



European Standardization Organizations

Webinar for Standard Drafters

ENQUIRY & FORMAL VOTE

*We start at
10:00 CEST*

Your webinar moderator



Els Somers

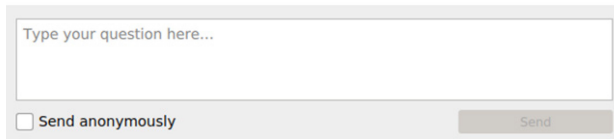
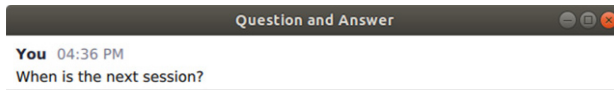
Project Manager

Public Relations

esomers@cencenelec.eu

Get the most out of the webinar today

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



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

Your speakers today



Amy Jayne CONLEY
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*Project Managers
Editing – Standardization
CEN and CENELEC*

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In today's discussion...

- ▶ Procedural elements
- ▶ IR-3 overview
- ▶ Expectations
 - ▶ Drafters → Editors
 - ▶ Editors → Drafters

We will cover **both**
OSD & Template!
It will be clear when
something is different for
OSD!

OSD &
Template!

**NOT IN
SCOPE OF
OSD YET!**

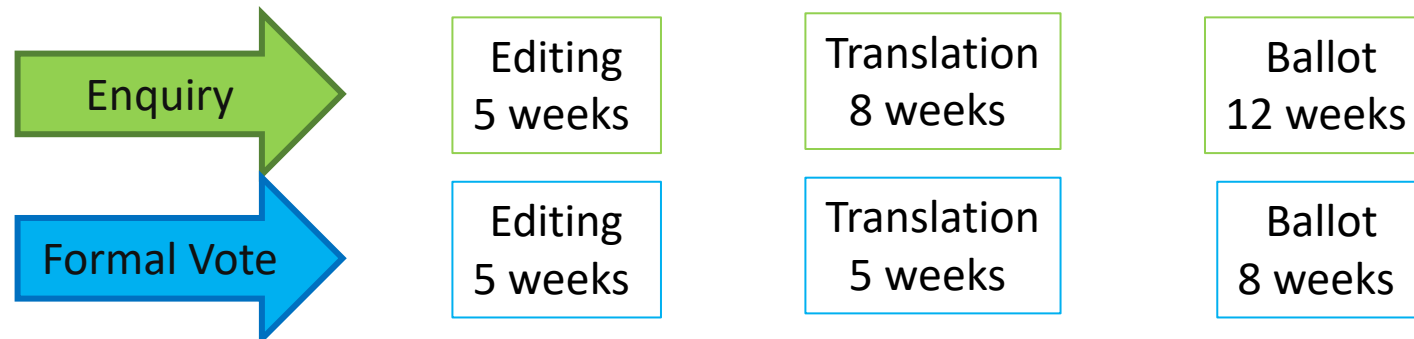
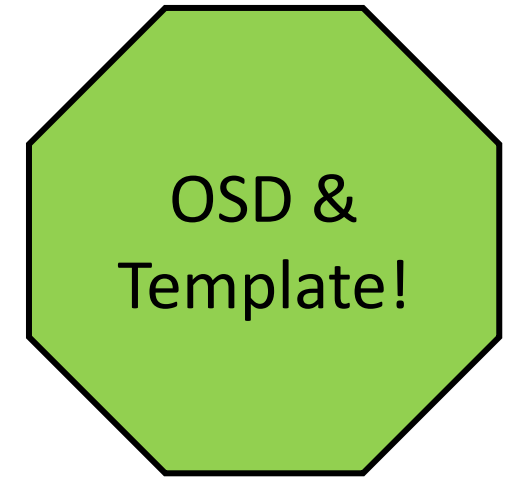
OSD

Not in today's discussion

- ▶ Step-by-step 'how to' on OSD/Template use/drafting
- ▶ Deep-dive into the CEN & CENELEC BOSS Sites
- ▶ Deep-dive into the Internal Regulations Part 3
- ▶ Slides/links available to you after
 - ▶ Look through at your leisure!

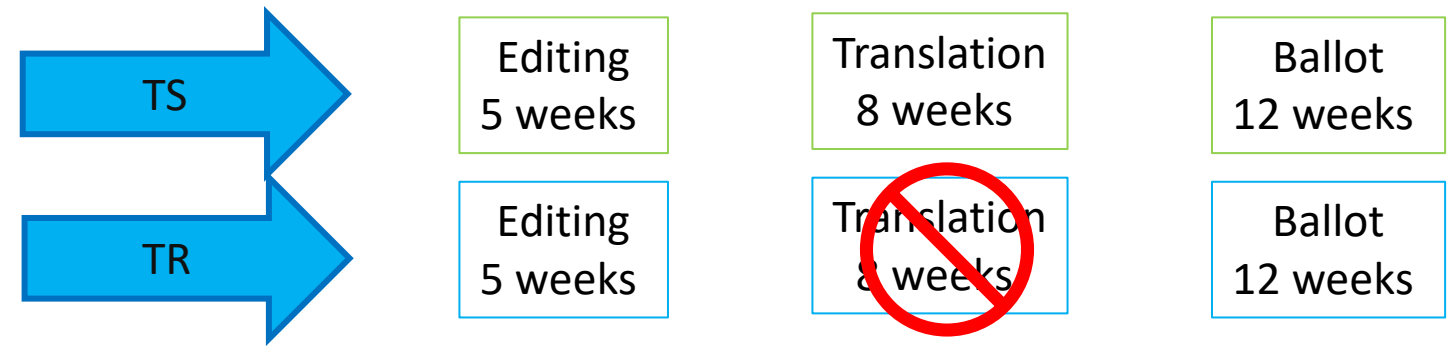
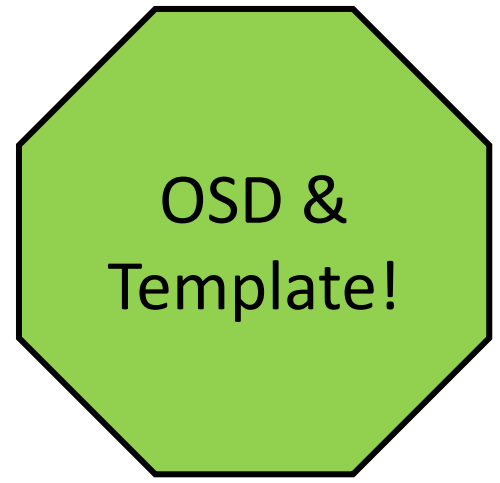
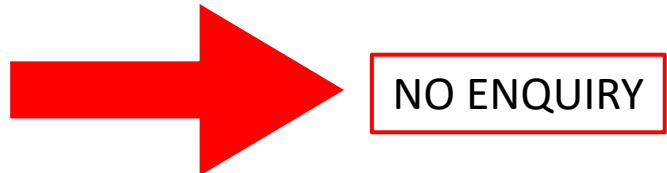
Procedural | Time-frames

- ▶ What is a time-frame?
 - ▶ The amount of **plannable** time for a step:
 - ▶ Editing
 - ▶ Translation
 - ▶ Ballot



Procedural | Time-frames

- ▶ What is a time-frame?
- ▶ Slightly different for TS and TR!
 - ▶ FprCEN/TS
 - ▶ FprCEN/TR



Procedural | Time-frames

- ▶ What about Amendments?
 - ▶ Treated JUST like a regular EN!
 - ▶ EN XXXX-P:YYYY/prA1:YYYY

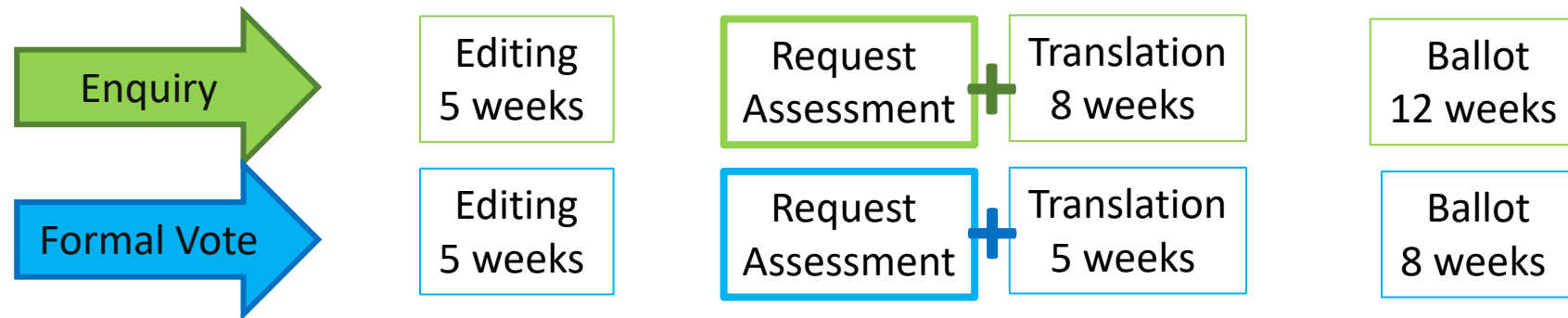


Procedural | Time-frames

- ▶ And if my deliverable is Harmonized?
 - ▶ The regular time-frames apply, BUT...



Some steps may increase the chance of delay!



- ▶ **Innovative process** → [webinar](#) and [CENELEC BOSS / CEN BOSS](#)

Procedural | Access to OSD online document

Procedural | Access to OSD online document



▶ Access is linked to OSD states/roles

▶ Example:

- ▶ submission of the document through submission interface = read-only access for WG
- ▶ submitted document is rejected by CCMC = again full access to WG

▶ See ['Permissions guide - Who has access to what ? All stages \(00.60 to 60.60\)'](#)

(CEN Expert Area > Trainings & Materials > CEN OSD)

▶ Editors have full access, but cannot edit during balloting

Tips for drafting

And best practices



▶ Using the:

- ▶ Correct template (EN and Amendment)
- ▶ Previous version of the document (e.g. Enquiry text edited and styled/formatted by CCMC editors for the preparation of the Formal Vote text!!!)

▶ Can be downloaded from [Projex](#)

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

▶ Not following it can result in **rejection** of the text by the upload tool and by the CCMC in-check!!!

▶ It anyway makes **reediting** and **restyling/reformatting necessary**, leading to possible errors and to delays/resource losses.

Tips for drafting

- ▶ One source → Always the latest version! 😊
- ▶ Use the features of the OSD tool correctly
 - ▶ E.g. tagging references as normative/bibliographic
 - ▶ Quicker editing, avoid delays



Best practices

- ▶ IR-3 → Your **best friend!**
 - ▶ Double-edged helpful sword

**Webinar!
IR-3**

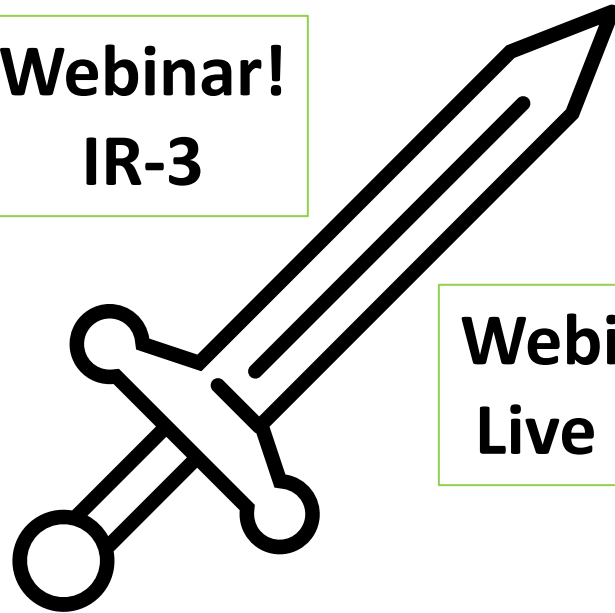
**Simple
Template!**

**Webinar!
Live Edit**

BOSS



**OSD &
Template!**



Best practices

- ▶ [CEN](#) and [CENELEC](#) BOSS sites
- ▶ Careful use of your verbs...
 - ▶ Remember Tables 3-7 in IR-3?

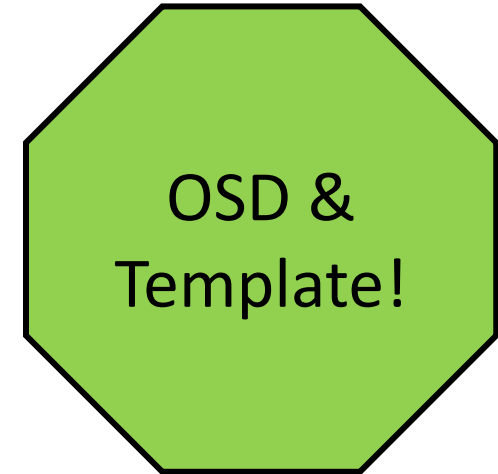


Table 3 — Requirement

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
shall	is to is required to it is required that has to

Table 6 — Possibility and capability

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
can	be able to there is a possibility of it is possible to
cannot	be unable to there is no possibility of it is not possible to

Table 4 — Recommendation

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
should	it is recommended that ought to
should not	it is not recommended that ought not to

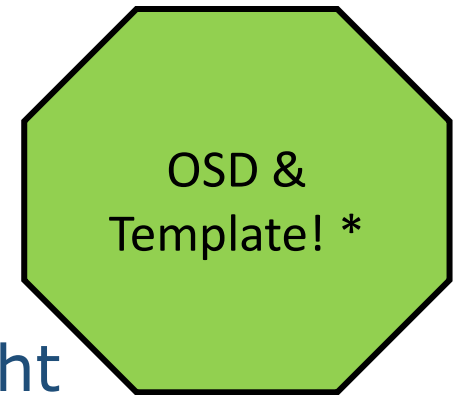
Table 5 — Permission

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
may	is permitted is allowed is permissible

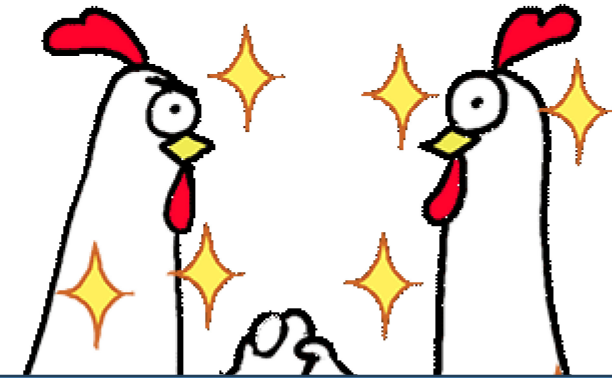
Table 7 — External constraint

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
must	

- ▶ Awareness plus correct use of templated annexes:
 - ▶ Annexes ZA / ZZ (CEN / CENELEC) for harmonization
 - ▶ Annex ZA (Adoption (endorsement) of International Standards and other reference documents as European Standards)
 - ▶ Annexes ZA differ in CEN and CENELEC!
 - ▶ A-deviations
 - ▶ SNCs
- ▶ Awareness plus correct use of Patent right text / patent right declaration



* OSD → hENs & CENELEC not in scope yet



Let's make the best out of it!!!
Only the best is good enough!

Expectations

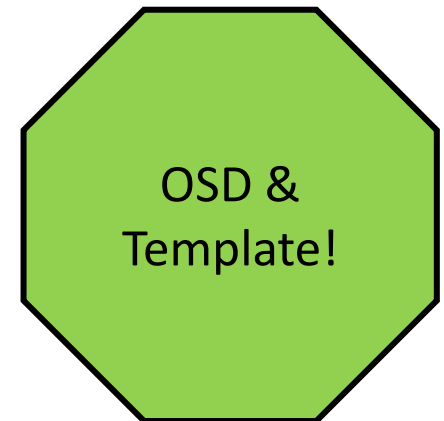
A good relationship between Editor and Drafter

- ▶ What are (CCMC) editors and why do they exist?
 - ▶ Editors are there to help you and to improve your documents!
 - ▶ Together we can navigate through the complex rules and procedures!
 - ▶ Editors are not your enemies! We exist to make your (drafting) lives easier!

▶ Correctness of data:

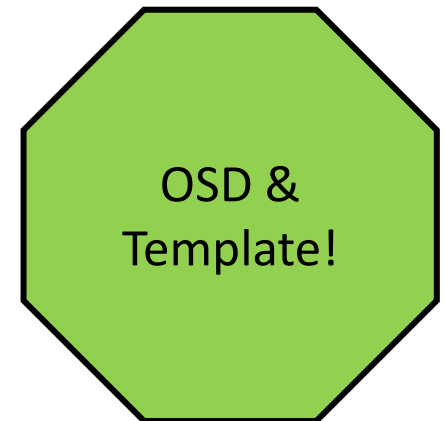
- ▶ Titles/Scopes
- ▶ Dates (Launch/close dates, translation dates...)
- ▶ Document reference
- ▶ Superseding information*
- ▶ TC decisions*

*The editors cannot modify this data – only check it is there!
Please ensure you inform DataService if you need to modify something




What Drafters can expect of Editors

- ▶ In-depth editing
 - ▶ Rules, i.e. IR Part 3 followed!!!
 - ▶ Overall correct formatting of texts
 - ▶ Any grammar/punctuation errors



What Drafters can expect of Editors

- ▶ Communication is key! 
- ▶ Your questions/comments handled timely
- ▶ Follow-up on any issues
 - ▶ (titles, translations, BT/Harmonization...)
- ▶ Editing advice and guidance
- ▶ How to solve IR-3 enigmas

All we ask is that you keep it friendly!



OSD &
Template!

What Editors expect from Drafters

- ▶ Use the correct template!

- ▶ CEN → [Found here](#)

- ▶ CLC → [Found here](#)

- ▶ Amendments → [Found here](#) (CEN & CLC)

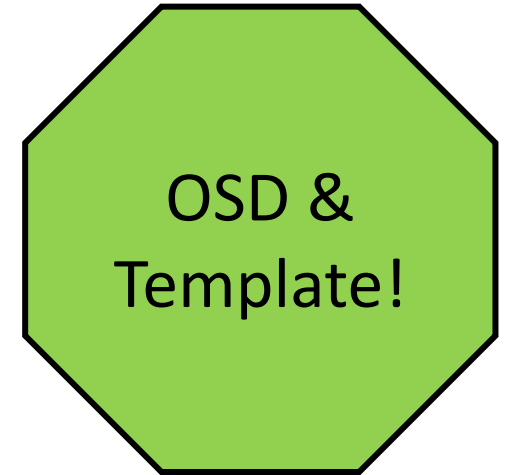
- ▶ Quickstart guides → Found beside the templates

- ▶ If you're revising something, use the **correct version!**



What Editors expect from Drafters

- ▶ **Timely response to all questions**
 - ▶ OSD → use the commenting feature
 - ▶ Template → Reply to email
- ▶ **Precise answers**
 - ▶ Remember, editors are not technical experts in the field
 - ▶ If we need to clarify something, reply! 😊



What Editors expect from Drafters

▶ Good **quality** texts!

▶ Tables!

- ▶ Draft them simply!
- ▶ Give them a number designation (and a title, if you'd like)
- ▶ Don't make them TOO long
- ▶ Let them run over multiple pages – don't split them with their own sub-titles

▶ Figures

- ▶ Follow the extensive guidance on the BOSS
- ▶ Insert and link, or the submission interface won't work



What Editors expect from Drafters

- ▶ Good **quality** texts!

- ▶ Tables!

- ▶ Draft them simply!
- ▶ Preferably add as a 'Table with title' (auto-numbered)
- ▶ Don't make them TOO long

- ▶ Figures

- ▶ OSD '[Figures guide](#)' (CEN Expert Area > Trainings & Materials > CEN OSD)



What Editors expect from Drafters

▶ Formulae!

- ▶ Draft simply/use MathType

- ▶ Check Formulae VERY CAREFULLY

 - ▶ Greek symbols, obvious mistakes (e.g. brackets missing), incorrect conversion to MathType, the line including units and numbering

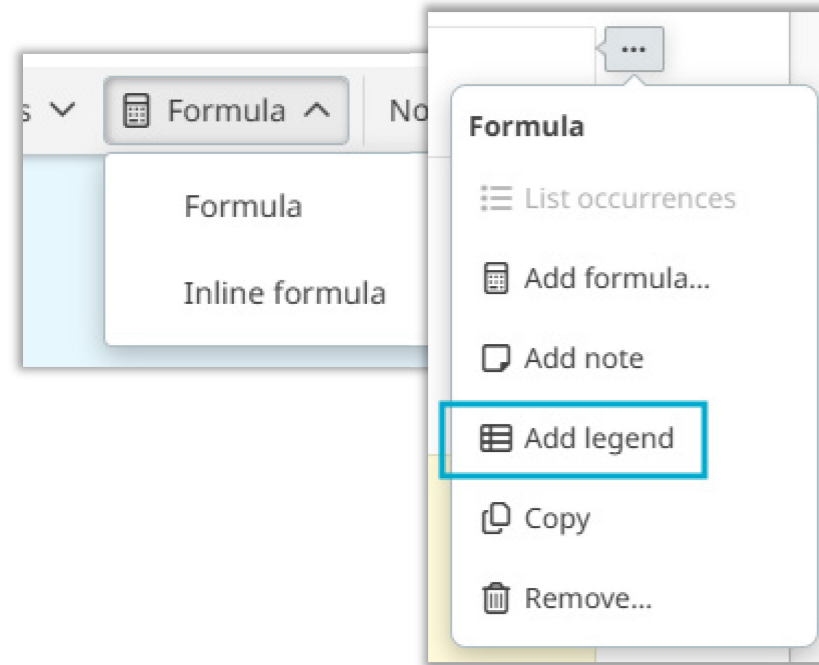
- ▶ Changes related to formulae, tolerances, limit deviations, units etc. after Vote are “technical” and cannot be accepted at publication stage

 - ▶ CHECK EVERYTHING VERY CAREFULLY!



What Editors expect from Drafters

- ▶ **Formulae!**
 - ▶ Use the feature in OSD
 - ▶ key/legend to a formula



- ▶ Changes related to formulae, tolerances, limit deviations, units etc. after Vote are “technical” and cannot be accepted at publication stage
 - ▶ **CHECK EVERYTHING VERY CAREFULLY!**

What Editors expect from Drafters

► Terms and definitions – correctly drafted!

3.1

waffle

<liège> square-shaped cake-like dessert with small square-shaped pockets

Note 1 to entry: Waffles are usually served hot or cold.

[SOURCE: EN 1234-5:2024, 3.15]




What Editors expect from Drafters



► Terms and definitions – correctly drafted!

TERM ENTRY **3.1** ...

TERM PREFERRED - FULL FORM 

secondary line

DEFINITION



line used for the purpose of setting-out the proposed building and for checking and compliance of the building or building parts

SOURCE

ISO 4463-1:1989 [1], 4.4

+ TERM ENTRY AT SAME LEVEL + SUB-TERM ENTRY

...

- List occurrences
- Add...** >
- Duplicate... >
-  Release lock
-  Remove...

- Add term
- Add subject field
- Add definition
- Add example
- Add note to entry
- Add source

What Editors expect from Drafters

▶ Annexes!

- ▶ Normative/informative – labelling is important!
- ▶ Do you have all of the correctly filled out annexes Z?
- ▶ After your main body, but before your bibliography?
- ▶ Cited at least once somewhere in the text?

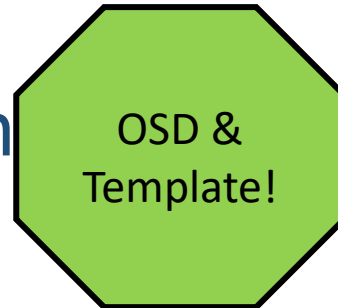
▶ Normative references

- ▶ Use IR-3 rules and **extensive** webinar guidance
- ▶ Titles of series – get the titles correct!
 - ▶ Unsure? Ask your editor, they'll check the database!

A green octagon with a black border containing the text 'OSD & Template!' in black font.

OSD &
Template!

- ▶ What else do you need to check?
 - ▶ European Foreword (member holding the Secretariat, TC title, superseding information, revision text, harmonization elements, series lists)
 - ▶ Annexes ZA / ZZ (CEN / CENELEC) for harmonization
 - ▶ A-deviations & National Conditions
- ▶ Check for **conformity assessment** (EN ISO 17000 series) and **quality management** (EN ISO 9000 series) requirements (shall, imperative)



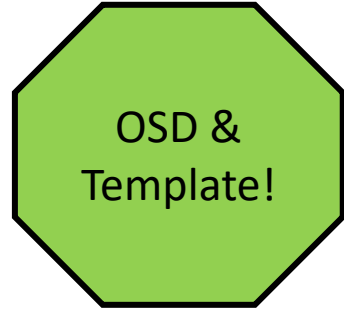
And after all the editing is done?

- ▶ Translation!
- ▶ We zip it all up and upload it!

But what if I've found a mistake?!



But what if the HAS consultant sends me comments?!



But what if there's an error?!

And after all the editing is done?

- ▶ Resubmissions!
- ▶ For hENs:
 - ▶ Minor comments to resolve conditional assessments
 - ▶ Loads of comments? Submit a **new version** to CCMC
- ▶ Obvious errors:
 - ▶ Impacting safety of application
 - ▶ Following internal review on ad-hoc basis

DON'T RELY ON THIS!
READ YOUR TEXT CAREFULLY!



And then: Output vs launch dates

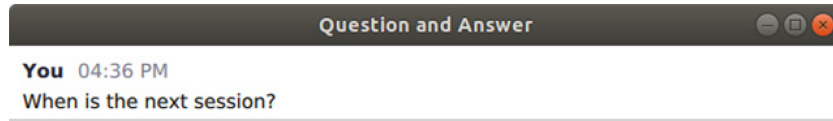
- ▶ How and why do output and launch days differ?
 - ▶ In CCMC we have weekly production preparation (CEN on Tuesday, CENELEC on Friday)
 - ▶ CCMC editors:
 - ▶ handle translations
 - ▶ update/generate title pages
 - ▶ complete database information (launch dates, etc...)
 - ▶ Then, after an overnight synchronization there will be automated overnight upload of all documents to members

Your feedback



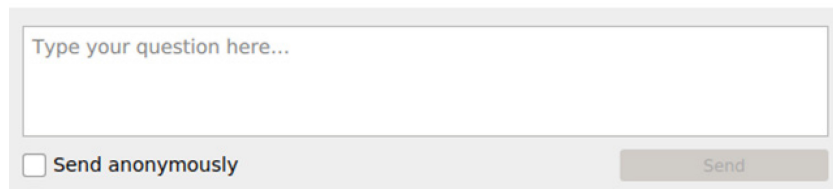
Question time

▶ Use the Q&A panel to submit your questions



Question and Answer

You 04:36 PM
When is the next session?



Type your question here...

Send anonymously

Send



European Standardization Organizations

Thank you for your participation!

Upcoming webinars for Standard Drafters

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

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