WELCOME
TO TODAY'S WEBINAR

Webinar for Standard Drafters:
Internal Regulations Part 3 – Updates to the latest edition

We start at 11:00 CEST
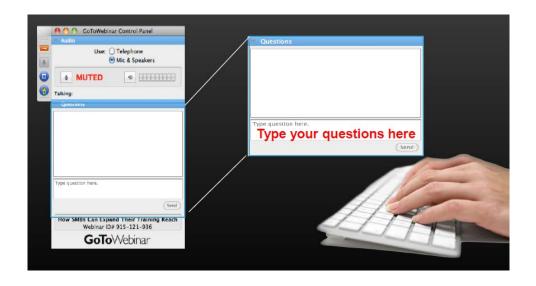
Your webinar moderator

Els Somers
Project Manager
Strategy & Governance

Use the Q&A panel to submit your questions

Follow us on Twitter @Standards4EU

Webinar for Standard Drafters: Update Internal Regulations Part 3

Your speakers today

Amy Jayne CONLEY
Project Manager
Energy & Living
Standardization & Digital Solutions

Elysia BOOTH
Project Manager
Manufacturing
Standardization & Digital Solutions

To be discussed…

▲ Updates to the Internal Regulations Part 3

▲ Review of the Annex A checklist

▲ General drafting tips

Updates to the Internal Regulations Part 3

IR Part 3 – Background

Internal
Regulations

Part 3

Principles and rules for the structure and drafting of CEN and CENELEC documents

(ISO/IEC Directives — Part 2:2018, modified)

June 2019

- Based on the ISO/IEC Directives - Part 2:2018

- A new version was published in June 2019 (available on the CEN BOSS under 'Reference Material')

- The changes will apply to all drafts received as from 2019-10-01

CEN/CENELEC Internal Regulations Part 3:2019 (E)

European foreword

This Part 3 of the CEN/CENELEC Internal Regulations sets out the rules for the structure, drafting and presentation of European Standards (EN) and for the implementation of European Standards at national level, in order to ensure that the technical content and presentation are identical in all member countries.

This document supersedes the CEN/CENELEC Internal Regulations Part 3:2017.

This document is presented in such a way that it serves as an example of the rules that it provides.

- List of changes can be found in the European foreword

— updating of reference documents, cross-references and examples;

— addition of terminological entry for "Publicly Available Specification" (3.1.6);

— review of grammar and linguistic consistency of definitions in Clause 3;

expression "International Standard" is used, it is understood as "European Standard", with the exception of Clause 3, 15.5.3, Annex ZA and Annex ZC. Where the ISO/IEC Directives — Part 2 use the expression "ISO Central Secretariat", or "IEC Central Office", it is understood for European work as referring to the CEN-CENELEC Management Centre.

Where the expression "CEN/CENELEC document" is used, it is understood as a CEN or CENELEC or joint CEN/CENELEC document.

Where the term "Foreword" is used, it is understood as "European foreword".

The main changes compared to the previous edition are listed below:

— updating of reference documents, cross-references and examples;

— addition of terminological entry for "Publicly Available Specification" (3.1.6);

— review of grammar and linguistic consistency of definitions in Clause 3;

— replacement of "Verbal form" with "Preferred verbal form" in Tables 3 to 7;

— deletion of "needs to" and "need not" as equivalent expressions in Table 3;

— replacement of "need not" with "may not" as expression of permission in the negative form in Table 5;

— clarification in 8.1 that the general policy on the use of languages is explained in the ISO/IEC Directives, Part 1;

— redrafting of text describing how normative references are cited in the text (in 10.2, 15.1, 15.5.3 and Table A.1) to improve clarity of meaning;

6

3.1.6
Publicly Available Specification
PAS
document (3.1.1) published by ISO or IEC to respond to an urgent market need, representing either

a) a consensus in an organization external to ISO or IEC, or

b) a consensus of the experts within a working group

Note 1 to entry: A Publicly Available Specification is not allowed to conflict with an existing International Standard (3.1.4).

Note 2 to entry: Competing Publicly Available Specifications on the same subject are permitted.

Clause 7 "Verbal forms for expressions of provisions"

Table 3 – Requirement

~~Verbal~~Preferred verbal form	Equivalent phrases or expressions for use in certain cases
shall	is to is required to it is required that has to only ... is permitted it is necessary ~~needs to~~
shall not	is not allowed [permitted] [acceptable] [permissible] is required to be not is required that ... be not is not to be ~~need not~~ do not

EXAMPLE 1

Connectors shall conform to the electrical characteristics specified by IEC 60603-7-1.

Imperative mood:

The imperative mood is frequently used in English to express requirements in procedures or test methods.

EXAMPLE 2

Switch on the recorder.

EXAMPLE 3

Do not activate the mechanism before...

Do not use "must" as an alternative for "shall". ~~(~~This ~~will~~ avoid~~s~~ ~~any~~ confusion between the requirements of a document and external constraints ~~–~~(~~see 7.6).

Do not use "may not" instead of "shall not" to express a prohibition.

- In Tables 3 to 7 (header): Replacement of "Verbal form" with "Preferred verbal form"

- Deletion of "needs to" and "need not" as equivalent expressions (for "shall" and "shall not") in Table 3

Clause 7 - Table 5 "Permission"

Replacement of "need not" with "may not" as expression of permission in the negative form in Table 5

Table 5 – Permission

Verbal Preferred verbal form	Equivalent phrases or expressions for use in certain cases
may	is permitted is allowed is permissible
need may not	it is not required that no ... is required

EXAMPLE 1

    IEC 60512-26-100 may be used as an alternative to IEC 60512-27-100 for connecting hardware that has been previously qualified to IEC 60603-7-3:2008.

EXAMPLE 2

    Within an EPB document, if the quantity is not passed to other EPB documents, one or more of the subscripts may be omitted provided that the meaning is clear from the context.

Do not use "possible" or "impossible" in this context.

Do not use "can" instead of "may" in this context.

Do not use "might" instead of "may" in this context.

"May" signifies permission expressed by the document, whereas "can" refers to the ability of a user of the document or to a possibility open to him/her.

The French verb "pouvoir" can indicate both permission and possibility. If there is a risk of misunderstanding, the use of other expressions is advisable.

8.1 "Language versions"

Clarification in 8.1 that the general policy on the use of languages is explained in the ISO/IEC Directives, Part 1

8.1 Language versions

The general policy on languages is explained in the ISO/IEC Directives, Part 1.

The different language versions of documents shall be technically equivalent and structurally identical.

The use of trilingualism from the initial stage of drafting is of great assistance in the preparation of clear and unambiguous texts.

Documents containing text in languages additional to the official languages shall contain the following text (completed as appropriate) in the ~~foreword~~Foreword.

In addition to text written in the official ... [CEN or CENELEC] ... languages (English, French or German), this document gives text in ... [language] .... This text is published under the responsibility of the ~~member body~~Member Body/National Committee for ... (...) and is given for information only. Only the text given in the official languages can be considered as ... [CEN or CENELEC] ... text.

Clause 15 - Citing of normative references

- Re... cited in the ... ty of me...

- Tex... se 2

10.2 "Permitted reference documents"

Addition of bullet e) in 10.2, regarding the rules relating to referencing of patented items

10.2 Permitted referenced documents

~~In principle, normatively~~Normatively referenced documents shall be documents published by ISO ~~and/~~or IEC. In the absence of appropriate ISO ~~and/~~or IEC documents, those published by other bodies may be ~~referred to in a~~listed as normative ~~manner~~references provided that

a) the referenced document is recognized by the committee as having wide acceptance and authoritative status,

b) the committee has the agreement of the authors or publishers (where known) of the referenced document for its inclusion as a reference,

c) the authors or publishers (where known) have also agreed to inform the committee of their intention to revise the referenced document and what points the revision will affect and

d) the document is available under commercial terms which are fair, reasonable and non-discriminatory~~-~~, and

e) any patented item required for the implementation of the ISO and/or IEC deliverable in the referenced document is available to be licensed in accordance with subclause 2.14 of the

CEN-CENELEC Guide 8, "Guidelines for Implementation of the Common Policy on Patents"

Clauses 14 and 15 - Numbering

- Inclusion of a statement in Clause 14 that the Scope shall be numbered as Clause 1 (14.4)

14.4 Numbering and subdivision

~~The scope~~The Scope shall be numbered as Clause 1. It may be subdivided, however this is not normally necessary as it is meant to be succinct.

- Inclusion of a statement in Clause 15 that the Normative references clause shall be numbered as Clause 2 (15.4) and that it shall only appear once in a document (15.5.1)

15.4 Numbering and subdivision

The ~~normative~~Normative references clause shall be numbered as Clause 2. It shall not be subdivided.

Referenced documents listed are not numbered.

15.5 Specific principles and rules

15.5.1 General

The Normative references clause shall only appear once in each document.

Clause 16 - Numbering

- Inclusion of statements in Clause 16 that the Terms and definitions clause shall be numbered as Clause 3 (16.4)...

16.4 Numbering and subdivision

The Terms and definitions clause shall be numbered as Clause 3. It may be subdivided. Terminological entries shall be numbered. The numbering and structure shall be identical in all language versions.

- ...and that it shall only appear once in a document (16.5)

16.5 Specific principles and rules

16.5.1 General

The Terms and definitions clause shall only appear once in each document.

Clause 16 "Terms and definitions"

- Inclusion of statements in Clause 16 that terms shall be presented in their basic grammatical form (16.5.5)

> Terms shall be written in lower case characters. Upper case characters, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) as well as their character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) shall be used in a term only if they constitute part of the normal written form of the term. Terms shall in general be presented in their basic grammatical form, i.e. nouns in the singular, verbs in the infinitive.

And that a definition shall not take the form of, or contain, a requirement (16.5.6)

> **16.5.6 Definitions**
>
> The definition shall be written in such a form that it can replace the term in its context. It shall not start with an article ("the", "a") nor end with a full stop. A definition shall not take the form of, or contain, a requirement.

20.2 Annexes – normative or informative?

- Clarification in 20.2 that informative annexes may contain optional requirements

20.2   Normative or informative?

Annexes can be normative or informative elements.

Normative annexes provide additional normative text to the main body of the document.

Information on existing special national conditions shall be given in a normative annex (see ZB.1).

Informative annexes provide additional information intended to assist the understanding or use of the document.

Information on existing A-deviations shall be given in an informative annex (see ZB.2).

Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but there is no need to comply with these requirements to claim compliance with the document. The status of the annex (informative or normative) shall be made clear by the way in which it is referred to in the text and shall be stated under the heading of the annex.

Bibliography and Management Standards

- Inclusion of a statement in 21.4 that the Bibliography shall not have a clause number

> ### 21.4 Numbering and subdivision
>
> ~~The bibliography~~ The Bibliography shall not have a clause number. It may be subdivided in order to group the referenced documents under descriptive headings. Such headings shall not be numbered.

- Splitting of former Clause 34 into Clauses 34 and 35, with clarification of where to find additional rules on management standards and management system standards

> ### 35 Management standards (MS) and management systems standards (MSS)
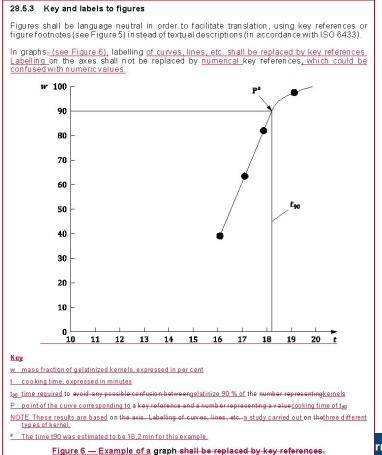>
> Rules for the drafting of management standards and management systems standards (including sector-specific standards) are given in Annex SL and Annex SP of the ISO Supplement to the ISO/IEC Directives, Part 1.

Addition of a new Figure 6 (Example of a graph) and renumbering of subsequent figures

28.5.3 Key and labels to figures

Figures shall be language neutral in order to facilitate translation, using key references or figure footnotes (see Figure 5) instead of textual descriptions (in accordance with ISO 6433).

In graphs, (see Figure 6), labelling of curves, lines, etc. shall be replaced by key references. Labelling on the axes shall not be replaced by numerical key references, which could be confused with numeric values.

Key

w   mass fraction of gelatinized kernels, expressed in per cent

t   cooking time, expressed in minutes

t_{90} time required to avoid any possible confusion betweengelatinize 90 % of the number representingkernels

P   point of the curve corresponding to a key reference and a number representing a valuecooking time of t_{90}

NOTE These results are based on the axis. Labelling of curves, lines, etc. a study carried out on thethree different types of kernel.

[a]   The time t90 was estimated to be 18,2 min for this example.

Figure 6 — Example of a graph shall be replaced by key references.

...rnal Regulations Part 3
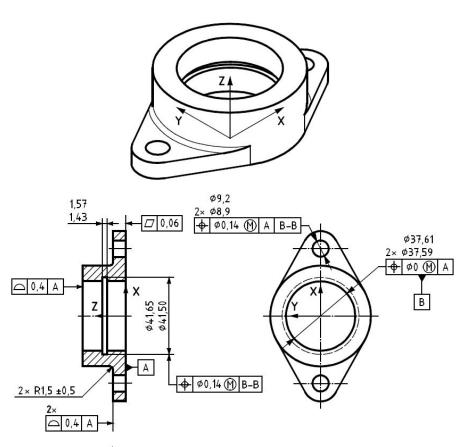
Revision of Figure 7 (former Figure 6)

Figure 7 – Example of a mechanical engineering drawing

Table 8 – Use of notes and footnotes

Clause 24 "Notes"

Inclusion of a new Table 8 to summarize how to use notes and footnotes within documents

	Table 8 — Use of notes and footnotes within documents				
-	**Element**	**Rule**	**Numbering**	**Designation**	**Provisions allowed?**
In terminology	Note # to entry	16.5.9	Always numbered	Note 1 to entry, Note 2 to entry, etc.	May contain provisions (shall, should or may) related to the use of the term
	Footnotes to terminological entries are not allowed	16.5.11	-	-	-
In the text	Note	24.1	Numbered if more than one; numbering restarts for each new clause or subclause	NOTE 1, NOTE 2, etc.	No requirements (shall) or any information considered indispensable for the use of the document, recommendations (should) or permissions (may)
	Footnote	26.1	Sequential throughout the document	Normally with Arabic numerals	No requirements (shall) or any information considered indispensable for the use of the document, recommendations (should) or permissions (may)
Figures	Notes to figures	28.5.4	Numbered if more than one; numbered independently from the notes to the text; numbering restarts for each new figure	NOTE 1, NOTE 2, etc.	No requirements (shall) or any information considered indispensable for the use of the document, recommendations (should) or permissions (may)
	Footnotes to figures	28.5.5	Numbered if more than one; numbered independently from the footnotes to the text; numbering restarts for each new figure	Normally superscript lower case letters, starting with "a"	May contain requirements
Tables	Notes to tables	29.5.1	Numbered if more than one; numbered independently from the notes to the text; numbering restarts for each new table	NOTE 1, NOTE 2, etc.	No requirements (shall) or any information considered indispensable for the use of the document, recommendations (should) or permissions (may)
	Footnotes to tables	29.5.2	Numbered if more than one; numbered independently from the footnotes to the text; numbering restarts for each new table	Normally superscript lower case letters, starting with "a"	May contain requirements

Review of the Annex A checklist

Annex A
(informative)

Checklist for writers and editors of documents

The following checklist is a tool to help writers and editors of documents.

Task	Assessment	Done ☑	Comments
Structure	Check table of contents:		
	Is the top-level structure logical?		
	Is the subdivision consistent?		
	Hanging paragraphs:		
	Check for and remove any hanging paragraphs.		
Use of plain language	Is the text clear and concise?		
	Are the sentences short? (check punctuation)		
Title	Is the title organized going from the more general to the more particular?		
	Does the title unintentionally limit the scope of the document?		
	Is it as clear and concise as possible?		
	Make sure that the title does not contain more than three elements.		
	If there are several parts, are the titles aligned?		
Foreword	Is the document a revision? If so, insert a revision statement including any amendments and technical corrigenda and a list of changes with respect to previous edition.		
	Are there any other organizations involved in the drafting that should be mentioned?		
Introduction	Is it purely informative?		
	Does it describe the content or give information on why the document is needed?		
Scope	Does it describe what the document does?		
	Does it state where it is applicable?		
	Does it only contain statements of fact?		
Normative references	Normative references clause: are all the references cited in the text actually normative?		
	Are the references dated or undated?		
	Are the references used ISO and IEC standards? If not, do suitable ISO and IEC standards exist which could be used instead?		
	Are the normative references publicly available?		
	References cited in a normative manner in the text: are all such references listed in Clause 2?		
Terms and definitions	Are the terms listed used in the document?		
	Do suitable terms exist in the terminology databases? – http://www.electropedia.org/ – http://www.iso.org/obp		
	Are the definitions correctly drafted?		

Checklist contained in the Annex A of the IR – Part 3

➢ Follows the structure of a CEN-CENELEC deliverable whilst mentioning drafting aspects to be checked
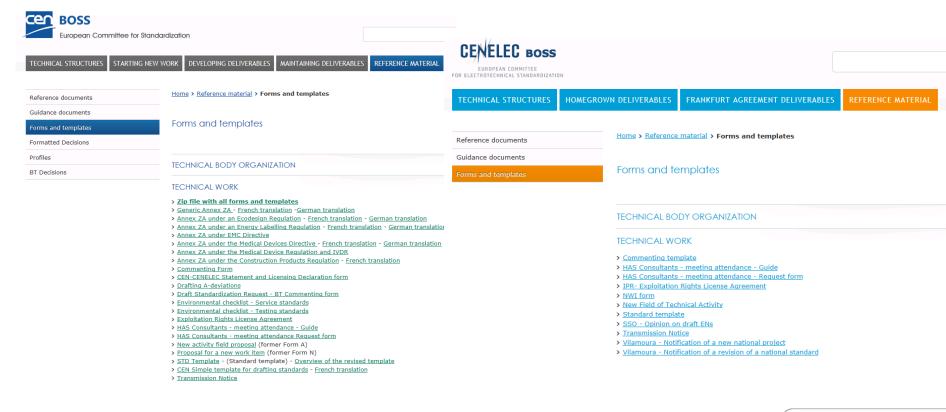
Task	Assessment	Done ☑	Comments
Figures	Does each figure have a concise title?		
	Is each figure numbered correctly?		
	Is there a key if necessary?		
	Are all figures cross-referenced in the text?		
Graphical symbols	Are symbols used taken from the ISO and IEC databases?		
	If not, contact IEC TC 3, IEC SC 3C and ISO/TC 145 in order to register a standardized symbol.		
Tables	Does each table have a concise title?		
	Is each table numbered correctly?		
	Are all tables cross-referenced in the text?		
Annexes	Is there a reference to each annex in the main part of the text?		
	Is their status (normative or informative) correct? Is this made clear in the main part of the text?		
Bibliography	Is it formatted consistently?		
	Are all the entries correct and complete?		
	Are any of them normative references that should be listed in Clause 2?		
	Are any of the listed documents duplicated in Clause 2?		
Drafting of provisions	Make sure that "shall", "should" or "may" are not used in the foreword, Scope or notes.		
	Make sure that "shall", is not used in the Introduction.		
	Are "may" and "can" used correctly?		
	Is "must" used anywhere in the document? Is "must" used correctly to mean external constraints?		
	Make sure that no requirements specifying compliance with national/legal regulations are included.		
Potential legal problems	Copyrights		
	Trademarks		
	Patents		
Conformity assessment	Are there potential conformity assessment issues?		
Cross-references	Are all cross-references correct?		
Common problems	Are symbols for variable quantities correctly formatted in the text and mathematical formulae?		
	Is a comma on the line used as the decimal sign?		
Other issues			

Structure & Use of plain language (1)

Please use the simplified templates available on CEN BOSS & CENELEC BOSS

Webinar for Standard Drafters: Update Internal Regulations Part 3

European Foreword

Foreword	Is the document a revision? If so, insert a revision statement including any amendments and technical corrigenda and a list of changes with respect to previous edition.		
	Are there any other organizations involved in the drafting that should be mentioned?		

- ◢ In case of revision, includes superseding info & list of technical changes

- ◢ Shall not include: requirements, permissions or recommendations
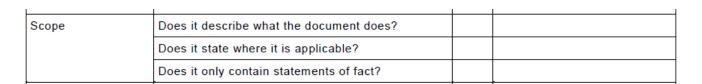
Mandatory element

Introduction	Is it purely informative?		
	Does it describe the content or give information on why the document is needed?		

◤ Describes the content

◤ Explain why the standard is needed

◤ Shall not include requirements

◤ Required if you have patent rights

Optional element

Scope

Scope	Does it describe what the document does?		
	Does it state where it is applicable?		
	Does it only contain statements of fact?		

Mandatory element

▲Gives a summary of the subject & limits of applicability of the deliverable

▲Gives series of statements of fact

▲Shall not include: requirements, permissions or recommendations

"This European Standard....

o   ...establishes

o   ...specifies

o   ...gives guidelines for

o   ...defines"

"This European Standard...

o   ...is applicable to..."

Normative references (1)

Normative references	Normative references clause: are all the references cited in the text actually normative?		
	Are the references dated or undated?		
	Are the references used ISO and IEC standards? If not, do suitable ISO and IEC standards exist which could be used instead?		
	Are the normative references publicly available?		
	References cited in a normative manner in the text: are all such references listed in Clause 2?		

Mandatory element

▲Introductory paragraph:

> 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.

▲It lists the documents that are normatively cited in the text

▲Needs to be mentioned even if empty:

> There are no normative references in this document.

This is new in the IR – Part 3!!!

If references to non-international or European Standards, we need a TC decision

Normative references (2)

▲ What does "Normatively Cited" mean?

- **Normative**

  Connectors **shall** conform to the electrical characteristics specified by EN 60603-7-1.

- **Informative**

  Connectors **should** conform to the electrical characteristics specified by EN 60603-7-1.

▲ Make sure they're actually cited normatively in the text!

▲ For more modal verbs expressing requirements, See IR3, Table 3

Webinar for Standard Drafters: Update Internal Regulations Part 3

When should my reference be dated?

⊿If there is a reference to a specific (sub)clause, figure, table, equation… of the Standard → date the reference → dated

> **Example:**
> Pipes shall comply with the requirements given in EN 1780:2015, 8.4.

⊿If there is a reference to whole document → not dated

⊿If dated, refer to the latest edition

⊿Remember: if dated in the text, date also in Clause 2 !

⊿Will be either EN or prENs

⊿No FprEN, withdrawn, abandoned, 'in the pipeline' or closed standards

References to be fully active, available and up-to-date

Normative references (4)

▲Specifically:

　▲No EU regulations/directives/legal texts

　▲They will be changed out:

...the dimensions of pipes shall be according to Directive 2009/29/EC...

...the dimensions of pipes should be according to Directive 2009/29/EC...

...for more information on the dimensions of pipes, see Directive 2009/29/EC...

Terms and definitions

Terms and definitions	Are the terms listed used in the document?		
	Do suitable terms exist in the terminology databases? – http://www.electropedia.org/ – http://www.iso.org/obp		
	Are the definitions correctly drafted?		

Mandatory element

◤ Gives definitions to some terms used in the document, to facilitate understanding

No requirements!

◤ 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

◤ Needs to be mentioned even if empty:

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

This is new in the IR – Part 3!!!

Webinar for Standard Drafters: Update Internal Regulations Part 3

Figures (1)

Figures	Does each figure have a concise title?		
	Is each figure numbered correctly?		
	Is there a key if necessary?		
	Are all figures cross-referenced in the text?		

▲ Are needed to present the information more clearly

▲ Figures to be a separate folder (CEN only) as .tif or .eps

▲ Naming of files:
  - ◢ Figures in text: 001, 002, OR Fig_1, Fig_2 etc
  - ◢ Subfigures: 001a, 001b OR Fig_1a, Fig_1b etc
  - ◢ Figures in Annexes: a001, b001, etc
  - ◢ Figs in tables? 1st figure in table 1 = Tbl_1_1
  - ◢ Figs in key? Key of figure 1 = 001_1 OR Fig_1_1

▲ Figures shall be language neutral

▲ Resolution 600 dpi, LZW compression and sizing 100%

▲ In the text, Figures to be numbered continuously, starting at 1

▲ Key to a Figure to draft separately, preferable in a table

Figures (2)

CEN – obligatory to provide all figure files with document at time of transmission (no figures, text likely to be rejected)

CENELEC – not obligatory but VERY helpful!

▲ If we don't have the figure files -> the quality may be poor and we may have to contact the TC

▲ Subfigures need a key? 1 single key for ALL subfigures combined!

▲ One key not possible? Please use separate figures in the text.

▲ Do not provide figures to replace an entire table! Tables shall be editable and not be figures!

Mandatory element

Pay attention to quality of figures. If unsure, contact us!

Check your quality!

▲ You can use [Projex-Online](#) to check the quality of your figures before you submit:

▲ Projex-Online is a password protected application available for CEN & CENELEC members organizations and CEN & CENELEC TC secretaries

▲ Access? Projex@cencenelec.eu

Tables (1)

Tables	Does each table have a concise title?		
	Is each table numbered correctly?		
	Are all tables cross-referenced in the text?		

▲ Titles - concise, simple, easy to understand

▲ Correct numbering – one table, one number – no subtables

  ▲ Example: **Table 1 — Protection class requirements**

▲ Cross-referencing – is it mentioned in the text?

▲ Simply drafted

  ▲ No diagonal lines

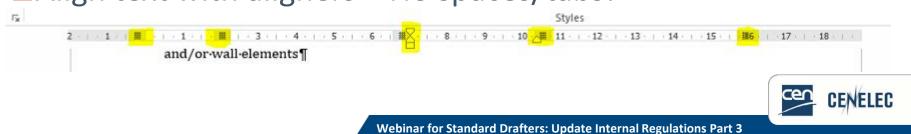 ▲ Avoid merging/splitting cells

▲ No images as tables!

Tables (2)

▲ No nested tables!

Table 1 — Protection class requirements

Protection class	Container test and floor test		Impact test	Comparison tests	
	Maximum temperature increase	Maximum relative humidity	Nested table	Maximum temperature increase	Maximum relative humidity
Type A	50°C	85 %		100°C	85 %
Type B	50°C	85 %	Integrity to 3.1.10 and 10.4.5	100°C	85 %
Type C	50°C	85 %	Integrity to 3.1.10 and 10.4.5	100°C	85 %

▲ Draft tables simply

▲ landscape is possible to fit information in!

▲ Align text with aligners – No spaces/tabs!

and/or·wall·elements¶

Annexes

Annexes	Is there a reference to each annex in the main part of the text?		
	Is their status (normative or informative) correct? Is this made clear in the main part of the text?		

▲Normative or Informative

▲In-text citation?
  ▲(See Annex A) Informative reference
  ▲…according to Annex B. Normative reference

▲No need to order them in the order they appear in the text (IR3 clause reference)

This is new in the IR – Part 3!!!

Bibliography

Bibliography	Is it formatted consistently?		
	Are all the entries correct and complete?		
	Are any of them normative references that should be listed in Clause 2?		
	Are any of the listed documents duplicated in Clause 2?		

◢ **Informative element** – no normative references

◢ Formatted consistently?

   ◢ Either everything numbered OR nothing numbered

   ◢ EN –> ISO/IEC –> External –> Books –> Legal

◢ Entries correct and complete?

◢ Any duplicate references found in Clause 2?

Potential legal problems (1)

Potential legal problems	Copyrights		
	Trademarks		
	Patents		

◢**Copyright information** (Clause 32, IR3)

   ◢See Internal Regulations Part 1, clauses 4.2 and 6.4

   ◢See CEN/CENELEC Guide 10

◢**Trademarks** (Clause 26.6, IR3)

   ◢Try to avoid using specific products

   ◢Not possible? Footnote information:

C.1.1 Introduction

…multiplex real-time PCR method based on TaqMan ®[7].

----

[7] TaqMan ® is a trademark of Roche Molecular Systems. This information is given for the convenience of users of this standard and does not constitute an endorsement by ISO of the product named. Equivalent products may be used if they can be shown to lead to the same results.
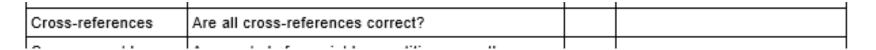
Potential legal problems (2)

◢Patents

- ◢Introduction – obligatory
- ◢No patents sentence in European Foreword at publication:

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

◢Registration of patent form

- ◢CEN/CENELEC Guide 8
- ◢Form to be completed and submitted ASAP by TC
- ◢No form – no publication

Cross-references

Cross-references	Are all cross-references correct?		

- **All references in text are correct?**
  - Ensure referenced clauses actually exist
- **References to tables/figures/annexes are correct?**
- **No field codes or auto-numbers used?**
  - Causes problems with XML processing
- **Cross-references to external documents correct?**

General Drafting Tips to Remember

Formulae

- ▲ Where possible, draft in **MathType**
  - ▲ MathType unavailable? Consider downloading.
  - ▲ Still not convinced? Draft in the Equation tool in Word and we will convert them

    Be aware – poorer quality, potential for problems – editors are not technical experts!
  - ▲ Not to lay out formulae in tables – use a tab.
- ▲ **Pay close attention to correctness** at ENQ and FV stage – we cannot change formulae at Publication stage (discussed further later on).

Publication issues (1)

▲ **What do we mean by a technical change?**

   ◢ Something which changes the technical content of the standard

   ◢ Something which changes the scope or parameter of a requirement

   ◢ Something which adds or removes a requirement

FR10¤					As·written·in·§4·IT-Security·topic·is·out·of·the·scope·of·the·requirements·given·in·this·standard.·So,·it·is·not·possible·to·have·"shall"·requiring·activities·on·this·topic·in·§5.¤		¤	¤
	¤	6.4¤	§5¤	E¤		Replace·the·two·"shall"·by·"can".¤		¤
FR11¤					As·written·in·§4·IT-Security·topic·is·out·of·the·scope·of·the·requirements·given·in·this·standard.·So,·it·is·not·possible·to·have·a·"shall"·requiring·to·integrate·Security·topic·in·the·Safety·Case.¤		¤	¤
	¤	6.4¤	§6¤	E¤		Replace·"shall"·by·"can".¤		¤

Publication issues (2)

- Why can't we make these changes?
  - Text is approved as it is by members as a whole. To make this change = less transparency
  - Imagine: text is agreed, but one member wishes to amend a requirement. We make the change but no-one else has a say. Unfair, not transparent!

Your editor isn't saying you're wrong – we're not technical experts!

Publication issues (3)

▲ What changes **can** we make?

MB/¶ NC¤	Line¶ number¤	Clause/¶ Subclaus e¤	Paragraph/¶ Figure/¶ Table¤	Type·of¶ comment¤	Comments¤	Proposed·change¤	Observations·of· CCMC·on·each· comment·submitted¤	Observations·of·the· secretariat·on·each· comment·submitted¤
NO¤	¤	6.2.1¤	¤	ed¤	Wrong·use·of·commas¤	Delete·the·commas·in·the· sentence·"a)·complete·pre- existing·systems,·that· perform·one·or·more· safety-related·functions,; and·were·developed·in· accordance·with·other· safety·standards¤	Comment·accepted· and·implemented.¤	¤

NO¤	¤	6.3¤	¤	ed¤	Wrong·font·size·in·"-··Testing· has·a·sufficiently·…··the·tool."·¤	Correct·the·font·size¤	¤	¤
NO¤	¤	7.2¤	¤	ed¤	Wrong·indentation·in·the·dash· points·following·the·paragraph· "For·safety-related·Basic· Integrity·functions·…"¤	Correct·the·indentation· (perhaps·a·formatting· problem·when·converting· the·document·to·PDF)¤	¤	¤

No resubmissions of texts

DECISION BT 17/2018: No more resubmissions at Enquiry and Formal Vote stages : this is applicable for all documents delivered to CCMC as of 2018-04-30

▲ First delivery (the draft you send) OR Second deliver (the draft we send to translation)

▲ Publication:

  ▲ Resubmissions to translators – OK

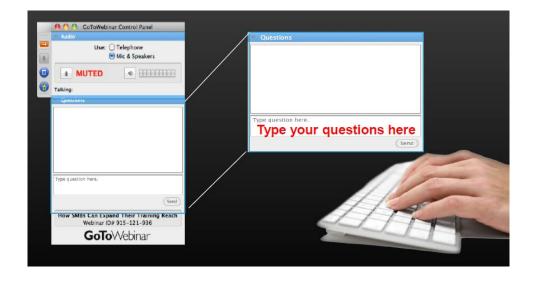 ▲ Expect a delay of 2 weeks if a resubmission is requested

Final words

- Pay attention to your draft!

- If unsure about ANY aspect of the drafting procedure, contact your editor!

- The TC does not need to be the one to contact us – we are happy to speak directly to working groups and drafters

- Editor meetings are free – and very useful! We can join you via skype, GoToMeeting, in person, via telephone.

- If you notice a drafting issue while your document is at enquiry or formal vote, even translation, let us know **BEFORE PUBLICATION**. We can make any change to the text before publication, but only if we know!

- Any editor is able to help – don't wait until you submit your draft to ask us your questions! If you have the contact details of an editor, get in touch and ask them!

Question time

Use the Q&A panel to submit your questions

THANK YOU FOR YOUR PARTICIPATION

Webinar for Standard Drafters:
Internal Regulations Part 3 – Updates to the latest edition

Next webinars:
10-10 webinar on 10th of October:
Vienna Agreement (VA) day-to-day management

Technical Body Seminar & Annual training for newly appointed Technical Body Officers
12 and 13 December 2019 at the CEN-CENELEC Meeting Centre in Brussels.
More information soon.

www.cencenelec.eu

Follow us