Webinar of 2024-06-20

Webinar for Standard Drafters: Live edit of a CEN deliverable.

1	What is the meaning of BOSS?	BOSS stands for Business Operations Support System. Link: boss.cen.eu It aims at providing practical information to those actively contributing to the development of deliverables within the CEN system. It clearly describes processes and gives access to instructions and guidance for their day-to-day work.
2	What does 'stw' mean?	stw = standard in word stf = standard in word final stm = standard in word marked-up (showing the changes) stw is the original version (from the Technical Committee), it is not changed by the editors.
3	I've recently had a CEN (And a similar ISO) situation where the doc for ballot did not contain line numbers (which is very inconvenient for voters as well as the WG that processes the comments). I was told this was a CEN decision (same happened in the ISO situation). Do you have any more information about this such as the thought behind this and a decision reference?	In principle the clause referencing should be enough to refer to changes in the document. pagination will definitely bring issues when we talk about XML text as there is no pagination in that case.
4	In practice clause is quite often not enough. Moreover, why use a commenting table that asks for line numbers if we don't enable the users? For future XML work I get it but not as long as we work with Word docs	Point noted. At the moment there is no intention to change this principle and we are looking forward into the Online Standards drafting.
5	May the scope change from the NWIP that was adopted, to the enquiry document?	In principle any change of the scope shall be documented and decided by a TC decision. it shall be noted that there is a standstill associated to the scope and a voting associated to the NWI.
6	Comment to the previous question. For me the line numbers are not convenient as	Comment noted.

	when you begin to modify the text, the lines numbers change, and it is thus difficult to find commented line	
7	In CEN we never had line numbers in drafts. This is/was only applicable for CENELEC deliverables. Line numbers are tricky anyway as not working for tables.	Noted.
8	We often see footnotes to references that reference the amendments. Are those really necessary?	This element is included in IR 3, and is to ensure that the end user is aware that the amendment exists in the case where the amendment does not impact the referenced portion of the text.
9	Abbreviations: is it necessary to use a standalone clause e.g. Clause 4 as shown or maybe abbreviations may be a subclause of Clause 3?	You can check the training on this link https://experts.cen.eu/trainings-materials/events/2024/2024-05-24-webinar-standard-drafters-ir3/ The current recommendation is to have a separate clause.
10	Does the source (of a term/definition) have to be mentioned in the Bibliography as well?	Yes, this is a possibility, but not a requirement. You can also check in https://experts.cen.eu/trainings-materials/events/2024/2024-05-24-webinar-standard-drafters-ir3/
11	Do CEN editors correct circular definitions? Or should they be commented during enquiry by members/experts so that the drafters correct it.	Can you clarify, what is meant by circular definitions? We would prefer that the experts define a term clearly without using the term itself in the definition. If editors can suggest a definition that does not use the term, they will do so. (It would of course need to be approved by the TC first.) But editors do not have the technical knowledge to always be able to correct circular definitions.
12	Having an introductory sentence for Clause 4 would be good: "For the purposes of this document, the following abbreviations apply.".	Noted.
13	Could you present the insert/link of images please?	The recording of the webinar is available for you to take a look over this section at your leisure. Please also see the guidance on the CEN BOSS.

14	why would you prefer to change the style and not copy the format?	When you use the styling palette you are certain that the whole element/paragraph is captured with the correct style. If a part is not captured this will lead to difficulties in producing a clean document and a nice xml file.
15	By using OSD in drafting, the drafting rules are included in the tool, right?	Some rules are included and embedded. OSD will definitely facilitate the styling/structure issues. some of IR 3 may still remain open, but the intention is indeed to continue improving the tool.
16	A circular definition uses the term being defined as part of the description.	Thank you – see comment above.
17	I would suggest other editors to see the recording of this presentation because many drafts are not edited as precisely as we see here and then we have to make numerous comments on issues that should have been resolved by editing.	As it was highlighted, depending on the size of the document, its original quality the resources and volume available, the end result quality can vary. I would suggest to contact production@cencenelec.eu in case you have any suggestions or you wish to refer to any specific case.
18	It is wise anyway to not misuse the paragraph numbering and limit it to testing material and testing procedure text. Stable tables are crucial for stable XML !	Noted.
19	Technical Committees can support the editing very much with systematic and correct use of italics/uprights for Symbols and Indices throughout the text and particularly in formulae.	Yes, thank you.
20	Is there opportunities for those who wish to improve their MS Office skills?	This suggestion will be assessed.
21	We are often struggling with text in figures when translating. Is there some rule on that?	Figures shall be language neutral (see IR3 28.5.3). But flowcharts contain text, and this is difficult to overcome as other language versions of the figure file will need to be provided.
22	Has the insertion of images within tables ever been evaluated? When copied and linked, the image becomes more controllable if placed inside a table, I think	In some cases, for example for subfigure layout, tables are recommended to ensure that the layout is preserved. But, for regular single figures, if the correct styling is applied, then there should be no issue with controlling where the figure is.

		Tables increase the size of the document overall, so they shouldn't be used if it isn't necessary to do so.