

European Standardization Organizations

# CEN OSD Enquiry training

2025-04-08

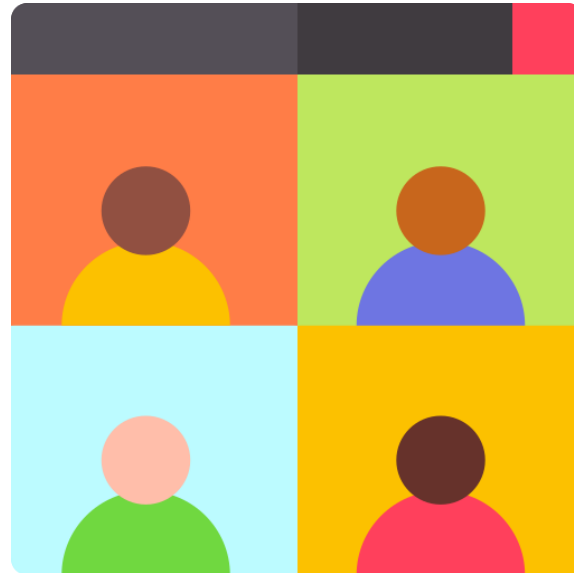
# Agenda

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

# OSD speakers

**Estelle Baumard**  
Project Manager

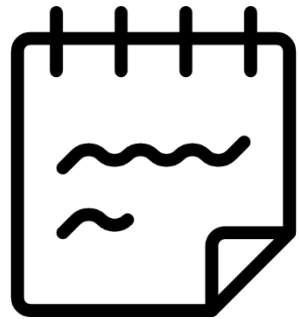
**Goncalo Ascensao**  
Head of Production –  
Product Owner



**Dorothee Stadler**  
Analyst

**Sebastien Simon**  
Production –  
Product Owner

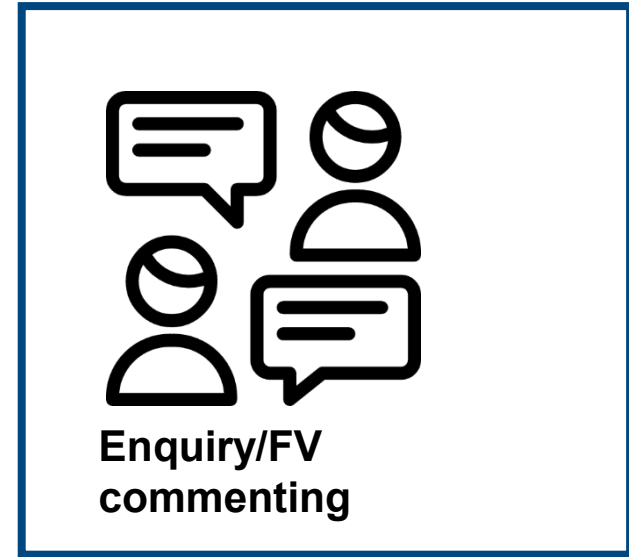
# Single source of truth...



**WG Collaborative authoring**



**WG Comment resolution & consensus building**



**Enquiry/FV commenting**



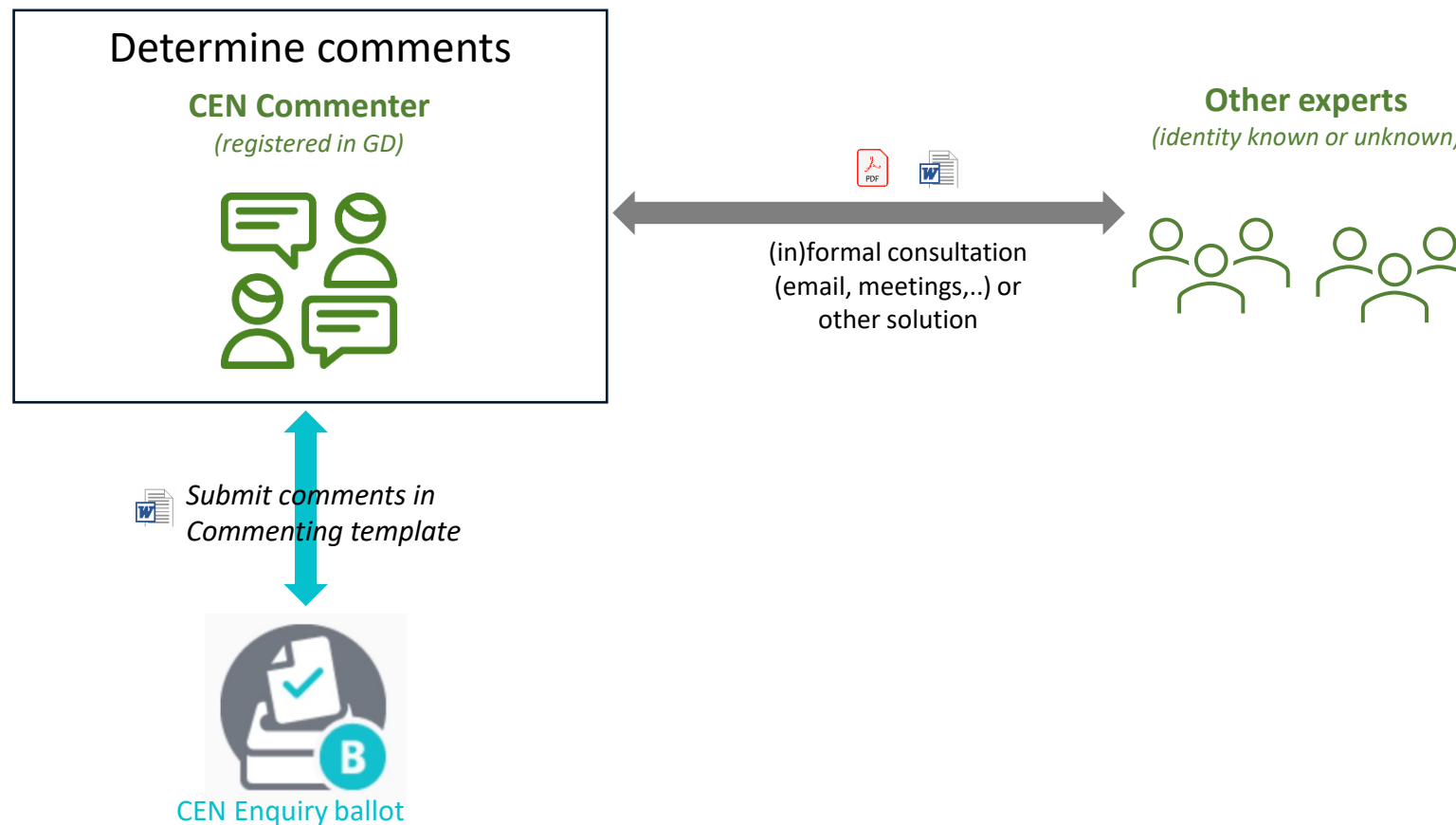
**CCMC internal editing**

# What is stakeholder commenting in OSD ?

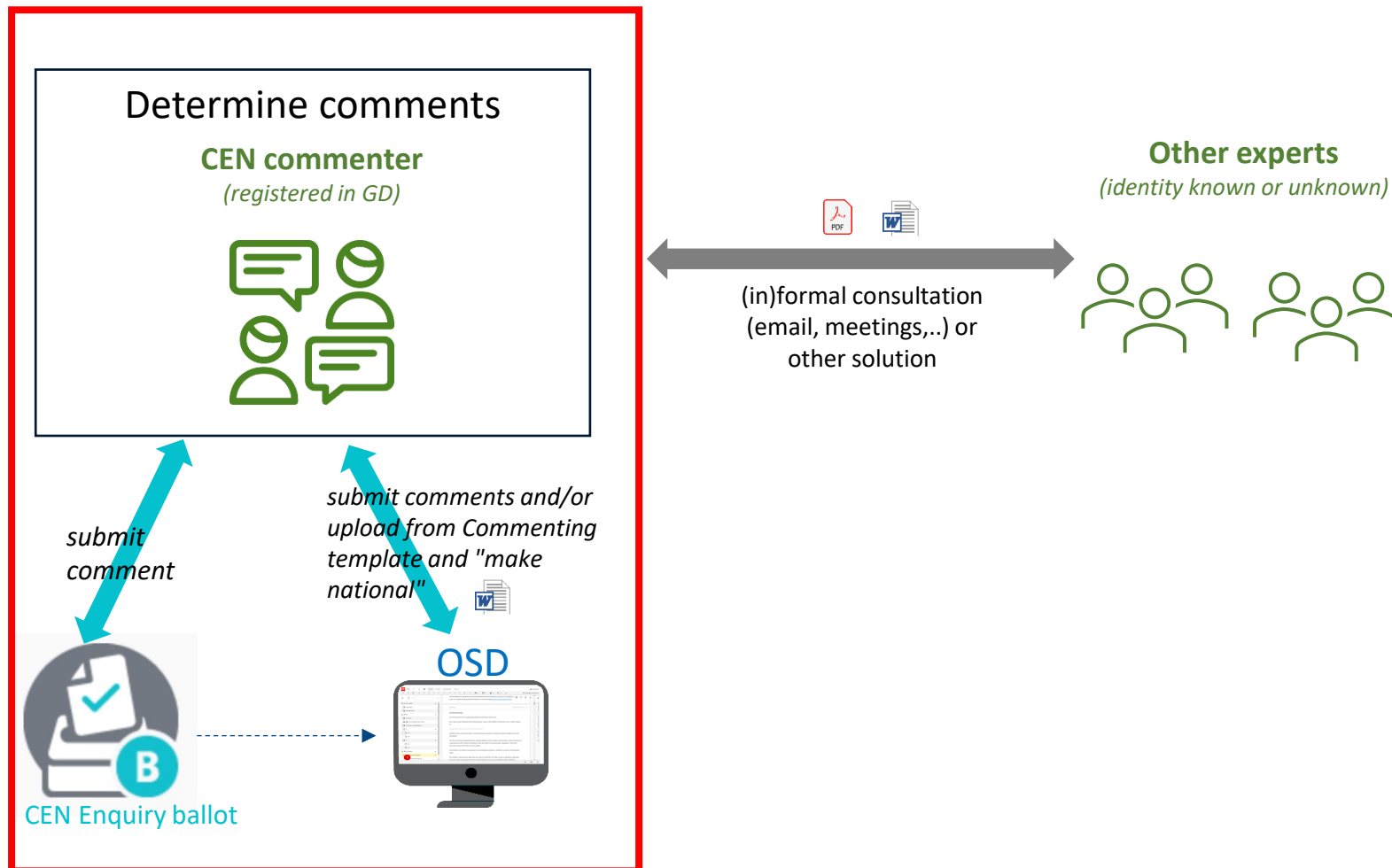
- OSD tool module used by CEN Members and Partners organizations (including Annex III) **to provide their comments** during Enquiry



# Process for providing stakeholder comments without OSD



# Process for providing stakeholder comments in OSD



# Online document available for commenting



- ✓ Online document automatically attached to ballot
- ✓ CEN Commenters 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**

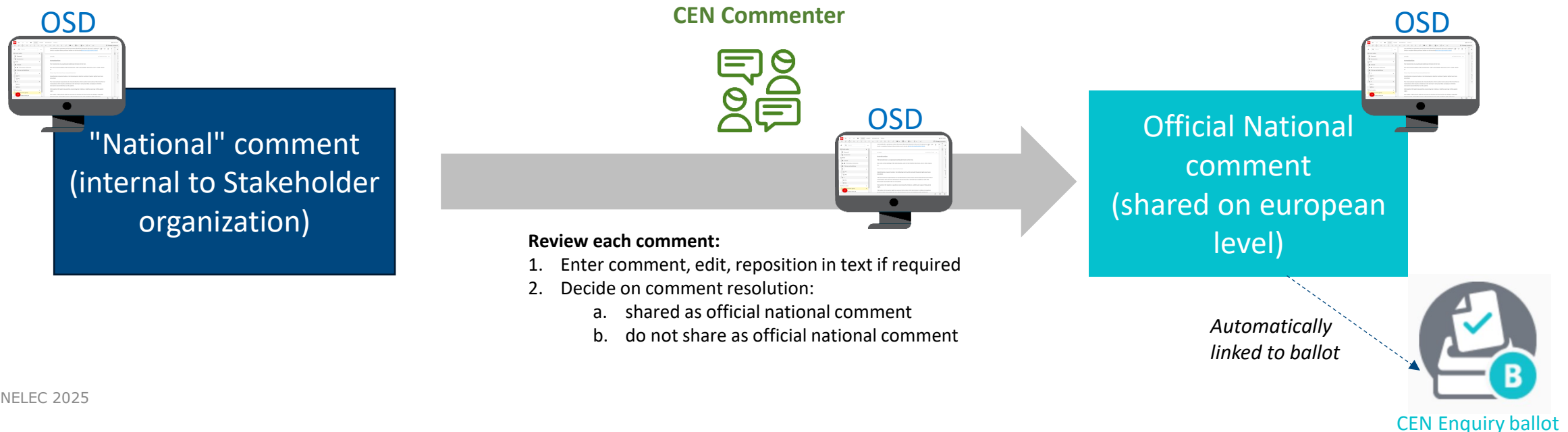
No.	Questions	Possible Answers
1	Do you approve this draft as a European Standard	Yes No Abstains



# OSD Comment lifecycle

All comments entered in the OSD will **first be "national" only (meaning internal to the stakeholder organization) and not visible to anyone** outside of the Stakeholder organization.

This enables organizations to manage their comments before **submitting them as official "national" comments**.



# DEMO

Stakeholder commenting – add comments  
in OSD

# How are comments imported?

## Case 1: "Proposed change" is empty

MB/NC <sup>1</sup>	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment <sup>2</sup>	Comments	Proposed change
DS		8.10.2		Ed	Remove last (second) paragraph.	

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

CLAUSE 8.10.2

**ISO/IEC 21838-1 — Part 1: Requirements**

ISO/IEC 21838-1 specifies required characteristics of a domain-neutral top-level ontology (TLO) that can be used in tandem with domain ontologies at lower levels to support data exchange, retrieval, discovery, integration and analysis. One primary focus of the standard is to set forth the requirements ontologies shall satisfy if they are to support the design and use of purpose-built suites of ontologies by providing the overarching ontology content which the ontologies in the suite will be required to share in order to promote interoperability. However, the standard is intended to serve also a variety of other goals related to the achievement of semantic interoperability, for example as concerns legacy ontologies developed using heterogeneous upper-

8.10.2 ISO/IEC 21838-1 — Part 1: Requirements

You Mon, 12 Feb 2024 1... 70  Manage ...

**Editorial comment**

Remove last (second) paragraph.

30.20 Imported

Type your reply

- Imported as simple comment
- comment type mapped
- Linked to title of clause
  - Shows as changing the text of the clause title
  - Uploader *shall* move the proposal to the correct location, otherwise the uploaded proposal will lead to much confusion

# How are comments imported?

## Case 2: "Proposed change" has content

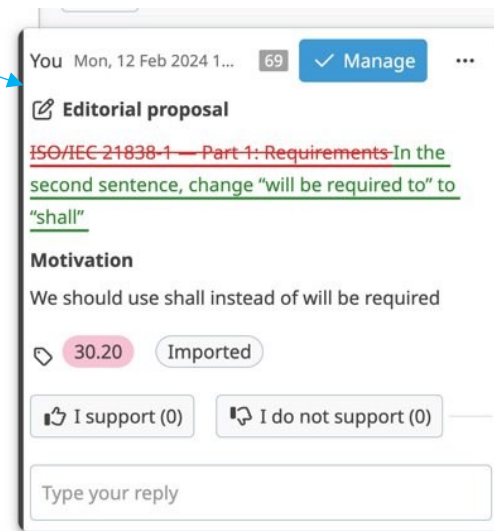
MB/NC <sup>1</sup>	Line number (e.g. 17)	Clause/Subclause (e.g. 3.1)	Paragraph/Figure/Table/ (e.g. Table 1)	Type of comment <sup>2</sup>	Comments	Proposed change
DS		8.10.2		ed	We should use shall instead of will be required	In the second sentence, change "will be required to" to "shall"

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

### ISO/IEC 21838-1 — Part 1: Requirements

ISO/IEC 21838-1 specifies required characteristics of a domain-neutral top-level ontology (TLO) that can be used in tandem with domain ontologies at lower levels to support data exchange, retrieval, discovery, integration and analysis. One primary focus of the standard is to set forth the requirements ontologies shall satisfy if they are to support the design and use of purpose-built suites of ontologies by providing the overarching ontology content which the ontologies in the suite will be required to share in order to promote interoperability. However, the standard is intended to serve also a variety of other goals related to the achievement of semantic interoperability, for example as concerns legacy ontologies developed using heterogeneous upper-level categories, where a coherently designed TLO can provide a target for coordinated re-engineering.

ISO/IEC 21838-1 specifies the characteristics that an ontology shall possess if it is to serve such



You Mon, 12 Feb 2024 1... 69 Manage ...

**Editorial proposal**

ISO/IEC 21838-1 — Part 1: Requirements In the second sentence, change "will be required to" to "shall"

**Motivation**

We should use shall instead of will be required

30.20 Imported

I support (0) I do not support (0)

Type your reply

- Imported as proposal
- comment type mapped
- Linked to title of clause
- Uploader *should* move the comment to the correct location to ease comprehension at comment resolution

# 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

Stakeholder commenting – upload  
comments from file

# 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)



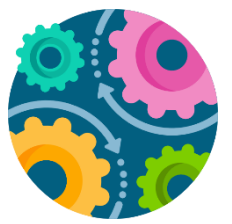
CEN Commenter (ENQ)

# Next steps



- Stakeholder 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 Stakeholder Commenting for Formal Vote (**only for Annex III organizations**) – expected mid 2025
- No additional training will be needed



# Support needed ?

## ► On CEN Experts site – Training & Materials

- Recording and slides of the training session
- Short video tutorials

Applies to CEN  
Commenters  
(ENQ) as well

- 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](mailto:production@cencenelec.eu)
- Mentioning “OSD Enquiry + WI number”



