

Webinar of 2022-09-20

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

Questions & Answers

1	Can a graphic/picture be included in terminology? Would it be numbered as figure 1?	Yes, figures are permitted in the terms and definitions clause. They are numbered sequentially, so starting with figure 1 and so on.
2	Hi what about TR that are under development, will they also be subjective to the new rules regarding Shall, should, may and so on. If not is it new only NWIP after July 2022?	Yes, they should take into account these rules in their development. These principles were already covered in Internal Regulations Part 2 (informative document) and this has been clarified in IR-3.
3	Can we assume therefore for any drafts still in development these new rules shall apply e.g. we have a FV Draft (II) has been put on hold for HAS Assessment / contract reasons since October 2021. At that time the formal content was anticipable – after CEN Editing check before – to meet all IR3 rules - will the draft now need to be updated in line with the IR3 Rules?	Yes, but the impact should not be substantial and the CCMC editor will come back to you in case there are questions.
4	For a revision, is it possible to use the previous word version of the standard? I mean not to copy everything in the new simple template?	If the previous edition of the document used a version of the Simple Template, then you don't need to do anything other than determine if your deliverable meets the current IR-3 guidance. However, if you are unsure, or the deliverable to be revised was drafted more than 5-6 years ago, it is beneficial to copy the text into the Simple Template. Once this work is done, it will not need to be done again!
5	Are the new templates also integrated in the OSD for the pilot projects in it?	The OSD will actually remove any need for the templates, but the rules you find in the templates (and the styles) will be present in the OSD. The templates are available for you now so that the editors can spend more time focussing on the content of the deliverable, rather than styling things.

6	<p>What is the difference between hard and soft returns referenced in the presentation?</p>	<p>Hard returns are where you press the 'Enter' key on the keyboard, and a new paragraph begins. A soft return is when the 'shift' key is held down when the 'Enter' key is pressed.</p> <p>The difference between the two returns is that paragraphs separated by a hard return are treated separately by styling, whereas paragraphs separated by a soft return are treated as a single whole paragraph (with no space in between).</p> <p>This is why it is important in the terms and definitions clause to use ONLY hard returns, since the term number, term, and definition 'paragraphs' each use a different style. If soft returns are used, it will be impossible to separate the styles, and these soft returns have to be removed manually.</p>
7	<p>If you are reviewing other literature in a TR how do you report external recommendations etc - which are fact but use words that would be flagged</p>	<p>Where an external deliverable is being directly quoted, the CCMC editor will ignore any of the words to be flagged. For example: “EN 123-4:2022 states that 5 mg of fluid shall be boiled...” – the editor will accept that this is not a requirement of the TR.</p> <p>We can take this case by case. If you are unsure, do contact production@cencenelec.eu and we can take a look prior to publication.</p>
8	<p>Why do images need to have 600 dpi resolution? For print 300 dpi is usually enough.</p>	<p>600 dpi is the requirement for high-quality XML files, more and more of which are being used by our members for a variety of different applications. Higher-quality figures are therefore more beneficial.</p>
9	<p>Could I ask on the policy of referring to IS or EN in TR. Would this reference be able to be normative since the IS or EN are normative?</p>	<p>As long as the external deliverable is not normatively referenced, they can be placed into a bibliography with no issue at all. The <u>ONLY</u> time deliverables are permitted in the Clause 2 is when they contain terms and definitions which are used in the TR itself (i.e. when they are cited in the Introductory paragraph of Clause 3).</p>

10	<p>What happens when we have actually drafts for approval at CEN. Is it requested to change the requested point (like noted in your presentation) for the final draft before we send it for approval or is it requested to work like the new guidance for absolutely new standards (beginning with 1st of October)?</p>	<p>Any TR submitted to CCMC on or after October 1st 2022 will be edited according to these updated rules.</p>
11	<p>Drafting CLC Standards are very often for special technical solutions, and it is difficult to find enough technical experts for the content of the standard. These experts are mainly of older age due to their experiences and they are not well trained in using word and are not willing to learn regulations about using forms and templates because they find the content much more important than the form. How to solve this?</p>	<p>We are aware that some standards drafters do not have advanced word processing skills, which is why the CCMC editors try to provide as many resources as possible to ensure that even those with the most basic word processing skills are able to create work to the same high quality of someone with advanced skills. The Simple Templates are very user-friendly and are designed to be 'point and click'. This means that even if the least amount of 'advanced' styling/drafting work is done, it is still a huge help to the editors to create and provide an XML file.</p>