

# CEN Workshop Guidelines to create a Digital Product Passport –the EU project CircThread experience

## Workshop description form

- PART A – Workshop Summary
- PART B – Project Plan



## PART A – Workshop SUMMARY

<b>1</b>	<b>WS details</b>	
1.1.	<b>Organization</b>	<input checked="" type="checkbox"/> CEN <input type="checkbox"/> CENELEC <input type="checkbox"/> Joint with <input type="checkbox"/> CEN lead <input type="checkbox"/> CENELEC lead
1.2.	<b>Title</b>	CEN/WS “Guidelines to create a Digital Product Passport –the EU project CircThread experience”  (select CEN or CLC or leave CEN/CLC in case of joint WS)
1.3.	<b>Scope</b>	The planned CEN Workshop Agreement defines guidelines for decision making on the process to design a Digital Product Passport including its data carrier, information portal contents, and information exchanges and applications, based on the experience of the H2020 project CircThread. The guidelines are envisioned for a new role, the DPP designer, for companies or organisations that need a DPP or part of a DPP to configure its content and the system around it. The results will help these organisations to either develop a DPP in-house within the European DPP system possibilities or contract a 3rd party to deploy a DPP for them to guide the 3rd party on their needs. The technical approach includes to evaluate the design of DPPs at individual item, batch, and product model level, where individual item DPPs are updatable across the life cycle of a product. The DPP focus is on B2C products and durable products. The envisioned content will include the context of the DPP, and the associated circular economy use cases, a check-list table about the product to guide the DPP setup, and a choice option decision-tree that forms the main guidance process to determine the design of the data-carrier, information portal, DPP contents and information exchanges. Decision-tree aspects includes user interests, collaboration actor involvement needs, information availability barriers, and operationalisation needs, and other APP needs within a wider circular economy information system. The outputs will include both the design process guidelines and examples of a ‘designer’ going through the guidelines based on the CircThread project example. The planned CEN Workshop Agreement is applicable to/is intended to be used by DPP designers within companies and collaboration parties that need DPPs for their users (e.g. consumer organisations, PROs. repairers, recyclers) to help them design their product DPPs structure and content. The planned CEN Workshop Agreement is not intended to include requirements and will be in line with the most updated standardization and regulatory developments.
1.4.	<b>Does this WS stem from an EU Research project?</b>	<input checked="" type="checkbox"/> YES Name of the project: CircThread Grant number: 958448 End date 2025-05-31  <input type="checkbox"/> NO
1.5.	<b>Financial support</b>	<input checked="" type="checkbox"/> EU Research project <input type="checkbox"/> EC/EFTA Grant reference: Type here <input type="checkbox"/> Other Specify, if needed: Type here
1.6.	<b>WS Proposer/Proposed Chair</b>  <b>WS proposer</b>	Name: Organization: Postal address:  Email:  Phone:
		Dr. Rembrandt Koppelaar ECOWise / Circthread technical coordinator Alliotts Imperial House, Kean Street, London, England, WC2B 4AS rembrandt.koppelaar@ekodenge.com; rembrandt.koppelaar@eco-wise.co.uk n.a

		Webpage: Contact person (name and email):	https://eco-wise.co.uk/about/ Rembrandt, rembrandt.koppelaar@ekodenge.com; rembrandt.koppelaar@eco-wise.co.uk	
1.7.	<b>WS Secretariat</b>	Organization: Postal address: Email: Phone: Webpage: WS Secretary name: Email: Phone:	UNI Via Sannio n.2, Milano, Italy (20137) sviluppo.progetti@uni.com 0270024213 www.uni.com Fabio Rossi fabio.rossi@uni.com 0270024468	
1.8.	<b>CEN and CENELEC Management Centre (CCMC) contact</b>	Organization: Postal address: Webpage: CCMC Project Manager name: Email: Phone:	CEN and CENELEC Rue de la Science 23B - 1040 Brussels, Belgium <a href="https://www.cencenelec.eu/Pages/default.aspx">https://www.cencenelec.eu/Pages/default.aspx</a> Carolina Müller CMueller@cencenelec.eu n.a.	
1.9.	<b>Tentative date and place of the Kick-off Meeting</b>	Date: July 23rd, 2024, 09:30 – 12:30 CEST	Place: Online	
1.10.	<b>Does the proposed Workshop fall within the scope of existing CEN and/or CENELEC Technical Bodies?<sup>1</sup></b>	<input type="checkbox"/>	YES Specify: Type here	
		<input checked="" type="checkbox"/>	NO	
1.11.	<b>Are there other Technical Bodies or Joint Advisory and Coordination Groups potentially interested in the Workshop? <sup>2</sup></b>	<input checked="" type="checkbox"/>	YES Specify: CEN-CLC JTC 24 “Digital Product Passport” and CEN/TC 473 “Circular economy”	
		<input type="checkbox"/>	NO	
1.12.	<b>Are the following aspects affected?</b>	Safety matters Management system aspects Conformity assessment aspects Security matters	YES <sup>3</sup> YES <sup>4</sup> YES <sup>5</sup> YES <sup>6</sup>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			NO 7 NO NO NO	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
		Add information/explanations if Management System aspects and Conformity Assessment aspects are affected: Type here		

<sup>1</sup> Part A and Part B of this form shall be sent by the WS secretary to the secretary of the Technical Bodies identified in this section to inform them about the creation of the WS and register any possible objection within 30 days (45 during the holiday period).

<sup>2</sup> Part A and Part B of this form should be sent by the WS secretary to the Bodies identified in this section to inform them about the creation of the WS.

<sup>3</sup> Work on the proposed CEN and/or CENELEC Workshop shall not be initiated.

<sup>4</sup> The CEN and/or CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

<sup>5</sup> CEN-CENELEC Internal Regulations - Part 3, Clause 33 applies.

<sup>6</sup> For projects dealing with security matters the security risk analysis provided in Annex I shall be carried out.

<sup>7</sup> See Note 2 in CEN-CENELEC Guide 29, Clause 3.

<sup>8</sup> See Note 2 in CEN-CENELEC Guide 29, Clause 3.

<b>2</b>	<b>WS Deliverables</b>		
<b>2.1.</b>	<b>CWA #1</b>		
2.1.1	<b>Title</b>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Same as WS title (1.2) Other: Type here
2.1.2	<b>Scope</b>		<p>The planned CEN Workshop Agreement defines guidelines for decision making on the process to design a Digital Product Passport including its data carrier, information portal contents, and information exchanges and applications, based on the experience of the H2020 project CircThread. The guidelines are envisioned for a new role, the DPP designer, for companies or organisations that need a DPP or part of a DPP to configure its content and the system around it. The results will help these organisations to either develop a DPP in-house within the European DPP system possibilities or contract a 3rd party to deploy a DPP for them to guide the 3rd party on their needs. The technical approach includes to evaluate the design of DPPs at individual item, batch, and product model level, where individual item DPPs are updatable across the life cycle of a product. The DPP focus is on B2C products and durable products. The envisioned content will include the context of the DPP, and the associated circular economy use cases, a check-list table about the product to guide the DPP setup, and a choice option decision-tree that forms the main guidance process to determine the design of the data-carrier, information portal, DPP contents and information exchanges. Decision-tree aspects includes user interests, collaboration actor involvement needs, information availability barriers, and operationalisation needs, and other APP needs within a wider circular economy information system. The outputs will include both the design process guidelines and examples of a 'designer' going through the guidelines based on the CircThread project example. The planned CEN Workshop Agreement is applicable to/is intended to be used by DPP designers within companies and collaboration parties that need DPPs for their users (e.g. consumer organisations, PROs. repairers, recyclers) to help them design their product DPPs structure and content. The planned CEN Workshop Agreement is not intended to include requirements and will be in line with the most updated standardization and regulatory developments.</p>
2.1.3	<b>Does the proposed CWA conflict with a published EN</b>	<input type="checkbox"/>  <input checked="" type="checkbox"/>	YES Specify: Type here  NO <b>In case the answer is 'yes', the development of the CWA shall be stopped</b>

## **PART B – Project Plan**

### **1 Status of the project plan**

Draft project plan for public commenting (Version 3.0).

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan.

Please send any requests to participate or comments by e-mail to [fabio.rossi@uni.com](mailto:fabio.rossi@uni.com).

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop July 23<sup>rd</sup> 2024.

### **2 Workshop proposer and potential Workshop participants**

#### **2.1 Workshop proposer**

The proposer of this CEN Workshop is the CircThread project, funded by Horizon 2020 programme under Grant agreement n. 958448 and coordinated by:

Rembrandt Koppelaar

EcoWise (UK) - C/O Alliotts Imperial House, Kean Street, London, England, WC2B 4AS

e-mail: [rembrandt.koppelaar@eco-wise.co.uk](mailto:rembrandt.koppelaar@eco-wise.co.uk)

Dr Rembrandt Koppelaar is also the main contact point for the CEN Workshop.

The CEN national member holding the Workshop secretariat is:

UNI - Ente italiano di Normazione

Via Sannio n.2, Milano, Italy (20137)

(+39)0270024213

[sviluppo.progetti@uni.com](mailto:sviluppo.progetti@uni.com)

#### **2.2 Potential participants**

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts would be helpful and is desired. It is recommended that:

- Academic and research bodies
- Funded European Projects (i.e. Horizon 2020, Horizon Europe)
- Industry and commerce
- Non-governmental organizations (NGO)
- Standards application

take part in the development of this CWA.

## **3 Workshop objectives and scope**

### **3.1 Workshop background**

The EU's Proposal of the Eco-design for Sustainable Products Regulation (ESPR), published in March 2022, puts forth the introduction of digital product passports (DPP) as a key regulatory component in the upcoming years. The regulation defines product passports as "a set of data specific to a product that includes the information (specified in the correspondent delegated act of the product group) and that is accessible via electronic means through a data carrier." The ESPR acts as the overarching policy framework and will be supported by delegated acts that will determine specific rules as well as the elaboration of the different DPPs for specific products. The products to be covered will be laid out in the European Commission's three-year working plans and depend on additional analyses and consultations with the relevant stakeholders. The ESPR is a pillar of sustainability, with any organisation that puts a product on the EU market having to now design it with the environment in mind. Products will have a lower carbon footprint, use less energy and toxic chemicals, be made from more sustainable materials, be longer lasting, and be more easily repaired or recycled.

The ESPR is linked to a Standardisation request to the European Committee for Standardisation, the European Committee for Electrotechnical Standardisation, the European Telecommunications Standards Institute as regards digital product passports in support of the COM(2022) 142 final proposal for a Regulation of the European Parliament and Regulation (EU) 2023/1542 of the European Parliament and of the Council of 12 July 2023 concerning batteries and waste batteries, amending Directive 2008/98/EC and Regulation (EU) 2019/1020 and repealing Directive 2006/66/EC.

Moreover, it has been released a proposal for a Regulation of the European Parliament and of the Council laying down harmonised conditions for the marketing of construction products, amending Regulation (EU) 2019/1020 and repealing Regulation (EU) 305/2011.

Within this context, since June 2021 the CircThread consortium is working to support the future DPP developments.

## **4 Workshop programme**

### **4.1 General**

The kick-off meeting is planned to take place on July 23<sup>rd</sup> 2024 as virtual meeting.

A total number of 4 Workshop meetings (kick-off meeting and Workshop meetings) and web conferences is expected to be held, during which the content of the CWA(s) will be presented, discussed and approved.

The working language (language of meetings, minutes, etc.) of the WS will be English. The CWA will be written in English.

### **4.2 Workshop schedule**



Table 1: Workshop schedule (preliminary)

CEN Workshop	M01 April '24	M02	M03	M04	M05	M06	M07	M08	M09	...
<b>Initiation</b>	[Dark Blue]									
1. Workshop description form submission and TC response			[Light Blue]	[Light Blue]						
2. Open commenting period on draft project plan (mandatory)			[Light Blue]	[Light Blue]						
<b>Operation</b>				[Teal]	[Teal]	[Teal]	[Teal]	[Teal]		
3. Kick-off meeting				[Light Teal]						
4. CWA(s) development				[Light Teal]	[Light Teal]	[Light Teal]	[Light Teal]	[Light Teal]		
5. CWA(s) finalized and approved by Workshop participants								[Light Teal]		
<b>Publication</b>									[Green]	[Green]
6. CWA(s) publication									[Light Green]	
<b>Dissemination (see 6)</b>		[Orange]	[Orange]	[Orange]						[Orange]
<b>Milestones</b>				K	V	V	V	V	M/A	P/D

## 5 Resource planning

The administrative costs of CEN Workshop Secretariat will be covered by resources from the H2020 project CircThread GA n° 958448.

## 6 Workshop structure and rules of cooperation

The workshop will be led by a chair or vice-chair, while the project leader will support them in the organization.

The CEN Workshop Chair is responsible for ensuring that the development of the CWA follows the principles and content of the adopted project plan and the requirements of the CEN Guide 29. The CEN Workshop Chair may take decisions on the conduct of the CEN Workshop based on the comments expressed by the participants according to the CWA rules.

The workshop secretariat is responsible for the organization and management of the workshops according to the CEN Guide 29.

CEN Workshop participants draft the CWA and take in consideration the comments after the public commenting phase. CEN Workshop participants are the CWA proposers (the members of CIRCTHREAD project), plus other relevant stakeholder, identified by the proposer.

### 6.1 Participation in the Workshop

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;
- b. the expansion would not result in the Workshop taking longer to complete;
- c. the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- d. the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e. the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f. the new Workshop participant would ensure wider application of the CWA.



All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organizations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

## 6.2 Workshop responsibilities

The Workshop Chair is responsible for content management and consensus building. The Workshop Chair is supported by the Workshop Vice-Chair (if any) and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, assesses when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN and/or CENELEC Member, is responsible for organizing and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organized by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

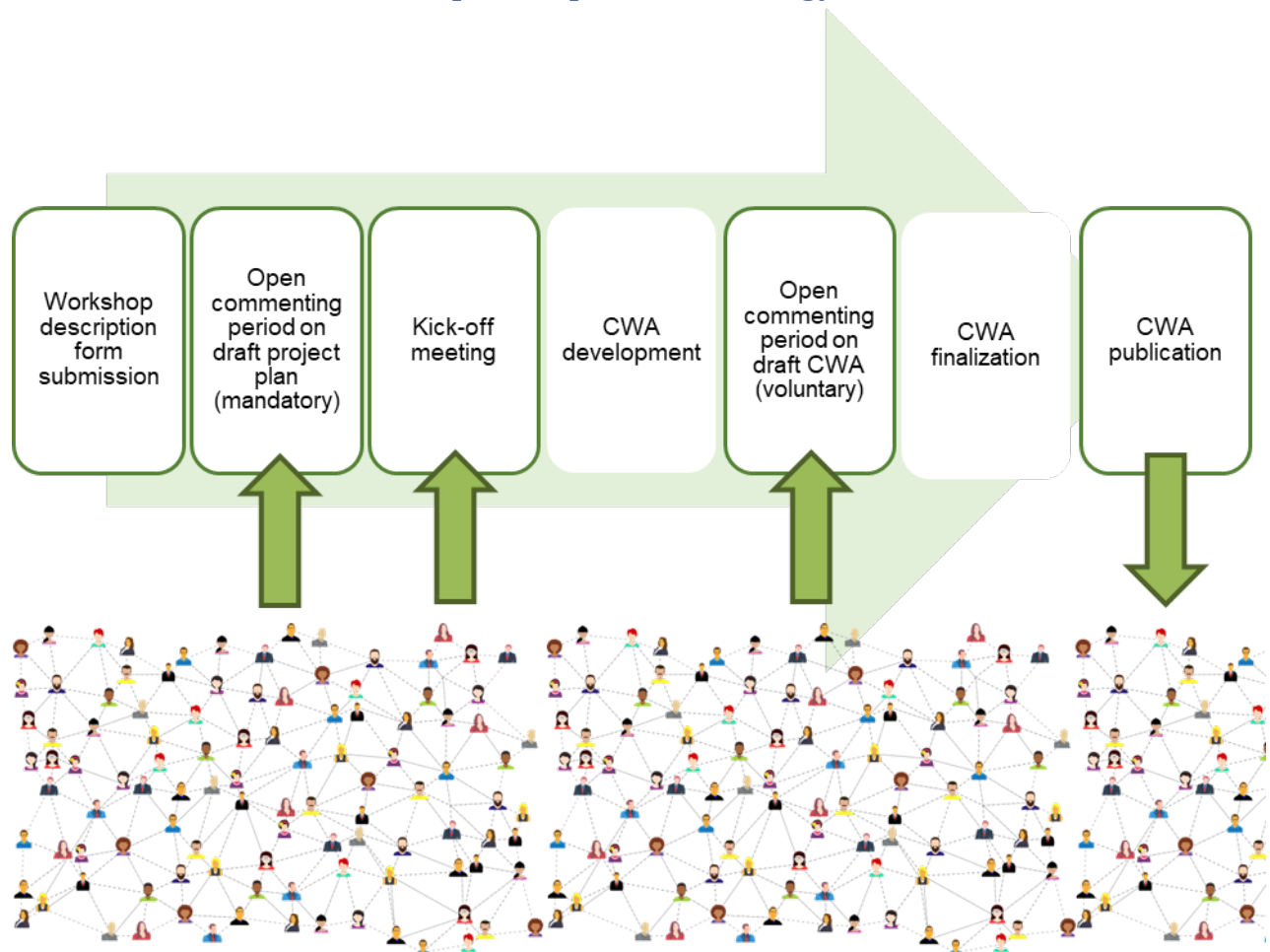
- Administrative and organizational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organizations and individuals
- Offers infrastructure and manages documents and their distribution through an electronic platform
- Prepares agenda and distributes information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manages CWA approval process upon decision by the Workshop Chair
- Interfaces with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and brings any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

## 6.3 Decision making process

The CEN and/or CENELEC Workshop Chair is responsible for ensuring that the development of the CWA follows the principles and content of the project plan described in this document and the requirements of CEN-CENELEC Guide 29. The CEN and/or CENELEC Workshop Chair may take decisions on the conduct of the CEN and/or CENELEC Workshop on the basis of the comments expressed by the participants and of CEN-CENELEC Guide 29.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

## 7 Dissemination and participation strategy



### Proposal form submission

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

- standards committee, working group etc.
- publisher of technical rules
- sector forum
- focus group
- coordination group
- others (CIRCTHREAD sister projects)

### Open commenting period on draft project plan

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules

- sector forum
- focus group
- coordination group
- others (CIRCTHREAD sister projects)

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on the CIRCTHREAD website (<https://circthread.com/>) to raise awareness. Interested parties are requested to contribute either through commenting of the project plan (short term) or through Workshop participation (long term).

### **Open commenting period on draft CWA**

The commenting phase is not compulsory in this case and it can be added. Decision on the submission of the draft CWA to public commenting phase can be agreed at a later stage, during the works of the CEN/WS.

### **CWA publication**

The final CWA will be disseminated to the following relevant stakeholders and bodies:

- standards committee, working group etc.
- publisher of technical rules
- sector forum
- focus group
- coordination group
- others (CIRCTHREAD sister projects)

In addition to the CCMC website, the final CWA will be advertised on:

- sector specific newsletter
- social media, such as
  - Facebook
  - Instagram
  - LinkedIn
  - X
- Research Gate
- EC Newsroom
- Others