



European Standardization Organizations

Webinar for Standard Drafters

All about the Internal Regulations – Part 3.

*We start at
10:00 CEST*

Your webinar moderator



Els Somers

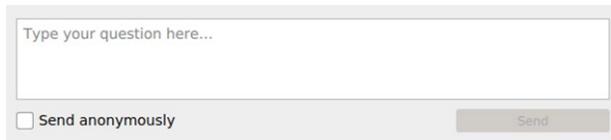
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Get the most out of the webinar today

- ▶ Use the Q&A panel to submit your questions



- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

Your speaker today



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In today's discussion...

- ▶ What are the Internal Regulations Part 3?
- ▶ How do I apply them?

What is the IR-3?

- ▶ The standard of standards – 2022 edition ([link](#))
- ▶ All the rules, guidelines, introductory wording for a deliverable
 - ▶ EN, TS, TR
 - ▶ Not amendments
 - ▶ There is separate guidance on amendments
- ▶ All the guidance material from your editors is based on IR-3
 - ▶ Simple Templates + Quick Start Guides
 - ▶ CEN and CLC BOSS Drafting pages
 - ▶ Webinars

What is the IR-3?

- ▶ Obligatory for you to follow – no exceptions!
- ▶ Very long and sometimes complex
 - ▶ Editors have tried to make it easier
 - ▶ Use the templates to help ;)
- ▶ Where can you find them?
 - ▶ BOSS – Guidance Documents – Internal Regulations
 - ▶ [Link](#)

Application and Interpretation

Point → Explanation → Example

- ▶ **Clauses 1, 2 & 3**
 - ▶ Scope, Normative References and Terms and definitions
 - ▶ Just like how your standard should be!

- ▶ **GENERAL PRINCIPLES → Drafting Guidance!**

GENERAL PRINCIPLES	16
4 Objective of standardization	17
5 Principles	17
6 Organization and subdivision of the subject matter	20
7 Verbal forms for expressions of provisions	24
8 Language, spelling, abbreviated terms, style and basic reference works.....	28
9 Numbers, quantities, units and values	29
10 Referencing	32

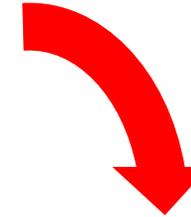
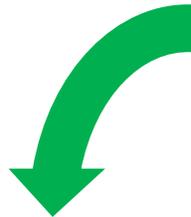
- ▶ Objectives of Standardization
 - ▶ Simple and concise, unambiguous
 - ▶ Be within the limits of the scope
 - ▶ Use all available knowledge about state of the art
 - ▶ Take into account current market conditions
 - ▶ Framework for future technological developments
 - ▶ Conform to IR-2

- ▶ Standards are not obligatory to follow, BUT other sources can make following the standard obligatory (e.g. legislation)
- ▶ **NO normative references to directives/legislation/regulations**

- ▶ Organisation and Subdivision of the subject matter
 - ▶ Table 1 → how to refer to sections of the text

Table 1 — Names of divisions and subdivisions

English term	Example of numbering
Part	9999-1
Clause	1
Subclause	1.1
Subclause	1.1.1
Paragraph	[no number]
Annex	A



See EN XXXX-4
See clause 5
As described in subclause 4.6
Given in the following paragraph



See 4th series part...
See chapter 5
As described in subsection 4.6
Given in the following section



► Subdivision of documents

- Documents are so diverse, that a single rule is impossible to define
- But...

a) Each part deals with a specific aspect of the subject and can stand alone.

EXAMPLE 1

Part 1: Vocabulary

Part 2: Requirements

Part 3: Test methods

Part 4: ...

EXAMPLE 2

Part 1: Vocabulary

Part 2: Harmonics

Part 3: Electrostatic discharge

Part 4: ...

b) There are both common and specific aspects to the subject. The common aspects shall be given in Part 1. Specific aspects (which can modify or supplement the common aspects and therefore cannot stand alone) shall be given in separate individual parts.

EXAMPLE 3

Part 1: General requirements

Part 2: Thermal requirements

Part 3: Air purity requirements

Part 4: Acoustical requirements

EXAMPLE 4

Part 1: General requirements

Part 21: Particular requirements for electric irons

Part 22: Particular requirements for spin extractors

Part 23: Particular requirements for dishwashers

Application and Interpretation

► Subdivision of your deliverable

Table 2 — Overview of the major subdivisions of a document and their arrangement in the text

Major subdivision	Mandatory/Optional/Conditional
Title	Mandatory
Table(s) of content	Optional ^a
Foreword	Mandatory
Introduction	Optional/Conditional ^b
Scope	Mandatory
Normative references	Mandatory ^c
Terms and definitions	Mandatory ^c
Symbols and abbreviated terms	Conditional
Technical content For example: test methods	Mandatory/Optional/Conditional
Annexes	Optional
Bibliography	Conditional
Indices	Optional

Front matter (encompasses Title, Table(s) of content, Foreword, Introduction)

Clause 1
Clause 2
Clause 3 (encompasses Scope, Normative references, Terms and definitions, Symbols and abbreviated terms)

Clause 4/5 onwards (encompasses Technical content)

Back matter (encompasses Annexes, Bibliography, Indices)

^a These may include a list of major subdivisions of the document and lists of figures, tables and similar numbered elements.
^b See 13.3.
^c When no normative references or terms are listed, use the introductory texts provided in 15.5.1 and 16.5.2.



► Verbal Forms for Expressions of Provisions

- Requirements, recommendations and permissions have to be clearly drafted

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

Belgian waffles **shall** be served with chocolate and strawberries.



Belgian waffles **need to be** eaten cold.

► Recommendations

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

Belgian waffles **should** be served with chocolate and strawberries.

Belgian waffles **ideally need to be** eaten cold.

► Permissions

Belgian waffles **may** be served with chocolate and strawberries.

Table 5 — Permission

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
may	is permitted is allowed is permissible

▶ External Constraints

- ▶ MUST → Only where specific conditions exist in a given country, or to express the law of nature

Table 7 — External constraint

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
must	

Because frites are native to Belgium, they **must** be eaten with a good beer.



Pigeons **must** coo every morning to stay healthy and happy.

► Special mention: '**Can**'

- Expresses statements of fact
- Preferred for TRs and references to directives/legislation

Table 6 — Possibility and capability

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
can	be able to there is a possibility of it is possible to
cannot	be unable to there is no possibility of it is not possible to

Beer **can** be consumed on a terrasse.

Belgian waffles **can** be served with chocolate and strawberries.

Directive EU/FR1T3 states that “frites **can** be eaten with mayonnaise or sauce andalouse”.



- ▶ Things we often see in deliverables that are wrong:
 - ▶ Must **is not a** requirement
 - ▶ May **is not** possibility (i.e. used in place of 'might')
 - ▶ Needs to be **is a** requirement **but is wrongly expressed**

Stick to tables 3-7 and you can't go wrong!

▶ Spelling

- ▶ British English prevails (e.g. colour, sulphur, doughnut)
- ▶ American English for 'z' words (standardization, harmonized)

▶ Linguistic style → Simple and concise!

- ▶ No 'flowery' language (e.g. **Test methods are obliged to consider the importance of the use of...** → **Test methods shall use...**)

▶ Inclusive terminology (see ISO House Style Guide)

- ▶ Neutral terminology
- ▶ chairman → chair
- ▶ workman → worker

- ▶ Numbers and quantities
 - ▶ Written upright: 1, 10 – not *1, 10*
 - ▶ Decimals? Written with a comma: 1,5 m not 1.5m
 - ▶ Thousands are written with a space: 1 000 not 1000

- ▶ This also applies for formulae

- ▶ Referencing
 - ▶ Clause 2 - Normative References
 - ▶ Bibliography – Informative References

- ▶ Dating
 - ▶ Undated (latest version applies)
 - ▶ Dated (specific version given applies)

- ▶ Types of referenced document
 - ▶ Clause 2 – EN/ISO/IEC, preferably published (anything else? TC decision [CEN – obligatory, CLC – at TC’s discretion])
 - ▶ Bibliography – anything!

- ▶ **Clause 2**
 - ▶ ONLY normative
 - ▶ No directives/legislation/regulations
 - ▶ Dated and Undated permitted
 - ▶ Harmonized? Date everything and check with your CCMC Technical PM.
 - ▶ Reflects main body of the text

- ▶ **What does this look like in practice?**



Table 1 — The Good Way 

Main Body of the Text	How to reference?	Where does it belong?
Belgian waffles shall be eaten with chocolate tested according to EN 1234-5.	EN 1234-5, <i>Testing of chocolate</i>	Clause 2
Beer shall be stored in bottles of diameter specified in EN 2345:2024, Table 6.	EN 2345:2024, <i>Diameter of beer bottles for Belgian beers</i>	Clause 2
[SOURCE: Frites frying guide – Maison Antoine [2]] <i>This is a source from a terminological entry.</i>	Frites frying guide, <i>Maison Antoine</i> , pg 6. Available at: www.MaisonAntoineFrites.be	Bibliography
See Directive EU/FR1T3 for additional information.	Directive EU/FR1T3, <i>Law describing the requirements for authentic Belgian frites</i>	Bibliography

Table 2 — The Bad Way 

Main Body of the Text	How to reference?	Where does it NOT belong?
Belgian waffles shall be eaten with chocolate tested according to EN 1234-5:1999.	EN 1234-5:2024, <i>Testing of chocolate</i>	Bibliography
Beer shall be stored in bottles of diameter specified in EN 2345, Table 6.	EN 2345:2024, <i>Diameter of beer bottles for Belgian beers</i>	Bibliography
[SOURCE: Frites frying guide – Maison Antoine [2]] <i>This is a source from a terminological entry.</i>	Frites frying guide, <i>Maison Antoine</i> , pg 6. Available at: www.MaisonAntoineFrites.be	Clause 2

Even if there is only 1 normative reference to a document, and the rest are informative, it still goes into Clause 2!

- ▶ Referencing Best Practices
- ▶ Ensure that all normative references are attached to a requirement
 - ▶ Remember! Table 3!
- ▶ If it's dated in the text → Date it in Clause 2!
- ▶ Specific clause, table, figure...? → Give it a date!

Application and Interpretation



- ▶ Bibliography – informative!

- ▶ What does this mean?
 - ▶ Sources (figures, tables, terminological entries)
 - ▶ Anything under 'see xxx for additional information'
 - ▶ Unreferenced documents that could be useful for the reader

- ▶ Numbered, or no?
 - ▶ As you like!
 - ▶ If you do: [1] ← Square brackets, number inside. Nothing else.
 - ▶ E.g. See [2] for more information. For more information, see EN XXX [3]. This was taken from the Frite Fryer's Guide [6].

- ▶ European Foreword
 - ▶ Mandatory element
 - ▶ Template text found in the Simple Template (delete content as applicable)
 - ▶ No subdivisions
 - ▶ Only content that is relevant to the metadata of the text:
 - ▶ Reference, TC number + Title, stage of deliverable, supersession information, links to directives, technical changes if revising a deliverable
 - ▶ Parts of a series, links to other parts
 - ▶ Nothing to do with the background info

- ▶ Introduction
 - ▶ Optional element
 - ▶ Unless patent info → mandatory
 - ▶ Background info on your deliverable
 - ▶ Can be subdivided, but preferable not to!

- ▶ No requirements!
 - ▶ Nothing from Table 3

- ▶ **Clause 1 – SCOPE**
 - ▶ Always Clause 1, should never be empty
 - ▶ Defines parameters of the deliverable
 - ▶ Normative element – delimits the subject of the deliverable

- ▶ **No requirements, recommendations or permissions**
 - ▶ Series of statements of fact only
 - ▶ **Table 6 is your friend!**
 - ▶ Nothing from Tables 3, 4, or 5.

- ▶ Clause 2 – NORMATIVE REFERENCES
- ▶ Always clause 2, even if empty
 - ▶ See the applicable introductory wording!
- ▶ Only normative references
- ▶ Don't number the references

▶ Clause 3 – TERMS AND DEFINITIONS

▶ Always Clause 3, even if empty

- ▶ See the applicable introductory wording!
- ▶ The technological vocabulary databases are optional

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform
- IEC Electropedia: available at <https://www.electropedia.org/>

For the purposes of this document, the terms and definitions given in [external document reference xxx] apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform
- IEC Electropedia: available at <https://www.electropedia.org/>

For the purposes of this document, the terms and definitions given in [external document reference xxx] and the following apply.

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- ISO Online browsing platform
- IEC Electropedia: available at <https://www.electropedia.org/>

No terms and definitions are listed in this document.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

► Terms

- Only those used in the text to be defined
 - Except for terminology standards
 - Don't define commonly-known terms
- Written in lowercase letters with no punctuation
 - Except for if capitals and punctuation form how the term is usually written
- There are 3 types of term:

Preferred term

Regular used term
(If there's more than one, then pick the more commonly used one)

Admitted term

Accepted synonym of the preferred term

Deprecated term

Synonyms of the preferred term which are no longer used/shouldn't be used

▶ Definitions

- ▶ Drafted to seamlessly replace the term in the text
 - ▶ Single sentence
 - ▶ No article at the beginning, no punctuation at the end
 - ▶ No requirements – just statements of fact!
 - ▶ Need context? Angle brackets!
-
- ▶ They also shouldn't repeat the term defined

► What does all of this look like in practice?

3.1

waffle

<liège> square-shaped cake-like dessert with small square-shaped pockets

3.2

EU

European Union

3.3

frite

French fry

DEPRECATED: fried potato

short rectangular cut of potato cooked twice, usually in beef fat



► What does it NOT look like?

3.5

waffle

<liège> square-shaped waffle with a waffle pattern



3.6

Frites

French fry

DEPRECATED: fried potato

A short rectangular cut of potato which shall be cooked twice in beef fat.

Or anything else...

- ▶ Terms and Definitions – the peripherals

- ▶ Notes
 - ▶ Note 1 to entry: → Content of the note.
 - ▶ Always like this!
 - ▶ Numbered even if there's only one
 - ▶ CAN contain requirements, recommendations and permissions

- ▶ Sources → Bibliography
 - ▶ [SOURCE: EN 1234-5:2024, 3.15 modified] → if the definition changes a little bit
 - ▶ [SOURCE: Directive XXX]
 - ▶ [EN 1234-5:2024, 3.15]

- ▶ Anything can go into the source because it is **INFORMATIVE**
 - ▶ Has to be publicly available

- ▶ Figures and formulae are permitted

► What does this look like?

3.1

waffle

<liège> square-shaped cake-like dessert with small square-shaped pockets

Note 1 to entry: Waffles are usually served hot or cold.

[SOURCE: EN 1234-5:2024, 3.15]

- ▶ Symbols and abbreviations
- ▶ Layout options:
 - ▶ As a clause 3.2 (terms & defs → 3.1)
 - ▶ Terms, definitions and abbreviated terms
 - ▶ As a clause 4
 - ▶ Interspersed within clause 3 (not preferred)
- ▶ Only the symbols and abbreviations used in the text are to be defined

- ▶ Measurement and test methods
 - ▶ Clause 4/5 onwards
 - ▶ Subdivided as follows:
 - ▶ Principle
 - ▶ Reagents/materials
 - ▶ Apparatus
 - ▶ Preparation and preservation of test samples
 - ▶ Procedure
 - ▶ Expression of results
 - ▶ Test report
 - ▶ The type of test needs to be identified, too!
- ▶ Any warnings need to be given where applicable

▶ Annexes

▶ Informative or normative

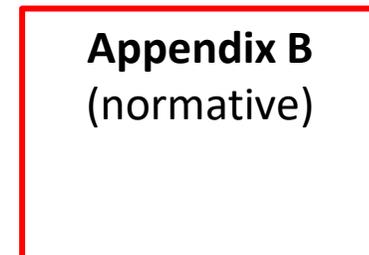
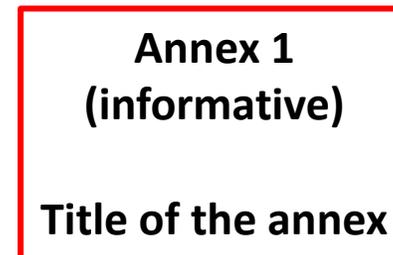
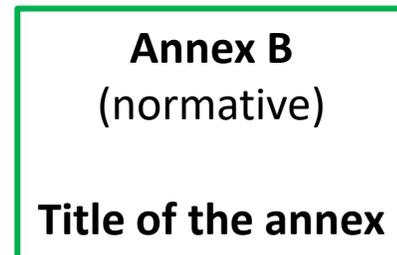
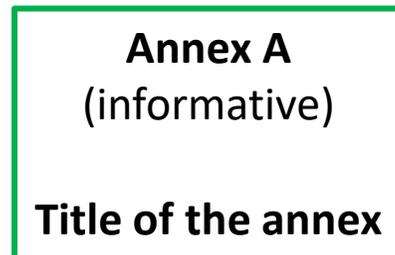
▶ **Normative** → Additional requirements

▶ **Informative** → Additional information, and/or optional requirements

▶ At the end of the document

▶ Referred to somewhere in the text

▶ 'See Annex A'

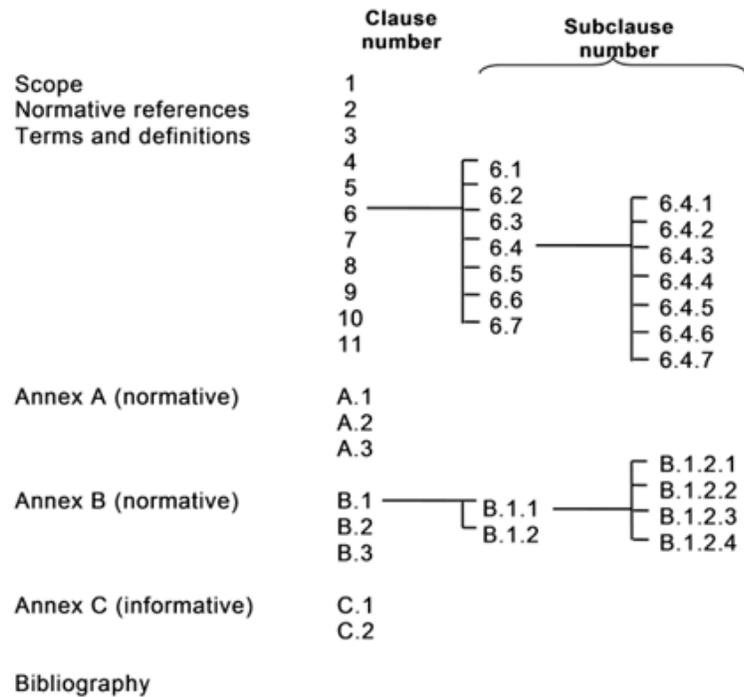


▶ Bibliography

- ▶ End of the text (the final section)
- ▶ Optional – unless there are informative references → mandatory
- ▶ Numbered or not – up to you!

Application and Interpretation

- ▶ Additional components
 - ▶ Subdividing your clauses – no greater than heading 6!



- ▶ Additional components
 - ▶ Hanging paragraphs
 - ▶ Portion of text that comes after one clause title level, but before the next level down
 - ▶ Impossible to refer to!

5 Types of Belgian Chocolate

Belgian chocolate comes in different forms. This clause specifies the types found in Belgium.

5.1 Pralines



5 Types of Belgian Chocolate

5.1 General

Belgian chocolate comes in different forms. This clause specifies the types found in Belgium.

5.2 Pralines

► Notes

- No requirements, recommendations or permissions
- Numbered if there are more than one
- The document has to be usable without the notes
 - Take the notes away – is the principle the same?

NOTE → Content of the note.

NOTE 1 → Content of the note.

NOTE 2 → Content of the note.

Note: Content of the note.

NOTE: → Content of the note.

Note → Content of the first note.

Note → Content of the second note.

▶ Examples

- ▶ No requirements, recommendations or permissions
- ▶ Numbered if there are more than one
- ▶ The document has to be useable without the Examples
 - ▶ Take the examples away – is the principle the same?

▶ Footnotes

- ▶ No requirements, recommendations or permissions
- ▶ Numbered sequentially throughout the text
- ▶ The document has to be useable without footnotes
- ▶ **Not permitted in the terms and definitions clause!**

- ▶ Formulae (formerly Equations)
 - ▶ Can be numbered or not – drafter's choice!
 - ▶ Shall be expressed in mathematically correct form

$$v = \frac{l}{t}$$

where

- v is the speed of a point in uniform motion;
- l is the distance travelled;
- t is the duration.

- ▶ How to draft them?
 - ▶ Complex → use the Equation builder in Word
 - ▶ Simple → Type using plain text (1 + 1 = 2)

- ▶ Figures and tables

- ▶ Simply drafted
- ▶ Mentioned somewhere in the text
- ▶ Title
 - ▶ **Numbering** → Obligatory
 - ▶ **Title** → Optional

Table 1 – Types of cherry beer

- ▶ Separate figure files to be provided for **every** figure
 - ▶ including keys, tables...

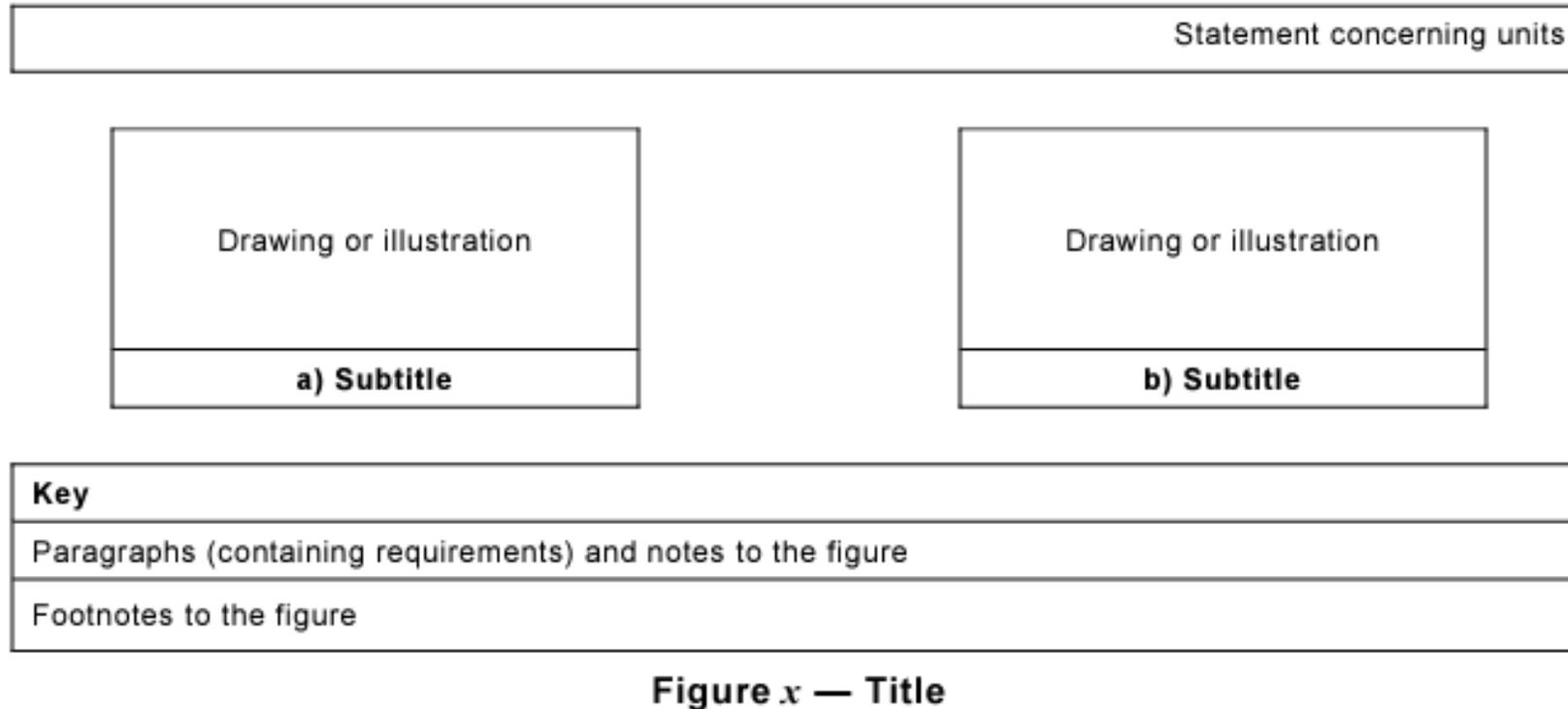
- ▶ **Extensive** guidance on figures can be found on the BOSS

[CEN BOSS – Figures](#)

[CENELEC BOSS – Figures supplement](#)

Application and Interpretation

- ▶ General layout of figures is as follows:



► Trademark → footnote

EXAMPLE 2

... [trade name or trademark of product] ... is the [trade name or trademark] of a product supplied by ... [supplier] This information is given for the convenience of users of this document and does not constitute an endorsement by ... [ISO or IEC] ... of the product named. Equivalent products may be used if they can be shown to lead to the same results.

↳ If only one product is currently available on the market that will allow the successful use of the document, give the trade name and add this footnote.

EXAMPLE 3

... [trade name(s) or trademark(s) of product(s)] ... is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of this document and does not constitute an endorsement by ... [ISO or IEC] ... of this (these) product(s).

↳ If giving an example of a commercially available product is essential, give the trade name and add this footnote.

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].

↳ If giving an example of a product is considered essential for public interest or safety, then give the trade name and add this footnote.

Final Information & Resources

- ▶ BOSS Sites ([CEN](#) or [CENELEC](#))
- ▶ Simple Templates ([CEN](#) or [CENELEC](#))
- ▶ Tailored trainings with Working Groups
- ▶ Quick check of text pre-submission
 - ▶ This is not a full in-depth edit – just a quick glance to make sure you're on the right track

- ▶ Help! I've watched your webinar, and read the BOSS but IR-3 is still confusing me!
- ▶ I'm really not sure if I've applied this rule correctly...
 - ▶ Contact production@cencenelec.eu → connect you with an editor
 - ▶ Contact your editor directly
- ▶ Questions about today's webinar? Something not covered?
 - ▶ Amy Jayne Conley ajconley@cencenelec.eu

Your feedback



Question time

▶ Use the Q&A panel to submit your questions

A screenshot of a question submission form. It features a large text input field with the placeholder text "Type your question here...". Below the input field, there is a checkbox labeled "Send anonymously" and a "Send" button.



European Standardization Organizations

Thank you for your participation!

Upcoming webinars for Standard Drafters

For CEN: [Events & Trainings - Experts CEN](#)

For CENELEC: [Events & Trainings - Experts CENELEC](#)