

## "WELCOME PACKAGE"

FOR NATIONAL DELEGATES IN STANDARDIZATION



# ILNAS

Institut luxembourgeois de la normalisation,  
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**Welcome** as a national delegate in standardization. This « welcome package » provides you with a selection of different materials and useful information that will help you carrying out your activities as a national delegate, especially at the beginning.

## TECHNICAL STANDARDS COMMITTEES

As a national delegate, you are part of a national study committee, i.e. a NMC (national mirror committee) of the relevant European or international technical standards committee. A NMC is composed of one or more delegates (experts) who must reach consensus at national level before communicating their position and/or comments to the relevant European or international technical standards committee. The list of the members of the different NMCs can be found in the [national register of standardization delegates](#).

Further information on the participation in technical standards committees is provided in the [Policy on participation in technical standards committees](#).



## ACCESS TO THE DOCUMENTS AND BALLOTS OF A TECHNICAL STANDARDS COMMITTEE

Each national delegate, once registered at ILNAS, will be granted access to the electronic documents of the European and/or international technical standards committee(s).

If the national study committee is composed of more than one person, the committee must designate a chairman. The latter (or his substitute) can cast a vote via the electronic platform, after ensuring that a consensus has been reached within his committee (stage 00 to 30).

For draft standards at stages 40 (Enquiry), 50 (Approval) or 90 (Revision), the chairman should inform ILNAS ([normalisation@ilnas.etat.lu](mailto:normalisation@ilnas.etat.lu)) about the position of the national study committee (in favor, against or abstention). ILNAS proceeds directly to the vote based on the advice of the chairman of the committee.

**Note:** Within ISO and IEC technical standards committees, P-members (participating members) have the obligation to cast all votes. Delegates therefore have to ensure that no vote has been forgotten, as otherwise the national study committee will automatically become an O-member (observing member). O-members have the same rights as P-members, with the difference that their vote is underweight and they do not have the possibility to participate in a working group.

You can access to the documents and votes via the following platforms:

- [ISO-Portal](#)
- [CEN-Portal](#)
- [IEC-Portal](#)
- [CENELEC-Portal](#)

The access codes will be sent to you via email by the respective organizations once you have been registered by ILNAS.



## MEETINGS

Each national delegate has the right to participate in European and/or international meetings of the relevant technical standards committee in which he is registered. However, all the costs are at the charge of the delegates.

The national study committee has the right to organize meetings in Luxembourg. If necessary, ILNAS may make available meeting rooms to national standardization delegates for technical committees meetings, seminars and other work in relation with the standardization activities of national delegates.

Please note that the meeting rooms have a maximum capacity of 20 people and that they are only available from 8:00 to 17:00. For more information on this topic, please contact Mr. Michel Wirtz at the phone number +352 24 77 43 45 or send an e-mail with your request to [normalisation@ilnas.etat.lu](mailto:normalisation@ilnas.etat.lu).



## TRAINING COURSES

ILNAS offers awareness modules that provide essential concepts, as well as more detailed training to deepen the subject. You can consult the proposed trainings on the [portail-qualite.lu](http://portail-qualite.lu).

Please note that there is [specific training for new national delegates](#), which aims to provide them with all the necessary practical information to carry out the work as a national delegate. This training includes the following components:

- Deepen the roles and tasks of the national delegate
- Discover the available tools and services
- Start your activities via the electronic platforms

## CEN-CENELEC GUIDE 31 – COMPETITION LAW FOR PARTICIPANTS IN CEN-CENELEC ACTIVITIES

The [CEN-CENELEC Guide 31](#) collects all the information on competition law related to CEN-CENELEC activities.

This guide aims to provide readers with good practices, as well as guidelines to prevent any violation of competition laws, including unintentional violations.