

Webinar of 2023-03-21

Webinar 'Introduction to the New CEN BOSS Page – Preparation and Submission of Files'

Questions & Answers

1	What about trilingual drafts? Can these even be uploaded on the Submission Interface?	Trilingual drafts are not to be submitted via the Submission Interface (yet). You can contact <a href="mailto:production@cencenelec.eu">production@cencenelec.eu</a> should you need to provide a trilingual draft.
2	In what cases can we ask CEN for providing an editor?	<p>You can ask for the help and guidance at any point of the drafting procedure! Whether you have some specific questions on a specific draft, or just require a general training (maybe you have some new colleagues and want to bring them up to speed), an editor can help you out. Simply contact <a href="mailto:production@cencenelec.eu">production@cencenelec.eu</a> and we can help fulfil your needs!</p> <p>NOTE: No in-depth editing will take place prior to the official submission of the text.</p>
3	Is there any impact for standards developed under Vienna Agreement?	The process for standards developed under the Vienna Agreement does not change. However, should the process require to provide CCMC with documents (Transmission Notice, A-Deviations, ...) the submission of said documents shall happen via the Submission Interface.
4	Is there any way to look up, if my actual draft document is already based on the actual simple template?	<p>As the Simple template is a downloadable <u>word file</u>, and not an installable template, the quickest way to check this is to simply ask CCMC!</p> <p>However, there are some steps you can take by yourself:</p> <ul style="list-style-type: none"> <li>- On the 'Home' tab in word, click the small boxed arrow in the 'Styles' section. If the styles in the pop-up palette include e.g. body text, figure graphic, list bullet/list continue, foreword text, p3... then you can assume the text is in the simple template.</li> <li>- Are you revising a text? Was it drafted in the last 3-5 years? It will most likely be in the simple template, BUT you will benefit from using the up-to-date styles and rules. (If your text was drafted more than 5 years ago, it is not likely that the</li> </ul>

		<p>simple template will be used).</p> <p>- Are you starting new work? The template is there for you to type straight into ;)</p>
5	<p>Thank you for a very useful presentation of CEN BOSS. I noticed that to find "CEN Code of Conduct" for technical work, we need to log into BOSS to find it. It is not on the CEN EXPERT AREA. Why does the search function on the CEN expert area not include the BOSS?</p>	<p>The CEN BOSS and the CEN Expert Area are two separate areas, which is why the Expert Area search function does not cover it.</p>
6	<p>If we have received the document back from enquiry and we will be updating for formal vote based on comments, can we then assume the standard is already in correct format?</p>	<p>Yes! We oblige you to use the version edited by CCMC, always. This is to ensure that, in addition to the correct styling being used, any edits done by the CCMC editor are still included. This avoids double work for both drafters and the editor, and helps make the Formal Vote stage more efficient.</p>
7	<p>I have had issues with drafts that are in the old template. Is there documentation on how to convert to the simple template?</p>	<p>Unfortunately, it is not possible to convert to the simple template, since it is a downloadable word file, rather than an installable word template. If you are revising a text, it might be more efficient to copy-paste into the simple template as you revise the draft. Otherwise, for new work, type straight into the simple template.</p>
8	<p>Some problems appeared since the openness of the submission interface tool. Are these problems solved now?</p>	<p>Most reported problems were dealt with or are being looked into. Should you encounter any issue, please raise this at <a href="mailto:production@cencenelec.eu">production@cencenelec.eu</a> so that we can investigate.</p>
9	<p>I usually have trouble with updating old figures to the new accepted format for figures.</p>	<p>The "legacy" image format is again accepted by the Submission Interface since end of March 2023.</p>
10	<p>Is the secretariat responsible for putting 'old' version of standards in the latest version of CEN Simple Template? This seems largely an administrative task, is it logical that secretaries do this job?</p>	<p>Drafters and TCs are required to ensure that the template used is the latest version, to avoid the risk of rejection during the official submission procedure.</p>
11	<p>Is there any update as to submission of files for Subcommittees?</p>	<p>There is a work around to grant access. Please send your request to <a href="mailto:production@cencenelec.eu">production@cencenelec.eu</a>.</p>

12	Not sure if that only relates to CLC SCs where currently we are unable to use the submission interface.	This issue has been raised with our IT-team and they are working on it. In the meantime, there is a work around to provide the required access. Please send your request to <a href="mailto:production@cencenelec.eu">production@cencenelec.eu</a> .
13	The graphics requirements are 20 years old (requiring TIF 600 dpi etc). Why don't you align with the ISO graphics requirements that are more up to date?	Unfortunately, CCMC cannot align those requirements with ISO's. The main reason being that CCMC does not have a dedicated drawing office.  However, those requirements are being challenged with the deployment of the OSD.
14	TIFF is not a very efficient graphs format. The files can be huge. Why can you not take more efficient file formats?	Unfortunately, CCMC cannot align those requirements with ISO's. The main reason being that CCMC does not have a dedicated drawing office.  However, those requirements are being challenged with the deployment of the OSD.
15	where can we find the Enquiry text edited by CCMC to be used for formal vote?	All texts can be found via ProjexOnline. Should you struggle to find what you are looking for please contact <a href="mailto:Production@cencenelec.eu">Production@cencenelec.eu</a> and a colleague will happily provide you with anything you need.
16	Do you know which NSB have a drawing office? It seems that there are not so many besides DIN, AFNOR and BSI... Am I wrong?	To our knowledge, this is indeed correct.  Please note also that the "legacy" image format is again accepted by the Submission Interface since end of March 2023.
17	Does CEN do a check on IR 3 rules when they receive a document for ENQ or FV?	Yes! Your editor will check the text fully for compliance with the current edition of the IR-3, in addition to proofing for grammar and punctuation, creating an XML file and any restyling, as necessary.
18	Is the submission interface the new system to use? Before, it was e-trans and after documents legacy?	Submission Interface is indeed the new system to use. eTrans has been discontinued for the provision of drafts.
19	At a lot of work items there are two options: working draft or enquiry.	While not mandatory, submission of First Working Drafts are highly recommended, especially when dealing with harmonized

		<p>standards, so that indicative assessments can be requested.</p> <p>Therefore, the option to deliver a draft for either First Working Draft or Enquiry is available</p>
20	<p>Thank you for answering my previous question regarding IR 3. If these checks are done, then why do drafts go into ENQ with requirements and recommendations in informative annexes? I have taken over a WG and exactly that happened.</p>	<p>With specific regards to informative annexes, anything contained therein is optional. While editors agree that requirements in informative annexes can be confusing, it is not forbidden (see clause 20.1 of IR-3: " Informative annexes may contain optional requirements." There are plenty of examples given to help understand this, but editors are always happy to discuss any aspect to help you draft your perfect standard!</p>
21	<p>You just said the secretariat should do what they can regarding the correct format (simple template) when submitting to the submission interface. Will the submission interface accept drafts that are not/not correctly drafted in simple template?</p>	<p>Any submission that is not drafted in the simple template, barring any highly-exceptional and pre-agreed cases, will be rejected during the submission process:</p> <p>The Submission Interface itself cannot identify the template, but once a document is submitted, further checks are done by our production colleagues who then accepts/rejects the submission.</p>
22	<p>The Enquiry text edited by CCMC (to be used for formal vote) can be found in Projex-Online?</p>	<p>Yes, indeed.</p>
23	<p>Would you please like to provide on the CEN/CENELEC website an overview of all these helpful documents in form of a table (or word/excel file) including the date of publication of these documents so that authors of standards can get a quick overview and can simply check if they are still working with the current documents or if these are already outdated. Thank you.</p>	<p>Thank you for your comment. We will look into whether this is feasible, and if so, inform everyone accordingly 😊</p>