



European Standardization Organizations

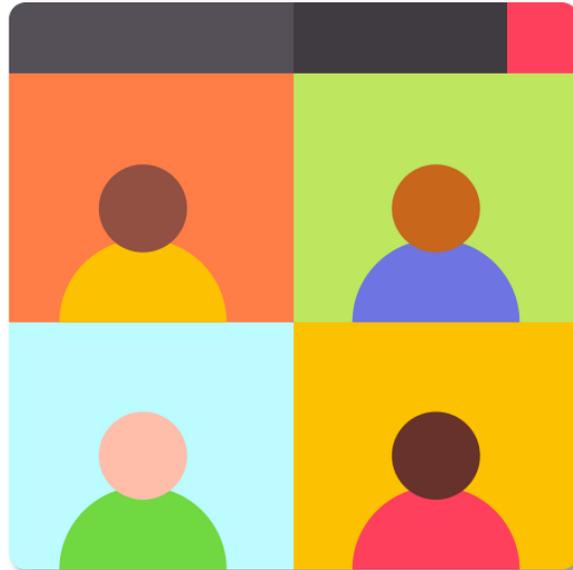
OSD CEN Member commenting training

2025-03-27 – OSD project team

OSD speakers

Estelle Baumard
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Product Owner



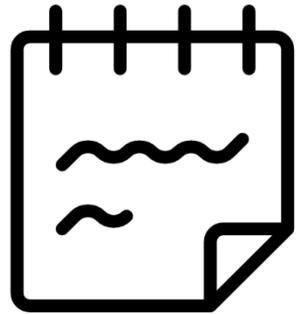
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Agenda

- ▶ What is Member commenting in OSD ?
- ▶ How to use the module ? 2 options
- ▶ Focus on accesses – Who can do what ?
- ▶ Next steps and support

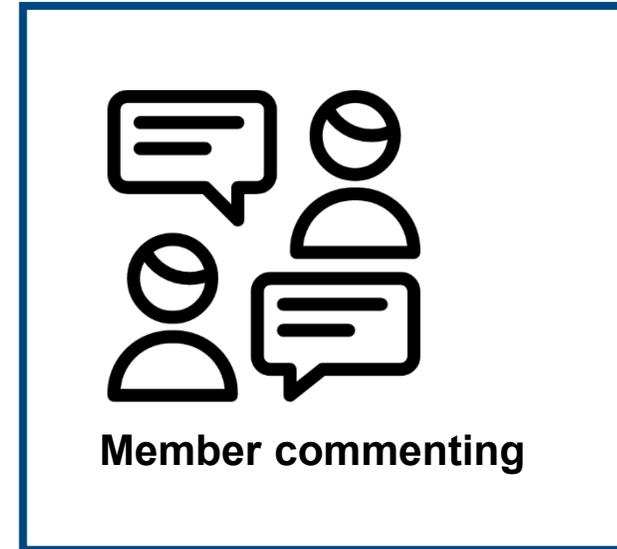
Single source of truth...



Collaborative authoring



Comment resolution & consensus building



CCMC internal editing

What is Member commenting in OSD ?

- OSD tool module used by National Mirror committees **to provide their official national comments** during Enquiry and Formal Vote
- Scope of today session = **Enquiry for projects drafted in OSD**





Member commenting: you have options!

Two options to provide comments to a CEN Enquiry ballot:

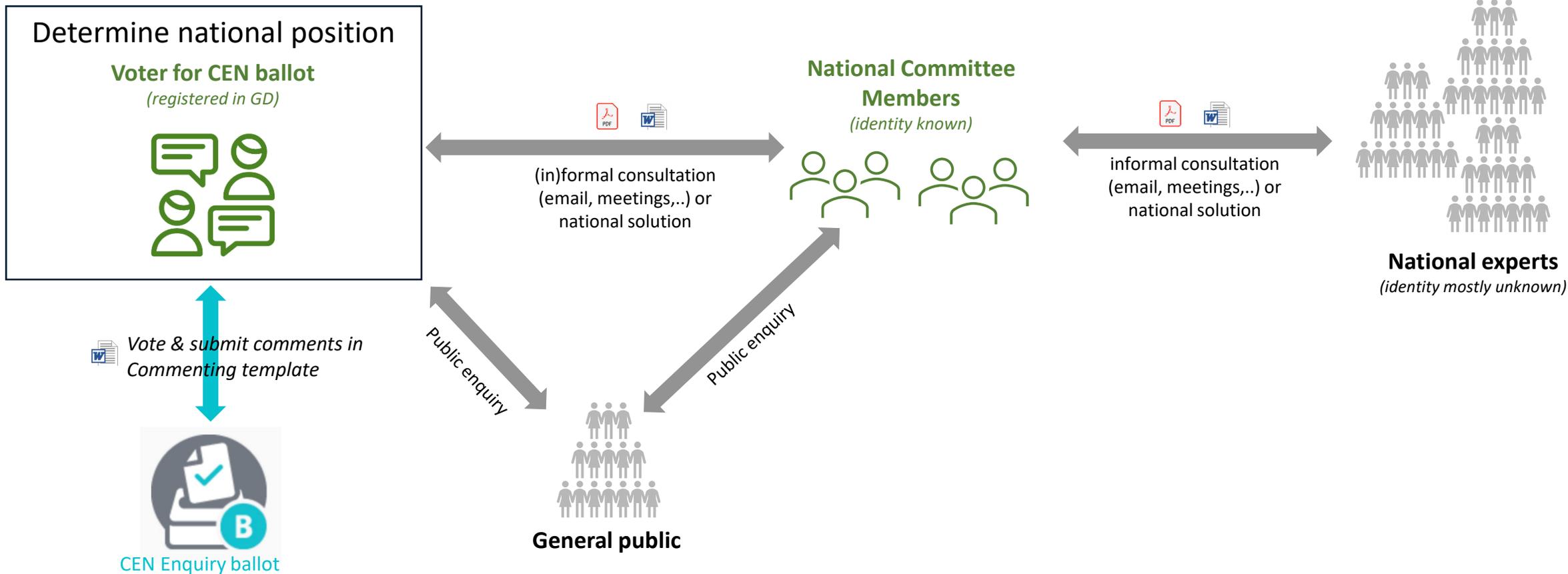
- **Option A** - Use OSD to gather comments from National Committees

 *Requires NMCs to be registered in the CEN GD and mapped to the corresponding CEN committee*

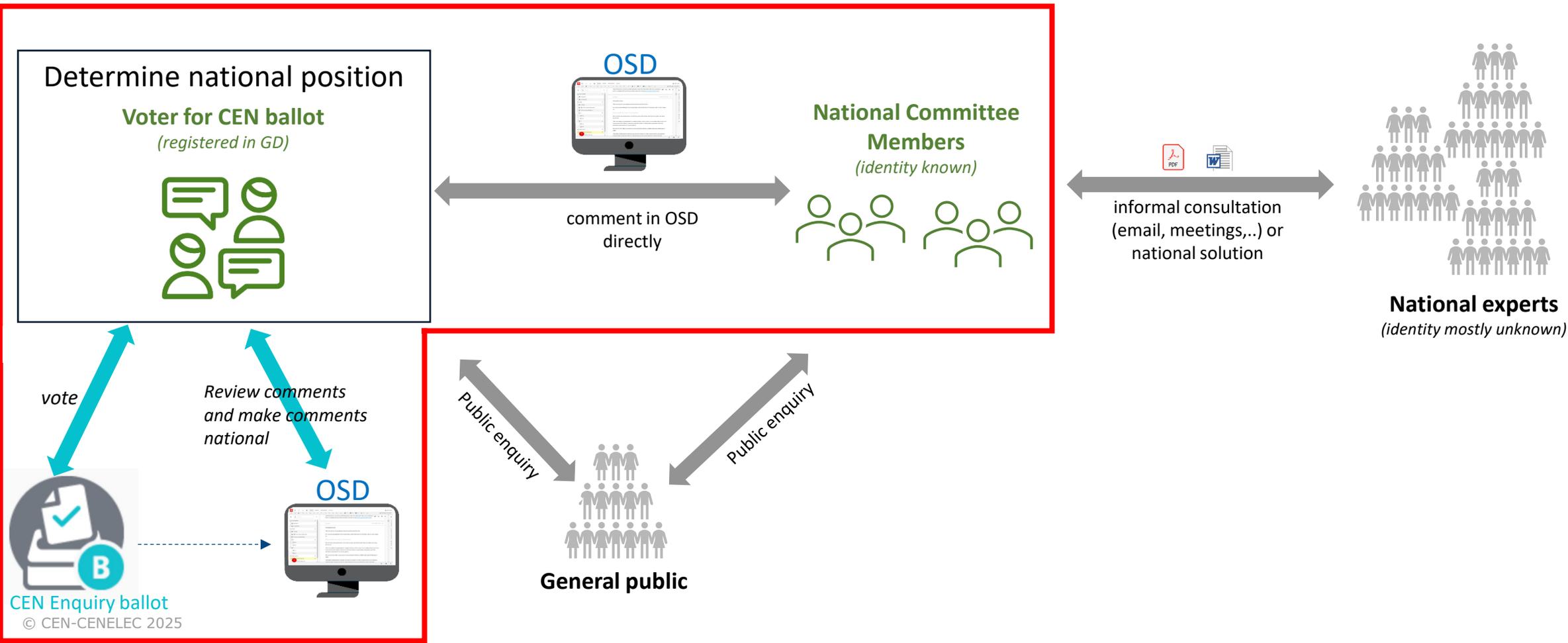
- **Option B** - Gather national comments outside OSD and import/ enter manually in OSD

 *Note: On a single ballot, an NSB does not have to choose a specific option but can combine option A and B as best meets their needs.*

Process for determining national position and comments without OSD



Process for determining national position and comments with OSD – Option A



Online document available for commenting



- ✓ Online document automatically attached to ballot
- ✓ Contributors are automatically provided access to the online document to comment and propose changes on the document

Information Participation Audience

Reference: prEN 12082-1

Committee: CEN/TC 256 **Type:** Enquiry (CEN Enquiry Ballot)
Status: Created **Initial closing date:** 2025-01-10
Opening date: 2024-10-10 **Closing date:** 2025-01-10

Title: Railway applications - Axleboxes - Test procedures

French Title: -
German Title: -

Work Item Id: 79222
Work Item Number: 00256A4G
Procedure Iteration: 1
Secretariat: Germany (DIN)
Vienna Agreement Status: None

Proposed implementation dates:
Announcement period: 3
Publication period: 6
Withdrawal period: 6

Reference documents and links

00256A4G_x_20241010 00256A4G_d_20241010

Access Online Document

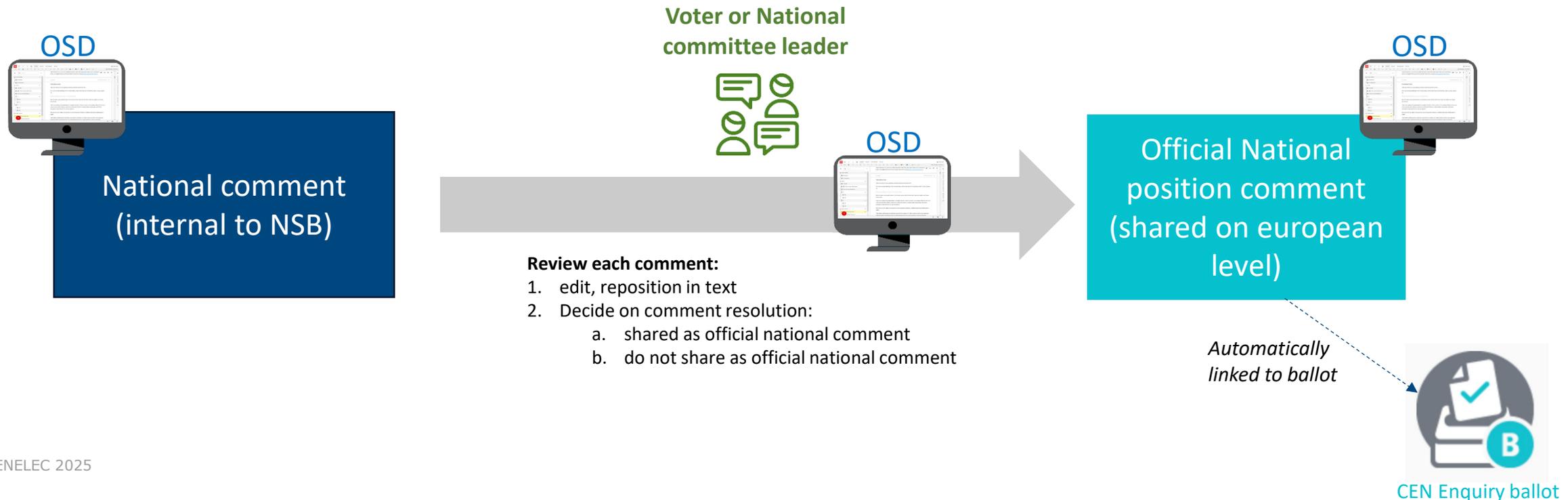
Questions and answers

No.	Questions	Possible Answers
1	Do you approve this draft as a European Standard	Yes No Abstains

OSD Comment lifecycle

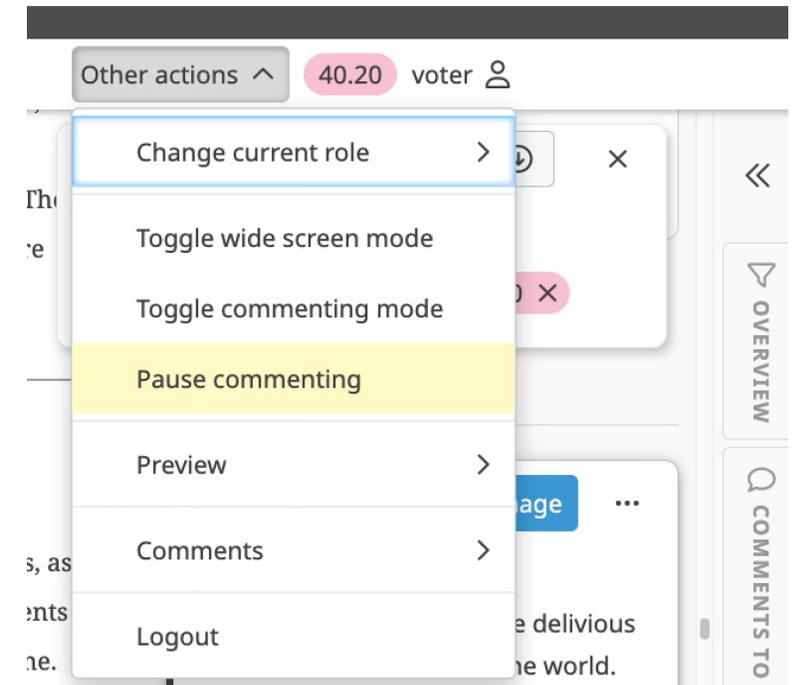
All comments entered in the OSD will **first be national only** and **not visible to anyone** outside of the NSB.

This enables NSBs to manage their comments before **submitting them as official national position** comments.



Pause commenting

- In case you would like to ensure enough time for reviewing and making comments national before the ballot closes, **you can, at any time, pause the commenting.**
- This will make it impossible for National Contributors to add any comments; however, **Voters can still add comments and resolve them.**



DEMO

Member commenting – OPTION A

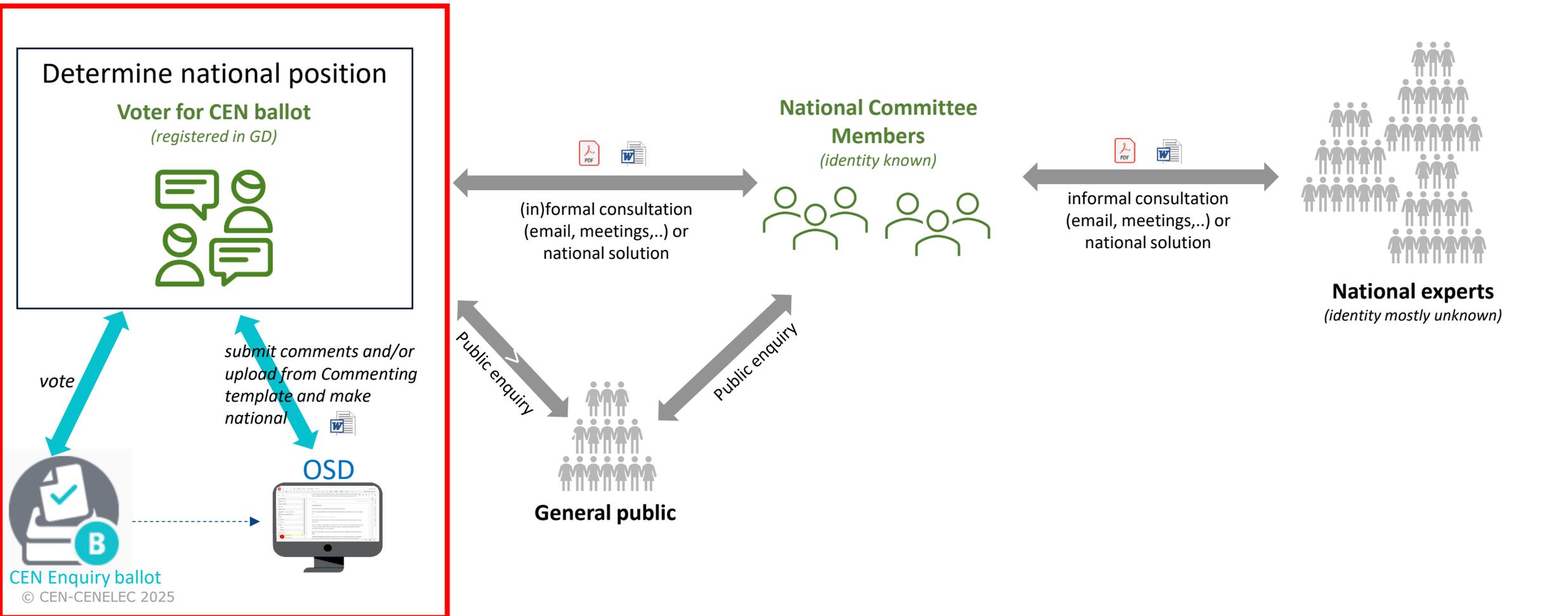


Benefits for Members

Member commenting in the OSD can **ease your national commenting processes when it comes to European Standards:**

- ✓ Improve **commenting** for national experts
- ✓ Facilitate **consensus building** with improved **consolidation** and management of national comments by voters
- ✓ Simplify **submission** of national comments by voters

Process for determining national position and comments with OSD – Option B



How are comments imported?

Case 1: "Proposed change" is empty

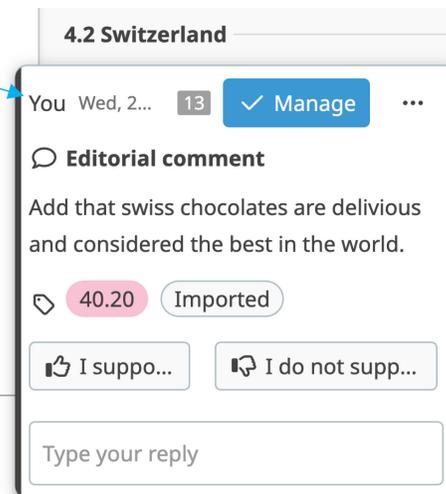
MB/NC ¹	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
SE		4.2		Ed	Add that Swiss chocolates are delicious and considered the best in the world.		

will import as username of person uploading;
Making it national will then change it to Member acronym

CLAUSE 4.2 Parallel Editing

Switzerland

Switzerland is a mountainous country in Central Europe, home to numerous lakes and villages, as well as the high peaks of the Alps. The country's cities include medieval quarters and monuments such as the Zytglogge (bell tower) in the capital, Bern, and the wooden Chapel Bridge in Lucerne. The country is also renowned for its ski resorts and hiking trails. Key industries are banking and finance, and Swiss watches and chocolate are world-famous.



4.2 Switzerland

You Wed, 2... 13 Manage ...

Editorial comment

Add that swiss chocolates are delivious and considered the best in the world.

40.20 Imported

I suppo... I do not supp...

Type your reply

- Imported as simple comment
- comment type mapped
- Linked to title of clause
- Uploader *should* move the comment to the correct location to ease comprehension and resolution by the Secretariat

How are comments imported?

Case 2: "Proposed change" has content

MB/NC ¹	Line number (e.g. 17)	Clause/Subclause (e.g. 3.1)	Paragraph/Figure/Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
SE		4.1		Ed	France is also renowned for champagne, not only wine	The country is also renowned for its wines, champagne and dine cuisine.	

will import as username of person uploading;
Making it national will then change it to Member acronym

CLAUSE 4.1 Parallel Editing

France

France, a Western European country, boasts medieval cities, alpine villages, and beaches. Paris, its capital, is famous for its fashion houses, classical art museums, including the Louvre, and monuments like the Eiffel Tower. The country is also renowned for its wines and fine cuisine. The cave paintings of Lascaux, the Roman theater in Lyon, and the immense Palace of Versailles are testaments to its rich history.

4.1 France

You Wed, 2... 12 ✓ Manage ...

Editorial comment

France is also renowned for champagne, not only wine

Proposed Change: ←

The country is also renowned for its wines, champagne and dine cuisine.

40.20 Imported

I suppo... I do not supp...

- Imported as simple comment
- comment type mapped
- Linked to title of clause
- Proposed change shown in comment text
- Uploader *shall* move the comment to the correct location and make it a proposed change

Upload comments from file – upload result

The upload result section will show if the commenting template includes invalid data and in which row.

Upload comments:

Upload result: ⚠ Import is disabled if any row is invalid

File Name: 00136517_SN_Comments_error.docx
Processed rows: 3
Rows in error: 1

Validation on rows:

Clause	Type	Comment/motivation	Proposed change	Errors
3	8	editorial	The first sentence is not a requirement and should be changed.	Clause number/label does not exist in the document

Showing 1 to 1 of 1 entries Show entries

DEMO

Member commenting – OPTION B

Who can add comments?

 Rules remains the same as the Enquiry without OSD and all accesses are automatically created based on the Global Directory (GD)

National expert comments – OSD National Contributor role	Official national comments – OSD Voter role
<p>NMC Roles mapped to CEN Committee: National committee member National Observer</p>	<p>GD Roles on Committee: Voter (Enq) Voter support team (Enq) Centralized voter CEN Commenter (Enq)</p> <p>NMC Roles mapped to CEN Committee: National Secretary National Secretary Support team National Chair</p>

Next steps



- Member Commenting module for Enquiry is available for all projects drafted in OSD
- 8 projects are expected between April and June 2024

WI	Reference	Ballot start	Ballot end
00128207	prEN 18189	2025-05-15	2025-08-07
00175197	prEN 16755	2025-04-24	2025-07-17
00182094	prEN 378-5	2025-07-03	2025-09-25
00182095	prEN 378-1	2025-07-03	2025-09-25
00182096	prEN 378-3	2025-07-03	2025-09-25
00350039	prEN 18177	2025-04-10	2025-07-03
00460023	prEN 18179	2025-04-17	2025-07-10
00469004	prEN 1800-3	2025-04-03	2025-06-26



- OSD project team is working on implementing Member Commenting for Formal Vote – expected mid 2025
- No additional training will be needed

Support needed ?

- ▶ On CEN Experts site – [Training & Materials](#)
 - Recording and slides of the training session
 - Permissions/ OSD GD rolesdocumentation
 - Short video tutorials
 - Voter – Load comment from file
 - Voter – Make a comment national
 - Voter – Pause commenting
 - National Contributor – Enter a national comment
 - ISO knowledge base – [Member commenting : getting started](#)

- Contact production@cencenelec.eu
 - Mentioning “OSD Member commenting + WI number”



How to know more about OSD ?

- ▶ All info are available on the [CEN OSD project Webpage on CEN Experts site](#)
 - ▶ Monthly info session registration about OSD Authoring module (WG drafting stages)
 - ▶ How to create a project in OSD
 - ▶ Support contacts



