

2nd Webinar for Standard Drafters - 2017-04-28

Drafting a Standard

Questions and answers

Questions asked by the Attendee(s)	Answers from the Presenter
Is it allowed to use "may" in Notes?	According to the Internal Regulations Part 3, Notes shall not give permission (e.g. use "may"), make recommendations or give requirements. If a Note is stating a possibility, rather than giving permission, "can" should be used.
Do you prefer that we hand in enquiry drafts and formal vote drafts in the simple template rather than using the advanced template? Is the advanced template also updated according to the updated internal regulations?	Both the STD template and the CEN simple template can be used to draft texts. The simple template is a new initiative and it could be that this becomes the main template for drafting standards and the STD template would consequently disappear. However this is still all being evaluated.
Is there a maximum length of the document?	No, there is no maximum length to a document but we recommend that you keep the length moderate so as to ease the use of the standard.
Is it possible to start writing one standard and at some stage decide to split it better into a series of standards?	It is possible between Enquiry and Formal to make such a change, however we strongly advise TCs to decide on the structure of their work prior to embarking upon the formal approval procedures.
When shall the model be followed, e.g. drafting is ongoing for years or a revision of old?	Whether drafting a new standard or revising an older version of a standard, the Internal Regulations Part 3 should be consulted in order to ensure the document abides by the current drafting rules and has the correct structure.

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<p>I think the Simple Template is good, but if a Convenor drafts in a Word doc. (no template) does CEN/CLC accept it?</p>	<p>Yes, as long as the text is still drafted according to the rules in the Internal Regulations Part 3, we will still accept it. However, we strongly encourage Working Groups to use the template as we have put a lot of effort into making it helpful and it does make the drafting process more efficient.</p>
<p>If referring to a whole EN – should it still be undated in the Normative References clause?</p>	<p>Yes, if referring to an EN in its entirety, it should be undated in the text and in Clause 2. If referring to a specific part of the EN (e.g. Clause, Table, Figure), then it should be dated in the reference and in Clause 2.</p>
<p>What is the difference between the STD template and the CEN simple template? There are links to both templates on the BOSS.</p>	<p>The STD template uses a series of Macros to generate a Word document and to help build its structure. In the CEN Simple template, there are no macros. It is a Word document that provides the basic structure of a standard, along with the boilerplate text and examples of elements and styles to be used.</p>
<p>What is the difference between using dated and undated normative references?</p>	<p>When referring to specific sections of a document (e.g. Clauses, Tables, Figures), then the reference should be dated. If a document is referred to in its entirety, then it does not need to be dated.</p>
<p>If the standard is intended to be cited under an EU Directive, the references to standards shall be dated in all cases?</p>	<p>This is not currently a general rule, however should the related Consultant for the EU Directive concerned see the need to have a dated reference, this can be done.</p>

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<p>Please could to tell me some information about the chapter "Test report"</p>	<p>Regarding Test Reports, these are clauses/subclauses that may appear in the field of "Measurement and test methods" (either the whole document concerns this field or just one clause in the deliverable). See Clause 18 in the Internal Regulations Part 3 and, in particular, 18.5.8.</p> <p>Test reports may also belong to the document that accompanies a product (see 19.4.3 in Clause 19 dedicated to "Marking, labelling and packaging").</p>
<p>How to write mixture of solvents, e.g. Mobile phase for analytical HPLC.</p> <p>Mix together methanol (5.10) and water (5.1) in the proportions 980 + 20 (by volume)</p>	<p>Regarding "Chemicals solution", see 18.5.4 dedicated to the presentation of elements in a clause about "Reagents and/or materials". But, in case of any mistake in the layout or presentation of these elements, it is our task here in the Production unit to correct these.</p>
<p>Will a CLC simple template be created with the correct fonts?</p>	<p>Yes, we are creating a separate simple template for CENELEC, using the correct Arial font and sizing. Once it has been approved, we will make it available.</p>