



European Committee for Standardization

CEN Webinar 'All about amendments'



*We start at
10:00 CET*

Webinar moderator



Els SOMERS

Project Manager

Public Relations

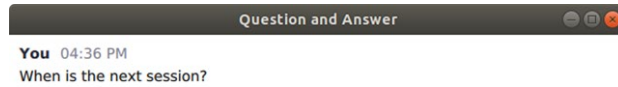
CEN-CENELEC

esomers@cencenelec.eu

Get the most out of the webinar today



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

A screenshot of a question submission form. It features a 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.

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

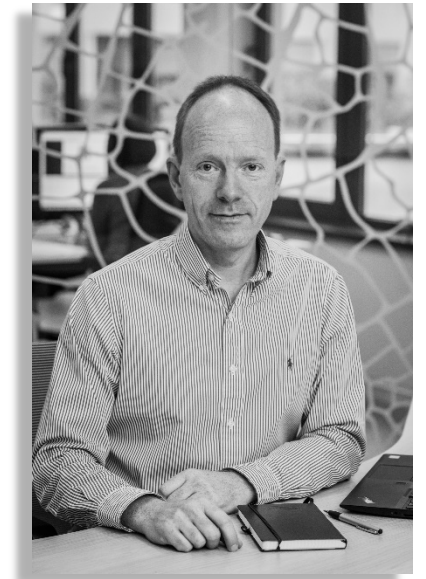
Your speakers



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Today's webinar

- ▶ Getting started
 - ▶ CEN BOSS Page ([link](#))
 - ▶ Simple Template & Quick-start Guide
- ▶ Drafting Guidance
- ▶ Enquiry and Formal Vote – Procedure
 - ▶ The who, the what, the when and the why
- ▶ All About the Publication Procedure
- ▶ Final Resources & Information

Getting Started

Including Live Demonstrations!

Getting Started



- ▶ CEN BOSS Preparation and Submission of Amendments
 - ▶ [Link](#)
 - ▶ Reference Material → Guidance Documents → Prep. Of Amd

TECHNICAL STRUCTURES STARTING NEW WORK DEVELOPING DELIVERABLES MAINTAINING DELIVERABLES **REFERENCE MATERIAL** 🔍

Reference documents

- Guidance documents**
- Forms and templates
- Formatted Decisions
- Profiles

Guidance documents

General +

Drafting guidance -

- > Additional requirements to EN ISO 9001
- > Additional National elements (in PDF)
- > Accessible Word and PDF documents - Guidelines (PDF)
- > Basic elements for a common understanding of use conditions in standards
- > CEN Enquiry/Questionnaire procedure
- > European Standards and conformity assessment
- > Flexible standards development process - General
- > Flexible standards development process - Principles and operational aspects (in PDF)
- > Good practices to save time in the drafting of standards
- > Graphical symbols
- > Guidance to proposers or submitters for transposition of International Standards as European Standards
- > Identification of technical changes in revised ENs
- > Normative references
- > Normative references in harmonized standards - Guidance (in PDF)
- > Preparation and submission of files
- > **Preparation of Amendments NEW!**



Let's take a look!



► Simple Template & Quick Start Guide

The screenshot shows the CEN website navigation menu. The 'cen' logo is in the top left. The main navigation bar includes: TECHNICAL STRUCTURES, STARTING NEW WORK, DEVELOPING DELIVERABLES, MAINTAINING DELIVERABLES, and REFERENCE MATERIAL (highlighted with a red box). A left sidebar contains: Reference documents, Guidance documents, Forms and templates (highlighted with a red box), Formatted Decisions, and Profiles. The main content area is titled 'Forms and templates' and lists categories: TECHNICAL BODY ORGANIZATION (+) and TECHNICAL WORK (-). Under TECHNICAL WORK, a list of documents is shown, with the last two items highlighted by red boxes: 'CEN Simple template for drafting standards (French & German versions) & Quick start guide' and 'CEN Simple template for drafting Amendments & Quick start guide NEW!'. Red arrows point from the 'Forms and templates' sidebar item to the 'Forms and templates' main header, and from the 'Forms and templates' sidebar item to the highlighted document titles.

cen

TECHNICAL STRUCTURES STARTING NEW WORK DEVELOPING DELIVERABLES MAINTAINING DELIVERABLES REFERENCE MATERIAL

Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

Forms and templates

TECHNICAL BODY ORGANIZATION +

TECHNICAL WORK -

- › Commenting Form
- › IPR - Patents Declaration form
- › Drafting A-deviations
- › Draft Standardization Request - BT Commenting form
- › Draft Standardization Request - Checklist
- › Environmental checklist - Service standards
- › Environmental checklist - Testing standards
- › Environmental checklist - General
- › Exploitation Rights License Agreement
- › Checklist - Standards to be offered for citation in the OJEU (& Checklist Construction)
- › New activity field proposal
- › NWI proposal form
- › CEN Simple template for drafting standards (French & German versions) & Quick start guide
- › CEN Simple template for drafting Amendments & Quick start guide NEW!

Drafting Guidance

- ▶ IR3 still applies!
 - ▶ Familiarise yourself with our deep-dive webinar!
 - ▶ [Link](#)
- ▶ Only modify that which needs to be modified
 - ▶ Single cell? **Don't replace the entire table**
 - ▶ Single word in a whole paragraph? **Don't replace the whole clause**
- ▶ Keep it simple
 - ▶ Draft with the publication consolidation in mind
 - ▶ Clear and concise is the name of the game



Drafting Guidance



▶ What do I need to include?

- ▶ Significant technical changes – modifications/additions/deletions of technical content
- ▶ New clauses/Annexes/Figures
- ▶ Figures:
 - ▶ If adding, ensure we have the figure files!



▶ What can be left out?

- ▶ Small editorial changes
 - ▶ Changes to introductory wording
 - ▶ Editorials in line with IR-3
 - ▶ Anything requiring extensive tagging (figure/table renumbering)



Drafting Guidance

- ▶ Clause 1, 2 and 3...
 - ▶ NOT mandatory!
 - ▶ Not the Scope, Normative References or Terms and Definitions
 - ▶ Unless those happen to be the clauses you are changing!

- ▶ It's all in the wording...

- ▶ 3 verbs: *Add, Delete, Replace*.

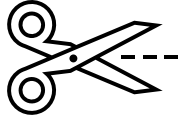
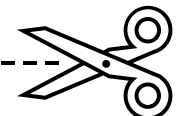
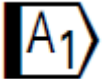
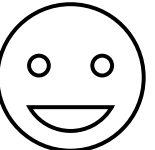
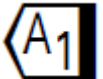
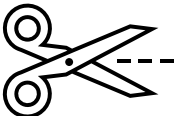

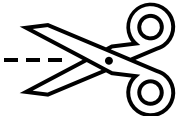
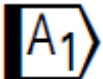

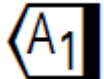
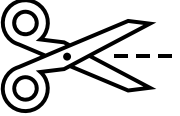

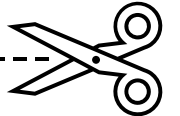
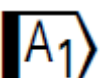
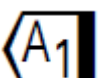

- ▶ Nothing else

- ▶ So don't be creative ;)



Why this specific wording?

- ▶ “Cut and paste” is still alive in the digital age: “add” / “replace...with” / “delete” → it became digital, based on BSI’s historical system :

- ▶ *Add* changed from   to   
- ▶ *Replace...with* changed from    to   
- ▶ *Delete* changed from    to  *deleted text* 
- ▶ *As less is more, we historically decided early Millenium to keep historic “cut and paste” alive in future and to limit instructions to the modal verbs “add” / “replace...with” / “delete”, exceptionally with addition “to read”.*
- ▶ ***Instructions in italics, text changes upright plus quotation or tagging marks!***
- ▶ *It may come as a surprise, but standardizing wording supports one of the key ideas of standardization, which is standardize wording, expressions, etc.* 

Procedure – ENQ & FV

What happens?

Timeframes

- ▶ Timeframes for Amendments are equally handled as European standards:

- ▶ ENQ:
 - ▶ Editing – 5 weeks
 - ▶ Translation – 8 weeks
 - ▶ Ballot – 12 weeks

- ▶ FV:
 - ▶ Editing – 5 weeks
 - ▶ Translation – 5 weeks
 - ▶ Ballot – 8 weeks

Expectations: Drafters of Editors

- ▶ ENQ – first stage
 - ▶ Exactly the same as a regular EN
 - ▶ In-depth editing & application of IR-3
 - ▶ Inform of any changes made to bring it in line
- ▶ FV – second stage
 - ▶ Exactly the same as a regular EN
 - ▶ In-depth editing & application of IR-3
 - ▶ Inform of any changes made to bring it in line



Expectations: Editors of Drafters

- ▶ Good quality texts using the Simple Template
- ▶ Clear and concisely drafted instructions in the Amendment
- ▶ Timely responses to any of the questions we have



Most important thing



Procedure - Publication

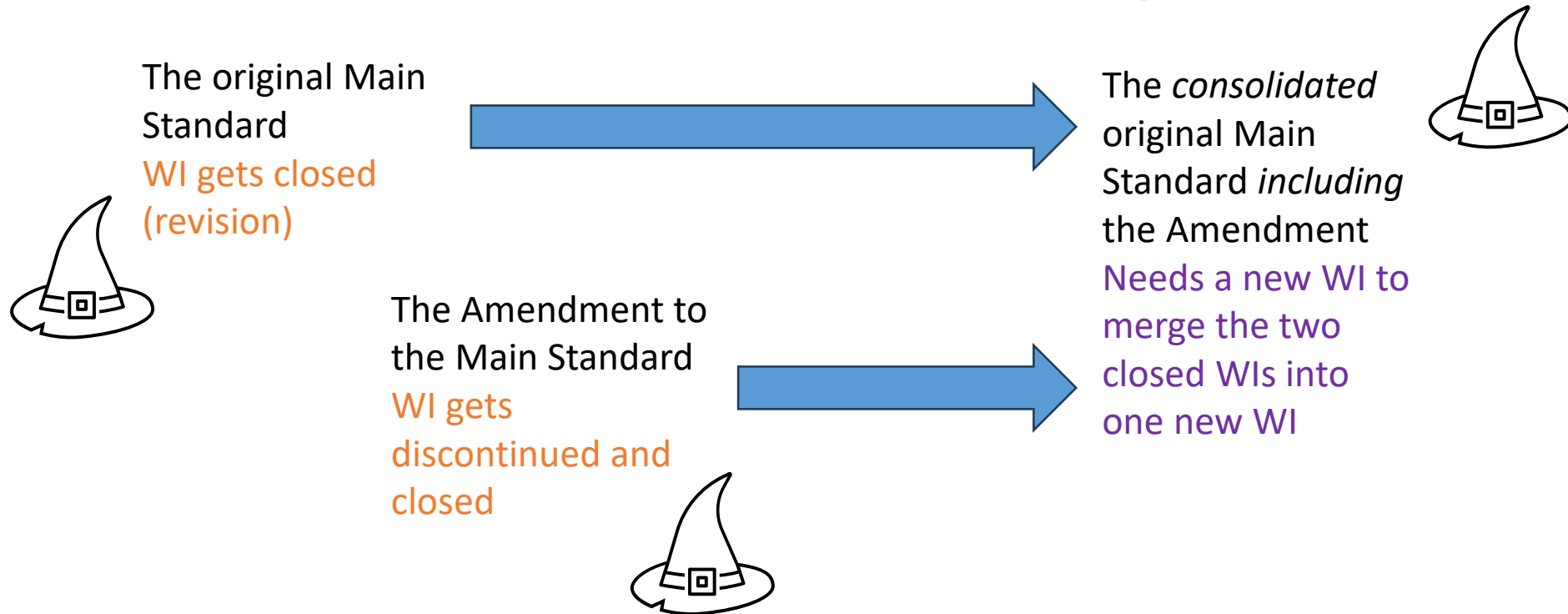
With Jens

The **mystery** of WI magic and of **alchemical** document transmutation



The mystery of WI magic

- ▶ The WI of the main standard will be closed
- ▶ The WI of the Enq and FV will be discontinued
- ▶ The WI for the consolidated text magically appears



Alchemical document transmutation

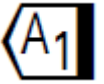
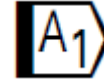
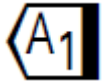
- ▶ The main standard will be withdrawn
- ▶ The Enq or FV will become an instruction sheet for the consolidation of itself into the main standard (without foreword and specific title page)
- ▶ The consolidated text will be a new version of the main standard superseding the current main standard
- ▶ An amended main becomes the 2nd version of the main
- ▶ A twice amended main becomes the 3rd version of the main
- ▶ A three times amended main becomes the 4th version of the main
- ▶ A four times... NO! Stop! Not allowed as the Internal Regulations only allow up to three Amendments per edition!



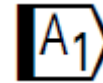
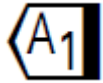
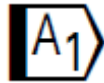
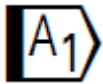
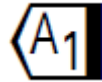
And the 5-years review obligation?

- ▶ Is not affected – no difference
- ▶ Is related to an edition
- ▶ As Amendments are new versions of a current edition, the amended and consolidated text does not alter the count of the 5-years review obligation (calculated from the main)
- ▶ Review \neq Revision \rightarrow the Review can have 3 outcomes:
 - ▶ Revision of a standard;
 - ▶ Confirmation of a standard;
 - ▶ Withdrawal of a standard (*without replacement*).
- ▶ And Projex online? It mirrors our database. The editors take care for the data, helped by database handling colleagues.

The history and basics of tagging symbols



- ▶ Developed and used first by BSI
- ▶ IPR is with BSI, so we cannot just share them; we received the grant of use
- ▶ Specific font style (**BSsymb10**) to be installed on each computer using them, otherwise incorrect representation in WORD and PDF!
- ▶ Only used at consolidation, i.e. Final Publication stage



▶ How it reads with font installed → amendment is indicated in the text by tags A1 A1!

▶ How it reads with font **NOT** installed → amendment is indicated in the text by tags !!

Final Words

Information and Resources for your success!

Final Information & Resources



- ▶ Help! I've watched your webinar, and read the BOSS, but Amendments are 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
 - ▶ Jens Erdmann jerdmann@cencenelec.eu

Final Information & Resources

- ▶ Ask your editors!
 - ▶ Checking elements to make sure they're correct
 - ▶ Live guidance! TC meetings, drafting meetings...
 - ▶ Teams/Zoom/In-person in CCMC!

- ▶ We are here to help!

- ▶ Editors are friends, not foes!

- ▶ Editors are the tightrope walkers between creative writing and standards wording and sometimes even knot removers...



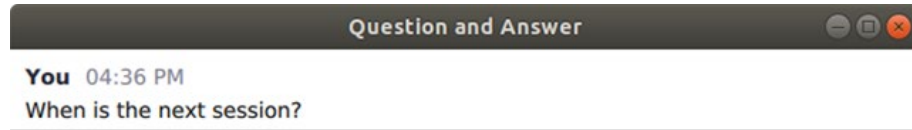
Your feedback



Question time



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



Type your question here...

Send anonymously

Send



European Committee for Standardization

Thank you for your participation!

Upcoming webinars

2024-11-12 - [Workshop 'Climate Adaptation & Resilience in Infrastructure Standards'](#)

2024-11-29 - [Webinar 'CEN-CENELEC Guide 17: Making Standards Work for SMEs'](#)

2024-12-02 - [Webinar 'The role of standardization in supporting Biodiversity and related EU legislation, including the Nature Restoration Law'](#)

2025-01-16 - [Webinar 'Introduction to CEN-CLC/JTC 23 - Horizontal Topics for PPE'](#)