

**WELCOME**



**CENELEC**

**WEBINAR FOR STANDARD DRAFTERS - 24 November 2017**  
**Do's and don'ts of drafting a Standard**

# The presenters



Cynthia Palagi and Stéphanie Wuiame – 2017-11-24



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Do's and don'ts of drafting a Standard

# 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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WEBINAR FOR STANDARD DRAFTERS - 24 November 2017  
Do's and don'ts of drafting a Standard

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# Templates – STD template



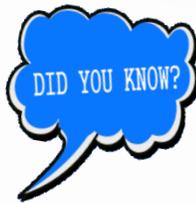
- ▲ **What is the purpose of the template?**
- ▲ Serves as a helpful tool for drafters of ENs
- ▲ Ensures correct layout & allows for more efficient drafting
- ▲ Designed to suit the rules in the Internal Regulations Part 3, Rules for the Structure and Drafting of CEN-CENELEC publications (2017)
- ▲ Based on the ISO template

# Templates – STD template – Where to find it?



- Publicly available on the CEN BOSS for both CEN and CENELEC members to freely access:

- <http://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx>



- For candidate harmonized ENs, new Annex Z templates are also available

- For CENELEC Annex Z:

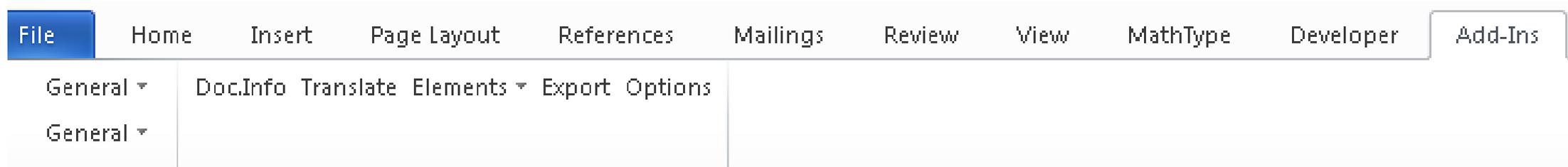
- <https://www.cenelec.eu/membersandexperts/resourcearea/formsandtemplates.html>

The screenshot shows the CEN BOSS website interface. At the top, there is a navigation bar with five tabs: TECHNICAL STRUCTURES, STARTING NEW WORK, DEVELOPING DELIVERABLES, MAINTAINING DELIVERABLES, and REFERENCE MATERIAL. The REFERENCE MATERIAL tab is selected and highlighted in blue. Below the navigation bar, there is a breadcrumb trail: Home > Reference material > Forms and templates. The main content area is titled 'Forms and templates' and lists several categories: TECHNICAL BODY ORGANIZATION and TECHNICAL WORK. Under TECHNICAL WORK, there is a list of links for various forms and templates, including a 'Zip file with all forms and templates' and several 'Annex ZA' templates under different regulations. Other links include 'Commenting Form', 'CEN-CENELEC Statement and Licensing Declaration form', 'CEN/TR Voting report', 'Environmental checklist', 'Exploitation Rights License Agreement', 'New activity field proposal', 'Proposal for a new work item', 'STD Template', and 'Transmission Notice'.

# Templates – STD template – How to use it?



## ▲ The STD template appears as an Add-In in Word



- ▲ By filling in the “Doc.Info” tab, drafters will provide the main information for the document, such as : the reference number, the stage code, the titles and the superseding information.
- ▲ By using the “Elements” tab, drafters will start building the structure of the document (i.e. Normative references, Terms and definitions clauses, etc.)

# Templates – Simple template – Where to find it?



- Publicly available on the CEN BOSS for both CEN and CENELEC members to freely access:

- <http://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx>

The screenshot shows the CEN BOSS website interface. At the top, there is a navigation bar with five tabs: TECHNICAL STRUCTURES, STARTING NEW WORK, DEVELOPING DELIVERABLES, MAINTAINING DELIVERABLES, and REFERENCE MATERIAL. The REFERENCE MATERIAL tab is selected and highlighted in blue. Below the navigation bar, there is a sidebar menu with five items: Reference documents, Guidance documents, Forms and templates (highlighted in blue), Formatted Decisions, and Profiles. The main content area displays the breadcrumb path: Home > Reference material > Forms and templates. Below this, the heading 'Forms and templates' is shown. Further down, there are sections for 'TECHNICAL BODY ORGANIZATION' and 'TECHNICAL WORK'. Under 'TECHNICAL WORK', there is a list of links, including a highlighted link: '> **Zip file with all forms and templates**'. A large blue arrow points from the bottom left towards this highlighted link.

# Templates – Simple template – How to use it?



CEN/TC XXX

Date: 20XX-XX

prEN XXXXX: XXXX

Secretariat: XXX

**Introductory element — Main element — Complementary element**

Einführendes Element — Haupt-Element — Ergänzendes Element

Élément introductif — Élément central — Élément complémentaire

ICS:

- ▲ It is a flat Word document
- ▲ Drafters can type the information directly into the document or cut & paste
- ▲ TC can provide the title, standard reference, TC name

CCMC will prepare and attach the official title page.

# Templates – Simple template – How to use it?



- ▲ All of the elements have a particular Word style

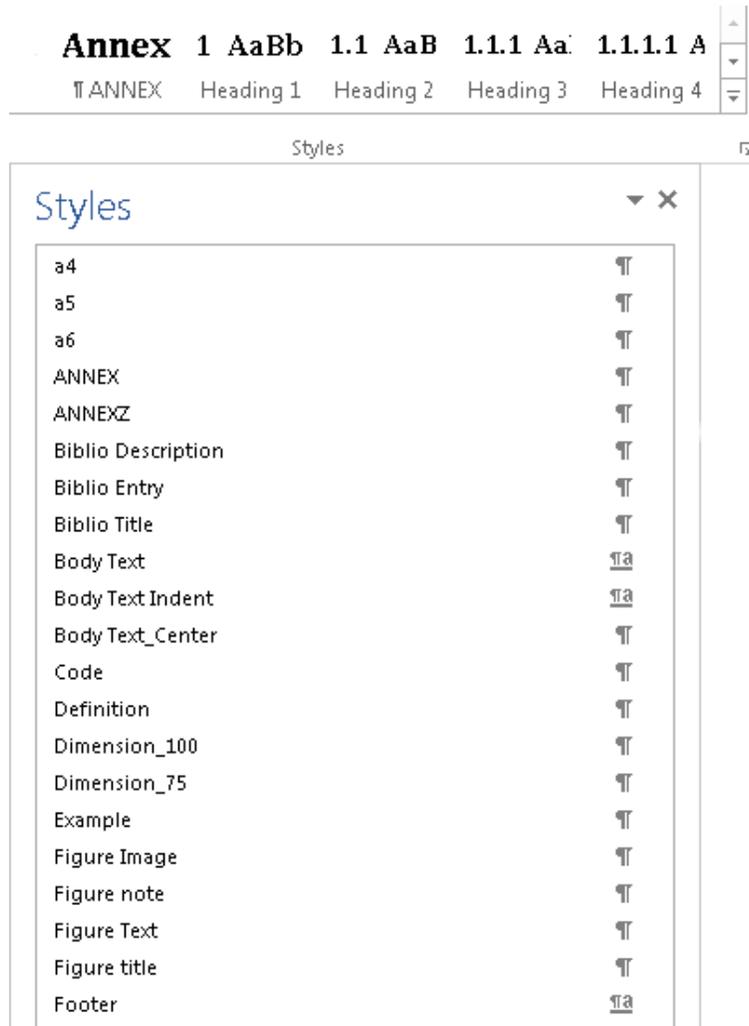


- ▲ Many of the style names are self-explanatory (e.g. Headings, Paragraphs, Notes, Examples)
- ▲ For unnumbered paragraphs, use Body Text

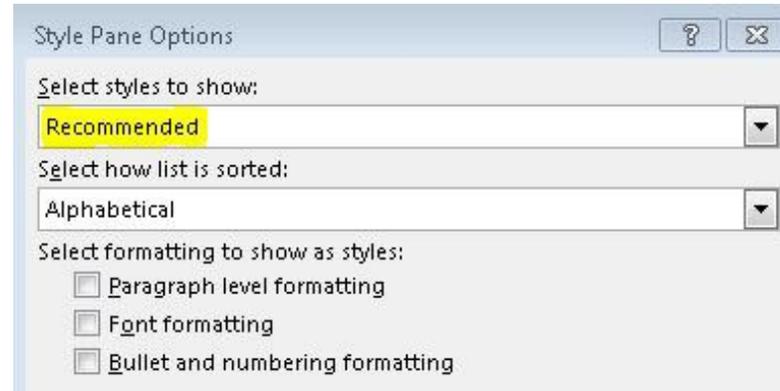


Heading 2	<b>4.2 Subclause title</b>
Heading 3	<b>4.2.1 Subclause title</b>
Heading 4	<b>4.2.1.1 Subclause title</b>
Heading 5	<b>4.2.1.1.1 Subclause title</b>
Heading 6	<b>4.2.1.1.1.1 Subclause title</b>
Body Text	Text of subclause.
Heading 1	<b>5 Clause title, e.g. Paragraphs and Lists</b>
p2	<b>5.1</b> Text of paragraph.
Example	<b>EXAMPLE</b>
Note	<b>NOTE</b>
p3	<b>5.1.1</b> Text of paragraph.
p4	<b>5.1.1.1</b> Text of paragraph.

# Templates – Simple template – How to use it?



- ▲ Use the Word Style palette to choose the appropriate style for your text



- ▲ The CCMC Editor will check the styles

# Internal Regulations Part 3



## Reference document for drafting Standards



European Committee for Standardization

[Sitemap](#) | [Contact Us](#)



TECHNICAL STRUCTURES | STARTING NEW WORK | DEVELOPING DELIVERABLES | MAINTAINING DELIVERABLES | **REFERENCE MATERIAL**

Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

[Home](#) > [Reference material](#) > [Reference documents](#)

### Reference documents



[Show all](#) | [Hide all](#)

#### 1 CEN/CENELEC INTERNAL REGULATIONS

- > **Part 1:** Organization and Structure, 2017 ([English](#), [French](#), [German](#))
- > **Part 2:** Common Rules for Standards Work, 2017 ([English](#), French and German versions not available yet)
- **Part 3:** Principles and rules for the structure and drafting of CEN and CENELEC documents (ISO/IEC Directives Part 2:2016, modified), 2017 ([English](#), French and German versions not available yet)
- > **Part 4:** Certification, 2014 ([English](#), [French](#), [German](#))

#### 2 ECISS INTERNAL REGULATIONS

#### 3 CEN GUIDES

#### 4 CEN-CENELEC GUIDES

#### 5 COOPERATION WITH EC/EFTA

#### 6 TECHNICAL COOPERATION BETWEEN ISO and CEN



FOR STANDARD DRAFTERS - 24 November 2017  
and don'ts of drafting a Standard

# Tips for Standard drafters



## ▲ European foreword

- ▲ Mandatory
- ▲ Superseding note
- ▲ List of technical changes (if revision)



**No requirements, permissions or recommendations**

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

This document is currently submitted to the CEN Enquiry.

This document will supersede EN XXXX:YYYY.

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

For relationship with EU Directive(s), see informative Annex ZA, B, C or D, which is an integral part of this document.

*For candidate  
harmonized  
European  
Standards*

# Tips for Standard drafters



## ▲ Scope

### ▲ Mandatory

▲ Defines in a succinct way the subject and limits of applicability of the document

▲ Series of statements of fact

"This European Standard...

- ...establishes
- ...specifies
- ...gives guidelines for
- ...defines"

"This European Standard...

- ...is applicable to..."



**No requirements, permissions or recommendations**

# Tips for Standard drafters



## ▲ Normative references

- ▲ Mandatory
- ▲ List of documents which are cited normatively in the document
- ▲ Introductory text

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

There are no normative references in this document.

- ▲ References to non International or European Standards will need to be confirmed by a TC decision

# Tips for Standard drafters



## ▲ Terms and definitions

### ▲ Mandatory

▲ Provides definitions necessary for the understanding of certain terms used in the document

### ▲ Introductory text

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

No terms and definitions are listed in this document.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

# Tips for Standard drafters



## ▲ Terms and definitions

### ▲ Example

EXAMPLE 1

#### 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

##### 3.1

**management performance indicator**

**MPI**

environmental performance indicator that provides information about the management efforts to influence an organization's environmental performance

[SOURCE: ISO 14031:1999, 2.10.1]



**Remember to check the ISO OBP for existing terms and definitions**

# Tips for Standard drafters



## ▲ Notes

- ▲ Give additional information intended to assist the understanding or use of the text of document
- ▲ If one note in a subclause

NOTE The size of the label was chosen so that it will fit most sizes of syringe without obscuring the graduation marks."

- ▲ If several notes in a subclause

NOTE 1

NOTE 2

 **No requirements, instructions, permissions or recommendations**

# Tips for Standard drafters



## ▲ Hanging paragraphs

- ▲ To be avoided for references purposes

Incorrect
<p><b>5 Uncertainty of the certified value</b></p> <p>The combined expanded uncertainty of the measurement is calculated...</p> <p><b>5.1 Budget of uncertainty</b></p> <p>[...]</p>

} hanging paragraph

Correct
<p><b>5 Uncertainty of the certified value</b></p> <p><b>5.1 General</b></p> <p>The combined expanded uncertainty of the measurement is calculated...</p> <p><b>5.2 Budget of uncertainty</b></p> <p>[...]</p>

# Competition law



EXAMPLE :

**Don't:** "The appropriate smartphone case can be bought in Apple stores, for example, Avenue de la Toison d'Or 26/28 Bruxelles".

For more information and for a complete list of DOs and DON'Ts regarding competition law, refer to CEN-CENELEC Guide 31:

[ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/31\\_CENCLCGuide31.pdf](ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/31_CENCLCGuide31.pdf)



CEN-CENELEC  
GUIDE  
31

Competition law for  
participants in CEN-  
CENELEC activities

Edition 1, 2015-12

CEN and CENELEC decided to adopt this CEN-CENELEC Guide through CEN/AG Resolution 49/2015 and CLC/AG Decision AG56/CDS respectively.



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# Conformity assessment



## 33 Aspects of conformity assessment

### 33.1 Documents containing requirements for products, processes, services, persons, systems and bodies

All documents containing requirements for products, processes, services, persons, systems and bodies shall be written in accordance with the "neutrality principle", such that conformity can be assessed by a manufacturer or supplier (first party), a user or purchaser (second party), or an independent body (third party).

NOTE 1 First-party, second-party and third-party conformity assessment activities are defined in ISO/IEC 17000.

NOTE 2 The term "documents" is defined in 3.1.1.

Such documents shall not include requirements related to conformity assessment other than requirements which are necessary to provide repeatable and reproducible conformity assessment results.

# Conformity assessment



- ▲ Normative reference to EN ISO 9001
- ▲ Normative reference to EN/ISO/IEC 17025 series

Reference documents

**Guidance documents**

Forms and templates

Formatted Decisions

Profiles

[Home](#) > [Reference material](#) > **Guidance documents**

## European Standards and conformity assessment

**This document provides guidance on the drafting of European Standards addressing conformity assessment aspects.**

# Conformity assessment



## 3 PRACTICAL APPLICATION

**3.1** TC secretaries should check their draft standards for compliance with this policy at the earliest possible stage, or at the latest prior to sending them to the CEN-CENELEC Management Centre (CCMC) for Enquiry or Formal Vote.

The appearance of the following words in the draft may indicate conformity assessment implications:

- > Accreditation
- > Approval
- > Auditing
- > Calibration
- > Certificate
- > Certification
- > Conformity
- > Conformity assessment bodies
- > Conformity assessment
- > Declaration
- > Evaluation
- > Inspection
- > Laboratory management
- > Qualifications
- > Registration
- > Sampling
- > Surveillance
- > Testing
- > Uncertainty
- > Validation, and
- > Verification

Where such terms and conformity assessment implications are identified, CEN-CENELEC/TC 1 shall be consulted.

**3.2** Committees wishing to specify conformity assessment requirements or unsure about compliance with the CEN policy shall consult CEN-CENELEC/TC 1 (via its Secretary [Ms Shanti Conn](#)) by filling in the dedicated [form](#) prior to sending the draft to CCMC. The exchange of emails and the initial form shall then be included with the files submitted to CCMC.

# Patent rights



- The CEN and CENELEC Patent Policy requests stakeholders participating in technical Committees, and in particular patent holders, to proceed to early disclosures and identification of patents that may be considered, at the best of their knowledge, to be essential for the future use of the deliverables under development. In doing so, greater efficiency in standards development is possible and potential patent rights problems can be avoided.
- For more information, refer to CEN-CENELEC Guide 8.

[ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/8\\_CENCLCGuide8.pdf](ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/8_CENCLCGuide8.pdf)

# Patent rights



## Declaration Form

- Patent holders shall use the CEN-CENELEC Declaration Form to provide the necessary information to be included in the CEN and CENELEC Patent Information databases.
- Declaration Forms must be sent to the attention of the Director Standard of the CEN-CENELEC Management Centre.

The screenshot shows the CEN-CENELEC website interface. At the top, there is a navigation bar with links for 'Subscribe', 'FAQ', 'Sitemap', 'Acronyms', and 'Contact us'. Below this is the CEN-CENELEC logo and the tagline 'Making Standards for Europe'. A search bar is located to the right of the logo. Below the search bar is a horizontal menu with several categories: 'ABOUT US', 'EUROPEAN STANDARDIZATION', 'RESEARCH & INNOVATION', 'IPR & PATENTS' (highlighted in red), 'INTERNATIONAL COOPERATION', 'SME', and 'SOCIETAL STAKEHOLDERS'. On the left side, there is a sidebar menu with 'Copyright', 'Patents' (highlighted in dark blue), and 'Trademark protection'. The main content area shows a breadcrumb trail: 'Home > IPR & Patents > Patents > How to declare patents'. Below the breadcrumb is the title 'How to declare patents' and a paragraph of text: 'This information is accessible in the CEN-CLC Guide 8 "Standardisation and intellectual property rights (IPR)" (pdf format) and in the Declaration Form "Statement and Licensing Declaration for CEN and CENELEC Deliverable" (Word Format). Any person, company or organisation that holds one or more patents (either granted or pending), the use of which may be needed to implement a standard, is strongly encouraged to declare their patent(s) using the CEN-CENELEC Declaration Form "Statement and Licensing Declaration for CEN and CENELEC Deliverable".' There are also social media icons for Facebook, Twitter, LinkedIn, and a printer icon.

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# Graphical symbols



Online Browsing Platform (OBP)

Sign in Language Help Search

Search ISO 7000 / IEC 60417 Graphical symbol... x

## ISO 7000 / IEC 60417 Graphical symbols for use on equipment

Follow Buy

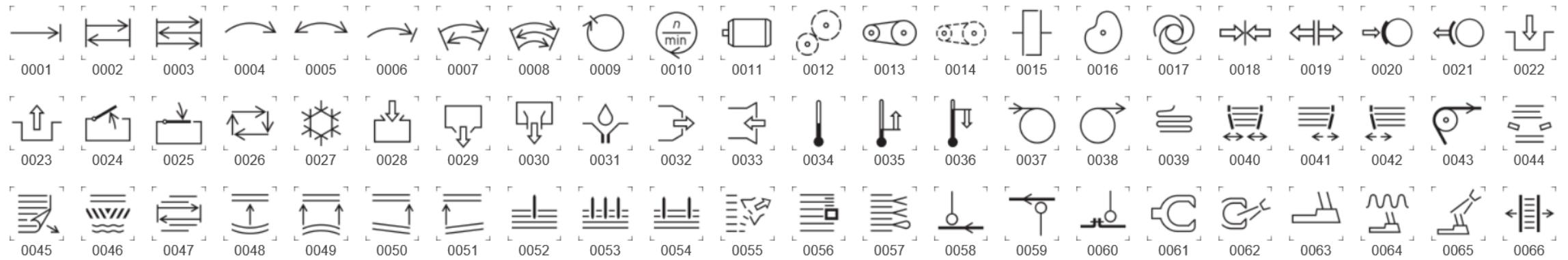


This collection includes both ISO and IEC graphical symbols that can be placed on equipment to indicate how to use it correctly and safely. It includes symbols for all types of equipment, from automobiles and home entertainment products to earth-moving machinery.

The symbols are available in four formats: .eps, .ai, and .dwg for ISO 7000, and PDF for IEC 60417.

[Preview symbols](#)

This collection contains



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# Graphical symbols



Online Browsing Platform (OBP) Sign in Language Help Search

ISO Search ISO 7000 / IEC 60417 Graphical symbol... x

## ISO 7000 / IEC 60417 Graphical symbols for use on equipment

Follow



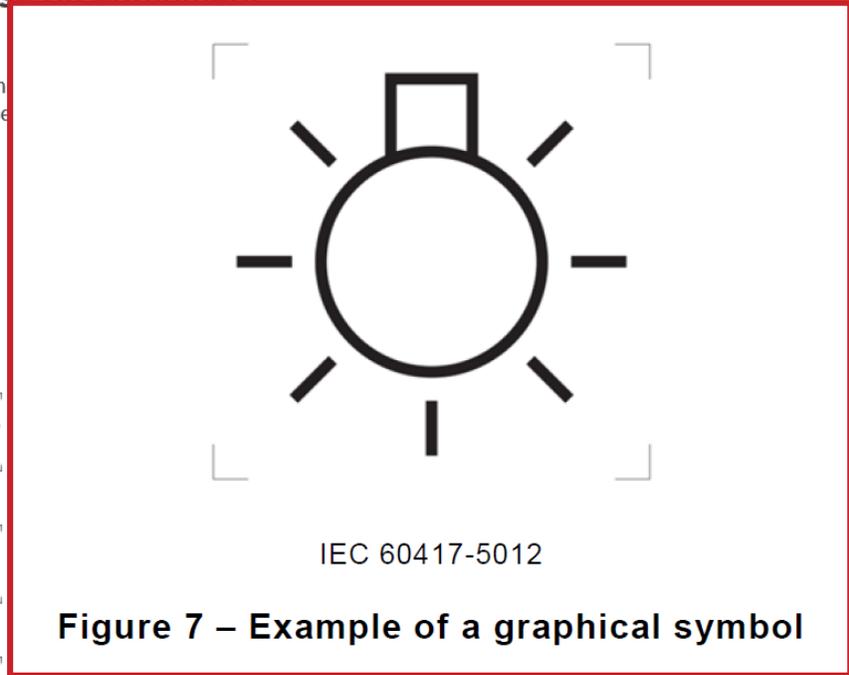
This collection includes both ISO and IEC graphical symbols for use on equipment, from automobiles and home entertainment products to earth-moving machinery.

The symbols are available in four formats: .eps, .png, .svg, and .pdf.

[Preview symbols](#)

This collection contains

0001	0002	0003	0004	0005	0006	0007
0023	0024	0025	0026	0027	0028	0029
0045	0046	0047	0048	0049	0050	0051
0052	0053	0054	0055	0056	0057	0058
0059	0060	0061	0062	0063	0064	0065
0066	0016	0017	0018	0019	0020	0021
0038	0039	0040	0041	0042	0043	0044



includes symbols for all types of equipment, from automobiles and home

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# Graphical symbols



## 28.6.2 Graphical symbols

Graphical symbols for use on equipment shall be in accordance with IEC 60417 and ISO 7000. Public information symbols shall be in accordance with ISO 7001. Safety signs shall be in accordance with ISO 7010.

For purposes of consistency and coherence, IEC TC 3, IEC SC 3C and ISO/TC 145 are responsible for the standardization of graphical symbols and safety signs. If an adequate symbol or safety sign does not exist in the IEC and ISO databases, contact IEC TC 3, IEC SC 3C and ISO/TC 145 in order to register a standardized symbol.

<https://boss.cen.eu/reference%20material/guidancedoc/pages/graphsymb.aspx>

# Question time



# Thank you



## Our 2017 Webinars include:

- Document exchange & collaboration between TCs & CCMC
- Drafting a Standard
- Editing and procedures at the Enquiry and formal Vote stages
- Editing and procedures at the proofing and publication stage
- Procedures at the voting and publication stages for Vienna and Frankfurt Agreement projects
- The DOs and DON'Ts of drafting a Standard

<https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx>



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Thank you for  
your participation



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