

Webinar of 2023-03-21

Webinar 'Introduction to the New CENELEC BOSS Page – Preparation and Submission of Files'

Questions & Answers

1	Can we also use the new interface to notify CCMC of WDs ?	Yes, the Submission Interface allows the submission of WD to CCMC. It does not replace the communication to the Technical Body.
2	The submission interface seems to be closed (access denied). Is it only for TC officers?	Yes, you will need to have the specific role of TC secretary and/or assistant secretary.
3	When does this come into force? For any standards currently being drafted will they need to be moved over a new template?	The simple template has been in force for a couple of years. In principle this should always be used for any new work. For revisions, do not hesitate to contact CCMC for further clarification.
4	Is it possible to reintroduce acronyms, because before acronyms was in subclause 3, terms, definition, and acronym. So, I can introduce abbreviation at the end of subclause 3?	Yes, of course!
5	When working on a revision, the base document used is of course the last published edition to make necessary changes. What if this last edition is not in standard template?	It is best practice to copy-paste your content from the old version into the new simple template. We understand that this can be lengthy work, but it does reduce the scope for any errors to be introduced if your editor has to manually style everything from scratch, especially if there are a number of formulae, for example. Such errors being introduced can cause delays further along the production line, too. This is why we have tried to make the process and guidance as easy to use and as clear as possible!
6	Can the submission interface be used by BTTF convenors?	The Submission Interface can be used by the secretary of the BTTF, not the convenor. Should there be no one assigned to a Secretary/Acting Secretary in a BTTF, please contact production@cencenelec.eu so that a solution can be found.
7	My core competence is being a technical expert, why should I spend time to learn all	In order to facilitate the creation of the full standards package (currently consisting of: Word,

	<p>that. I think to transform a technical draft document to all these rules should be done by editor experts! Or?</p>	<p>PDF and XML), the standard template is required. The reason we ask you to take on a portion of this work is for several reasons:</p> <ul style="list-style-type: none"> - As you are drafting the deliverable anyway, you will need to format everything a certain way regardless (e.g. notes, headings, table titles...). Using the pre-defined styles in the template we provide makes this far easier: literally one click – less work for you, in the long-term! - CCMC editors are not technical experts in the same way that you are not experts in editing. This means that we can introduce errors when styling that we may miss, especially if the styling is extensive. These errors can best case be editorial (and easily fixed), worst case lead to unsafe applications in the real world. If the text is already styled, then this risk of errors being introduced is greatly reduced! - In a similar vein, you avoid any surprises when you receive the text at the ballot, if the editor has had to style certain components correctly, and the text appears different unexpectedly to what you submitted. - Finally, it helps the editors to be more efficient when editing your text, which means fewer errors, fewer delays in publication, and an unparalleled quality of text at the end. <p>In short, it is a collaborative effort that helps us to help you!</p>
8	<p>Does a BTTF have a secretary? Didn't know.</p>	<p>BTTFs can have an Acting Secretary and/or Convenor.</p>