



European Standardization Organizations

Webinar for Standard Drafters

New Internal Regulations Part 3:2022

Updates on Drafting Rules and Technical Report & Simple Template Updates

*We start at
10:00 CEST*

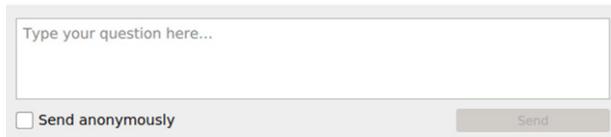
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Your speakers today



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In today's discussion...

- ▶ Internal Regulations Part 3:2022
 - ▶ What's new for 2022?

- ▶ Drafting Technical Reports
 - ▶ The new rules in place + explanations
 - ▶ What they mean for drafting

- ▶ New CEN and CENELEC Simple Templates!
 - ▶ Brief overview of the new editions
 - ▶ **NEW!** Quick-start guides

- ▶ Recap of Drafting Rules

Internal Regulations Part 3:2022

What's new for 2022?

Internal Regulations Part 3 Update

- ▶ *Principles and rules for the structure and drafting of CEN and CENELEC documents (July 2022)*
- ▶ Based on the ISO/IEC Directives – Part 2:2021, modified
- ★ Applies to all drafts submitted as of 2022-10-01
- ▶ European foreword lists the main changes
- ▶ Available on the [CEN BOSS](#) or [CENELEC BOSS](#) under “Reference Material”

► Clause 3, *Terms and definitions*

- Term 3.1.8: addition of a new Note 2 to entry clarifying the permitted content of Technical Reports

3.1.8

Technical Report

TR

document adopted by CEN/ and/or CENELEC containing informative material not suitable to be published as a European Standard or a Technical Specification

Note 1 to entry: A TR may include, for example, data obtained from a survey carried out among the members, data on work in other organizations, or data on the "state-of-the-art" in relation to national standards on a particular subject.

Note 2 to entry: The content of a Technical Report is not permitted to include requirements (3.3.3), recommendations (3.3.4) or permissions (3.3.5).

[SOURCE: IR Part 2:~~2018~~2022, 2.7], modified – added Note 2 to entry.]

- ▶ *Clause 6, Organization and subdivision of the subject matter*
 - ▶ Addition of subclause 6.5, which introduces the notion of supplementary content (file attachments);

6.5 Supplementary content (File attachments)

Certain documents contain material that is best provided in electronic formats, which differs from that of the main content.

EXAMPLE 1 Data sets, software source code.

If such material is provided, then:

- it shall be provided as an attached file;
- it shall be considered a part of the document, and therefore subject to the same rules regarding public enquiry, formal vote, revision, corrigendum, amendment, copyright and liability;
- if it contains human readable text, it should be translated into the official languages.

This material shall only be provided in this way if:

- it cannot reasonably be included in the main body of the text;
- the file format is on the list of the approved file formats.

Each item of such material shall be explicitly referred to within the text in order to explain its context and use.

EXAMPLE 2

“The conformance bitstreams are provided in the attached file Example.wav”

EXAMPLE 3

“The set of files associated with this document are in the attached file Example.zip”

- ▶ *Clause 6, Organization and subdivision of the subject matter*
 - ▶ Addition of subclause 6.6, which introduces the notion of subdividing the subject matter into profiles;

6.6 Subdivision of the subject matter into profiles

One of the primary objectives of standardization is to minimize variation and encourage single common standards for worldwide use. However, in some cases, it is necessary to choose sets and subsets of characteristics from a common defined framework for specific applications.

EXAMPLE 1 Application-specific variants of a standard or set of standards.

EXAMPLE 2 User profiles, which are a defined subset that is valid for a specific type of user.

EXAMPLE 3 A subset of characteristics designed for one specific function.

In such cases, the subject matter may be subdivided and organized using profiles.

The number of profiles shall be limited, and profiles defined only when essential to meet technical, regional or application needs.

Profiles shall be specified in accordance with a defined scheme.

Each profile defined by the scheme shall be identified with a unique designator to allow products conforming to differing profiles to be clearly distinguished. The designator should be constructed using a system conforming to Annex C.

Potential incompatibilities and non-interoperability of profiles should be addressed.

► Clause 7, *Verbal forms for expressions of provisions*

- 7.1: revised to provide clarification that the expression of provisions (i.e. requirements, recommendations, permissions, possibilities) shall be limited to the verbal forms defined in Table 3 to Table 7;

7 Verbal forms for expressions of provisions

7.1 General

The user of the document ~~needs to~~shall be able to identify the requirements they are obliged to satisfy in order to claim ~~compliance with conformance to~~ a document. The user shall also ~~needs to~~ be able to distinguish these requirements from other types of provision ~~where there is a choice (i.e.,~~ (recommendations, permissions, possibilities and capabilities).

It is essential to follow rules for the use of verbal forms so that a clear distinction can be made between requirements, recommendations, permissions, possibilities and capabilities. To avoid risk of misinterpretation, verbal forms that are not defined in Table 3 to Table 7 shall not be used for the expression of provisions.

- ▶ Clause 7, *Verbal forms for expressions of provisions*
 - ▶ 7.4: clarification in Table 5 that negative permissions are no longer permitted

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

Negative permissions are ambiguous and should not be used. Rather than using negative permissions, either rewrite the sentence to state what is permitted, or rewrite as a requirement/recommendation not to do something.

- ▶ Clause 8, *Language, spelling, abbreviated terms, style...*
 - ▶ Addition of 8.6, a new subclause on inclusive terminology;

8.6 Inclusive terminology

Whenever possible, inclusive terminology shall be used to describe technical capabilities and relationships. Insensitive, archaic and non-inclusive terms shall be avoided. For the purposes of this principle, “inclusive terminology” means terminology perceived or likely to be perceived as welcoming by everyone, regardless of their sex, gender, race, colour, religion, etc.

New documents shall be developed using inclusive terminology. As feasible, existing and legacy documents shall be updated to identify and replace non-inclusive terms with alternatives that are more descriptive and tailored to the technical capability or relationship.

▶ Clause 9, *Numbers, quantities, units and values*

▶ General review and reorganization of the content;

- ▶ Addition of subclause 9.2, giving permission for an alternative representation of numbers, symbols for variable quantities and numerical values for programming languages, pseudo-code and mark-up languages;

9.2 Representation of numbers, symbols for variable quantities and numerical values for programming languages, pseudo-code and mark-up languages

Where the document defines, describes, refers to or contains programming language, pseudo-code or mark-up language text, the representation of the numbers, symbols for variable quantities and numerical values shall follow the syntax of the appropriate programming language, pseudo-code or mark-up language.

- ▶ 9.3.1, “Quantities”: addition of recommendation (IR3 only)

To avoid ambiguity the use of x and multiplication cross in the same formula should be avoided.

- ▶ **Clauses 27 to 29 on *Formulae, Figures and Tables***
 - ▶ In 27.3, 28.3.1 and 29.3: permission is given for an alternative system of numbering for formulae, figures and tables (**subject to BT approval**);

29.3 Numbering and subdivision

Tables shall be designated "Table" and numbered. By default, tables are numbered with Arabic numerals, beginning with 1. ~~A single table shall be designated "Table 1". This, and the~~ numbering shall be **continuous and** independent of the numbering of the clauses and of any figures. ~~A single table shall be designated "Table 1". However, tables may be numbered with a prefix where the prefix denotes the clause number, and the second number denotes the sequence of tables in the clause (subject to BT approval). The numbering system chosen shall be consistent within any given series.~~

▶ Clause 31, *Use of trade names and trademarks*

- ▶ Addition of a statement (and Example) on the inclusion of trademarks or trade names for reasons of public interest or public safety

If it is considered essential for reasons of public interest or public safety to refer to commercially available products, trade names or trademarks may be provided, with a footnote as shown in Example 4.

EXAMPLE 4

This (these) [trade name(s) or trademark(s)] is (are) provided for reasons of public interest or public safety. This information is given for the convenience of users of this document and does not constitute an endorsement by ... [ISO or IEC].

► Clause 10, *Referencing*

► 10.4, “Undated References”: addition of a NOTE referring to harmonized standards

NOTE Additional rules apply to normative references in harmonized European Standards. The CEN and CENELEC BOSS provide additional information on the dating of normative references in harmonized standards.

► 10.5, “Dated references”: addition of Examples for referencing dated published documents that are impacted by standalone amendments or corrigenda

EN 60335-2-65:2003 ¹ , <i>Household and similar electrical appliances - Safety - Part 2-65: Particular requirements for air-cleaning appliances</i>	Dated reference to a published document impacted by one or more amendments or corrigenda (a footnote listing the amendments is inserted after the reference)

¹ As impacted by EN 60335-2-65:2003/A1:2008 and EN 60335-2-65:2003/A11:2012.	

Internal Regulations Part 3 Update – Additional changes

- ▶ *Annex ZA, Adoption (endorsement) of International Standards and other reference documents as European Standards*
 - ▶ Changes in the rules under subclause ZA.3, “European Standard with common modifications”

- ▶ *Annex ZB, European annexes on special national conditions, A-deviations and normative references*
 - ▶ ZB.2.1, a) “A-deviations”: wording changed to align with ZB.2.1 b), which was updated in IR3:2019

Changes to Technical Report Drafting

- ▶ Clause 3, *Terms and Definitions*
 - ▶ Term 3.1.8

3.1.8

Technical Report

TR

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Note 1 to entry: A TR may include, for example, data obtained from a survey carried out among the members, data on work in other organizations, or data on the "state-of-the-art" in relation to national standards on a particular subject.

Note 2 to entry: The content of a Technical Report is not permitted to include requirements (3.3.3), recommendations (3.3.4) or permissions (3.3.5).

[SOURCE: IR Part 2: 2018/2022, 2.7], modified – added Note 2 to entry.]

Changes to Technical Report Drafting

- ▶ What does this mean?
 - ▶ TRs can only contain statements of fact
 - ▶ They have to be purely informative documents

- ▶ That means:
 - ▶ No 'shall'
 - ▶ No 'should'
 - ▶ No 'may'

- ▶ What constitutes a normative element officially?

Table 3 — Requirement

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
shall not	is not allowed [permitted] [acceptable] [permissible] is required to be not is required that ... be not is not to be do not
EXAMPLE 1	
Connectors shall conform to the electrical characteristics specified by IEC 60603-7-1.	

Table 4 — Recommendation

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
should	it is recommended that ought to
should not	it is not recommended that ought not to
EXAMPLE Wiring of these connectors should take into account the wire and cable diameter of the cables defined in the IEC 61156 series.	
In French, do not use "devrait" in this context.	

Changes to Technical Report Drafting

Table 5 — Permission

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
may	is permitted is allowed is permissible
(—)	(—)
<p>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 60603-7-3:2010.</p> <p>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.</p>	
<p>Do not use "possible" or "impossible" in this context.</p> <p>Do not use "can" instead of "may" in this context.</p> <p>Do not use "might" instead of "may" in this context.</p> <p>"May" signifies a 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.</p> <p>The French verb "pouvoir" can indicate both a permission and a possibility. If there is a risk of misunderstanding, the use of other expressions is advisable.</p> <p>Negative permissions are ambiguous and should not be used. Rather than using negative permissions, either rewrite the sentence to state what is permitted, or rewrite as a requirement/recommendation not to do something.</p>	

- ▶ Clauses 1, 2 and 3 are still obligatory, even if empty
- ▶ In a majority of cases, Clause 2 will be empty, with one exception
 - ▶ Where Clause 3 pulls definitions from another deliverable, that deliverable will need to be present in Clause 2.
- ▶ This is the **ONLY** instance where Clause 2 will not be empty. Any other referenced deliverables/documents need to go into a bibliography, since they will all be informative.

- ▶ Any normative elements found in the text **will be removed by the CCMC editor** and you will be informed accordingly.
- ▶ This comes into effect on **1ST OCTOBER 2022**
 - ▶ Drafts submitted after this date will be edited accordingly
- ▶ If you're unsure of any element, contact CCMC beforehand and an editor can help you!

Simple Templates

Updates + New Elements

- ▶ CCMC Editors have drafted the CEN and CENELEC Simple Templates to help you!

- ▶ They contain everything you could ever need for drafting:
 - ▶ All applicable styles for speedy and easy point-and-click formatting
 - ▶ Up-to-date introductory wording for Clauses 2 and 3
 - ▶ Up-to-date guidance for every possible element
 - ▶ Examples of how each element should look

- ▶ Single-download file ready to type straight into!

- ▶ Older versions of the templates will work, but redownload to benefit from these updates!
- ▶ [CEN BOSS](#)
- ▶ [CENELEC BOSS](#)
- ▶ The best part? It's maintained regularly by the CCMC editors, so you can always rely on the information to be relevant!

- ▶ It is obligatory to use the Simple Templates for all work
 - ▶ For new work
 - ▶ It is enough to type straight into the template once downloaded

- ▶ For revisions of published deliverables
 - ▶ The text can be copy-pasted directly into the template and styled
 - ▶ Once this work is done, it won't need to be done again! 😊

- ▶ NOTE – the templates are interchangeable between CEN and CENELEC, so if one doesn't work/download correctly, feel free to take the other! The **main** differences are the font and European Forewords.

CEN & CENELEC Quick-start Guides



- ▶ NEW! Quick-start guides to help you get started
- ▶ CCMC editors have drafted a handy PDF file, containing comprehensive guidance on using the templates
- ▶ Download and keep!
 - ▶ [CEN](#)
 - ▶ [CENELEC](#)

CEN & CENELEC Simple Templates



- ▶ What about real-time guidance on the templates?
- ▶ Check out our webinar!
 - ▶ [CEN](#)
 - ▶ [CENELEC](#)

- ▶ AND COMING SOON...
 - ▶ Updated [CEN BOSS!](#)
 - ▶ CENELEC BOSS content currently being drafted

Drafting Rules Recap

Some of the most important things to remember

Drafting Rules Recap

- ▶ In the beginning:
 - ▶ FOR NEW WORK: Use the Simple Template
 - ▶ FOR REVISIONS: Use the version CCMC edited

- ▶ If you don't have the text CCMC edited, write to production@cencenelec.eu and we will be happy to help you!

▶ Clause 1 – Scope

- ▶ Obligatory element (cannot be empty)
- ▶ Statements of fact
- ▶ No requirements, recommendations or permissions

▶ Clause 2 – Normative References

- ▶ Obligatory element (even if empty → take introductory wording from IR-3)
- ▶ See rules on dated vs undated
- ▶ Only normatively-referenced documents

▶ Clause 3 – Terms and Definitions

- ▶ Obligatory element (even if empty → take introductory wording from IR-3)
- ▶ No automatic numbering
- ▶ No soft returns after the term number or term (hard returns only)

▶ Tables

- ▶ Simply-drafted
- ▶ Merge cells to be avoided (merge at the end of drafting if not possible)
- ▶ Number designation – obligatory (but title optional)
- ▶ No nested tables! XML doesn't support these

▶ Figures

- ▶ One figure-file for each figure (including keys and in tables)
 - ▶ CEN – Obligatory
 - ▶ CLC – Optional, but **strongly** recommended
- ▶ Number designation obligatory, but title is optional

▶ Formulae

- ▶ MathType is strongly recommended
- ▶ Where MathType isn't available, the built-in tool in Word can be used

Drafting Rules Recap

▶ Webinars!

- ▶ [CEN](#)

- ▶ [CENELEC](#)

▶ Future tools

- ▶ Drafting rules are more important than ever!

- ▶ Make use of the resources created by your editors!

Get in touch!

- ▶ Amy Jayne CONLEY

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- ▶ Elysia BOOTH

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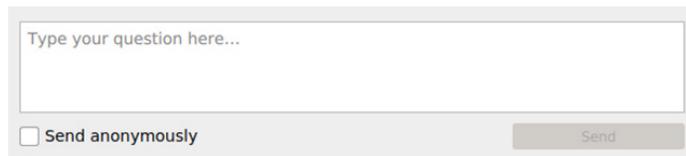
- ▶ Production colleagues

- ▶ For all editing and non-editing/procedural matters

- ▶ Production@cencenelec.eu

Question time

▶ Use the Q&A panel to submit your questions



Type your question here...

Send anonymously

Send



European Standardization Organizations

Thank you for your participation!

Next webinars/events

2022-10-03 – [Standards + Innovation Awards 2022](#)

2022-10-05 - [CEN and CENELEC workshop on Personal Protective Equipment \(PPE\) – Medical Devices \(MD\) dual use products](#)

2022-10-06 - [Webinar: Informative Annex ZA/ZZ for Machinery Directive](#)

Series of webinars for standards drafters: Available [here](#).