



European Standardization Organizations

Webinar for CENELEC Standard Drafters

'Refresh - Getting started with drafting your standards'

*We start at
10:00 CET*

Your webinar moderator



Els Somers

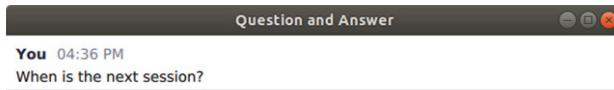
Project Manager

Public Relations

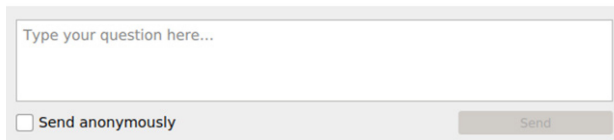
esomers@cencenelec.eu

Get the most out of the webinar today

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



A screenshot of a 'Question and Answer' panel. The title bar is dark grey with the text 'Question and Answer' and three small icons. Below the title bar, the text 'You 04:36 PM' is displayed. The question 'When is the next session?' is entered in a text field.



A screenshot of a question submission form. It features a large text input field with the placeholder text 'Type your question here...'. Below the input field, there is a checkbox labeled 'Send anonymously' and a 'Send' button.

- ▶ Talk about us on LinkedIn, Bluesky or Instagram
[#training4standards](#) [@Standards4EU](#)

Your speaker today



Amy Jayne CONLEY

Project Manager

Editing – Standardization

CEN and CENELEC

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Today's discussion...

- ▶ Your questions – ready, set, ASK!
- ▶ Getting started
 - ▶ What you need and why you need it
 - ▶ Simple template & Quick Start Guides
 - ▶ CENELEC BOSS content
- ▶ Internal Regulations Part 3
 - ▶ Why they're so important?
 - ▶ Where you can find them
- ▶ Your questions – let's answer!

Your questions!

- ▶ Ready, set, ASK!
- ▶ Anything related to drafting/IR-3/Timeframes...
- ▶ No OSD-related questions handled live today
 - ▶ Only Word and PDF
 - ▶ Any burning ones will be passed on to the relevant colleagues, so please still ask!
 - ▶ Alternatively, check here: <https://experts.cenelec.eu/key-initiatives/online-standards-development/>



Getting Started

Where to begin with your drafting

What do you need?

- ▶ Which deliverable?
 - ▶ European Standard (EN)
 - ▶ Technical Specification (TS)
 - ▶ Technical Report (TR)
 - ▶ Amendment (Amd)

- ▶ Why is this important?
 - ▶ Determines the rules you follow
 - ▶ Determines the template you need

What do you need?

► Rules:

- EN – IR-3 applies
- TS – IR-3 applies
- TR – IR-3 applies + no requirements, recommendations or permissions! (and yes, we do check!!)
- Amd – IR-3 applies (regardless of when the original standard was published!)

► Template

- EN/TS/TR – CENELEC Simple Template

What do you need?

- ▶ Two options:
 - ▶ Fresh new work
 - ▶ Revision



- ▶ Fresh new work?
 - ▶ CENELEC Simple Template!
 - ▶ Draft directly into it, using the styling rules

- ▶ Revision?
 - ▶ Previous publication = basis of new draft
 - ▶ If pre-2017/2018 = copy paste publication into Simple Template

What do you need?


- For Revisions/drafting for FV after ENQ
 - Only TC secretaries have access at this stage

PLEASE USE THE TEXT CCMC EDITED!

  **65305 - EN 50689:2021**

Safety of laser products - Particular Requirements for Consumer Laser Products

<i>Responsible:</i>	CLC/TC 76	<i>Drafting:</i>	-	<i>Project Leader:</i>	-
<i>WI/Standard status:</i>	Active/Published	<i>Track:</i>	EN/ENQ+FV		
<i>Category:</i>	Main	<i>Parallel:</i>	No	<i>CCMC Editing & Procedures:</i>	Standards Production ✉ (production@cencenelec.eu)
		<i>Digital Platform:</i>	-	<i>CCMC PM:</i>	Ms C. Pestarino ✉ (cpestarino@cencenelec.eu)
		<i>File Attachments:</i>	No		

 **Access to current document(s)**
(authorised users only)

This helps us to retain our edits and makes the process smoother/faster

What do you need?

► What does it all mean?

prEN 50689 - Draft for 2nd ENQ - 2019-03

Type of upload	Zip file name/Access to documents	Language	Date of upload
Pre-draft	TC76_65305_enq2e.pdf	English	2018-12-21
Pre-draft	TC76_65305_enq2e.docx	English	2018-12-21
Procedure	TC76_65305_enq2e_stm.docx	English	2019-03-01
Procedure	TC76_65305_enq2e.pdf	English	2019-03-01
Procedure	TC76_65305_enq2e.docx	English	2019-03-01
Procedure	TC76_65305_enq2lt.pdf		2019-03-01
Procedure	TC76_65305_enq2f.docx	French	2019-04-18
Procedure	TC76_65305_enq2f.pdf	French	2019-04-18
Procedure	TC76_65305_enq2d.docx	German	2019-05-23
Procedure	TC76_65305_enq2d.pdf	German	2019-05-23
Ballot Report	TC76_65305enq2_res.doc	English	2019-05-27

FprEN 50689:2021 - Draft for FV - 2021-06

Type of upload	Zip file name/Access to documents	Language	Date of upload
Procedure	TC76_65305_vot1f.pdf	French	2021-06-25
Procedure	TC76_65305_vot1lt.pdf		2021-06-25
Procedure	TC76_65305_vot1f.docx	French	2021-06-25
Procedure	TC76_65305_vot1e_stm.docx	English	2021-06-25
Procedure	TC76_65305_vot1e.pdf	English	2021-06-25
Procedure	TC76_65305_vot1e.docx	English	2021-06-25
Ballot Report	TC76_65305vot1_res.doc	English	2021-08-23

EN 50689:2021 - Definitive Text - 2021-11

Type of upload	Zip file name/Access to documents	Language	Date of upload
Procedure	EN50689{2021}e.docx	English	2021-11-05
Procedure	EN50689{2021}e.pdf	English	2021-11-05
Procedure	EN50689{2021}f.docx	French	2021-11-05
Procedure	EN50689{2021}f.pdf	French	2021-11-05

Why do I need all of this?

- ▶ Simple Template → Simple drafting!
 - ▶ Includes all IR-3 rules and layouts
 - ▶ Provides drafting guidance & direct in-text interpretations of IR-3
 - ▶ Full styling!

- ▶ Why is any of this important?
 - ▶ Avoids delays with IR-3 interpretations
 - ▶ Avoids nasty surprises – you see exactly how your text will look
 - ▶ Point and click styling!
 - ▶ Avoids potential rejected texts at in-check

Why do I need all of this?

- ▶ If anything doesn't work, the editors can work with something wrongly-styled if it is in the template, quickly

- ▶ But also...
 - ▶ It removes the burden of trying to standardize the layout!
 - ▶ Styling and layout is done for you
 - ▶ You're free to focus on the content!
 - ▶ Saves time, saves stress!

Simple Template & Quick-start Guide

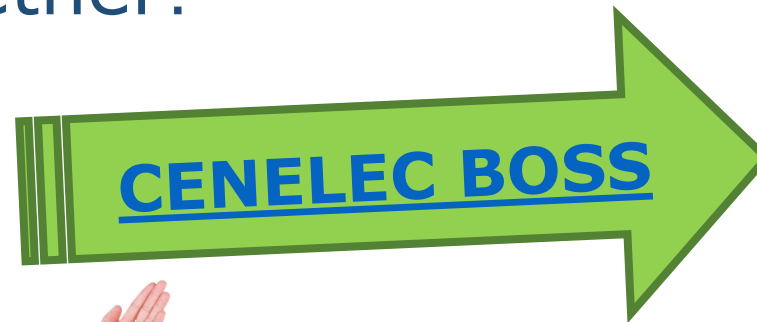
- ▶ Created by your editors for you!

- ▶ Template: Downloadable Word document
 - ▶ Type straight into it, no fuss!
 - ▶ No need to fiddle with add-ins or macros

- ▶ Quick-start Guide: PDF file
 - ▶ Covers how to use the template
 - ▶ Which styles to use
 - ▶ Some tips and tricks to make Word work for you!

CENELEC BOSS Drafting Content

- ▶ One-stop shop for quick drafting guidance
- ▶ Drafted and kept up-to-date by your editors
- ▶ All links you'll need for drafting
- ▶ Let's go there together!



Internal Regulations Part 3

BOSS → Reference material → Reference Documents →
CEN-CENELEC Internal Regulations

IR-3 – The Key Things

- ▶ Long and often grey-area-ridden...
 - ▶ Editor's role to know this document by heart!
 - ▶ We help you understand and apply the tricky bits!
- ▶ Applies to **ALL** deliverables!
- ▶ Overhauled in 2017, minor updates in 2019
 - ▶ Therefore, if a deliverable is being revised and the original was published before 2017? → New IR-3 applies!
- ▶ All our guidance is based on this!
 - ▶ Webinars, templates, BOSS...



IR-3: If you learn anything, learn this!

- ▶ How to refer to sections (part, clause, subclause...)
- ▶ Verbal forms of expression (shall, should, may, can, must...)
 - ▶ Tables 3 – 7
- ▶ Clause 1 – Scope
 - ▶ Obligatory
 - ▶ No requirements, recommendations or permissions – just statements of fact
- ▶ Clause 2 – Normative references
 - ▶ Obligatory even if empty
 - ▶ Guidance on dated vs undated
 - ▶ Introductory wording for both complete & empty clause

IR-3: If you learn anything, learn this!



- ▶ **Clause 3 – Terms and definitions** (or: Terms, definitions and abbreviations)
 - ▶ Obligatory even if empty
 - ▶ Guidance on how to draft definitions
 - ▶ Introductory wording given for:
 - ▶ T&Ds given in this document only
 - ▶ T&Ds given in (external document) only
 - ▶ T&Ds given in (external document) AND this document together
 - ▶ Empty clause
- ▶ **The rest of the document:**
 - ▶ Policy (copyright, patents, etc)
 - ▶ Annexes

18	Measurement and test methods	54
19	Marking, labelling and packaging	58
20	Annexes	60
21	Bibliography	61
	COMPONENTS OF THE TEXT	63
22	Clauses and subclauses	64
23	Lists	66
24	Notes	67
25	Examples	70
26	Footnotes	71
27	Mathematical formulae	72
28	Figures	74
29	Tables	83

Your questions!

Your questions!



Useful links and resources

► Emails

- Production@cencenelec.eu (for procedure-related matters)
- Amy Jayne ajconley@cencenelec.eu
- Direct contact with your editor if you have one!

► Simple template & Quick-start guide

- https://boss.cenelec.eu/media/BOSS%20CENELEC/formtemp/clc_simple_template.docx (direct download link)

► Amendments

- CEN content, but still applicable – please test the content so we can update the CENELEC side if it is useful!
- <https://boss.cen.eu/reference-material/guidancedoc/pages/prepamdt/>

Your feedback





European Standardization Organizations

Thank you for your participation!

All webinars for Standard Drafters are available for listening:

For CEN: [Events & Trainings - Experts CEN](#)

For CENELEC: [Events & Trainings - Experts CENELEC](#)