



European Standardization Organizations

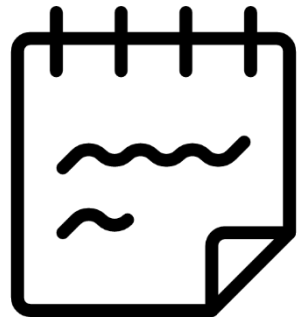
OSD CEN Voters training – Member commenting module

OSD project team

Agenda

- ▶ What is Member commenting in OSD ?
- ▶ Focus on accesses – Who can do what ?
- ▶ Support
- ▶ How to use the module ? 2 options

Single source of truth...



Collaborative authoring



Comment resolution & consensus building



CCMC internal editing

What is Member commenting in OSD ?

- OSD tool module used by Members **to provide their official national comments** during Enquiry and Formal Vote
- Scope of today session = providing comments to **Enquiry and Formal Vote for projects drafted in OSD**



Who can add comments? OSD Voter role



I can do ... everything !

As a

GD Roles on Committee:

Voter (ENQ or FV or TR)

Voter support team (ENQ or FV or TR)

Centralized voter (ENQ or FV or TR)

CEN Commenter ((ENQ or FV or TR)



View content
Provide national comments
Reply to others' comments
Export national comments
Manage national comments – submit comments as national position

NMC Roles mapped to CEN Committee:

National Secretary

National Secretary Support team

National Chair



Rules remain the same as without OSD and all accesses are automatically created based on the Global Directory (GD) at the launch of the ballot

Who can add comments? National Contributor (commenter) role



As a

NMC Roles mapped to CEN Committee:
National committee member
National Observer



I can ... provide comments



View content
Provide national comments
Reply to others' comments

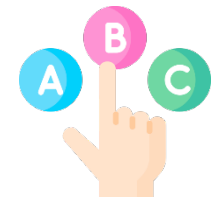


Rules remains the same as without OSD and all accesses are automatically created based on the Global Directory (GD) at the launch of the ballot

Support needed ?

- On CEN BOSS: [Drafting in the Online Standard Development \(OSD\) tool](#)
 - Supported deliverables
 - Changes
 - How to request the set-up of online documents
 - Roles & Permissions
 - Info sessions registrations
 - Recording and slides
 - ...
- ISO knowledge base – [Drafting & Authoring](#)
 - Links included on CEN BOSS
- Contact production@cencenelec.eu
 - Mentioning “OSD Ballot + WI number/Standard reference”






Member commenting: you have options!

Two options to provide comments to a CEN Enquiry/Formal Vote ballot:

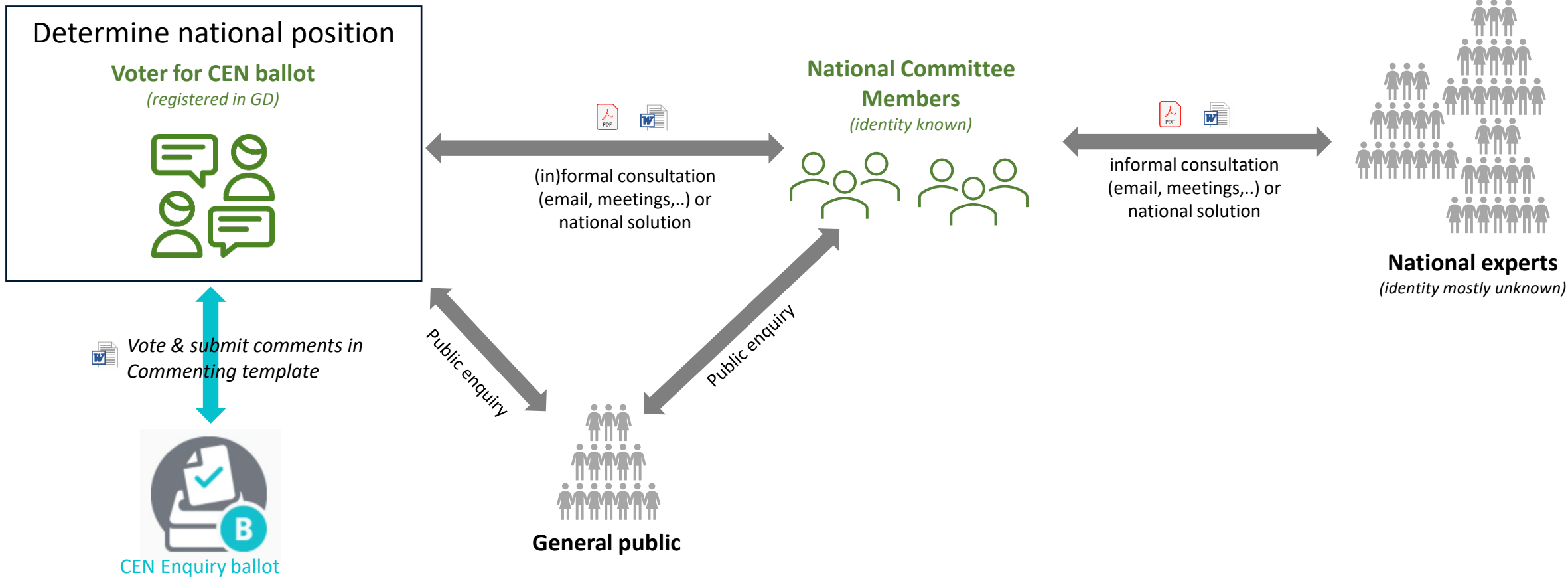
- **Option A** - Use OSD to gather comments from National Committees

 *Requires NMCs to be registered in the CEN GD and mapped to the corresponding CEN committee*

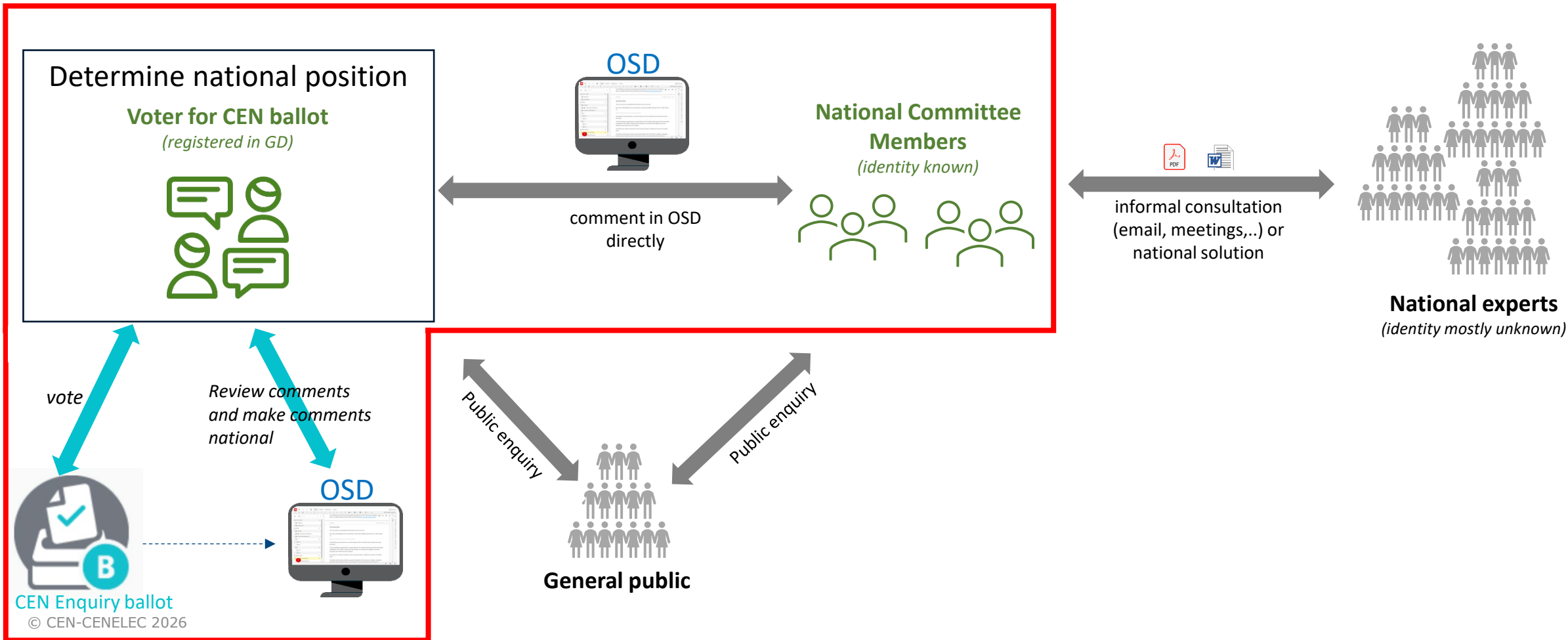
- **Option B** - Gather national comments outside OSD and import/ enter manually in OSD

 *Note: On a single ballot, an NSB does not have to choose a specific option but can combine option A and B as best meets their needs.*

Process for determining national position and comments without OSD



Process for determining national position and comments with OSD – Option A



Online document available for commenting



- ✓ Online document automatically attached to ballot
- ✓ Contributors 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

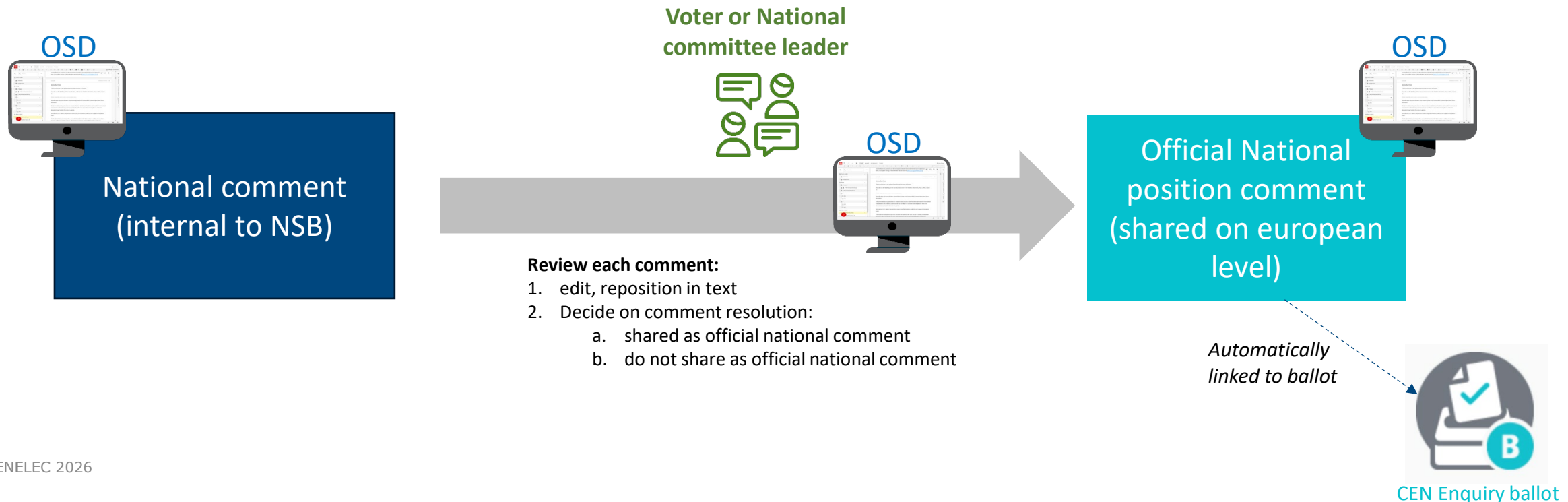
Questions and answers

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

OSD Comment lifecycle

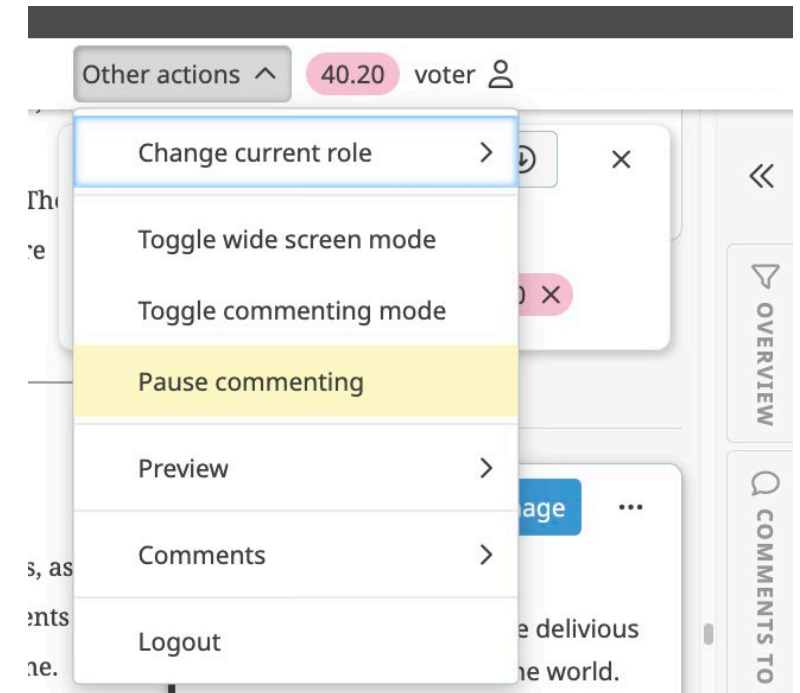
All comments entered in the OSD will **first be national only** and **not visible to anyone** outside of the NSB.

This enables NSBs to manage their comments before **submitting them as official national position** comments.



Pause commenting

- In case you would like to ensure enough time for reviewing and making comments national before the ballot closes, **you can, at any time, pause the commenting.**
- This will make it impossible for National Contributors to add any comments; however, **Voters can still add comments and resolve them.**



Managing comments



- Ensure that all comments have been managed before casting the vote ([Submit comments to ISO - ISO Helpdesk Knowledge Base](#)):
 - Only submitted comments will be shared with CEN
 - When casting a vote, the balloting platform will check that there are no "unmanaged" comments in the OSD and let users know when this is the case:

Do you agree with the proposed implementation periods? Yes ▼

[Add a comment on Proposed Implementation Periods](#)

Do you have any comments ? Yes ▼ [Access Online Document](#)
You have submitted 1 managed comment(s), but you still have 1 unmanaged comment(s) that you need to review before you can cast your vote with comments or submit your comments.

National legislation/administrative deviation No ▼

DEMO

Member commenting – OPTION A

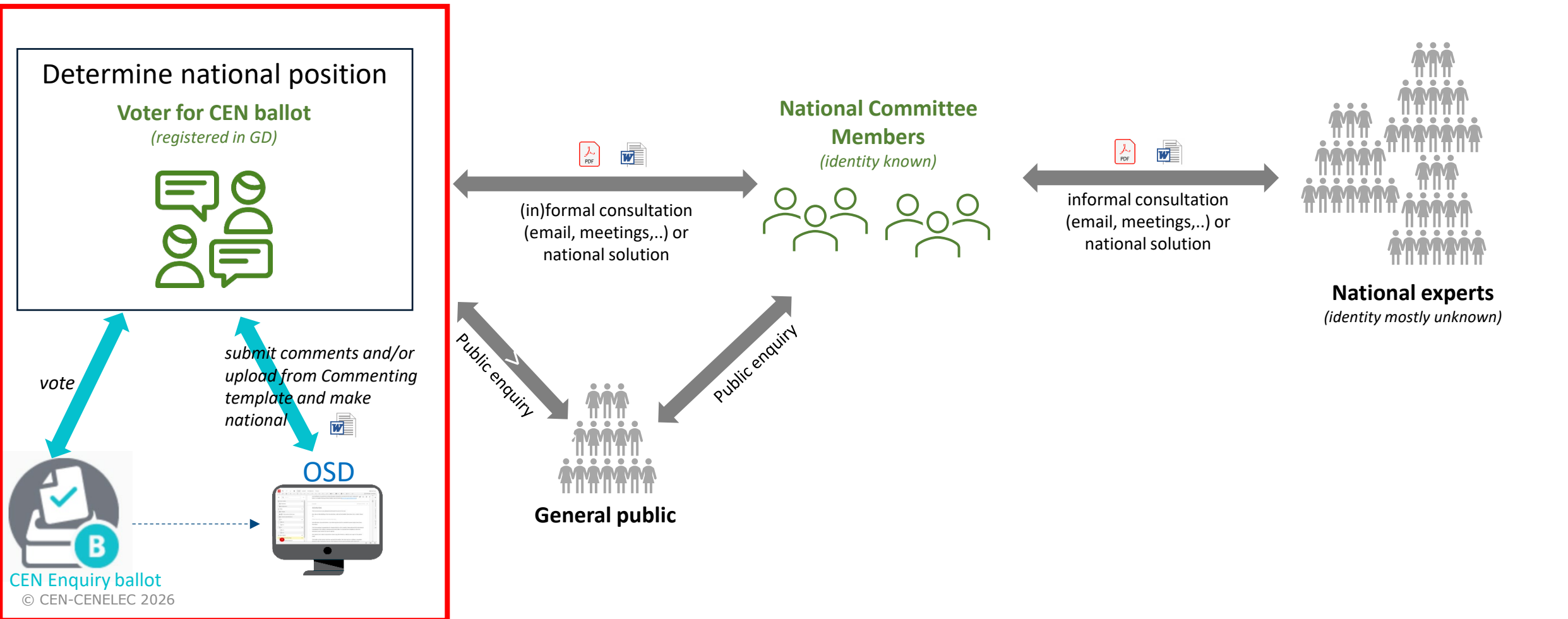


Benefits for Members

Member commenting in the OSD can **ease your national commenting processes when it comes to European Standards:**

- ✓ Improve **commenting** for national experts
- ✓ Facilitate **consensus building** with improved **consolidation** and management of national comments by voters
- ✓ Simplify **submission** of national comments by voters

Process for determining national position and comments with OSD – Option B



How are comments imported?

Case 1: "Proposed change" is empty

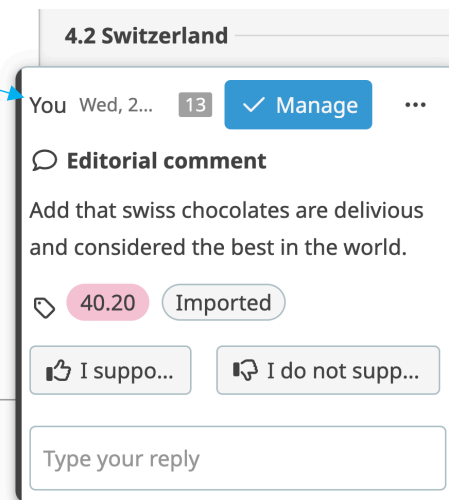
MB/NC ¹	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
SE		4.2		Ed	Add that Swiss chocolates are delicious and considered the best in the world.		

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

CLAUSE 4.2 Parallel Editing

Switzerland

Switzerland is a mountainous country in Central Europe, home to numerous lakes and villages, as well as the high peaks of the Alps. The country's cities include medieval quarters and monuments such as the Zytglogge (bell tower) in the capital, Bern, and the wooden Chapel Bridge in Lucerne. The country is also renowned for its ski resorts and hiking trails. Key industries are banking and finance, and Swiss watches and chocolate are world-famous.



4.2 Switzerland

You Wed, 2... 13 Manage ...

Editorial comment

Add that swiss chocolates are delivious and considered the best in the world.

40.20 Imported

I suppo... I do not supp...

Type your reply

- Imported as simple comment
- comment type mapped
- Linked to title of clause
- Uploader *should* move the comment to the correct location to ease comprehension and resolution by the Secretariat

How are comments imported?

Case 2: "Proposed change" has content

MB/NC ¹	Line number (e.g. 17)	Clause/Subclause (e.g. 3.1)	Paragraph/Figure/Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
SE		4.1		Ed	France is also renowned for champagne, not only wine	The country is also renowned for its wines, champagne and dine cuisine.	

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

CLAUSE 4.1 Parallel Editing

France

France, a Western European country, boasts medieval cities, alpine villages, and beaches. Paris, its capital, is famous for its fashion houses, classical art museums, including the Louvre, and monuments like the Eiffel Tower. The country is also renowned for its wines and fine cuisine. The cave paintings of Lascaux, the Roman theater in Lyon, and the immense Palace of Versailles are testaments to its rich history.

4.1 France

You Wed, 2... 12 ✓ Manage ...

Editorial comment

France is also renowned for champagne, not only wine

Proposed Change: ←

The country is also renowned for its wines, champagne and dine cuisine.

40.20 Imported

I suppo... I do not supp...

- Imported as simple comment
- comment type mapped
- Linked to title of clause
- Proposed change shown in comment text
- Uploader *shall* move the comment to the correct location and make it a proposed change

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

Upload comments from file – labels

MB/ NC ¹	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments
		European Foreword		Editorial	
		Foreword		ed/te	
		Introduction		Ed	
		Intro		Ed	
		0		Ed	
		1		ge	
		Scope		Ed	
		2		te	
		Normative references			
		6		te	
		6.			
		6.1 6.2			
		6.2.2.1	Table 2	Ed	
		Table 2			
		6.2.6.2	Figure 1	ed	
		Figure 1		technical	
		Bibliography		general	
		Biblio.		Ed	

DEMO

Member commenting – OPTION B

