



European Standardization Organizations

Webinar for Standard Drafters

'Publications Part 2b: Handling publications – the Simple Template path'

*We start at
14:00 CEST*

Your webinar moderator



Els Somers

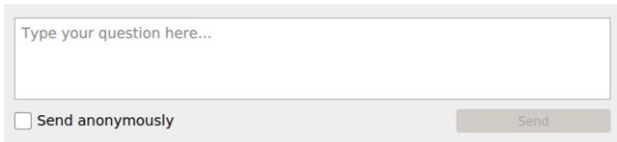
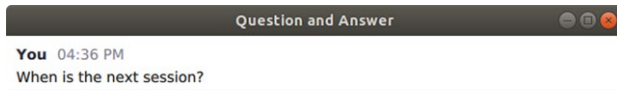
Project Manager

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
ajconley@cencenelec.eu

*Project Managers
Editing – Standardization
CEN and CENELEC*

Stéphanie WUIAME
swuiame@cencenelec.eu



To be discussed...

- ▶ Handling the text
 - ▶ What does the editor do?
 - ▶ Comments handling
- ▶ TC proofing
 - ▶ What do you receive?
 - ▶ What do you have to do with it?
- ▶ Special Exception
 - ▶ Amendments



Handling the text

Light editing

Comments handling

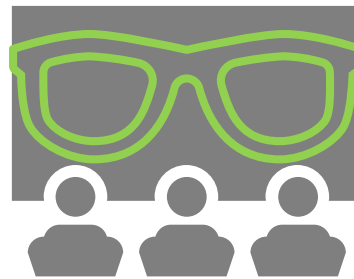
What does the editor actually do?

But first...

- ▶ LAST WEEK → Theory, processes, numbers
- ▶ TODAY → Practical, what we actually do

**Watch last week's webinar
too!**

CEN

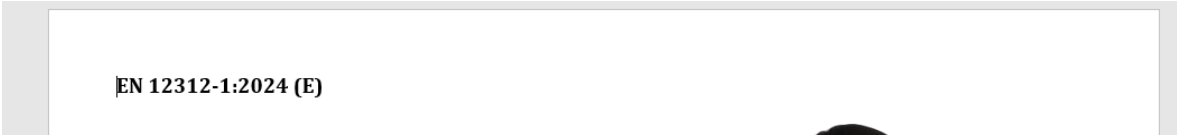


CENELEC

- ▶ We start with the approved Formal Vote text!
 - ▶ Or, the Enquiry if the vote is skipped
- ▶ REMINDER – TS/TR
 - ▶ No Enquiry text! Vote stage → Publication
 - ▶ Read the text thoroughly before Vote submission!
- ▶ We then also take the collated comments from the Vote
- ▶ Two files → Ready to Edit!

- ▶ Formatting and general layout
 - ▶ We make it look pretty!
 - ▶ Focus mainly on how it looks

- ▶ Update headers



prEN	Enquiry
FprEN	Formal Vote
FprCEN/TS FprCLC/TS	Technical specification
FprCEN/TR FprCLC/TR	Technical report
EN CEN/TS(TR) CLC/TS(TR)	Publication!

► Update European Foreword (CEN Example)

This document (EN XXXX:20YY) has been prepared by Technical Committee CEN/TC NNN "[TC title]", the secretariat of which is held by XXX(RESP).

This document (CEN/TS XXXX:20YY) has been prepared by Technical Committee CEN/TC NNN "[TC title]", the secretariat of which is held by XXXX.

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

This document supersedes CEN/TS XXXX:20YY.

This document has been prepared under a standardization request addressed to CEN by the European Commission. The Standing Committee of the EFTA States subsequently approves these requests for its Member States.

For the relationship with EU Legislation, see informative Annex ZA, ZB, ZC or ZD, which is an integral part of this document.

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, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye and the United Kingdom.

even the status of a national standard, either by
y endorsement, at the latest by **month year of**
ards shall be withdrawn at the latest by **month**

that so
shall n

This document (CEN/TR XXXX:20YY) has been prepared by Technical Committee CEN/TC NNN "[TC title]", the secretariat of which is held by XXX(RESP).

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

This document supersedes CEN/TR XXXX:20YY.

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.

is document should be directed to the users'
e listing of these bodies can be found on the CEN

rnal Regulations, the national standards
ries are bound to implement this European
, Croatia, Cyprus, Czech Republic, Denmark,
reece, Hungary, Iceland, Ireland, Italy, Latvia,
erlands, Norway, Poland, Portugal, Republic of
North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland,
Türkiye and the United Kingdom.

► Update European Foreword (CENELEC Example)

This document (EN XXXX:YYYY) has been prepared by CLC/TC/SR/SC XX "Title".

The following dates are fixed:

- | | | |
|---|-------|--------------------------|
| • latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement | (dop) | [see MIDAS defined date] |
| • latest date by which the national standards conflicting with this document have to be withdrawn | (dow) | [see MIDAS defined date] |

This document supersedes and all of its amendments and corrigenda (if any).

EN XXX:YYYY includes the following significant technical changes with respect to EN XXX:YYYY:

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

This document is read in conjunction with EN XXX.

This document has been prepared under a standardization request addressed to CENELEC by the European Commission. The Standing Committee of the EFTA States subsequently approves these requests for its Member States.

For the relationship with EU Legislation, see informative Annex ZZ, which is an integral part of this document.

Any feedback and questions on this document should be directed to the users' national committee. A complete listing of these bodies can be found on the CENELEC website.

This document (CLC/TS XXXX:YYYY) (CLC/TR XXXX:YYYY) has been prepared by CLC/TC/SR/SC XX "Title".

This document supersedes

CLC/TX XXX:YYYY includes the following significant technical changes with respect to CLC/TX XXX:YYYY:

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

This document is read in conjunction with EN XXX.

This document has been prepared under a standardization request addressed to CENELEC by the European Commission. The Standing Committee of the EFTA States subsequently approves these requests for its Member States.

Any feedback and questions on this document should be directed to the users' national committee. A complete listing of these bodies can be found on the CENELEC website.

- ▶ Update of references
 - ▶ Check of clause 2 & Bibliography (& in-text citations of each)
 - ▶ Removal of 'under preparation...' footnote if needed
- ▶ Update of metadata for XML
- ▶ Grammar, punctuation

!!!LIGHT EDITING ONLY!!!



Comments Handling – OUR ROLE

- ▶ Assessment of collated comments from the vote
 - ▶ Technical vs Editorial
 - ▶ Implementation of editorial comments

IT 003		06		<u>Te</u>	Some fundamental chocolate requirements necessary for the kind of product and exposure scenario to certain flavours that might be present in wrappings are missing. This refers in particular to hazelnut, for both plastic and tinfoil wrapping. The reply to the comments 050 and 052 given during the enquiry is of great concern, as it states	Add requirements for hazelnut as in TR 13387-2:2015, clause B.15	Technical changes are not allowed at this stage
-----------	--	----	--	-----------	--	--	---

1. MB = Member body / NC = National Committee (enter the ISO 3166 two-letter country code, e.g. CN for China; comments from the ISO/IEC editing unit are identified by **)



	GB		6.3	5 th para	Ed	'Chocolates and waffles <u>is</u> good desserts' grammar is incorrect	Chocolates and waffles ARE good desserts'	Accepted.
--	----	--	-----	----------------------	----	---	--	-----------



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.

Comments Handling – OUR ROLE

- ▶ Assessment of collated comments from the vote
 - ▶ TC please advise →
I need more information to assess this
 - ▶ Comments for translation colleagues



IT 019		08.01.1	1st	Ed	The standard requires to apply a test method described in the EN 1234:2000 clause §6.3. The clause §6.3 is wrong as it refers to taste.	Change 6.3 to 6.1 and delete the sentence about the square tube.	TC, please advise.
FR 012		08	08.2.1.1	Ed	modifier [...] ou se détacher du produit	French version only	Comment for AFNOR
CC MC					Please check the figure titles and corresponding in-text citations are correct		

Comments Handling – OUR ROLE

- ▶ Handling comments ahead of time
 - ▶ Possible, but some things to bear in mind
- ▶ **NOT** a way to have all the comments blindly accepted
 - ▶ We still check/analyse **everything** accordingly
- ▶ Best for:
 - ▶ Small volumes of comments
 - ▶ Holiday periods
 - ▶ comments which will be saved entirely for future revisions



TC Proofing

What to expect, and what you need to do with, your 2 weeks

- ▶ Comments template (52_x_cmt_ccmc)
 - ▶ Make a copy and rename
 - ▶ E.g. 52_x_cmt_ccmc_TC
- ▶ Marked-up version (64_e_stm)
- ▶ Clean PDF (64_e_stf)
 - ▶ For amendments, the consolidated version is provided
- ▶ Email with deadline



Send

To

TC email

Cc

Subject

Publication proofing - EN xxx:2023 (xxxx-CEN/TC xx)

YOUR DEADLINE = 2024-MM-DD

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

Dear (TC Name),

The above mentioned standard is now ready for publication.

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

The project has been finalised for publication, taking into account the comments (if any) received from the Members. Please note that only editorial comments shall be accepted at this stage.

The following material is enclosed:

- the English version (64_e_stm) submitted to the approval procedure, including changes made by the editor;
- a clean version of the document in pdf format as we intend to publish it;
- the comments (if any) from the approval procedure, including remarks for your attention.

Please,

- respond to the voting result comments by filling in the comments template and,
- for complicated changes, provide a marked-up version of the standard.

It is our understanding that your confirmation is an acknowledgement that no further modifications will be brought to the text and that the document, as presented, can be published.

Should you be unable to meet the above mentioned deadline, please let me 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.

Kind regards,



Send

To

TC Email

Cc

Subject

Publication proofing - EN xxx:2024 (xxxx - CLC/TC xxx)

YOUR DEADLINE = 2024-MM-DD

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

Dear (TC Name),

The above-mentioned standard is now ready for publication.

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

The project has been finalized for publication, taking into account the comments (if any) received from the Members. Please note that only editorial comments shall be accepted at this stage.

Enclosed is the following material:

- a clean version (64_e_stf) of the document in pdf format as we intend to publish it;
- a marked-up version of the document (64_e_stm):
- the comments (if any) from the approval procedure, including remarks for your attention.

Please,

- **respond to the voting result comments by filling in the comments template, and,**
- **for complicated changes, provide a marked-up version of the standard.**

It is our understanding that your confirmation is an acknowledgement that no further modifications will be brought to the text and that the document, as presented, can be published.

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

Once your confirmation is received, the finalized document will be published.

With kind regards,

Comments Handling – YOUR ROLE

- ▶ Carefully check the comments
- ▶ Add your responses in the **SAME TEMPLATE**
- ▶ Show any difficult changes in a marked-up version



- ▶ **Don't:**

- ▶ Use stickynotes in a PDF
- ▶ Create a copy of the comments template, delete comments and add new ones
- ▶ Remove CCMC's responses



► If technical changes are required:

- BT decision (+ 4 weeks minimum)
- Loads of changes?
 - Maybe 2nd FV...

- 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;

Return from Proofing

- ▶ Check your comment replies again
 - ▶ Handle anything outstanding
 - ▶ Decide if any technical changes will need to go to BT

- ▶ Translation **4 WEEKS**
 - ▶ REMINDER → Technical Reports (TRs) have no translation period!

- ▶ Output! Prepared on **Tuesday/Friday** mornings
 - ▶ **CEN** → Wednesday DAV (Publication Date)
 - ▶ **CENELEC** → Friday DAV (Publication Date)

Special Exception

Amendments have something extra to note

- ▶ Follow the exact same process, BUT...
- ▶ Consolidation!
 - ▶ We take the instruction sheet → apply and tag the changes!
- ▶ TC proofing therefore has:
 - ▶ 64_e_stf → original publication WITH modifications & tags
 - ▶ 64_e_stm → marked up version
 - ▶ 64_e_is → instruction sheet (Voted text '51_e_stf')
 - ▶ 52_x_cmt_ccmc → comments template
 - ▶ Comments from the vote are about the instruction sheet!

Final resources!

- ▶ Contact points:
 - ▶ Editors → Anything to do with a specific text, IR-3 questions
 - ▶ Production@cencenelec.eu → Anything/everything else

- ▶ Previous webinars!
 - ▶ [CEN](#)
 - ▶ [CENELEC](#)

- ▶ [CEN](#) / [CLC](#) BOSSes!

- ▶ Thanks for joining us for this series! 😊

Your feedback



Question time

► Use the Q&A panel to submit your questions

Question and Answer

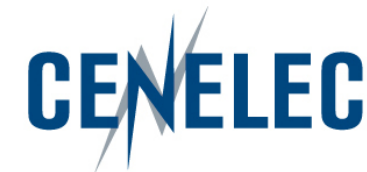
You 04:36 PM

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](#)