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Replaces the directive TO 2, dated 2015-02-09

Approved by the SESKO board on 2016-02-15

**TAKING PART IN THE IEC ACTIVITY**

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Significant changes to the previous version:

- Appendix A *'The national processing of the IEC terms verified by a database procedure'* added in
- Added in to all parts of the directive dealing with commenting, a mention of the possibility of submitting comments to SESKO in Finnish, Swedish or English.
- Added to chapter 5.8 *Maintenance* a notice that for the IEC vocabulary standards there is no maintenance period determined, but they are updated as and when necessary.

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## INTRODUCTION

This directive handles taking part in the IEC standardization work. The primary objective of this directive is to guide members of Finnish expert groups in standard preparation. IEC activity and its publications are also briefly introduced in this directive. The directive also describes different standardization documents and their significance, as well as means necessary to ensure that the Finnish views are included in the standard preparation work.

The IEC strives to speed and efficiency in publication preparation. Due to this, the IEC committees only use electronic documentation when sharing documents, and for commenting and votes. Efficient preparation also requires meeting deadlines and presenting matters in their correct form. The IEC documents are shared through the website [www.iec.ch](http://www.iec.ch). The website also holds comprehensive guidelines on the [IEC activity](#). This directive acts as a fulfilment to the IEC guidelines, ensuring that the Finland's part of the work is executed in the most flexible and efficient way.

The overview of SESKO standardization work and organisation is included in directive TO 1, *Taking part in the SESKO activity*. Taking part in the CENELEC activity is introduced in directive TO 3. These directives can be found in Finnish on the SESKO website ([www.sesko.fi](http://www.sesko.fi)) in the section [Osallistuminen → Ohjeita asiantuntijoille](#) and in English [News and viewpoints -> SESKO Directives](#).

## 1 IEC OVERVIEW

Founded in 1906, [the International Electrotechnical Commission \(IEC\)](#) is the organisation for international electrical and electronic standardization. There are currently [83 member countries](#) (2016-02) in the IEC. In addition, the IEC offers an [Affiliate Country](#) programme for developing countries in which it currently has 84 members (2016-02). 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 and each country has one vote.

IEC publishes international electrical and electrotechnical IEC standards. There are altogether approximately [7 000 IEC publications](#), out of which approximately 6 100 are actual standards. Almost all IEC standard proposals are implemented through incorporation in European EN standards and then national SFS-EN standards.

IEC activity also includes [conformity assessment](#), which is divided to [IECEE](#) system which covers with electrical safety, [IECQ](#) system which covers electronic components, [IECEX](#) system for equipment for use in explosive atmospheres, as well as the [IECRE](#) system (*IEC Renewable Energy*) for solar, wind and marine energy systems.

### IEC statutes and rules of procedure

IEC activity is regulated by the following statutes and rules of procedure:

[Statutes and Rules of Procedure](#), rules relating to the IEC administration.

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IEC/ISO Directives, rules regulating the committee activity and standard creation

- [Part 1: Procedures for the technical work](#)
- [Part 2: Rules for the structure and drafting of International Standards](#)
- [ISO/IEC Directives, IEC Supplement, Procedures specific to IEC](#)

The documents can be found on the IEC website:

[http://www.iec.ch/members\\_experts/refdocs/](http://www.iec.ch/members_experts/refdocs/)

Newsletters relating to administrative activity can be found here:

<http://www.iec.ch/dyn/www/f?p=103:96:0#2> (Most recent ACs and Selected ACs)

Overview of the IEC structure and administration can be seen in image 1 below.



Image 1 - IEC organisation

The supreme governing body in the IEC is the *Council*, which has representatives from each of the member countries. The responsibility for day-to-day management and operational functions has been delegated to the *Council Board* (CB) which has 15 members. The decisions of the *Council* and the *CB* are executed by the *Executive Committee*, which comprises of the IEC President, Vice Presidents, Treasurer and General Secretary. The day-to-day work is managed by the IEC *Central Office* (CO).

The standard creation is supervised by *Standardization Management Board* (SMB). Underneath the SMB are the technical committees, that in turn are responsible for the

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actual standard preparation. IEC has altogether 174 [technical committees](#) and subcommittees, which have over 1 300 (2016-02) working groups. There are also advisory committees working under the SMB for which members are selected separately.

The IEC SMB can set up different kinds of advisory groups. These sort of groups are usually founded when standardization is being started in a new field of technology.

This directive concentrates on the technical committee activity. In Finland, technical committee participation is done through the national committee, SESKO.

## 2 ORGANISING THE IEC TECHNICAL WORK

### 2.1 Technical committees, subcommittees and systems committees

IEC has **technical committees** (TC) and **systems committees** (SyC) for different sectors of electrotechnology. A committee can be subdivided into **subcommittees** (SC) by subject matter. If necessary, IEC can set up a **project committee** (PC) to develop a standard if the work proposal does not fall under an existing TC/SC/SyC committee's field of business.

In between meetings the chairman and secretary of an IEC technical committee or subcommittee manage, together with the **IEC Central Office** (CO), the communication on standard proposal development towards the national committees of the member countries; SESKO in Finland. SESKO in its turn forwards the information to Finnish experts.

### 2.2 P- or O-membership in the IEC system

The Finnish national committee SESKO can be a **participating member** (P-member) or an **observer** (O-member) of an IEC technical committee, systems committee, subcommittee or project committee. The decision of the membership level is made within SESKO. The following table depicts the duties and restrictions relating to each membership:

Table 1: The rights and obligations of the IEC P- and O-member

Activity	P-member	O-member
Responding to enquiry	voluntary	voluntary
Voting	obligatory	voluntary
Given votes taken into account	taken into account	only partially taken into account
Meeting participation	obligatory	voluntary
Participation in working groups	possible	not possible

It should be noted, that only a **P-member** has influence. However, a P-member should always vote and take part in committee meetings. If this is neglected, the IEC can switch a P-membership to an O-membership.

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### 2.3 Working groups and standard maintenance teams

The IEC technical committees and subcommittees set up **working groups** (WC) or **project teams** (PT) to prepare standard proposals or parts of them, and appoint them **convenors**. The member countries may appoint their expert as a member of a working group. SESKO always handles the naming of the Finnish members.

Working groups communicates member to member directly via email or using the [IEC Collaboration Tool](#), the document server on the IEC website. In the working group stage the documents do not get delivered to SESKO.

A **maintenance team** (MT) is set up to work on a new edition of an existing standard or an update. If a suitable working group that the updating work can be directed to already exists, the working group will be changed to a maintenance team. A maintenance team can be joined via SESKO.

### 2.4 Publications prepared by the IEC

International standards are usually created as a result of the IEC technical work. An international standard published by the IEC should be treated as a recommendation.

Please note. CENELEC enforces a majority of the IEC standards as European EN standards, which may have a definitive position in application of directive requirements. In Finland the EN standards are used as they are or as SFS-EN standards.

If it is not necessary or possible to publish the actual standard, for example when quicker turnaround is needed or sufficient consensus not reached, it is possible to use different forms of IEC publication.

The publications are **bilingual** (English + French) and numbered by a running number regardless of the subject matter. However, often the standards relating to the same subject form a series of standards.

According to a contract between IEC and ISO, the numbers 60 000 – 79 999 are reserved for IEC publications. 60 000 has been added even to the old IEC publications, for example IEC standard 28 on resistance for copper from the year 1925 is now coded IEC 60028.

Publications can also form series in which **parts** and **sections** are separated by a hyphen, for example IEC 61300-1 and IEC 61300-2-6. Usually the **general requirements are detailed in part 1** which are then further defined as **special requirements** in other parts.

If a new edition of a standard is published the numbering stays as it is, but the **edition** is changed, for example IEC 60439-1 Ed. 4.0. If a standard is to be defined accurately, it must, in addition to the standard number, have the edition or publication year, for example IEC 61439-1 Ed.1.0 (2009). **Amendments** made to publications, which are published separately, must be marked by a running number, for example IEC 61540 Amendment 1 (in text: IEC 61540 -am 1). In amendments it is important to take into account the edition and timing so that the reference is done accurately. IEC also publishes **combined versions** of standards and associated amendments. For example, the IEC 60349-4 ed. 1.2 includes the first edition of the standard published in 1990, amendment 1 published in 1995 and amendment 2 published in 1999. The number

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after the full stop (usually 0, 1 or 2) therefore indicates the **number of amendments included in the publication**. Usually there can only be two amendments. Third amendment leads to a new edition to be created.

When creating IEC standards the aim is that they would be used globally as they stand. It is often however not possible to create uniform standards due to the differences in technical infrastructure or climate in different countries. In these cases, an EDR (*essential differences in requirements*) part can be included. If the exceptions apply to a large market sector, the EDR is a part of the standard or a normative annex. If the exception applies to a smaller area, it can be included as an informative annex.

Exceptions for separate countries can be presented as a special requirement for said country as a "*in some countries clause*". This can be done due to the fact that an IEC standard is essentially only a recommendation.

#### 2.4.1 IEC Standard

An IEC standard is a consensus-based normative document approved by the representatives of the national committees in the CDV and FDIS stages.

IEC standards are published by the IEC Central Office.

#### 2.4.2 IEC Guide

Published document which addresses **informative** subjects associated with international standards, for example horizontal standard application.

#### 2.4.3 IEC Technical Specification - TS

A document which is published when there is insufficient support for standard publication, subject is still ongoing technical development, or if for some other reason standard preparation is only possible in the not so near future. A technical specification **cannot contradict a standard**. It can be considered as a pre-standard. The validity of a technical specification must be examined **within three years of its publication**. It is then that it can be technical specification can be transformed into a standard, reconfirmed for a further three years, or withdrawn. In certain situations, a standard proposal that has not been approved in the final vote (FDIS) can also be published as a technical specification.

#### 2.4.4 IEC Publicly Available Specification – IEC-PAS

A technical specification which doesn't fulfil the standard requirements but is publically available and has been developed in an organisation which follows the determined procedures. A technical committee or a subcommittee can create a PAS publication or use a publication created by a third party.

#### 2.4.5 IEC Technical Report - TR

A technical report is a document approved by the IEC which has **informational content** which is not suitable to be published as a standard or a technical specification. Technical reports can for example contain data obtained from a survey carried out among national committees, data of work in other organisations or data on "the state of the art" in relation to a particular field.

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### 3 FINNISH REPRESENTATION IN THE IEC

IEC members are **national committees** (NCs) which are usually the electrical standardization organisation of their countries. SESKO ry represents Finland in the IEC. The SESKO chairman of the Board acts as **the president of the Finnish national committee** and the **secretary** is the SESKO Managing Director.

#### SESKO

- represents Finland in the IEC governing bodies
- organises the Finnish experts to taking part in the IEC activity
- appoints Finnish experts to
  - the committee meetings (as a representative of Finland)
  - members of the working groups and maintenance teams (personal representation).

The SESKO office forms a communication channel to the IEC, executes the different standard preparation stages in Finland, organises the national enquiry rounds, responds to votes, and forwards the Finnish expert comments to the IEC. The SESKO office serves the Finns taking part in the IEC activity. All official Finnish comments are delivered through the SESKO office. Members of the working groups who represent their own personal field of expertise follow the agreed ways of working of their working group.

### 4 FOLLOW-UP GROUPS AND COMMITTEES

**National standardization committees** (SK) are formed in the standardization areas that Finland has a wide interest in. The committees always have a **chairman** and a **secretary**. The secretary is often a representative of the SESKO office, and if the secretary comes from the outside, the SESKO office will appoint a **contact person** for the committee. A list of the committees, their chairmen, secretaries and members, as well as the SESKO contact persons can be found on the SESKO committee and follow-up group catalogue.

A committee convenes when necessary, can set up working groups and otherwise independently determine its ways of working. The committee processes standard proposals, perform commenting where necessary and decides on the Finnish vote. If the SESKO committee has no planned meeting when a proposal requires commenting, the commenting can be agreed upon via email. The final comment is decided on by the committee chairman, secretary and the IEC ~~office~~ contact person.

SESKO has a correspondent Finnish follow-up group for each IEC technical committee and subcommittee. Every follow-up group has a so called **contact person**, who is elected **from the members** of said follow-up group. Usually the contact person is a person actively taking part in the standardization work, who is able to take part in, for example, international meetings. **A follow-up group is equivalent to a national standardization committee if one exists.**

A **SESKO office contact person** is appointed to each follow-up group. A follow-up group is responsible for defining the Finnish opinion and collecting the Finnish comments for votes and proposals exactly as a committee would. The follow-up group does not usually convene but forms its opinions via email, so that all members deliver their position to the **contact person**, who then collates and coordinates the Finnish



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response. The comments can be provided in Finnish, Swedish or English. The comments can be discussed if necessary and it should be ensured that all the members of the follow-up group agree on them. The committee secretary or contact person collates all the committee or follow-up group comments. There is a template for commenting on the IEC website, [Form comments.doc](#), on which the comments should be recorded. The comments are delivered to **SESKO office contact person** via email along with the voting instruction. Without changing the subject matter, they are then forwarded to IEC. It should be noted, that reasoning must be provided for all negative responses to votes (CVD, FDIS).

## 5 DOCUMENTATION AND STAGES OF WORK

All technical documentation in relation to the IEC standard preparation, apart from the **working group documents** of the IEC technical committees, are available on the IEC website. The follow-up group members can request access rights needed for the reading and downloading of the documents from the SESKO office.

Live IEC votes can be found on the SESKO website (in Finnish):

[Osallistuminen → Ajankohtaiset lausunnot ja äänestykset](#)

It should be noted, that IEC removes the FDIS proposals from its server after the voting has ended. If these are needed later for, for example, international meetings, they should be copied over to be used later.

The standard preparation process in line with the [ISO/IEC Directives part 1](#) is detailed in table 2 (see chapters 6.1 – 6.8).

Table 2 – Stages of an IEC standard proposal

Stages of an IEC standard proposal			
Stages		Document	
Name in Finnish	Name in English	Name	Abbreviation
esivaihe	preliminary stage	preliminary work item	PWI
ehdotusvaihe	proposal stage	new work item proposal	NP
valmisteluvaihe	preparatory stage	working draft(s)	WD
komiteavaihe	committee stage	committee draft(s)	CD
äänestysvaihe	enquiry stage	committee draft for vote	CDV
hyväksymisvaihe	approval stage	final draft international standard	FDIS
julkaisuvaihe	publication stage	international standard	IEC 6nnnn

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## 5.1 Preliminary stage

A work item can be in the preliminary stage waiting for a working group to start work or to be processed by an international body, for example an industry association.

If it is discovered in the beginning that the work item is not yet topical or is still work in progress, the new work item proposal (NP) can be moved to preliminary stage.

The preliminary stage is however always on the **working group** agenda and the working group can recommend that the committee moves the work item to the proposal stage once the time is right.

Moving a work item from preliminary stage to proposal stage is always a **technical committee decision**.

Many committees get feedback for their proposals or existing standards from the national committees before starting the standard creation and especially before a maintenance round for an existing standard (see chapter 5.8). These documents are called questionnaires (Q) or document for comments (DC). From the point of view of the technical preparation of a standard, these are important documents and worth keeping an eye on.

## 5.2 Proposal stage

A new work item proposal is a proposal for new standard or a new part of an existing standard series.

Please note. The updates to existing standards are done through standard maintenance (see chapter 5.8).

A proposal for new work is done through the IEC Central Office. It can be proposed by a national committee of a member country, IEC technical committee, subcommittee or their working group. A national standardization committee or a follow-up group can propose a new work item to SESKO for example based on a proposal from a company. New work item proposal to IEC is submitted on a templated form which determines, amongst others, the target dates for the first CD and the completed standards, and the project lead. The proposal should include a preliminary proposal for standard text or at least the framework of the contents.

The proposal for new work item will be voted on. Members are able to also provide comments on the proposal when voting. At this stage it is possible to influence the contents of the work item to be given to the working group. The possible EDR and "*in some countries clause*" suggestions should be made at this stage.

The new work item is approved if a simple majority of the committee's P-members approve the new work item. In addition, for committees with 16 or less P-members, a minimum of **four** experts and for committees with 17 or more P-members, a minimum of **five** experts **must commit to actively take part** in the project in the working group preparing the proposal. The commenting and voting period is **three months** and the result of the vote is published with under the code RVN.

If the proposal is believed to be technically mature enough for a CDV vote, it can, to speed up the preparation process, to be simultaneously released for NP and CDV vote.

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The voting period is three months. If the proposal gets dismissed in the NP vote, the CDV vote gets cancelled. If the NP is approved, the proposal is seen to be in the CDV stage and the preparations are continued accordingly.

### 5.3 Preparatory stage

In the preparatory stage a working group prepares the standard proposal. The working group holds meetings and the members circulate standard proposals that are internal for the group and **only available for the working group members**. This is the most **crucial** stage for the contents of the standard. People with special interest for the item should apply to join the working group. **Actively taking part in working group work guarantees the best possibility to influence things**. The first CD proposal should, according to IEC guidelines, be completed within 24 months of starting the work.

Please note. There is a document server ([IEC Collaboration Tool](#)) available for the working groups to use on the IEC website. The access for the working group folder is granted to the group members automatically when the working group is appointed.

### 5.4 Committee stage

The standard proposal prepared by the working group is submitted to the member countries for **commenting**. The abbreviation CD (*committee draft*) can be found in the standard proposal (for example 18/1435/CD). Sometimes the proposal can be shared by several committees. A compilation of comments (CC) is published once comments have been received and summarised.

There can be several CD proposals of the same working item, always corrected according to the previous feedback. The commenting period for the first committee draft is 2 – 4 months and the later ones three months.

CD stage is practically the stage when national committees/follow-up groups and their experts can still make significant changes to the standard. That is why it is necessary to articulate **all the essential improvements and change suggestions** in this stage. In this stage it is still possible to influence the technical content, wording and presentation of the standard. The comments for the proposals should be given in the CD stage at the latest. If the commenting has not been completed in the CD stage, it is inconsistent, and often pointless, to oppose to it in CDV and FDIS stages.

A member of a follow-up group or a committee should familiarise themselves with the proposal at this stage and present their comments in a committee meeting or forward them to the contact person of the follow-up group. The comments of different members are processed in the committee meeting. The contact person collates all the comments received and they will form the official Finnish opinion. The comments can be presented to the committee secretary, contact person of the follow-up group or a SESKO office contact person in Finnish, Swedish or English.

### 5.5 Enquiry stage

Once the committee agrees that the CD comments have been sufficiently incorporated in the standard proposal, the committee draft is released for **vote**. In enquiry stage the member countries get sent a committee draft for vote, a CDV (for example 20/210/CDV). In this vote it is decided whether the proposal can be

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transferred to the final vote i.e. the FDIS stage. The voting period for the CDV stage is **three months** (the committee can extend this to five months if necessary).

Please note. This stage is often parallel to CENELEC process (see SESKO directive TO 3). In the CDV stage significant changes cannot be made to the standard for practical reasons but the changes should be editorial and of course clear mistakes will be corrected.

The most important thing to investigate in the CDV stage is how the comments given in the CD stage have been incorporated and, based on that, a decision should be made on whether the standard proposal can be approved. The editorial changes (correcting typos, wordings and presentation) are fairly easy to incorporate at this stage. However, **changes to the technical content** are challenging. If there are significant reasons to give feedback on the technical content in the CDV stage, it is worth voting against the proposal.

The CDV proposals are processed in the SESKO committees and follow-up groups in the same way as the CD proposals. There must be **technical reason** for opposing a proposal. The contact person of the follow-up group decides on the Finnish vote. The comments can be sent to the committee secretary, contact person of the follow-up group or the SESKO office contact person in Finnish, Swedish or English.

Others than the committee and follow-up group members can also comment on the IEC proposals through the [Public Commenting](#) service. It is possible to comment on all open CDV proposals through this service and all comments given will be forwarded to SESKO.

The SESKO office handles the voting.

If the CDV proposal gets unanimous support, it can with a committee decision move straight to publication stage. The FDIS stage can then be left out.

A CDV proposal moves to the final vote, if the minimum of 2/3 of the P-members vote in its favour and the number of negative votes cast does not exceed 1/4 of all the votes cast. The results of the vote and comments given are published as a summary. The code for this document is RVC.

## 5.6 Approval stage

The committee approved standard proposal, *Final Draft International Standard* abbreviated as FDIS (for example 46C/543/FDIS), is sent for the final vote. The voting period for a FDIS is **two months**.

**No comments, not even editorial ones, should be submitted** in the final FDIS vote. Reasoning must be provided for each negative vote, which can be similar to the statements supplied for the CD and NP proposals.

Please note. A FDIS proposal is often parallel to CENELEC process (see SESKO directive TO 3).

The FDIS proposals are processed in the SESKO committees and follow-up groups in similar manner to the CD and CDV proposals. A negative vote to the proposal must include **technical reasoning**. If the vote is in favour of the proposal, **no comments can be added in**. The comments can be sent to the committee secretary, contact

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person of the follow-up group or the SESKO office contact person in Finnish, Swedish or English.

The contact person of the follow-up group decides on the Finnish vote. The SESKO office contact person handles the voting.

The FDIS proposal is sent to be published if a 2/3 majority of the P-members voting approve it and if less than 1/4 of all votes submitted are negative. The results of the vote are published as a summary. The code for this document is RVD.

## 5.7 Publication stage

Once a standard proposal has been approved, it gets transferred to the IEC Central Office to be prepared for publication. The standard is published with **eight weeks** of approval of the FDIS/CDV.

## 5.8 Maintenance

In maintenance the existing IEC publications are kept up to date. This aims for the standards staying unchanged for a pre-agreed time. During this time, all possible changes are collated to be published at the same time.

A technical committee determines a review cycle (RC) for each publication, during which the standard will not be changed. The length of the review cycle can vary from **3 to 12 years**. The review cycle is defined in the CDV stage. During the review cycle, the secretary of the committee collates the change and correction suggestions which can be communicated to the committee. A maintenance team (MT) is established for each publication which is in charge of the maintenance process in practice.

Please note. No review cycle is determined for the IEC vocabularies but they are updated as and when necessary.

A **review date** is determined for all publications when the **review report (RR)** is due to be published. The report introduces the maintenance team's recommendation for how to process the publication.

Before publishing the review report, the secretary of the technical committee sends out a questionnaire (Q) or a DC document (*document for comments*) which explains that the publication is going to be reviewed and what sort of changes have been suggested to it. The document also requests comments/amendments as well as appointment of experts to the maintenance team and confirmation for the possible earlier expert nominations. If necessary, the committee can also decide on extending or shortening the review cycle. Especially when the review cycle is short, for example three years, the preparation of the next edition or amendment starts immediately when the previous version is completed – in some cases even before it.

Once the review report (RR) is published, the work progresses according to the normal CD → CDV → FDIS stages. It is also possible that a new review cycle for the publication is confirmed **without changes** or the publication gets **withdrawn**.

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SESKO committee or follow-up group decides on possible Finnish change or correction suggestions. The committee or follow-up groups decides on the responses to Qs or DCs and possible comments to review reports, and also appoints the Finnish maintenance group members.

## 6 PROCESSING THE IEC DOCUMENTS

### 6.1 Voting and commenting

As a P-member SESKO responds to **all** relevant IEC technical committee or subcommittee **votes**. O-members have no obligation to vote in the IEC but must express opinion in CENELEC parallel votes even if they are only O-members in the IEC.

SESKO takes care of the actual voting directly to IEC Central Office. The committees and follow-up groups must supply the Finnish vote response to SESKO office contact person in good time before the deadline.

**Reasoning** must be provided for each negative vote.

#### 6.1.1 Deadlines

The IEC deadlines are **compulsory**. It is therefore very important that the contact person sends the responses to SESKO in good time before the **closing date for voting** on the cover of the document. If there are comments included in the response, it should be sent to the SESKO office contact person via email. If the response is sent near the closing date for voting, it should be agreed with the SESKO contact person in beforehand that the voting is possible to be processed on time.

### 6.2 Comments

The IEC Central Office request comments for the CD proposals from the national committees. If there are no comments, a response does not need to be sent. The SESKO committee or follow-up group can however decide to respond with "no comments". A comments can also be sent for the NP proposals. Any change proposals for the contents of the document should be sent at these stages at the latest.

The comments can be sent to the committee secretary, contact person of the follow-up group or the SESKO office contact person in Finnish, Swedish or English.

The comment must be unambiguous. In practice this is achieved so that the committee secretary or follow-up group contact person collates the comments based on the feedback received from the members of the follow-up group in English straight to the IEC commenting template [Form comments.doc](#). The commenting template has been put in place to ensure smooth technical processing of the comments. The commenting template should be used **as it is**, for example the widths of the columns should not be changed.

The SESKO office contact person assures that the response is forwarded to the IEC Central Office.

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## 7 MEETING PARTICIPATION

### 7.1 Committees

The IEC technical committees and subcommittees convene in different member countries separately or in groups by the invitation of the national committees.

The language in meetings is **English**, although also French and Russian are official languages of the IEC. The IEC Central Office announces the times, dates and locations of the future meetings in administrative documents approximately half a year in beforehand. This information is also available on the IEC website in [Meetings & events](#). The meeting agendas are individual committee documents and have the code DA (*Draft Agenda*). Meeting registration can be done through the [Meeting Registration System](#) on the IEC website (see chapter 7.1.1).

The 25 – 50 technical committees and subcommittees convene yearly in connection of the annual **IEC General Meeting**. There is separate information on the general meetings on the IEC website and they also have their own websites. The meeting registration is done via the IEC [Meeting Registration System](#).

There is no separate entrance fee for any of the IEC meetings.

#### 7.1.1 Registration

Each national committee can register a **maximum of four representatives** for the technical committee and subcommittee meetings, out of which one acts as the **head of delegate**. The restriction does not apply to the representatives of the host country.

Meeting registration is done through the [Meeting Registration System](#) on the IEC website. The username and password used for the registration are the **same** as for the other IEC services requiring logins (for example reading documents). The information of registration is automatically forwarded to the SESKO office in which the SESKO office contact person for the committee in question will confirm the registration. The registration confirmation is communicated to the attendee automatically via email.

Please note. Further information on the meeting registration system can be found in the [user guide](#). It is mainly aimed as an administrative system's guide for the personnel of the national committees but can be of use for the person registering as well. There is no official guide available for the person registering.

The expert attending a meeting can through SESKO apply for a travel grant out of the TEM allowance allocated to SFS for this purpose. More information on applying for travel grants can be received from the SESKO office or found on the SESKO website (in Finnish): [Osallistuminen → Ohjeita asiantuntijoille → Matka-avustuslomakkeet ja ohjeet](#)

#### 7.1.2 Meeting report

Each person representing Finland in an IEC meeting has to write a meeting report which is sent to the SESKO office latest **a month after** the meeting has ended. If there were several Finnish representatives attending, they can agree amongst themselves on the writing of the meeting report. The completion of the meeting report is mandatory if a travel grant is to be received.

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There are [instructions](#) in Finnish on the [travel grant instruction page](#) of the SESKO website how to write a meeting report.

## 7.2 IEC working groups and maintenance teams

### 7.2.1 Joining

SESKO can appoint an expert to an international working group. The requirement for the appointment is that one of the representatives of the organisation is a member of the equivalent SESKO committee/follow-up group and the appointment needs to be approved by the SESKO Board. The SESKO office sends the contact details of the expert to IEC in context of a vote or a questionnaire. If the expert signs up for an already established working group/maintenance team or if the expert is replaced, the SESKO office will handle the changes needed to the system.

The new working group appointments are announced in the SESKO magazine.

### 7.2.2 Working group activity

The members of the working groups act as **experts of their field** and do not therefore represent the national standardization committee or the association or organisation which they work for.

Only the members of the working groups have access to said working groups documentation. The distribution happens via email or the [IEC Collaboration Tool](#). They are not shared with the members of the national standardization committees or the follow-up groups apart from some exceptions. The Finnish expert must send a meeting report on each working group/maintenance team meeting to the SESKO office. If requested, the meeting report is forwarded to the interested parties of the relevant committee/follow-up group.

## 8 IEC MEETINGS IN FINLAND

### 8.1 Committees

The meetings for IEC technical committees and subcommittees in Finland are **organised by SESKO**. The registration for these meetings is done as it would be for the meetings organised abroad.

### 8.2 Working groups

The meetings for the working groups held in Finland are organised **personally by the Finnish members** of the corresponding working groups.



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## 9 IEC COMMUNICATION PROTOCOL

The most important communication channel for the IEC is the website [www.iec.ch](http://www.iec.ch) which holds all the instructions on the IEC functions. Part of the instructions are restricted so that they can only be opened with login information. The members of a committee or a follow-up group get their login information from the SESKO office.

There is also instructions and information on the IEC activity on the SESKO website, [www.sesko.fi](http://www.sesko.fi).

## 10 SUMMARY

Most of the European electrotechnical standards which are to be used in Finland as well are originally based on the IEC standards. This is why taking part in the IEC standardization work is very important.

**The earlier one is involved in the standard preparation, the better one can influence its contents.** The best way to influence is in the **working group** preparing the standard. In the committee stage, it is most important to comment on the proposal in the CD stage. In the later CDV and FDIS stages, the technical contents of **cannot be influenced** but in these stages the votes should be responded to. Reasoning must always be provided with a negative response to the vote.

The practical work in the IEC happens electronically. It is easiest to see all documentation by each committee in progress in the [list of live IEC votes](#) on the SESKO website. There are also links to all the documents provided in the list. Accessing the documents requires logins which are provided by the SESKO office when joining the national follow-up group of the IEC committee in question. The commenting on the proposals is done using a [document template](#). **The SESKO office handles the communication with IEC** in relation to votes, commenting, meeting registration confirmations and other issues. The SESKO office is there to help with any other queries on IEC activity as well.

The latest information on the electrotechnical standards and standardization can be found on the [SESKO website](#). SESKO customer service is available to assist on matters relating to electrotechnical standardization by phone 09 6963 91 and via email [asiakaspalvelu@sesko.fi](mailto:asiakaspalvelu@sesko.fi).

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## ANNEX A

### THE NATIONAL PROCESSING OF THE IEV TERMS VERIFIED BY A DATABASE PROCEDURE

The terms verified by the IEC terminology database should be handled nationally by following the below process.

1. The secretary of the SESKO committee SK 1 *Terminology* inserts the new database proposal to the [Collaboration Tool](#) (*evaluation*). The proposal should include the reasoning and technical content of a change/addition/removal. Adding a request to the *Collaboration Tool* triggers an automated email notification to all of the terminology committee SK 1 members. In addition to this, if necessary the secretary sends the technical content of the proposal for information of the contact person of that technical committee (SESKO SK committee or follow-up group) area of which the technical content falls under.
2. If the members of SK 1 or the technical committee/follow-up group have some comments on the technical content of the proposal, the comments must be delivered to the SK 1 secretary within **six weeks** of the proposal submission in the *Collaboration Tool*. The last day to comment is announced when the proposal is circulated. The comments on the proposal are processed, if necessary, in the SK 1 committee meeting or via email prior to submitting to IEC. The SK 1 secretary submits the comments to IEC within the allocated commenting period.
3. The secretary of the committee SK 1 *Terminology* inserts the new database vote (*validation*) into the [Collaboration Tool](#). The validation process is identical to the evaluation (described in point 1). There is **four weeks'** time to vote.
4. Once the proposal has been approved, it is processed in the next meeting of the SESKO committee SK 1. The meeting discusses and decides on the translation of the proposal and other possible actions required. If the proposal is translated, a decision must be made on which publication method is to be chosen:
  - a. A translation of the vocabulary is only published in the IEC [Electropedia](#)
  - b. The vocabulary is enforced as a SFS standard which is then published as
    - i. a pdf
    - ii. a pdf and a printed standardand the terms are published in the IEC *Electropedia*.

The translation happens by adding the Finnish terms to the existing IEC publication. In some cases, the definitions can also be translated. If the vocabulary is being published as a printed SFS standard, some little used languages can in some cases be removed from the IEC publication. 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 ~~guide~~ vocabulary). In the printed SFS vocabulary the languages that are published can be decided on a case-by-case basis.

5. The basis to translating a vocabulary is the same as other standard translations. In vocabularies' case, the monetary income is not the most important reason, but the importance of the translation should be evaluated by horizontal need of the technical area of the vocabulary.

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Please note! "A horizontal need" here means such needs that apply to a field of several technical committees and/or cover a wide technical area.

6. Depending on the mode of publication (4a or 4b), the terms will go through an enquiry stage described in the national enforcement process of a SFS standard (TO 1 chapter 7.5). This process ensures quality, acceptability and consensus.
7. Decision on translating a vocabulary can also be made later than in conjunction with its publication.
8. If a SFS vocabulary standard gets withdrawn due to the withdrawal of an IEC ~~guide~~ publication or a revised edition, will the translated terms remain in *Electropedia* if there is no technical reason for their removal.
  - 1) If a SFS standard gets abolished due to the abolishment of a IEC guide publication, no actions are expected as the vocabulary will be removed from *Electropedia* as part of its maintenance.
  - 2) If a SFS standard gets withdrawn due to a revised edition of a IEC ~~guide~~ publication, the following options should be considered:
    - a) If the ~~guide~~ IEC publication has been divided to several publications, the secretary of the SESKO committee SK 1 should review the new parts and their differences to the SFS standard. The committee SK 1 can on case-by-case basis decide on the translation of all or some of the parts. The original SFS standard is withdrawn and, if the new ~~guide~~ IEC standard is not translated, the Finnish terms are processed as detailed in point b).
    - b) If the ~~guide~~ IEC publication has been changed or new terms have been added and the committee SK 1 decides to withdraw the SFS standard, the terms are only removed from *Electropedia* if the technical subject matter of the term itself or its definition has changed so that it no longer correspond to its Finnish version. In conjunction with withdrawing a SFS vocabulary standard, the secretary of the SK 1 committee checks the terms from the withdrawn SFS vocabulary standard and deal with their possible removal from *Electropedia*.
9. Withdrawing a vocabulary standard is processed on a case-by-case basis in the SK 1 committee meetings and if necessary an enquiry round is organised as per the SFS Guide 4 chapter 4.9.