



IECEE **OGD-2053**

Edition 1.0 2013-068-06-05

# IECEE ~~OPERATIONAL~~ **GUIDANCE** DOCUMENT

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

Guidance for Committee Chairs/Co-Chairs and WG/TF Conveners





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**Document Owner**

[IECEE Secretariat](#)

**History of changes**

<b><u>Revision Date</u></b>	<b><u>Brief summary of changes</u></b>
<a href="#">2018-06-26</a>	<a href="#">Implementation of CMC Decision 46/2018, new clause 10, bullet 3 modified.</a> <a href="#">Implementation of CMC Decision 58/2018, for example by replacing "shall" by "should", "will" by "may" and "required" by "should" as per IECEE-CMC/1931/INF</a> <a href="#">Implementation of IECEE-CMC/1966/DV</a> <a href="#">Inclusion of a new clause 3 and Annex A, as per OD-2059 Ed.1.2 requiring the listing of forms and tracking of their changes.</a>
<a href="#">2018-04-06</a>	<a href="#">Change from OD to guidance document. Addition of new clauses 4 to 9. Removal of second bullet point in clause 9.</a>

<b><u>Effective date</u></b>	<b><u>Next maintenance due date</u></b>
<a href="#">2018-06-05</a>	<a href="#">2021-06-05</a>

## 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 PurposeScope

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

## 3 Forms associated with GD-2053

- IECEE Commenting Form form GD-2053-F1
- Committee/WG/TF Reporting template form GD-2053-F2

See Annex A for the latest edition, effective date, target revision date and history of changes.

## 4 Code of Conduct

The IEC CAB has published a Good Working Practice Guide, IEC CAB-GWPG01:2017 that provides valuable guidance on the working practice for CAB Working Groups and Subgroups. This Guide is relevant to IECEE Committee, Working Group (WG), and Task Force (TF) activities. The document can be located on the IEC CAB website; <http://www.iec.ch/cab>, under Standing Documents.

The IECEE Guidance for Committee Chairs and WG/TF Convenors supplements the IEC CAB document as follows: References to CAB in the CAB document should be replaced by IECEE.

## 5 Participation in IECEE Committees, Working Groups and Task Forces

In IECEE Committee, WG, and TF meetings, you are nominated by a Member Body. Your role is to express the ideas, concerns and rationale of your constituency and defend its position in the ensuing discussion, in the spirit of consensus in accordance with the Rules.

## 6 Lack of Participation

All IECEE Committee, WG, and TF members should be committed to actively participate in all meetings. Chairs/Co-Chairs/Convenors are encouraged to monitor participation and manage the list of active members. It will be at the discretion of the Chair/Co-Chair/Convenor to determine the active participation of a member or the group and recommend actions. Should a Committee, WG, or TF member not participate in meetings, their membership may be re-considered.

In situations where a member may need to be removed, the Chair/Co-Chair/Convenor will contact the Secretariat to request that they contact the appropriate Member Body to notify them of this removal.

## 7 Operation of IECEE Committees, Working Groups and Task Forces

The following should be adhered to for all work conducted through IECEE Committees, WGs and TFs:

- Documents required are due from Committee Chairs/Co-Chairs, WG and TF Convenors in accordance with the timelines of IECEE 02-1.

Comment [tsm1]: Added as per OD-2059 Ed.1.2

- Where meetings are held, including conference calls, a draft report of such should be communicated to the WG within 2 - 4 weeks of the meeting with an opportunity provided for members' comments and suggestions.
- Sources of input into the Committee, WG or TF work can be by the Secretariat and members of the Committee, WG, or TF. This input should be equally resolved within the comment resolution process.
- Allowance of experts to attend the Committee, WG, or TF meetings is at the approval of the Chair/Co-Chair/Convenor, and as permitted in accordance with Section 10 of IECEE 02-1.
- In situations where timely progress is not apparent, the Secretariat may contact the Chair/Co-Chair/Convenor, as appropriate, who should decide on the course of action. This action may include re-constitution of the Committee, WG, or TF, or the appointment of a new Chair/Co-Chair/Convenor.

## **8 Interaction of Committees, WGs, and TFs**

Committees, WGs and TFs may collaborate directly with other Committees, WGs and TFs on related matters that arise during the assigned tasks at the discretion of the Chairs/Co-Chairs and/or Convenors. In these situations both the IECEE Chair and Secretariat should be informed prior to this action.

## **9 Web conferences/Remote Meetings**

The IECEE encourages teleconferencing and web conferencing into WG and TF meetings. Guidance for Chairs and Convenors can also be found in: IEC TC31 Good Working Practice, [http://www.iec.ch/dyn/www/f?p=103:7:0:::FSP\\_ORG\\_ID:1232](http://www.iec.ch/dyn/www/f?p=103:7:0:::FSP_ORG_ID:1232). Advice on holding web conferences is provide in Annex H of TC 31, EQUIPMENT FOR EXPLOSIVE ATMOSPHERES – Committee Good Working Practice (GWP).

## **310 General Guidance – Responsibilities**

The Committee Chairs and WG/TF ~~Convenor~~Convenors ~~are required~~ should 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, WGs, TFs, Committees and Secretariat using an IECEE Commenting Form template for Level 1 documents, GD-2053-F1, per OD-2059.
- Periodic review of Terms of Reference is carried out, to ensure they are relevant and up to date.

Comment [tsm2]: Added as per CMC Decision 46/2018

## **411 New documents and changes to existing Rules and Operational Documents**

The Committee Chairs and WG/TF ~~Convenor~~Convenors ~~are required~~ should ~~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~~ should 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.

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- Where a CMC-approved document is subject to a transitional period prior to implementation, the Chairman/~~Convener~~Convenor can declare and report the “document” as being “Provisional.” These documents ~~shall~~should 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~~should 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~~should become mandatory.

**Annex A Forms associated with GD-2053**

Comment [tsm3]: Added as per OD-2059 Ed.1.2

<u>Form Name</u>	<u>Form Number</u>	<u>Publication date/Effective date</u>	<u>Brief summary of changes</u>	<u>Next maintenance due date</u>	<u>Edition</u>
<u>IECEE Commenting Form</u>	<u>GD-2053-F1</u>	<u>2018-06-05</u>	<u>New publication</u>	<u>2021-06-05</u>	<u>1.0</u>
<u>Committee/WG/TF Reporting template</u>	<u>GD-2053-F2</u>	<u>2018-06-15</u>	<u>New publication</u>	<u>2021-06-15</u>	<u>1.0</u>



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