

20 December 2022

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TAKING PART IN THE IEC ACTIVITY

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Essential changes from previous version:

- Changes in the 2018 and 2019 editions of the IEC Technical Regulations (ISO/IEC Directives Part 1 + IEC Supplement) have been taken into account.
- Paragraph 5.8 has been clarified.
- Links and contacts have been updated.
- It is recommended that comments are submitted in English and preferably using the commenting form.

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INTRODUCTION

This directive handles participation in IEC standardization activity. The primary objective of the directive is to guide the members of Finnish expert groups in standards preparation. This directive briefly introduces IEC and its different publications. The directive also describes different documents of standardization work, their significance and the measures required to ensure the inclusion of Finnish opinions in the standards preparation work.

The IEC is committed to the rapid and efficient preparation of publications. For this reason, only digital documents are used for distribution, commenting and voting. Efficient preparation also requires adherence to deadlines and presentation of matters in the prescribed format. IEC document distribution occurs via the website <http://www.iec.ch>. The website also provides comprehensive guidance on [IEC activity](#). This directive complements the IEC guides so that activities in Finland can be carried out as flexibly and effectively as possible.

The overview of SESKO standardization work and organization is given in Directive TO 1, *Taking part in the SESKO activity*. Instructions for participation in CENELEC activity are outlined in Directive TO 3. These instructions can be found on the SESKO website (<https://sesko.fi>) [Standards→ SESKO Directives](#). These instructions can be found on the SESKO website (www.sesko.fi) [Standards→ SESKO Directives](#).

1 IEC OVERVIEW

Founded in 1906, [the IEC International Electrotechnical Commission](#) is an international standardization organization in the electrotechnical industry. The IEC includes [88 member countries](#) (2022-04) at present. In addition, the IEC has an affiliate membership in developing countries ([Affiliate Country](#)), which currently has 86 (2022-08) members. IEC standards are the basis for national regulations and standards in more than 100 countries. The member countries are equal in all the technical and administrative governing bodies of the organization, each country having one vote.

IEC publishes international IEC standards in the field of electrical and electronic equipment. There are about [8 300](#) IEC publications, of which about 6,755 are actual standards. Almost all IEC draft standards are approved in a parallel procedure as European EN standards and, therefore, also as national SFS-EN standards.

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

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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ISO/IEC [Directives](#), rules regulating the committee activity and standard creation

- Part 1: Procedures for the technical work + IEC supplement
- Part 2: Rules for the structure and drafting of International Standards

The documents can be found on the IEC website:

<https://www.iec.ch/news-resources/reference-material#governing><https://www.iec.ch/news-resources/reference-material#governing>

Administrative circulars can be found at

<https://www.iec.ch/news-resources/acs#2> (Most recent ACs and Selected ACs)

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

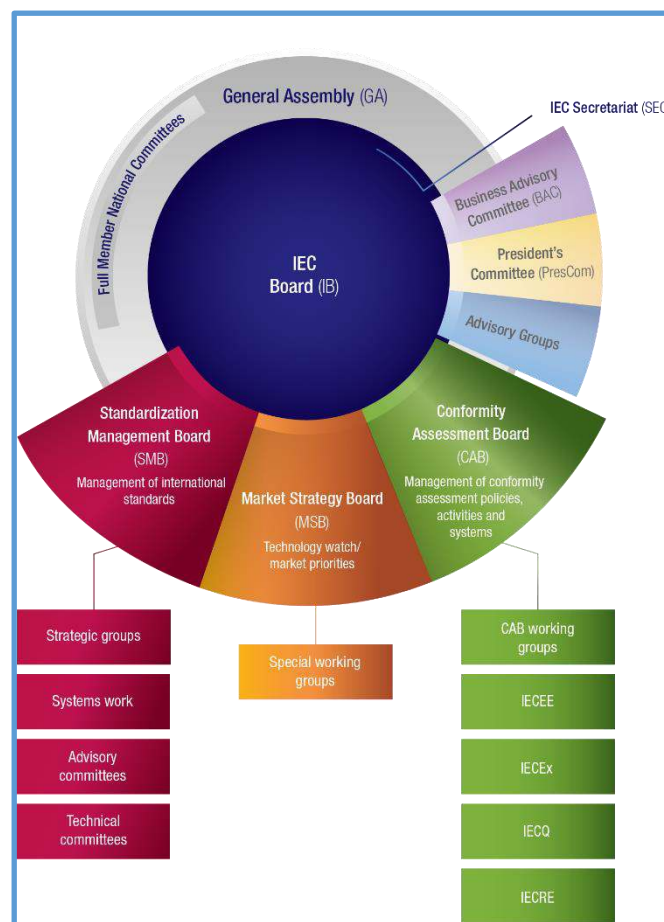


Figure 1 – IEC Organization

The supreme governing body of the IEC is the [General Assembly](#), which includes representatives of all member countries. The [IEC Board](#) (CB) of 15 members was elected to manage the administration. The decisions of the CB *Council* are implemented by the [Executive Committee](#), which includes the IEC President, Vice Presidents, Treasurer and General Secretary. The day-to-day work is managed by the [IEC Secretariat](#).

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Standard preparation is controlled by the [Standardization Management Board \(SMB\)](#). Underneath the SMB are the technical committees, in which the actual standards preparation takes place. The IEC comprises 213 [Technical Committees](#) and subcommittees, as well as more than 1 591 working groups (2022-08). Under the SMB, there are also advisory committees, whose members are selected separately.

IEC SMB can establish different advisory groups. Such groups are usually created to prepare for the standardization of new technologies.

This directive focuses on the activity of the technical committees. Participation in technical committees is done in Finland through the National Committee, SESKO.

2 ORGANIZING THE IEC TECHNICAL WORK

2.1 Technical committees, subcommittees and system committees

The IEC has **technical committees (TC)** and **systems committees (SyC)** created for different sectors of the electrotechnical industry. A committee can be divided into **subcommittees (SC)** by subject matter. If necessary, the IEC can establish a **project committee (PC)** to develop a draft standard if the new proposal does not fall under the scope of any existing TC/SC/SyC committee.

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 on the membership level is made at SESKO. The following table displays the obligations and limitations associated with them:

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

Activity	P-member	O-member
Responding to an enquiry	voluntary	voluntary
Responding to votes	obligatory	voluntary
Given votes taken into account	taken into account	only partially taken into account
Meeting participation	obligatory (at least every other meeting)	voluntary
Participation in working groups	possible	not possible

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It shall be noted that **only P-member** has influence. However, a P-member shall always vote and attend committee meetings (at least every other meeting), either in person or by letter/email. If this is neglected, the IEC can decide to switch a P-membership to an O-membership.

2.3 Working groups and standard maintenance teams

The IEC technical committees and subcommittees establish **working groups** (WG) or **project teams** (PT) to prepare draft standards or parts thereof, and appoint their **convenors**. Member countries have the opportunity to appoint their experts as members of a working group. Finnish members are always appointed by SESKO.

Information is transmitted directly between members of the working group, usually by email or through the document server on the IEC website, the [IEC Collaboration Platform](#). The documents of the working group are not delivered to the SESKO office.

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

2.4 Publications prepared by IEC

Publications resulting from IEC technical work are usually international standards. The international standard published by the IEC should be regarded as a recommendation.

NOTE: CENELEC ratifies a majority of IEC standards as European EN standards, which may have a definitive position in the application of directive requirements. These EN standards are always adopted in Finland as identical SFS-EN IEC standards, see TO 1 and TO 3.

If publication of an actual standard is not appropriate or possible, for example, when faster implementation is required or if sufficient consensus cannot be reached, other forms of IEC publications can be used.

The publications are **bilingual** (English + French) and they are numbered sequentially regardless of the subject matter. However, standards related to the same subject often form a series of standards.

According to the agreement between IEC and ISO, the numbers 60 000 – 79 999 are reserved for IEC publications. Even for old IEC publications, 60 000 is added to the standard identifier, for example, the IEC standard 28 on the resistance for copper from the year 1925 is now known as IEC 60028.

Publications can also form series, whereby separate **parts** (*Part*) are separated with a hyphen, for example, IEC 61300-1 and IEC 61300-2-6. Often, **Part 1 sets out the general requirements**, which are elaborated in other parts containing more **specific requirements**.

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If a new standard edition is published, its number remains unchanged, but the **edition number** (*Edition*) changes, for example, in IEC 60439-1 Ed. 4.0. If the standard is to be precisely specified, the reference shall contain in addition to the standard identifier the edition number or year, for example, IEC 61439-1:2009 Ed.1.0.

Amendments to publications, which are published separately, are indicated by a sequential number, for example, amendment 1 to IEC 61540 (in text as IEC 61540-am1). When making amendments, it is very important to consider the edition and the date of the revised standard, so the reference is properly targeted. The IEC also publishes **consolidated versions** of standards and related amendments. For example, IEC 60349-4 ed. 1.2 contains the first edition of the standard published in 1990, amendment 1 of 1995, and amendment 2 of 1999. Thus, the number in the end (usually 0, 1 or 2) indicates the **number of amendments included in the publication**. Usually there can only be two amendments. The third amendment will lead to a new edition.

When creating IEC standards, the aim is to make them valid globally per se. However, fully uniform standards cannot always be achieved because, for example, the technical infrastructure or climate in countries is different, or national legislation requires exceptions.

Country-specific exceptions can be presented as "*in some countries clause*" (see [ISO/IEC Directives, Part 1 + IEC Supplement, Annex SC](#)). The national committee in question shall present these special exceptions before the start of the FDIS vote, but other countries do not have voting rights for approving them. Permanent exceptions for a particular country are indicated in the main body of the standard, and temporary exceptions are in the foreword or in an informative annex referred to in the *foreword*.

NOTE: If the standard is also to become an EN standard, the SK committee shall be responsible for transferring such country-specific requirements to the SNC Annex; they are not transferred automatically.

2.4.1 IEC Standard

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

IEC standards are published by the IEC Secretariat.

2.4.2 IEC Guide

A published document containing familiarisation related to standardization, supplementary rules, advice or recommendations pertaining to preparation of standards.

2.4.3 IEC Technical Specification – TS

A document that is published in case there is insufficient support for the publication of a standard, the topic is still subject to technical improvement, or if for some other reason

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the preparation of a standard is possible only in the future, but not in the near future. A technical specification **shall not be in conflict** with a standard. It can be considered a pre-standard. The validity of the technical specification shall be reviewed **within three years from the date of its publication**. Then it can be transformed into a standard, reconfirmed for the next three years, or withdrawn. In certain circumstances, a draft standard not approved by final vote (FDIS) can be published as a technical specification.

2.4.4 IEC Publicly Available Specification – IEC-PAS

A technical specification that does not meet the requirements for a standard but is publicly available and prepared by an organization that follows the specified procedures. A technical committee or subcommittee can issue a PAS publication or use a publication made by another body. The validity of a PAS publication is limited to a maximum of four years (first two years + an optional two-year extension).

2.4.5 IEC Technical Report – TR

A technical report is an IEC-approved document with **informative content** not appropriate for publication as a standard or a technical specification. The technical report can include, for example, findings of surveys among national members, information on activities in other organizations, or information on the state of technology.

3 FINNISH REPRESENTATION IN IEC

IEC Members are **National Committees** (NC) of different countries, which are usually national standardization organizations for the electrotechnical industry in their countries. Finland is represented in the IEC by SESKO. The **president of the National Committee** of Finland is the chair of the Board of Directors of SESKO, and the managing director of SESKO is the **secretary**.

SESKO

- represents Finland in the governing bodies of the IEC
- organizes Finnish experts to participate in the activity of the IEC
- appoints Finnish experts
 - to committee meetings (as representatives of Finland)
 - as members of working groups and maintenance groups (personal representation).

The SESKO office provides a communication channel for the IEC, implements the standard preparation phases in Finland, organizes national enquiry rounds, responds to votes and forwards Finnish experts' comments to the IEC. The SESKO office serves the Finnish participants in the activity of the IEC. All official comments of Finland go through the SESKO office. The members of working groups, representing their personal expertise, shall work as agreed in the working group.

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4 FOLLOW-UP GROUPS AND COMMITTEES

A **national standardization committee** (SK) will be established for those fields of standardization in which Finland has a broader interest. The committee always has a **chair** and a **secretary**. Usually a secretary is appointed from the SESKO office, and even if the secretary is external, the SESKO office will appoint a **contact person** responsible for the committee. SESKO's contact persons by subject area are listed on the SESKO website <https://sesko.fi/osallistuminen/sk-iec-ja-cenelec-komiteoiden-vastaavuus/> (see the rightmost column in the table).

The committee convenes as necessary and can decide on establishment of working groups and independently determine its ways of working. The committee reviews the draft standards, prepares comments where necessary and decides on the Finnish vote. If the SESKO committee does not have a meeting during the time when the proposal can be commented on, the position will be agreed by email. The final position will be decided by the chair and the secretary of the committee and the contact person for the IEC work.

There is a corresponding Finnish follow-up group in SESKO for each IEC technical committee or subcommittee. The follow-up group designates the **contact person** to be elected **from the members of the follow-up group**. As a rule, a person who, for example, actively participates in standardization work and in international meetings, is selected as a contact person. **The follow-up group shall be the same as the national standardization committee, if such exists.**

A contact person is **appointed in the SESKO office** for each follow-up group. The follow-up group determines Finland's position and comments on votes and proposals just like a committee. The follow-up group does not usually hold meetings, but formulates its position by email, and its members submit their comments to the **contact person** who collects this data and coordinates Finland's position. Comments can be submitted in Finnish, Swedish or English. If necessary, the comments are discussed in the follow-up group to ensure they are acceptable to all members. The secretary of the committee or the contact person of the follow-up group compiles all comments of the committee or follow-up group. On the IEC website, there is a comment form [Form Comments](#), which shall be used for all comments. The comments are sent to the **SESKO office contact person** by email with voting instructions. Without changing the subject matter, the comments are then forwarded to IEC. Please note that all negative responses to votes (NP, CDV, FDIS) shall be justified.

5 DOCUMENTATIONS AND STAGES OF WORK

All technical documentation in relation to the preparation of IEC standards, apart from the **working group documents** of the IEC technical committees, is available on the IEC website. In order to be entitled to read and download documents, access rights are required, which a committee or follow-up group member receives from the SESKO

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office. A password is provided directly by the IEC. If you have forgotten your password, you can request a new one from the IEC website <https://www.iec.ch/passwordrecovery>.

Current IEC votes are also viewable on the SESKO website:
<https://sesko.fi/osallistuminen/ajankohtaiset-lausunnot-ja-aanestykset/>

Please note that the IEC will remove the FDIS drafts from its server after the closing of the voting period. If you need them later, for example, at international meetings, you should copy them for yourself.

The standard preparation process in accordance with the [ISO/IEC Directives part 1](#) is detailed in Table 2 (see clauses 5.1–5.8)

Table 2 – IEC draft standard processing stages

IEC draft standard processing stages			
Stage		Document	
Name in Finnish	Name in English	Name	Initialism
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

5.1 Preliminary stage

A work item can be in the preliminary stage awaiting the start of activities of a working group or the work of an international body, for example, industry or sectoral associations.

If at the proposal stage it is concluded that the subject is not yet relevant or it is still incomplete, the NP proposal can be transferred to the preliminary stage.

However, the preliminary stage is always on the agenda of the **working group**, and the working group can recommend that the committee bring this issue to the proposal stage, when the appropriate time comes.

The technical committee always decides on the transfer of subject matter from the preliminary stage to the proposal stage.

Many committees have the practice of requesting proposals and positions from national committees for a draft or existing standard before starting to develop a new standard, and especially before starting a maintenance round for an existing standard

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(see clause 5.8). These questionnaires are identified by "Q" (*questionnaire*) or "DC" (*document for comments*). These are important documents for the technical preparation of standards, worth paying attention to.

5.2 Proposal stage

A new work item proposal concerns a new standard or a new part of a series of standards.

NOTE: Amendments to existing standards are prepared in accordance with the maintenance procedure (see paragraph 5.8).

A new project proposal is made through the IEC central office. It can be suggested by the national committee of a member country, an IEC technical committee, a subcommittee, or a working group established by them. The initiative for a new project can be submitted to SESKO by the national standardization committee or follow-up group, for example, based on a proposal made by a company. The proposal for a new project for the IEC is submitted using a template form that defines, among other things, target dates for the first CD and the completed standard, as well as the project leader. The proposal should include a preliminary working draft for the text of the standard, or at least an outline for future content.

A proposal for a new work item will be voted on. In connection with voting, comments can also be issued on the proposal. At this stage, the content of the project to be given to the working group can be influenced. Proposals for any potential "*in some countries clause*" shall be done at this stage.

The new work item will be approved if 2/3 of P-members support the proposal. In addition, at least **four** P-members, if the committee has no more than 16 P-members, or at least **five** if the committee has 17 or more P-members, shall **commit to actively participate in the working group activities for the preparation** of the proposal. The voting period is usually **12 weeks**, but the committee has a right to reduce it to eight weeks on a case-by-case basis, and to four weeks in the case the proposal contains just an outline and it has been prepared by an existing group. The result of the vote is published using the initialism RVN.

In the case of a proposal which is considered to be sufficiently technically mature for a CDV vote, the proposal can be subject to a 12-week parallel vote on NP and CDV to expedite the preparation. If the proposal is rejected in the NP vote, the CDV vote is cancelled. If the NP vote is approved, the proposal is considered to be at the CDV stage and preparation will continue accordingly.

5.3 Preparatory stage

In the preparatory stage, the working group prepares the draft standard. The working group holds meetings, and members circulate working drafts that are **only available to members of the working group**. This is **the most important** stage for creating content for a new standard. Interested parties should join the working group. **Actively taking**

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part in working group work guarantees the best possibility to have an influence.

According to IEC directives, the first CD proposal shall be completed within 24 months from the start of work.

NOTE: The IEC website has a document server ([IEC Collaboration Platform](#)) for the use of working groups. Access to the working group folder is automatically granted when one is appointed as a member of the working group.

5.4 Committee stage

The draft standard prepared by the working group is circulated to member countries for commenting. The draft standard is identified by the initialism "CD" (*committee draft*) (e.g. 18/1435 / CD). A summary of the received comments shall be published as compilation of comments (CC).

There can be several CD proposals on the same work item, always corrected according to previous comments. The commenting period for a CD proposal is 8, 12, or 16 weeks.

In practice, the CD stage is the stage at which national committees / follow-up groups and their experts can still make significant changes to the upcoming standard. Therefore, at this stage, it is worth **highlighting any relevant suggestions for improvement or change**. At this stage, the technical content, wording and presentation of the future standard can still be influenced. Comments on proposals must be submitted no later than during the CD stage. If the proposal is not commented on in the CD stage, it is inconsistent and, in most cases, useless to oppose it in the CDV and FDIS stages.

At this stage, it is useful for the member of a follow-up group or a committee to examine the proposal and present their comments at the committee meeting or submit them to the secretary of the committee or the contact person of the follow-up group. The comments shall preferably be submitted in English using the general comment form [Form Comments](#). Efforts are made to process these comments of individual members at a meeting of the committee and these shall be consolidated with the comments of other members. If this is not possible within the timeframe, mediation will be done by email. For this reason, it is important that comments be sent in advance of the deadline (for example, one week before) so that they can be checked by other members of the committee or follow-up group. Comments will be collated by the secretary of the committee or the contact person of the follow-up group and will be the official statement of Finland, which will be sent to the IEC by the SESKO contact person.

5.5 Enquiry stage

When the committee considers that the comments on the CD proposal have been sufficiently taken into account, the standard draft is released for a **vote**. In the enquiry stage, the committee draft for vote with the initialism CDV (e.g. 20/210/CDV) is sent to member countries. Voting on the proposal will decide whether the proposal can be carried forward to the final vote, i.e. the FDIS stage. The voting time for the CDV stage is **12 weeks**.

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NOTE: This stage is almost parallel with CENELEC (see SESKO Directive TO 3). For practical reasons, no major changes are made during the CDV stage; changes are mainly editorial and, of course, obvious errors will also be corrected.

The most important issue during the CDV stage is to investigate how the comments made in the CD stage have been taken into account, and based on that, to determine the acceptability of the draft standard. Editorial remarks (correction of typos, wording and presentation) are still quite easily taken into consideration at this stage. However, **changes in the technical content** are very complicated. If there are significant reasons for submitting technical comments at the CDV stage, it is worth voting against the CDV draft.

CDV drafts are considered in the same way as CD proposals by the SESKO committee and the follow-up groups. There must be **technical justifications** for opposing the proposal. All comments shall be sent to the committee secretary, liaison officer or SESKO contact person, preferably in English, using the general comment form [Form Comments](#).

Non-members of the committee and follow-up groups can comment on proposals through the IEC [Public Commenting](#) Service. All open CDV drafts can be commented on in the service and comments made there will be forwarded to SESKO.

The secretary of the committee or the contact person of the follow-up group shall decide on the response to the vote by Finland. The SESKO contact person will submit the vote.

A CDV draft is forwarded to the final vote if at least two-thirds of the P-members are in favour of the proposal and those voting against do not exceed a quarter of all votes. The voting results and comments issued will be published in summary form. The code for this document is RVC.

If the CDV draft is approved in the vote and no further technical changes are needed, it can be directly transferred to the publication stage by the decision of the committee chair (taking into account the views of the secretariat, project leader and IEC Secretariat). In this case, the FDIS stage can be omitted.

If the CDV draft is not approved in the vote, it is possible to arrange another CDV vote, which will last 8 weeks. A new CDV vote can also be arranged when necessary even if the CDV draft was approved in the vote, but only once.

5.6 Approval stage, final vote

The final vote will be followed by the *Final Draft International Standard* approved by the committee with the initialism FDIS (e.g. 46C/543/FDIS). The voting time for the final FDIS vote is **6 weeks**.

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Comments can be added to the final FDIS vote, **but it should be noted that technical changes cannot be made at this stage**. Technical comments will be collated to prepare the following edition or amendment. Negative votes shall always be supported by a justification, which can be a statement similar to that indicated in the CD and NP proposals.

NOTE: The FDIS draft is often in a parallel voting stage with CENELEC (see SESKO Directive TO 3).

FDIS drafts are considered by SESKO committees and follow-up groups in the same way as CD and CDV drafts. Any opposition to a proposal shall include **technical justifications**. All comments shall be sent to the committee secretary, contact person of the follow-up group or SESKO contact person, preferably in English, using the general comment form [Form Comments](#).

The committee secretary or contact person of the follow-up group shall decide on the response to the vote by Finland. The SESKO contact person will submit the vote.

The FDIS draft is sent for publication if at least two-thirds of P-members voted in favour of the proposal, and no more than a quarter of all votes are against the proposal. Voting results will be published in summary form. The code used for this document is RVD.

5.7 Publication stage

Once the draft standard has been approved as an FDIS/CDV draft, it will be submitted to the IEC Central Office for preparation of the publication. The standard will be published within **6 weeks** subsequent to the FDIS/CDV vote.

5.8 Standard maintenance

The standard maintenance procedure keeps existing IEC publications up to date. A maintenance team (MT) will be established to manage publication updates in practice. Updating can also be assigned to an existing working group.

When the standard is published, it is assigned a specific stability date, until which it shall remain unchanged.

During the maintenance period, the secretary of the technical committee receives proposals for amendments and changes that can be forwarded to the committee for informative purposes.

As appropriate, the committee can decide to extend or shorten the maintenance period. Especially when the maintenance period is short, for example three years, the preparation of the next edition or amendment begins immediately following completion of the previous version, in some cases even before this time.

NOTE: A maintenance period is not stipulated for IEC vocabularies, but these are updated as necessary.

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In advance of the stability date, the committee will review the standard to determine if the standard is still needed and whether amendments are required. Often, this review is carried out by distributing a Q-document (*Questionnaire*), where national committees are asked for an opinion on the need for updating and requested to appoint experts to the maintenance team and to confirm the membership of any previously appointed experts. Amendment proposals are usually requested through a document for comments (DC). The secretary of the committee will prepare a review report (RR) based on the results of the survey, which shall indicate

- a decision to retain the standard unchanged until a certain date (i.e. a new stability date is issued for the standard),
- a decision to withdraw the standard, or
- a decision to update the standard either by developing a new edition, or by amending the existing edition.

If it is decided to start the updating task, it will go through the usual CD → CDV → FDIS stages.

The SESKO committee or follow-up group will decide on any proposed amendments and corrections to be suggested by Finland. The committee or follow-up group decides on the responses to the Q and DC questionnaires and agrees on the appointment of Finnish members for the maintenance team.

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6 PROCESSING IEC DOCUMENTS

6.1 Voting and commenting

As a P-member, SESKO shall respond to **all voting** conducted by the relevant IEC technical committee or subcommittee. An O-member is not obliged to vote in IEC, but in CENELEC a position must be taken in parallel voting regardless of O-membership in IEC.

SESKO submits the actual votes directly to the IEC Central Office. The committees and follow-up groups shall send information about the response of Finland to the SESKO office contact person well in advance of the set deadline.

A negative vote shall always be justified.

6.1.1 Deadlines

IEC deadlines are **absolute**. Therefore, it is very important that the contact person sends their response to SESKO office well in advance of the closing date for voting stated on the title page of the document. If there are comments included in the response, it should be sent to the SESKO contact person by email. If the response is sent close to the deadline, an agreement shall be made with the SESKO contact person to ensure voting is possible.

6.2 Comments

The IEC Secretary requests the national committees for their comments on the CD drafts. If there are no comments, no response needs to be sent. However, the SESKO committee or follow-up group can also decide to respond to these "*No comments*". Comments can also be sent on NP proposals. Change proposals pertaining to the subject matter shall be submitted no later than during this stage.

Comments can be submitted in Finnish, Swedish or English to the secretary of the committee, the contact person of the follow-up group or the SESKO contact person.

The comments shall be unambiguous. In practice, this is achieved by the secretary of the committee or the follow-up group contact person preparing the comments based on feedback from members of the follow-up group directly in English using the IEC comment form [Form Comments](#). The comment form is intended to facilitate technical processing of comments. The comment form shall be **used as is**, for example, the column width must not be altered.

The SESKO office contact person shall forward the comments to the IEC Secretariat.

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7 MEETING PARTICIPATION

7.1 Committees

IEC technical committees and subcommittees are convened individually or by groups in different member countries at the invitation of national committees.

The meeting language is **English**, although French and Russian are also official languages of the IEC.

The IEC Central Office will announce the dates and places of upcoming meetings in administrative circulars about six months before the meeting. This information is also available on the IEC website [Meetings & events](#). The meeting agendas are documents for specific committees using the code DA (*Draft Agenda*). Registration for meetings is done through the registration system on the IEC website ([Meeting Registration System](#), see clause 7.1.1).

The **IEC General Meeting** is held once a year and includes from 25 to 50 technical committees and subcommittees. Separate information about the general meeting is available on the IEC website, and the General Meeting also has its own website. Registration is done through the [IEC meeting registration system](#).

There is no participation fee for IEC meetings.

7.1.1 Registration

Each national committee has the right to register **representatives** for technical committee and subcommittee meetings, one of which acts as the **head of delegation**.

Registration is done through the registration system on the IEC website ([Meeting Registration System](#)). The username and password used for registration are **the same** as for other services that require IEC login (e.g. reading documents). Registration information will be automatically sent to the SESKO office, where the contact person of the relevant SESKO committee confirms the registration. Information about the confirmation will be automatically sent to the attendee by email.

NOTE: For more information about the operation of the registration system, please see the [User Guide](#), which is primarily intended for use by the staff of national committees as a guide for administering the system, but can also be helpful for all other users. There are no official instructions available for persons registering.

An expert that will be participating in a meeting can submit an application through SESKO for a travel grant out of the TEM allowance allocated to SFS for this purpose. For more information on applying for travel grants, please contact the SESKO office or visit the website (in Finnish) <https://sesko.fi/osallistuminen/ohjeita-asiantuntijoille/matka-avustus-ja-ohjeet/>

7.1.2 Meeting Report

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Each participant of the IEC meeting acting as a representative of Finland prepares a meeting report, which shall be sent to the SESKO office **no later than one month** following the closing of the meeting. If there were more than one representative of Finland, they can agree on the writing of the meeting report. Submission of the meeting report is a precondition for payment of travel expenses.

The SESKO website has [guidance](#) on preparing a meeting report under the section named Travel Grant Assistance ([Matka-avustus ja ohjeet](#) in Finnish).

7.2 IEC committee working groups

7.2.1 Joining

SESKO can appoint an expert to an international working group. The prerequisite for the appointment is that the company has a representative as a member of the relevant SESKO committee / follow-up group, and the appointment needs to be approved by the SESKO Board of Directors. The SESKO office sends the contact details of the expert to the IEC during voting or in response to a questionnaire. If the expert signs up for a working group / maintenance team that has already been established or if the expert changes, the SESKO office will make the necessary changes in the system.

New working group appointments will be announced in the SESKO magazine.

7.2.2 Working group activity

Members of working groups shall be **experts in their field** and shall not represent their national standardization committees or the association or the company they work for.

Only members of the working groups receive working documents related to the working group. The distribution channel is either via email or using the [IEC Collaboration Platform](#). They are not distributed to members of national standardization committees or follow-up groups, except in special cases. The Finnish expert shall send a report on each meeting of the working group / maintenance team to the SESKO office. The meeting report will be sent to interested members of the relevant committee / follow-up group upon request.

8 IEC MEETINGS IN FINLAND

8.1 Committees

The organizer of meetings of the IEC technical committees and subcommittees in Finland is **SESKO**. Registration for these meetings is handled in the same way as for meetings held abroad.

8.2 Working groups

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Finnish members of the working groups are **personally responsible** for organizing the meetings of the working groups held in Finland.

9 IEC COMMUNICATIONS

The most important IEC information channel is the website www.iec.ch that provides instructions for all of IEC's operations. Some instructions are only available after login with appropriate access rights. Members of the committee or follow-up group will be granted access by the SESKO office.

The SESKO website www.sesko.fi, also provides guidance and information on IEC activities.

10 SUMMARY

Most of the European electrotechnical standards to be implemented in Finland are initially based on IEC standards, so it is important to participate in IEC standardization activity.

The earlier one is involved in the preparation of a standard, the better one can influence the content. The working group preparing the standard has the greatest impact. At the committee stage, the most important task is to comment on the CD stage draft. During the later stages of CDV and FDIS, technical content **can no longer be influenced**, but votes should be responded to. A negative vote shall always be justified.

Practical work at IEC is handled digitally. The [list of current IEC votes](#), available on the SESKO website, is the easiest way to see the IEC documents handled by each committee. The list also contains links to the documents. Accessing the documents requires entering login details provided by the SESKO office when joining the relevant national follow-up group of the IEC committee. Comments on proposals are made by using [Form Comments](#). Submitting votes and comments, confirmation of meeting registration and other **dealings with the IEC are carried out by the SESKO office**. The SESKO office can also help you with issues related to IEC activities.

The [SESKO website](#) provides the latest information on standards and standardization in the electrotechnical industry. SESKO customer support is available to assist with matters related to electrotechnical standardization by calling +358 50 571 6048 or sending an email to asiakaspalvelu@sesko.fi.

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ANNEX A
NATIONAL PROCESSING OF THE IEV TERMS TO BE VERIFIED BY 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 post a new database proposal (*evaluation*) on [Collaboration Platform](#). The proposal will 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 Tool*, it automatically sends an email notification 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 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 IEC. The SK 1 committee secretary sends comments to the IEC during the commenting period.
3. The SK 1 Terminology Committee secretary publishes the new database vote (*validation*) on the [Collaboration Platform](#). Voting is conducted in the same way as for a proposal (described in paragraph 1). The voting time is **four weeks**.
4. After the approval of the proposal, the subject will be discussed 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 actions 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 [Electropedia](#)
 - b. the vocabulary is adopted as an SFS Standard for publication as
 - i. pdf file
 - ii. pdf and printed standard
 and the terms are published in 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 rarely used in Finland will be excluded on a case-by-case basis. In addition to English and German terms, the SFS vocabulary usually publishes Swedish and French terms (if these terms are included in the original IEC vocabulary). The languages to be published in the printed SFS vocabulary can always be defined on a case-by-case basis.

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5. The criteria for translating the vocabulary are the same as for other standards to be translated. In the vocabularies, the financial return on the translation is not the most important criterion, but the importance of the translation shall be evaluated taking into account the horizontal needs of the technical field of the vocabulary.

PLEASE NOTE. "Horizontal needs" 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 stage described in the validation process for the SFS standard (TO1, paragraph 7.5). This process ensures quality, acceptability and consensus.
7. The translation of the vocabulary can also be decided later than at the time of publication.
8. If the SFS vocabulary standard is withdrawn due to the withdrawal or publishing of a new edition of the IEC publication, the translated terms will still be stored in *Electropedia*, unless there are justified technical reasons to delete them.

- 1) If the SFS standard is withdrawn due to the withdrawal of the IEC publication, this is not expected to require action, since the vocabulary will be deleted from *Electropedia* after its maintenance.

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

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

- b) If the 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, making it no longer correspond to 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 these 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 on the withdrawal will be held in accordance with section 4.9 of SFS Guide 4.