



European Committee for Standardization

# Webinar for Standard Drafters

## Getting Started with OSD

*We start at  
15:00 CEST*

# Your webinar moderator

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**Els Somers**

Project Manager

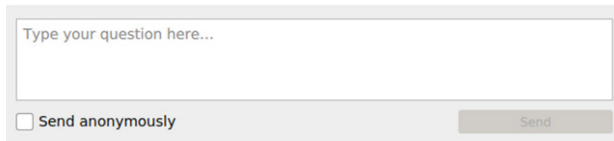
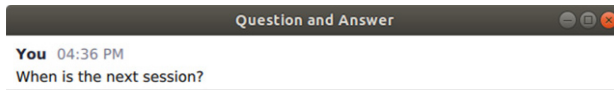
Public Relations

[esomers@cencenelec.eu](mailto:esomers@cencenelec.eu)

# Get the most out of the webinar today



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



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

# Your speakers today



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*Project Managers  
Editing – Standardization  
CEN and CENELEC*

**Sara TOBBACK**  
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# Today's topics

- ▶ Available training materials and where to find them
- ▶ Introduction to the 2026 OSD 'Webinar for Standard Drafters' series
- ▶ Suggestions for upcoming webinars?

# Available training materials and where to find them

# Project webpage



- ▶ [Online Standards Development - Experts CEN](#)

- ▶ Register for OSD info session

- ▶ General intro
- ▶ How to create a project in OSD
- ▶ Authoring access roles
- ▶ Tool demo

- **CEN Authoring (drafting stages):**

Agenda: How to get started, Tool demo and Q&A

- ▶ Register for webinar on CEN Member commenting

- **CEN Member commenting (Enquiry and Formal Vote stages):**

Agenda: Tool demo and Q&A

- ▶ Not scope of 'Webinar for Standard Drafters' series

# CEN Expert Area – ‘Training and materials’



- ▶ [User Guides & Templates - Experts CEN](#)
  - ▶ How to submit an OSD document?
  - ▶ Requirements for figures
  - ▶ Guidance on permissions/access roles
  - ▶ Member commenting
  - ▶ ...

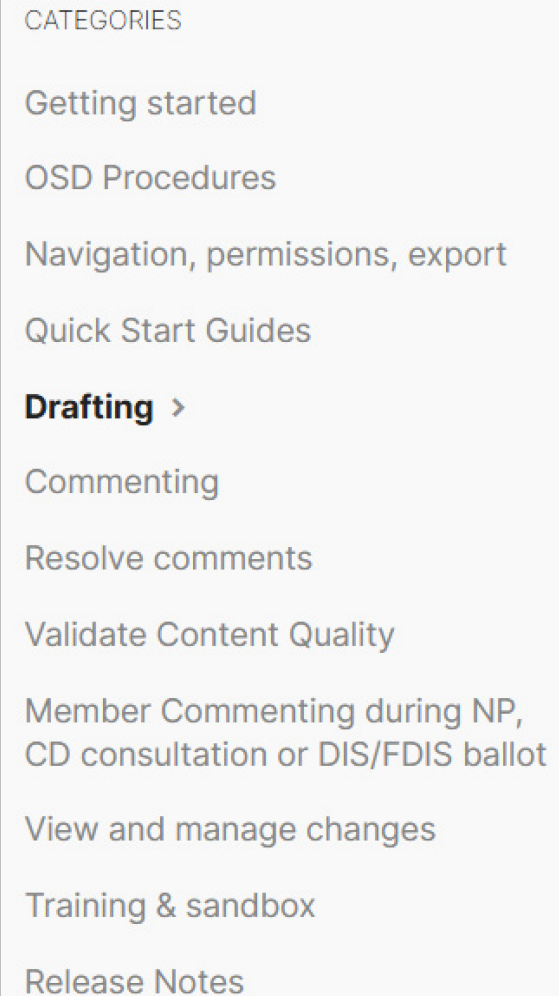
The screenshot shows a website interface with a teal navigation bar at the top containing the links 'News', 'Trainings & Materials', and 'Meeting Ce'. Below the navigation bar, the main content area is titled 'CEN OSD'. Underneath, there is a section for 'CEN systems integrations' which includes several blue hyperlinks: 'Permissions guide - Who has access to what ? All stages (00.60 to 60.60)', 'Submission guide - How to submit my OSD document?', 'Figures guide - Requirements/Sizing/Subfigures', 'CEN systems integrations - How to handle CEN OSD documents (presentation)', and 'CEN systems integrations - How to handle CEN OSD documents (recording)'. Below this is a section for 'Authoring (drafting stages)' with two blue hyperlinks: 'Authoring info session - training slides' and 'Authoring info session - recording'. The final section is 'Member commenting (Enquiry & Formal Vote)' with two blue hyperlinks: 'Member commenting module - training recording' and 'Member commenting module - training slides'.

# ISO Helpdesk Knowledge Base - OSD



# ISO Helpdesk Knowledge Base - OSD

- ▶ [Link](#)
- ▶ Very exhaustive knowledge base
- ▶ Be aware: some sections are specific to ISO
- ▶ **Drafting**
  - ▶ same for ISO and CEN
  - ▶ main source for instructions on how to draft in OSD
- ▶ CEN-specific information → CEN Expert Area (e.g. commenting)



CATEGORIES

- Getting started
- OSD Procedures
- Navigation, permissions, export
- Quick Start Guides
- Drafting >**
- Commenting
- Resolve comments
- Validate Content Quality
- Member Commenting during NP, CD consultation or DIS/FDIS ballot
- View and manage changes
- Training & sandbox
- Release Notes

# “How to” Videos

- ▶ To come ...
- ▶ Not a duplication of ISO knowledge base instructions, but:
  - ▶ more in-depth explanation of issues linked to IR-3
    - ▶ For example: normative and bibliographic references → how to correctly tag them in OSD as “normative” / “bibliographic”, but linked to IR-3 rules on what makes a reference normative
  - ▶ CEN-specific ways of working in relation to OSD
    - ▶ For example: how to reply to a question from the editor ... (use comments in OSD, not email)

# Introduction to the 2026 OSD 'Webinar for Standard Drafters' series

# Webinars



- ▶ Enquiry and Formal Vote & IR3 – 5 May (Mix simple template and OSD)
- ▶ Live edit – 2 June (OSD)
- ▶ OSD Publication editing – 7 July (OSD)

# Enquiry and Formal Vote & IR3 – 5 May



- ▶ Editing time frames
- ▶ What to expect from the editor
- ▶ In-depth editing (What do we look for? What can block the document?)
- ▶ IR-3 key concepts
- ▶ Procedural steps in OSD

# Live edit – 2 June

- ▶ Live edit of a CEN deliverable
- ▶ Most commonly-met drafting problems
- ▶ OSD features not being used correctly
- ▶ Quality Check feature

# OSD Publication editing – 7 July

- ▶ What is expected from you at Publication stage?
- ▶ How to see the comments and the editor's feedback?
- ▶ How to respond to possible questions from the editor?

Anything you would like us  
to cover in upcoming  
webinars?

# Your feedback



# Question time



- ▶ 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 window control icons. The main content area is white and shows a question submitted by 'You' at 04:36 PM: 'When is the next session?'. A horizontal line separates the question from the answer area below.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.



European Committee for Standardization

# Thank you for your participation!

Next webinars for Standard Drafters

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

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