REGULATION OF TECHNICAL STANDARDISATION COMMITTEES

(Text approved by the Executive Board on 4 November 2020)

This Regulation cancels and replaces the Regulation of the Technical Standardisation Committees of the Association approved by the Executive Board in its meeting held on 2019-01-17
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1 Purpose

The activities of the Spanish Association for Standardisation, hereinafter UNE, in the Standardisation field are developed by the Technical Standardisation Committees, hereinafter CTN, and in the Temporary Specific Groups, hereinafter GET.

This regulation establishes the general guidelines governing the creation, organisation, functioning and dissolution of CTNs and GETs, in accordance with UNE’s Articles of Association and Internal Regulation.

Throughout this document, whenever CTNs are mentioned, it shall be understood that GETs are also referred to.

This regulation is included in the set of documents governing the activities of UNE technical standardisation bodies (Technical Standardisation Committees (CTN), Subcommittees (SC), Working Groups (GT) and Temporary Specific Groups (GET)) and these are mainly the following:

- Code of Ethics of the Spanish Association for Standardisation
- Pattern of Behaviour in Competition Law
- Protocol for sensitive or reserved commercial information processing
- Procedures Manual for the work of Technical Standardisation Committees
- Guide for the drafting of UNE normative documents
- Guide for the translation of European and international normative documents
- Manual for Spanish delegates and experts attending international standardisation meetings

In addition, standardisation activities in the European and international bodies are governed by guidelines clearly set forth in:

- CEN/CENELEC Internal Regulations
- ISO/IEC Directives

2 Creation of CTNs

2.1 Proposal for creation

The proposal to create a CTN may originate from any entity (whether private, belonging to the public administration, UNE or its Governing Bodies).

The existence of an equivalent Technical Committee in the International or Regional Standardisation Organisations shall be considered an argument in favour of the creation of a new CTN.
The request to create a CTN shall be submitted to the Executive Board through UNE technical services, drafting to this end a creation report according to the model established by UNE for this purpose.

In those cases where the proposed Secretariat of the new CTN is to be held by an entity outside UNE technical services, such entity shall sign a collaboration agreement as referred to in section 3.3.1 before submitting the proposal for creation to the Executive Board.

UNE technical services shall require the complementary documentation deemed necessary and shall transfer the proposal to the Executive Board for a decision to be taken.

2.2 Designation

CTNs shall be designated through the reference CTN XXX and numbered in order of creation. When a CTN is dissolved, its number shall not be assigned to any other, unless a new CTN is created for the same scope or in the case of a total reorganisation of CTNs.

2.3 Title and scope

2.3.1 The title and scope shall clearly limit the competence of the CTN, so that there is no other CTN with competence on the same subject matter.

2.3.2 The definition of the scope of a CTN shall be preceded by the words “Standardisation of...” and written in the most concise fashion possible, without any room for mistakes or erroneous interpretations of the proposal.

If it is necessary to specify some issues that are not the competence of the CTN, these shall be numbered after the definition of the scope, preceded by the words “With the exclusion of....”

2.3.3 A CTN may request the modification of its title or scope to the Executive Board or delegated governing body. In addition, the Executive Board is authorised to modify the title or scope of a CTN when the circumstances so require.

3 Organisation of CTNs

3.1 Composition

3.1.1 The composition of a CTN shall respond to a balanced representation of all stakeholders and actors involved in its scope.

Both UNE and the CTN Secretariat may make the list of entities that are part of the CTN publicly available.

In exercising its functions, the members of the CTN shall not carry out any action that compromises the good name of UNE and shall also subscribe:

- the Protocol for sensitive or reserved commercial information processing and
the Pattern of Behaviour in Competition Law,
as well as follow provisions stated in the UNE Code of Ethics in this regard.

A CTN shall be made up of:

- Chair.
- Vice Chair (if the CTN itself deems it necessary).
- Secretary.
- Members representing manufacturers, service providers, the Administration, consumers or users, testing laboratories, research centres, universities, trade unions and NGOs, among other.
- A representative of each CTN that is interested in their activities, who will be considered a member.

3.1.2 The initial composition of the CTN is that agreed upon by the Executive Board at the time of its creation.

In order for a new member to join a CTN that has already been set up, an agreement shall be reached within the CTN by simple majority after having received a well-documented application, including at least a form duly completed by the applicant that shall be submitted to UNE technical services or to the CTN Secretariat. The agreement shall be confirmed by the Executive Board.

Whenever an entity is denied access to a technical body, the reasons behind that decision shall be recorded in the minutes of the relevant meeting or be properly justified in any case.

If a CTN denies access to an UNE corporate member, such member, may make representations before the Standing Committee, in the first instance.

3.1.3 CTNs may invite any specialists who might be useful for their work to participate as members in their personal capacity. The number of members acting in their personal capacity shall not be higher than 20 per cent of the total number of CTN members.

3.1.4 UNE technical services shall provide the CTN with at least one representative with voice but no vote. This person shall act as liaison between the committee and these services, and shall make sure that the CTN acts appropriately in accordance with the provisions of this Regulation and the specific regulation of the CTN, if there is one.

In addition, this representative shall guard over the observance of the Protocol of Commercially Sensitive Information Treatment and the Pattern of Behaviour in Competition Law, as well as the Code of Ethics, and will receive any complaint or grievance related to any breach of these during the standardisation process or in the functioning of the CTNs and shall dully report it using the channels established to this end in UNE.
3.1.5 When the circumstances so require, the Chair of the CTN may invite external experts that shall have voice but no vote in the meeting for which they have been convened.

3.1.6 The President or Director General of UNE or those delegated by them may attend the CTN meetings that they consider appropriate, with voice but without vote, and report to the Executive Board if they consider it necessary.

3.1.7 When deemed advisable, the Executive Board may designate a person to attend specific CTN meetings with voice but no vote.

3.2 Chair and Vice Chair

3.2.1 The CTN shall elect a Chairperson in his/her personal capacity that shall be confirmed by the Executive Board.

In the event that a CTN deems convenient to have a Vice Chair, the latter shall be elected in his/her personal capacity by the CTN, following the proposal issued by the Chair, and shall be confirmed by the Executive Board.

The Chair shall be appointed for a period of four years and may be re-elected. The Vice Chair’s term shall terminate at the same time as that of the Chairperson who suggested him/her to hold that position.

Simple majority of the votes cast by CTN members present or represented in the first round of votes will be required for election of the Chair and Vice Chair. Those with the highest number of votes will be elected in the second round of votes. Abstentions will not be counted in any case.

Voting to elect the Chair or Vice Chair shall be secret if it is so requested by any of the members. In the event that there is a secret ballot, the Secretary may only notify the global results indicating the total number of votes cast, the number of votes in favour, against and the number of abstentions.

Exceptionally, the Chair, and the Vice Chair when acting as Chair, can be considered as a member if the CTN unanimously approves it.

The CTN may propose the dismissal of the Chair or Vice Chair if agreed upon by two thirds of its members. The proposal for the dismissal of the Chair must always contain a proposal for the appointment of a new Chair. The Chair’s absence from three consecutive CTN meetings may be a reason for his/her dismissal.

While the appointment of the Chair is pending, meetings may be convened and chaired by the Vice Chair, if there is one; otherwise, meetings shall be convened by the Secretariat and chaired by a Chair appointed for each meeting, elected among the members participating in the meeting.
3.2.2 The Chair is in charge of convening CTN meetings at least 15 calendar days before they are held and of chairing them, as well as directing discussions, seeing that agreements are met and collaborating with the Secretariat in order to attain the best compliance of the objectives of the CTN. In performing his/her functions, the Chair shall act in the strictest neutrality.

3.2.3 The Vice Chair shall replace the Chair in the case of his/her absence, with the same functions.

3.3 Secretariat

3.3.1 The CTN Secretariat shall be performed by UNE technical services or, prior agreement within the Executive Board, by those corporate members requesting so.

The Secretariat shall provide the CTN with a Secretary, whose appointment shall be confirmed by the Executive Board.

The position of Secretary is incompatible with that of member of that CTN.

In the event there are more than one corporate member wishing to carry out the functions of the CTN Secretariat, the Executive Board, bearing in mind the report drafted by UNE technical services, shall decide on the member that shall be responsible for the CTN Secretariat.

UNE may delegate, if so approved by the Executive Board, the functions of the Secretariat to an adhered member of UNE, provided that there are no corporate members interested in the performance of that Secretariat.

In any case, the member of UNE performing the functions of the Secretariat, whether it is a corporate or adhered member, shall sign a collaboration agreement with UNE to this end before its appointment is subject to the Executive Board’s approval.

3.3.2 The Secretariat shall carry out the administrative functions of the CTN in accordance with provisions established in this regulation, as well as coordination with UNE technical services.

3.3.3 UNE technical services shall regularly assess the Secretariat’s performance, by their own initiative or following the Executive Board’s indications, in order to verify compliance with section 3.3.1 of the collaboration agreement, as set forth in the latter.

3.3.4 In the event that the Secretariat were vacant, all files, or copies of the latter, and pending matters shall be transferred to the new member in charge of its performance or to UNE technical services.

3.3.5 In exercising his/her functions, the Secretary shall always act in the strictest neutrality.
3.3.6 The Secretariat shall keep the CTN composition up to date at all times to ensure the good performance of the CTN.

3.4 Members

3.4.1 Members shall be entities that may prove that their operational headquarters are in Spain, and exceptionally entities that without having their operational headquarters in Spain have been unanimously approved to join in by the CTN.

3.4.2 Members shall participate actively in the scheduled work, respecting provisions stated in the UNE Code of Ethics at all times.

3.4.3 Members are obliged to maintain the confidentiality of the data and information of a reserved nature to which they might have access in the performance of their functions and to comply with the Protocol of Commercially Sensitive Information Treatment and the Pattern of Behaviour in Competition Law, as well as to respect provisions stated in the UNE Code of Ethics at all times.

Members shall respect and comply with agreements adopted by the CTN.

3.4.4 The members shall cease in their functions:

a) Due to a change in any of the conditions in which they were appointed.

b) Following their resignation.

c) By agreement of the Executive Board, at the request of the CTN by means of an agreement reached by two thirds of the members, without taking abstentions into account. In such cases, UNE technical services shall report to the Executive Board on the causes that led to the CTN’s request.

d) Due to failure to meet the conditions indicated in the Specific Regulation, if there is one.

e) Due to failure to comply with any of the applicable aspects included in the UNE Code of Ethics.

The CTN may also dismiss the members who, with no justification, do not participate actively in its work for a representative period of time that can be defined by the CTN, or whose conduct is inadequate regarding the activities of the CTN.

The person affected may appeal against these actions to the Executive Board.

3.5 Financing

3.5.1 In the event that a CTN, or any of its working bodies, finances its work, it shall establish a financing scheme to be submitted to the Executive Board for approval.
In the event that it is financed with fees paid by those participating in its activities, the financing scheme shall be included in a Financing Regulation that shall be approved by simple majority by the entities contributing to the financing of the working body concerned prior to its approval by the Executive Board.

3.5.1.1 The Financing Regulation mentioned in the previous paragraph shall establish the types of entities that will be exempt from paying their fees, such as public administrations and the organisations of consumers’ and users’ representatives, among other.

3.5.1.2 The entity holding the CTN Secretariat shall submit a budget proposal on an annual basis to the CTN to be approved by the majority of members paying fees for the functioning of the committee.

3.5.1.3 The final approval of the budget shall be subject to the UNE Executive Board and it shall not be made effective until the latter expresses its opinion on it.

3.5.2 For those CTNs that have not established a financing scheme, the entity holding the Secretariat shall annually submit a budget proposal to UNE technical services for their information.

3.5.3 The items to be included in the CTN budgets shall be annually established by UNE technical services.

4 Functioning of CTNs

4.1 Functions of CTNs

Within the scope attributed to them and subject to the principles of independence, objectivity and transparency, CTNs shall perform the following functions:

a) Proposing their annual work programme.

b) Proposing the preparation new normative documents and the confirmation, revision or withdrawal of existing ones.

c) Preparing and proposing draft UNE standards to be submitted to public enquiry, if appropriate.

d) Preparing proposals of UNE standards to be adopted as national standards.

e) Adopting European standards as national standards when it is so required as a result of the commitments derived from participating in European standardisation organisations defined in the Regulation on European Standardisation (Regulation (EU) No. 1015/2012).

f) Proposing the appointment and dismissal of the Chair and Vice Chair of the CTN, as well as that of its members.
g) Setting up Subcommittees (SC) or Working Groups (GT) within the CTN, in accordance with provisions established in this regulation.

h) Proposing those representatives that shall attend international meetings as national delegation or experts.

i) Inform UNE technical services about any change regarding its composition.

j) Studying the international documents that affect their scope and proposing appropriate actions.

k) Establishing the appropriate relations with those CTNs considered of interest.

l) Promoting the application of standards and the development and dissemination of standardisation in their field of work.

m) Responding to any queries put forward regarding questions relating to standardisation in their sector.

n) Proposing the adoption of those measures that are deemed necessary for the improved development of activities, including the possibility of preparing a specific Regulation on the committee’s functioning to be approved by the CTN and subject to the approval of the Executive Board prior to its setting in motion.

o) Proposing the initiation of proceedings for the imposition of sanctions in accordance with provisions established in the Sanctioning Regulation relating to standardisation activities.

p) Reconsidering the composition of the CTN on an annual basis and proposing the relevant amendments, if appropriate.

q) Approving the candidacies of CTN members for positions of responsibility (convenorship, chairmanship, etc.) in technical bodies within European and international standardisation organisations in their field of work, if appropriate.

r) Any function delegated by the Executive Board.

4.2 CTN meetings

4.2.1 Convening meetings

CTNs shall meet with reasonable frequency and timelines to efficiently fulfil their duties, being recommended that they meet at least once a year.

Such meeting shall be held either on premises or via web-based or remote communication means, such as videoconference or any other similar means, provided that:

- all convened attendees have the means required to such purpose,
- the system used allows to identify all attendees,
- the Secretary of the relevant Body acknowledges their identity and this is expressly stated in the minutes.

CTN meetings will be convened by the Chair, at his/her own initiative or at the request of at least 25% of the members, in writing whether sent in printed format or electronically, and at least 15 calendar days before the scheduled date and shall enclose the agenda, which will include all items for discussion.

Nevertheless, in the case of a justified emergency, the Chair may convene the meeting in a maximum of 7 calendar days. The agenda must always be circulated.

The meeting of a CTN may only be validly constituted if it has been convened in accordance with this section.

The Chair, at his/her own initiative or at the request of a member, may invite as observers— with voice but no vote— those entities or people considered as relevant to address the items included in the agenda.

In addition, representatives of other National Standardisation Bodies may attend the meetings in the conditions described in the Community Legislation and in the agreements signed by UNE. These representatives shall make their contributions in Spanish, unless the attendees unanimously approve to do so in a different language.

4.2.2 Development of meetings

The meeting shall be validly constituted (provided that it has been convened according to the rules) at the time established when convened, regardless of the number of members present or represented, and all necessary decisions regarding the items included in the agenda may be taken.

Once the meeting has been opened, having elected the Chair for the session, if necessary, and having approved both the agenda and the minutes from the previous meeting, the items included in the agenda shall be discussed.

CTNs shall be chaired by the Chair or, in the case he/she is absent, by the Vice Chair, if there is one.

If both the Chair and the Vice Chair are absent, the CTN may elect a Chair for the session among the members present.

Since it is an exceptional and one-off situation, the member elected as Chair for the session may vote as member of the CTN and may also cast a tie-breaking vote as Chair, if appropriate.

Any issue not included in the agenda may be discussed but no decision shall be taken. However, these questions may be subject to ballot by correspondence.
Audio and video recording and photographs at CTN meetings shall only be allowed if a unanimous agreement has been reached by attendees once they know the use to be made of such contents.

All representatives formally appointed as members may participate in the meeting, as well as those exceptionally appointed for a specific session prior notification to the Secretariat. In the event that it is necessary that a member entity has more than three representatives in a meeting, such member shall enquire the Secretariat in advance.

Any CTN member may request a point of order, in other words, a query as to whether the procedures used comply with the Regulation of CTNs, at any time. This point of order shall be given priority over any other matter and shall be immediately solved.

Meetings held via videoconference are governed exactly by the same requirements stated in this Regulation for face-to-face meetings.

4.2.3 Minutes of the meetings

All agreements decided upon at the meeting shall be recorded in the minutes that the Secretary shall draft on each meeting held.

Minutes may be approved in any of the following three manners:

- At the end of the meeting itself.
- At the beginning of the next meeting.
- Voting by correspondence.

The Secretary shall keep the approved minutes indefinitely.

4.2.4 Decisions taken at meetings

4.2.4.1 General

The agreements of the CTN shall preferably be adopted by consensus. However, if it were necessary to vote, agreements will be taken by the simple majority of the votes of those present or represented, not counting abstentions.

In the event that there are more than two choices to vote for, the option elected will be that receiving more positive votes from present and represented members, not counting abstentions.

Each member has one vote. Even if a member entity has several representatives attending the meeting, it will only have one vote. The minutes will include the total number of votes cast, as well as the list of members and what they voted for. In the case of a tie, the vote of the Chair or whoever is performing his/her functions shall decide.

If a CTN has agreed to carry out a secret ballot upon request of a member, the Secretariat may only communicate global results indicating the total number of votes cast, the number of votes in favour, against and the number of abstentions.
Once an agreement is adopted it may not be discussed again, unless the majority of the members of the CTN are in favour of a revision. In this case, the revision of an agreement shall be taken into consideration at the next meeting or by correspondence.

Agreements approved at the meeting may be immediately enforced.

4.2.4.2 Vote delegation and submission

Each member has one vote which may be delegated to another member if accredited in writing. Each member of the CTN may only vote for him/herself and for three other members that have duly delegated their vote.

No votes may be delegated to the Secretariat, the Chair or UNE, since they are not considered as members.

Nevertheless, all members may submit their vote in writing to the CTN though the Secretariat prior to the meeting.

4.2.4.3 Approval for processing of normative documents

For the approval of consideration stage, submission to public enquiry, confirmation, revision and proposals for publication or withdrawal of purely national standards, consensus is a top priority. However, if voting is necessary, the relevant agreement will be adopted if at least two thirds of votes cast by the members present or represented, as well as of those submitted to the Secretariat prior to the meeting (see 4.2.4.2), are in favour or against, not counting abstentions.

For the adoption of the national position regarding European and international documents at the voting or commenting stage consensus is also a top priority. The decision to abstain shall be taken if there is not a minimum of two thirds of the votes cast by the members present or represented, as well as those submitted to the Secretariat prior to the meeting (see 4.2.4.2), in favour or against the proposal, not counting abstentions.

For the approval of proposed national standards or for the adoption of the national position regarding European or international documents, only those members that had that status at the previous stage of the document shall take part, unless two thirds of the members present accept the participation of the newcomers at this stage.

4.3 Work by correspondence

4.3.1 CTNs may carry out all aspects of their work by correspondence.

4.3.2 To this end, the Secretariat shall send the necessary documentation to all of the members of the CTN inviting them to submit their comments or votes within the periods established by the Secretariat, which will generally be of a maximum of one month and a minimum of 15 calendar days. The Secretariat shall draft a report including all the observations received and shall prepare a new document, if necessary.
4.3.3 The Chair and, in his/her absence, the Secretariat shall decide, according to the observations received, whether the review of the successive documents shall continue by correspondence or in a meeting.

4.3.4 The review of successive documents will continue until broad agreement is achieved among the members of the CTN.

4.3.5 Once broad agreement on a document is achieved, the Secretariat shall draft a proposal that will be subject to ballot either by correspondence or during the following meeting.

4.3.6 Approvals by correspondence shall meet the same criteria as in a meeting. If an agreement is proposed to be adopted by correspondence and it does not succeed because it does not meet the relevant requirements in each case, the matter shall be discussed at the following face-to-face meeting or a specific meeting shall be convened to address this matter, if necessary.

When voting by correspondence, no votes may be delegated and the Chair may not cast a tie-breaking vote.

4.3.7 Agreements approved by correspondence may be immediately enforced.

4.4 Subcommittees

In those fields of activity where the complexity of the work to be carried out by a CTN so requires, the latter may create Subcommittees (SC) in charge of the permanent study of one or various specific parts of its work programme.

Regarding all aspects that are not specified for Subcommittees, all provisions established for CTNs shall apply.

The CTN may agree that all decisions within the scope of the SC are to be delegated to it.

4.4.1 Creation

The proposal to create an SC may come from the CTN itself or from any entity (whether private, belonging to the public administration, UNE or its Governing Bodies).

The relevant CTN shall ratify the creation of the SC.

4.4.2 Designation

SCs shall be designated with the reference CTN.../SC... and shall be numbered according to the criteria deemed appropriate by the CTN, without using the same number as an existing SC.

In the event that a Subcommittee is dissolved, the number of the SC shall not be attributed to any other, unless this dissolution is the result of the reorganisation of the CTN.
4.4.3 Title

The title of each SC will correspond to one or various specific parts of the scope of the CTN it belongs to.

4.4.4 Composition

An SC shall be made up of a Chair, a Vice Chair, if the SC deems it necessary, a Secretary and the relevant members on behalf of the stakeholders and actors involved in the scope of the SC.

SC members are not required to be members of the relevant CTN. However, all CTN members shall be entitled to be part of any of its SCs, following the participation criteria established in it.

4.4.5 Chair

The Chairs and Vice Chairs of the SCs shall be appointed by the relevant CTN at its request, or elected among SC members, acquiring such position once their appointment has been communicated to UNE technical services.

The Secretariat of the SC shall open a period for candidacies to the position of Chair to be sent by SC members. Once the Chair of the SC is elected, he/she shall be confirmed by the CTN.

The appointment as SC Chair leads to the appointment as member of the relevant CTN as representative of such SC, transferring its position and voting on behalf of the latter.

His/her functions shall be those established in section 3.2.

The SC Chair is entitled to cast a tie-breaking vote in that SC.

4.4.6 Secretariat

The SC Secretariat shall be performed by the CTN Secretariat, UNE or a member of UNE.

UNE may delegate the SC Secretariat, if necessary, to another entity with which it shall reach a collaboration agreement to this end.

Once the SC Secretariat has been designated, it shall be confirmed by the CTN.

4.4.7 Members

For new members to join an existing SC, a simple majority agreement shall be reached within the latter. They will become SC members once their appointment has been communicated to UNE technical services.

4.4.8 Subcommittee meetings

Every aspect related to SC meetings and work by correspondence of SCs shall be developed in accordance with sections 4.2 and 4.3.
4.5 Working Groups

4.5.1 Creation

The proposal to create a Working Group (GT) may come from the CTN itself, an SC of the latter or from any entity (whether private, belonging to the public administration, UNE or its Governing Bodies). GTs may be set up in order to prepare part of the work programme attributed to a relevant CTN or SC.

The CTN or SC to which the GT belongs may agree that all decisions within the scope of the GT are to be delegated to it.

4.5.2 Composition

For new members to join an existing GT, a simple majority agreement shall be reached within the latter.

Each GT will have a convenor and a Secretariat, or optionally a convenor carrying out all administrative functions corresponding to the Secretariat him/herself.

In addition, GT members are not required to be members of the SC or CTN to which the GT belongs.

4.5.3 Convenor

GT convenors shall be elected among the GT members and subsequently confirmed by the CTN or SC to which the GT belongs, acquiring such position once their appointment has been communicated to UNE technical services.

GT convenors are still considered as GT members. Therefore, they can still vote as members, but they may not cast a tie-breaking vote.

The appointment as Convenor leads to the appointment as member of the relevant CTN or SC, if that was previously not the case, acting in this case as representative of the relevant GT.

4.5.4 Secretariat

In the event that there is a GT Secretariat, it shall be performed by the CTN Secretariat, the SC Secretariat, UNE or a member of UNE.

UNE may delegate the GT Secretariat, if necessary, to another entity with which it shall reach a collaboration agreement to this end, acquiring such position once their appointment is communicated to UNE technical services through the CTN Secretariat.

Once the WG Secretariat has been designated, it shall be confirmed by the relevant CTN or SC.

4.5.5 Working Group meetings
Working Group meetings shall be convened, constituted and developed according to guidelines provided in section 4.2 and work by correspondence shall be carried out in accordance with 4.3.

4.6 Processing of normative documents

4.6.1 Except in the case of express delegation of decisions related to the processing of normative documents, the GT Secretariat or Convenor or the SC Secretariat shall send such decisions and the relevant information and documentation directly to the CTN or SC they belong to as soon as possible.

Similarly, CTNs shall transfer their standardisation work to UNE technical services for it to be processed.

4.6.2 The review by the CTN of a document submitted by an SC or GT may result in any of the following actions:

a) Approval of the document.

b) Introduction of amendments regarding the structure or content of the document drafted, having heard the position of the SC or GT.

c) Taking the document back to the SC or GT so that it is redrafted taking into account the suggestions put forward by the CTN.

d) Rejection of the preparation of the document, resulting in the withdrawal of the draft standard.

The Secretariat shall inform the SC or GT on the decisions of the CTN.

4.6.3 After the public enquiry period, draft standards are subject to consideration by the CTN together with the observations received during such period. This review can lead to any of the following actions:

a) Drafting of the proposed standard, in accordance with the draft standard.

b) Introduction of amendments regarding the structure.

c) Taking the document back to the SC or GT to carry out a detailed analysis of the observations on the content and their potential inclusion in the draft standard.

d) Rejection of the preparation of the document, resulting in the withdrawal of the draft standard.

In the event that the amendments introduced change the technical content of the draft standard substantially, the latter shall be subject to public enquiry again.

If a draft standard does not receive observations during the public enquiry stage, it can be considered approved as a proposed standard, provided that the CTN has adopted an agreement in this regard.
4.6.4 When the observations received to a draft standard in the public enquiry stage come from an entity or a private individual, the Chair, through the Secretariat, may invite such entity to take part as observer in the CTN meeting where such observations will be studied or, failing that, will inform on the decision taken regarding the observations in a well-reasoned way.

4.6.5 The entity submitting observations on the draft standard during the public enquiry stage may send a well-reasoned document to the General Management of UNE in the fifteen calendar days following the notification, in order to appeal against the decision taken by the CTN regarding such observations.

4.6.6 When the study of a subject matter comes to a standstill within a CTN, the Chair may subject the issue in a duly documented way to the arbitration of UNE.

4.6.7 In those cases where there are conflicting opinions between several CTNs regarding the content of a standard that prevent it from being approved, the Executive Board shall set up a group of experts that will draft the relevant report prior to the decision on the standard in the Executive Board.

4.7 Coordination among technical bodies

The Secretariat together with UNE technical services shall ensure there is effective coordination among technical bodies (CTN, SC, GT and GET). To this end, the following means are available:

a) Recording during the consideration stage of all the CTNs that might be interested in the work, which can be related with it.

b) Information provided by UNE every month regarding standardisation activities.

c) Possibility of receiving information regarding a specific issue, prior request to UNE technical services.

d) CTNs may propose the appointment of a member representing them in those technical bodies (CTN, SC, GT or GET) they are interested in.

e) Proposing UNE the creation of a joint working body for common matters.

5 Suspension, dissolution or restructuring of a CTN, Subcommittee or Working Group

5.1 The Executive Board may agree to suspend, dissolve or restructure a CTN when any of the following circumstances arises:

a) A clear deviation of its activities from the objectives indicated by the CTN.

b) Not having held any CTN meeting in the time period deemed adequate for the activity of the latter without a justified reason (see 4.2.1).
c) Serious or systematic breach of this and other regulations, agreements and performance manuals that have been duly established.

d) Reiterated and unjustified lack of compliance with the deadlines established for the completion of the scheduled work.

e) Failure to comply with the obligations acquired regarding its international participation without a justified reason.

f) When important reorganisation issues so require.

g) When it is necessary in order to comply with UNE’s general policy.

h) When a new corporate member represents a field of activity included in another committee which was established prior to him/her joining in.

The Secretariat of the CTN may appeal against this decision by sending a well-reasoned document to the General Assembly within one month. The General Assembly shall resolve the issue in the first meeting it holds.

5.2 The CTN may dissolve a Subcommittee when the circumstances advising for its creation no longer exist, or when it has turned into a new CTN or when some restructuring has taken place within the CTN itself. The Secretariat of the CTN shall communicate the decision on the dissolution to UNE technical services.

5.3 The decision on the dissolution of a Working Group is the responsibility of the CTN, once the project leading to its creation is completed, or when the circumstances advising for its creation no longer exist or when some restructuring has taken place within the CTN itself.

6 Transitory provision

This Regulation shall enter into force on the day after its approval by the Executive Board for those CTNs created after its approval.

Existing CTNs will have a year from the date of approval of the Regulation by the Executive Board to adapt to the latter.

7 Amendments

This Regulation may be amended by the Executive Board.