



European Standardization Organizations

Webinar for Standard Drafters

'Publications Part 2a: Handling publications in OSD'

*We start at
10:00 CEST*

Your webinar moderator



Els Somers

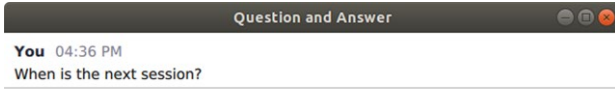
Project Manager

Public Relations

esomers@cencenelec.eu

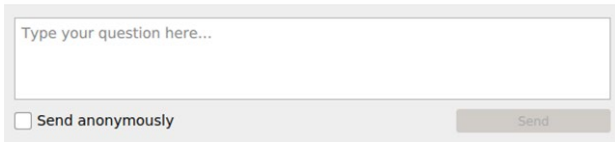
Get the most out of the webinar today

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



Question and Answer

You 04:36 PM
When is the next session?



Type your question here...

☐ Send anonymously Send

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

Your speaker today



Marlies De Coninck

mdeconinck@cencenelec.eu

Today's webinar

- ▶ Light editing
- ▶ Reminders
 - ▶ Technical vs Editorial
 - ▶ Technical changes – BT Decision
- ▶ Comments handling
 - ▶ Our role - Your role
 - ▶ Communication (TC proofing – Providing feedback)
 - ▶ Demo

Procedures and timeframes? → See webinar '[Publications Part 1](#)'

Publications Simple Template path? → See webinar '[Publications Part 2b](#)'

Light editing

- ▶ Formatting and general layout
- ▶ Updating of European Foreword
- ▶ Updating of normative / bibliographic references (e.g. FprEN got published)
- ▶ Updating of metadata for XML
- ▶ Grammar, punctuation
- ▶ No in-depth editing!

European foreword

This document (CEN/TS 18098:2026) has been prepared by Technical Committee CEN/TC 460 “Personal identification and related personal devices with secure element, systems, open architectures and privacy in a multi sectorial environment”, the secretariat of which is held by AFNOR.

Attention is drawn to the possibility that some of the elements of this document may be subject of patent rights. CEN shall not be held responsible for identifying any or all such rights.

Any feedback and questions on this document should be directed to the users’ national standards body. A complete listing of these bodies can be found on the CEN website.

According to the CEN/CENELEC Internal Regulations, the national standards organisations of the following countries are bound to announce this Technical Specification: Austria, Belgium,

```
<std-ref type="dated">EN 18179:2026</std-ref><std-ref type="undated">EN 18179
</std-ref><std-ref type="short">EN 18179:2026</std-ref><release-date>2026-09-02
</release-date><meta-date type="DOR">2026-07-26</meta-date><meta-date type="DOW">
2027-03-31</meta-date><meta-date type="DOP">2027-03-31</meta-date><meta-date type
="DOA">2026-12-31</meta-date><comm-ref>CEN/TC 460</comm-ref><secretariat>DIN
</secretariat><ics>67.120.20</ics>
```

public, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, the United Kingdom.

- ▶ **OBVIOUS** editorial errors!
What does this mean?
- ▶ CCMC Editor and TC have to agree that it is obviously editorial. If there is a doubt from either side → considered technical

- a) further editorial or technical changes to the drafts after their submission to Formal Vote are not accepted, with the exception of
- 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;
 - 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
- ▶ Errors introduced by CCMC

REMINDER - Technical changes – BT Decision

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

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

Comments handling – OUR ROLE

- ▶ Assessment of comments from the vote
 - ▶ Technical vs Editorial
- ▶ Implement suggested changes from the comments into the final draft (if acceptable)

Proposed change
an infrastructure ~~systems,~~ system,

Proposed decision: Accepted

Do you support?

Add your feedback

Proposed decision: Not accepted
Technical changes cannot be accepted at this stage.

Do you support?

Add your feedback

Comments handling – OUR ROLE

- ▶ “TC, please advise” = Need more information to assess this
- ▶ Comments for translation colleagues

Proposed decision: Deferred

TC, please advise

Do you support?  

Add your feedback

Refers to German Version only:

The legend contains the German names, but not the formula itself.
Please also use the German designations in the formula.

 0 Did support  0 Did not support

✓ **Resolved** You 10 September 2026, 08:42 ...

 Deferred - Attention DIN

- ▶ Add additional comments during editing

Comments handling – YOUR ROLE

YOUR DEADLINE = 2026-XX-XX

In case of no response, we shall assume that you agree to the immediate publication.

Dear XXX,

The above-mentioned standard has been finalized for publication, taking into account the comments (if any) received from the Members.

As responsible Secretary you are now invited to check this document **in its totality, before the above-mentioned deadline.**

Please:

- Respond to the voting result comments in the online document, which you will find here: <https://sd.cen.eu/authoring/current/XXXXXXX>;
- Note that only editorial comments shall be accepted at this stage.
- Provide the necessary declaration form related to possible IPR (Intellectual Property Rights) issues as prescribed in [CEN-CENELEC Guide 8](#).
- Provide a [decision on normative references](#) in European Standards to documents other than CEN, CENELEC, ETSI, ISO or IEC documents.

It is our understanding that your confirmation is an acknowledgement that no further modifications will be brought to the text and to the information on [Projex-Online](#), and that the document, as presented, can be published.

Should you be unable to meet the above-mentioned deadline, please let us know as soon as possible.

Please note that in accordance with CEN/BT resolution C023/2011, you are also requested **to involve the Working Group Convenor when proofing the final text for publication.**

Once your confirmation is received, the finalised document will be sent to DIN and AFNOR for a 4-week translation period, after which it will be published.

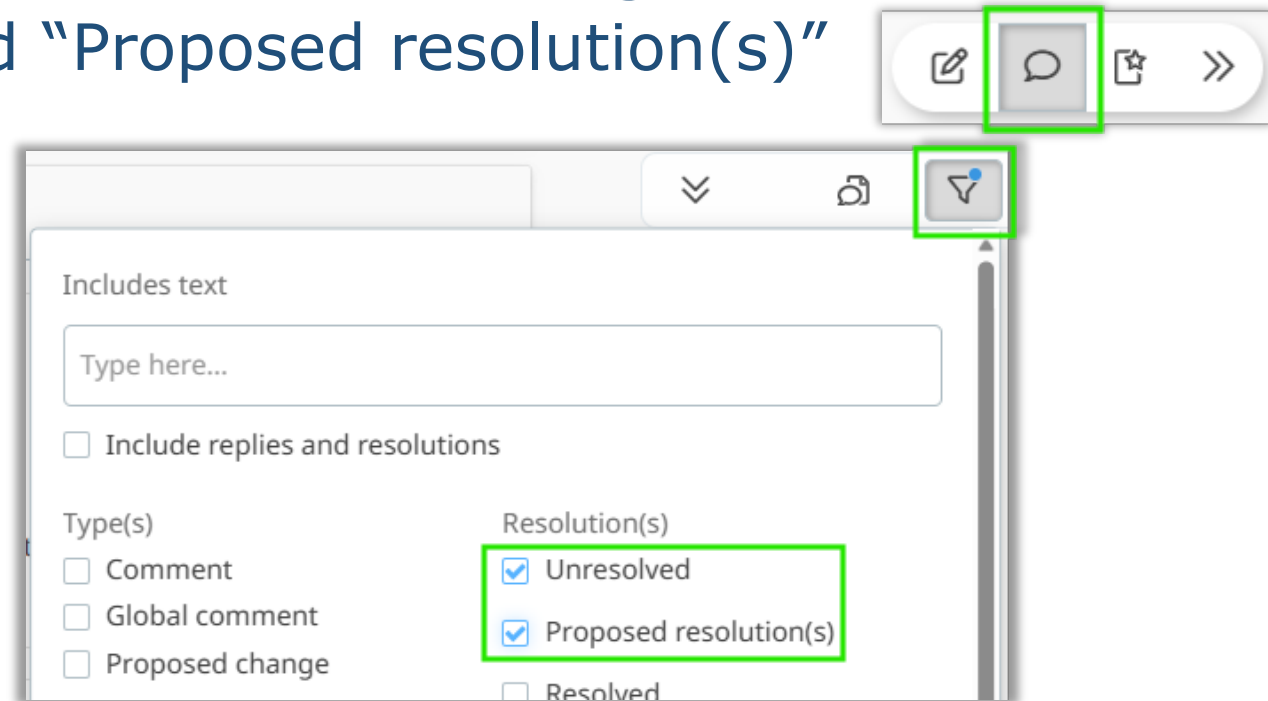
Best regards,

TC proofing email

- ▶ No attachments
- ▶ Generic link to online document

Comments handling – YOUR ROLE

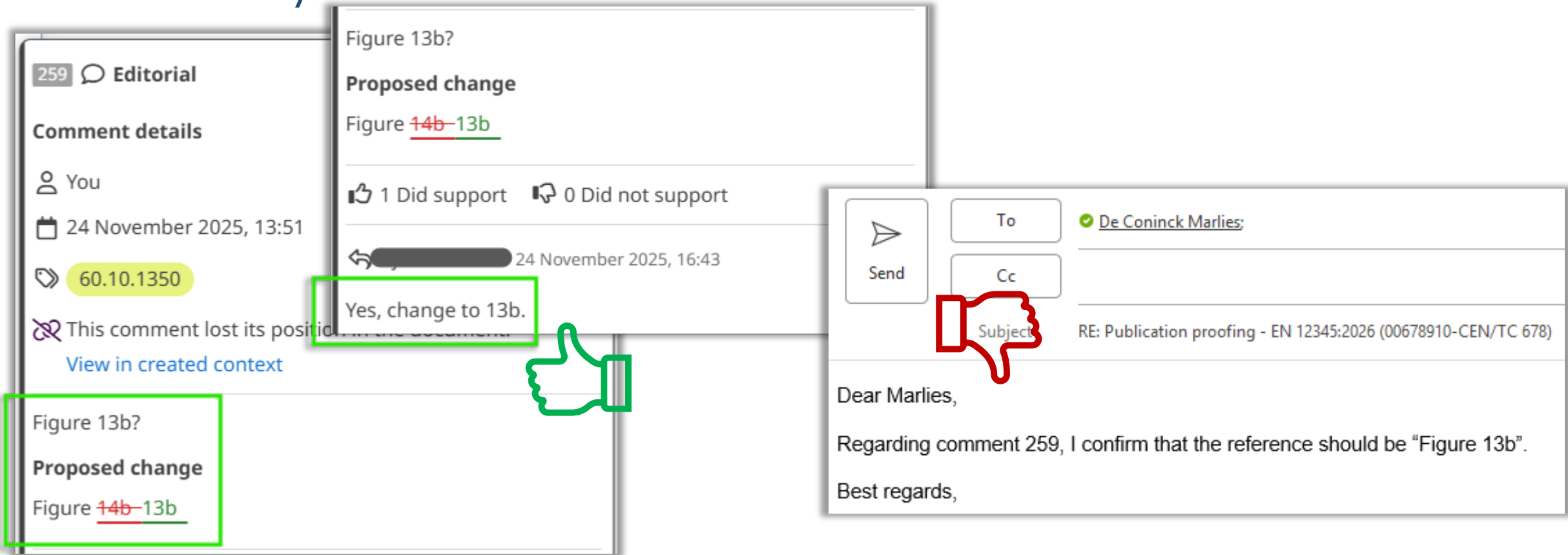
- ▶ During **TC proofing** 'Leaders':
 - ▶ **can** view/create/reply to comments
 - ▶ **cannot** delete other's comments or edit the document
- ▶ Carefully check the comments, including our feedback
 - ▶ **Filter:** "Unresolved" and "Proposed resolution(s)"



Comments handling – YOUR ROLE

► **Respond** to the comments **in OSD**

- Don't respond to specific comments in an email → in OSD = traceability



The image shows a screenshot of a comment in the OSD (Open Standard Drafting) interface and an email response. The comment, numbered 259, is an editorial comment titled "Figure 13b?". It shows a proposed change from "Figure 14b" to "Figure 13b". The comment was made on 24 November 2025 at 13:51. A response, made on 24 November 2025 at 16:43, states "Yes, change to 13b." and is highlighted with a green box and a green thumbs-up icon. The email response, addressed to "De Coninck Marlies", confirms the change: "Regarding comment 259, I confirm that the reference should be 'Figure 13b'." The email is dated 2026-09-15.

Comment details:

- 259 Editorial
- Comment details
- You
- 24 November 2025, 13:51
- 60.10.1350
- This comment lost its position in the document
- [View in created context](#)

Proposed change:

Figure ~~14b~~ 13b

1 Did support 0 Did not support

24 November 2025, 16:43

Yes, change to 13b.

Email response:

To: De Coninck Marlies

Cc:

Subject: RE: Publication proofing - EN 12345:2026 (00678910-CEN/TC 678)

Send

Dear Marlies,

Regarding comment 259, I confirm that the reference should be "Figure 13b".

Best regards,

Comments handling – YOUR ROLE

- ▶ **Reply** to the TC proofing **email**

- ▶ Inform us that you have completed the proofing



Demo

Final thoughts

- ▶ Rewatch this year's webinar series
 - ▶ [CEN Expert Area](#)
 - ▶ [CENELEC Expert Area](#)
- ▶ Mail Production → General questions (production@cencenelec.eu)
- ▶ Your editors → Specific questions on your text

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](#)