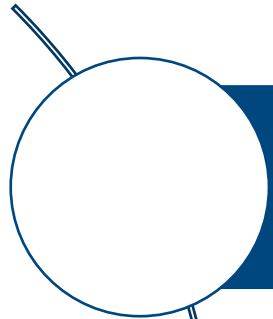


European Standardization Organizations

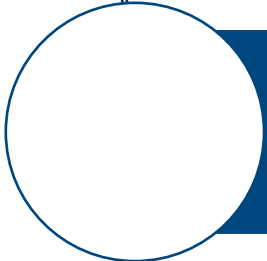
How to handle CEN OSD documents?

2025-08-28

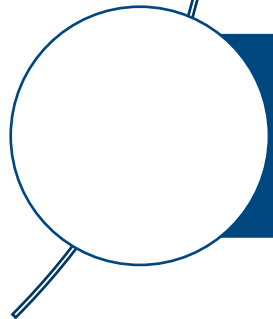
Presenters



Estelle Baumard – OSD Project Manager



Sébastien Simon – Product Owner



Aurore Mommens – Functional Analyst

Agenda

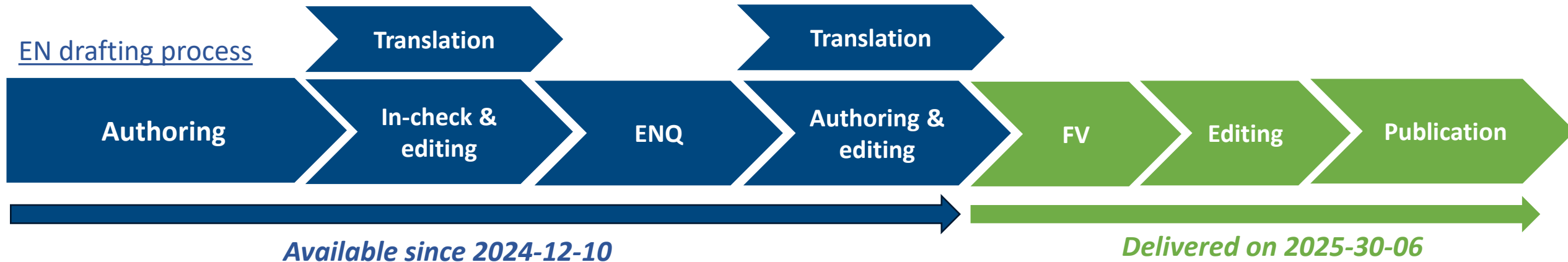
- ▶ Introduction
- ▶ Create a project in OSD
- ▶ OSD permissions through the drafting process
- ▶ OSD document submission process
- ▶ Next developments planned
- ▶ Training and Support
- ▶ Q&A

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 – August 2025



211

Projects opened since project start

145

Projects active in Authoring (drafting stages)

114

Working Groups involved

6 closed – 9 on-going

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

3

Formal Vote pilots on-going/to start in September 2025

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>

Who is entitled to be an OSD Leader ?

- ▶ 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, etc...
- ▶ 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



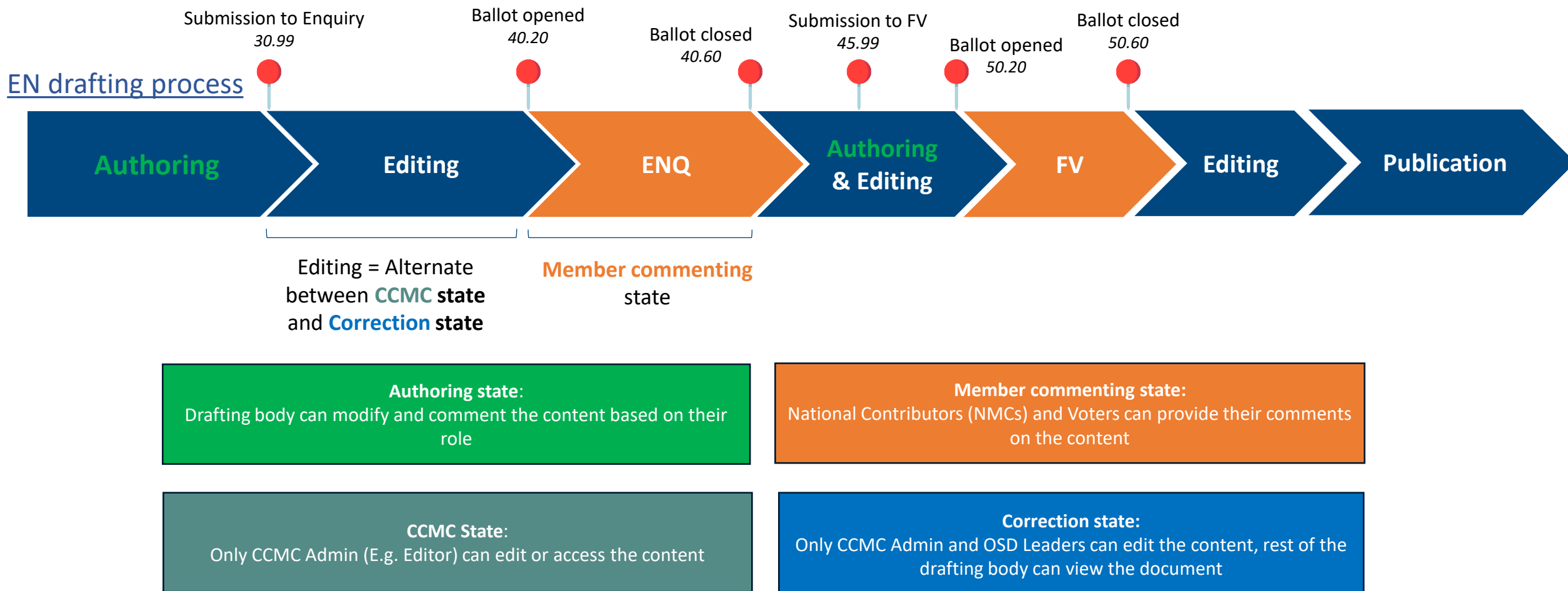
OSD roles & permissions – Authoring

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

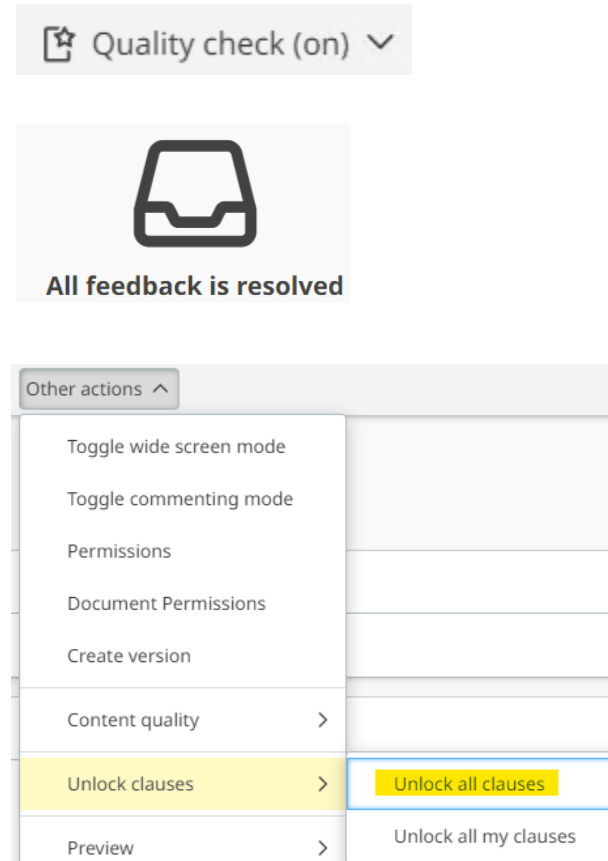
/! broken reference **"?"**

- WG comments resolved

- Unlock all clauses

> Tools
> Other Actions
> Unlock clauses
> Unlock all clauses

/! locked clauses cannot be exported



▶ Submission 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 project team in Q4 2025 and Q1 2026 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

