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1. Scope

European Standard (EN), Technical Specification (TS) and Technical Report (TR) from Preliminary Work Item stage (00.60) to Publication stage (60.60).

2. List of roles in the CEN OSD

There are 7 roles available in the OSD and each role is giving specific rights:

- 1 ADMIN role for CEN and CENELEC Production team
- 4 roles for Working Group drafting and comments resolution stages: LEADER, AUTHOR, COMMENTER and READER
- 2 roles for Members Commenting phases during Enquiry/ENQ or Formal Vote/FV: NATIONAL CONTRIBUTOR and VOTER

All roles except AUTHOR are **set-up automatically based on the role of a person in the CEN Global Directory (GD)**.

3. OSD states per stage of the drafting process

An OSD state corresponds to a **specific set of permissions**. There are four different states of permissions, each are repeated several times during the drafting process.

OSD State	Description
AUTHORIZING	Working group can draft the standard content (see 4. Detailed permissions in AUTHORIZING State matrix).
CCMC	Only CEN and CENELEC Production department can modify the document, all AUTHORIZING users are set as Reader.
CORRECTION	Only CEN and CENELEC Production department and OSD Leaders can modify the document. <i>This state is used when CEN and CENELEC Editors are communicating and proposing changes to the WG to documents submitted.</i>
MEMBER COMMENTING	National Mirror Committees can submit their comments

	during Enquiry and Formal vote stage (see 5. MEMBER COMMENTING detailed permissions matrix).
TC_PROOFING	Only CEN and CENELEC Production department and OSD Leaders can modify the document.

Stage code	Description	OSD State
00.60	Proposal of Preliminary Work item	AUTHORING
10.99	Decision on WI Proposal	AUTHORING
20.60	Circulation of 1 st WD	AUTHORING
30.99	ENQ draft evaluation phase	CCMC & AUTHORING
40.10	Preparation of ENQ	CCMC & CORRECTION
40.20	Submission to Enquiry	MEMBER_COMMENTING
40.60	Closure of Enquiry	CCMC
40.70	Circulation of comments	AUTHORING
45.99	Evaluation of FV draft	CCMC & AUTHORING
50.10	Preparation of FV	CCMC & CORRECTION
50.20	Submission to Formal Vote	MEMBER_COMMENTING
50.60	Closure of Formal Vote	CCMC
50.92	Completion of Formal Vote phase	AUTHORING
60.10.1350	Finalization (incl.comments)	CCMC
60.10.1671	Start of Proofing	TC_PROOFING
60.10.1619 till 60.60	To DAV/ Definitive Text Available	CCMC

4. Detailed permissions for AUTHORING State

Direct roles – for people that are part of the Working Group					
As a ... in the drafting body* assigned to the project (direct 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 	<i>All OSD Contributors can be manually upgraded to OSD Author by OSD Leader (cf OSD roles below)</i>	WG Drafting Bodies <ul style="list-style-type: none"> •Committee Member •Technical programme manager TC/SC Drafting Bodies <ul style="list-style-type: none"> •Committee Member •Commenter •Technical programme manager 	WG Drafting Bodies <ul style="list-style-type: none"> •Document monitor TC/SC Drafting Bodies <ul style="list-style-type: none"> •Vice Chairperson •Liaison Representative •Committee Observer •Document monitor •CEN Consultant •Sector

		support team			rapporteur
I will have this role in OSD ...		Leader	Author	Commenter	Reader
I will be able to ...	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	✓			

Indirect roles – for people in the parent TC of the drafting body assigned; or other structure within the same TC

As a ... in the Parent TC or another structure of the same TC (indirect roles)		<ul style="list-style-type: none"> •Secretary of any structure within the same TC as the WG •Secretary Support Team of any structure within the same TC as the WG •Twinned Secretary of any structure within the same TC as the WG •Chairperson of any structure within the same TC as the WG •Vice- Chairperson of any structure within the same TC as the WG •Chairperson Support Team of any structure within the same TC as the WG
I will have this role in OSD ...		Reader
I will be able to ...	View content	✓

5. Detailed permissions matrix for MEMBER COMMENTING State

There is one workspace per Member which has two layers:

- **National experts comments:** all comments from one Member that will be visible only to other committee members from the same organization.
- **Official national comments:** comments from one Member that have been made national.

/! Comments that have not been made national will not be considered official and will not be displayed to the working group during comments resolution.

a. Enquiry

As a ... in the National Mirror Committee		NMC Roles mapped to CEN Committee: <ul style="list-style-type: none"> •National committee member •National Observer 	GD Roles on Committee: <ul style="list-style-type: none"> •Voter (Enq) •Voter support team (Enq) •Centralized voter (Enq) NMC Roles mapped to CEN Committee: <ul style="list-style-type: none"> •National Secretary •National Secretary
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			Support team •National Chair
I will have this role in OSD ...		NATIONAL CONTRIBUTOR •National expert comments	VOTER •Official national comments
I will be able to ...	View content	✓	✓
	Add/delete own comments	✓	✓
	Reply to others' comments	✓	✓
	Resolve comments		✓
	Make a comment national		✓

b. Formal Vote for European Standard (EN) and Technical Specification (TS)

As a ... in the National Mirror Committee		NMC Roles mapped to CEN Committee: •National committee member •National Observer	GD Roles on Committee: •Voter (FV) •Voter support team (FV) •Centralized voter (FV) NMC Roles mapped to CEN Committee: •National Secretary •National Secretary Support team •National Chair
I will have this role in OSD ...		NATIONAL CONTRIBUTOR •National expert comments	VOTER •Official national comments
I will be able to ...	View content	✓	✓
	Add/delete own comments	✓	✓
	Reply to others' comments	✓	✓
	Resolve comments		✓
	Make a comment national		✓

c. Formal Vote for Technical Report (TR)

As a ... in the National Mirror Committee		NMC Roles mapped to CEN Committee: <ul style="list-style-type: none"> •National committee member •National Observer 	GD Roles on Committee: <ul style="list-style-type: none"> •Voter (TR) •Voter support team (TR) •Centralized voter (TR) NMC Roles mapped to CEN Committee: <ul style="list-style-type: none"> •National Secretary •National Secretary Support team •National Chair
I will have this role in OSD ...		NATIONAL CONTRIBUTOR <ul style="list-style-type: none"> •National expert comments 	VOTER <ul style="list-style-type: none"> •Official national comments
I will be able to ...	View content	✓	✓
	Add/delete own comments	✓	✓
	Reply to others' comments	✓	✓
	Resolve comments		✓
	Make a comment national		✓