REGULATION 1025/2012 for IPQ, CENELEC FORM

Art 4 - Transparency

Q.1 How many requests for draft national standards have you received from an NSB/NC, ESO or EC/EFTA and provided? *

[ ]   Global CEN-CENELEC figure(s)

	Requested	Provided
NSB/NC	0	0
ESO	0	0
EC/EFTA	0	0

add explanation here (if relevant)

Q.1.1 - On how many of the drafts provided have you received comments from the originator and responded within 3 months? *

[ ]   Global CEN-CENELEC figure(s)

	Comments received	Answered within 3 months
NSB/NC	0	0
ESO	0	0
EC/EFTA	0	0

If ***not answered within 3 months***, please give explanation/further details:
add explanation here

Q.1.1.1 - On how many drafts did you receive a comment indicating that they would have a negative impact on the internal market? *

[ ]   Global CEN-CENELEC figure(s)

Number of drafts with potential negative impact   0

If **Not 0**, provide explanation (including originator of comment, identifier of draft standard, if ESO and or EC was consulted before publication or other related actions): *add explanation here*

Q.2 - How do you ensure access to draft national standards in such a way that all relevant parties, in particular those established in other Member States, have the opportunity to submit comments:

Q.2.1 - Do you have an online public commenting platform?

(X) Yes
( ) No
( ) Planned

If **Yes**, provide URL:

  https://www.ipq.pt/normalizacao/normas/inquerito-publico/

If **Planned**, provide *Month - Year*:

Q.2.2 - If not, how do you ensure the required access to draft national standards to all relevant parties?

Q.3 - In how many technical activities has another NSB/NC passively or actively, by sending an observer, been involved during the development process (e.g. during the initial drafting, in comments resolution meetings, etc.)? *

[ ]   Global CEN-CENELEC figure(s)

NSB/NC passively involved   0

NSB/NC actively involved   0

If **Not 0** please provide further details
add explanation here

  The participation of another NSB/NC was never asked. The participation of another NSB/NC will be wellcome.

Art 24 1(b) – Representation of SMEs, consumer organisations and environmental and social stakeholders in national standardization bodies

SMEs
Participation at policy level

Q.4 - Is representation foreseen, and were SMEs represented (either individually

or through an association), at policy level (i.e. non-technical bodies) within your organisation:

	Foreseen	Encouraged*	Represented in YYYY
SMEs	(X) Yes ( ) No	(X) Yes ( ) No	(X) Yes ( ) No

Further clarifications/explanations (optional):
add explanation here

> Since 2018 there exist an advisory group to stablish strategies and policies in the field of national standardization, composed of representatives of national stakeholders, including representatives of SMEs was created

Participation at technical level

Q.5 - In how many national technical committees (including national mirror committees), where such participation is considered as relevant, are the interests of SMEs represented: *

[ ]   Global CEN-CENELEC figure(s)

Total # of national technical committees   48

	# of national technical committees for which representation is considered relevant	# of national technical committees where interests are represented
SMEs	43	26

Specify the means by which the above figures were developed:

[ ]   Estimation

[X]   Measure (e.g. database)

[ ]   Other:

> *add explanation here*

Further clarifications/explanations (optional):
add explanation here

> Always when a TC is created, the invitation is made to SMEs but in some cases they did not answered or accepted the invitation.

Art 24 1(b) – Representation of SMEs, consumer organisations and environmental and social stakeholders in national standardization bodies

Consumer organisations and environmental and social stakeholders
Participation at policy level

Q.6 - Is representation foreseen, and were the following stakeholder groups represented, at policy level (i.e. non-technical bodies) within your organisation:

	Foreseen	Encouraged*	Represented in YYYY
Consumer Organisations	(X) Yes ( ) No	(X) Yes ( ) No	(X) Yes ( ) No
Environmental Stakeholders	(X) Yes ( ) No	(X) Yes ( ) No	(X) Yes ( ) No
Social Stakeholders	(X) Yes ( ) No	(X) Yes ( ) No	(X) Yes ( ) No

Further clarifications/explanations (optional):
add explanation here

> Since 2018 there exist an advisory group to stablish strategies and policies in the field of national standardization, composed of representatives of national stakeholders, including representatives of Consumer Organisations, Environmental and Social Stakeholders was created.

Participation at technical level

Q.7 - In how many national technical committees (including national mirror committees), where such participation is considered as relevant, are the interests below represented: *

[ ]   Global CEN-CENELEC figure(s)

	# of national technical committees for which representation is considered relevant	# of national technical committees where interests are represented
Consumer Organisations	4	2
Environmental Stakeholders	35	0
Social Stakeholders	36	0

Specify the means by which the above figures were developed:

[ ]   Estimation

[X]   Measure (e.g. database)

[ ]   Other:

> *add explanation here*

Further clarifications/explanations (optional ' e.g. relevance of participation, specific activities to encourage representation):
add explanation here

Always when a TC is created, the invitation is made but they did not answered or accepted the invitation.

Art 24 (d) – Use of ICT in the standardization system
Q.8 - Does your national IT infrastructure include :

a) A data management system for work programme information to support high volume of data storage and compatible exchange with CEN and/or CENELEC

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

[ ]   Local

[X]   Hosted by 3th party   [X]   Hosted at IEC

[ ]   Other:
   add explanation here

b) Database/directory for managing experts participating in your national technical bodies

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

[ ]   Local

[X]   Hosted by 3th party   [X]   Hosted at IEC

[ ]   Other:
   add explanation here

c) A document management system to support high volumes of documents storage and compatible exchange with CEN and/or CENELEC

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

[ ] Local

[X] Hosted by 3th party   [X] Hosted at IEC

[ ] Other:
   add explanation here

d) A Web site

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

   add additional explanation here if needed

   www.ipq.pt

Q.9 - Do you provide tools to support standards drafting?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

[X] National template

[ ] IEC template

[X] Wiki

[X] Virtual meeting facilities

[ ] Other:
   add explanation here

Q.10 - How do you make working documents available to all Members participating in national technical bodies?

[X]   Via a web-platform (collaboration tool)   [ ]   Planned *month-year*

[X]   Via e-mail   [ ]   Planned *month-year*

[ ]   Other:
    add explanation here

Q.11 - Do you provide facilities to organise polls or votes at national technical body level?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide <u>*Month - Year*</u>:

Q.12 - How do you make your public enquiry documents available? (Please ensure consistency between Q2.1 and Q12)

[ ]   On-line public commenting platform   [ ]   Planned *month-year*

[ ]   Protected web platform   [ ]   Planned *month-year*

[ ]   Via e-mail   [ ]   Planned *month-year*

[X]   Other:
    add explanation here

    Site IPQ - Public enquiry documents free of charge
    https://www.ipq.pt/normalizacao/normas/inquerito-publico/

Q.13 - If you have a public commenting system, do you provide facilities to submit comments at various stages?

[ ]   New Work Item proposals   [ ]   Planned *month-year*

[X]   Drafts under enquiry   [ ]   Planned *month-year*

[X]   Published standards (e.g. for review) [ ]   Planned *month-year*

[ ]   Other:
    add explanation here

Q.14 - Do you use IT tools for the handling of comments?

( ) Yes
(X) No
( ) Planned

If **Planned**, provide <u>*Month - Year*</u>:

Q.15 - Which electronic media is used to make your published standards available?

[X]   Web store   [ ]   Planned *month-year*

[ ]   Web site (free)   [ ]   Planned *month-year*

[X]   E-mail on request

[ ]   Other:
   add explanation here

SECTION 1: MEASURES TO ENCOURAGE AND FACILITATE SMES' ACCESS TO STANDARDS AND STANDARDIZATION

The first 6 questions in this section are the examples taken from Regulation 1025/2012, rather than required actions, that can demonstrate how CEN and CENELEC members are looking to facilitate SMEs' access to standards and standardization.

Question 7 enables CEN and CENELEC members to give other examples of the activities they undertake to assist SMEs.

Q.1 - Do you identify standardization projects which are of particular interest to SMEs?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide <u>*Month - Year*</u>:

If **Yes**, how are standardization projects which are of particular interests for SMEs indicated?

[ ]   Indication in our annual work programme

[X]   Indication through our website

[X]   Through dedicated mailings

[X]   Other:
   add explanation here

   Through IPQ newsletter - notifications Website - Campaigns, promotions, discounts

Add additional comments here :

Q.2 - Do you give access to standardization activities without obliging SMEs to become a member of your national standardization body?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

[X]   Direct participation in the national technical committees

[X]   SME helpdesk

[X]   Online support

[X]   Consultation of texts of standards

[X]   Commenting on drafts

[ ]   Other:

    add explanation here

Add additional comments here :

Q.3 - Do you provide free access or special rates to participate in standardization activities?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

[X]   SMEs have free access to all standardization activities

[ ]   SMEs get special rates for

[ ]   Participating in national technical committees

[ ]   Attending workshops

[ ]   Attending training sessions

[ ]   Purchasing brochures, leaflets

[ ]   Use logistics (meeting rooms, promotional material, ...)

[ ]   Discount prices to members/subscribers (EN Standards)

[ ]   Other:

    add explanation here

Add additional comments here :

    The participating in almost national technical committees is free of charge.

Q.4 - Do you provide free access to draft standards?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

[X]   Draft standards can be consulted at our premises (e.g. library)

[X]   We provide online access (e.g. Enquiry portal)

[ ]   Other:
   add explanation here

Add additional comments here :

   During the public enquiry stage (usually one month) draft standars are public and free of charge in our web site (downloading PDF).
   https://www.ipq.pt/normalizacao/normas/inquerito-publico/

Q.5 - Do you make abstracts/scopes of standards available free of charge?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

[ ]   Via our website

[ ]   Via link to CEN and CENELEC website

[X]   Upon request via e-mail

[ ]   Other:
   add explanation here

Add additional comments here :

Q.6 - Do you apply special rates to SMEs for the provision of standards or providing bundles of standards at a reduced price?

(X) Yes
( ) No
( ) Planned

If **Planned**, provide *Month - Year*:

If **Yes**, please indicate how you have done so

[ ]   Special rates are granted for the provision of all standards to SMEs

[X]   Special rates are granted for bundles of standards to SMEs

Add additional comments here :

Q.7 - What other measures have you taken to encourage and facilitate the access of SMEs to standards and the standards development process?

A network of Standards Consultation Points has been set up in member companies, providing a free service for consulting Portuguese standards (NP), European standards (EN) and Portuguese versions of ISO standards, which IPQ considers strategic for companies to position themselves more competitively in increasingly demanding and global foreign markets.

SECTION 2: CEN and CENELEC MEMBER'S EXCHANGE OF BEST PRACTICES

Q.8 - Do you participate in CCMC's SME working group [or any follow-up group]?

( ) Yes
(X) No
( ) Planned

If **Planned**, provide *Month - Year*:

Add additional comments here :

Q.9 - Do you have other measures for exchange of best practices with other CEN and CENELEC members?

https://www.ipq.pt/normalizacao/organismo-nacional-de-normalizacao/enquadramento-europeu-e-internacional/regulamento-europeu/

Q.10 - Please provide the link to the report on your SME related activities on your website

https://www.ipq.pt/normalizacao/plano-de-normalizacao/

Art 3 - Link to the national work programme

Q.1 – Please insert your URL (link) to your Annual Work Programme

https://www.ipq.pt/normalizacao/plano-de-normalizacao/