IECEE 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
FOREWORD

Document Owner
IECEE Secretariat

History of changes

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Brief summary of changes</th>
</tr>
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<tbody>
<tr>
<td>2021-02-17</td>
<td>Editorial revisions and new references to associated forms.</td>
</tr>
<tr>
<td>2019-03-07</td>
<td>Modified Annex A second entry</td>
</tr>
<tr>
<td>2018-06-05</td>
<td>Modified the “History of changes” table (Replaced “Date” with “Revision Date”, replaced “Target revision date” with “Next maintenance due date”);</td>
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<tr>
<td>2017-03-17</td>
<td>Added exception for templates and forms to sub-clause 3.3; Added new paragraph in clause 6.1 to clarify target revision date Corrected document table in Annex A</td>
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<td>2016-06-01</td>
<td>N/A, as first edition</td>
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<th>Effective date</th>
<th>Next maintenance due date</th>
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<tr>
<td>2022-01-01</td>
<td>2025-01-01</td>
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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. Scope

This Guide is intended as an aid for IECEE Committee/WG/TF Chair/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 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 Standing Documents page.

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

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 reconsidered.

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 following the Committee/WG/TF Reporting template form GD-2053-F2.
• 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, where advice on holding web conferences is provide in Annex H.

10. General Guidance – Responsibilities

The Committee Chairs and WG/TF Convenors should ensure that:
• WGs, TFs and Committees address all actions assigned to them by CMC Decisions. Only the CMC can assign work to its WGs, TFs and Committees. Results of actions shall be reported directly to the CMC.
• WGs, TFs and Committees 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.
• All reporting to the CMC shall be made utilizing OD-GD-2053-F2 and include reporting addressing all parts.

11. New documents and changes to existing Rules and Operational Documents

The Committee Chairs and WG/TF Convenors should ensure that:
• Documents developed and produced by WGs, TFs and Committees of the CMC, where these changes are not editorial in nature, 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, consider if a Transition Period would be required for their implementation, and should include this information into the WG or Committee recommendations.
• Where a change is recommended to an existing OD, the recommending WGs, TFs or Committees 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/Convenor can declare and report the “document” as being “Provisional.” These documents 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” 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” be archived and the Provisional document should become mandatory.
### Annex A  Forms associated with GD-2053

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Number</th>
<th>Publication date/Effective date</th>
<th>Brief summary of changes</th>
<th>Next maintenance due date</th>
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<td>GD-2053-F1</td>
<td>2022-01-01</td>
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<td>Committee/WG/TF Reporting template</td>
<td>GD-2053-F2</td>
<td>2022-01-01</td>
<td>Addition of instructions in Part C and D of the form</td>
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