

CEN Workshop Green Bay

Workshop description form

- PART A – Workshop Summary
- PART B – Project Plan

PART A – Workshop SUMMARY

1	Details		
1.1.	Organization	<input checked="" type="checkbox"/> CEN <input type="checkbox"/> CENELEC <input type="checkbox"/> Joint with <input type="checkbox"/> CEN lead <input type="checkbox"/> CENELEC lead	
1.2.	Title	Green Bay (select CEN or CLC or leave CEN/CLC in case of joint WS)	
1.3.	Scope	This workshop will develop a document that will specify requirements for the ecological transition of passenger commerce terminals. The requirements will be means-based requirements that enable the achievement of better environmental performance but not results-based requirements. This document will apply to passenger or mixed terminals in commercial ports, regardless of the port authority and the management mode. The area concerned is defined as the public port domain.	
1.4.	Does this WS stem from an EU Research project?	<input type="checkbox"/> YES Name of the project: Type here Grant number: Type here End date Type here <input checked="" type="checkbox"/> NO	
1.5.	Financial support	<input type="checkbox"/> EU Research project <input type="checkbox"/> EC/EFTA Grant reference: Type here <input checked="" type="checkbox"/> Other Specify, if needed: Interreg Marittimo Program	
1.6.	WS Proposer/Proposed Chair WS proposer	Name: Organization: Postal address: Email: Phone: Webpage: Contact person (name and email):	Garde Marianne CCI of VAR (France) 236 bd Mar Leclerc, 83000 Toulon marianne.garde@var.cci.fr 06 87 46 21 62 https://www.portsradetoulon.com/fr Marianne Garde
1.7.	WS Secretariat	Organization: Postal address: Email: Phone: Webpage: WS Secretary name: Email: Phone	AFNOR 11 rue Francis de Pressensé 93210 Saint-Denis 01 41 62 64 10 https://normalisation.afnor.org/ BONNEL Maxime maxime.bonnel@afnor.org 01 41 62 64 10
1.8.	CEN and CENELEC Management Centre (CCMC) contact	Organization: Postal address: Webpage: CCMC Project Manager name: Email: Phone:	CEN and CENELEC Rue de la Science 23B - 1040 Brussels, Belgium https://www.cencenelec.eu/Pages/default.aspx Claire Van Thielen cwa@cencenelec.eu +3225500831 +32478793545

1.9.	Tentative date and place of the Kick-off Meeting	Date: 03 October 2025		Place: AFNOR Headquarter, Paris-Saint-Denis	
1.10.	Does the proposed Workshop fall within the scope of existing CEN and/or CENELEC Technical Bodies?¹	<input type="checkbox"/> YES Specify: Type here <input checked="" type="checkbox"/> NO			
1.11.	Are there other Technical Bodies or Joint Advisory and Coordination Groups potentially interested in the Workshop? ²	<input type="checkbox"/> YES Specify: Type here <input checked="" type="checkbox"/> NO			
1.12.	Are the following aspects affected?	Safety matters Management system aspects Conformity assessment aspects Security matters	YES ³ YES ⁴ YES ⁵ YES ⁶	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO ⁷ NO NO NO ⁸
		Add information/explanations if Management System aspects and Conformity Assessment aspects are affected: Type here			
2	WS Deliverables				
2.1.	CWA #1				
2.1.1	Title	<input type="checkbox"/> <input checked="" type="checkbox"/>	Same as WS title (1.2) Other: Commercial ports - Guidelines and requirements for the green transition of passenger terminals		
2.1.2	Scope		This document specifies requirements for the ecological transition of passenger commerce terminals. The requirements are means-based requirements that enable the achievement of better environmental performance but are not results-based requirements. This document applies to passenger or mixed terminals in commercial ports. It applies regardless of the port authority and the management mode. The area concerned is defined as the public port domain.		
2.1.3	Does the proposed CWA conflict with a published EN	<input type="checkbox"/> <input checked="" type="checkbox"/>	YES Specify: Type here NO In case the answer is 'yes', the development of the CWA shall be stopped		

¹ Part A and Part B of this form shall be sent by the WS secretary to the secretary of the Technical Bodies identified in this section to inform them about the creation of the WS and register any possible objection within 30 days (45 during the holiday period).

² Part A and Part B of this form should be sent by the WS secretary to the Bodies identified in this section to inform them about the creation of the WS.

³ Work on the proposed CEN and/or CENELEC Workshop shall not be initiated.

⁴ The CEN and/or CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

⁵ CEN-CENELEC Internal Regulations - Part 3, Clause 33 applies.

⁶ For projects dealing with security matters the security risk analysis provided in Annex I shall be carried out.

⁷ See Note 2 in CEN-CENELEC Guide 29, Clause 3.

⁸ See Note 2 in CEN-CENELEC Guide 29, Clause 3.

PART B – Project Plan

Abstract

This workshop proposal aims to produce a deliverable supporting the ecological transition of passenger commerce terminals. The workshop is expected to last a year to complete its task.

1 Status of the project plan

Draft project plan for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan by sending an email to the WS secretary.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop on **2025/10/03**.

Approved project plan for CWA development adopted at the kick-off meeting of the Workshop on **<yyyy-mm-dd>** (Version **<No.>**) *[to be completed]*

2 Workshop proposer and potential Workshop participants

2.1 Workshop proposer

Person: Ms Marianne Garde

Short description and interest in the subject:

Ms Marianne Garde is Head of Environment and Quality Department at the Chamber of Commerce and Industry of Var in France Toulon. She is responsible for implementing and monitoring environmental policies in ports, focusing on reducing environmental impact and ensuring compliance with regulations. Her department ensures that port services meet high-quality standards and work to raise awareness among stakeholders about environmental and quality issues. Additionally, she collaborates with local actors, including port companies and environmental organizations, to promote sustainable initiatives and continuous improvement projects. The Chamber of Commerce and Industry (CCI) supports local businesses by advocating for favorable policies, providing resources, and facilitating networking opportunities. For ports, the CCI plays a crucial role in promoting economic development, enhancing operational efficiency, and fostering collaboration among stakeholders to ensure sustainable growth in port activities.

2.2 Potential participants

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of the following persons/organizations would be helpful and is desired. It is recommended that:

- Port Authorities
- Government in charge of Ports
- Shipping and Cruise Companies:
- Non-Governmental Organizations (NGOs) that promote sustainable practices and the protection of marine ecosystems
- Environmental Consultants

take part in the development of this CWA.

3 Workshop objectives and scope

The purpose is to develop a comprehensive and harmonized European framework aimed at enabling and accelerating the ecological transition in port sector. This will be done in the form of a document promoting the ecological transition of passenger commerce terminals by clarifying measures to be implemented. This will involve drafting guidelines as well as requirements that enable the achievement of better environmental performance, based on an AFNOR deliverable. The requirements will be means-based requirements but not results-based requirements.

The workshop will enable sharing specificities and best practices of ports at European level, which could be used as input for the document.

3.1 Workshop background

Motivation for the creation of this Workshop:

The CEN WS “Green Bay” is initiated to develop standardized guidelines that support sustainability in passenger terminals. This workshop responds to the urgent and immediate need to unify environmental practices due to the accelerating impacts of climate change, which already affect coastal and port areas through rising sea levels and extreme weather events. The growing societal and economic pressure for environmental responsibility further compels ports to act promptly to maintain their reputation and competitiveness. Local environmental degradation, including air and water pollution and waste management challenges, also requires immediate attention to protect public health and biodiversity. By addressing these critical issues, the future benefit of the CWA will be a clear framework for ports to adopt, promoting a greener maritime sector all over Europe.

Carrying out this initiative within CEN provides a well-established platform for collaboration, transparency, and alignment with European regulations, which can help to ensure that the resulting guidelines are practical, widely accepted, and effectively implemented across the sector.

National guidelines—such as those already developed in France—offer valuable foundations, a European-level approach ensures consistency across borders, facilitates the integration of ports into transnational transport networks, and supports the mutual recognition of environmental efforts, thereby reinforcing the overall sustainability and competitiveness of the European maritime sector.

While several European and International regulations are already in place—particularly those addressing ships and maritime transport—the lack of specific and harmonized guidance for port infrastructure and terminal operations can create inconsistencies and practical challenges. This fragmented regulatory landscape may lead to inefficiencies and make compliance more complex for ports. Developing standardized, practical guidelines at the European level can help streamline implementation, support environmental performance, and facilitate alignment with EU objectives.

This lack of standardized guidelines hinders the implementation of effective environmental practices, leading to inconsistent approaches across regions. Addressing this issue is crucial for the European Union as it seeks to enhance sustainability and reduce the environmental impact of maritime activities.

Market environment

The maritime and port sectors have both already considered the need to launch sustainability initiatives, as FuelEU Maritime or EcoPorts. But these initiatives are often fragmented, they vary widely in scope, focus, and implementation across countries and ports. The proposed CWA will provide a comprehensive and harmonized approach specifically for passenger terminals, offering a common reference that can guide stakeholders across Europe toward consistent and measurable improvements.

Existing deliverable

AFNOR SPEC 2407 *Clean commercial ports*

French stakeholders have developed a structured and comprehensive framework to facilitate the ecological transition of ports. This reference document offers clear guidelines and practical criteria that enable port authorities and operators to systematically tackle environmental challenges, ensuring alignment with sustainability goals and regulatory requirements. By establishing best practices for ecological governance within port operations, AFNOR SPEC 2407 addresses the need for a coherent and harmonized approach to reducing the ecological footprint of maritime infrastructure.

It is proposed that this document be used as a basis for the development of the CWA (CEN Workshop Agreement), further supporting the harmonization and dissemination of environmental practices across European ports.

4 Workshop programme

4.1 General

The kick-off meeting is planned to take place on the 3rd of October in AFNOR premises, Paris-Saint Denis.

A maximum of 7 Workshop online meetings (1 kick-off meeting and 5 or 6 Workshop meetings) will be held, during which the content of the CWA will be presented, discussed and approved.

The working language (language of meetings, minutes, etc.) of the WS will be English. The CWA will be written in English.

4.2 Workshop schedule

The following project schedule is for orientation only and is to be modified as the Workshop progresses

Table 1: Workshop schedule (preliminary), see timeframe in table 1 *[to be confirmed]*

Stage	Task	Schedule
Initiation	1. Workshop description form submission and TC response	2025-07-15 to 2025-08-15
	2. Open commenting period on draft project plan (mandatory)	2025-08-15 to 2025-09-10
Operation	3. Kick-off meeting	2025-10-03 to 2025-10-03
	4. CWA development (incl. meetings and consultation(s))	2025-10-04 to 2026-05-15
	5. CWA finalized and approved by Workshop participants during a last meeting	2026-05-16 to 2026-06-07
Publication	6. CWA publication	2026-06-07 to 2026-07-21
Dissemination	7. Information sur la publication	2026-06-21 to 2026-07-31

Table 2: Workshop schedule (preliminary)

CEN/CENELEC Workshop	M01	M02	M03	M04	M05	M06	M07	M08	M09	M10	M11	M12	M13
Initiation													
1. Workshop description form													
2. Open commenting period on draft project													
Operation													
3. Kick-off meeting													
4. CWA(s) development													
5. CWA(s) finalized and approved by Workshop													
Publication													
6. CWA(s) publication													
Dissemination													
Milestones													

Legend Milestones

K Kick-off
M Workshop meeting

A Adoption of CWA
P Publication of CWA

5 Resource planning

There will be no fee for registered participation in the Workshop.

All costs related to the participation of interested parties in the Workshop's activities (including transportation, accommodation, health insurance) will be paid by participants' organization.

6 Workshop structure and rules of cooperation

6.1 Participation in the Workshop

The Workshop will be constituted during the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;
- b. the expansion would not result in the Workshop taking longer to complete;
- c. the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- d. the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e. the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f. the new Workshop participant would ensure wider application of the CWA.

All Workshop participants who approved the publication of the CWA or its draft will be named as authors in the European Foreword, including the organizations which they represent. All Workshop participants who did not approve the publication of the CWA will not be named in the European Foreword.

6.2 Workshop responsibilities

The Workshop Chair is responsible for content management and consensus building. The Workshop Chair is supported by the Workshop Vice-Chair (if any) and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, assesses when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received

- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN Member, is responsible for organizing and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organized by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

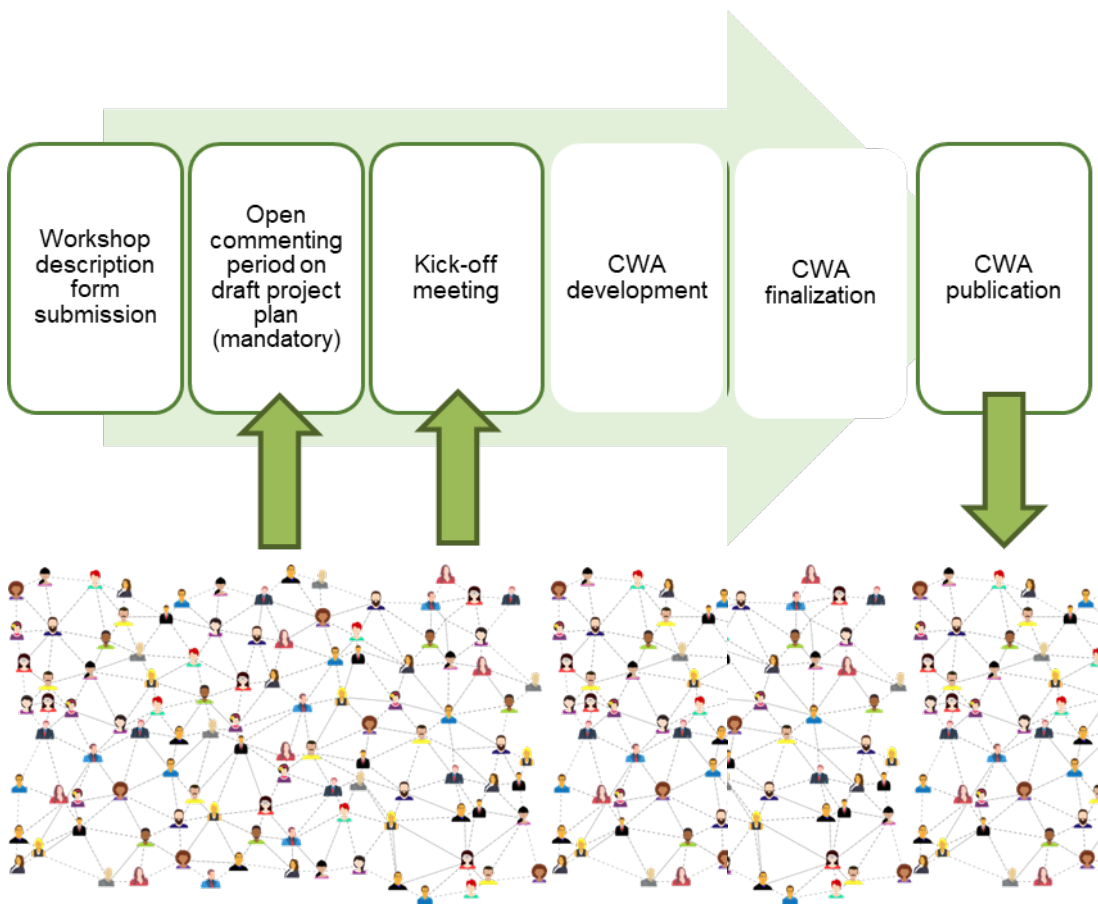
- Administrative and organizational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organizations and individuals
- Offers infrastructure and manages documents and their distribution through an electronic platform
- Prepares agenda and distributes information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manages CWA approval process upon decision by the Workshop Chair
- Interfaces with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and brings any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN.

6.3 Decision making process

The CEN Workshop Chair is responsible for ensuring that the development of the CWA follows the principles and content of the project plan described in this document and the requirements of CEN Guide 29. The CEN and Workshop Chair may take decisions on the conduct of the CEN Workshop on the basis of the comments expressed by the participants and of CEN Guide 29.

Decisions shall be taken based on consensus of the WS participants. However, when determining consensus the Chair will take into account the relevant legal and standardisation experience of participants.

7 Dissemination and participation strategy



Potential participants identified in section 2.2 and potential interested stakeholders identified in Part A should be informed of the publication of the CWA.