



European Standardization Organizations

Webinar for Standard Drafters

Publications Part 1: Procedure overview,
timeframes and what to expect

*We start at
14:00 CEST*

Your webinar moderator



Els Somers

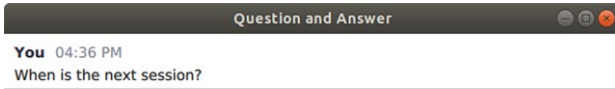
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Get the most out of the webinar today

- ▶ 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 window control icons. Below the title bar, the text 'You 04:36 PM' is followed by the question 'When is the next session?'. The panel has a light grey border.



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 X [#training4standards](#)
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Your speakers today



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Editing – Standardization
CEN and CENELEC*

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To be discussed...

- ▶ Timeframes & Procedures
- ▶ Light Editing
- ▶ BT decision for Technical changes
- ▶ Corrective action
- ▶ Exceptions
- ▶ Final thoughts



Timeframes & Procedures

What does the editor actually do?

What can you expect?

Timeframes

- ▶ After Formal Vote
 - ▶ Comments collated & circulated by CCMC
- ▶ Editing **2 WEEKS!**
 - ▶ Light editing
 - ▶ Comments handled – limited changes
- ▶ TC proofing **2 WEEKS!**
 - ▶ Extendable → 4 weeks for summer/Christmas
- ▶ Translation **4 WEEKS!**



DAV
CEN – Wednesday
CENELEC – Friday

- ▶ Text of the Formal Vote
- ▶ Handling of comments
- ▶ TC proofing email

- ▶ If the vote is skipped → Enquiry text
 - ▶ In this case, all technical changes are required to be saved for the next revision
 - ▶ BT decisions are not permitted for technical changes



Skipping the FV

► New procedure to come

- [Improving the EN Development Process - Experts CEN](#)
- [Improving the EN Development Process - Experts CENELEC](#)

► Specific Webinars will be dedicated to this topic:

- 2026-09-22 (fully booked)

[Webinar 1 'The EN Development Process - First batch of changes' - CEN-CENELEC](#)

- 2026-10-01

[Webinar 2 'The EN Development Process - First batch of changes' - CEN-CENELEC](#)



► **OBVIOUS** editorial errors! What does this mean?

CCMC Editor and the TC have to agree that it is obviously editorial. If there is a doubt from either side, then there is no doubt: it is therefore considered technical.

- a) further editorial or technical changes to the drafts after their submission to Formal Vote are not accepted, with the exception of
 - i. obvious editorial errors and errors introduced by CCMC in the preparation of the draft for Formal Vote, which will be directly corrected by CCMC before publication. 'Obvious editorial error' is an editorial error that is recognised as such immediately and without any doubt, both by the CCMC editor and the TC Secretary. Absence of the aforementioned condition disqualifies the requested changes for direct editorial correction;
 - ii. technical changes aiming to correct errors and thus avoiding a deficient standard, according to decision BT 48/2014 & D149/017. Upon request of the TC secretary and following BT approval, these changes will be introduced by CCMC before publication;

- ▶ Justifiable elsewhere in the text
 - ▶ Clause 4.4 says 'shall be 8,2 mm thickness for paper A' but in clause 6.2 it says 'shall be 82 mm thickness for paper A' → **change ok**
 - ▶ Clause 5 says 'shall be $A+B=C$, as shown in Figure 3' but then Figure 3 shows $A+D=B$ → **change ok**
- ▶ Obvious typo/plural/wording that does not change the meaning of any requirement
- ▶ Errors as a result of CCMC's XML processes



- ▶ Changing the parameters of a requirement
 - ▶ 'shall be 8,5 mm' to 'shall be at least 8,5 mm' → Change rejected
 - ▶ 'shall be...' to 'should be...' or vice versa → Change rejected
- ▶ Anything that changes the meaning of the text significantly
- ▶ Errors that should have been noted at FV/ENQ stage
 - ▶ Important to read the text fully at every stage!
 - ▶ These are not simply 'typos', usually



- ▶ If technical changes are required:
 - ▶ BT decision (+ 4 weeks minimum)
 - ▶ Liaise with technical PM for the procedure
 - ▶ Only limited amount of technical changes permitted

- ▶ Loads of changes?
 - ▶ 2nd Formal Vote might be a better option
 - ▶ This will be assessed on a case-by-case basis

Corrective action

What can you do to correct things after publication?

► Correction Notices

- For small changes (no huge overhauls of text)

CEN/BT decision 43/1995: The issue of a Correction Notice is acceptable maximum one month after publication of a standard (in exceptional cases 3 months)

Not a way to introduce rejected comments after publication!

Corrective Action after publication

►Corrigenda



YES

Correct a technical error or ambiguity in an EN, TS or TR (and HDs for CENELEC), which leads to an incorrect/unsafe application of the standard.



NO

Minor printing errors
Editorial changes
Update of outdated information
Standards older than 3 years

**All corrective action is to be used
SPARINGLY!**

Exceptions

Deliverables that follow slightly different rules!

- ▶ Technical Reports!
- ▶ No translation procedure EVER
 - ▶ FV: Edit → launch
 - ▶ PUB: Edit → TC proofing → Publication
- ▶ The FV draft therefore has to be perfect!
 - ▶ We are limited in the changes we can make once the vote is closed!
- ▶ Timeframe:
 - ▶ Editing: 2 weeks
 - ▶ TC proofing: 2 weeks

DAV
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- ▶ Amendments
 - ▶ Consolidated at Publication Stage:
 - ▶ CEN → Official version = Consolidation
 - ▶ CLC → Official version = Standalone AMD, consolidated for information
 - ▶ Template for drafting amendment available on the BOSS Website

Final Thoughts

Things to remember

What's coming up?

- ▶ Read your text carefully BEFORE you submit it!
- ▶ Rewatch this year's Webinar series!
- ▶ Mail Production → General Questions (production@cencenelec.eu)
- ▶ Your editors → Specific Questions on your text
- ▶ Personalised trainings!

- ▶ Webinars coming up:
- ▶ Handling publications in OSD: 15 September 10:00
 - ▶ [Webinar for Standard Drafters 'Publications Part 2a: Handling publications in OSD' - Experts CEN](#)
 - ▶ [Webinar for Standard Drafters 'Publications Part 2a: Handling publications in OSD' - Experts CENELEC](#)
- ▶ Handling publications (Simple Template path): 15 September 14:00
 - ▶ [Webinar for Standard Drafters 'Publications Part 2b: Handling publications \(Simple Template path\)' - Experts CEN](#)
 - ▶ [Webinar for Standard Drafters 'Publications Part 2b: Handling publications \(Simple Template path\)' - Experts CENELEC](#)

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](#)