European Standardization Organizations

Webinar for CEN Standard Drafters

'Refresh - Getting started with drafting your standards'

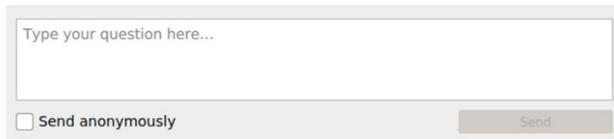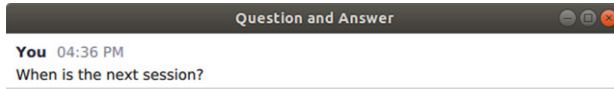We start at 10:00 CET

Your webinar moderator

Els Somers

Project Manager

Public Relations

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Get the most out of the webinar today

▶ Use the Q&A panel to submit your questions

▶ Talk about us on LinkedIn, Bluesky or Instagram #training4standards @Standards4EU

Your speaker today

Amy Jayne CONLEY

Project Manager

Editing – Standardization

CEN and CENELEC

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Today's discussion...

▶ Your questions – ready, set, ASK!

▶ Getting started
  - ▶ What you need and why you need it
  - ▶ Simple template & Quick Start Guides
  - ▶ CEN BOSS content

▶ Internal Regulations Part 3
  - ▶ Why they're so important?
  - ▶ Where you can find them

▶ Your questions – let's answer!

Your questions!

▶ Ready, set, ASK!

▶ Anything related to drafting/IR-3/Timeframes...

▶ No OSD-related questions handled live today

    ▶ Only Word and PDF

    ▶ Any burning ones will be passed on to the relevant colleagues, so please still ask!

    ▶ Alternatively, check here: https://experts.cen.eu/key-initiatives/online-standards-development/

Getting Started

Where to begin with your drafting

What do you need?

▶ **Which deliverable?**

   ▶ European Standard (EN)

   ▶ Technical Specification (TS)

   ▶ Technical Report (TR)

   ▶ Amendment (Amd)

▶**Why is this important?**

   ▶ Determines the rules you follow

   ▶ Determines the template you need

What do you need?

- **Rules:**
  - EN – IR-3 applies
  - TS – IR-3 applies
  - TR – IR-3 applies + no requirements, recommendations or permissions! (and yes, we do check!!)
  - Amd – IR-3 applies (regardless of when the original standard was published!)

- **Templates:**
  - EN/TS/TR – CEN Simple Template
  - Amd – CEN Amendment Simple Template

What do you need?

▶ Two options:
  ▶ Fresh new work
  ▶ Revision

▶ Fresh new work?
  ▶ CEN Simple Template!
  ▶ Draft directly into it, using the styling rules

▶ Revision?
  ▶ Previous publication = basis of new draft
  ▶ If pre-2017/2018 = copy paste publication into Simple Template

What do you need?

▶ For Revisions/drafting for FV after ENQ
 ▶ Only TC secretaries have access at this stage

PLEASE USE THE TEXT CCMC EDITED!

This helps us to retain our edits and makes the process smoother/faster

What do you need?

▶ What does it all mean?

prEN 16186-7 - Draft for ENQ - 2024-06

Type of upload	Zip file name/Access to documents		Language	Date of upload
Pre-draft	00256A1D_e_20240613.zip	→ Text submitted by CCMC to translation	English	2024-04-17
Procedure	00256A1D_d_20240620.zip		German	2024-06-18
Procedure	00256A1D_e_20240620.zip	→ Text submitted by CCMC to ENQ	English	2024-06-18
Procedure	00256A1D_f_20240620.zip		French	2024-06-18
Ballot Report	00256A1D_x_20240620_vr_20240913.zip			2024-09-13

FprEN 16186-7 - Draft for FV - 2025-06

Type of upload	Zip file name/Access to documents		Language	Date of upload
Pre-draft	00256A1D_e_20250623.zip	→ Text submitted by CCMC to translation	English	2025-05-19
Procedure	00256A1D_d_20250626.zip		German	2025-06-24
Procedure	00256A1D_e_20250626.zip	→ Text submitted by CCMC to FV	English	2025-06-24
Procedure	00256A1D_f_20250626.zip		French	2025-06-24
Ballot Report	00256A1D_x_20250626_vr_20250822.zip			2025-08-22

EN 16186-7:2025 - Definitive Text - 2025-11

Ascensao Goncalo (gascensao@cencenelec.eu) is s

Type of upload	Zip file name/Access to documents		Language	Date of upload
Pre-draft	00256A1D_e_20251121.zip	→ Text submitted by CCMC to translation	English	2025-10-24
Procedure	00256A1D_e_20251126.zip	→ Publication from CCMC	English	2025-11-25
Procedure	00256A1D_f_20251126.zip		French	2025-11-25

Why do I need all of this?

▶ Simple Template → Simple drafting!
- ▶ Includes all IR-3 rules and layouts
- ▶ Provides drafting guidance & direct in-text interpretations of IR-3
- ▶ Full styling!

▶ Why is any of this important?
- ▶ Avoids delays with IR-3 interpretations
- ▶ Avoids nasty surprises – you see exactly how your text will look
- ▶ Point and click styling!
- ▶ Avoids potential rejected texts at in-check

▶ If anything doesn't work, the editors can work with something wrongly-styled if it is in the template, quickly

Simple Template & Quick-start Guide

▶ Created by your editors for you!

▶ Template: Downloadable Word document
  ▶ Type straight into it, no fuss!
  ▶ No need to fiddle with add-ins or macros

▶ Quick-start Guide : PDF file
  ▶ Covers how to use the template
  ▶ Which styles to use
  ▶ Some tips and tricks to make Word work for you!

CEN BOSS Drafting Content

▶ One-stop shop for quick drafting guidance

▶ Drafted and kept up-to-date by your editors

▶ All links you'll need for drafting

▶ Let's go there together!

CEN BOSS

Internal Regulations Part 3

BOSS → Reference material → Reference Documents → CEN-CENELEC Internal Regulations

IR-3 – Why is it so important?

▶ Long and often grey-area-ridden…
  ▶ Editor's role to know this document by heart!
  ▶ We help you understand and apply the tricky bits!

▶ Applies to **ALL** deliverables!

▶ Overhauled in 2017, minor updates in 2019
  ▶ Therefore, if a deliverable is being revised and the original was published before 2017? → New IR-3 applies!

▶ All our guidance is based on this!
  ▶ Webinars, templates, BOSS…

IR-3 – If you learn anything, learn this!

▶ How to refer to sections (part, clause, subclause...)

▶ Verbal forms of expression (shall, should, may, can, must...)
  ▶ Tables 3 – 7

▶ Clause 1 – Scope
  ▶ Obligatory
  ▶ No requirements, recommendations or permissions – just statements of fact.

▶ Clause 2 – Normative references
  ▶ Obligatory even if empty
  ▶ Guidance on dated vs undated
  ▶ Introductory wording for both complete & empty clause

IR-3 – If you learn anything, learn this!

▶ **Clause 3 – Terms and definitions** (or: Terms, definitions and abbreviations)

  ▶ Obligatory even if empty

  ▶ Guidance on how to draft definitions

  ▶ Introductory wording given for:

    ▶ T&Ds given in this document only

    ▶ T&Ds given in (external document) only

    ▶ T&Ds given in (external document) AND this document together

    ▶ Empty clause

▶ **The rest of the standard:**

  ▶ Policy (copyright, patents, etc)

  ▶ Annexes

Your questions!

Your questions!

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Useful links and resources

▶ Emails
  ▶ Production@cencenelec.eu (for procedure-related matters)
  ▶ Amy Jayne ajconley@cencenelec.eu
  ▶ Direct contact with your editor if you have one!

▶ Simple template & Quick-start guide
  ▶ https://boss.cen.eu/media/BOSS%20CEN/formtemp/cen_simple_template.docx (direct download link)

▶ Amendments
  ▶ https://boss.cen.eu/reference-material/guidancedoc/pages/prepamdt/

Your feedback

Please take a moment to answer our poll.

YOUR FEEDBACK MATTERS

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