



CEN and CENELEC Technical Body Officers Event

Online Standards Development SMART

Agenda

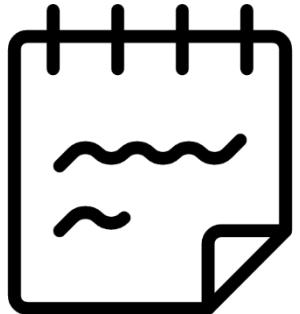
- ▶ Introduction and background
- ▶ Scope of OSD
- ▶ Create a project in OSD
- ▶ OSD permissions through the drafting process
- ▶ OSD document submission process
- ▶ Next developments planned
- ▶ CENELEC OSD
- ▶ SMART
- ▶ Training and Support



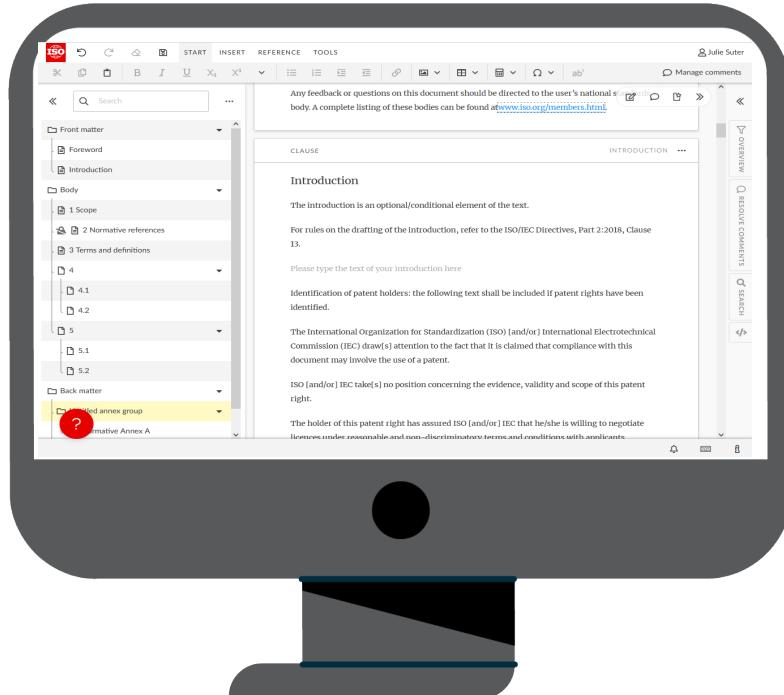
Single source of truth...



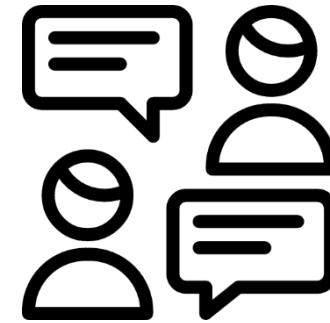
OSD



Collaborative Authoring



Comment resolution & consensus building



Member commenting



CCMC internal editing



OSD for CEN – A three steps journey



 Discover OSD Authoring with early adopters

 15 OSD documents (*call for pilots*)

-  A CEN Authoring environment hosted by ISO
-  A CEN-specific EN template

2022 – 2024 First Integration

 CEN OSD Authoring available on request

Increase user adoption

 Up to 80 active documents

 Integration of OSD with CEN Global Directory (*automatic creation of document permissions for Authoring stage*)



2024 – 2025 End to End Process

 Support the full standards drafting process in OSD
Integrate CEN OSD within CEN Systems
Increase user adoption

 Up to 200 active documents

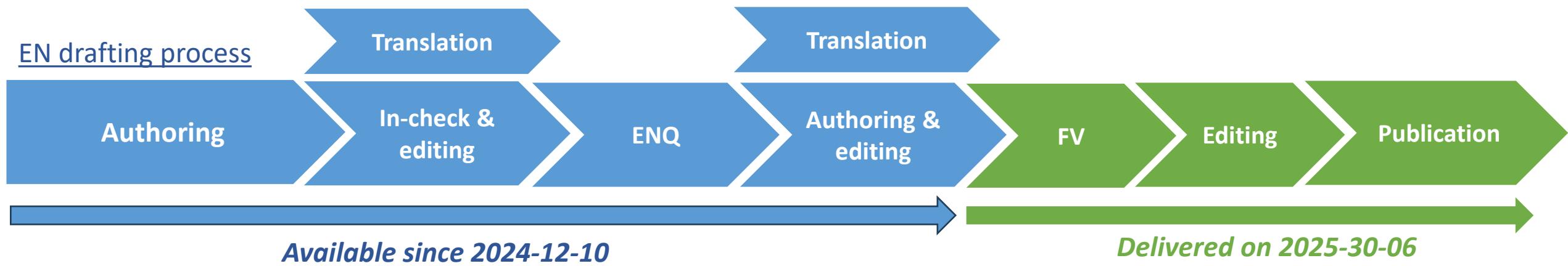


Defining “CEN systems integrations”



OSD development for CEN can be divided in two parts:

1. Customization and implementation of the OSD tool features to fit European needs
2. Development of OSD tool interactions with CEN existing IT systems



CEN OSD key figures



220

Projects opened since project start

189

Projects active in Authoring (drafting stages)

126

Working Groups involved

26 closed – 6 on-going

Enquiry/Formal Vote pilots performed in OSD
since October 2024 (module release)

2 Publications

December 2025



► Decision BT 56/2025

Default for New created as of 2026-07-01

Extend the scope in the future for hENS
and parallel ISO projecs → CEN lead



Scope of supported deliverables



In scope – available on request

European Standards (ENs) non harmonized

Technical Specifications (TS)

Technical Reports (TR)

Parallel deliverables under Vienna Agreement - ISO lead → creation of the document managed on ISO side

Out of scope

Harmonized standards → in scope for project Wave 2

Parallel deliverables under Vienna Agreement – CEN lead

Projects not under a WG → exclusion confirmed by TGG1

Amendments

Corrigenda

Bilingual and trilingual projects

ASD-STAN standards

Deliverables with link to individual file attachments

Very large documents (over 500 pages)

Ad-hoc TCs with special documents structure (E.g. TC 54, ...)



How to create a project in OSD ?

1

At PWI or WI activation

- In NWI form or in Working Area, tick the box in section Digital Aspects
- CCMC Data service will communicate the request and the WI number to OSD project team
- OSD project team will check if the deliverable is supported ; create the document and contact OSD Leaders

6. Digital aspects

The deliverable is intended to be developed using the Online Collaborative Authoring platform

The deliverable is intended to include non-Word/PDF content, e.g. audio files, XML schemas, machine-readable formats or software.
Please provide details of the non-Word/PDF content:

None of the above.

If yes to either of these questions, CCMC will contact you for feasibility and organizational aspects.

Section 4 - Digital aspects

10. Digital aspects

The deliverable is intended to be developed using the Online Collaborative Authoring platform

The deliverable is intended to include non-Word/PDF content, e.g. audio files, XML schemas, machine-readable formats or software.
Please provide details of the non-Word/PDF content:

None of the above

If yes to either of these questions, CCMC will contact you for feasibility and organizational aspects.



When a document is created, a **dynamic URL** is provided to OSD Leaders of the document

<https://sd.cen.eu/authoring/current/WINUMBER>

How to create a project in OSD ?

2

Once PWI or WI are already activated

Call for projects - Drafting stage

Is your project:

- A CEN EN, TR, TS?
- New or a revision (not an amendment or corrigendum)?
- Homegrown (not under the Vienna Agreement)?
- Preferably in stage 00.60 or 10.99?
- Ready for drafting to start?

If your project ticks these boxes, join the digital transformation! Fill-in [this evaluation form](#) to start drafting in the OSD tool.

If your project doesn't tick the boxes (e.g. CENELEC projects, amendments), then don't worry - we're working on getting the tool ready for you to use in the future. Please register for an info session or get in touch to learn more.

Please note that we are keeping number of projects at low volume as manual work is required. We keep the possibility to accept or not request.

- On [OSD project webpage](#), fill-in the evaluation form to request project creation in OSD
- OSD project team will check if the deliverable is supported; create the document and contact OSD leaders



When a document is created, a **dynamic URL** is provided to OSD Leaders of the document

<https://sd.cen.eu/authoring/current/WINUMBER>

Roles and permissions

- ▶ Permissions and OSD roles are **automatically created** and refreshed in the OSD based on GD role in the drafting body assigned to the WI
- ▶ Different types of roles exist in OSD : Leader, Author, Contributor, Reader, Admin
- ▶ Permission matrix can be found on the [CEN OSD Webpage](#)
- ▶ Permission matrix is evolving at each project stage

At project creation:

- Check if the correct drafting body has been assigned to the WI
- Check if everybody has the correct role in GD

If a drafting body member has not the correct role in OSD:

- Check GD and OSD permissions matrix before contacting support



OSD roles & permissions – Authoring



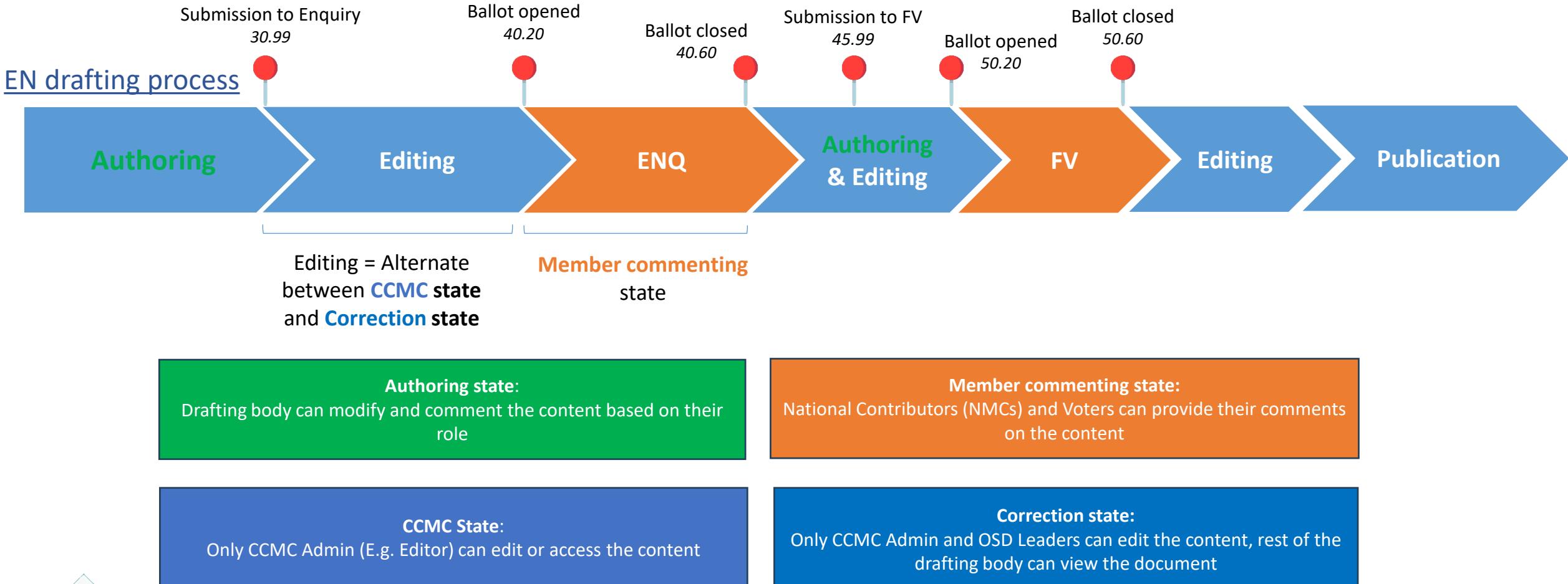
	Leader	Author	Contributor	Reader
View content	✓	✓	✓	✓
Add content	✓	✓		
Accept/reject tracked changes	✓			
Unlock own clauses	✓	✓		
Unlock others' clauses	✓			
Add/delete/move clauses	✓	✓		
Add/delete own comments	✓	✓	✓	
Reply to others' comments	✓	✓	✓	
Resolve comments	✓			
Export	✓			
Manage author, contributor & reader roles	✓			



OSD roles & permissions

OSD roles	Leader	Author	Contributor	Reader
GD roles	<p>WG Drafting Bodies</p> <ul style="list-style-type: none"> •Convenor •Convenor/Sec support team •Twinned convenor •WG Secretary <p>TC/SC Drafting Bodies</p> <ul style="list-style-type: none"> •Secretary •Twinned Secretary •Secretary support team •Chairperson •Chairperson support team 	<p><i>All OSD roles can manually be upgraded to another role by an OSD Leader.</i></p> <p>Manual upgrades are only valid by document. For an “automatic” upgrade for all documents, an appropriate role shall be granted in the GD.</p>	<p>WG Drafting Bodies</p> <ul style="list-style-type: none"> •Committee Member 	<p>WG Drafting Bodies</p> <ul style="list-style-type: none"> •Liaison representative •Document monitor •Technical programme manager <p>TC/SC Drafting Bodies</p> <ul style="list-style-type: none"> •Vice Chairperson •Liaison Representative •Committee Observer •Document monitor •Technical programme manager •CEN Consultant •Sector rapporteur

A dynamic permissions matrix



Data modifications under TC Decision

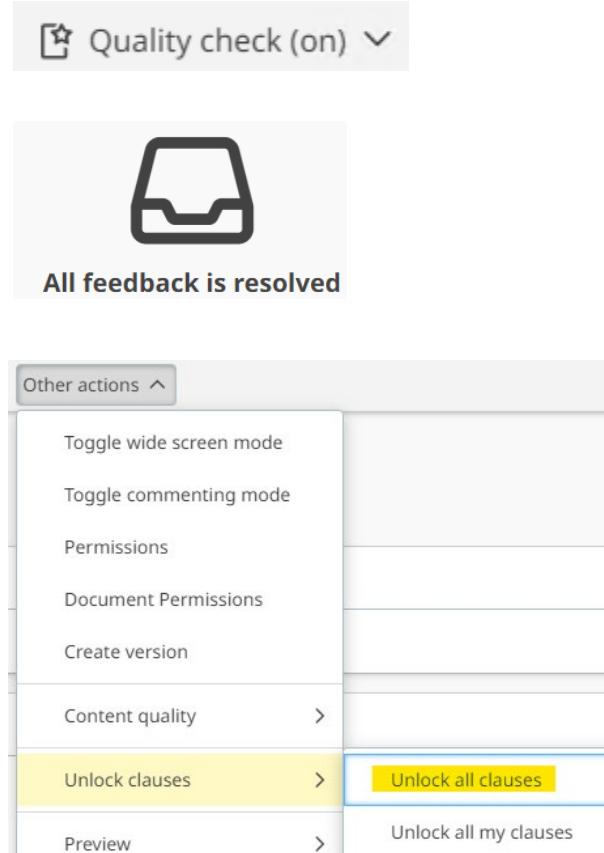


- ▶ Internal Regulations still prevail
- ▶ A TC Decision is still needed to modify some data (e.g. titles, scopes...)
- ▶ CCMC database is the correct source



Submission

- ▶ Prior to submission
 - Quality checks performed
/!\ broken reference "?"
 - WG comments resolved
 - Unlock all clauses
 - > Tools
 - > Other Actions
 - > Unlock clauses
 - > Unlock all clauses
- /!\ locked clauses cannot be exported



Submission

- ▶ Submission Interface
- ▶ Files not required
 - Word
 - PDF
 - Figure files
 - Justification for unusual normative references
 - TC decision is **still required**, and decision number must be added as a comment on the impacted references
 - Commenting form from previous ballot
- ▶ Pending status
 - Automated retrieval of files
 - Sets to "Submitted" within a few minutes



Submission



► Submission screen

Submission language : [?](#) English

The standard documents (revisable & PDF format, figure files), unusual normative references and enquiry commenting forms are managed in OSD and do not need to be submitted to CCMC using this form.

Identification of patents : [?](#)

Drop file to attach, or [browse](#).

I confirm that no patent has been identified in my document

Patents have been identified in my document

Others : [?](#)

Drop file to attach, or [browse](#).

I confirm that I don't have any files to provide.

Comments to CCMC :

[Submit](#) [Cancel](#)

► Pending status

[← Back home](#)

Status: Pending on **2024/12/10** [?](#)

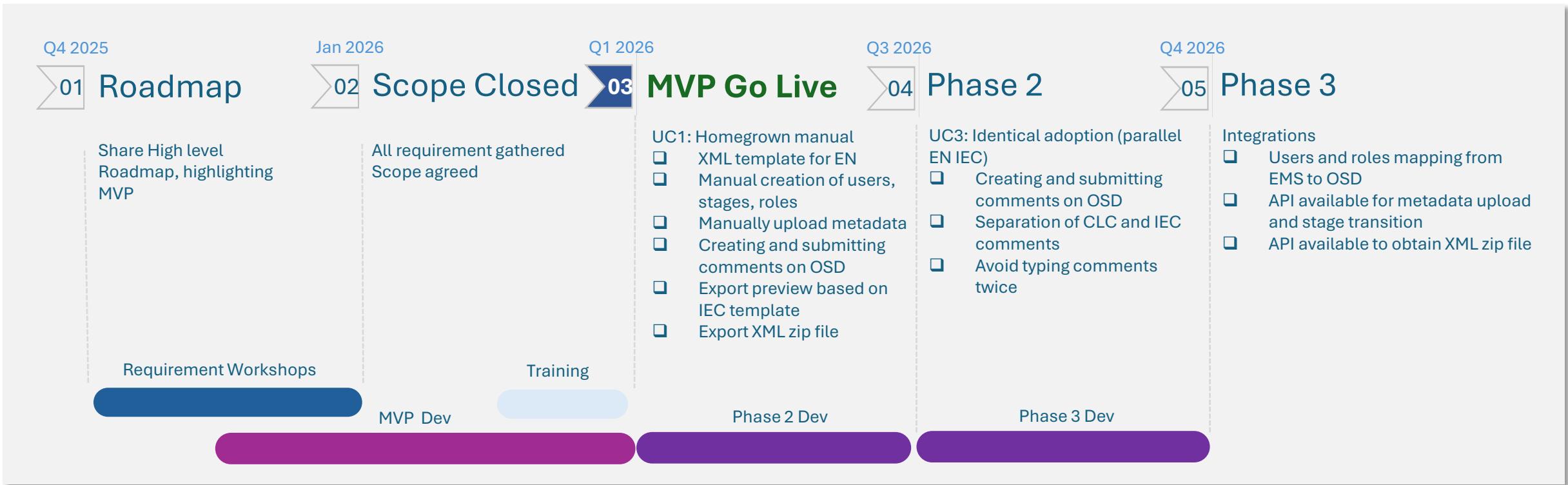
Next steps: Automated retrieval of OSD documents



Next developments planned

- ▶ OSD improvements to manage a “production” volume of documents

Priority	Improvements
1 st “Must haves”	Project leader role in GD/EMS
	Check Votes vs Comments in e-balloting
	Automated creation of projects
	Improved identification of OSD projects (E.g. Projex Online) and OSD reports
	Clarification of exports format available at each stage
	Opt-out mechanism
	Skip Formal Vote process
	Import from existing XML
2 nd “Should haves”	Tests on heavy documents
	SVG format
	2 nd Enquiry and 2 nd Formal Vote
	Publication corrections process



Training and Support



- ▶ How to use the OSD tool ?
 - ▶ [ISO knowledge base](#)
 - ▶ [CEN monthly info session Authoring](#) – Get started with the tool at drafting stages
 - ▶ [CEN monthly info session Voters](#) – Manage Enquiry and Formal Vote commenting process
 - ▶ [CEN Experts sites](#) → Training & Materials/User guides & Templates/CEN OSD
 - ▶ Info sessions recordings and presentations
 - ▶ Voters video tutorials
- ▶ How to handle CEN OSD documents ?
 - ▶ [CEN Experts sites](#) → Training & Materials/User guides & Templates/CEN OSD
 - ▶ Permissions guide per stage
 - ▶ Figures guide
 - ▶ Submission guide
 - ▶ ...
- ▶ Any question about the standards drafting process ? (submission, enquiry, etc.)
 - ▶ production@cencenelec.eu
- ▶ Any technical issue ? (OSD server down, outages, bugs, etc.)
 - ▶ helpdeskcentc@iso.org – include link to the document and screenshots
 - ▶ Reminder: if a document is not in Authoring or Correction state, you cannot access it

SMART: Standards that are Machine Applicable, Readable and Transferable



SMART will:

- ▶ provide machine readable standards to standards users, &
- ▶ help committees to draft higher quality deliverables using the same interface as OSD



What it looks like - Provision mark-up



PROVISION

Laboratories performing the test in this document should be operating a quality management system (such as EN ISO 13485 [1] [1], EN IS similar).

PROVISION

This ensures that suitable records are retained by the test laboratory for all raw data contributing to the results in the test report (5.9) and microbiological testing has been established.

RECOMMENDATION 1

Type

- Requirement (shall)
- Recommendation (should)
- Permission (may)
- Possibility (can)
- External constraint (must)

Save



Authoring tools: status January 2026



	Word	OSD	SMART
ISO	limited	default	not available yet
IEC			
CEN		optional (default for NWIs as of 2026-07-01)	
CENELEC	default	Pilots on drafting in 2026	optional for max 20 TCs

Both **OSD** and **SMART** are **optional** authoring tools at **CEN-CENELEC** and focus on **homegrown** standards for the moment



Getting started



- ▶ Deliverables supported: homegrown EN, TS, CWA and HD
 - ▶ Not yet supported: VA/FA, AM, AC, TR & hEN
- ▶ No opt-in possible after submitting for Enquiry
- ▶ Dedicated coaching will be provided by the project team to TCs which will start using SMART
- ▶ OSD and SMART are planned to be integrated in the same tool in the future
- ▶ Interested to join? Fill in the request form :
<https://forms.office.com/e/jYBk4gSU8K>
- ▶ Questions? Contact smart@cencenelec.eu



More information



- ▶ SMART standards
 - ▶ [CEN Experts sites](#)
 - ▶ Info sessions recordings and presentations
 - ▶ How to handle SMART documents
 - ▶ Permissions guide per stage
 - ▶ Any question about the SMART project?
 - ▶ smart@cencenelec.eu



