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## **DRAFT V1** **Partnership Agreement EuroFM / CEN/TC 348**

### **INTRODUCTION**

The following document refers to the agreements reached by EuroFM and CEN/TC 348 regarding the Facility Management European Standards to be developed in the second phase of the work carried out by CEN/TC 348, namely, the development of the following four new European FM Standards:

1. Facility Management - Taxonomy (structures and definitions)
2. Facility Management - Processes
3. Facility Management - Quality, service levels and key performance indicators
4. Facility Management - Space measurement

### **BASICS**

EuroFM is the leading Facilities Management network in Europe with more than 75 member institution from 19 countries. In supporting its mission, the advancement of FM knowledge across Europe, EuroFM has played the role of liaison partner in the development of standards *EN 15221-1 Facility Management - Terms and definitions* and *EN 15221-2 Facility Management - Guidance on how to prepare Facility Management agreements*, and is interested in actively supporting the next phase of this project, namely the development of the future four new standards mentioned in the introduction.

CEN/TC 348 is the leading Facility Management Standardization Network in Europe. It has successfully managed the development of the first two European Standards *EN 15221-1 Facility Management - Terms and definitions* and *EN 15221-2 Facility Management - Guidance on how to prepare Facility Management agreements* in the industry and now is set to launch the aforementioned future new standards.

EuroFM and CEN/TC 348 wish to support each other in the process of developing market standards in the FM industry in Europe and thus wish to coordinate their activities under the following terms:

## TERMS

1.- EuroFM's Research and Practice Network Groups, RNG and PNG respectively, will coordinate their efforts internally within EuroFM to follow up on the work carried out by the CEN/TC 348 working groups work groups (WG) and carry out specific research if necessary and within the means of EuroFM, and provide feedback on all project landmarks, in essence acting in the same function as a national mirror committee, but without formal voting privileges. For this purpose, CEN/TC 348 will make all WG information available to EuroFM's network groups through specific web access in a timely fashion. These documents may be distributed through members of the network groups but only via a closed information system.

2.- EuroFM will name a representative at CEN/TC level to assure its institutional support of the project and be directly informed of all decisions made during the project. Having organized the work through its own network groups, EuroFM will not have any direct representative on these WGs although it could attend meetings if necessary. Experts to WG will be appointed by National Standards bodies which in most cases will already be representative of members of EuroFM. EuroFM will be able to give input via the CEN/TC on the proper moments, identical to the formal input moments of all other CEN/TC-members.

3.- CEN/TC 348 and EuroFM will coordinate CEN/TC 348 work group meeting so with the intention that they are held consecutively in the same week and cities as EuroFM meetings.

4.- EuroFM and CEN/TC 348 would like to promote their partnership, project developments and final standards in the markets. For this purpose the agree on the following actions:

4.1 EuroFM logo will be present, next to that of CEN/TC 348 in all project work documents, project presentations of any kind and dissemination activities with the exception of final official documents. CEN/TC 348 will acknowledge EuroFM's collaboration in the project in all "project platforms" if CEN regulation allow it.

4.2 EuroFM will give CEN/TC 348 proper acknowledgement in its web and will contribute to all dissemination events which are agreed upon by all parties.

4.3 Proper dissemination and promotional activities for the project are of the essence for the future credibility and therefore use of the standards. Thus, all dissemination and promotional events and or activities should be communicated and in principle agreed between both parties.

5.- EuroFM and CEN/TC 348 will be able to use their respective networks for promotion.

6.- EuroFM and CEN/TC 348 seek opportunities for joint projects around the developments and implementation of FM-standards.

7.- This agreement can be resolved by any party with a 3 month prior written notification. In that case, both parties agree to withhold the use of logo and names of the other parties in all activities carried out by either party from then on.

CEN/TC 348

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