IECEE OPERATIONAL DOCUMENT

IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System)

Guidance for Committee Chairs and WG/TF Convener
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1 Definitions

1.1 DRAFT: A preliminary (unapproved) version of a document.

1.2 PROVISIONAL DOCUMENT: A CMC-approved interim document that is used during a transitional period, before the official issue is released and becomes mandatory.

2 Purpose

This Guide is intended as an aid for IECEE Committee/WG/TF Chairmen and Conveners, providing an easy reference for the conduct of Committee/WG/TF activities.

3 General Guidance – Responsibilities

The Committee Chairs and WG/TF Conveners are required to ensure that:

- WGs, TFs and Committees shall address all actions assigned to them by CMC Decisions. Only the CMC can assign work to its WGs, TFs and Committees.

- A timely written report of each meeting shall be circulated to all WG, TF or Committee members, and an opportunity shall be provided for members’ comments and suggestions.

- WGs, TFs and Committees shall respond to all written comments and suggestions provided by IECEE members.

- Periodic review of Terms of Reference is carried out to ensure they are relevant and up to date

4 New documents and changes to existing Rules and Operational Documents

The Committee Chairs and WG/TF Conveners are required to ensure that:

- Documents developed and produced by the CTL, CFS, PAC, Working Groups and Task Forces, where these changes are not editorial in nature shall be watermarked with DRAFT in bold and in capital letters, ARIAL font 72, in diagonal on all pages.

- All WGs, TFs and Committees proposing new or modified procedures, should consider if a Transition Period would be required for their implementation, and shall include this information into the WG or Committee recommendations.

- Where a change is recommended to an existing OD, the recommending WG, TF or a Committee may also suggest, on a case-by-case basis, that the change should be immediately incorporated into the OD document.

- Where a CMC-approved document is subject to a transitional period prior to implementation, the Chairman/Convener can declare and report the “document” as being “Provisional.” These documents shall be watermarked with PROVISIONAL in bold and in capital letters, ARIAL font 72, in diagonal on all pages.

- During the transition period with the provisional features as described above, the “document” shall be co-located on the IECEE Web site together with the relevant document being superseded at the end of the transition.

- After the transition period has ended, the superseded “document” shall be archived and the Provisional document shall become mandatory.