



European Standardization Organizations

Webinar for Standard Drafters

Simple Template

Quick-start guide and drafting guidance

*We start at
10:00 CET*

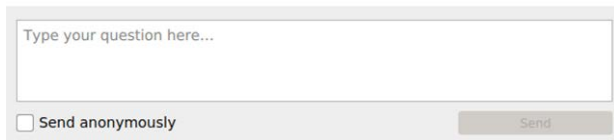
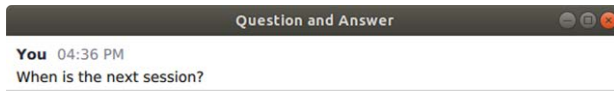
Your webinar moderator



Els Somers
Project Manager
Policy & Partnerships
esomers@cencenelec.eu

Get the most out of the webinar today

- ▶ Use the Q&A panel to submit your questions



- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

Your speaker today



Amy Jayne CONLEY

ajconley@cencenelec.eu

Project Manager

Editing & Production

Standardization & Digital Solutions

To be discussed

- ▶ The Simple Template
 - ▶ What is it?
 - ▶ Getting started

- ▶ Using the Template
 - ▶ Live use
 - ▶ Tips and tricks for efficient drafting

- ▶ Internal Regulations Part 3
 - ▶ Recap of key points

The Simple Templates

CEN and CENELEC

The Simple Template – What is it?

- ▶ A flat document, containing all applicable styles
- ▶ **NOT** a Word Template – a regular document
- ▶ To be typed/copy-pasted straight into
- ▶ Contains all obligatory and optional elements for easy and efficient drafting
- ▶ Created by your editors!
 - ▶ Guaranteed to be up-to-date with the latest rules, requirements and styles
- ▶ Makes XML conversion easier
 - ▶ REMEMBER – CCMC has a requirement to provide XML for 100% applicable deliverables (some exceptions apply).

- ▶ Where is it?
 - ▶ [CENELEC BOSS](#)
 - ▶ [CEN BOSS](#)
 - ▶ A new version of the template will be available following comments from today's webinar.

- ▶ How to use it after download
 - ▶ Styling
 - ▶ Copy-pasting
 - ▶ Required elements

- ▶ NOTE – the template is the same for CEN and CENELEC!
 - ▶ Differences: Font, European Foreword templates, line numbering

The Simple Template – Styling recap

- ▶ European forewords
 - ▶ Title – Foreword title
 - ▶ Content – Foreword text
 - ▶ Technical changes list – List Continue/List bullet
 - ▶ CENELEC ONLY
 - ▶ Implementation dates table – Table body

- ▶ Scope
 - ▶ Title – Heading 1
 - ▶ Content – Body text

The Simple Template – Styling recap

- ▶ Clause 2 – normative references
 - ▶ Title – Heading 1
 - ▶ Introductory wording – Body text
 - ▶ References – RefNorm

- ▶ Clause 3 – Terms and Definitions
 - ▶ Title – Heading 1
 - ▶ Introductory wording – Body text
 - ▶ Database lists – List continue/List bullet
 - ▶ Term number – TermNum
 - ▶ Term – Term
 - ▶ Definition/Source – Definition
 - ▶ Notes to entry - Note

The Simple Template – Styling recap

▶ Figures

- ▶ Figure file – Figure Image
- ▶ Key title – Key title
- ▶ Key content – Key text (and contain it in a table)
- ▶ Figure title – Figure title
- ▶ Figure subtitle – Figure title

▶ Tables

- ▶ Table title – Table title
- ▶ First row(s) – Table header
- ▶ Table content – Table body
- ▶ Notes to table – Table Footer Note
- ▶ Footnotes – Table Footer

- ▶ Formulae
 - ▶ Formula – Formula (this will right-justify any numbering)
 - ▶ 'where' – Body text
 - ▶ Explanation – table body

- ▶ Annexes
 - ▶ Titles
 - ▶ Regular annex – ANNEX
 - ▶ Annex ZA – ANNEX Z
 - ▶ Annex ZZ – ANNEX Z (and set numbering to 'z')
 - ▶ Annex ZZA (CLC only) – ANNEX ZZ
 - ▶ Headings – a1, a2, a3
 - ▶ Content – Body text

The Simple Template – Styling recap

▶ Lists

- ▶ Numbered lists (a, 1, i) – List Number
- ▶ Bulleted lists – Em dash (—) – List Continue

▶ Bibliography

- ▶ Title – Biblio Title
- ▶ References – Biblio Entry

Internal Regulations Part 3

Drafting Recap

▶ Scope

- ▶ Obligatory element
- ▶ Only statements of fact – no requirements, recommendations or permissions
- ▶ shall always be the first clause in the main body of the text

- ▶ **Clause 2 – Normative references**
 - ▶ Obligatory element, even if empty
 - ▶ Dated vs undated:
 - ▶ Dated – if specific element is referred to in the text (tables, figures, clauses)
 - ▶ Undated – for everything else
 - ▶ hENs – case by case! Contact your technical PM for guidance
 - ▶ **Only EN/ISO/IEC references**
 - ▶ Preferably already-published, but prEN is permitted (provided it is publicly available)
 - ▶ Where non-EN/ISO/IEC are used → TC Decision is obligatory (CEN)
 - ▶ **Absolutely NO Directives/Legislation!**
 - ▶ Note the difference between +A1 and /A1:
 - ▶ +A1 = Consolidated amendment
 - ▶ /A1 = Standalone amendment

▶ Clause 3 – Terms and Definitions

- ▶ Obligatory element, even if empty
- ▶ Definitions shall seamlessly replace the term in the text
- ▶ No requirements in the definitions

▶ Abbreviations

- ▶ Clause 3 can be split into clauses 3.1 and 3.2 to contain the abbreviations
- ▶ Alternatively, abbreviations can be clause 4
- ▶ There is no official introductory wording for abbreviations

▶ Tables

- ▶ Simply drafted
- ▶ Clearly-defined header (and then repeat header rows if breaks across multiple pages)
- ▶ Notes/footnotes in a separate cell
- ▶ No vertical text
- ▶ No white text on black background
 - ▶ This is unsupported by XML
- ▶ No funky coloured cells – grey shading is fine

▶ Figures

- ▶ Language neutral
- ▶ Where explanations are needed, use a key
- ▶ Numbered figures shall have a number
 - ▶ A title is **strongly recommended**, but optional

▶ Figure files:

- ▶ Are obligatory for CEN
 - ▶ Separate files shall be provided at the time of submission
- ▶ Are optional, but **strongly recommended** for CENELEC

▶ Different requirements for .Tiff and .eps

- ▶ See historic webinars from 2020 for more detail.

- ▶ Formulae
 - ▶ Use of MathType is **strongly advised**
 - ▶ Use the keyboard for simple formulae
 - ▶ Else, use the built-in equation tool in Word

- ▶ When using the equation tool in Word:
 - ▶ Editors convert these to MathType – be aware of potential errors
 - ▶ Try to keep formulae as simple as possible!

▶ Hanging Paragraphs

- ▶ Paragraphs which cannot be referred to directly in the text
- ▶ Removed by editors using 'General' or 'Introduction' as a heading
- ▶ e.g.

Incorrect	Correct
<p>5 Designation</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>5.1 XXXXXXXXXXXX</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>5.2 XXXXXXXXXXXX</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.</p> <p>6 Test report</p>	<p>5 Designation</p> <p>5.1 General</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>5.2 XXXXXXXXXXXX</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>5.3 XXXXXXXXXXXX</p> <p>The quick brown fox jumps over the lazy dog.</p> <p>The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.</p> <p>6 Test report</p>

▶ Clause 3 and any reagents/apparatus clause do not count

- ▶ Verbal forms for expression of provisions
 - ▶ Follow strictly the tables found in IR-3, clause 7
 - ▶ 'Must' ≠ requirements
 - ▶ 'May' ≠ possibility

- ▶ Notes
 - ▶ No requirements, recommendations or permissions
 - ▶ Except in clause 3, where they are permitted
 - ▶ Numbered if there's more than one
 - ▶ In clause 3 – numbered even if there's only one.

Useful Info and Links

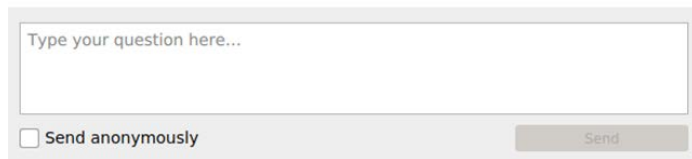
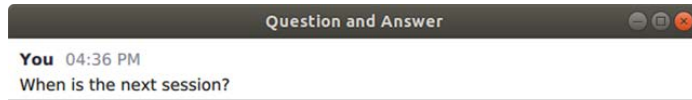
- ▶ **NEW – Coming soon!!!** CEN and CENELEC BOSS Drafting Guidance!
 - ▶ [CENELEC BOSS](#)
 - ▶ [CEN BOSS](#)

- ▶ Mail Production colleagues: production@cencenelec.eu
- ▶ [Historic Webinars](#)
 - ▶ CEN
 - ▶ CENELEC
- ▶ [Internal Regulations Part 3](#)

- ▶ Editors can be present at drafting meetings!
 - ▶ Online, in person, via Zoom or Teams
 - ▶ Let us know at any point during the drafting procedure
 - ▶ TCs don't need to be present if it's a WG meeting
 - ▶ Guidance on a specific text, OR general drafting guidance

Question time

▶ Use the Q&A panel to submit your questions





European Standardization Organizations

Thank you for your participation!

Next webinars

2021-12-07 – [training for newly appointed Technical Body Officers](#) + online [Technical Body Award Ceremony](#)

2021-12-08 – [Technical Body Officers seminar](#)

Series of webinars for standards drafters 2020: Available [here](#).