perfect XML standard"](#)

10 April: [10-10 webinar: Dealing with corrections of Publications](#)