

Webinar of 2022-09-06

Webinar for Standard Drafters "New Internal Regulations Part 3:2022, updates on Drafting Rules and Technical Report & Simple Template Updates"

Questions & Answers

1	Regarding the new clause 6.5 in IR-3:2022 - can you please explain how software provided in addition to the main deliverable would be made available to the end standards user?	The Open-Source Solutions project is ongoing and one of the objectives is exploring these possibilities. See more info at <a href="https://experts.cen.eu/key-initiatives/open-source-solutions/">https://experts.cen.eu/key-initiatives/open-source-solutions/</a>
2	It is not clear what is meant by “BT approval” on numbering of tables. Does it mean that BT is expected to approve that once for all deliverables, or that you shall request BT approval every time that you want to have separate numberings (for example, Table 5.2 for the second table in clause 5, or Table A.x)?	<p>The current rule in IR 3 is to sequentially number tables throughout the document up until the annexes. In the annexes, the table numbering restarts and the number is preceded by the annex letter (e.g. Table A.1).</p> <p>If anyone wants to deviate from the default numbering (i.e. to number tables and figures according to clauses), this should be duly justified, as there are impacts in the drafting process. Indeed, a deviation would need to be approved by the Technical Board before it could be used.</p>
3	Does the new simple template contain automatic numbering to easily update the table of contents? Can we avoid copying and pasting our old version into the new template at each change? Thanks	When drafting in the Simple Template, the Contents can be created using the Table of Contents function in Word. The new “Quick Start Guide”, available on the CEN or CENELEC BOSS (see links in presentation), gives instructions on how to easily create or update the Contents.
4	Do requirements have to be described in only one clause (e.g., 4) or may there be many clauses for different requirements (e.g., 4., ... 10. ...)?	An EN and a TS can have requirements in any of clauses 4 onwards. As long as clauses 1, 2 and 3 are the Scope, Normative references and Terms and definitions respectively, requirements can be anywhere you like in the remaining clauses – and you can have as many clauses as necessary to complete your deliverable.

5	What kind of deliverable do I choose for a document containing recommendations but no requirements?	The Technical Committee should decide what kind of deliverable to choose (EN or TS) and what will be their scope. The inclusion of requirements and or recommendations should be part of decision. With the new version of IR 3 TRs cannot include requirements and or recommendations.
6	When citing a definition e.g. from ISO/IEC Guide 99 for the clause "terms and definitions", why is it ok to modify it, as it does not correspond to cited the reference anymore? In addition to that it might introduce an unwanted ambiguity.	Modifications to definitions are permitted when the content of the definition has to change slightly to better reflect/fit the content of the deliverable. When a definition is modified, even if it is to fix grammar, a note is added to the source beneath with a very brief, concise explanation of the modification.
7	What happened to the online editing of standard documents? I did not hear any progress on that project lately.	Additional information is available in, <a href="https://experts.cen.eu/key-initiatives/online-standards-development/">https://experts.cen.eu/key-initiatives/online-standards-development/</a>
8	Some users with vision impairments prefer the use of excel tables rather than word tables. Can excel tables be provided as supplementary content of the standard?	In line with the BT decision on file attachments, excel files are one of the acceptable formats to be circulated as supplementary content together with the standardization deliverable.
9	When figures are photos, and many photos are used the required format under 600 dpi is absolutely not manageable (too heavy files) and should be waivable to 150 dpi	<p>While photos do indeed increase the weight of the text by quite a lot, CCMC editors have ways around this to ensure the text can be processed, and an XML file created. However, with the creation of the online drafting platform, this will no longer be an issue at all.</p> <p>For CEN deliverables, there is no limit to the weight of the text, since everything is uploaded to eTrans.</p> <p>For CENELEC deliverables, we appreciate that there might be an issue with the weight, as deliverables are sent via email. In this case, please contact <a href="mailto:production@cencenelec.eu">production@cencenelec.eu</a> and we will do our best to help you!</p>
10	Is it expected that an FV Draft being on hold for procedural reasons (HAS Assessment) will be checked on conformity with modified rules according to IR 3:2022 for further work ?	Decisions should be taken on case by case basis, but Technical Bodies should take as much as possible the new changes into account when revising the content of the standards.

11	Several standards are developed in IEC and then provided with additional information when introduced in CENELEC. Does CENELEC follow the same drafting rules as the IEC ?	The Internal Regulations part 3 are based on the ISO IEC directives part 2! The principles are the same but there are some differences which are included in the IR 3 text.
12	There is the "simple" template. I guess there is no other template like "comprehensive" template or something like that?	No, the Simple Template is the only drafting template currently available.
13	Are the rules the same as ISO rules? Related to V/A.	The Internal Regulations part 3 are based on the ISO/IEC Directives Part 2! The principles are the same but there are some differences which are included in the IR 3 text.
14	Sorry, but EN and TS have to be normative documents. If they do not contain at least one requirement, the definition of these deliverables is violated. At the moment it seems not possible to develop a document containing only recommendations.	See question 17
15	how to judge the definition is modified slightly or significantly? Where is the threshold? I agree it introduce ambiguity.	While there is no specific rule on changing definitions, in general you can assume that a small change is just one or two words, or the addition of a note for example. If a definition is changed quite a bit, to be almost unrecognisable, then we recommend using it as a standalone definition with no source.
16	Can you give me more (background) information on ZB.1 Special national conditions? Are there more examples available? How can an NSB introduce these and when?	Additional information is included in <a href="https://boss.cenelec.eu/homegrowndeliverables/en/pages/snc/">https://boss.cenelec.eu/homegrowndeliverables/en/pages/snc/</a>
17	It is in the scope (and title) of a standard that you specify whether the document has requirements or recommendations and this determines whether the standard you are writing is a 'Guidance' or 'Requirements' standard. E.g. ISO 26000 'Guidance on social responsibility' only contains recommendations."	(Comment related to question 14)

18	<p>The template for commenting standards doesn't contain a title for name and company of the author who provide the comments. It's necessary because the EU template is also used on national level, so it must be known who provided the comments. My proposal: A little table at the top of the template should be added where name, address and company can be inserted.</p>	<p>The (consolidated) comments submitted in the commenting template come from the CEN Member (i.e. an NSB/country) not from a company.</p>
19	<p>Additional question: when will the CEN Guide on "National Elements" (available since July 2022) included in the CEN IR 3?</p>	<p>It is not yet foreseen to revise the content of IR 3 and the guide can be followed when applicable.</p>
20	<p>If a CEN committee are working on a TR with recommendations, we guess at TC decision can change this from a TR to a TS?</p>	<p>Yes, that's correct.</p>