



European Standardization Organizations

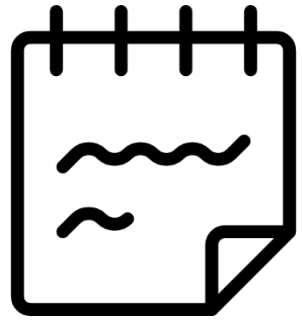
# Online Standards Development Info Session Authoring

2026-03-26

# Agenda

- ▶ Welcome
- ▶ How to get started with OSD ?
- ▶ Scope and permissions accesses
- ▶ Demo

# Single source of truth...

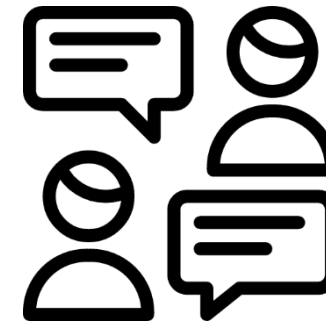
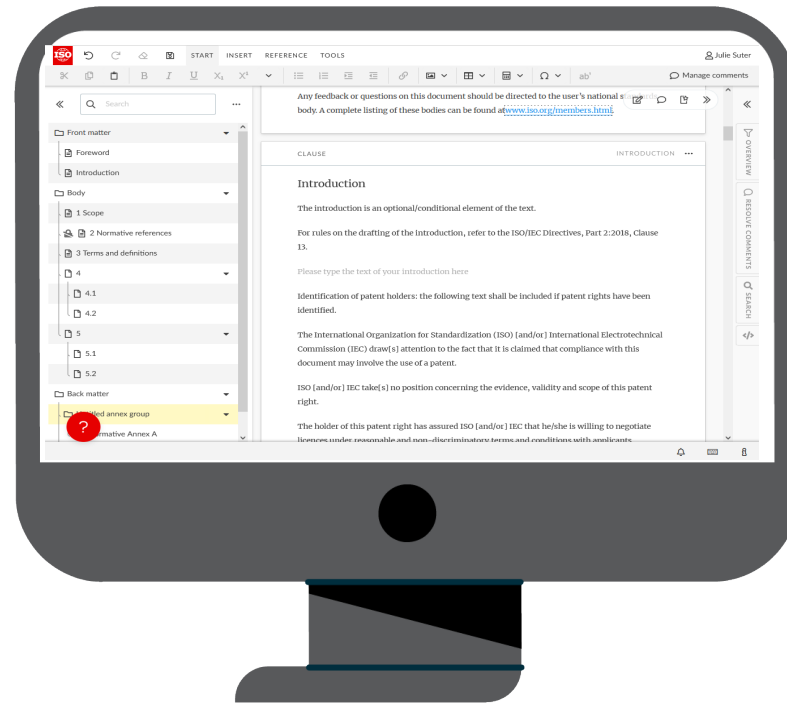


**Collaborative Authoring**



**Comment resolution & consensus building**

OSD



**Member commenting**



**CCMC internal editing**

# Supported CEN deliverables in OSD



▶ OSD covers the full standards drafting process from Project Creation to Publication since July 2025



	Phase 1 Authoring & Editing <i>(00.60 to 40.10)</i>	Phase 2 Member Commenting <i>(40.20 to 50.10)</i>	Phase 3 End to end process <i>(50.20 to 60.60)</i>
CEN Homegrown Standards EN, TR,TS (hEns excl), // VA (ISO lead)	✓ <b>Already available</b>	✓ <b>Already available</b>	✓ <b>Already available</b>
CEN Harmonized Standards (hENs), CWA, 2 <sup>nd</sup> procedures	2026		

# 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

#### Online platform

The deliverable is intended to be developed using:  
(select one option)

OSD platform

Word

Please provide a justification for not using OSD:

### Section 4 - Digital aspects

#### 10. Digital aspects

##### Online platform

OSD platform

Word

Please provide justification for not using OSD:



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

[https://sd.cen.eu/authoring/current/WINUMBER](https://sd.cen.eu/authoring/current/<u>WINUMBER</u>)

# 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](https://sd.cen.eu/authoring/current/<u>WINUMBER</u>)

# Authoring Access roles (drafting stages)



- ▶ Roles in OSD and associated permissions are automatically allocated and instantly daily based on **Global Directory roles**

**DETAILS**

- View details
- Edit details
- View dependencies

**STRUCTURE**

- View structure
- Create sub-committee
- Create working group

**CEN ROLES**

- View all roles
- Manage

**LIAISONS**

- View liaisons
- Manage

**STATUS**

- Manage

JUMP TO [CEN Secretariat](#) [CEN Secretary](#) [CEN Secretary support team](#) [CEN Chairperson](#) [CEN Committee member](#) [CEN Committee observer](#) [CEN Document monitor](#) [CEN Voter](#) [CEN Voter support team](#) [CEN Meeting participant approver](#) [CEN Technical programme manager](#)

Role	Appointed by	Additional information
<b>CEN SECRETARIAT</b> AFNOR > Association française de normalisation	AFNOR >	Resolution/Decision: CEN/BT C164/2024
<b>CEN SECRETARY</b> [REDACTED]	AFNOR >	Mandate: 2024-11-15 –
<b>CEN SECRETARY SUPPORT TEAM</b> [REDACTED]	AFNOR >	
<b>CEN CHAIRPERSON</b> [REDACTED]	AFNOR >	Mandate: 2025-01-14 – 2031-01-13 Resolution/Decision: 01/2024
<b>CEN COMMITTEE MEMBER (33)</b> [REDACTED]	AFNOR >	
[REDACTED]	AFNOR >	
[REDACTED]	ASI >	
[REDACTED]	ASI >	
[REDACTED]	ASRO >	
[REDACTED]	BDS >	
[REDACTED]	BSI >	



Global Directory – CEN Admin view

# OSD Leaders



As a ....

- WG Secretary
- Convenor
- TC Secretary
- Convenor/Sec support team
- Project Leader\*
- .....



I can do ... everything !

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 & commentor roles

\*Project Leader role does not exist in GD

→ contact [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu)

providing WI + Last/First name + e-mail

# OSD Author



To draft the standard,  
OSD Leader can  
**manually** appoint **OSD  
Author(s)** among OSD  
Commenters



I can ...

View content
Add content
Unlock own clauses
Add/delete/move clauses
Add/delete own comments
Reply to others' comments
Export



# OSD Commenter



As a ....

- Committee Member
- ....



I can ... provide comments



View content
Add/delete own comments
Reply to others' comments
Export

# OSD Reader



As a ....

- Liaison representative
- Document monitor
- ...



I can ... read the document

View content

# Authoring Access roles



- ▶ Check out the detailed Permissions Matrix on CEN Experts site
- ▶ Ensure everybody is properly registered with the correct role in GD

# Demo

# Support needed ?

- ▶ On CEN Experts site – [Training & Materials](#)
  - Recording and slides of the training session
  - Permissions/ OSD GD roles documentation
  - Short video tutorials
    - 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 Ballot + WI number/Standard reference”
- Project Leader role:
  - Contact [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu)
  - WI + Full name + e-mail (details shall be 100% identical to GD)



# How to know more about OSD ?

- ▶ All info are available on the [CEN OSD project Webpage on CEN Experts site](#)
  - ▶ Monthly info session registration (Authoring and Voters)
  - ▶ How to create a project in OSD
  - ▶ Support contacts



*Thank you*

[www.cencenelec.eu](http://www.cencenelec.eu)

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