



“Execution of special geotechnical works”
“Exécution des travaux géotechniques spéciaux”
“Ausführung von Arbeiten im Spezialtiefbau”

CEN/TC 288

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Creation of CEN/TC 288/WG 19 “Sheet-pile walls” : Call for candidate nomination for the Convenor

C OMMENTARIES

Following decisions 170 and 171 taken at the CEN/TC 288 meeting held in Stockholm on 25/26 June 2015, CEN/TC 288/WG 19 is created **for the revision of EN 12063: 1999 “Sheet-pile walls”**.

The NSBs are kindly required to nominate their candidate for the Convenor, accompanied by his curriculum vitae and the indication of their professional standardization support (see attached the relevant CEN rules) by 2015-11-27.

Then the formal election of the WG 19 Convenor will be proceeded by correspondence.

WG 19 is now created, so the NSBs could register their experts on the CEN Global Directory.

S OURCE

Stefan Jehanno (CEN/TC 288 Secretary)

F OLLOW UP

NSBs are required to send their candidate nomination for the Convenor of CEN/TC 288/WG 19 to CEN/TC 288 Secretary by 2015-11-27.



European Committee for Standardization
Comité Européen de Normalisation
Europäisches Komitee für Normung



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Working Group Convenor

Version 3 (January 2013)

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1. Role/Definition

Person who leads the activities of a Working Group (WG)

References

[Internal Regulations - Part 2,](#)

2. Reports to

Its parent body ([Technical Committee \(TC\)](#) or [Subcommittee \(SC\)](#))

[Internal Regulations - Part 2,](#)

3. Responsibilities

3.1 The WG Convenor is responsible for the activities of a WG established by a TC (or SC) to undertake a specific task: the preparation of one or more draft standard(s) according to the specifications set by the TC and within the specified time frame.

[Internal Regulations - Pa](#)

NOTE: The work specifications and guidelines provided by the TC shall describe clearly the requested work, specifying exactly what is to be covered and what is not. In case of doubt, the WG Convenor is responsible for seeking clarification from the TC.

3.2 The WG Convenor accepts these work specifications, having also evaluated that the WG composition as nominated by the TC or by the National Member Body (balanced expertise from involved parties which are in touch with NSBs), is appropriate for the completion of the required work within the specified timeframes.

3.3 Convenes meetings when necessary and acts as Chairperson.

3.4 Actively progresses work and reports regularly on progress to the parent body or verbally at meetings of the parent body.

[Internal Regulations - Pa](#)

3.5 Ensures that WG experts have appropriate briefing on relevant rules and procedures.

3.6 Ensures that an interim draft has been sent to the TC Secretary at least once during the drafting process.

3.7 Operates the exploitation rights assignment system including:

- ❖ formal implementation during WG meetings;
- ❖ collecting of exploitation rights assignments of experts at each meeting;
- ❖ transfer of the originals of the exploitation rights assignments to the TC Secretary;
- ❖ transfer any request for copyright exploitation licence agreement to the TC Secretary.

[GD - Copyright](#)

3.8 Participates in the Editing Committee, if required.

3.9 Judges the state of readiness of draft standards for enquiry including the quality of the technical content and the level of consensus within the WG, prior to their release to the TC Chairperson and Secretary

3.10 Refers any problems encountered to the parent body.

[Internal Regulations - Pa](#)

4. Rights

Receives Professional Standardization Support which may include a Secretary to the WG

Service contract between Members concerning the WG Convenors and the p Professional Support to \ [\(PDF\)](#)

NOTE: A checklist can be used as a sort of trilateral service agreement between the TC Secretariat, the WG Convenor and the NSB providing the WG´s Professional Standardization Support. As such, the TC Secretariat, the WG Convenor and the WG´s Professional Standardization Support are free to discuss and agree upon assignment of tasks and may alter some "non mandatory" assignments according to the rules as given in the Checklist by mutual consent.

Checklist - Assignment c TC and WG [\(Word\)](#)

5. Composition

Not applicable

6. Method of appointment/Review

Appointed by the TC on the nomination of the TC members for a period not exceeding 6 years.

[Decision BT C24/2012](#)

Successive extensions of not more than 3 years are possible.

6.1 Appointment of the Convenor of a new WG:

- ❖ The TC Secretary invites the TC members for nominations to the Convenor position, referring to the characteristics of the position and the work specifications given to the WG.

NOTE: Nominations are required to be accompanied by the curriculum vitae of the applicants and an indication of their commitment to their responsibilities and duties.

[Internal Regulations - Pa](#)

- ❖ The TC Chairperson and Secretary evaluate the nominations received, according to appropriate criteria, including expertise, leadership qualities, acceptability to WG members.
- ❖ The TC Secretary seeks the agreement of the CEN National Member in the home country of the candidate to provide Professional Standardization Support (see clause 7). If this CEN National Member is not able to provide Professional Standardization Support, the Secretariat of the parent TC ensures that such Support is available from another CEN National Member before making the appointment.
- ❖ The TC Secretary submits the preferred nomination(s) in the form of a Decision according to the standard format, to the TC for voting.
- ❖ If the result of the voting is clear and non-controversial, the Convenor is considered as appointed. If the result is controversial, the matter has to be discussed at the next plenary meeting of the TC, where all CEN National Members can be represented.
- ❖ The TC Secretary informs the appointed WG Convenor about his appointment while reminding him/her of his/her responsibilities and duties.

Service contract between Members concerning the WG Convenors and the p Professional Support to WG Convenors [\(PDF\)](#)

Resolution format [\(Word\)](#)

- The TC Secretary communicates the TC Decision approving the appointment of the Convenor to the TC members and to CEN-CENELEC Management Centre (CCMC) for communication to the CEN System via the CEN Information System (together with the relevant address data).
- CCMC updates the CEN database.

6.2 Appointment of the Convenor of an existing WG: same as in 6.1. In addition, the parent committee shall check that the candidate Convenor is accepted by the WG.

7. Mode of working

Works with the help of a professional standardization support (which may include a Secretary to the WG) from own National Standards Body (NSB) or if not available from another NSB

[Internal Regulations - Pa](#)

NOTE: It is recommended that a checklist is used as a sort of trilateral service agreement between the TC Secretariat, the WG Convenor and the NSB providing the WG´s Professional Standardization Support. As such, the TC Secretariat, the WG Convenor and the WG´s Professional Standardization Support are free to discuss and agree upon assignment of tasks and may alter some "non mandatory" assignments according to the rules as given in the checklist by mutual consent.

Service contract between Members concerning the WG Convenors and the p Professional Support to WG Convenors ([PDF](#))

Checklist - Assignment o TC and WG ([Word](#))