

Replaces the directive TO 1 dated 22 January 2016

Approved by the Board of Directors on 27 August 2019

TAKING PART IN THE SESKO ACTIVITY

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This Directive has the following significant changes compared to the previous version:

- Changes have been made due to the introduction of the new IEC and CENELEC document server IEC/CENELEC Collaboration Platform (<https://collaborate.iec.ch>).
- It contains references to competition law and data protection principles (paragraph 3.6).
- A summary with links to instructions for experts found on the SESKO website (section 6) has been added.
- New EN numbering principle was added for those cases in which the EN standard is identical to the corresponding IEC standard (e.g. paragraph 7.1.1).
- The principle of delivering EN standards identical to IEC standards to experts has been changed (paragraph 7.4.4).
- The content of the Directive has been editorially updated.

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1 SCOPE

This Directive is intended for SESKO national standardization committees and follow-up groups. The primary objective of the directive is to unify the working practices of committees and follow-up groups in carrying out their practical tasks.

This directive, concerning standardization, is connected to the Finnish Standards Association (SFS) directive **SFS Guide 4: The working procedure and structure of a national SFS standard** and to **SFS Guide 5: National working procedure for European and International Standards and other deliverables**. These guides can be found in the website of the Finnish Standards Association (www.sfs.fi) [Publications and services → Useful material](#). For international electrotechnical work, the instructions for SESKO's participation in IEC (TO 2) and CENELEC (TO 3) have been published and they can be found on the SESKO website (www.sesko.fi) [Standards → SESKO Directives](#).

2 OVERVIEW OF THE SESKO MISSION AND ORGANIZATION

2.1 Standardization organizations

2.1.1 International Standardization System

IEC

The International Electrotechnical Commission (IEC) is an international organization for standardization in the electrical and electronics industry and was founded in 1906. There are currently 60 member countries and 23 associate members in the IEC, however the IEC standards are the basis for national regulations and standards in over a hundred countries. The member countries are equal in all the technical and administrative governing bodies of the organisation. IEC publishes international IEC standards, technical reports, technical specifications, publicly available specifications (PAS) and other recommendations. More details on the IEC activity can be found in SESKO Directive TO 2.

ISO

The International Organization for Standardization (ISO) was founded in 1947. Its field of expertise covers everything but electrotechnology and telecommunications. Collaboration on technical issues between IEC and ISO is constantly increasing. ISO publishes international ISO Standards except for electrical and telecommunications sectors. Information technology standardization is the responsibility of ISO/IEC Joint Technical Committee [JTC 1](#).

ITU

The International Telecommunication Union (ITU) is responsible for the international standardization of telecommunications. It was founded in 1865, and its members are usually telecommunications regulatory authorities for different countries. ITU publishes recommendations.

2.1.2 European Standardization System

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CENELEC

The European Committee for Electrotechnical Standardization (CENELEC) is a European electrotechnical organization with 33 member countries and 13 associate members from the EU and EFTA countries. CENELEC produces EN standards, CENELEC technical specifications and technical reports, and Harmonization Documents (HD). More details on CENELEC activity can be found in SESKO Directive TO 3.

CEN

European Committee for Standardization (CEN) is a European organization that covers standardization for everything but electrotechnology and telecommunications. Its member countries are identical to those of CENELEC.

ETSI

European Telecommunications Standards Institute (ETSI) is the third independent European standardization organisation which is recognized by EU and EFTA as a European standardization organisation alongside CEN and CENELEC. ETSI publishes EN standards within the field of telecommunications.

2.1.3 Nordic Standardization NOREK

Nordiska Elektrotekniska Kommissionerna (NOREK) is the unofficial cooperation organization of the Nordic countries in standardization of the electric sector. Under this name there have been meetings in some special cases to prepare common Nordic views on international proposals.

2.1.4 Finnish Standardization System

SESKO

SESKO is the national electrotechnical standardization organization in Finland. According to its rules, SESKO represents Finland in its field both internationally (IEC) and in Europe (CENELEC) and, as a result of this co-operation, creates national SFS standards. In addition, SESKO is involved in certain certification systems. SESKO, as it is today, has been in operation since 1965.

SFS

*The Finnish Standards Association SFS is the central standardization organization in Finland, responsible for implementing and publishing national SFS standards. SFS standards are mainly created by **SFS standards-writing bodies**. SESKO is a member of SFS Association for the ISO and CEN committees for lighting and laser equipment. SFS is a member of ISO and CEN. SFS has been operating in its current form since 1947.*

TRAFICOM

Traficom is responsible for standardization of telecommunications in Finland.

SFS standards-writing bodies

Entities that have concluded industry agreements with SFS. There are 12 standards-writing bodies in total, the list of which is available on the SFS website.

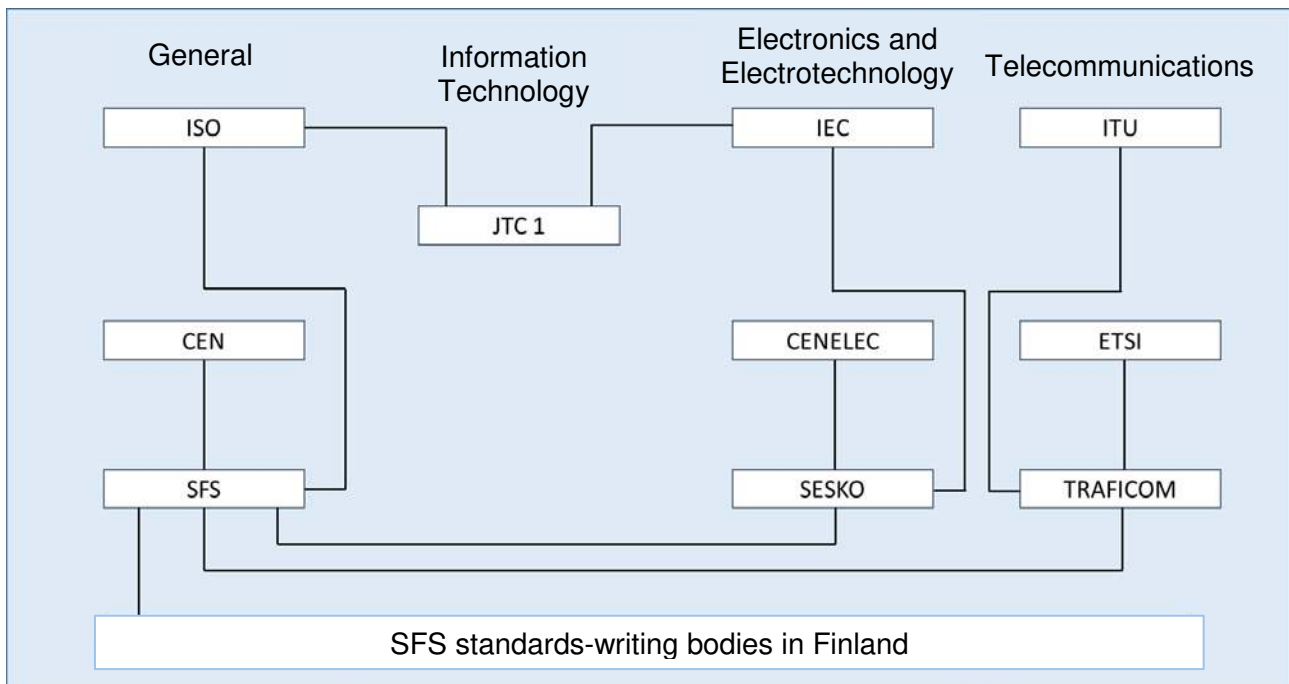


Figure 1 – The organization chart of standardization

2.2 SESKO Organization

Members (associations or companies) gather for the Annual General Meeting in spring and for elections in autumn. The Board of Directors of the Association manages the finances and technical work. SESKO has standardization committees and follow-up groups comprising around 500 expert members for engaging in actual standardization work.

The SESKO office manages the practical routines involved in the preparation of standards, such as secretarial functions for committees, development of standards, consulting on IEC and EN standards, outreach activities and other support functions for the association.

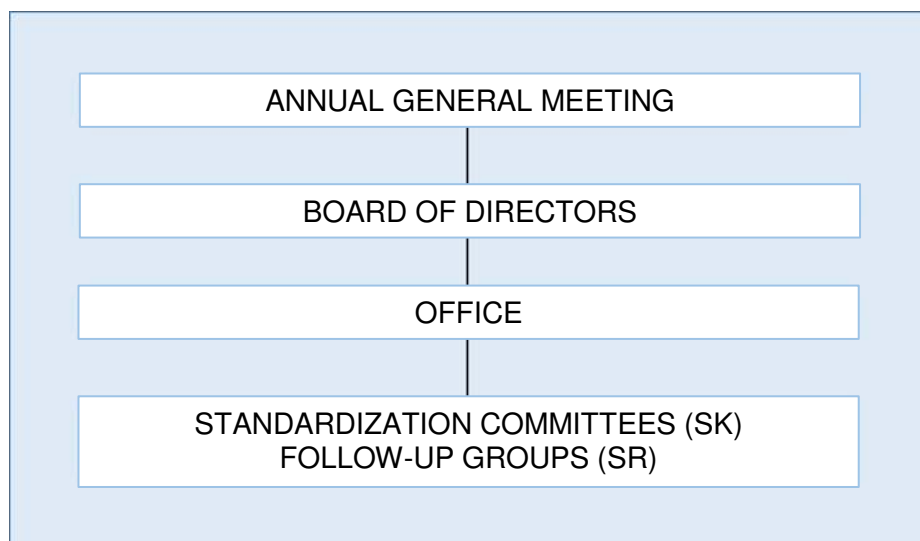


Figure 2 – SESKO Organization

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3 SESKO COMMITTEES AND FOLLOW-UP GROUPS

3.1 Finnish National Committee

The term **Finnish National Committee** (FINC) refers to SESKO, a member organization of IEC and CENELEC.

3.2 Follow-up groups (SR)

For SESKO, the term "**follow-up group**" refers to the Finnish expert group responsible for a specific technical committee or subcommittee of IEC or CENELEC (including **project groups**).

The follow-up group consists of a **contact person** and **representatives** of different interests who are registered in this group.

Follow-up groups shall follow international and/or European standardization and contribute to it when necessary. The follow-up group, under the supervision of SESKO, communicates mostly by email, and their work is based on interaction between members. SESKO's responsible persons are listed by subject on the SESKO website https://www.sesko.fi/yhteystiedot/aihealueet_vastuuhenkilot

3.3 National standardization committees (SK) and their working groups

A national standardization committee (SK) is a committee **appointed by the SESKO Board of Directors** and acting within the framework of SESKO to develop SFS standards for the electrotechnical sector and to participate in international activity in this field. The committees are usually the **permanent Finnish mirror committees** of the most important international committees for Finland. Their scope includes one or several IEC or CENELEC technical committees.

The Board can also set up standardization committees purely for national specific tasks. Committees can establish subordinate working groups.

The members of the committees comprise a **chairman** and a **secretary** appointed by the SESKO Board of Directors, and **members** representing different interests who have registered for the work of the committee. The aim is to assemble the committees so that they include sufficient representation from all essential stakeholders of the field.

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The corresponding national follow-up group to an IEC committee	The corresponding national follow-up group to a CENELEC committee	Standardization Committee (SK)	Way of working
IEC TC 23 IEC SC 23 B IEC SC 23G IEC SC 23H	CLC TC 23BX	SK 23	Committee developing standards for plugs, socket-outlets, switches and connecting devices, which includes several IEC and CENELEC follow-up groups
	CLC TC 215	SK 215	Committee developing standards for electrotechnical aspects of telecommunication equipment, under which there is a follow-up group mirroring the CENELEC committee
IEC TC 3 IEC SC 3C IEC SC 3D		SK 3	Committee developing standards for information structures, documentation and graphical symbols, which includes follow-up groups mirroring IEC committees
IEC TC 72	CLC TC 72		National follow-up groups (not SK committees) responsible for the IEC and CENELEC committees which develop standards for automatic control devices for household appliances

Figure 3 – Examples of different expert groups

3.4 Founding a follow-up group

Follow-up groups will be established as new technical standardization committees are created by IEC or CENELEC. The SESKO office will find out whether Finnish companies and organizations are interested in participating in the follow-up group in question. For each follow-up group, a **contact person** from the SESKO office will be appointed, who will be responsible for the activities of the group and help its members as necessary.

If the follow-up group is not within the competence of any committee, i.e. it is completely independent, any member of the follow-up group can act as a contact person. The SESKO office appoints the contact person.

3.5 Founding a Standardization Committee (SK)

The SESKO office is constantly monitoring the need for establishing new standardization committees. The criteria are the number of companies in the follow-up group and the importance of the industry for Finnish business, such as

- customer needs
- enhancing Finnish competitiveness
- benefits and needs for the participation of small and medium-sized enterprises
- significant Finnish expertise
- horizontal, i.e. broad user base
- significant impact on safety, health, environment, energy efficiency
- new technical area

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- nationally important field.

When in some sector the need arises for a new standardization committee, the issue is discussed in the SESKO Board. If it is decided to establish a new SK committee, the SESKO office will determine the interest of companies and associations to participate. As soon as the **Board of Directors** approves the composition of the committee, the SESKO office will send a memorandum on the mission and the composition of the committee to the members.

Any member of the committee can be a contact person for the follow-up group(s) within the competence of the SK committee. The committee appoints one of its members as a contact person.

3.6 Competition law in the activities of SESKO expert groups and Privacy Policy

The activities of SESKO committees, follow-up groups and other expert groups shall be consistent with the internal guidelines approved by the SESKO Board of Directors, "Compliance with competition law in the activities of SESKO committees and working groups".

[http://www.sesko.fi/files/463/so_21 - lyhennelma - kilpailulainsaadannon_huomiottaminen_standardoinnissa.pdf](http://www.sesko.fi/files/463/so_21_-_lyhennelma_-_kilpailulainsaadannon_huomiottaminen_standardoinnissa.pdf)

The SESKO Data Protection Policy is available on the website

https://www.sesko.fi/sesko_ry/tietosuoja

4 JOINING AN SK COMMITTEE OR FOLLOW-UP GROUP

Membership in committees and follow-up groups requires the payment of an **annual participation fee**. The annual participation fee entitles the members of the committee and the follow-up group to the following services:

- **Membership** in the national standardization committee or membership in follow-up groups (IEC, CENELEC and CEN committees, and CENELEC project groups)
- **Access** to IEC, CENELEC and SESKO document services
- National **standard proposals** as well as the IEC, CENELEC and CEN proposals within the scope of the relevant committee or follow-up group
- Opportunity for **participation** in meetings of relevant IEC and CENELEC committees and their working groups
- **Completed EN standards** of the relevant CENELEC committee and Harmonization Documents (HD)
- Opportunity to apply for a **travel grant** for meetings of the international committee and working group
- New SFS standards in **Finnish** by the SK committee
- SESKO Annual Publication
- **List** of adopted and published standards of the previous year, published in January (on the website)
- SESKO Technical Expert **advice**
- For the contact persons of the IEC follow-up groups: the new IEC standards (in digital format) of the relevant IEC committee.

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Further information on participating in SESKO expert groups can be found on the SESKO website <https://www.sesko.fi/osallistuminen>

5 MISSION OR ACTIVITIES OF A COMMITTEE OR A FOLLOW-UP GROUP

The activities of the SESKO national expert group are summarized as follows:

- **commenting** on standard drafts and resolutions to be taken at meetings
- assessment of the **need for translation** of standards and commenting on translations, if necessary
- development, maintenance and abolition of the **purely national** standards
- identification of the need for and preparation of **handbooks** and other publications or guidelines
- **information dissemination** and promotion of standards usage
- **cooperation** with relevant authorities.

5.1 International and European activity

The mission of the Standardization Committee, as well as the independent follow-up group, is to **follow and participate in** international standardization work in its field and be responsible for the technical content and resolution of issues in Finland.

More detailed instructions on participating in the activities of IEC and CENELEC are shown in separate Directives (TO 2 and TO 3), approved by the Board of Directors of SESKO.

5.2 National activity

5.2.1 Preparation of SFS standards and implementing EN standards in Finland

The task of the national SK committee is to continuously **monitor** and study the need and appropriateness of standardization in every field in Finland. All EN standards will be **automatically** published digitally as English-language SFS-EN or SFS-EN IEC standards (from 2018 onwards). The committee or the follow-up group may suggest to the SESKO office which International or European Standards should be translated into Finnish.

5.2.2 Updating SFS standards

There are some so-called purely national SFS standards (code SFS xxxx). The role of the national SK committee is to control the applicability of existing national SFS standards in their field. Outdated standards will be revised or proposed for withdrawal. The recommended national standards revision interval shall **not exceed five years**.

Standards based on International and European Standards (SFS-EN, SFS-EN IEC, SFS-IEC) shall be renewed or updated when the original publications are revised.

The SESKO office takes care of maintaining the SFS standards that fall under the remit of independent follow-up groups. It shall be noted that an SFS standard, which does not comply with the EN standard or the HD document shall be updated or withdrawn within the CENELEC timelines (see TO 3).

5.2.3 Founding and monitoring working groups

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It is often necessary and recommended for the national SK committee to create working groups that are responsible for developing standard drafts or subsections for specific topics. If necessary, experts from outside the committee may also be invited to participate in working groups. Participation in working groups for specific projects preparing SFS standards or handbooks for SK committees is free of charge.

The prerequisite for the effective functioning of the working group is that the committee

- clearly defines the **goals** of the working group
- sets **deadlines** for the task
- appoints the **working group leader** responsible for the activity
- monitors the activities of the working group, i.e. instructs the working group to inform periodically the committee of any significant changes in its activities and tasks
- approves the finalized proposal of the working group.

For example, if the task of the working group is to translate an EN standard into Finnish, it is advisable for a member of the working group to prepare a translation for consideration by the working group. Due to the translation fee, the translation of any standard shall always be agreed in advance with the SESKO office.

5.3 Promoting

It is useful for the national SK committee to **promote** standards related to its field of activity in order to make the results of its work widely known as possible. The publication of an important new national, international or European standard is an appropriate subject and time for communication. Communication channels, such as industry publications, the SESKO newsletter and the SESKO website. Communications should be agreed with the person in charge from SESKO.

Electronic archives created for SK committees and some follow-up groups on the IEC/CENELEC *Collaboration Platform* (<https://collaborate.iec.ch>). Groups can use this service, for example, to archive and distribute minutes and meeting reports.

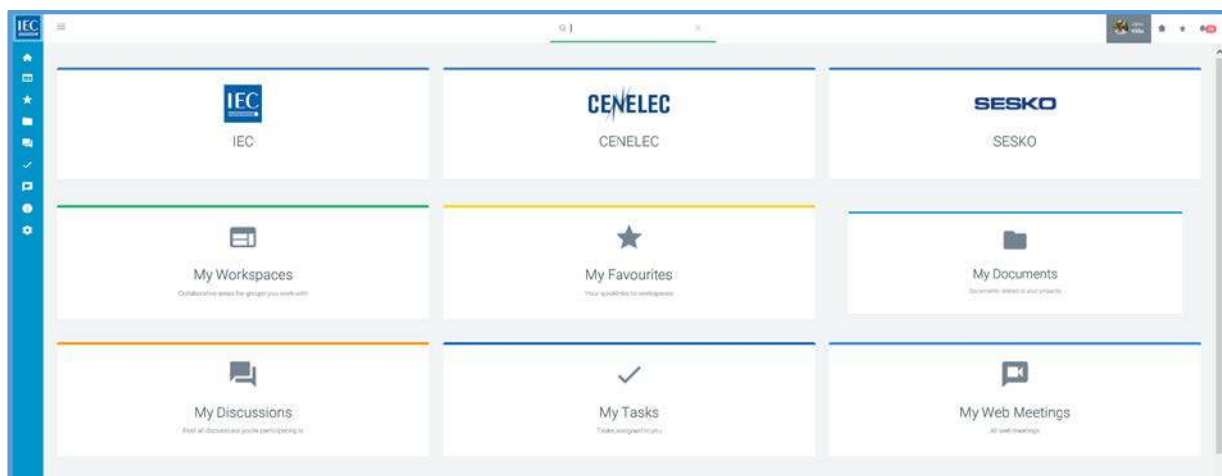


Figure 4 – *Collaboration Platform* front page

5.4 Other activities

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It is useful for the national SK committee to **cooperate** with other committees, organizations and authorities closely related to its field of activity.

6 SPECIAL TASKS OF THE COMMITTEE AND FOLLOW-UP GROUP MEMBERS

Instructions for participation in the SESKO expert groups can be found on the SESKO website https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille.

The website includes the following instructions:

- Main principles for the preparation of standards https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille/standardien_valmistelun_paaperiaatteet
- Commenting on draft standards https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille/standardiehdotusten_kommentoiminen
- Document numbering principle https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille/dokumenttien_tunnukset
- Standard codes https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille/standardien_tunnukset
- Meeting participation https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille/kokouksiin_osallistuminen
- Travel grant application https://www.sesko.fi/osallistuminen/ohjeita_asiantuntijoille/matka-avustus_ja_ohjeet

6.1 Member activity

The members of a committee and its potential working groups act as **experts** appointed by their companies. A broader range of stakeholders will be considered during the enquiry stage of the proposal. Members of the follow-up group have the opportunity to influence the proposals in the international or European commenting and voting process by submitting any comments on the proposals to the follow-up group contact person (see TO 2 and TO 3).

On issues related to the communication between members of the committee, you should contact the committee secretary directly (see Annex A, Clause A.3). Participants shall notify the SESKO office of any **changes in their contact information** in order to ensure fluent communication. Communication is carried out mostly by email.

In accordance with generally accepted international practice, the expenses of committee members for the work of the committee are covered by their employer.

If the person appointed to the national SK cannot attend the meeting, another person from the same organization or company can replace them.

6.2 Chairman activity

The chairman is responsible for the work of the SK committee. The chairman presides over the meeting and is **unbiased and fair**. If necessary, the chairman prepares the meeting agenda with the secretary.

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6.3 Activity of the contact person of a follow-up group

The contact person prepares **comments** on international and European proposals based on the comments of the members of the committee/follow-up group. The contact person is also **responsible for delivering voting** responses to SESKO.

The activity of the contact person of a follow-up group is described in more detail in the Directives for Participation in IEC and CENELEC Activities (TO 2 and TO 3).

6.4 Activity of the SESKO office contact person

The SESKO office has appointed for each SK committee and follow-up group a responsible person, who will **assist** and **advise** on operational issues. The responsible persons are mentioned on the SESKO [website](#).

6.5 Secretarial activity

The secretary shall be **impartial** and **unbiased**. The secretary convenes the meeting, prepares items to be discussed at the meeting, and keeps minutes of the meetings. He/she coordinates the activities of the SK committee and manages the preparation of European, international and national draft standards in accordance with SFS Guides 4 and 5 and instructions issued by SESKO. The duties of the secretary are described in more detail in Annex A.

7 PREPARATION OF SFS STANDARDS

7.1 Summary of national responsibilities and actions for different publications

The following is a summary of national duties and procedures regarding different standards and other publications.

7.1.1 EN standards

The enquiry/voting procedures and national enquiry for European prEN standard proposals are conducted in the context of preparation of IEC and EN standards. EN standards are confirmed as SFS-EN or SFS-EN IEC standards as they are (electronic standards) and can be translated into Finnish, if necessary. The SESKO office will notify CENELEC as and when EN standards have been implemented as SFS standards.

Starting from 2018, European standards identical to the IEC standards will have the following identifiers: EN IEC 6xxxx. Possible pan-European changes compared to the IEC standard are usually included in the EN standard through an amendment (e.g. EN IEC 6xxxx/A11).

Standards that are purely European in origin still use the identifier EN 5xxxx.

7.1.2 Harmonization Documents (HD)

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CENELEC publishes HDs for industries where EN standards cannot be developed due to national installation practices or similar reasons. Typically, such areas are low-voltage installations, as well as power cables.

In Finland, a national standard based in whole or in part on an HD can be published with the four-digit identifier SFS xxxx (e.g. SFS 6000 series).

Contradictory national standards shall be withdrawn even if the HD is not published as an SFS standard.

SESKO shall organize a national enquiry process before publishing the SFS standard. The published SFS standard shall not be in conflict with the HD.

7.1.3 Reviewing a purely national SFS xxxx standard or compiling an entirely new standard

If creating a completely new national standard is necessary, SESKO shall send a *Vilamoura* notification to the CENELEC *Technical Board* before starting work in order to allow other interested countries to participate in the preparation of the standard. In order to revise the former national standard, SESKO shall make a *Notification* (REV) to the CENELEC Technical Board before proceeding. For more information see TO3.

SESKO shall organize a national enquiry before publishing the SFS standard. The national standard identifier is SFS xxxx.

7.1.4 Enforcing an IEC standard (that will not become an EN standard) as an SFS standard

SESKO notifies the CENELEC *Technical Board* (Notification) of its intention to publish a national standard.

SESKO shall organize a national enquiry process before publishing the SFS standard. The national standard identifier is SFS-IEC 6xxxx.

The handling of vocabularies verified by a database procedure is presented in Annex B.

7.1.5 Enforcing technical reports, specifications or PAS publications as an SFS standard

This clause deals with the following publication types: CENELEC/TR, CENELEC/TS, IEC/TR, IEC/TS or IEC/PAS.

Adopting the publications as SFS standards is exceptional, and the necessity of this shall be considered on a case-by-case basis.

SESKO shall notify the CENELEC *Technical Board* (Notification) if such publication is to be issued as a national standard.

SESKO shall organize a national enquiry process before publishing the SFS standard. The national standard identifier for standards to be published is SFS xxxx.

7.1.6 Translation of technical reports, specifications or PAS publications into Finnish (without the standard being implemented as an SFS standard)

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The translation of these publications into Finnish is exceptional and the need for translation shall be considered on a case-by-case basis. There is no need for a national consultation round if the publication is to be translated, as it will not be awarded the status of SFS standard.

Publication identifiers are CENELEC/TR xxxxx or CENELEC/TS xxxxx or IEC/TR xxxxx or IEC/TS xxxxx or IEC/PAS xxxxx.

7.2 Source publications

The following source publications should be used, in **order of priority**, as a guide when preparing draft standards in Finland:

1. European Standards (EN) and Harmonization Documents (HD)
2. International Standards (IEC)
3. CENELEC or IEC Technical Specifications and reports, and IEC PAS publications
4. Foreign national standards
5. Domestic industry and organization standards

International IEC standards do not have to be approved at the national level, but they are commonly adopted per se as European EN standards, while at the same time the national obligation for ratification enters into force (see paragraph 7.3).

In the absence of source publications, the committee should base its work on other sources and its own research. Any possible research costs will be borne by the committee.

It should be noted that in CENELEC there is a notification obligation in the electrotechnical sector, which requires SESKO to notify CENELEC of any new standardization subjects, except for new subjects pertaining to the application of CENELEC standards and harmonization documents. Terminology work is excluded from this procedure (see more detail in TO 3 and Annex B herein).

Regulations of authorities shall always be respected.

7.3 Duty to implement CENELEC standards

The CENELEC EN **presentation and subject matter** of standards must be implemented as SFS standards exactly as they are by the CENELEC date of publication (dop). EN standards are now **automatically** published as digital SFS-EN or SFS-EN IEC standards in English, and they can also be translated into Finnish and subsequently published as national standards carrying the same identifier. Thus, there can be two versions of the same standard in force: the original SFS-EN or SFS-EN IEC standard in English and national standard with the same identifier containing an Finnish translation, in addition to the original text in English.

CENELEC's publication obligations and use of publications are described in more detail in Directive TO 3.

The draft SFS standard is compiled in accordance with the SFS Guide 4 and SFS Guide 5, which can be found on the SFS website (www.sfs.fi) [Publications and services → Useful material.](#)

7.4 The process of preparing an SFS-EN standard

7.4.1 Subject matter

Most of the national standards currently adopted are EN standards, which are mainly based on IEC standards. Therefore, SK committees and follow-up groups shall take into account the preparatory stages of the standards of other organizations (IEC, CENELEC) in order to influence the content of European and international standards, and thereby SFS standards in the best possible manner.

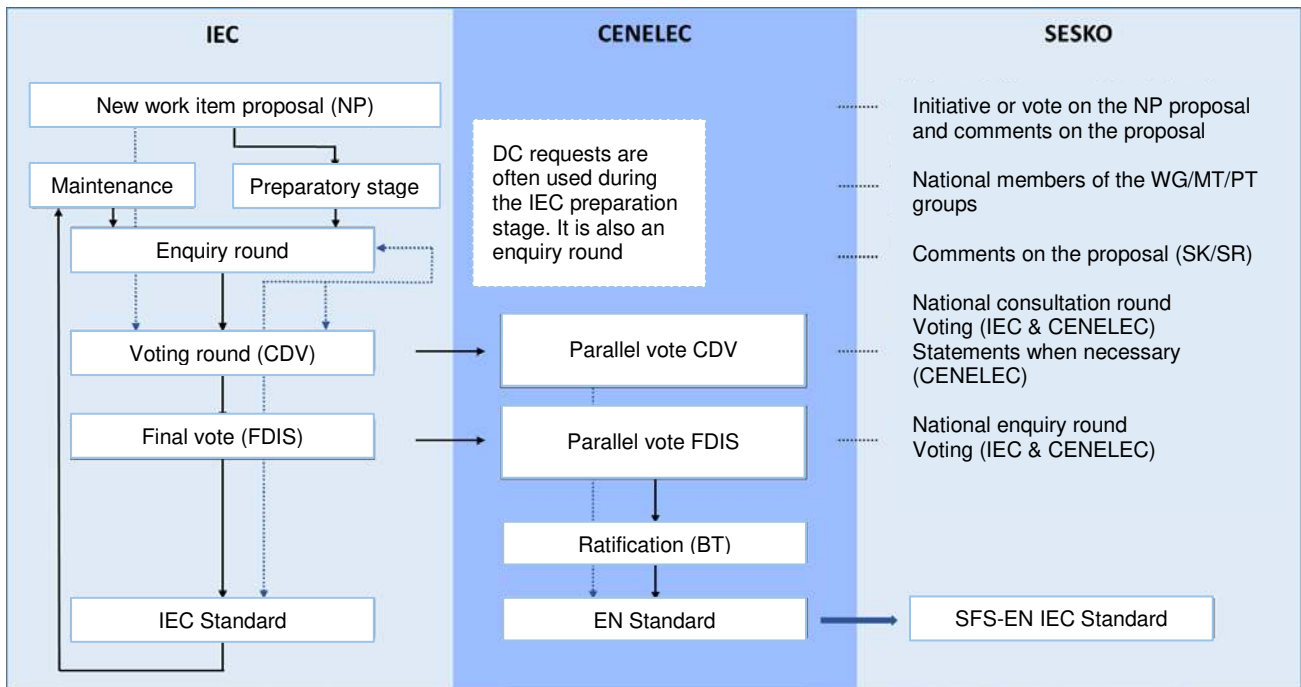


Figure 5 – Schematic diagram for the preparation of the SFS-EN standard using the IEC/CENELEC-parallel procedure

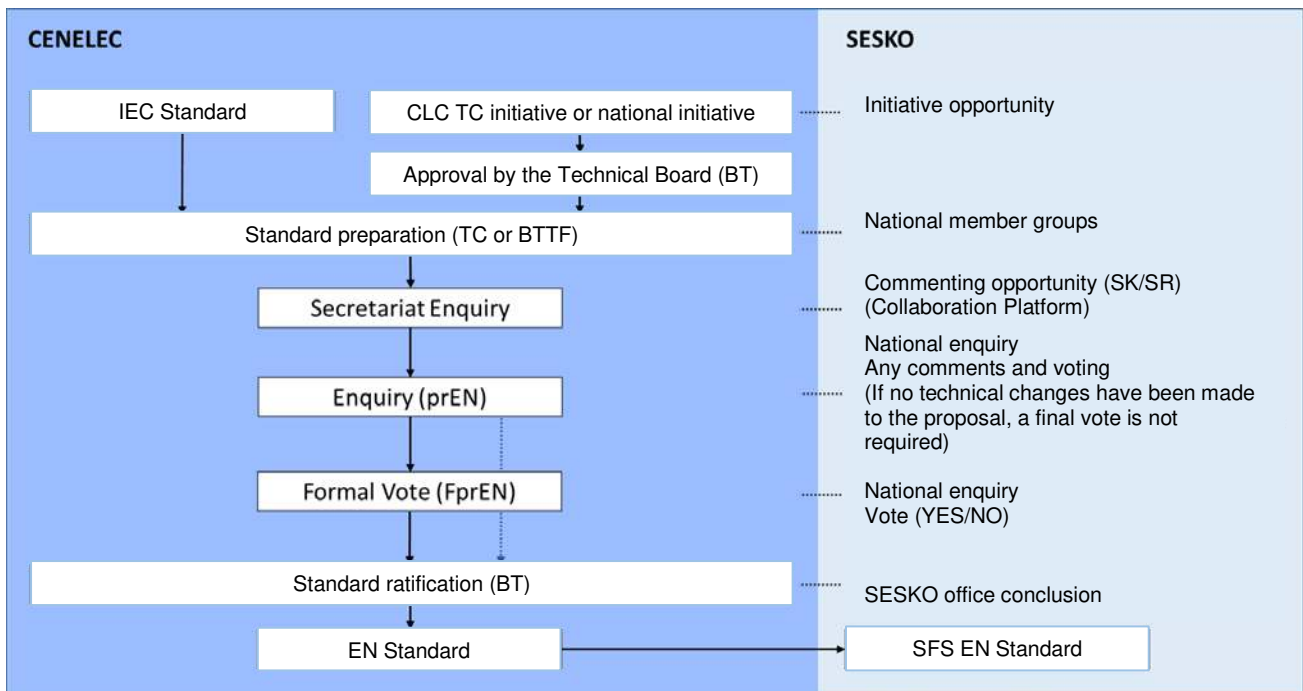


Figure 6 – Principle diagram for preparation of SFS-EN standard **without** IEC/CENELEC-parallel procedure

7.4.2 Enquiry round

The SESKO office **automatically** submits European standard drafts for the national enquiry process when they participate in the enquiry and voting process of CENELEC.

The draft can be found in the monthly **request for comments list** sent to SESKO member organizations and published on the SESKO [website](#). This separate request for comments list will not be sent to members of committees and follow-up groups. Information on IEC-CENELEC parallel voting can be found on the front page of the IEC working paper and in the CENELEC voting letter.

National enquiry on a purely European EN standard is held during CENELEC enquiry and voting processes.

There is usually not enough time to submit Finnish translations of EN standards for national enquiry during the CENELEC vote. The SESKO contact person and SK committee/follow-up group are responsible for the correctness and wording of the translations, since translations of EN standards are **not issued for** a separate enquiry process.

7.4.3 Gathering of comments and views, and voting on international and European proposals

Written statements received by the SESKO office will be forwarded to the contact person of the follow-up group (and, if necessary, to the committee secretary), who shall prepare a Finnish response (see Directive TO 3). Statements can be submitted in Finnish, Swedish or English.

In the event of any significant conflict between statements, the secretary shall arrange a meeting to which not only the members of the committee, but also the submitters of the

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statements are invited, in order to reach a **consensus** acceptable to all parties. If a consensus is not reached at the meeting and if the decision has significant consequences for economic policy, the **SESKO Board of Directors** will decide on the Finnish position.

SK committees and follow-up groups shall agree on procedures for handling votes falling between meetings. The group can agree that in these cases the vote is abstained, or the proposal is accepted.

If SESKO does not have a follow-up group or committee, and no comments are received in the enquiry process, international and European proposals are usually *abstained*.

7.4.4 Enforcing EN standards

Enforced EN standards (the endorsement notice or EN standard) can be accessed using personal login information on the CENELEC website or by accessing the relevant technical committee's website. European EN standards (EN 50xxx) are distributed to the appropriate members of the committee or the follow-up group through SESKO office via email.

The European EN standard will be **automatically** implemented and published as the English-language SFS-EN (IEC) Standard in accordance with SFS Guide 5.

7.4.5 Finalising the SFS-EN standard to be translated into Finnish

If the standard is translated into Finnish, the technical content of the standard will be finalized by the committee secretary or the contact person of the follow-up group. The CENELEC and national title pages will be added to the proposal in the SESKO office.

The standard to be published must be submitted by the translator or the secretary of the committee to the SESKO office in digital format (Word format). It is often better to translate along with the IEC or EN text. Images will be submitted to SESKO only if they have been prepared by a translator or secretary. In this case, the images must be delivered to SESKO as separate image files.

7.5 Process for preparing an SFS standard or an SFS-IEC standard

This clause applies to

- SFS standards based on CENELEC **Harmonization Documents (HD)**
- SFS-IEC standards, **identical** and **based on** IEC standards, not implemented as EN standards
- Purely **national** SFS standards

The CENELEC Harmonization Document shall be applied **without changing its technical content**.

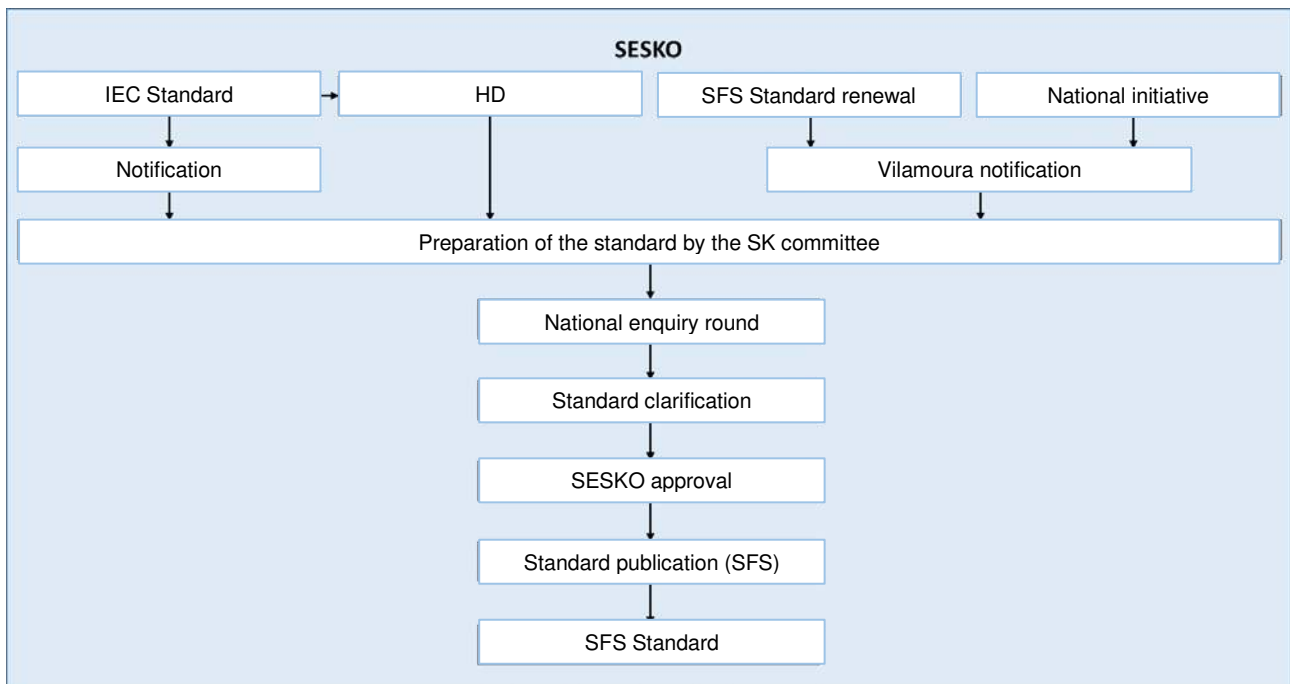


Figure 7 – Schematic diagram of preparation of the SFS or SFS-IEC standard

7.5.1 Preparatory stage

At the beginning of the work, the committee secretary provides the contact person of the SESKO office the following information:

- draft standard **title** (also in English)
- proposal **guide publication** and **degree of consistency** (identical/technically consistent/based on)
- committee preparing the proposal
- identifiers and years of implementation of SFS standards potentially intended for **replacement**.

7.5.2 Enquiry round

The secretary sends the finalized (as far as the committee is concerned) standard draft document in digital format (Word) to the office for submission to the national enquiry process. It also refers to companies, associations and organizations, which shall be consulted in addition to the members of the SESKO communities. The SESKO office will attach proposal details to the request for comments list and [SFS request for comment service](#).

The duration of the commenting period is usually **two months**. July is excluded. The SESKO office will also send the draft along with its cover letter to the working group and committee that prepared it.

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Nationally important standards can be the subject of wider enquiry on a case-by-case basis. The proposal will be sent at the discretion of the committee to other concerned institutions, such as authorities, organizations and companies, in addition to SESKO member communities. The proposal will also be provided to those who request it separately.

Statements and comments can be submitted in Finnish, Swedish and English.

7.5.3 Processing statements and comments

Written statements and comments received by the SESKO office shall be sent to the committee secretary, who summarizes them to facilitate the final processing. In the event of any significant differences of opinion, the secretary shall invite not only members of the committee, but also those issuing the statements to the meeting in order to reach a consensus acceptable to all parties.

7.5.4 Finalising the proposal

The secretary submits the modified draft (in Word format) based on the comments and a compilation of comments form (see Annex A) duly completed to the contact person of the SESKO office for approval by the SESKO **Board of Directors**. If a change proposed by the person issuing the comment has not been accepted or it has been only partially accepted, the form must indicate whether or not a consensus has been reached. If consensus cannot be reached, a brief explanation of the rejected change request and the grounds for rejection shall be attached.

7.5.5 Approval and publication stage

As soon as the standard draft is approved by the SESKO Board, it will be sent from the SESKO office with cover letters to the *SFS Finnish Standards Association*. At SFS, the draft standard is treated as described in SFS Guide 4 and is implemented as an SFS standard.

8 COMPLAINTS ON STANDARDS AND THEIR PREPARATION, AND ON COMMITTEE ACTIVITY

Complaints are handled in accordance with the current SFS guidelines, SFS Guide 4 "*The working procedure and structure of a national SFS standard*" and SFS Guide 5 "*National working procedure for European and international standards and other deliverables*". These guides can be found on the SFS website ([Publications and services → Useful material](#))

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9 GENERAL INFORMATION ON STANDARDS AND STANDARDIZATION

Essential details on standardization are presented on the websites of different organizations, in annual reports and newsletters, as well as in industry publications. Good sources of information include:

- www.sesko.fi
- www.iec.ch
- www.cenelec.eu
- www.sfs.fi
- [SFS Newsletters](#)
- [SFS Information Magazine](#)

The SESKO website provides the latest information on electrotechnical standards and standardization. The website also contains the links to other standardization organizations. SESKO customer support can help you by phone on +358 50 571 6048 and via email at asiakaspalvelu@sesko.fi.

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ANNEX A SECRETARIAL DUTIES

A.1 New committee kick-off meeting

The secretary agrees on the date of the kick-off meeting of the new SK committee with the chairman and other members, as well as the contact person of the SESKO office. The meeting takes place at SESKO premises, so the SESKO office organizes meetings (meeting rooms and catering).

The secretary collects the necessary reference materials for the meeting, such as the current SFS standards relevant to the committee, as well as a list of European and international standards and draft standards within the remit of the committee (see paragraph A.2).

The secretary draws up the agenda for the meeting, which shall include at least the following items:

1. General (SESKO office presentation on standardization in general)
2. Assembly
3. Mission
4. Source material review
5. Work organization
6. Project schedule
7. Other business
8. Next meeting

The notice of the meeting and other meeting documents must be sent to the members and the contact person of the SESKO office at least **two weeks** before the meeting.

The secretary takes minutes of the meeting (see paragraph A.4).

A.2 Source material

When searching for standards, the secretary shall use the following websites:

- www.iec.ch
- www.cenelec.eu
- sesko.fi
- www.sfs.fi (especially the SFS standard list <https://sales.sfs.fi/fi/index.html.stx>)

The standards necessary for the work of the committee will be agreed with the [contact person](#) of the SESKO office.

A.3 Communication

In the work of a national technical committee, the secretary shall act as a contact person. Messages sent outside the committee, for example, to other organizations, are first sent to the contact person of the SESKO office, who will then deliver them further on behalf of SESKO.

The communication between the Finnish national committees and international standardization organizations is described in the directives TO 2 and TO 3, addressing participation in IEC and CENELEC activities.

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A.4 Meetings

The secretary shall agree on the date for the SK committee meeting with the chairman and other members. The simplest solution is that a point for agreeing the time and date of the next meeting is included in the agenda for every meeting and recorded in the minutes of the meeting.

The agenda for meetings shall be drawn up by the secretary in cooperation with the chairman, if necessary. Materials related to the meeting shall be sent to members well in advance (at least one week before the meeting).

In addition to actual technical issues, issues to be handled in the meetings are, among other things, agreeing on the use of new European and International Standards (see paragraph 5.2.1.) and communication (see paragraph 5.4).

In order to issue the summons to the meeting and the agenda, examples of a committee meeting invitation and agenda are included in this Annex.

The secretary keeps the minutes, which shall indicate at least the following:

- Committee name
- Minutes number
- Meeting time and place
- Attendees and absentees
- Verification of the previous meeting's minutes
- Decisions
- Other business that was separately highlighted
- Agreed actions
- Date of next meeting

An example of the headings for the minutes is attached in this Annex.

The minutes of each committee meeting are also sent to the person responsible for SESKO archiving.

The meeting minutes of working groups and follow-up groups shall also be kept as appropriate.

PLEASE NOTE. The voting statement shall be separately returned to the contact person of the SESKO office. The Statements can be submitted in Finnish, English or Swedish. It is not enough that the positions of the committee on proposals are set out only in the minutes or in an annex to them.

A.5 Preparation of SFS standards

The secretary is responsible for finalizing the technical content of the draft standards for the committee (see paragraph 7). The cover pages and the final layout will be handled by the SESKO office.

The most important Directives are SFS Guide 4 and 5. Please also check the following publications:

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- The standards on quantities and units of measurement (SFS catalogue group 01.060)
- Electrotechnical vocabulary for the field in question (SFS catalogue group 01.040.29) and www.electropedia.org
- Technical Drawing Standards (SFS catalogue group 01.100)

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AN EXAMPLE OF AN AGENDA FOR A COMMITTEE MEETING

SESKO		1 (1)
		2019-xx-xx
Komitean SK xx jäsenet		
KOMITEAN xx. KOKOUS		
Aika	Keskiviikko 18. syyskuuta 2019 klo 10 – 13	
Paikka	SESKO, Neuvotteluhuone 2 (Takomtie 8, 00380 Helsinki, Pitäjänmäki)	
Esityslista	Etäosallistumismahdollisuus GoToMeeting-järjestelmän kautta (yhteystiedot alla)	
	1	Kokouksen avaus ja esityslistan hyväksyminen
	2	Komitean jäsenasiat
	3	Pöytäkirjan xx, 2019-xx-xx, hyväksyminen ja siitä johtuvat asiat
	4	Raportit IEC- ja CENELEC-kokouksista
	5	IEC-asiat
	5.1	Lausunto- ja äänestyskierroksilla olevat ehdotukset – lausuntojen ja äänestyskannanottojen valmistelu
	5.2	Uudet IEC-standardit ja mahdollisista kansallisista jatkotoimenpiteistä päättäminen sekä muut IEC-asiat
	6	CENELEC-asiat
	6.1	Lausunto- ja äänestyskierroksilla olevat ehdotukset – lausuntojen ja äänestyskannanottojen valmistelu
	6.2	Uudet EN-standardit ja mahdollisista kansallisista jatkotoimenpiteistä päättäminen sekä muut CENELEC-asiat
	7	SFS-standardiehdotukset ja muut SFS-standardeihin liittyvät asiat (tarvittavista toimenpiteistä päättäminen)
	8	Mahdolliset muut asiat
	9	Seuraava kokous
		xxxxx xxxxx Sihteeri
<p>SESKOn tietosuojaperiaatteet https://www.sesko.fi/sesko_n/tietosuoja SESKOn kokouksissa noudatetaan SESKOn hallituksen hyväksymää sisäistä ohjetta "Kilpailulainsäädännön huomioon ottaminen SESKOn komiteoiden ja työryhmien toiminnassa". http://www.sesko.fi/keskustelu/21_-_luonnos_-_luonnokasetin_huomioihin_ajautuneita_asiakirjoja.pdf</p>		
OHJEITA ASIAKIRJOJEN HAKEMISEEN		
IEC TC xx –asiakirjat löytyvät IEC:n dokumenttipalvelimelta jäsenten henkilökohtaisilla käyttäjätunnuksilla. Linkki on seuraava: http://www.iec.ch/dyn/www?cid=103300::FSP_ORG_ID:FSP_LANG_ID:1255.25		
EN-standardit löytyvät henkilökohtaisilla käyttäjätunnuksilla linkistä www.cenelec.eu		
Komitean SK xx pöytäkirja- ja kokousselostusarkisto: IEC Collaboration Platform (https://collaborate.iec.ch)		
ETÄYHTEYSTIEDOT (GoToMeeting)		
SESKO ry - Sähkö- ja elektroniikka-alan standardointijärjestö		
Postiosoite	Puhelin	Sähköposti
Takomtie 8, 00380, HELSINKI	050 571 6048	asiakaspalvelu@sesko.fi
		Internet
		www.sesko.fi
		Ly
		0967813-3


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AN EXAMPLE OF MINUTES OF A COMMITTEE MEETING

SESKO		PÖYTÄKIRJA (numero)	1 (1)
SK xx XXXXXXX		2019-xx-xx	
KOMITEAN xx. KOKOUS			
Aika	Xxx xx. xxxxxkuuta 2019 klo 10 – 13		
Paikka	SESKO, Neuvotteluhuone 2 (Takomotie 8, 00380 Helsinki, Pitäjänmäki)		
Läsnä	xxxxx		
Poissa	xxxxx		
1 Kokouksen avaus ja esityslistan hyväksyminen	Puheenjohtaja avasi kokouksen ja kokouskutsun yhteydessä lähetetty esityslista hyväksyttiin kokouksen työjärjestykseksi.		
2 Komitean jäsenasiat	Käsiteltäviä asioita ei ollut.		
3 Pöytäkirjan xx, 2019-xx-xx, hyväksyminen ja siitä johtuvat asiat	Pöytäkirja hyväksyttiin muutoksitta ja todettiin seuraavat pöytäkirjasta johtuvat asiat.....		
4 Raportit IEC- ja CENELEC-kokouksista	X.X raportoi työryhmän/komitean xx viime kokouksen tuloksista seuraavaa:		
5 IEC-asiat	5.1 Lausunto- ja äänestyskierroksilla olevat ehdotukset – lausuntojen ja äänestyskannanottojen valmistelu Xx/xxx/NP: Päätettiin äänestää standardointikohteen käynnistämisen puolesta, mutta ei nimetä suomalaista asiantuntijaa ehdotusta valmistelevaan työryhmään. Xx/xxx/CD Päätettiin esittää ehdotukseen seuraavat kommentit: ... Xx/xxx/FDIS Päätettiin äänestää ehdotuksen hyväksymisen puolesta		
5.2 Uudet IEC-standardit ja mahdollisista kansallisista jatkotoimenpiteistä päättäminen sekä muut IEC-asiat	Todettiin ilmestyneiksi seuraavat IEC-standardit:		
6 CENELEC-asiat	Käsiteltäviä asioita ei ollut.		
7 SFS-standardiehdotukset ja muut SFS-standardeihin liittyvät asiat	7.1 Standardiehdotus SFS xxxxx Käsiteltiin ehdotukseen lausuntokierroksella saadut lausunnot ja päätettiin seuraavaa: ...		
7.2 Kansallisen standardin SFS xxxxx uusimistarve	Todettiin kansallinen SFS-standardi vanhentuneeksi ja päätettiin esittää se kumottavaksi.		
8 Seuraava kokous	Komitean seuraava kokous pidetään xx.xx.20xx SESKOssa. Xxxx Xxxx/Sihteerin		
SESKO ry - Sähkö- ja elektroniikka-alan standardointijärjestö			
Postiosoite	Puhelin	Sähköposti	Internet
Takomotie 8, 00380, HELSINKI	050 571 6048	asiakaspalvelu@sesko.fi	www.sesko.fi
			Ly 0967813-3

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AN EXAMPLE OF A SUMMARY OF ENQUIRY STAGE COMMENTS



LAUSUNTOYHTEENVETO 1

20xx-xx-xx

STANDARDIEHDOTUS SFS XXXX STANDARDIN NIMI

Lausuntoja pyydetty	Esitetty muutoksia		Ehdotetut muutokset hyväksytyt			Huom.
	Asiasisältöön	Esitystapaan	Kyllä	Osittain	Ei	
Energiateollisuus ry						
Eurofins Expert Services Oy						
Kunnossapitoyhdistys Promaint ry						
Radioteknillinen Seura ry						
SGS Fimko Oy						
Suomen Automaatioseura ry						
Suomen Radioamatööriliitto ry						
Suomen Valoteknillinen Seura (SVS) ry						
Sähkö- ja teleurakoitsijaliitto STUL ry						
Sähköalojen Ammattiliitto ry						
Sähköinsinööriliitto ry						
Sähkömestarien ja Sähköyläsiementajien ry						
Sähkösuunnittelijat NSS ry						
Sähkötarkastusyhdistys SÄTY ry						
Sähkötekniikan Kaupan Liitto ry						
Säköturvallisuuden edistämiskeskus STEK ry						
Teknoliateollisuus ry						
Telia Sonera Finland Oy						
Turvallisuus- ja kemikaalivirasto TUKES						
SFS:n lausuntopyyntöpalvelu (linkki palveluun)						
SESKOn lausuntopyyntöluettelo 20xx/xx (linkki luetteloon)						

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**ANNEX B
THE NATIONAL PROCESSING OF THE IEV TERMS VERIFIED BY A DATABASE PROCEDURE**

Terms defined in the IEC terminology database are processed at the national level in accordance with the procedure below.

1. The secretary of the SESKO SK 1 *Terminology* Committee will upload a new database proposal (*evaluation*) on [Collaboration Platform](#). The proposal shall contain the reasons for the amendment/addition/removal, as well as the technical content of proposals. When a new item is added to the *Collaboration Platform*, an email notification is automatically sent to all members of the SK 1 Terminology Committee. In addition, if necessary, the secretary sends the technical content of the proposal for information to the contact person of that SESKO technical committee (SESKO SK committee or follow-up group) to which the technical content of the proposal relates.
2. If members of SK 1 or members of the technical committee/follow-up group have comments on the technical content of the proposal, these comments shall be submitted to the SK 1 committee secretary within **six weeks** after the publication of the proposal on the *Collaboration Platform*. The last day for issuing comments will be announced when the proposal is distributed. Comments on the proposal will be discussed as appropriate, at the meeting of the SK 1 committee or by email before they are submitted to the IEC. The SK 1 committee secretary submits the comments to the IEC during the commenting period.
3. The secretary of the SK 1 Committee Terminology uploads a new database vote (validation) on the Collaboration Platform. The validation process is identical to the evaluation (described in paragraph 1). The voting period is four weeks.
4. After the approval of the proposal, it will be processed at the next meeting of the SESKO SK 1 committee. The meeting will discuss and decide on the translation of the proposal and any other measures required. If the proposal is translated, it shall be decided which of the following publication methods will be selected:
 - a. the vocabulary translation is published only in IEC's [Electropedia](#)
 - b. the vocabulary is implemented as an SFS standard for publication as a
 - i. pdf file
 - ii. the vocabulary is published as pdf and printed standards and the terms are published in the IEC *Electropedia*

The vocabulary is translated by adding Finnish terms to the existing IEC publication. In some cases, definitions can also be translated. If the vocabulary is published as a printed SFS standard, languages that are not commonly used in Finland will be excluded from the IEC publication in some cases. In addition to the English and German terms, usually also the Swedish and French terms are published in the SFS vocabulary (if they are included in the original IEC vocabulary). The languages published in the printed SFS vocabulary can be decided on case-by-case basis.

5. The criteria for translating the vocabulary are the same as for other standards to be translated. With the vocabularies, the financial return on the translation is not the most

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important criterion, but the importance of the translation shall be evaluated considering a horizontal need of the technical field of the glossary.

PLEASE NOTE. "Horizontal need" in this context refer to needs that fall within the scope of several technical committees and/or cover a wide technical subject area.

6. Regardless of the publication method (4a or 4b), the terms go through the enquiry process described in the implementation process of the SFS national standard (TO1, paragraph 7.5). This process ensures the quality, acceptability and consensus of the Finnish terms.
7. Decision on translating a vocabulary can also be made later than at the time of publication.
8. If the SFS vocabulary standard is withdrawn due to the abolishment or revision of an IEC publication, the translated terms will still be stored in *Electropedia*, unless there are justifiable technical reasons to delete them.

1) If an SFS standard is withdrawn due to the cancellation of the corresponding IEC publication, no action is expected, since the glossary will be deleted from *Electropedia* after its maintenance.

2) If the SFS standard is withdrawn due to a new edition of the corresponding IEC publication, the following options will be considered:

a) If the corresponding IEC publication has been divided into several publications, the SESKO SK 1 committee secretary will consider the new additions and their differences compared to the SFS standard. The SK 1 committee can decide on a case-by-case basis to translate all or only some of the parts. The original SFS standard will be withdrawn, and if the new publication is not translated, its Finnish terms will be considered as in section b).

b) If the corresponding IEC publication has been amended or new terms have been added and SK 1 decides to withdraw the SFS standard, the terms will be removed from *Electropedia* only if the term or its definition has changed in technical subject matter so that it no longer matches the original Finnish term. Following the withdrawal of the SFS Vocabulary Standard, the SK 1 committee secretary will review the terms of the withdrawn SFS Vocabulary Standard and ensure that they are removed from *Electropedia*.

9. The withdrawal of vocabulary standards will be discussed on a case-by-case basis at the meeting of the SK 1 committee, and, if necessary, an enquiry process for withdrawal shall be held in accordance with section 4.9 of SFS Guide 4.

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**ANNEX C
INITIALISMS COMMONLY USED IN STANDARDIZATION**

ACEA	Advisory Committee on Environmental Aspects (IEC)
ACEC	Advisory Committee on Electromagnetic Compatibility (IEC)
ACOS	Advisory Committee on Safety (IEC)
ACSEC	Advisory Committee on Information security and data privacy (IEC)
ACTAD	Advisory Committee on Electricity Transmission and Distribution (IEC)
AG	General Assembly (CENELEC)
BT	Technical Board (CENELEC, CEN)
BTTF	Technical Board Task Force (CENELEC)
BTWG	Technical Board Working Group (CENELEC)
CAB	Conformity Assessment Board (IEC)
CB	Council Board (IEC)
CCA	CENELEC Certification Agreement
CCMC	CEN-CENELEC Management Centre
CD	Committee draft (IEC)
CDV	Committee draft for vote (IEC)
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
CIE	International Commission on Illumination
CIGRE	Council on Large Electric Systems
CISPR	International Special Committee on Radio Interference
CO	Central Office (IEC)
doa	Latest date of announcement of the existence of the EN/HD/ENV at national level (CENELEC)
dop	Latest date of publication of an identical national standard (CENELEC)
dor	Date of ratification (CENELEC)
dow	Latest date of withdrawal of conflicting national standards (CENELEC)
doc	Date of cessation of presumption on conformity (EU)
DC	Document for comment (IEC)
EN	European Standard (CENELEC, CEN, ETSI)
ETSI	European Telecommunications Standards Institute
FDIS	Final draft for International Standard (IEC)
FprEN	Final Draft European Standard (CENELEC, CEN, ETSI)
HD	Harmonization Document (CENELEC)
HQ	Harmonization Questionnaire (CENELEC)
IEC	International Electrotechnical Commission
IECEE	Conformity Testing and Certification of Electrical Equipment (IEC)
IECEX	IEC scheme for the certification to standards for electrical equipment for explosive atmospheres (IEC)
IECQ	IEC Quality Assessment System for Electronic Components (IEC)
IECRE	IEC system for certification to standards relating to equipment for use in renewable energy applications
ISO	International Organization for Standardization
ITU	International Telecommunication Union
NC	National Committee (IEC, CENELEC)
NOREK	Nordiska Elektrotekniska Kommissionerna
NP	New work item proposal (IEC)
PAS	Publicly Available Specification

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PQ	Primary Questionnaire (CENELEC)
prEN	Draft European Standard (CENELEC, CEN, ETSI)
RD	Reference document (CENELEC)
SC	Subcommittee
SFS	Finnish Standards Association
SMB	Standardization Management Board (IEC)
TC	Technical Committee
TR	Technical Report
TS	Technical Specification
UAP	Unique Acceptance Procedure (CENELEC)
UQ	Updating questionnaire (CENELEC)
WD	Working draft (IEC)
WG	Working group