



INFORMATION FOR TECHNICAL BODY OFFICERS

COMMON SESSION

IT tools in the CEN and CENELEC environments

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Editors' support

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Agenda

- ▶ Projex-Online
- ▶ QuickSearch
- ▶ CEN-CENELEC web-conference service
- ▶ Expert Areas
- ▶ Q&A
- ▶ Submission Interface (SI)
- ▶ Editors' work at CEN & CENELEC

1. Projex-Online

Projex-Online is a web application providing a user-friendly access environment to consult the work programme of the CEN & CENELEC technical bodies and get access to detailed information on standardization projects.

Access to Projex-Online:

Direct link:
<https://projex.cencenelec.eu/>

CEN and CENELEC Expert areas

(section Applications & Services)



The screenshot shows a web interface for 'Projex-Online'. At the top, there is a header with the text 'CEN and CENELEC Expert areas' and '(section Applications & Services)'. Below this, there is a navigation bar with a 'PO' icon, a globe icon, the text 'Projex-Online', and a right-pointing arrow. The main content area contains a paragraph: 'Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following-up the work within Technical Bodies. [...]'. Below the paragraph is a 'LEARN MORE' button with a question mark icon. At the bottom, there are three filter buttons: 'Technical Bodies Officers' (light blue), 'Expert' (light red), and 'Members' (light grey).

Projex-Online



Projex-Online



Simple Search

Selection of one committee, one mandate, one directive, one Work Item, one Standard reference or one Database Id

Complex Search

Combination of several search criteria

The screenshot displays the Projex-Online web application interface. At the top, there is a navigation bar with the CEN and CENELEC logos, the title 'Projex-Online', and links for 'Contact', 'FAQ', and 'Help'. Below this, a secondary navigation bar shows 'Last update: 2020-09-29', 'IT Support', and 'Sign Out'. The main content area is divided into sections: 'My Projex-Online', 'Simple Search', and 'Complex Search'. The 'Simple Search' section includes a 'Quick Navigation' area with three dropdown menus for 'Select a committee', 'Select a mandate', and 'Select a directive'. To the right, there is a 'Quick Search' area with three input fields: 'By Work Item number:', 'By Standard reference:', and 'By Database id:', each with a 'Submit' button. The 'Complex Search' section features a 'My Searches' dropdown and a 'Delete item' button. Below this, there are multiple rows of search criteria, each with a dropdown menu: 'Technical body: Any', 'Drafting Body: -', 'Secretariat: Any', 'Alerts: -', 'Milestone: Any', 'Stage-Code: Any', 'Between: [date range]', 'WI Status: Any', 'Standard Status: Any', 'Standard Nature: Any', 'Track: Any', 'VA/FA(previously DA): Any', 'Directive: Any', 'Standardization request (formerly mandate): Any', and 'Specific agreement (formerly order voucher): Any'. At the bottom, there are checkboxes for 'Text in WI Title' and 'Text in WI Scope', both of which are checked. Below these are four input fields for search logic: 'All of these words (AND)', 'Any Of these words (OR)', 'This exact phrase (" ")', and 'None of these words (NONE)'. At the very bottom right, there are three buttons: 'Submit Search', 'Clear Search Values', and 'Save Search'.

Training for newly

Projex-Online – Work Item



General information

★ **00155927 - FprEN 1329-1**

Plastics piping systems for soil and waste discharge (low and high temperature) within the building structure - Unplasticized poly(vinyl chloride) (PVC-U) - Part 1: Specifications for pipes, fittings and the system

[Access to current document\(s\)](#)
(authorised users only)

<i>Responsible:</i>	CEN/TC 155	<i>Drafting:</i>	CEN/TC 155/WG 6	<i>Project Leader:</i>	-
<i>WI/Standard status:</i>	Active/Not Published	<i>Track:</i>	EN/ENQ+FV	<i>Contact point:</i>	Mr J. Erdmann ✉ ()
<i>Category:</i>	Main	<i>Parallel:</i>	No		
<i>Last Milestone:</i>	50.20.0000 realized on 2020-08-06	<i>Next Milestone:</i>	50.60.0000 planned for 2020-10-01		

WI Plan (Milestones) | WI Plan (All) | Title/Scope | EC/EFTA relations | Consultants | WI relations | Standstill & Deviation | Decisions | Classifications | Remarks | Released Documents | Technical Body | Timeline

↑
Access to all data
regarding the Work Item

Projex-Online – Technical Body



General information

★ **CLC/TC 59X**
Performance of household and similar electrical appliances

Status: Active
Secretariat: DKE
Secretary: Dr G. Fuchs () (Appointed on 2015-01-01)
Chairperson: Mr A. Roux (Appointed on 2018-03-21)
CCMC PM: Ms M. Mira Costa ()

[Access to TC platform](#)

Work programme Alerts Technical body substructure Technical body details Participation Meetings Timeline

Number of Results: 21 Alerts: 4 1

WI Number	Reference	Title	WI Status	Standard Status	Last M
23707	EN IEC 62549	Electric clothes washer-dryers for household use - Methods for measuring the performance	Active	Not Published	40.00.0000
66462	2-	Household and similar electrical appliances - Test code for the determination of airborne acoustical noise - Part 2-17: Particular requirements for dry cleaning robots	Active	Not Published	50.00.0000
67049	EN 60456:2016/FprAA:2020	Clothes washing machines for household use - Methods for measuring the performance	Active	Not Published	50.00.0000
67309	FprEN IEC 60675-2:2020	Household electric direct-acting room heaters - Methods for measuring performance - Part 2: Additional provisions for the measurement of the radiation factor	Active	Not Published	50.20.0000

Filters

Data extract

Auto filters

- Ongoing
- Published
- Not Active
- Under ballot

Apply Clear

Hyperlink to WI page

Complete TC work programme

Projex-Online - Alerts



= An action is expected from the Technical Committee

★ **CEN/TC 162**
 Protective clothing including hand and arm protection and lifejackets

Status: Active

Secretariat: DIN

Secretary: Mrs I. Tröster (inga.troester@din.de) (Appointed on 2019-06-04)

Chairperson: Dipl.-Ing. M. Lelickens (Appointed on 2020-04-01)

CCMC PM: Ms J. Ogbonna (JOgbonna@cenelec.eu)

[Access to TC platform](#)

Work programme Alerts Technical body substructure Technical body details Participation Environment activities Meetings Timeline

Number of Results: 22 Alerts: 11 11



Auto filters





WI Number	Reference	Title	Deliverable Expected	Stage Code	Deadline	Star
00162175	EN 14021:2003	Stone shields for off-road motorcycling suited to protect riders against stones and debris - Requirements and test methods	Decision on results of review	90.93.0000	2019-06-04	★
00162212	EN 14328:2005	Protective clothing - Gloves and armguards protecting against cuts by powered knives - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162252	EN 421:2010	Protective gloves against ionizing radiation and radioactive contamination	Decision on results of review	90.93.0000	2016-12-15	★
00162263	EN 13061:2009	Protective clothing - Shin guards for association football players - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162265	EN 1621-1:2012	Motorcyclists' protective clothing against mechanical impact - Part 1: Motorcyclists' limb joint impact protectors - Requirements and test methods	Decision on results of review	90.93.0000	2018-09-04	★
00162266	EN 1621-2:2014	Motorcyclists' protective clothing against mechanical impact - Part 2: Motorcyclists' back protectors - Requirements and test methods	Decision on results of review	90.93.0000	2019-12-02	★
00162268	EN 13567:2002+A1:2007	Protective clothing - Hand, arm, chest, abdomen, leg, genital and face protectors for fencers - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162269	EN 14120:2003+A1:2007	Protective clothing - Wrist, palm, knee and elbow protectors for users of roller sports equipment - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162272	EN 659:2003+A1:2008	Protective gloves for firefighters	Decision on results of review	90.93.0000	2019-06-04	★
00162317	EN 16350:2014	Protective gloves - Electrostatic properties	Decision on results of review	90.93.0000	2020-03-02	★
00162356	EN 13277-3:2013	Protective equipment for martial arts - Part 3: Additional requirements and test methods for trunk protectors	Decision on results of review	90.93.0000	2019-09-04	★
00162399	prEN 13138-2	Buoyant aids for swimming instruction - Part 2: Safety requirements and test methods for buoyant aids to be held	Acceptance of FV draft	45.99.0979	2019-07-13	★
00162400	prEN 13138-3	Buoyant aids for swimming instruction - Part 3: Safety requirements and test methods for swim seats into which a user is positioned	Acceptance of FV draft	45.99.0979	2019-07-13	★
00162401	prEN 13138-1	Buoyant aids for swimming instruction - Part 1: Safety requirements and test methods for buoyant aids to be worn	Acceptance of FV draft	45.99.0979	2019-07-15	★
00162419	prEN 17487	Protective clothing - Protective garments treated with permethrin for the protection against tick bites	Acceptance of FV draft	45.99.0979	2019-12-17	★

Projex-Online - Alerts

Get more information on the alert.

➤ **Mouse over the alert icon:**

Number of Results: 22 Alerts:  11  11

 WI Number	Reference
 00162175	EN 14021:2003
 Decision on result of review	EN 14328:2005
	EN 421:2010

➤ **Click on the icon:**

Alert Information

Technical body/NSB is invited to inform CCMC on the decision to confirm, revise or withdraw the standard by the

Quick Start Guide

Find the quick start guide [here](#) for more information.

User Guide

Find the user guide [here](#) for more information.

For **technical issues/questions** please contact:
itsupport@cencenelec.eu

For **data related issues/questions** please contact:
dataservice@cencenelec.eu

2. QuickSearch

QuickSearch

What?

QuickSearch is a password protected application allowing users to search in an easy and direct way on:

- CEN & CENELEC BT decisions,
- CEN & CENELEC standardization work,
- CEN & CENELEC technical bodies.

Access?

Direct link:

<https://quicksearch.cencenelec.eu/>

CEN and CENELEC Expert areas

(section Applications & Services)



QuickSearch



Search in an easy and direct way on CEN & CENELEC BT decisions, standardization activities and technical bodies.

 Technical Bodies Officers

 Members

Users?

Allowed to consult Standardization work and Technical bodies information:

- All Projex-Online users

Allowed to consult BT decisions:

- CEN BT members and CENELEC Permanent Delegates
- CEN and CENELEC TC/SC secretaries and chairs

QuickSearch



3. CEN-CENELEC web-conference service

► **What?** Web conference tool

Free access to web conference facilities

Personal account

Not limited in time

► **Where?**

CEN-CENELEC Homepage

Link: [Web-Conference Services - CEN-CENELEC \(cencenelec.eu\)](https://www.cencenelec.eu)

► **How?**

Request email to itsupport@cencenelec.eu

Name and Email address

Organization (CEN or CENELEC)

Reference of the TC(s) and eligible role in the TC(s)

If a Zoom account already exists

Information & support

- CEN-CENELEC web page [Web-Conference Services - CEN-CENELEC \(cencenelec.eu\)](https://cencenelec.eu)
- CEN-CENELEC Zoom <https://cencenelec.zoom.us/>
- CEN-CENELEC Quick [Help](#) to Zoom meetings
- CEN-CENELEC Quick [Guide](#) to Zoom meetings
- Email to webconf@cencenelec.eu

4. Expert Areas

Expert Areas

- Targeted audience
- Easy access to Applications and related supporting materials (user guides, templates, ...)
- Communication on key initiatives
- News/subscription: reach out to the Experts community



Expert Areas



Expert Area

News

Trainings & Materials

Meeting Centre

Key Initiatives

CEN BOSS



Documents



Document management for CEN Technical Bodies, CEN(- CENELEC) Policy and governance bodies and related groups.

You can find the user's guide [here](#)

X CLOSE

Technical Bodies Officers

Expert

Members



Documents (Legacy)



CEN eTrans, Governance groups, Policy Development Committees, HAS and other Platforms using the former Content Management Server (Livlink). [...]

LEARN MORE

Technical Bodies Officers

Members

Expert



Ballots on Drafts Standards



Process for consensus feedback for CEN committees and Committee Internal Balloting (CIB). [...]

LEARN MORE

Technical Bodies Officers

Expert

Members



Meetings



Support CEN Committees meetings organization.

Training for newly appointed TB Officers – December 2022



Ballots for Governance



Process for consensus feedback for CEN governance committees. [...]



© CEN and CENELEC 215

Expert Areas



Contact us

Subscribe to news



Expert Area

News

Trainings & Materials

Meeting Centre

Key Initiatives

CEN BOSS

CEN Documents

[Getting started](#)

[Updates on CEN Documents](#)

Livelihood

+

CEN eBalloting for Draft Standards

+

Projex-Online

+

CEN Meetings

+

CEN eBalloting for Governance

+

Global Directory

?

+

[Contact us](#)[Subscribe to news](#)

Expert Area

[News](#)[Trainings & Materials](#)[Meeting Centre](#)[Key Initiatives](#)[CEN BOSS](#)[Digital Transformation](#)[Online Collaborative Authoring](#)[Standards of the Future](#)[Open Source Solutions](#)[Migration to CEN Documents](#)[What's happening](#)[Digital strategy](#)[DITSAG](#)[Get involved](#)

What's happening

CEN and CENELEC are undertaking a digital transformation program to support Goal 2 of our [Strategy 2030](#): **Our customers and stakeholders benefit from state-of-the-art digital solutions.** This will involve transforming the way we do things: from old processes, products, rules and systems 🐸 to new ones 🦋.

The program currently comprises several projects:

1. [Online Collaborative Authoring](#)

Training for newly appointed TB Officers – December 2022

Get involved

In a specific project

Check out the respective project page. Depending on the project, you'll find:

- Info sessions and workshops



[Contact us](#)[Subscribe to news](#)[Expert Area](#)[News](#)[Trainings & Materials](#)[Meeting Centre](#)[Key Initiatives](#)[CEN BOSS](#)

LATEST NEWS

[VIEW ALL NEWS](#)


2021-09-01

 OTHERS

New CEN-CENELEC website is now live

[→ READ MORE](#)

2021-06-17

 TRAININGS

Webinar material 'Harmonized European standards: Drafting standards compliant with EU legislation'

[→ READ MORE](#)


2021-06-16

 TRAININGS

Webinar 'Harmonized Standards under the Machinery Directive' on 2021-10-18


[→ READ MORE](#)

2021-06-16

 TRAININGS

Info session 2: Online Collaborative Authoring - Call for Participation on 2021-06-29

[→ READ MORE](#)

 FILTER: Technical Bodies Officers Members Expert

 **Applications & Services**



Expert Areas



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Expert Area

News

Trainings & Materials

Meeting Centre

Key Initiatives

CEN BOSS

Email *

Categories *

- Events
- Trainings
- IT Maintenance
- IT News
- Digital Transformation
- Others

SUBSCRIBE



Follow us



IT trainings at your disposal



The screenshot shows the CEN Expert Area navigation bar with 'Trainings & Materials' highlighted. Below the navigation bar is the 'Events & Trainings' section header. Underneath, there are links for 'User Guides & Templates', 'Events & Trainings' (highlighted), and 'Web Conference Services'. A filter bar includes a date range '11/01/2022 - 12/31/2022', a calendar icon, and dropdown menus for 'ALL TYPES', 'ALL CATEGORIES', and 'ALL AUDIENCES'. On the right side of the filter bar, there are links for 'Upcoming events' and 'Past events'.

The screenshot shows the CENELEC Expert Area navigation bar with 'Trainings & Materials' highlighted. Below the navigation bar is the 'Events & Trainings' section header. Underneath, there are links for 'User Guides & Templates', 'Events & Trainings' (highlighted), and 'Web Conference Services'. A filter bar includes a 'PERIOD' label, a calendar icon, and dropdown menus for 'ALL TYPES', 'ALL CATEGORIES', and 'ALL AUDIENCES'. On the right side of the filter bar, there are links for 'Upcoming events' and 'Past events'.



Questions & Answers

IT Team
itsupport@cencenelec.eu

5. Submission interface

Submission Interface

- ▶ Direct link: <https://submissioninterface.cencenelec.eu/>
- ▶ Expert Area > Applications & Services
- ▶ With your ISO/CEN or IEC/CENELEC login & password

Submission Interface

Sort function Filters

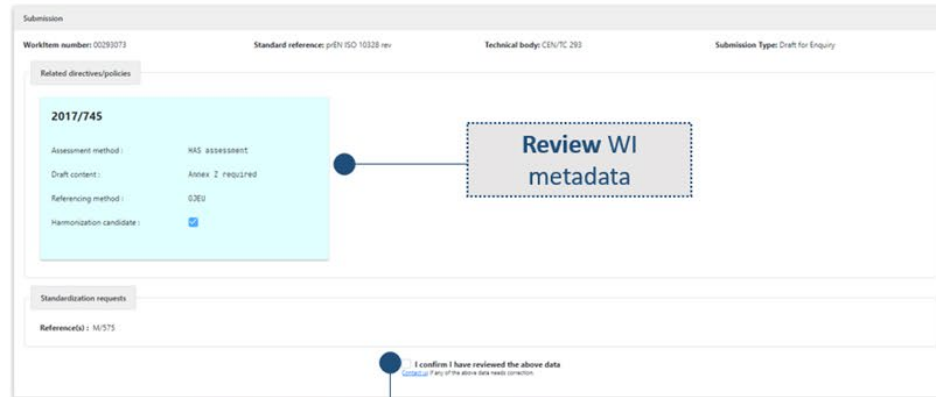
Clear grid filters

TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 256	00256764	prCEN/TS XXX	20.60.0979		TR/TS vote	2022/02/19	Accepted	View
CEN/TC 256	00256842	prEN 15085-3	40.60.0000		Draft for Formal Vote	2022/09/01	Accepted	View
CEN/TC 256	00256880	prEN 17495	40.60.0000		Draft for Formal Vote	2022/07/06	Submitted	View
CEN/TC 256	00256920	prEN 16843	40.60.0000		Draft for Formal Vote	2021/10/28	Submitted	View
CEN/TC 256	00256943	prEN 17149-3	40.60.0000		Draft for Formal Vote	2022/11/08	Rejected	View

Deadline filter dropdown menu:

- Match All
- Starts with
- Contains
- Not contains
- Ends with
- Equals

Submission Interface



Submission

WorkItem number: 00293073 Standard reference: prEN ISO 10338 rev Technical body: CEN/TC 293 Submission Type: Draft for Enquiry

Related directives/policies

2017/745

Assessment method :	HAS assessment
Draft content :	Annex 2 required
Referencing method :	03EU
Harmonization candidate :	<input checked="" type="checkbox"/>

Standardization requests

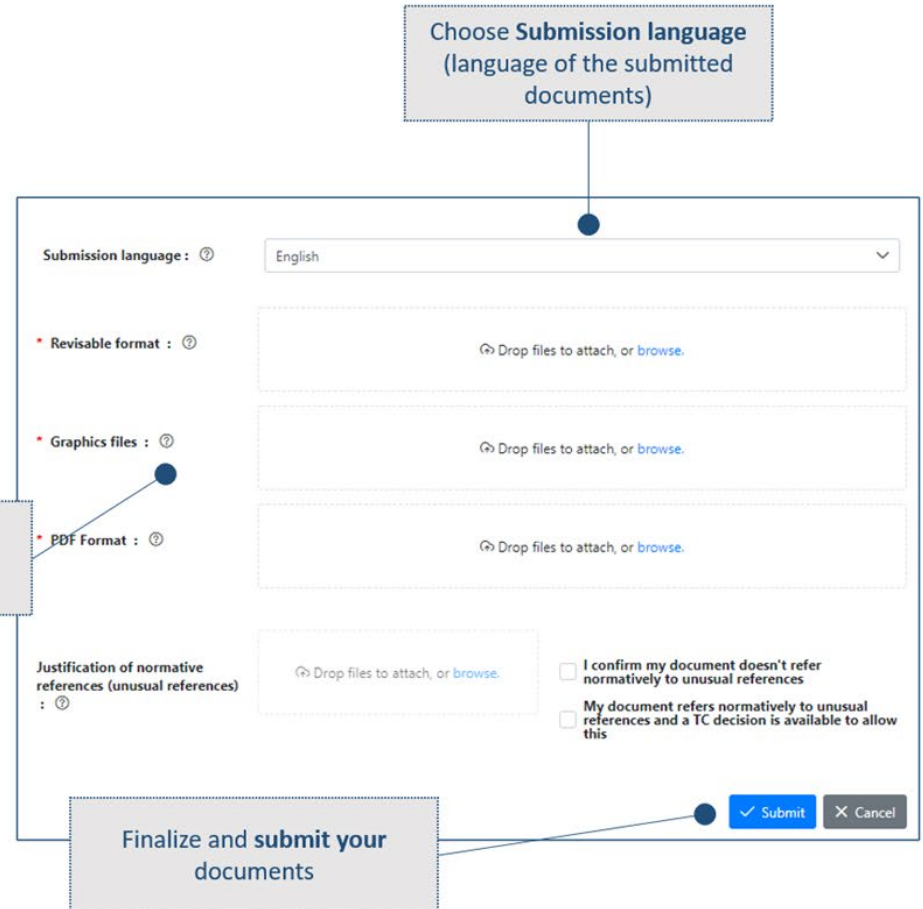
Reference(s) : M:575

I confirm I have reviewed the above data
(mandatory if any of the above data needs correction)

Confirm you've reviewed the data
Contact CCMC in case corrections are needed

- ✓ Fields marked with * are mandatory
- ✓ Clicking «Submit» will check completeness of the files and launch an analysis of your revisable format and associated graphics

Click on ⓘ to get help on each file type



Choose Submission language (language of the submitted documents)

Submission language : ⓘ English

* Revisable format : ⓘ Drop files to attach, or browse.

* Graphics files : ⓘ Drop files to attach, or browse.

* PDF Format : ⓘ Drop files to attach, or browse.

Justification of normative references (unusual references) : ⓘ Drop files to attach, or browse.

I confirm my document doesn't refer normatively to unusual references

My document refers normatively to unusual references and a TC decision is available to allow this

Finalize and submit your documents

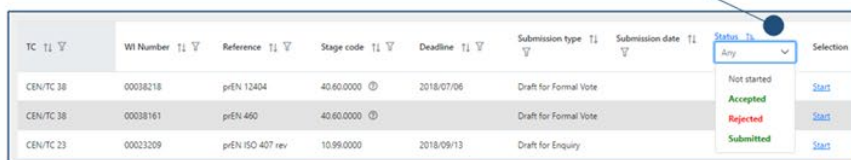
Submit Cancel

Submission Interface

View the status of a submission

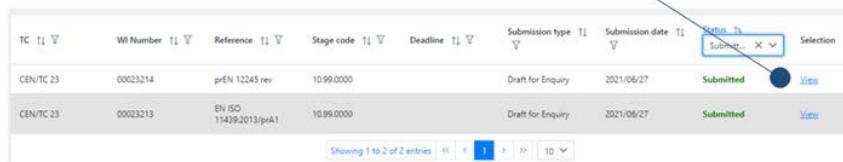
From the *Home* screen, filter WIs based on submission status:

- Submitted** – files have been submitted to CCMC
- Accepted** – submitted files have been accepted by CCMC
- Rejected** – there was a problem with submitted files

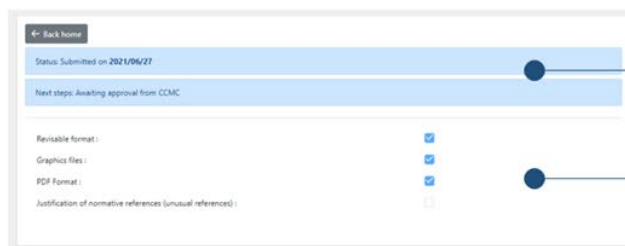


TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 38	00038218	prEN 12404	40.60.0000	2018/07/06	Draft for Formal Vote		Not started	Start
CEN/TC 38	00038161	prEN 460	40.60.0000		Draft for Formal Vote		Accepted	Start
CEN/TC 23	00023209	prEN ISO 407 rev	10.99.0000	2018/09/13	Draft for Enquiry		Rejected	Start
							Submitted	Start

Click on *View* to see the details of your submission



TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 23	00023214	prEN 12245 rev	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View
CEN/TC 23	00023213	EN ISO 11499:2013(p1A1)	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View



← Back home

Status: Submitted on 2021/06/27

Next steps: Awaiting approval from CCMC

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Status, submission date and next steps

List of submitted documents

Correct a rejected submission



- ✓ When a submission has been rejected, all documents need to be re-submitted, not only the one causing a problem

Click on *View* to see the details of the rejected submission.



← Back home

Status: Rejected on 2021/07/09

Message from CCMC:

Correct submission

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Correct the submission by starting over

SI - Trainings

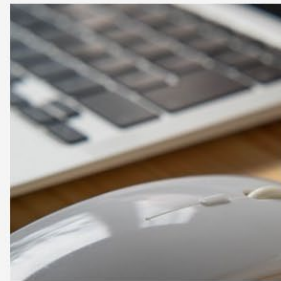


► CENELEC

User Guides & Templates [Events & Trainings](#) Web Conference Services

PERIOD ALL TYPES ▼ ALL CATEGORIES ▼ ALL AUDIENCES ▼

[Upcoming events](#) [Past events](#)



Online | 2022-12-06 | 11:30

Training: CENELEC Submission Interface - submission of documents from TCs

On 28 November 2022, CCMC will make available the "Submission Interface" for the submission of standardization documents by technical body Secretaries to CCMC. The aim of the training is to: [...]

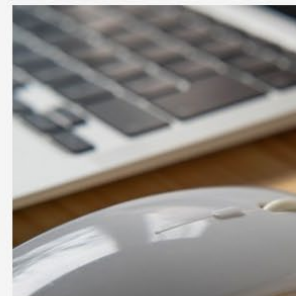
[→ READ MORE](#)

► CEN

User Guides & Templates [Events & Trainings](#) Web Conference Services

PERIOD ALL TYPES ▼ ALL CATEGORIES ▼ ALL AUDIENCES ▼

[Upcoming events](#) [Past events](#)



Online | 2022-12-06 | 09:30

Training: CEN Submission Interface - submission of documents from TCs

On 28 November 2022, CCMC will make available the "Submission Interface" for the submission of standardization documents by technical body Secretaries to CCMC. The aim of the training is to: [...]

[→ READ MORE](#)

Submission Interface

<https://submissioninterface.cencenelec.eu/>
<https://iqc.cencenelec.eu/>

Feedback, questions & issues

Guidance on CEN-Expert Portal and on CEN BOSS

→ production@cencenelec.eu

Nothing works

→ itsupport@cencenelec.eu

6. Editors' work at CEN & CENELEC

An introduction

The Editors

- ▶ Elysia **BOOTH**
- ▶ Amy Jayne **CONLEY**
- ▶ Marlies DE **CONINCK**
- ▶ Jens **ERDMANN**
- ▶ Cynthia **PALAGI**
- ▶ Asja **RADMAN**
- ▶ Emily **SANDERS**
- ▶ Claire **VAN THIELEN**

What do we do?

- ▶ Short answer: Edit your texts!

- ▶ Long (non-exhaustive) answer...
 - ▶ Edit texts in line with **Internal Regulations Part 3**
 - ▶ Progress texts along the production line
 - ▶ Liaisons with TC secretaries/Drafters/Translators/Members
 - ▶ Provide editorial support during drafting
 - ▶ Create **XML files**
 - ▶ ...

Communication expectations

▶ Editors → You

- ▶ If/when there's an issue with the text
- ▶ If there are any outstanding actions for you to take
- ▶ If we make any significant change to the text
 - ▶ E.g. changing 'shall' into 'should'
 - ▶ We won't bother you with formatting or punctuation – only the important stuff!

▶ You → Editors

- ▶ If you are unsure and need drafting guidance
- ▶ If there are any aspects of the text which need particular attention
- ▶ Provision of any aspect we ask for in order to progress the text:
 - ▶ TC decisions
 - ▶ Proofing...

Internal Regulations Part 3:2022

- ▶ AKA IR-3/The Editing Bible
- ▶ A long (90+!!) page document defining **all rules** for standards
 - ▶ The Standard of Standards ;)
 - ▶ Editors know this document by heart
- ▶ Editing resources are based on this document:
 - ▶ Webinars for Standards Drafters series
 - ▶ Simple Templates
 - ▶ BOSS content

All about XML

- ▶ A file of code allowing a deliverable to be read across many different platforms/devices
- ▶ Higher accessibility for texts
- ▶ Used also by translators
- ▶ Obligation for editors to provide XML for 100% of applicable deliverables
 - ▶ Of course, there are exceptions. But adhere to the rule ;)
- ▶ You will **never** need to create an XML file for us – but we ask you to do a little styling to help out

Let's Talk Resources

- ▶ Simple Templates ([CEN](#) & [CENELEC](#))
- ▶ Quick-start Guides ([CEN](#) & [CENELEC](#))
- ▶ Webinars for Standards Drafters Series (2020 but still relevant) ([CEN](#) & [CENELEC](#))
- ▶ [CEN](#) and [CENELEC](#) BOSS sites
- ▶ Editors (directly/via production)

Simple Templates

- ▶ Obligatory Downloadable Word Document → 'plug and play'
 - ▶ Copy/paste or type straight into it
 - ▶ Contains all styling for XML
 - ▶ Based entirely on IR-3 with correct layout of elements
- ▶ Different templates for CEN and CENELEC
- ▶ **COMING SOON**
 - ▶ Amendment Template (*CEN only*)

Quick-Start Guides

▶ **EVERYTHING** on how to use the templates in a handy PDF file:

- ▶ Styling
- ▶ Word Tips and Tricks
- ▶ Common issues and how to fix them

Webinars & BOSS contents

▶ Webinars for Standards Drafters 2020

- ▶ Updated as the rules change
- ▶ Cover every aspect of drafting in-depth, with examples and demonstrations
- ▶ Live-use of Simple Template

▶ CEN and CENELEC BOSS Pages

- ▶ Drafting guidance on main principles
- ▶ Guidance on submitting your deliverable to us
- ▶ FAQs

Editors at your disposal

- ▶ Direct drafting guidance
 - ▶ Drafting meeting presence
 - ▶ Email assistance
 - ▶ Dialogue with an editor prior to submission = that editor will handle the official editing
- ▶ Tailored and personalised trainings
 - ▶ Webinars/trainings for TC secretaries, drafters, working groups...

Help! Who do I contact?

[Production@cencenelec.eu](mailto:production@cencenelec.eu)? Technical PM? Editor?

Person	What to contact them with
Production colleagues production@cencenelec.eu	Procedural matters (translation, submission interface, timeframes) Where is my text? I need some help using the simple template - can someone help me? Please can I have an editor present at our next drafting meeting? I want to delay my submission/I need an extension.
Editors Name found on ProjexOnline	Editorial matters (Anything to do with the text itself) Please can you come to our meeting to answer our editing questions? Is this aspect of my text acceptable in line with IR-3?
Technical PM Name found on ProjexOnline	Technical content elements (Anything to do with technical content pertaining to your subject) Procedural matters Harmonization/changing deliverable type