**ILNAS/OLN/F001a Form**

**Application for registration in a technical standards committee (or modification of personal data of an existing registration)**

Modifications: The latest modifications appear underlined or crossed out.

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### **Foreword**

This form must be completed for any application for registration in a **technical standards committee.** The application process is described in the procedure « *ILNAS/OLN/Pr001 – Procedure concerning the registration in a technical standards committee* ».

The completed and signed form must be sent to:

**ILNAS**

**Organisme luxembourgeois de normalisation**

**1, avenue du Swing L-4367 Belvaux**

or via e-mail to **normalisation@ilnas.etat.lu**

### **Modification of personal data**

The candidate who is already registered in one or more technical standards committee(s) must:

* In case of change of employer: complete a new copy of the present form, making sure to specify whether he/she wishes to maintain his/her existing registration(s) in one or more technical standards committee(s) as registered by the Luxembourg standards body
* For any other modification: send the new data via e-mail to **normalisation@ilnas.etat.lu**

### **Additional registration(s)**

The candidate, whose registration has already been validated by the ILNAS « Standardization » steering committee, must:

* For any request for registration in one or more additional technical standards committee(s): complete the form « *ILNAS/OLN/F001b – Request for additional registration in a technical standards committee* »
* For any request for registration in one or more working group(s) (WG) within a technical standards committee for which he/she has a valid registration: send his/her request for registration via e-mail to **normalisation@ilnas.etat.lu**

### **Processing of personal data**

The information contained in this form will be available to the Luxembourg standards body for the evaluation and review of the file, as well as to the ILNAS « Standardization » steering committee for each decision relating to the registration in a technical standards committee.

The Luxembourg standards body also undertakes to respect the confidentiality of the information provided in this form and the documents annexed thereto, in accordance with *Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data* (« GDPR ») and to:

* Process the personal data in a suitable, relevant and limited way to the strict necessary requirements;
* Limit to the strict minimum the duration of archiving of personal data;
* Update personal data and ensure its accuracy;
* Establish adequate protection of personal data against unauthorized and illegal access, as well as loss.

It is also possible at any time, for the candidate wishing to register in a technical standards committee or who is already registered, to consult his/her data, to rectify and to delete them.

If the candidate wished to exercise these rights and/or obtain these information, please contact the Luxembourg standards body by using the details provided in the form. The candidate also has the possibility to deposit a complaint at the National Commission for the Data Protection (CNPD) with its headquarters at 1, Rock'n'Roll Avenue, L-4361 Esch-sur-Alzette.

**It is recognized that the information contained in this form will be forwarded, where appropriate, to the European or international standards bodies concerned by the registration, in particular to allow the applicant to obtain access to the IT platforms of the organizations in question. The transmission of this information will be carried out in accordance with the legislation in force relating to the protection of natural persons with regard to the processing of personal data and on the free movement of such data.**

### **A. General information on the economic actor on which the candidate wishing to register in a technical standards committee depends**

A.1. Identification of the economic actor

|  |  |
| --- | --- |
| Name of the economic actor |       |
| Legal status |       |
| Trade register number |       |
| Business segment |       |
| Street and number |       |
| Zip code and city |       |
| Country |       |
| Phone |       |
| E-mail : |       |
| Website |       |

**A.2. To which stakeholder category does the economic actor belong to?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Small and Medium Enterprises [ ]  | Public sector[ ]  | Academia and research[ ]  | Social and environmental[ ]  | Consumer protection[ ]  | Other[ ]  |

**A.3. Which activities of the economic actor are related to standardization?**

|  |
| --- |
|            |

**A.4. Does the economic actor belong to a group?**

|  |
| --- |
| If yes, which one:           |

**A.5. For consultants: Which national economic interests are you defending?**

|  |
| --- |
|            |

### **B. Personal information about the candidate wishing to register in a technical standards committee**

**B.1. Details**

|  |  |  |
| --- | --- | --- |
| Gender |  [ ]  Male  | [ ]  Female |
| Last name(s) |       |
| First name(s) |       |
| Professional phone |       |
| Professional e-mail |       |

If different from the economic actor:

|  |  |
| --- | --- |
| Professional adress |            |

**B.2. Education**

|  |  |  |
| --- | --- | --- |
| **School, university, institute, training organization** | **Title** | **Diploma** |
|       |       |       |
|       |       |       |
|       |       |       |

### **C. Information on the field to follow**

**C.1. Type of the desired registration**

You wish to register as:

|  |  |
| --- | --- |
| [ ]  | Member who actively participates in a technical standards committee |
| [ ]  | Member who received committee documents in « read only » mode (annual fee defined in the document « *ILNAS/OLN/B001 – Barème relatif à la mise à disposition de documents normatifs* ») |

**C.2. Specification of the technical standards committee(s) to follow**

|  |  |
| --- | --- |
| Organization[[1]](#footnote-1) |       |
| Technical standards committee |       |
| Title |       |

|  |  |
| --- | --- |
| Organization1 |       |
| Technical standards committee |       |
| Title |       |

|  |  |
| --- | --- |
| Organization1 |       |
| Technical standards committee |       |
| Title |       |

### **D. Declaration**

I want to register as a national expert wishing to follow one or more technical standards committee(s).

As part of this entry:

* I declare to be conform to the legislation, particularly as regards to the right of establishment;
* I declare to know and respect the system and how the Luxembourg standards body works within ILNAS as described on the website « www.portail-qualite.lu », as well as the rights and duties;
* I accept to comply with the policy on participation in technical standards committees which is described in the document « *ILNAS/OLN/P001 – Policy on participation in technical standards committees* » (available on the website [www.portail-qualite.lu](http://www.portail-qualite.lu)) and I am committed to respect and protect the image and reputation of ILNAS;
* I agree to respect the confidentiality of the working documents;
* I declare not being active or engaging myself in national standardization projects managed by a national standardization body other than ILNAS during the entire period of my registration as a national standardization expert in Luxembourg;
* I agree to provide an annual activities report by sending the completed form « *ILNAS/OLN/F009 – Activities report – Standardization* *delegate* »;
* I agree to comply with the *“Code of Conduct”* of the national, European or international standards organization in which I am registered.

|  |
| --- |
| **The candidate wishing to register:**Last and first name(s)      Position      Date      Signature:*(to be preceded by the words « read and approved »)* |

|  |
| --- |
| **Approval by the management[[2]](#footnote-2) of the economic actor supervisor of the candidate:**Last and first name(s)      Position      Date      Signature: |

1. National (ILNAS) ; European (CEN, CENELEC) ; International (ISO, IEC, ISO/IEC) [↑](#footnote-ref-1)
2. The signatory must be duly authorized to engage the economic actor [↑](#footnote-ref-2)