

GNB-CPR AG	Co-ordination of the Group of Notified Bodies for the Construction Products Regulation(EU) No. 305/2011	NB-CPR IR/1, 3rd edition Issued: 05 July 2018 APPROVED INTERNAL RULES
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NB-CPR IR/1, 3rd edition: Membership of the Group of Notified Bodies for the CPR

In this 3rd edition, new sections Nos. 5 and 6 are added. No other changes have been made.

0. Content of internal rules of GNB-CPR

The internal rules of GNB-CPR consist of:

- **NB-CPR/IR/1: Membership of GNB-CPR (This document)**
- NB-CPR/IR/2: Terms of reference for GNB-CPR Advisory Group
- NB-CPR/IR/3: Terms of reference for Sector Groups (SGs)

1. Requirement to participate in the Group of Notified Bodies for the CPR (GNB-CPR)

The Construction Products Regulation (CPR) article 55 states:

The Commission shall ensure that appropriate coordination and cooperation between bodies notified pursuant to Article 39 are put into place and properly operated in the form of a group of notified bodies.

Member States shall ensure that the bodies notified by them participate in the work of that group, directly or by means of designated representatives, or shall ensure that the representatives of notified bodies are informed thereof.

The Construction Products Regulation (CPR) article 43(11) states:

A notified body shall participate in, or ensure that its assessment personnel is informed of, the relevant standardisation activities and the activities of the notified body coordination group established under this Regulation and shall apply as general guidance the administrative decisions and documents produced as a work result of that group.

2. Basic structure of the GNB-CPR

The GNB-CPR comprises:

- Individual members;

- The GNB-CPR Advisory Group (see NB-CPR/IR/2 'Terms of Reference for the GNB-CPR Advisory Group');
- The GNB-CPR President, who is chosen by the GNB-CPR Advisory Group, and acts as its chairman in addition to representing the GNB-CPR in other ways;
- Horizontal and vertical sector groups (see NB-CPR/IR/3 'Terms of Reference for Sector Groups of Notified Bodies for the CPR');
- A Technical Secretariat and an Administrative Secretariat funded by the Commission. (Contact information is to be found in the monitoring report NB-CPR M02 – Officials of the GNB-CPR)

In order to fulfill its obligation in article 55 the Commission is entitled to participate in all meetings and activities of Group of Notified Bodies for the CPR.

3. **Membership of the GNB-CPR and the interest group GNB-CPR at CIRCABC**

The Commission provides a collaborative workspace with partners of the European Institutions, CIRCABC. A group of folders (interest group) on CIRCABC are dedicated for the use of the GNB-CPR. CIRCABC has been adopted as the primary medium for the GNB-CPR coordination between notified bodies. Membership of the GNB-CPR is considered to be achieved by obtaining a username for GNB-CPR CIRCABC. Membership of CIRCABC is on an individual basis. Ideally all relevant staff of bodies notified or seeking notification under the CPR, or working in an area where agreed harmonized standards have not yet been cited or are under preparation, should become CIRCABC members. This includes bodies in all countries in the European Economic Area and other countries with Mutual Recognition Agreements or Decisions covering the CPR, and candidate countries for membership of the EU. Membership is also open to others with a legitimate interest in the work of the GNB-CPR.

The procedure for gaining access to the GNB-CPR area of CIRCABC is initiated by the potential member signing up for access on

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Membership will subsequently be granted, if appropriate, by the Administrative Secretariat for the GNB-CPR area of CIRCABC¹. The procedure is explained by a guide which is available on CIRCABC.

4. **Responsibilities for retaining CIRCABC membership**

Each GNB-CPR member and CIRCABC password holder is responsible for:

- Monitoring the Commission Services' public website and CIRCABC for documents relevant to its scope;
- Maintaining a correct e-mail address for communications from CIRCABC, and;
- Setting their own 'notifications' against the 'What's New' folder of SGs of interest. A notification to 'Download' or 'Subscribe' enrolls the person as a member of the sector group (SG). The notification 'Download' will cause CIRCABC to email the member a copy of each new document uploaded into the folder, whilst 'Subscribe' will cause

CIRCABC to send an email notifying the member that a new document has been uploaded.

5. Conditions of fair competition

The coordination of notified bodies within the framework of GNB-CPR shall not limit the competition, neither between notified bodies nor between manufacturers.

Hence, it is not permitted in connection with coordination activities, e.g. meetings, to make agreements or any other action aiming at limiting the competition between notified bodies, notably coordinating prices for the services of notified bodies. Accordingly, it is not permitted to make agreements or any other action aiming at limiting the competition between manufacturers or other economic operators.

NOTE: Section No. 5 is intended to apply solely to the coordination activities within the framework of GNB-CPR. It is intended neither to limit nor extend the responsibilities of notified bodies or individuals in relation to applicable law.

6. Protection of personal data

All members of the GNB-CPR are responsible for their own compliance with European legislation on the protection of personal data, notably the General Data Protection Regulation (GDPR).

In particular, members who manage lists of persons and who upload documents to the GNB-CPR Interest Group on CIRCABC are supposed to observe the rules for data protection.

Neither the GNB-CPR President, the Technical Secretariat, nor the Administrative Secretariat shall assume any responsibility for any violation of data protection rules caused by members of GNB-CPR.