European Standardization Organizations

Webinar for Standard Drafters

'Drafting 101 - Getting Started with Drafting your European standards'

We start at 10:30 CEST
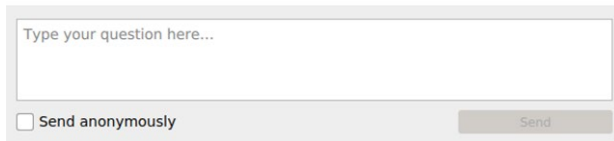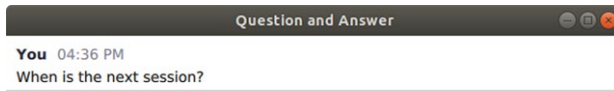
Your webinar moderator

Els Somers

Project Manager

Public Relations

esomers@cencenelec.eu

Get the most out of the webinar today

▶ Use the Q&A panel to submit your questions

▶ Talk about us on Twitter #training4standards @Standards4EU

Your speakers today

Amy Jayne CONLEY

aconley@cencenelec.eu

Project Managers
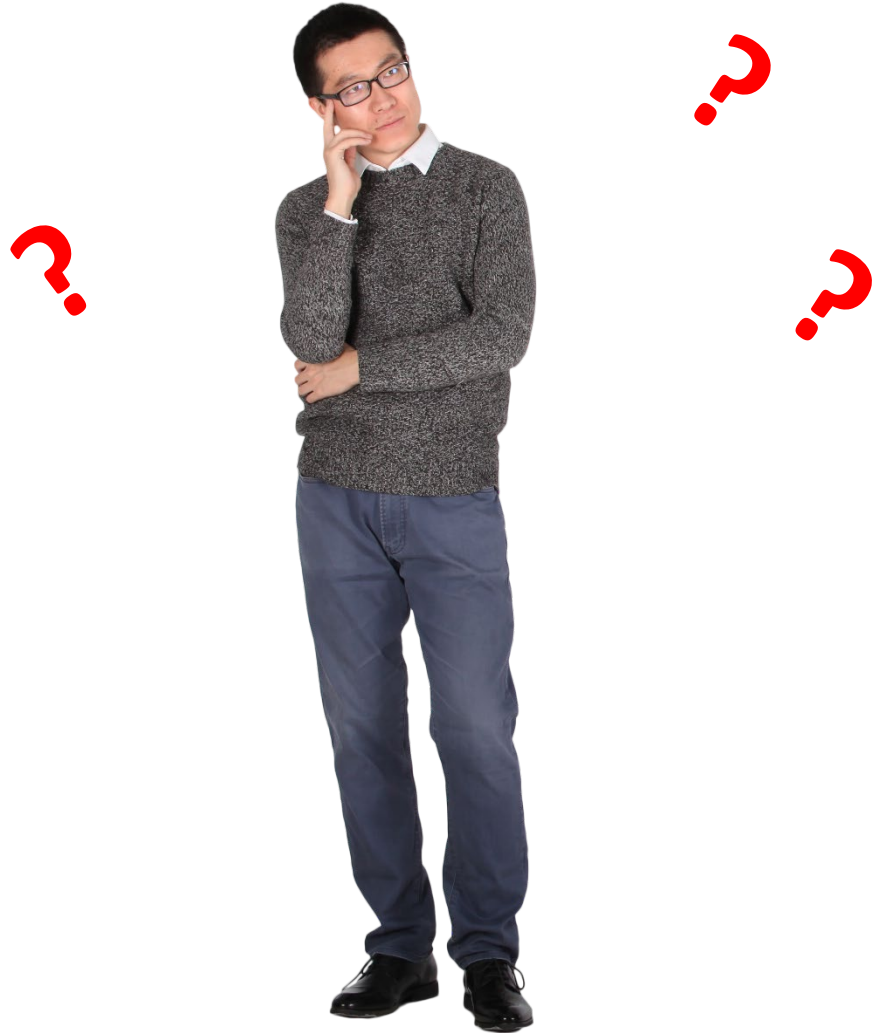
Editing – Standardization

CEN and CENELEC

Claire VAN THIELEN

cvanthielen@cencenelec.eu

To be discussed

▶Simple templates (CEN and CLC)

▶Why the drafting rules are so important (XML, SI)

▶Templates & Quick Start Guide

▶Using the Simple Templates

▶Using the IQC to check figures for submission

How to get started?

Revisions:

➢ Which version?

➢ What did I save it as?

➢ What was the format again for Clause 3?

➢ What about amendments?

New project:

➢ Can I just copy the styles from another document?

➢ Where do I find the correct text for the Foreword?

The solution:

Use the simple templates!

Templates are available for a variety of documents.

Check out:
[CEN BOSS](#)
[CENELEC BOSS](#)

Where are the templates?

▶ [Business Operations Support System (cen.eu)](#)

OR

▶ [Business Operations Support System (cenelec.eu)](#)

  ▶ Reference material

    ▶ Forms and templates

      ▶ Technical work

        ▶ CEN Simple Template for drafting standards /
          CENELEC Simple Template for drafting standards

Internal Regulations, part 3

▶ [Business Operations Support System (cen.eu)](#)
OR
▶ [Business Operations Support System (cenelec.eu)](#)
   - ▶ Reference Material
      - ▶ Reference documents
         - ▶ 2 CEN-CENELEC Internal Regulations
            - ▶ [Part 3 (published 2022)](#)

European Foreword

The European foreword is an *informative*, *mandatory* element. It contains:

- the organization responsible;
- the committee that developed the document;
- the procedures and rules under which the document was developed;
- the voting process;
- legal disclaimers;
- relationships between the present document and other documents.
- the dates of implementation (DOA), endorsement (DOP) and withdrawal (DOW);
- the relationship of the standard to European legislative documents.

European Foreword

It contains several paragraphs of "fixed text" and some "specific text".

❗ Important to check/include ❗

➢Correct TC (and/or subcommittee) name!

➢Revision details (if appropriate)!

➢Changes between editions!

IR3 – Whistle-stop tour

▶ **Clauses 1, 2 and 3 – Obligatory**
  - ▶ Clause 1 – Scope
  - ▶ Clause 2 – Normative references (even if empty)
  - ▶ Clause 3 – Terms and definitions (and abbreviations) (even if empty)

▶ **Clause 1**
  - ▶ Statements of fact describing the document
  - ▶ No requirements (shall), recommendations (should) or permissions (may)
  - ▶ Short and sweet, keep it relevant!

IR3 – Whistle-stop tour

▶ Clause 2

  ▶ Only normative references

  ▶ EN, ISO, IEC, ETSI references

    ▶ Published references

    ▶ CEN ONLY: If non-EN ISO IEC ETSI → TC Decision needed or no publication is possible! (*CENELEC – identify if a TC decision is needed*)

  ▶ Dated or undated?

    ▶ DATE – if a specific clause, table or figure is referred to in the text

    ▶ No date – everything else

    ▶ Choice is yours!

    ▶ *Harmonized? Date everything in Clause 2 and contact your CCMC technical PM*

IR3 – Whistle-stop tour

▶ Clause 3

    ▶ Definitions written as single sentences which can seamlessly replace the term in the text

    ▶ No requirements in the definitions, please!

    ▶ No soft returns to lay them out, either ;)

▶ Clause 4/5 onwards – main body!

    ▶ Clause 4 might be abbreviations if you don't want these to be in clause 3

IR3 – Whistle-stop tour

▶ Notes
  ▶ No requirements, recommendations or permissions

▶ Tables and Figures
  ▶ Need to be cited somewhere in the text
  ▶ Simply drafted
  ▶ For figures → One single figure file per figure
    ▶ This includes symbols in keys, for example

IR3 – Whistle-stop tour

▶ Annexes

    ▶ Cited somewhere in the text

    ▶ At the end of the text, but before the Annex Z and the bibliography

    ▶ Labelled (informative) or (normative) – nothing else!

This is so easy!

How to use the Simple Template?

Let's check out
the
Simple Template!

Drafting rules

▶ XML!
  ▶ Obligation to provide XML for 100% eligible deliverables

▶ Submission Interface!
  ▶ Submissions will be rejected if they're not in the Simple Template

▶ Overall efficiency
  ▶ Editing timeframes reduced if your text is high quality
  ▶ Editors → more time on important aspects of text (not just styling!)

Drafting rules

▶ **Avoid surprises!**

- ▶ Differences in how things look
- ▶ Expectations are managed before editing
- ▶ Reduction in delays to resolve editorial matters!

▶ **IR-3 → Obligatory!**

- ▶ For all deliverables! EN, TS, TR, Amendments…
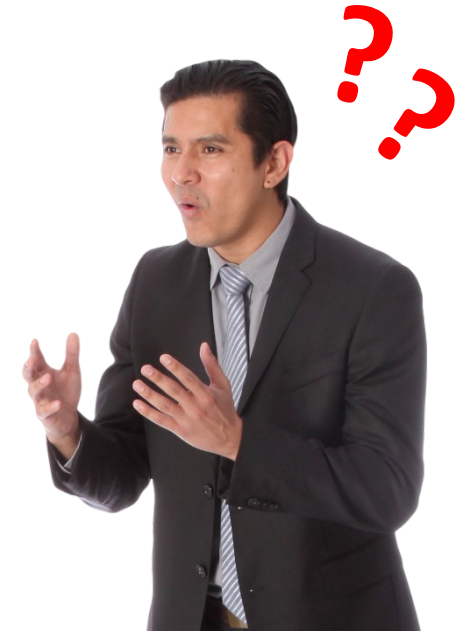- ▶ Simple template makes this SO easy!

Image Quality Check Tool

▶ Projex-Online → Right-hand side link

▶ Upload Zip-file
  ▶ _e_dr folder containing all figures inserted and linked in word doc
  ▶ Word doc (.docx)

▶ Generate report

▶ Bon appétit!

Image Quality Check Tool

To start the analysis, either drag-and drop a zip file below, or select a zip file by clicking on "+ Choose", then click "Submit"
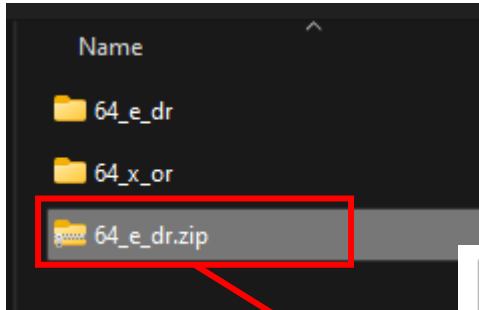
Note: A zip file must contain the Word document and the figure files. Figure files can be in a separate folder, but cannot be zipped within the main zip file.

+ Choose   × Cancel

- For guidance, requirements, and more information on figures, see 4. Providing figure/image files
- Ensure to follow 4.2 Naming of Figure Files, before inserting and linking the figures within the Word document
- Ensure that equations are in an accepted format (MathTtype, Word Equation Tool)
- Note that the button "Correct Resolution" will only attempt to correct the resolution of the figure files and nothing else.
- Please contact production@cencenelec.eu should you need any further information or assistance

Submit

Image Quality Check Tool

- For guidance, requirements, and more information on figures, see 4. Providing figure/image files
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Image Quality Check Tool

▶ Check the following instructions for how to interpret the results!

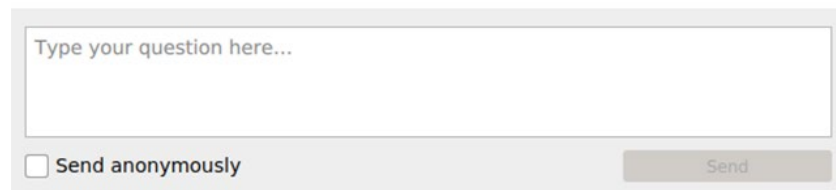[Image Quality Check Tool Tips!](#)

Important points to remember

> Use the simple templates

> Make sure your figures fit – do the Quality Check

> Contact your editor if you have editorial questions

> Contact the production team if you have procedural or upload questions

> Email: production@cencenelec.eu

Your feedback

Please take a moment to answer our poll.

Question time

▶ **Use the Q&A panel** to submit your questions
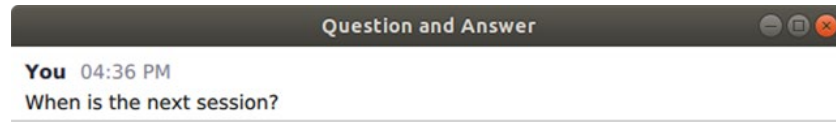
European Standardization Organizations

Thank you for your participation!

Next webinars for Standard Drafters
For CEN: Events & Trainings - Experts CEN
For CENELEC: Events & Trainings - Experts CENELEC