



European Standardization Organizations

Webinar for Standard Drafters

All about Enquiries and Formal Vote.

*We start at
10:00 CEST*

Your webinar moderator



Els Somers

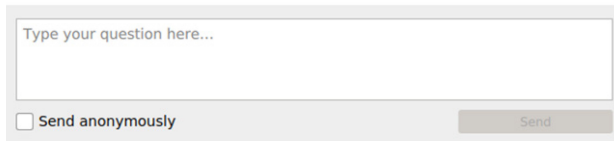
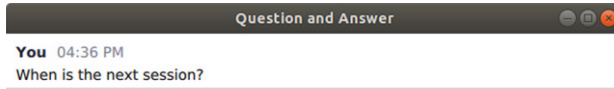
Project Manager

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

Project Manager

Editing – Standardization

CEN and CENELEC

ajconley@cencenelec.eu

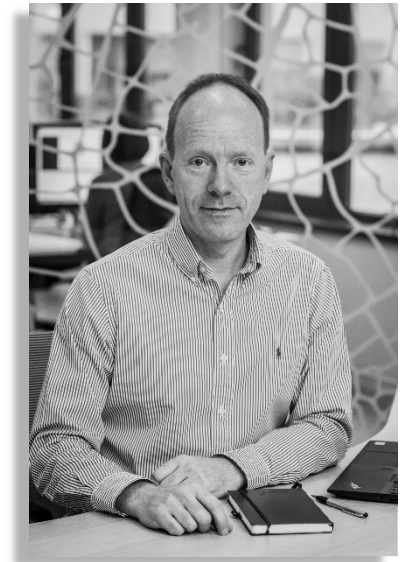
Jens ERDMANN

Project Manager

Editing – Standardization

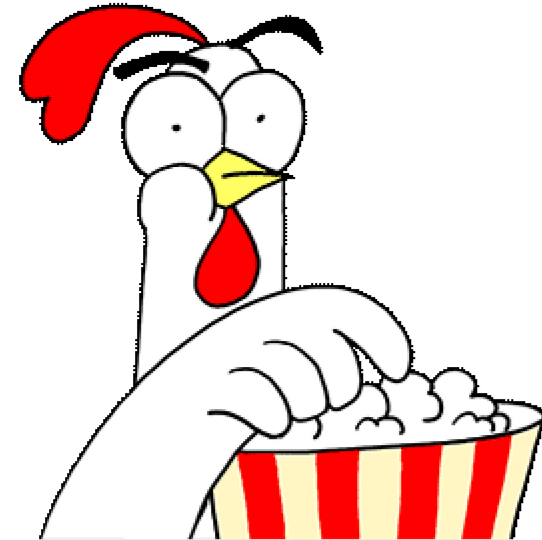
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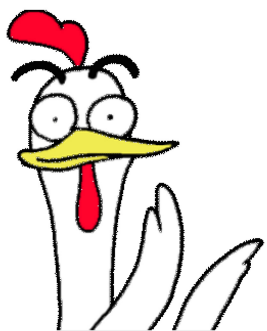
In today's discussion...

- ▶ Procedural elements
- ▶ Tips for Drafting
- ▶ Expectations
 - ▶ Drafters → Editors
 - ▶ Editors → Drafters

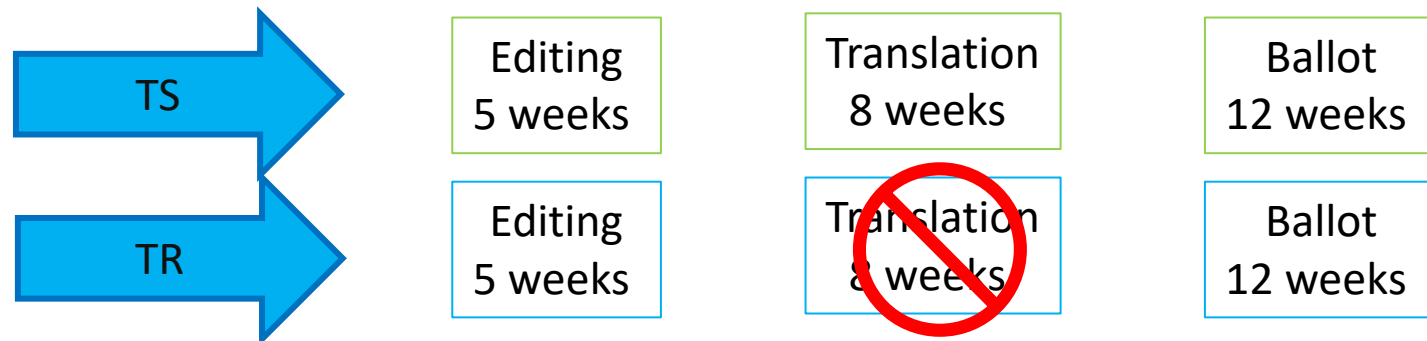
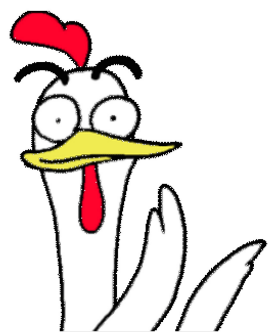


Procedural | Time-frames

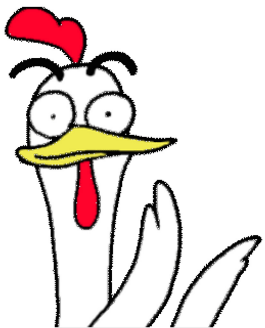
- ▶ What is a time-frame?
 - ▶ The amount of **plannable** time for a step:
 - ▶ Editing
 - ▶ Translation
 - ▶ Ballot



- ▶ What is a time-frame?
 - ▶ Slightly different for TS and TR!
 - ▶ FprCEN/TS
 - ▶ FprCEN/TR
- 

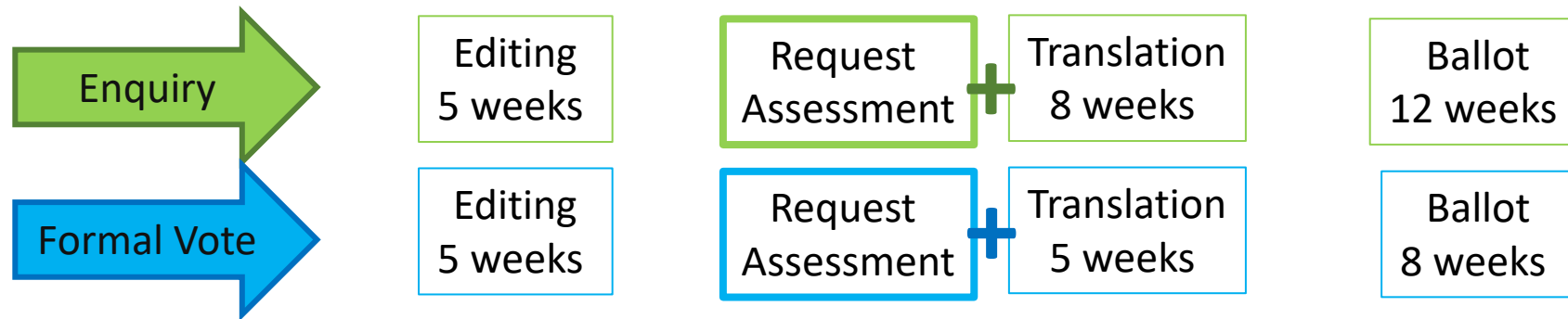


- ▶ What about Amendments?
 - ▶ Treated JUST like a regular EN!
 - ▶ EN XXXX-P:YYYY/prA1:YYYY



- ▶ And if my deliverable is Harmonized?
 - ▶ The regular time-frame applies, BUT...

Some steps may increase the chance of delay!

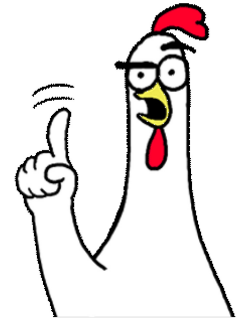





Tips for Drafting

And Best Practices

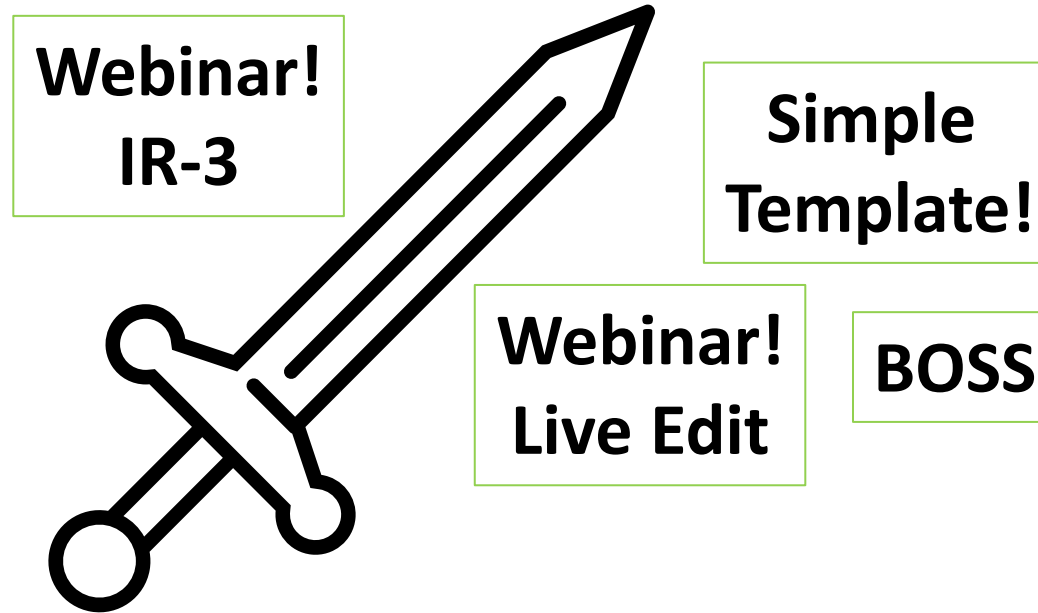


Tips for drafting



- ▶ Using the:
 - ▶ Correct template (EN and Amendment)
 - ▶ Previous version of the document (e.g. **Enquiry text edited and styled/formatted by CCMC editors for the preparation of the Formal Vote text!!!**)
- ▶  Not following it can result in **rejection** of the text by the upload tool and by the CCMC in-check!!! 
 - ▶ It anyway makes **reediting** and **restyling/reformatting necessary**, leading to possible errors and to delays/resource losses. 

- ▶ IR-3 → Your **best friend!**
 - ▶ Double-edged helpful sword



- ▶ [CEN](#) and [CENELEC](#) BOSS Sites
- ▶ Careful use of your verbs...
 - ▶ Remember Tables 3-7 in IR-3?



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

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

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

Table 5 — Permission

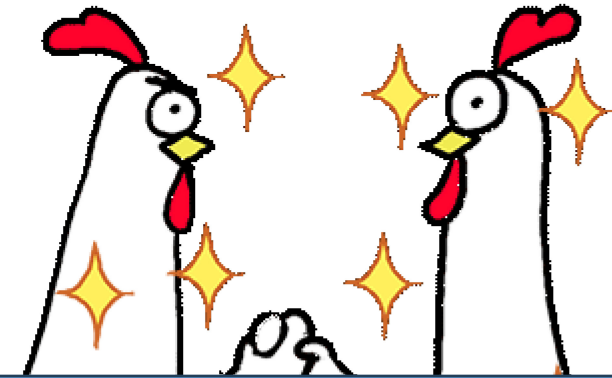
Preferred verbal form	Equivalent phrases or expressions for use in certain cases
may	is permitted is allowed is permissible

Table 7 — External constraint

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

- ▶ Awareness plus correct use of templated annexes:
 - ▶ Annexes ZA / ZZ (CEN / CENELEC) for harmonization
 - ▶ Annex ZA (Adoption (endorsement) of International Standards and other reference documents as European Standards)
 - ▶ Annexes ZA differ in CEN and CENELEC!
 - ▶ A-deviations
 - ▶ SNCs
- ▶ Awareness plus correct use of Patent right text / patent right declaration





Let's make the best out of it!!!
Only the best is good enough!

Expectations

A good relationship between Editor and Drafter

▶ What can drafters expect from (CCMC) editors?

▶ In-depth editing, containing:

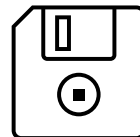
▶ Editorial quality:

▶ Rules, i.e. IR Part 3 followed!!!


▶ Overall correct formatting of texts

▶ Clean-up of editorial flows

▶ Data correctness in database (titles, references, procedure dates, comments, etc.)



What Drafters can expect of Editors

- ▶ Communication is key! 
- ▶ Your questions/comments handled timely
- ▶ Follow-up on any issues
 - ▶ (titles, translations, BT/Harmonization...)
- ▶ Editing advice and guidance
- ▶ How to solve IR3 enigmas



All we ask is that you keep it friendly!



What editors expect from drafters

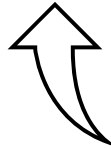
- ▶ Use the correct template!
 - ▶ CEN → [Found here](#)
 - ▶ CLC → [Found here](#)
 - ▶ Amendments → [Found here](#) (CEN only)
 - ▶ Quickstart guides → Found beside the templates
 - ▶ **NO exceptions!**

- ▶ If you're revising something, use the **correct version!**

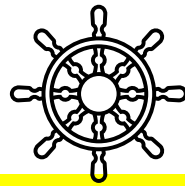
What editors expect from drafters

- ▶ Timely response to all questions 
- ▶ Precise answers 
 - ▶ (Remember, editors are not technical experts in the field and often do not know the documents very well, at least as well as the drafters of the standard!)

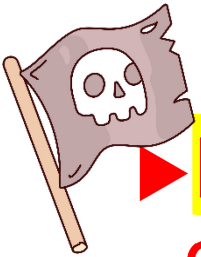
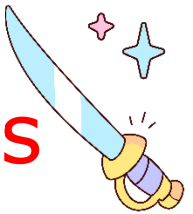
- ▶ What are (CCMC) editors and why do they exist?
 - ▶ Editors are there to help you and to improve your documents!



- ▶ Together we can navigate through the complex rules and procedures!



▶ **Editors are not your enemies!** They do not focus on making your life difficult!



What editors expect from drafters

▶ Good **quality** texts!

▶ Tables!

- ▶ Draft them simply!
- ▶ Give them a number designation (and a title, if you'd like)
- ▶ Don't make them TOO long
- ▶ Let them run over multiple pages – don't split them with their own sub-titles

▶ Figures

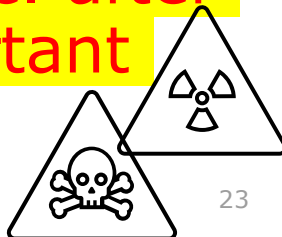
- ▶ Follow the extensive guidance on the BOSS
- ▶ Insert and link, or the submission interface won't work



► Formulae!

- Check formulae formats and their representation in XML (often must convert to MathType before) BUT! Editors are not technical experts and must trust the technical content of formulae!
- Check Formulae electronically, Greek symbols, obvious mistakes (e.g. brackets missing), incorrect conversion to MathType, the line including units and numbering
- Check tolerances, limit deviations, units (spaces, fonts, double formatting (e.g. raised AND superscript), line breaks

► Changes related to formulae, tolerances, limit deviations, units etc. after Vote are "technical" and cannot be accepted -> care is very important here!



What editors expect from drafters

► Terms and definitions – correctly drafted!

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]



▶ Annexes!

- ▶ Normative/informative – labelling is important!
- ▶ Do you have all of the correctly filled out annexes Z?
- ▶ Are they after your main body, but before your bibliography?
- ▶ Are they cited at least once somewhere in the text?

▶ Normative references

- ▶ Use IR3 rules and **extensive** webinar guidance
- ▶ Titles of series – get the titles correct!
 - ▶ Unsure? Ask your editor, they'll check the database!

▶ What else do you need to do?

- ▶ Check carefully information in European Foreword (member holding the Secretariat, TC title, superseding information, revision text, harmonization elements, series lists)
- ▶ Check carefully Annexes ZA / ZZ (CEN / CENELEC) for harmonization
- ▶ Check carefully Annex ZA (Adoption (endorsement) of International Standards and other reference documents as European Standards)
- ▶ Check carefully A-deviations
- ▶ Check carefully SNC
- ▶ Check carefully not to include **conformity assessment** (EN ISO 17000 series and **quality management** (EN ISO 9000 series) requirements (shall, imperative)

And after all the editing is done?

- ▶ Translation!
- ▶ We zip it all up and upload it!

But what if I've found a mistake?!



But what if the HAS consultant sends me comments?!



But what if there's an error?!

And after all the editing is done?

- ▶ Resubmissions!
- ▶ For hENs:
 - ▶ Minor comments to resolve conditional assessments
 - ▶ Loads of comments? Submit a **new version** to CCMC.
- ▶ Obvious errors:
 - ▶ Impacting safety of application
 - ▶ Following internal review on ad-hoc basis

DON'T RELY ON THIS!
READ YOUR TEXT CAREFULLY!



And then: Output vs launch dates

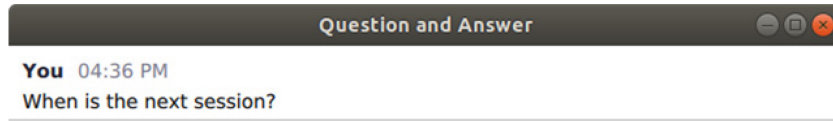
- ▶ How and why differ output and launch days?
 - ▶ In CCMC we have weekly production preparation (CEN on Tuesday, CENELEC on Friday)
 - ▶ CCMC editors:
 - ▶ handle translations
 - ▶ update/generate title pages
 - ▶ complete data base information (launch dates, etc...)
 - ▶ Then, after an overnight synchronization there will be automated overnight upload of all documents to members

Your feedback



Question time

▶ Use the Q&A panel to submit your questions



Type your question here...

Send anonymously

Send



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](#)