

**WELCOME**



**WEBINAR FOR STANDARD DRAFTERS - 29 September 2017**  
**Editing and procedures at the proofing and publication stage**

# Who are we?



**Amy Jayne CONLEY**  
Standards Publications  
Editor

**Stéphanie WUIAME**  
Standards Publications  
Editor



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# Get in touch!



- ▲ Use the Q&A panel
- ▲ Share your thoughts, experiences, suggestions!
- ▲ Time permitting, we will respond to questions at the end of this webinar
- ▲ Recording and Q&A will be published online – [www.cencenelec.eu](http://www.cencenelec.eu):

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# In today's discussion...

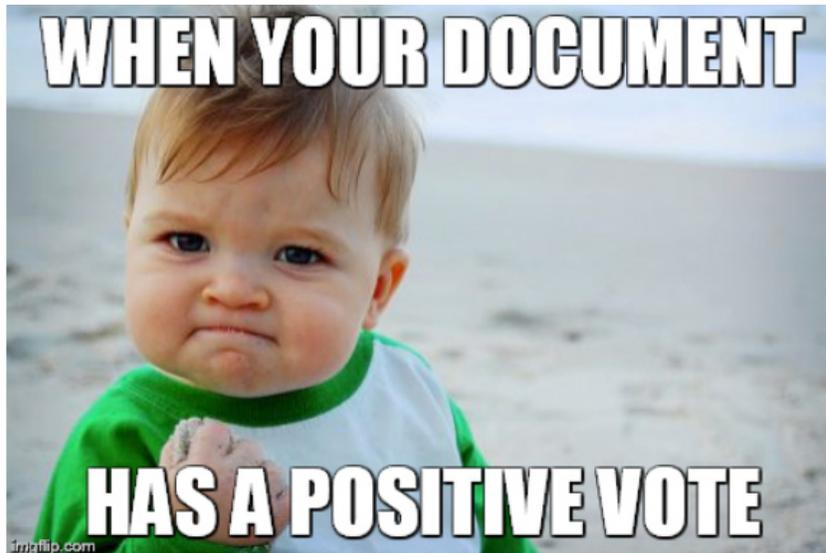
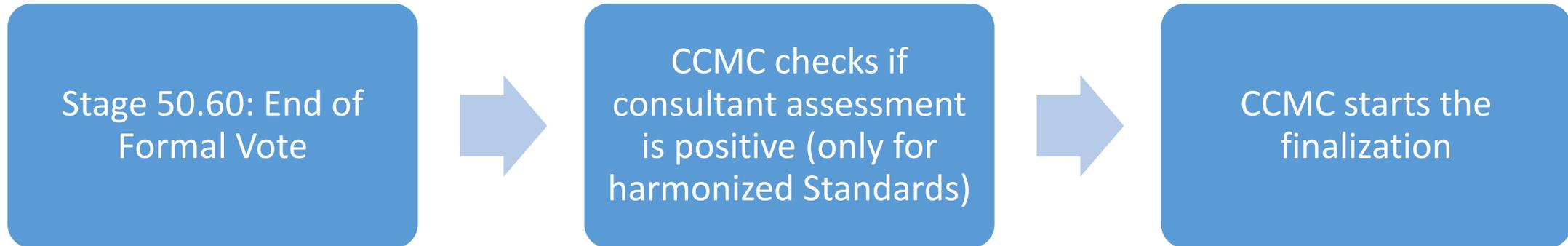


- ▲ Triggering the finalisation of the text
- ▲ Finalisation and editing of the text
- ▲ Consolidated Amendments
- ▲ Your role in the finalisation
- ▲ Translation and Publication

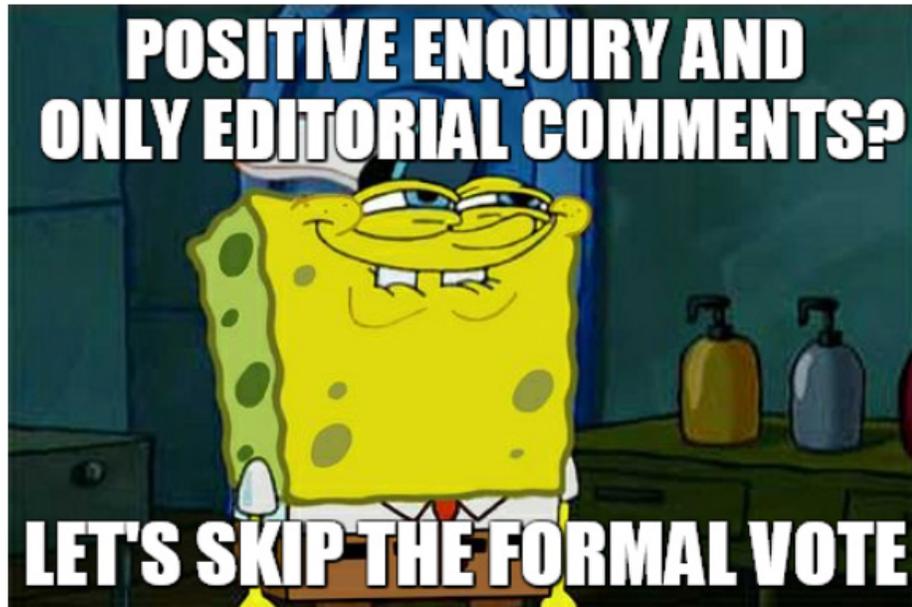
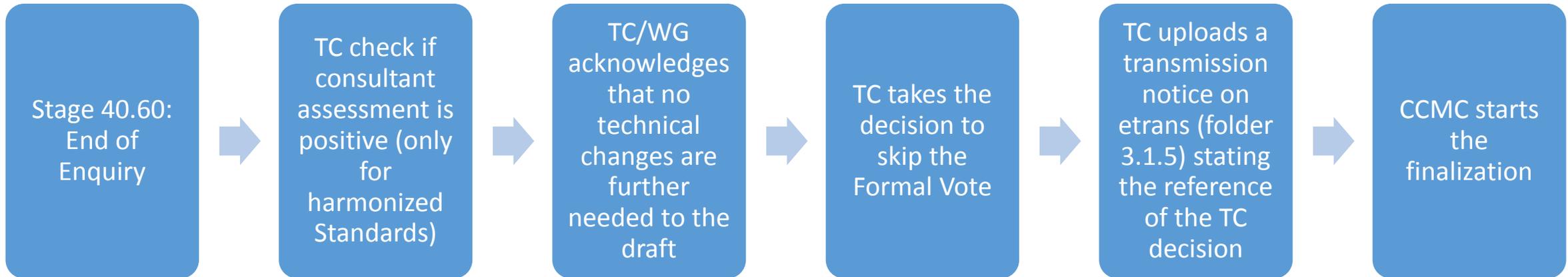
# Triggering the finalisation of the text



## ▲ Start of finalisation



# Triggering the finalisation of the text



# Finalisation



- ▲ Use of the Formal Vote text
- ▲ If you provide us with a text:
  - ▲ We will compare our Formal Vote text and your text
  - ▲ Any changes made, we will accept/reject them
- ▲ We will let you know if we reject changes, and the reason why.

# Finalisation – Comments handling



## ▲ Handling of voting comments

DE 002		01	5 <sup>th</sup> ident	ed	Please add a comma.	Karting (CIK), Federation International...	Changed in text by CCMC editor
AT 003		02		ed	<b>English version:</b> Currently reads "UNECE 22" <b>German version:</b> Currently read "ECE 22"	<b>Disparities</b> between E-/G-version: Please clarify and, if necessary, adapt throughout the document.	TC please advise.
DE 007		05.01		ed	Please harmonise the term "process" and "procedure", because the reference to Annex A is saying "process" and the annex A is describing a "procedure".	Use word procedure	Changed in text by CCMC editor
DE 014		05.04.2		ed	Replace "fire exit" by "emergency exit".	Add: "orientation must be noted in the report"	No technical changes at this stage.
DK 017		03.06.4	Para. 3	ed		Delete the paragraph beginning with: "The sampling period..."	No technical changes are allowed at this stage.
DK 022		03.06.6	Para 2.	ed	The collection of leachate and the schedule of chemical analyses are mixed.	...and shall be determined...	No technical changes are allowed at this stage.
DE 044		Introduction	last sentence	ed	...and should be determined... # translation error; replace "should" by "shall" due to equivalence of German / English translation		

# Finalisation – Comments handling



## ▲ Handling of consultant comments

MB/NC <sup>1</sup>	Line number	Clause/Subclause	Paragraph/Figure/Table	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat
					associated with the non dimensional DN, because the same DN may refer to pilots inlet connections. And the pilots shall comply with the standard requirements. But then how come the DN max for those devices may be DN 1000 max. while the Scope specifies DN 400 as a maximum size??		
AP		Sub-clause 4.2.1.7.3	2 <sup>nd</sup> line	ge	The recommendation SNT – TC – 1A appears as an alternative for the qualification of the NDT personnel. As such it is a normative reference	Include SNT-TC-1A (dated) in the Clause 2 or remove it.	
AP		Sub-clause 7.3	Note	ed	The EC – Type examination (PED 97/23/EC) has been replaced in the new PED 2014/68/EU by two modules : EU – Type examination – production type and EU – Type examination – design type. The sub-clause 7.1 states that the clause 7 may be used for conformity assessment to the PED. This is enough.	Delete the Note in 7.3	
AP		Sub-clause 7.7.7.1		te	At a closer look, this sub-clause is addressing the external tightness test of the regulator housing. As such it does not respond to any ESR of Annex I of PED.	Remove the sub-clause 7.7.7.1 from the table ZA.1 – lines 8 and 22 The 1.1 multiplier ( the only possible connection to the ESR 7.3 ) is currently used in the valve business for the tightness test of the shell ( API 598 ) or of the obturator ( EN 122666-1, API 598 )	
AP		Table ZA.1		ed	The TC decided not to follow my proposal to reduce the number of lines . This is OK, because there is a logic in it. Nevertheless, the EC template ( as appears in my assessment for the CEN enquiry ) has not been followed neither . This is not acceptable, even if it could be done at the editors level.	The positions of the first and third columns of the table ZA.1 shall be reversed, while maintaining the table header.	
AP		Table ZA.1	Note	ed	This note ( informative) has no meaning at this location and it is not in line with the EC template for ZA Annex. Moreover, under a very similar wording, it has been included in the Scope – which has a normative value.	Delete Note from the table ZA.1	
AP					Due to the above comments, particularly the two in bold, the assessment is negative.		

# Finalisation – Comments handling



## ▲ Handling of Annex III organisations comments

ANEC-2017-FV-F-017

<b>OPINION on prEN/FprEN</b>	
Name of submitting organization: ANEC	Submission date: 4 May 2017
Contact person: Tania VANDENBERGHE	
TC number: <input checked="" type="checkbox"/> CEN/TC 136 <input type="checkbox"/> CENELEC/TC ... <input type="checkbox"/> Other ...	TC Secretariat: DIN
Procedure: <input type="checkbox"/> Enquiry <sup>1</sup> <input checked="" type="checkbox"/> Vote	Closing date: 7 May 2017
<b>Standard (number &amp; title):</b>  <u>FprEN 1176-1 'Playground equipment and surfacing - Part 1: General safety requirements and test methods'</u>	
<b>OPINION:</b>  <input checked="" type="checkbox"/> <b>Favourable</b>  Comments in support of the Opinion: ... Where the Opinion is "Not favourable", the NSB/NC template for comments <u>must</u> be used and attached to this form in order to allow the Technical Body <sup>2</sup> to respond.	
Please provide the following information which will help respond to the Opinion.	



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# Finalisation – Comments handling



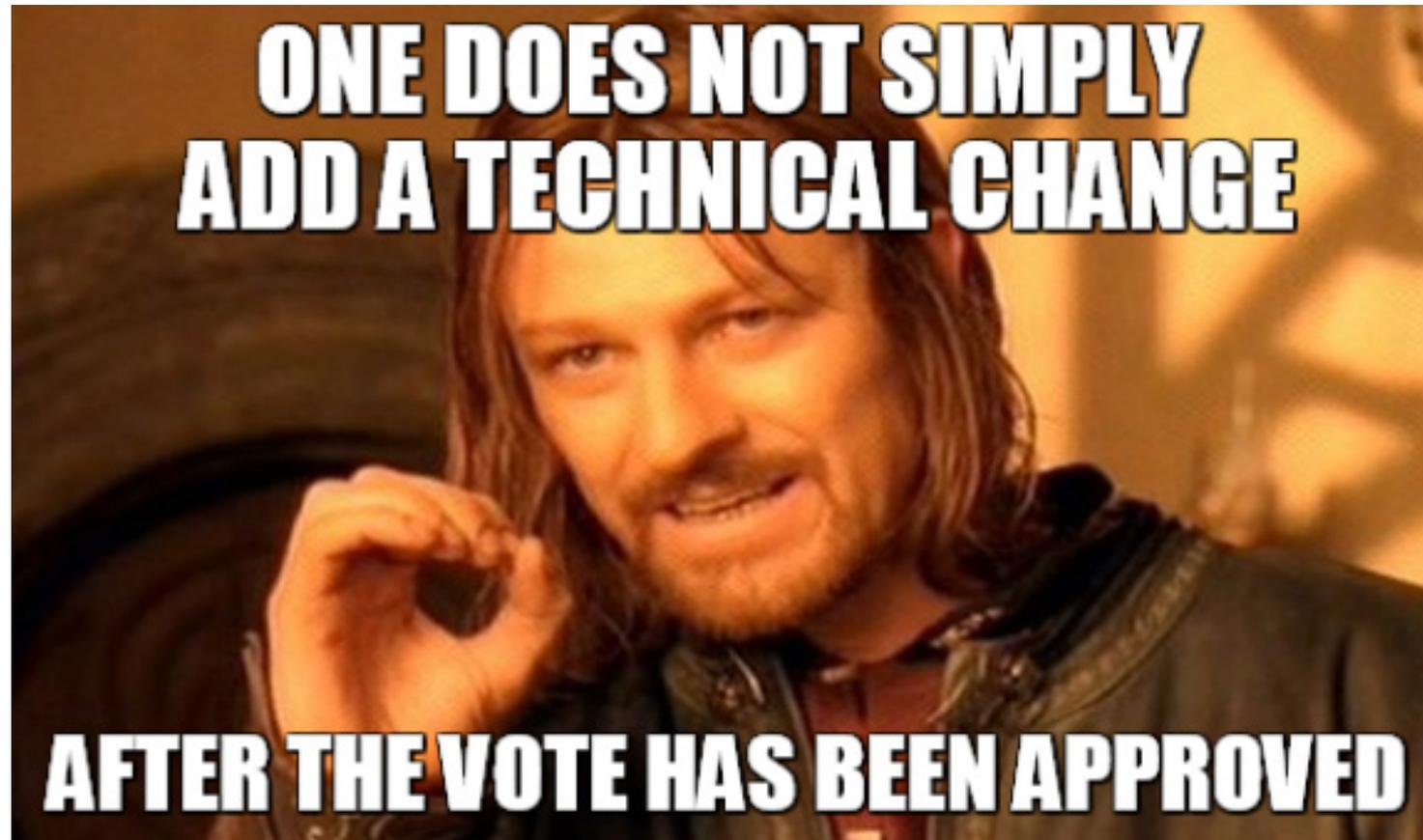
- ▲ The CCMC Editor will add comments to the end of the table if necessary

MB/ NC <sup>1</sup>	Line number	Clause/ Subclause	Paragraph/ Figure/Table	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat
CC MC		4.6	First paragraph	<u>ed</u>	There is a reference to EN 15534-6:2015, but this Standard has been replaced by EN 15534-6:2015+A1:2017.	I have updated the reference in the text, can you please confirm?	

# Finalisation – Comments handling



- ▲ No technical changes are allowed after the vote!



# Finalisation – Comments handling



## What is a technical change?



Method A ~~should~~ shall be used

X



Add: “NOTE More information about Method A can be found in Annex B.”



The result **shall** be calculated according to Formula (1):

X

$$T_z = \frac{m_r \times 100}{m_b} \quad T_z = \frac{m_v \times 200}{m_b} \quad (1)$$



Improve the quality of Figure B.3



Wrong hyperlink in following note:  
NOTE 2 Additional information can be found on [https://europa.eu/european-union/documents-publications/language-and-terminology\\_en](https://europa.eu/european-union/documents-publications/language-and-terminology_en)



but TC can you please advise?



# Finalisation – Editing the text



## ▲ Formatting

- ▲ Headers, page numbers
- ▲ Foreword

**European Foreword**

This document (FprEN 12345-6:2017<sup>6</sup>) has been prepared by Technical Committee CEN/TC 227 "Road materials", the secretariat of which is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by May 2018, and conflicting national standards shall be withdrawn at the latest by May 2018.

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 is currently submitted to the Formal Vote.

This document will supersede EN 12345-6:2000.

The following is a list of significant technical changes since the previous edition:

- A test device for non-contact temperature-measurement (infrared-thermometer),
- 2.2 Infrared-thermometer,
- 3.2 Infrared-thermometer,
- 4.2 Infrared-thermometer.

According to the CEN-CENELEC Internal Regulations, the national standards organisations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

**FprEN 12345-6:2016 (E) → EN 12345-6:2017 (E)**

**2**

**European foreword**

This document (FprEN 1234:2016<sup>7</sup>) has been prepared by CLC/TC XX "Chocolate".

This document is currently submitted to the Formal Vote.

The following dates are proposed fixed:

<ul style="list-style-type: none"> <li>• latest date by which the existence of this document has to be announced at national level</li> </ul>	(doa)	dor + 6 months
<ul style="list-style-type: none"> <li>• latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement</li> </ul>	(dop)	dor + 12 months <b>2018-07-31</b>
<ul style="list-style-type: none"> <li>• latest date by which the national standards conflicting with this document have to be withdrawn</li> </ul>	(dow)	dor + 36 months (to be confirmed or modified when voting) <b>2020-07-31</b>

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

This document will supersede EN 1234:2010

This document has been prepared under a mandate given to CENELEC by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For the relationship with EU Directive(s) and the European Free Trade Association, and supports essential requirements of EU Directive(s), see the Introduction.

# Finalisation – Editing the text



## European Foreword

This document (~~Fpr~~CEN/TR 12345-6:2017~~6~~) has been prepared by Technical Committee CEN/TC 227 “Road materials”, the secretariat of which is held by DIN.

~~This document is currently submitted to the Vote on TR.~~

~~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 ~~will~~ supersede CEN/TR 12345-6:2000.

## European Foreword

This document (~~Fpr~~CEN/TS 12345-6:2017~~6~~) has been prepared by Technical Committee CEN “Road materials”, the secretariat of which is held by DIN.

~~This document is currently submitted to the Formal Vote.~~

~~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 ~~will~~ supersede~~s~~ CEN/TS 12345-6:2000.

~~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, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.~~

## European foreword

This document (~~Fpr~~CLC/TR 1234:2016~~7~~) has been prepared by CLC/TC XX “Chocolate”.

~~This document is currently submitted to the Formal Vote.~~

~~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 ~~will~~ supersede~~s~~ CLC/TR 1234:2010

This document has been prepared under a mandate given to CENELEC by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For the relationship with EU Directive(s) see informative Annex ZZ, which is an integral part of this document.

# Finalisation – Editing the text



## ▲ Last checks for Internal Regulations Part 3

## ▲ Notes

## ▲ Figures, tables

- ▲ Keep titles with the figure/table
- ▲ Adjust the sizing of figures/cells/font

NOTE 1 The heat-sensit  
the tip of the probe, and th  
material.

NOTE 2 Thermocouple

Table 1 — Type of information needed

Data	Type
Name	Personal
Telephone number	Personal

Table 2<sup>3</sup> — Languages spoken in Europe

Language	Country
England	English
Germany	German
France	French

# Finalisation – Editing the text



- ▲ Normative References & Bibliography
  - ▲ Update references – prEN XXXX -> EN XXXX
  - ▲ Throughout the text
- ▲ In-text citations of clauses
  - ▲ For example...
  - ▲ Updating citations after removing missed hanging paragraphs
  - ▲ Updating citations if the external reference document has changed

# Amendments



- ▲ CEN: the FV version of the amendment becomes the IS
- ▲ This is a list of modifications that have been made from the previous version
- ▲ The consolidated version is the official Standard
- ▲ CLC: the list of modifications is the official Standard. The consolidated version is for optional use

Instruction sheet for the consolidation **EN 15534-6:2015+A1:2017 (E)**

Date: 2017-10-25

**EN 15534-6:2015+A1:2017 (E)**

Composites made from cellulose-based materials and thermoplastics (usually called wood-polymer composites (WPC) or natural fibre composites (NFC)) - Part 6: Specifications for fencing profiles and elements

Verbundwerkstoffe aus cellulosehaltigen Materialien und Thermoplasten (üblicherweise Holz-Polymer-Werkstoffe (WPC) oder Naturfaserverbundwerkstoffe (NFC) genannt) - Teil 6: Anforderungen an Zaunprofile und -elemente

Composites à base de matières cellulosiques et de thermoplastiques (communément appelés composites bois-polymères (WPC) ou composites fibres d'origine naturelle (NFC)) - Partie 6 : Spécifications relatives aux profilés et éléments pour clôtures

#### DISCLAIMER

The present document reflects the text of an amendment to a European Standard (EN), showing the changes made to the original EN. The combined reading of the amendment and the original EN is not guaranteed to reflect the EN as modified by such amendment. Only the consolidated EN, as made available by CEN, reflects the new version of the EN as modified by the amendment.

CEN does not assume any liability or responsibility for the accuracy, correctness or completeness of this document or of any consolidation of this document into the original EN, other than the official consolidated EN as made available by CEN.



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# Amendments



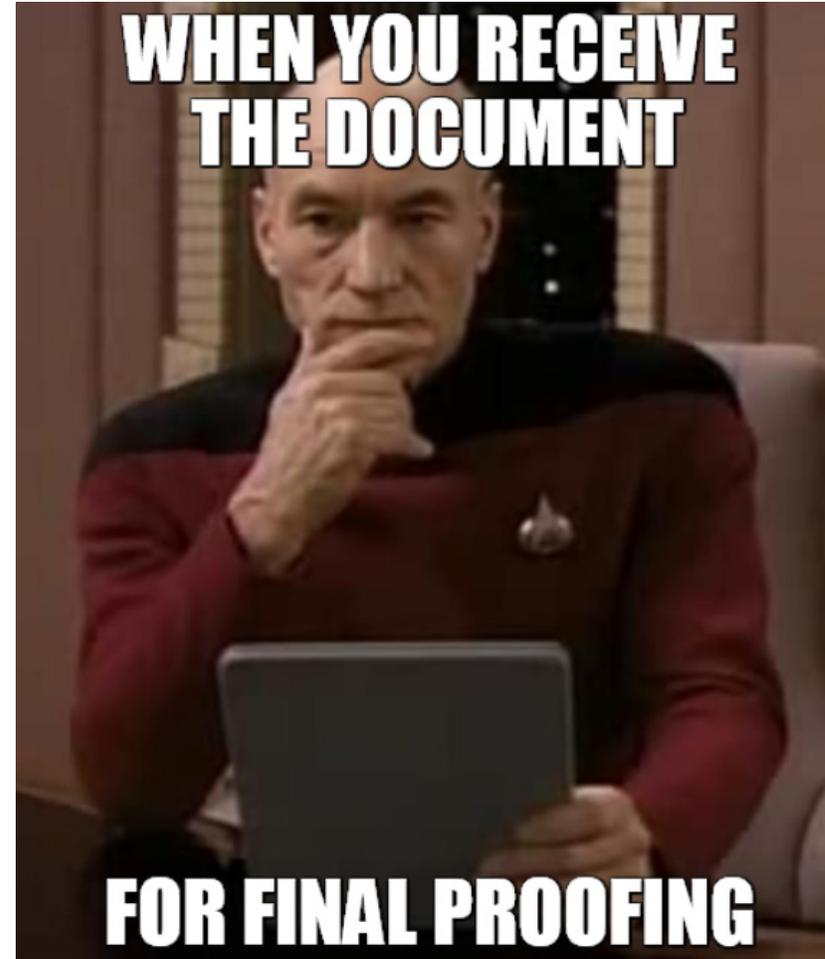
- ▲ Only comments relating to the amended text will be accepted.
- ▲ Integration of modified text with tags:

For products for internal use, artificial weathering shall be performed by exposure to xenon-lamps according to EN ISO 4892-2:2013, Cycle 2, or to fluorescent UV-A 351 lamps specified in A1 EN ISO 16474-3:2013 A1, using the principles of EN 927-6, or to medium pressure mercury lamps according to EN 16472 provided that a correlation between the test results obtained with these light sources and these obtained after a natural exposure.

# Your role - TC proofing



- ▲ 3 week TC proofing period
- ▲ After editing and finalising
- ▲ We send:
  - ▲ Clean PDF version of the standard
  - ▲ Marked up version of the standard with tracked changes
  - ▲ The completed comments files



Subject Proofing - EN 12345-6 (00123456)

Attached  00123456.zip (4 MB)

# Example CEN

**YOUR DEADLINE = 2017-09-29**

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

Dear TC,

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:

- the English version (64\_e\_stm) submitted to the approval procedure, including changes made by the editor;
- a clean version (64\_e\_stf) 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 finalized document will be sent to DIN and AFNOR for a 4-week translation period, after which it will be published.

With kind regards,

# Example CENELEC

**YOUR DEADLINE = 2017-09-29**

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

Dear TC,

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.**

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**Please,**

- **respond to the voting result comments by filling in the comments template, and,**
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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 sent to DKE and AFNOR for a 4-week translation period, after which it will be published.

With kind regards,

# Your role – TC Proofing



- ▲ After editing and finalising – 3-week proofing for TCs
- ▲ We send:
  - ▲ Clean PDF version of the standard
  - ▲ Marked up version of the standard with tracked changes
  - ▲ The completed comments files
- ▲ Respond in the comments template we send:
  - ▲ Please leave editor comments there
  - ▲ Use a different colour
- ▲ **Please be on time when replying to the proofing!**

# Finalisation for Translation (If applicable)



- ▲ If we receive the document back from TC proofing:
  - ▲ Handling of pending comments
  - ▲ Last confirmation and sending to translation

MB/ NC <sup>1</sup>	Line number	Clause/ Subclause	Paragraph/ Figure/Table	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat
DE 011		05.02	3rd line		EN ISO 1872 was superseded by EN ISO 17855-2	Please check whether it should read: <b>EN ISO 17855-2:2016</b>	<b>CCMC: Corrected.</b>
DE 012		07.04	Para 6		5 specimens should be used with applied stresses just above and below <b>9.0</b> MPa. The mean failure time at <b>9.0</b> MPa should be interpolated graphically from the times to rupture of the samples.	It should read: 5 specimens should be used with applied stresses just above and below <b>9.5</b> MPa. The mean failure time at <b>9.5</b> MPa should be interpolated graphically from the times to rupture of the samples.	<b>CCMC: TC please advise.</b> <b>TC: The English text is correct. No modification.</b>
DE 013		07.04, Note 2			do not use "must" instead of "shall" [see ISO/IEC Directives – Part 2:2016, Table 3]	Please check	<b>CCMC: Corrected. TC please confirm.</b> <b>TC. Confirmed.</b>

# Finalisation for Translation (If applicable)



## ▲ If no response is received

- ▲ Start of translation
- ▲ Notification to the TC

Please take this  
into account in  
your project  
planning

# Translation (If Applicable)



- ▲ CCMC uploads the document for a 4-week translation by DIN, DKE and AFNOR
- ▲ No translation for TRs



# Publication



- ▲ CEN Publication – WEDNESDAY
- ▲ CENELEC Publication – FRIDAY



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# Questions and Answers



## ▲ Your questions from the panel



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# Next webinar



▲ 2017-10-27

## ▲ Procedures at the voting and publication stages for Vienna and Frankfurt Agreement projects

**Thank you for  
your participation**



**CENELEC**

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Contact CCMC Publications Unit: [production@cencenelec.eu](mailto:production@cencenelec.eu)

Amy Jayne Conley  
[ajconley@cencenelec.eu](mailto:ajconley@cencenelec.eu)

Stéphanie Wuiame  
[swuiame@cencenelec.eu](mailto:swuiame@cencenelec.eu)