

Webinar for Standard Drafters (2019-09-26)

Webinar for standard drafters: "Internal Regulations Part 3 – Updates to the latest edition"

Questions & Answers

Questions asked by Attendees	Answers from the Presenter
<p>We were told that the use of undated normative references needs a specific explanation. Otherwise the consultant rejects the draft. Is this already necessary after these revisions of IR3?</p>	<p>For harmonised texts, it is preferable to date normative references to ensure a positive assessment from the consultant. If references are left undated, the consultant may request a supplementary explanation.</p>
<p>For the French version, we need to have a table for each figure to translate the key figure. It is noted somewhere in the IR?</p>	<p>While there is no specific rule for having keys to figures laid out as tables, it is preferable to lay them out like this for XML creation. CCMC editors check this and will reformat keys into tables where needed.</p>
<p>How should we correlate annexes in a Technical Report (TR) as there is no normative text in the main part of the document? Should all annexes thus be informative or what do you take to decide upon the nature of such annexes?</p>	<p>As there should not be any normative elements contained in a Technical Report, annexes should therefore be informative.</p>
<p>Why can we (in normative references) not refer to an earlier publication as the TC decides that the former version is more correct? That would make a dated reference sensible.</p>	<p>When a deliverable is withdrawn or replaced, the former version is not guaranteed to be available to the public for use any more – the new and updated version is, however. Please only use deliverables which are still available for purchase, not withdrawn standards.</p>
<p>Is the numbering and order of bibliographic references still essential (as Annexes don't need to be presented in the order that they are referred to in the text)?</p>	<p>The bibliography can be laid out as you like. There is no set rule. It is better to have some organisation for the layout (for example, Books – Legal – ENs), but this is at the discretion of the TC and drafters.</p>
<p>Tables with subdivided cells: How to deal with these? Shall we replace them by an extra table after the original table or what is your</p>	<p>Nested tables should be avoided, as they are not visible in the XML file. Where possible, splitting or merging cells should be avoided too, as more complex tables mean that XML creation can become impossible. For nested tables, a cell</p>

<p>proposal?</p>	<p>could be drafted using the 'hide borders' function, or simply place the nested table after the main table. It can be marked with a footnote within the table. If in doubt, contact your editor to discuss options!</p>
<p>If you don't have Figure files for CEN Enquiry, can you still proceed with the CEN Enquiry ballot? The CEN Enquiry document only needs to be good enough for commenting.</p>	<p>Figures are Mandatory for the submission of your text to CCMC in CEN. If you do not have the figure files, your text will be rejected.</p> <p>For CENELEC, the figure files are not obligatory, but submitting them with the draft will drastically increase the quality of the document.</p>
<p>Can we still use the std.dotm?</p>	<p>Both the Simple template and the std.dotm template found on the CEN and CENELEC BOSS sites are acceptable to use. Please ensure that all styling is correct and that the simple drafting rules and principles as defined in the IR-3 have been followed.</p>
<p>In the std.dotm the style normal is not equal to the body text in the simplified template....</p>	<p>Regardless, it is useful to use it for the layout. When the editor styles the document, we can identify the normal style and change this to body text easier if one of the templates has been used.</p>
<p>Are there strict rules for the table of contents? For instance, which paragraphs and subparagraphs are obliged to be mentioned in the table of contents?</p>	<p>No – the table of contents can contain as many or as few headings as you'd like. As a minimum, the European foreword, introduction (if applicable) and first-level headings are obligatory, however the level of detail after that is for the drafters and TC to choose. Note that for longer documents, it may be better to have a little less detail to avoid the table of contents going over several pages.</p>
<p>Can the same standard appear dated AND undated in clause 2? (e.g. if referenced to a specific figure and in another paragraph to the whole document)?</p>	<p>No, only one reference shall be used. If referring to a specific clause or table or figure of that document, then the dated reference shall be used.</p>
<p>Is it allowed to have a figure as a definition in clause 3? Not a figure additional to the definition, but just the figure itself.</p>	<p>No. The definition shall be a sentence, statement of fact, which is able to replace the word in the text. Figures can be supplementary to this information.</p>

<p>If the document is not in line with IR 3, who does the corrections? CCMC editors or the TC?</p>	<p>CCMC will take care of corrections at Enquiry and Formal Vote stage. The text should not require any alignment with IR3 at publication stage – it should already be aligned.</p> <p>If extensive work is needed for your draft at Enquiry or Formal Vote stages, the editor may at his or her discretion reject your text and offer you tailored drafting guidance to improve it.</p>
<p>Is it ok to provide figures in a .vdx file?</p>	<p>No. Figures shall be provided in either .tiff or .eps only. CCMC editors do not have the technical tools to convert figures from or into any other format. Doing this leads to a heavily-reduced quality of figure, so please provide figures in the format required.</p>
<p>Are there different rules for harmonised standards?</p>	<p>Harmonised standards still fall under IR3. There are a few supplementary things you will need to prepare with your draft, such as an Annex ZZ/ZA. Please contact your CCMC contact point for any specific questions you might have for your harmonised standards.</p>
<p>Are normative references to ETSI Standards possible? Are there special rules?</p>	<p>Yes, ETSI documents are permitted with no special rules.</p>
<p>What about EN publications derived from IEC standards? Do we be careful about all the indications you are giving during IEC activities?</p>	<p>For texts in parallel with IEC, normally the drafters will apply the ISO/IEC directives part 2. CENELEC provide a dispatch notice and an endorsement for adoptions. Comments on parallel drafts are usually for the attention of IEC.</p>
<p>The EC says for harmonised standards (hEN) that all the normative references shall be dated in the text and in clause 2 too, regardless if we refer to a clause in the referred standard. Why doesn't appear that in the IR 3 now?</p>	<p>For harmonised texts, it is preferable to date normative references to ensure a positive assessment from the consultant. However there is nothing official in the IR-3 at this time.</p>
<p>Why do we use "European Standard" when ISO changed to "document"?</p>	<p>The CCMC editor will consistently change 'this standard/TR/TS' to 'this document' throughout the text in accordance with the IR-3.</p>

Is time of transmission also Stage 20.60? I think correct Figures have to be submitted for Enquiry and Formal Vote stage?

Figures are obligatory for CEN texts for stage 40.20, but for the first working draft stage they are not necessary. For the official submission, please provide them or your text will be rejected.