

REGULATION 1025/2012 for IPQ, CEN FORM

Art 4 - Transparency

Q.1 How many requests for draft national standards have you received from an NSB/NC, ESO or EC/EFTA and provided? *

Global CEN-CENELEC figure(s)

	Requested	Provided
NSB/NC	0	0
ESO	0	0
EC/EFTA	0	0

add explanation here (if relevant)

Q.1.1 - On how many of the drafts provided have you received comments from the originator and responded within 3 months? *

Global CEN-CENELEC figure(s)

	Comments received	Answered within 3 months
NSB/NC	0	0
ESO	0	0
EC/EFTA	0	0

If *not answered within 3 months*, please give explanation/further details:
add explanation here

Q.1.1.1 - On how many drafts did you receive a comment indicating that they would have a negative impact on the internal market? *

Global CEN-CENELEC figure(s)

Number of drafts with potential negative impact 0

If **Not 0**, provide explanation (including originator of comment, identifier of draft standard, if ESO or EC was consulted before publication or other related actions):
add explanation here

Q.2 - How do you ensure access to draft national standards in such a way that all relevant parties, in particular those established in other Member States, have the opportunity to submit comments:

Q.2.1 - Do you have an online public commenting platform?

- Yes
 No
 Planned

If **Yes**, provide URL:

http://www1.ipq.pt/PT/Normalizacao/Inquerito_Publico_Projeto_Norma/Pages/Projectos_Norma_em_I
URL here

If **Planned**, provide *Month - Year*:

Q.2.2 - If not, how do you ensure the required access to draft national standards to all relevant parties?

Q.3 - In how many technical activities has another NSB/NC passively or actively, by sending an observer, been involved during the development process (e.g. during the initial drafting, in comments resolution meetings, etc.)? *

Global CEN-CENELEC figure(s)

NSB/NC passively involved 0

NSB/NC actively involved 0

If **Not 0** please provide further details
add explanation here

The participation of another NSB/NC was never asked. The participation of another NSB/NC will be wellcome.

Art 24 1(b) – Representation of SMEs, consumer organisations and environmental and social stakeholders in national standardization bodies

SMEs

Participation at policy level

Q.4 - Is representation foreseen, and were SMEs represented (either individually or through an association), at policy level (i.e. non-technical bodies) within your organisation:

	Foreseen	Encouraged*	Represented in YYYY
SMEs	(X) Yes () No	(X) Yes () No	() Yes (X) No

Further clarifications/explanations (optional):

add explanation here

An advisory group to establish strategies and policies in the field of national standardization, composed of representatives of national stakeholders, including representatives of SMEs was created. The first meeting will be held in 2018, 1st semester

Participation at technical level

Q.5 - In how many national technical committees (including national mirror committees), where such participation is considered as relevant, are the interests of SMEs represented: *

Global CEN-CENELEC figure(s)

Total # of national technical committees 135

	# of national technical committees for which representation is considered relevant	# of national technical committees where interests are represented
SMEs	99	91

Specify the means by which the above figures were developed:

Estimation

Measure (e.g. database)

Other:

add explanation here

Further clarifications/explanations (optional):

add explanation here

Always when a TC is created, the invitation is made to SMEs but in some cases they did not answer or accepted the invitation.

Art 24 1(b) – Representation of SMEs, consumer organisations and environmental and social stakeholders in

national standardization bodies

Consumer organisations and environmental and social stakeholders Participation at policy level

Q.6 - Is representation foreseen, and were the following stakeholder groups represented, at policy level (i.e. non-technical bodies) within your organisation:

	Foreseen	Encouraged*	Represented in YYYY
Consumer Organisations	(X) Yes () No	(X) Yes () No	() Yes (X) No
Environmental Stakeholders	(X) Yes () No	(X) Yes () No	() Yes (X) No
Social Stakeholders	(X) Yes () No	(X) Yes () No	() Yes (X) No

Further clarifications/explanations (optional):

add explanation here

An advisory group to establish strategies and policies in the field of national standardization, composed of representatives of national stakeholders, including representatives of Consumer Organisations, Environmental and Social Stakeholders was created. The first meeting will be held in 2018, 1st .

Participation at technical level

Q.7 - In how many national technical committees (including national mirror committees), where such participation is considered as relevant, are the interests below represented: *

[] Global CEN-CENELEC figure(s)

	# of national technical committees for which representation is considered relevant	# of national technical committees where interests are represented
Consumer Organisations	88	40
Environmental Stakeholders	35	13
Social Stakeholders	42	26

Specify the means by which the above figures were developed:

[] Estimation

[X] Measure (e.g. database)

Other:

add explanation here

Further clarifications/explanations (optional ' e.g. relevance of participation, specific activities to encourage representation):

add explanation here

Always when a TC is created, the invitation is made but they did not answered or accepted the invitation.

Art 24 (d) – Use of ICT in the standardization system

Q.8 - Does your national IT infrastructure include :

a) A data management system for work programme information to support high volume of data storage and compatible exchange with CEN and/or CENELEC

Yes

No

Planned

If **Planned**, provide Month - Year:

Local

Hosted by 3th party Hosted at ISO

Other:

add explanation here

b) Database/directory for managing experts participating in your national technical bodies

Yes

No

Planned

If **Planned**, provide Month - Year:

Local

Hosted by 3th party Hosted at ISO

Other:

add explanation here

c) A document management system to support high volumes of documents storage and compatible exchange with CEN and/or CENELEC

- Yes
- No
- Planned

If **Planned**, provide Month - Year:

- Local
- Hosted by 3th party Hosted at ISO

Other:
add explanation here

d) A Web site

- Yes
- No
- Planned

If **Planned**, provide Month - Year:

add additional explanation here if needed

www1.ipq.pt

Q.9 - Do you provide tools to support standards drafting?

- Yes
- No
- Planned

If **Planned**, provide Month - Year:

- National template
- ISO template
- Wiki
- Virtual meeting facilities

Other:
add explanation here

Q.10 - How do you make working documents available to all Members participating in national technical bodies?

Via a web-platform (collaboration tool) Planned *month-year*

Via e-mail Planned *month-year*

Other:

add explanation here

Q.11 - Do you provide facilities to organise polls or votes at national technical body level?

Yes

No

Planned

If **Planned**, provide *Month - Year*:

Q.12 - How do you make your public enquiry documents available?

On-line public commenting platform Planned *month-year*

Protected web platform Planned *month-year*

Via e-mail Planned *month-year*

Other:

add explanation here

Site IPQ - Public enquiry documents free of charge

http://www1.ipq.pt/PT/Normalizacao/Inquerito_Publico_Projeto_Norma/Pages/Projectos_Norma_em_I

Q.13 - If you have a public commenting system, do you provide facilities to submit comments at various stages?

New Work Item proposals Planned *month-year*

Drafts under enquiry Planned *month-year*

Published standards (e.g. for review) Planned *month-year*

Other:

add explanation here

Q.14 - Do you use IT tools for the handling of comments?

Yes

No

Planned

If **Planned**, provide *Month - Year*:

Q.15 - Which electronic media is used to make your published standards available?

- Web store Planned *month-year*
- Web site (free) Planned *month-year*
- E-mail on request
- Other:
add explanation here

SECTION 1: MEASURES TO ENCOURAGE AND FACILITATE SMES' ACCESS TO STANDARDS AND STANDARDIZATION

The first 6 questions in this section are the examples taken from Regulation 1025/2012, rather than required actions, that can demonstrate how CEN and CENELEC members are looking to facilitate SMEs' access to standards and standardization.

Question 7 enables CEN and CENELEC members to give other examples of the activities they undertake to assist SMEs.

Q.1 - Do you identify standardization projects which are of particular interest to SMEs?

- Yes
 No
 Planned

If **Planned**, provide *Month - Year*:

If **Yes**, how are standardization projects which are of particular interests for SMEs indicated?

- Indication in our annual work programme
- Indication through our website
- Through dedicated mailings
- Other:

add explanation here

Through IPQ newsletter

Add additional comments here :

Q.2 - Do you give access to standardization activities without obliging SMEs to become a member of your national standardization body?

- Yes
- No
- Planned

If **Planned**, provide Month - Year:

If **Yes**, please indicate how you have done so

- Direct participation in the national technical committees
- SME helpdesk
- Online support
- Consultation of texts of standards
- Commenting on drafts
- Other:
add explanation here

Add additional comments here :

Q.3 - Do you provide free access or special rates to participate in standardization activities?

- Yes
- No
- Planned

If **Planned**, provide Month - Year:

If **Yes**, please indicate how you have done so

- SMEs have free access to all standardization activities
- SMEs get special rates for
 - Participating in national technical committees
 - Attending workshops
 - Attending training sessions
 - Purchasing brochures, leaflets
 - Use logistics (meeting rooms, promotional material, ...)
 - Discount prices to members/subscribers (EN Standards)
- Other:
add explanation here

The participating in national technical committees is free of charge.
Add additional comments here :

Q.4 - Do you provide free access to draft standards?

- Yes
- No
- Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

Draft standards can be consulted at our premises (e.g. library)

We provide online access (e.g. Enquiry portal)

Other:

add explanation here

Add additional comments here :

During the public enquiry stage (usually one month) draft standards are public and free of charge in our v
(downloading PDF).

http://www1.ipq.pt/PT/Normalizacao/Inquerito_Publico_Projeto_Norma/Pages/Projectos_Norma_em_I

Q.5 - Do you make abstracts/scopes of standards available free of charge?

- Yes
- No
- Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

Via our website

Via link to CEN and CENELEC website

Upon request via e-mail

Other:

add explanation here

Add additional comments here :

It isn't the abstracts, but the first six pages of standards, are available in our catalogue
on line of standards

Q.6 - Do you apply special rates to SMEs for the provision of standards or providing bundles of standards at a reduced price?

- Yes

- No
 Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

- Special rates are granted for the provision of all standards to SMEs
 Special rates are granted for bundles of standards to SMEs

Add additional comments here :

Q.7 - What other measures have you taken to encourage and facilitate the access of SMEs to standards and the standards development process?

SECTION 2: CEN and CENELEC MEMBER'S EXCHANGE OF BEST PRACTICES

Q.8 - Do you participate in CCMC's SME working group [or any follow-up group]?

- Yes
 No
 Planned

If **Planned**, provide *Month - Year*:

Add additional comments here :

Q.9 - Do you participate in CCMC's Task Force on eCommenting [or any follow-up group]?

- Yes
 No
 Planned

If **Planned**, provide *Month - Year*:

Add additional comments here :

Q.10 - Do you have other measures for exchange of best practices with other CEN and CENELEC members?

Yes, in the field of european cooperation projects.

Q.11 - Please provide the link to the report on your SME related activities on your website

http://www1.ipq.pt/pt/normalizacao/ipq_organismo_nacional_normalizacao/regulamento_europeu/Pagi