



European Standardization Organizations

Webinar for Standard Drafters

All About Publications.

*We start at
14:00 CEST*

Your webinar moderator



Els Somers

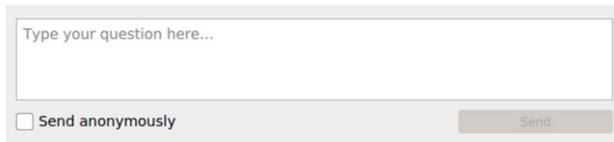
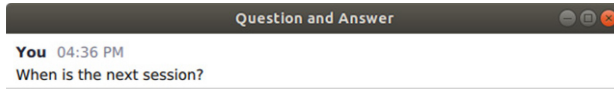
Project Manager

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



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CEN and CENELEC

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To be discussed...

- ▶ Timeframes & Procedures
- ▶ Light Editing – what does the editor actually do?
- ▶ Comments handling
- ▶ BT decisions – Technical changes
 - ▶ What IS a technical change?
- ▶ TC proofing
- ▶ Corrective Actions after Publication
 - ▶ LTCs, Corrigenda...
- ▶ Special Exceptions
 - ▶ TRs & Amendments



Timeframes & Procedures

- ▶ After Formal Vote → comments collated
- ▶ Editing timeframe: **2 WEEKS**
 - ▶ Light Editing
 - ▶ Comments handling
- ▶ TC proofing: **2 WEEKS**
 - ▶ Extended to 4 weeks during holiday periods (Summer/Christmas)
- ▶ Translation: **4 WEEKS**
- ▶ DAV: **Wednesday (CEN), Friday (CENELEC)**



- ▶ Text of the Formal Vote
- ▶ Comments template

- ▶ If the vote is skipped → Enquiry text
 - ▶ In this case, all technical changes are required to be saved for the next revision
 - ▶ BT decisions are not permitted for technical changes

- ▶ Formatting and general layout
- ▶ Updating headers and European Foreword

EN 12312-1:2024 (E)

- ▶ Update of references
- ▶ Update of metadata for XML
- ▶ Grammar, punctuation
- ▶ **No in-depth editing**
 - ▶ **Skim-read!**



European foreword

This document (EN 17983:2024) has been prepared by Technical Committee CEN/TC 454 “Algae and algae products”, the secretariat of which is held by NEN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by January 2025, and conflicting national standards shall be withdrawn at the latest by January 2025.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

This document has been prepared under a standardization request addressed to CEN by the European Commission. The Standing Committee of the EFTA States subsequently approves these requests for its Member States.

Any feedback and questions on this document should be directed to the users’ national standards body. A complete listing of these bodies can be found on the CEN website.

According to the CEN-CENELEC Internal Regulations, the national standards organisations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye and the United Kingdom.

Comments Handling – OUR ROLE

- ▶ Assessment of collated comments from the vote
 - ▶ Technical vs Editorial
 - ▶ TC please advise → I need more information to assess this
 - ▶ Comments for translation colleagues



IT 003		06		Te	Some fundamental chocolate requirements necessary for the kind of product and exposure scenario to certain flavours that might be present in wrappings are missing. This refers in particular to hazelnut, for both plastic and tinfoil wrapping. The reply to the comments 050 and 052 given during the enquiry is of great concern, as it states	Add requirements for hazelnut as in TR 13387-2:2015, clause B.15	Technical changes are not allowed at this stage
--------	--	----	--	----	--	--	---

FR 012		08	08.2.1.1	Ed	modifier [...] ou se détacher du produit	French version only	Comment for AFNOR
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IT 019		08.01.1	1st	Ed	The standard requires to apply a test method described in the EN 1234:2000 clause §6.3. The clause §6.3 is wrong as it refers to taste.	Change 6.3 to 6.1 and delete the sentence about the square tube.	TC, please advise.
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Comments Handling – OUR ROLE

► Assessment of collated comments from the vote



GB		6.3	5 th para	Ed	'Chocolates and waffles <u>is</u> good desserts' grammar is incorrect	Chocolates and waffles ARE good desserts'	Accepted.
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- ▶ Addition of any comments that we make from the editing
- ▶ Implement the comments into the final draft
- ▶ Drafters can be proactive and implement the comments themselves ahead of editing
 - ▶ Let us know ASAP if this is what you will do!
 - ▶ Editors still check ALL changes
 - ▶ You still get the TC Proofing period
 - ▶ This does not guarantee that all the comments you accepted will be accepted without question

Comments Handling – YOUR ROLE

- ▶ Carefully check the comments
- ▶ Add your responses in the **SAME TEMPLATE**
- ▶ Show any difficult changes in a marked-up version



▶ **Don't:**

- ▶ Use stickynotes in a PDF
- ▶ Create a copy of the comments template, delete comments and add new ones
- ▶ Remove CCMC's responses



▶ OBVIOUS editorial errors! What does this mean?

CCMC Editor and the TC have to agree that it is obviously editorial. If there is a doubt from either side, then there is no doubt: it is therefore considered technical.

▶ If technical changes are required:

▶ BT decision (+ 4 weeks minimum)

▶ Loads of changes?

▶ Maybe 2nd FV...

- a) further editorial or technical changes to the drafts after their submission to Formal Vote are not accepted, with the exception of
 - i. obvious editorial errors and errors introduced by CCMC in the preparation of the draft for Formal Vote, which will be directly corrected by CCMC before publication. 'Obvious editorial error' is an editorial error that is recognised as such immediately and without any doubt, both by the CCMC editor and the TC Secretary. Absence of the aforementioned condition disqualifies the requested changes for direct editorial correction;
 - ii. technical changes aiming to correct errors and thus avoiding a deficient standard, according to decision BT 48/2014 & D149/017. Upon request of the TC secretary and following BT approval, these changes will be introduced by CCMC before publication;

- ▶ If technical changes are required:
 - ▶ BT decision (+ 4 weeks minimum)
 - ▶ Liaise with technical PM for the procedure
 - ▶ Only limited amount of technical changes permitted

- ▶ Loads of changes?
 - ▶ 2nd Formal Vote might be a better option
 - ▶ This will be assessed on a case-by-case basis

- ▶ Comments template (51_x_cmt_ccmc)
 - ▶ Make a copy and rename
 - ▶ E.g. 51_x_cmt_ccmc_TC

- ▶ Clean PDF (64_e_stf)

- ▶ Marked-up version (64_e_stm)

- ▶ Email with deadline



To
Cc

TC email

Send

Subject: Publication proofing - EN xxx:2023 (xxxx-CEN/TC xx)

YOUR DEADLINE = 2024-MM-DD

In case of no response, we shall assume that you agree to the immediate publication.

Dear (TC Name),

The above mentioned standard is now ready for publication.

As responsible Secretary you are now invited to check this document in its totality, before the above mentioned deadline.

The project has been finalised for publication, taking into account the comments (if any) received from the Members. Please note that only editorial comments shall be accepted at this stage.

The following material is enclosed:

- the English version (64_e_stm) submitted to the approval procedure, including changes made by the editor;
- a clean version of the document in pdf format as we intend to publish it;
- the comments (if any) from the approval procedure, including remarks for your attention.

Please,

- respond to the voting result comments by filling in the comments template and,
- for complicated changes, provide a marked-up version of the standard.

It is our understanding that your confirmation is an acknowledgement that no further modifications will be brought to the text and that the document, as presented, can be published.

Should you be unable to meet the above mentioned deadline, please let me know as soon as possible

Please note that in accordance with CEN/BT resolution C023/2011, you are also requested to involve the Working Group Convenor when proofing the final text for publication.

Once your confirmation is received, the finalised document will be sent to DIN and AFNOR for a 4-week translation period, after which it will be published.

Kind regards,



Send

To

TC Email

Cc

Subject

Publication proofing - EN xxx:2024 (xxxx - CLC/TC xxx)

YOUR DEADLINE = 2024-MM-DD

In case of no response, we shall assume that you agree to the immediate publication.

Dear (TC Name),

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Enclosed is the following material:

- a clean version (64_e_stf) of the document in pdf format as we intend to publish it;
- a marked-up version of the document (64_e_stm);
- the comments (if any) from the approval procedure, including remarks for your attention.

Please,

- **respond to the voting result comments by filling in the comments template, and,**
- **for complicated changes, provide a marked-up version of the standard.**

It is our understanding that your confirmation is an acknowledgement that no further modifications will be brought to the text and that the document, as presented, can be published.

Should you be unable to meet the above-mentioned deadline, please let me know as soon as possible.

Once your confirmation is received, the finalized document will be published.

With kind regards,

STOP!



- ▶ What will prevent publication?
- ▶ TC Decisions for non-EN/ISO/IEC normative references!
 - ▶ Obligatory for CEN
 - ▶ Optional for CENELEC

Get these to us as early as possible!

- ▶ Patents rights declarations

More information is available in Guide 8 and on CEN-CENELEC website: [Patents - CEN-CENELEC \(cencenelec.eu\)](https://www.cencenelec.eu)

▶ Correction Notices

- ▶ For small changes (no huge overhauls of text)

CEN/BT decision 43/1995: The issue of a Correction Notice is acceptable maximum one month after publication of a standard (in exceptional cases 3 months)

Not a way to introduce rejected comments after publication!

Corrective Action after publication

► Corrigenda



YES

Correct a technical error or ambiguity in an EN, TS or TR (and HDs for CENELEC), which leads to an incorrect/unsafe application of the standard.



NO

Minor printing errors
Editorial changes
Update of outdated information
Standards older than 3 years

**All corrective action is to be used
SPARINGLY!**

▶ Technical Reports

- ▶ No translation procedure EVER
- ▶ FV → Publication

So the draft has to be perfect before the FV submission!

▶ Amendments

▶ Consolidated at Publication Stage:

- ▶ CEN → Official version = Consolidation
- ▶ CLC → Official version = Standalone AMD, consolidated for info
- ▶ e_stf → Original standard with consolidated changes therein
- ▶ e_is → instruction sheet (voted text)

Final Thoughts

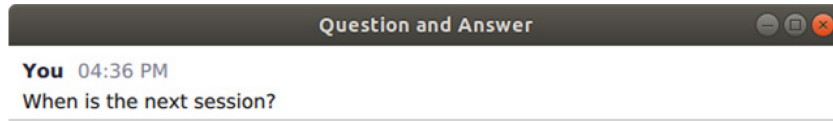
- ▶ Read your text carefully **BEFORE** you submit it!
- ▶ Rewatch this year's Webinar series!
- ▶ Mail Production → General Questions (production@cencenelec.eu)
- ▶ Your editors → Specific Questions on your text
- ▶ Personalised trainings!

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!

All webinars for Standard Drafters are available for listening:

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

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