

CEN/TC 212/WG 3 "Theatrical pyrotechnic articles, category T1 and T2"

Open position

Convenor of CEN/TC 212/WG 3 "Theatrical pyrotechnic articles, category T1 and T2"

Role/definition

Person who leads the activities of a Working Group (WG).

Reports to

Its parent body CEN/TC 212.

Responsibilities

The WG Convenor is responsible for the activities of WG 3 to undertake a specific task: the preparation of one or more draft standard(s) according to the specifications set by the TC and within the specified timeframe.

In this respect, the work specifications and guidelines provided by the TC shall describe clearly the requested work, specifying exactly what is to be covered and what is not. In case of doubt, the WG Convenor is responsible for seeking clarification from the TC.

The WG Convenor accepts these work specifications, having also evaluated that the WG composition as nominated by the TC or by CEN Members (balanced expertise from involved parties which are in touch with NSBs), is appropriate for the completion of the required work within the specified timeframe.

Convenes meetings when necessary and acts as Chairperson of the Working Group.

Ensures relevant documents are circulated to WG experts using the electronic platform as agreed by BT.

Actively progresses work and reports regularly on progress to the parent body or verbally at meetings of the parent body.

Ensures that WG experts have appropriate briefing on relevant rules and procedures.

Ensures that an interim draft has been sent to the TC Secretary at least once during the drafting process.

Operates the exploitation rights assignment system including:

- formal implementation during WG meetings;
- collecting of exploitation rights assignments of experts at each meeting;
- transfer of the originals of the exploitation rights assignments to the TC Secretary;
- transfer any request for copyright exploitation licence agreement to the TC Secretary.

Participates in the Editing Committee, if required.

Judges the state of readiness of draft standards for Enquiry including the quality of the technical content and the level of consensus within the WG, prior to their release to the TC Chairperson and Secretary.

Refers any problems encountered to the parent body.

Rights

Receives Professional Standardization Support which may include a Secretary to the WG.

Method of appointment/review

Appointed by the TC on the nomination of the TC members for a period not exceeding 6 years. Successive extensions of not more than 3 years are possible.

In case the Convenor wishes to resign from their position they shall first inform the CEN Member providing PSS or Qualified Support and subsequently the TC Secretary.

For re-appointing a convenor a TC decision is sufficient. However the TC secretary needs to seek the agreement of the CEN Member already providing PSS or Qualified Support.

Mode of working

Works with the help of a PSS or Qualified Support (which may include a Secretary to the WG) from own National Standards Body (NSB) or if not available from another NSB. It is recommended that a checklist is used as a sort of trilateral service agreement between the TC Secretariat, the WG Convenor and the CEN Member providing the WG's PSS or Qualified Support. As such, the TC Secretariat, the WG Convenor and the WG's PSS or Qualified Support are free to discuss and agree upon assignment of tasks and may alter some "non-mandatory" assignments according to the rules as given in the checklist by mutual consent.

Financial support (optional)

The European Commission and EFTA have decided to provide basic compensation for traveling and person-hours made by the convenor in charge of the elaboration of the standards related to CEN/TC 212/WG 3 works within the frame of M/583.

The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors such as laboratories/project leaders are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in *Grant Agreement N°101112901* and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the *Grant Agreement N° 101112901*, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

The minimum requirements to receive financial support are as follows:

- **Qualification:** A level of education which corresponds to a relevant Master's degree.
- **Professional experience:** At least 8 years of proven experience in the field of pyrotechnic articles and relevant professional experience in the management of projects.
- **Other skills:** ability to work in English (minimum B2 level), comprehensive knowledge of the relevant guidelines, confident use of CEN-IT applications and comprehensive knowledge of the standardization process.

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Open positions

Project Leader for "Terminology"

Project Leader for "Categories of theatrical pyrotechnic articles"

Project Leader for "Requirements for construction and performance"

Project Leader for "Minimum labelling requirements and instructions for use"

Project Leader for "Test methods"

Role/definition

WG member taking responsibility for the preparation of drafts for a specific WI for consideration by the WG.

This role shall be used where this task is not assumed by the WG Convenor.

Reports to

WG responsible for the specific WI.

Responsibilities

Has expert knowledge of the subject covered by the respective WI and of drafting rules

Prepares and proofs drafts for the specific WI taking into account WG discussions.

- Each reference draft for CEN Enquiry or CEN approval procedure shall be finally checked for compliance with the CEN requirements for the electronic transmission of drafts by the Professional Standardization Support prior to its submission to the TC Secretariat.

- The resolution of comments following the CEN Enquiry is the responsibility of the TC or WG.

Participates in the Editing Committee, if required.

Mode of working

Works in close collaboration with the WG Convenor and the WG Secretary, if any.

NOTE: Creation of a project team supporting the project leader is not allowed.

Financial support (optional)

The European Commission and EFTA have decided to provide basic compensation for traveling and person-hours made by project leaders in charge of the elaboration of the standards related to CEN/TC 212/WG 3 works within the frame of M/583.

The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors such as laboratories/project leaders are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in *Grant Agreement N°101112901* and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the *Grant Agreement N° 101112901*, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

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Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

The minimum requirements to receive financial support are as follows:

- **Qualification:** A level of education which corresponds to a relevant Master's degree.
- **Professional experience:** At least 6 years of proven experience in the field of pyrotechnic articles and relevant professional experience in the management of projects.
- **Other skills:** ability to work in English (minimum B2 level), comprehensive knowledge of the relevant guidelines, confident use of CEN-IT applications and comprehensive knowledge of the standardization process.