

## 4<sup>th</sup> Webinar for Standard Drafters - 2017-09-29

### Editing and procedures at the proofing and publication stage

#### Questions and answers

Questions asked by the Attendee(s)	Answers from the Presenter
Shall we use the Simple Template or the STD template when submitting for CEN enquiry?	We would encourage you to use the Simple Template when drafting your text, but both are accepted.
Should the contents page of the standard draft (including page numbers) be done with the styles of headers before the draft is sent to CCMC for the Enquiry stage and FV stage or will you finalise contents as well?	This is helpful for the editors, but it is something that the editor will take care of during the editing process.
What happens if a technical mistake, for example in a formula, is signalled by a comment from NCs just at the final stage before publication, when technical changes are no longer allowed?	If it is really a mistake, and we can cross-check the information and clearly see that it is a mistake, we can correct it.
Are technical (te) changes considered during the public consultation stage?	Yes, the TC/WG will handle any comments made during the preparation of the Formal Vote, and will assess whether technical changes are necessary.
Could you explain the part related to the comments of the consultant together with comments from FV?	The comments from the consultant will be also collated with the members' comments, and then CEN/CENELEC Editor will handle them altogether, e.g. implementing editorial changes (but no technical changes will be accepted).
For standards developed under the parallel process at IEC level, should the Comments collected in the IEC/RVC to be reproduced in the Column "Obs. of Secretariat" of your CENELEC template for circulation to CLC National Bodies?	You should ensure that the results of the CLC Enquiry are circulated within your technical committee along with the results of the Formal Vote.  If you believe that the annotated comments provided by the editor to the TC for proofing should also be circulated to the TC, you can do so.
When we have prepared Annex ZAs or ZZs, do we send it to the editors or to the TPMs?	Annex ZAs and ZZs must be present in the text during the drafting stage before sending to CCMC.

Questions asked by the Attendee(s)	Answers from the Presenter
We sometimes get comments on translation issues. Will there be an opportunity to check these after the finalisation of the text?	Comments regarding the additional language versions of the standards will be uploaded to the translators along with the draft, usually marked 'Comment for DIN/DKE/AFNOR/BSI', where the translators will handle them.
Are changes to draft after FV to address consultant's comments are all, always considered editorial?	Consultant comments involving the Annex ZA/ZZ will always be considered editorial. For consultant comments involving the text, the editor will assess whether they are technical or editorial and accept/reject them accordingly.
Why do we send a copy of the files to the convenor, does every TC member do this and for what reason?	FOR CEN ONLY: As mentioned in the template email, the working group convenor has to be involved in the resolution of the comments in accordance with CEN/BT resolution C023/2011. This is to make sure that everything is covered before the publication of the document.
At the end of the Public Consultation stage, what does the TC need to do?	We assume that you mean the Enquiry stage, so the TC has to consult the results and decide with the WG of the appropriate way forward, i.e modify the text for Formal Vote or skip the Formal Vote and go straight to publication.
Is there a webinar on the public consultation stage and after that?	Yes, the webinar for the Enquiry and Formal Vote stages can be found at this link: <a href="https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx">https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx</a>