



NSAI Standards Development
Reference manual for NSAI
Standards Committee members
NSAI, ISO and CEN Standards



A reference manual for NSAI committee members

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Foreword

Welcome to NSAI Standard Development.

This document is a reference manual for NSAI committee members. It is aimed at new and existing NSAI committee members who sit as experts on NSAI National Mirror Committees and Consultative Standards Committees. This reference manual is intended as a training document to get started as a committee member and also as a reference document for existing committee members.

This document describes the processes and tools used by NSAI in the development of International, European and Irish National Standards. It clarifies the involvement that NSAI and NSAI committee members have in the standardization process.

This document focuses on CEN and ISO Standards committees. It does not cover the detailed standardization processes for the electrical and electrotechnical Standards developed by CENELEC and IEC nor does it cover the telecommunication Standards developed by ETSI and ITU.



General Standardization for example Technical, Services, Energy, Healthcare, Food, Construction.



Electrotechnical Standardization for electrical and electrotechnical items.



Electronic Communications Standardization

Introduction

The development of International, European and Irish National Standards is an open and transparent process. It is therefore very important that NSAI committee members understand their role in the Standards development process.

NSAI is a facilitator for Irish experts to become involved in Standards Development. There will always be a member of NSAI available to assist you with any queries you may have along the way.

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1 Committee Member and Committee Structures

1.1 The Committee

In general, Standards Committees cover a specific sectoral area of work. An NSAI Standards Committee is a representation of technical experts within the scope of interest of the committee with secretarial support provided by NSAI. The committee members are technical experts from industry, associations, public administrations, academia and societal organizations. NSAI Standards Committees are set up to address stakeholder demands.

A Standards Committee is organised with a Chairman, Secretary and committee members. Where there is a small number of members, a Chairman may not be appointed, and the secretary will manage the communications to and from the international committee.

Membership of an NSAI committee is at all times at the discretion of the NSAI and is subject to the rules and protocols of the NSAI, including the membership arrangements from time to time drawn up by an individual Standards Committee.

NSAI and its committees may be required to respond to requests for information under the Irish Freedom of Information Act Number 30 of 2014.

1.2 The Chairman

The position of Chairman is generally nominated by the Committee and approved by NSAI.

The term of office of the Chairman is for a period of three years with the possibility of re-appointment.

The Chairman of the Committee is required, in conducting meetings and affairs of the Committee, to operate in a manner which is independent of sectoral commercial interests and ensures a fair and balanced opportunity for the expression of all viewpoints present. This does not preclude, however, the Chairman's presentation of any position of the organization he represents as such a position.

The Chairman is required to endeavour to obtain unanimity on decisions, failing which he/she shall endeavour to achieve consensus.

1.3 The Committee Member

Committee members are also referred to as experts. Committee members are generally experienced and knowledgeable within their field of expertise.

Members of the NSAI Committees are required to maintain the confidentiality of the Committee's work.

NSAI Standards Committee members or Sub-Committee/Working Group members may make reference to their membership (including Chairmanship) when writing articles or giving lectures or papers. However, they may not state views purporting to be those of the Standards Committee or Sub-Committee unless those views have been formally approved by the NSAI Standards Committee or Sub-Committee.

Standards Committee members should not communicate with the media on matters concerning the internal affairs of the Standards Committee but should refer any such queries to NSAI.

1.4 Levels of Engagement

1.4.1 National Mirror Committee

An NSAI National Standards Committee (NMC) monitors, comments and votes on draft Standards being developed by International (ISO) or European (CEN) Technical Committees. The ISO and/or CEN Technical Committee (TC) will be mapped to the NSAI Standards Committee. All documents circulated by the Technical Committee will be duplicated on the NSAI Standards Committee Livelink. All eBallots issued by the Technical Committee will be available to the NSAI members for voting thereby establishing the Irish position. NSAI members are able to participate remotely without the need for a committee meeting. National members are not members of the ISO or CEN Technical Committee or Working Group.

Votes cast by committee members are reviewed by the NSAI Secretary before NSAI casts the final vote to either ISO or CEN.

Where the positions submitted by committee members differ, the Secretary may call a meeting to finalise the national position. Many Standards Committees schedule a meeting to review and agree the comments received from the committee members before submitting the national comments and vote to ISO or CEN.

1.4.2 International Committee Members

NSAI Committee members may wish to participate directly with ISO and CEN Technical Committees and Working Groups. Direct participation helps maximise influence. Standards meetings are an ideal opportunity to network with experts from other companies and countries.

To participate at an International (ISO) and European (CEN) level the National Standards Body (NSB), NSAI in this case, makes the national expert a direct member of the Technical Committee or Working Group. To attend CEN and ISO meetings, members are required to register for the meeting on Livelink.

1.4.3 NSAI Standards Consultative Committee

NSAI Standards Consultative Committees are responsible for developing indigenous Irish Standards. Consultative Committees may have a hierarchy of subcommittees dealing with different aspects of a sector.

2 Abbreviations

The abbreviations used in this document are listed in alphabetical order.

Abbreviation	Expanded term
AWI	Approved Work Item
BT	Technical Board for CEN and CENELEC
CCMC	CEN CENELEC Management Centre
CD	Committee Draft (ISO term for a document)
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
CIB	Committee Internal Ballot
CPR	Construction Products Regulation 305/2011 EU
DBEI	Department of Business, Enterprise and Innovation
DIS	Draft International Standard for public enquiry

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EN	European Norm, European Standard
ETSI	European Telecommunications Standards Institute
FDIS	Final draft International Standard for approval for NSB
FprEN	Final draft European Norm for approval for NSB
I.S.	Irish Standard
ICT	Information and communications technology
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU	International Telecommunication Union
NMC	National Mirror Committee
NP	New Project
NSAI	National Standards Authority of Ireland
NSB	National Standards Body e.g. NSAI, BSi
NWI	New Work Item
NWIP	New Work Item Proposal
OJEU	Official Journal of the European Union
prA	Draft Amendment to an ISO or EN Standard
prEN	Draft European Norm for public enquiry
S.R.	Irish Standard Recommendation
SC	Sub-Committee
TC	Technical Committee
TMB	Technical Management Board (ISO)
TR	Technical Report
TS	Technical Specification
WD	Working draft
WG	Working Group
YSYS	NSAI Your Standards, Your Say public comment tool

3 The Standards Process

3.1 What is a Standard?

A Standard is a document for voluntary application that has been established by consensus between all interested parties and approved by a recognized body. It is meant for common and repeatable use. It provides requirements, specifications, guidelines or characteristics that can be used consistently to ensure that materials, products, processes and services are fit for their purpose.

Standards may include requirements and/or recommendations in relation to products, systems, processes or services. Standards can also be used to describe a measurement or test method or to establish a common terminology within a specific sector.

3.2 Are Standards mandatory?

Standards, unlike legislation, are voluntary in application unless called up in legislation. Where a Standard is referenced in as part of a commercial contract it becomes mandatory under the contract agreement.

Legislation can refer to a Standard as means of compliance with regulatory requirements. This means that compliance with the Standard is recognized as a possible way of fulfilling regulatory obligations. Other ways to comply with these obligations may be chosen, but those using the Standard have the presumption of being in conformity with legal requirements (presumption of conformity). See also Clause 0 for further information.

3.3 Technical Management Board (BT and TMB)

CEN BT

The technical work is carried out under the overall management of the CEN and CENELEC Technical Board (BT). The BT is responsible for setting up the various technical and project committees and monitoring the progress of the technical work. It is also responsible for setting the rules for the development of European Standards.

CCMC

The CEN CENELEC Management Centre (CCMC) are responsible for providing Technical Committees with in house supports such as official draft publication, draft editing and publication of European Standards.

ISO TMB

All of ISO's technical work, including the technical committees, is managed by the Technical Management Board (TMB). Some of the TMB's tasks include setting up technical committees, appointing chairs and monitoring the progress of technical work. The TMB reports to the ISO Council.

3.4 Technical Committees (TC)

Technical Committees (TC) are established by the BT and TMB to develop Standards or other documents related to specific industries or generic subjects appropriate to the needs of that sector.

Each TC has a dedicated Chair and Secretariat.

Technical Committees may set up one or more Working Groups (WG) to focus on specific tasks or to provide a draft Standard.

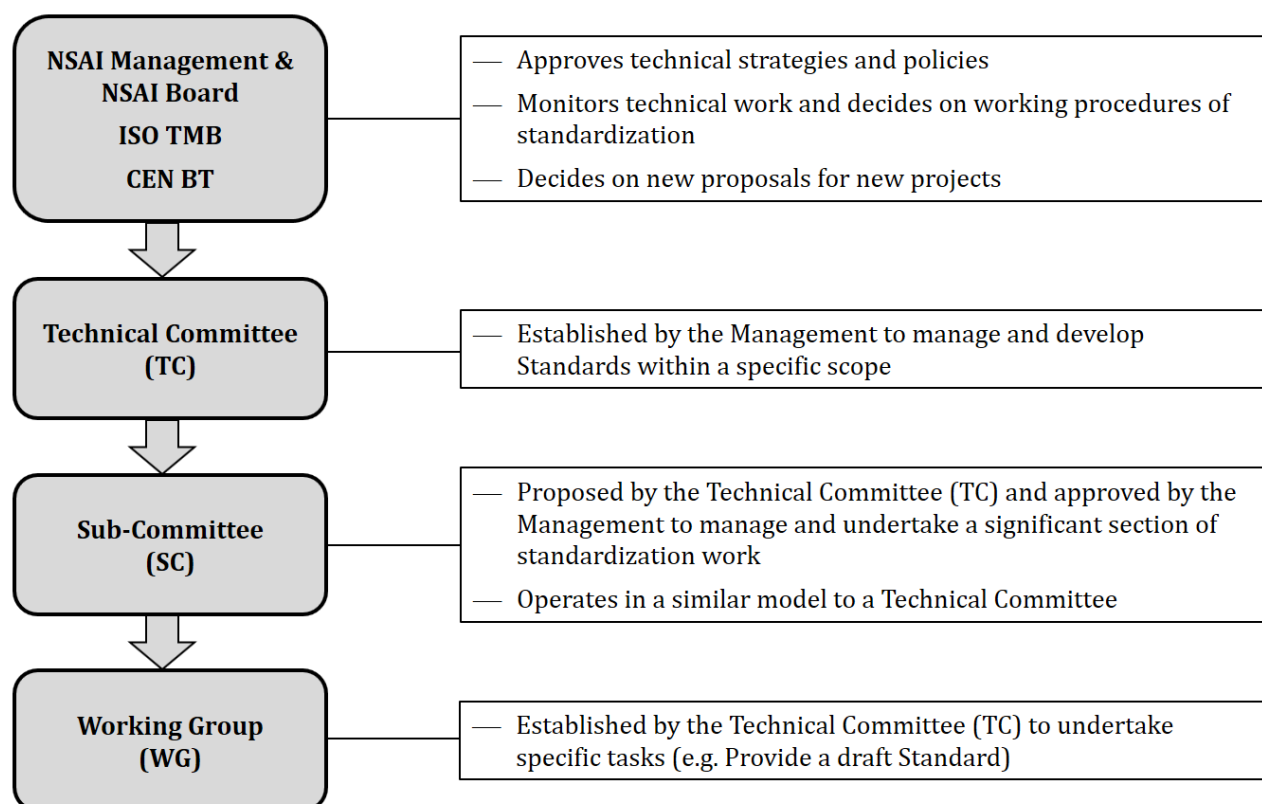


Figure 1 - The decision layers at for Technical Committees

The standardization system in Europe is based on the national pillars, which are the National Standardization Bodies or the members of CEN. A National Standardization Body (NSB), like NSAI, is the one stop shop for all stakeholders and is the main focal point of access to the concerted system, which comprises regional (European) and international (ISO) standardization. It is the responsibility of the CEN National Members to implement European Standards as national Standards.

A published European Standard (EN) has to be implemented by CEN members (NSBs) as an identical national Standard and any conflicting national Standards must be withdrawn. A European Standard, therefore, potentially substitutes for 33 different national Standards.

The National Standardization Bodies distribute and sell implemented European Standard.

There are 33 members of CEN as listed in Table 1.

Table 1 – European National Standards Bodies

Acronym	Country	National Standards Body
ASI	Austria	Austrian Standards Institute
NBN	Belgium	Bureau de Normalisation/Bureau voor Normalisatie
BDS	Bulgaria	Bulgarian Institute for Standardization
HZN	Croatia	Croatian Standards Institute
CYS	Cyprus	Cyprus Organization for Standardisation
UNMZ	Czech Republic	Czech Office for Standards, Metrology and Testing
DS	Denmark	Dansk Standard

EVS	Estonia	Estonian Centre for Standardisation
SFS	Finland	Suomen Standardisoimisliitto r.y.
ISRM	Former Yugoslav Republic of Macedonia	Standardization Institute of the Republic of Macedonia
AFNOR	France	Association Française de Normalisation
DIN	Germany	Deutsches Institut für Normung
NQIS/ELOT	Greece	National Quality Infrastructure System
MSZT	Hungary	Hungarian Standards Institution
IST	Iceland	Icelandic Standards
NSAI	Ireland	National Standards Authority of Ireland
UNI	Italy	Ente Nazionale Italiano di Unificazione
LVS	Latvia	Latvian Standard Ltd.
LST	Lithuania	Lithuanian Standards Board
ILNAS	Luxembourg	Organisme Luxembourgeois de Normalisation
MCCAA	Malta	The Malta Competition and Consumer Affairs Authority
NEN	Netherlands	Nederlands Normalisatie-instituut
SN	Norway	Standards Norway
PKN	Poland	Polish Committee for Standardization
IPQ	Portugal	Instituto Português da Qualidade
ASRO	Romania	Romanian Standards Association
UNMS	Slovakia	Slovak Office of Standards Metrology and Testing
SIST	Slovenia	Slovenian Institute for Standardization
AENOR	Spain	Asociación Española de Normalización y Certificación
SIS	Sweden	Swedish Standards Institute
SNV	Switzerland	Schweizerische Normen-Vereinigung
TSE	Turkey	Turkish Standards Institution
BSI	United Kingdom	British Standards Institution

The Technical Committee members represents the national interests. The national interests are determined and agreed by consensus, where possible, by NSAI National Mirror Committees. In the case of joint CEN/CENELEC committees a joint position will have to be agreed. The National Mirror Committee provides advice to NSAI for consideration as input to CEN and ISO.

In the absence of a National Mirror Committee NSAI will consider stakeholder submissions and will decide on a case by case bases how to vote.

3.5 Subcommittees (SC)

Where the scope of Technical Committee is very large, sub committees can be established to manage the development of Standards for different sections of the TC scope. The Subcommittee reports to the

Technical Committee. The Subcommittee requires a Chairman and Secretariat. Working Groups can be established within the Subcommittee. See Figure 2 showing how Subcommittees and Working Groups can be organised within a Technical Committee.

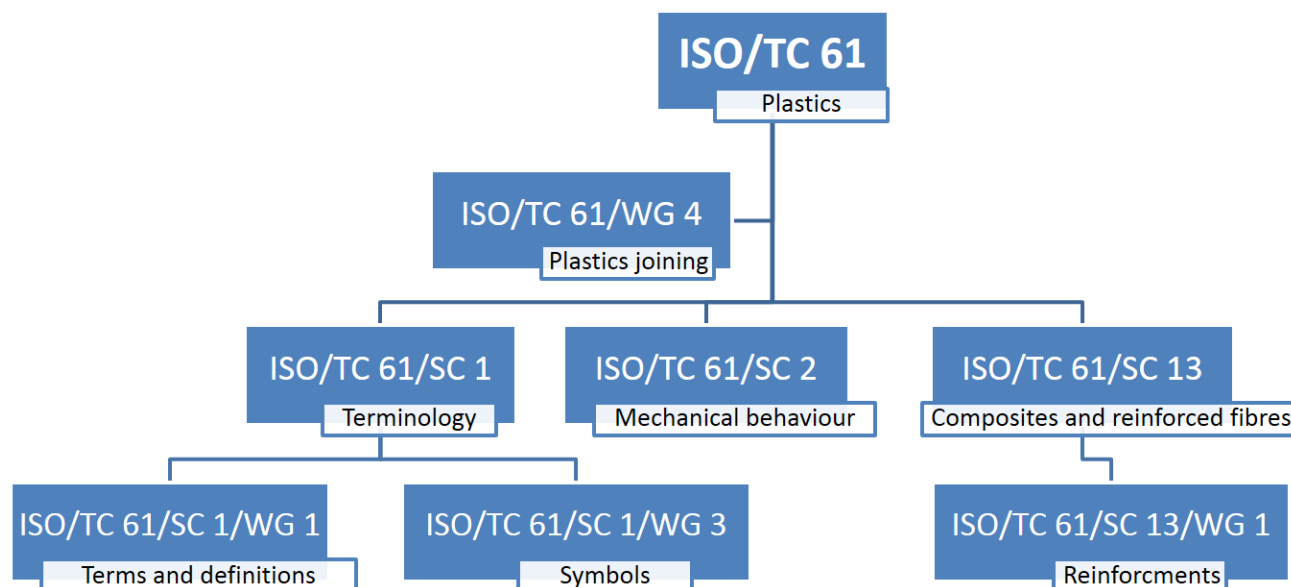


Figure 2 — Example of Subcommittees and Working Groups within a Technical Committee

3.6 Working Groups (WG)

Working Groups are made up of experts, who are stakeholders specialized in the scope of work of the Working Group. Experts work independently of the National Mirror Committee but must be cognisant of the National position and communicate that position to the WG. Experts usually can be from trade associations (industry), professional institutions, government, consumer bodies, academia, education bodies, customers, certification bodies, etc. Any of the work or positions taken by the WG are presented to the TC as required as part of the decision layer.

The WG is chaired by a Convenor. The WG Convenor organizes and chairs the WG meetings providing overall leadership and conducts meetings in an impartial manner while having the expertise required for the work scope. The Convenor is responsible for setting the meetings, issuing minutes and issuing the document drafts to the TC Secretary. The Convenor issues an activity report to the TC before Plenary meetings of the TC.

3.7 Who writes Standards?

3.7.1 Europe and internationally

Standards are not drafted by National Standards Bodies, like NSAI, but by experts in the specific field covered by the Standard. It is the role of the National Standards Bodies, NSBs, to facilitate this process. The drafting of Standards is normally undertaken in the Working Groups, see 3.6, of the Technical Committees (TC). Experts participate in the TC and WG via the National Standardization Body in their country and come from trade associations (industry), professional institutions, government, consumer bodies, academia, education bodies, customers, certification bodies, etc.

Member Bodies, like NSAI, nominate experts to a delegation (normally not exceeding 3 people) to represent the common national position with the aim of reaching a consensus on a Standard at International (ISO) and European (CEN) level. Member Bodies ensure that the delegation attending the

Technical Committee convey a national agreed interest and agreed point of view that takes account of all interests affected by the work.

The Secretariat of a Technical Committee is assigned to a Member Body. The Secretary, usually from an NSB, provides management support associated with the running of the TC and, in particular, he/she arranges meetings, ensures that documents for the meetings (e.g. calling notices, agendas, etc.) are distributed on time, records the main decisions of the committee and prepares and distributes reports of the meetings.

The Chair of a TC provides overall leadership and conducts meetings in an impartial manner, guiding the meeting in order to reach balanced and prompt decisions while ensuring that all points of view are heard and considered.

A TC can create working groups to carry out a specific task, for example, to provide the TC with a draft Standard, see 3.5.

Associate Organizations can participate in a TC as observers, who can give their views and comments on documents, but they do not have voting rights. International, European and Industry Associations have the possibility to ask for liaison with a specific TC and, once granted, participate as observers.

3.7.2 Nationally

At a national level the National Mirror Committees monitor and participate in the development of European and International Standards. They collectively, as a committee, comment on draft Standards and vote for their publication. Figure 3 shows the pathways by which NSAI interacts with other Standards Organizations at European and International level.

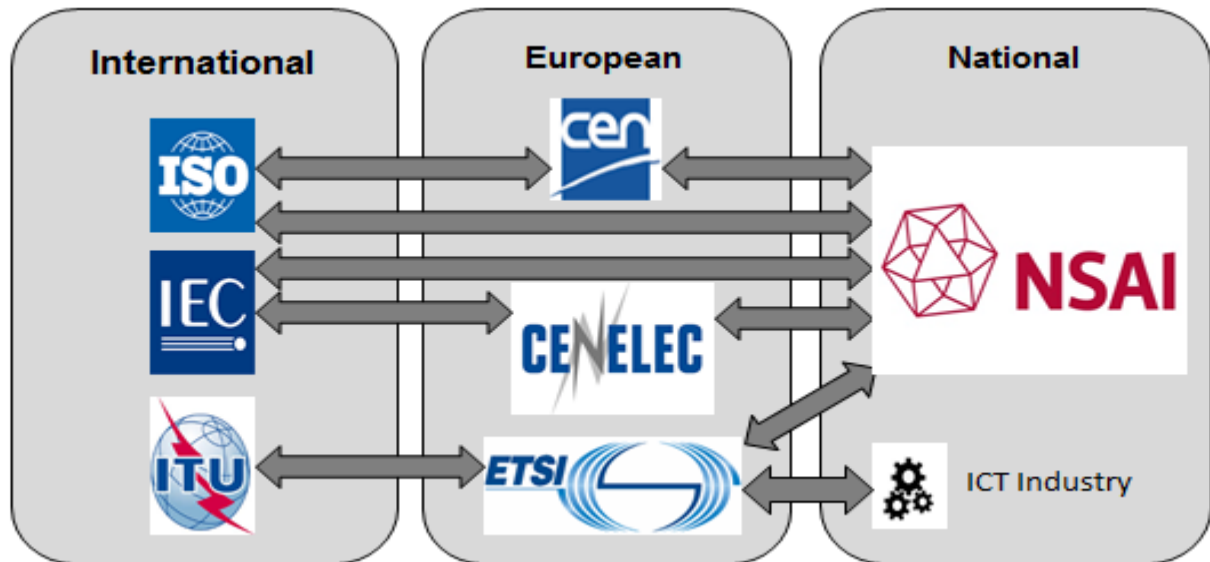


Figure 3 - Process relationships between NSAI and the Standards Organizations

Where a European or International Standard does not exist, the national mirror committee may decide to draft a national Standard. Irish Standards are developed by a similar method to European and International Standards and follow similar processes.

3.8 Types of Standards documents

3.8.1 Standards

The documents produced by Technical Committees are International (ISO) and European Standards (EN), Technical Specifications (TS) and Technical Reports (TR) and CEN Workshop Agreements (CWA).

ISO Standards are not automatically adopted as national Standards. All published European Standards documents are required to be adopted by each National Standards Body (NSB) as National Standards. In Ireland all published European Standards documents are all Irish Standards. European Standards can only be purchased from National Standards Bodies or approved distributors.

Where there is a justified national need and where an International (ISO) or European Standard (EN) does not exist, a national Standard can be produced. Irish Standards are produced in a similar process to a European Standard by NSAI Standards Consultative Committees.

Standards generally contain quality, safety and/or performance requirements.

International Standards (ISO) are published in English and French and at time in Russian. European Standards are required to be made available in the 3 official languages (English, French and German) but can be translated into other languages.

European Standards can, where required, support EU legislation. National measures can also be incorporated where required under special national conditions.

Table 2 explains the different designations for Standards listed in this document.

Table 2 – Designations for published Standards

Designation	Explanation
I.S. 123	Irish Standard Specification developed and published by NSAI
S.R. 123	Irish Standard Recommendation published by NSAI
SWiFT 123	Standard Written in Fast Track published by NSAI (formally National Workshop Agreement)
EN 12345	European Standard published by CEN/CENELEC
NA to I.S. EN 12345	Irish National Annex to a European Standard
ISO 12345	International Standard published by ISO
IEC 60125	International Standard published by IEC
I.S. EN 12345	European Standard adopted as an Irish Standard
EN ISO 12345	ISO Standard adopted as a European Standard
I.S. EN ISO 12345	European Standard adopted as an Irish Standard
I.S. ISO 12345	ISO Standard adopted as an Irish Standard
ISO/IEC 12345	Joint ISO and IEC international Standard

3.8.2 Technical Specifications

A Technical Specification is a document for which there is the future possibility of agreement on a Standard, but for which at present:

- the required support for approval as a Standard cannot be obtained;
- there is doubt on whether consensus has been achieved;
- the subject matter is still under technical development; or
- there is another reason precluding immediate publication as a Standard.

A Technical Specification is not allowed to conflict with an existing International Standard. Table 3 explains the different designations for Technical Specifications listed in this document.

The Irish Standard Recommendation (S.R.) is the equivalent to a Technical Specification (TS).

Table 3 – Designations for published Technical Specifications

Designation	Explanation
S.R. 123	Irish Standard Recommendation published by NSAI
CEN/TS 12345	Technical Specification published by CEN
ISO/TS 12345	Technical Specification published by ISO
CEN ISO/TS 12345	ISO Technical Specification adopted as a European Technical Specification
S.R. CEN/TS 12345	European Technical Specification adopted as an Irish Standard Recommendation published by NSAI
S.R. CEN ISO/TS 12345	ISO Technical Specification adopted as a European Technical Specification and adopted as an Irish Standard Recommendation published by NSAI

3.8.3 Technical Report

A Technical Report is a document containing informative material not suitable to be published as a Standard or a Technical Specification. A TR can include, for example, data obtained from a survey carried out among the national members, data on work in other organizations or data on the state of the art in relation to national Standards on a particular subject. Table 4 explains the different designations for Technical Reports listed in this document.

The Irish Standard Recommendation (S.R.) is the equivalent to a Technical Report (TR).

Table 4 – Designations for published Technical Reports

Designation	Explanation
CEN/TR 12345	Technical Report published by CEN
ISO/TR 12345	Technical Report published by ISO
CEN ISO/TR 12345	ISO Technical Report adopted as a European Technical Report
S.R. CEN/TR 12345	European Technical Report adopted as an Irish Standard Recommendation published by NSAI
S.R. CEN ISO/TR 12345	ISO Technical Report adopted as a European Technical Report and adopted as an Irish Standard Recommendation

3.8.4 CEN Workshop Agreements (CWA)

A CEN Workshop Agreement (CWA) is a document published by CEN in at least one of the CEN three official languages.

A CWA is an agreement developed and approved in a CEN Workshop; the latter is open to the direct participation of anyone with an interest in the development of the agreement. There is no geographical limit on participation; hence, participants may be from outside Europe. The development of a CWA is fast and flexible, on average between 10-12 months.

A CWA does not have the status of a European Standard. It involves no obligation at national level. A CWA may not conflict with a European Standard; if a conflicting EN is subsequently published, the CWA shall be withdrawn.

The SWiFT is the Irish equivalent to a European CWA.

3.8.5 National Annex

In a limited number of European Standards, for instance, where there are Nationally Defined Parameters (NDP). NDPs are generally requested in ENs for construction products. Where NDPs are requested these are defined in the National Annex to the EN. The National Annex is specific to each member state.

An NSAI Consultative Committee is tasked with drafting the National Annex utilizing the NSAI Standards development process.

3.9 Main principles of producing International and European Standards

All National Members (NSBs like NSAI) can be members of all Technical Committees (TCs).

The official languages are English, French and German.

Standards are developed through discussion leading to consensus. Consensus is defined as the *'General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE: Consensus need not imply unanimity.'*

The decision on European Standard adoption is reached by a weighted voting process by the National Members.

European Standards must be adopted as national Standards even if the country voted against the draft.

Standards are voluntary in application.

The CEN voting system is weighted while the ISO is not.

Participation is open to all interested parties and broad consultation. This is facilitated by NSAI through direct membership or through a National Mirror Committee.

European Standards aim to build European consensus among all stakeholders.

There is a national commitment to implement European Standards (EN) as identical national Standards and withdraw conflicting national Standards.

Standards are produced to reflect market need.

There is a correct integration with international work where CENELEC is in cooperation with IEC. This is known as the Frankfurt agreement.

There is a correct integration with international work where CEN is in cooperation with ISO. This is known as the Vienna agreement.

4 The development process for Standards

4.1 Overview

Both International and European Standards are developed in the same fashion. The process steps or milestones are listed in Table 5 for European Standards (EN) and in Table 6 International Standard (ISO). The processes for Technical Specifications and Reports are different. Each stage is explained within this section.

Firstly, the need for a Standard arises. This can be from an industry sector where no TC representing their business need exists. On these occasions the Standards Organization will create a Technical Committee and the TC will propose a new work item to the CEN BT or ISO TMB. Where the TC is already established, the WG experts may identify an area where a Standard is required. The WG on this occasion will draft a New Work Item Proposal (NWIP) and submit it to the TC to make a decision.

Each New Work Item Proposal is circulated by the TC Secretary to the National Standards Bodies (NSB) for a vote using the Livelink eBallot, see Clause 6. Each of the NSBs is given the opportunity to vote. At a national level NSAI will request the National Mirror Committee to vote on the NWIP. The TC Secretary then issues a decision based on the result of the vote for the NWIP.

Once the decision is made to request a New Work Item a delegated decision is taken at TC level. This decision can be over turned by CEN BT in Europe and ISO TMB for International Standards. When the CEN BT or ISO TMB approves, the request a New Work Item is created. All Standards activities are undertaken as a Work Item. It is at this point that the Standards process begins.

Table 5 - Standards development process for CEN

Stage code	Event	Conducted by	Doc prefix	Event description
00.60	Proposal of Work Item	CEN WG	-	The WG prepare an initial draft of the new/revised Standard. There is no timeframe or milestone date.
10.99	Adoption of Work Item	NSAI	prEN	A national vote is required to adopt a new work item. On adoption the timelines are set in place for the TC to meet.
20.60	Circulation of 1 st WD	CEN WG	prEN	When the WG has completed the drafting of the new/revised Standard it is circulated as the 1 st Working Draft. A decision is taken to submit the draft to Enquiry stage.
30.99	Submission of Enquiry draft	CEN TC	prEN	The TC secretary prepares the draft and submits it for editing and translation.
40.20	Enquiry opens	NSAI	prEN	The draft is issued for public review and comment. Each NSB submits there vote to approve or reject and submits their national comments

40.60	Enquiry closes	CEN WG	prEN	On closure of the Enquiry, all the votes and comments are collated, and a comments book is issued to the WG.
45.99	Submission of FV draft	CEN TC	FprEN	Having addressed all the comments a final draft is submitted for Formal Vote.
50.20	Formal Vote opens	NSAI	FprEN	The draft issued to the NSB's for comment and vote. The NSB submits their vote and comments.
50.60	Formal Vote closes	CEN TC	FprEN	The TC secretary issues the voting result.
60.55	Document ratification	CCMC	FprEN	The comments are addressed, and the draft is edited and translated for publication.
60.60	Definitive text available	CCMC	EN	The final published version is made available.
65.31	Announcement	CCMC	EN	This is the official publication date.
65.51	National publication	NSAI	I.S. EN	All NSB's are required to publish the European Standard as a National Standard. (not applicable to International Standards)
65.62	Withdrawal of National Standard	NSAI	I.S. EN	Superseded and conflicting national Standards are withdrawn
90.00	Systematic review	NSAI	I.S. EN	5-year review of published Standard

Table 6 - Standards development process for ISO

Stage code	Event	Conducted by	Doc prefix	Event description
00.00 00.20 00.60 00.99	Preliminary Stage Proposal of new project Close of review Approval to ballot for new project	ISO TMB ISO WG ISO TC ISO TC	ISO/NP	The WG prepare an initial draft of the new/revised Standard and submit it to the TC Secretary. An eBallot is initiated to confirm there is demand and support for the proposed project.
10.00 10.20 10.60 10.99	Proposal Stage New Project ballot initiated Close of voting New Project approved	ISO TC NSAI ISO ISO	ISO/AWI	A national vote is required to adopt a new work item. On adoption the timelines are set in place for the TC to meet.
20.00 20.20 20.60 20.99	Preparatory Stage Working Draft development Comment close WD registered as a CD	ISO TC ISO WG NSAI ISO TC	ISO/WD	The Working Draft is prepared by the WG and circulated for committee comment. The National Mirror Committee has the opportunity to comment on the Working Draft.
30.00 30.20 30.60 30.99	Committee Stage CD draft development Vote and comment close CD registered as a DIS	ISO TC ISO WG NSAI ISO TC	ISO/CD	The Committee Draft is prepared by the WG and circulated for committee comment. The National Mirror Committee has the opportunity to comment and vote on the Committee Draft.

				The TC secretary prepares the draft DIS and submits it for editing and translation.
40.00 40.20 40.60 40.99	Enquiry Stage DIS Ballot initiated Close of voting Enquiry comments ratification	ISO TC NSAI	ISO/DIS	The draft is issued for public review and comment. Each NSB submits there vote to approve or reject and submits their national technical comments. The WG address all the comments received during enquiry and make the agreed changes to the DIS. The revised DIS is submitted to the ISO TC for FDIS.
50.00 50.20 50.60 50.99	Approval Stage Formal Vote opens Close of voting FDIS approved	ISO TC NSAI ISO TMB ISO TMB	ISO/FDIS	The draft issued to the NSB's for comment and vote. The NSB submits their vote and comments.
60.00	Publication stage	ISO TMB	ISO/FDIS	The comments are addressed and the FDIS is edited and translated for publication.
60.60	International Standard published	ISO TMB	ISO	The final published version is made available.
90.00 90.20 90.60	Review Stage Review opens Close of review	ISO TMB NSAI ISO TMB	ISO	5-year review of published Standard. A decision is taken to confirm, revise or withdraw the ISO

4.2 Proposal of Work Item – Stage 00.60

Having been assigned a Work Item number, the TC requests the WG to commence work on the Standard. This work can include the drafting of a new Standard, Technical Specification or Technical Report, revision of an existing document or amendment of an existing document. There is no time limit set at this stage and the WI is considered to be waiting and inactive. The WG works on preparing an initial draft. This stage is usually the most labour-intensive stage for the WG. Once the draft is ready the WG Convenor submits it to the TC Secretary.

In the ISO system the draft document is circulated as an ISO/NP draft.

4.3 Adoption of Work Item – Stage 10.99

Using the draft as a reference document the TC Secretary issues another Committee Internal Ballot (CIB) to the NSB's. Each of the National Standards Bodies is given the opportunity to vote. At a national level NSAI will request the National Mirror Committee to vote on the adoption of the Work Item. The TC Secretary then issues a Decision based on the result of the vote for the adoption of the Work Item. On adoption of the Work Item it is then activated, and time milestones set out. The TC is responsible for meeting the milestone dates set out. The process takes approximately 3 years from this point.

4.4 Circulation of 1st WD – Stage 20.60

In CEN, the WG is given 4 months to issue a 1st Working Draft. Other Standards Organizations differ. The WG Convenor submits the 1st WD to the TC Secretary. The TC Secretary submits this document to CEN management and circulates it to the TC members. The National Mirror Committees often submit comments on the draft at this stage.

Within ISO the 1st WD is often circulated and the National members are given the opportunity to vote on a decision to submit the document for enquiry.

4.5 Submission of Enquiry draft – Stage 30.99

The WG has a further 4 months to submit the fully revised draft to the TC Secretary.

The TC secretary submits the draft document to ISO/CEN management. The document is then sent for translation into French and German. For new Standards, this is the point at which the document is given a Standard number. When the document is ready, it is then submitted for public comment.

Within ISO, the draft Committee Draft is often circulated as an ISO/CD for voting and upgraded to a Draft International Standard, ISO/DIS.

4.6 Enquiry opens – Stage 40.20

ISO/CEN makes the draft Standard publicly available, through the NSBs, for review and comment. The ISO enquiry document will be numbered with the prefix ISO/DIS 12345 and the CEN enquiry document will be numbered with the prefix prEN 12345. All members are alerted that the document is available. The draft can be accessed from the National Mirror Committee Livelink and through NSAI Your Standards, Your Say (YSYS). The public is invited to review the draft document and make technical, general and editorial comments. This stage lasts 3 months. Comments are submitted using the Commenting Template, see Clause 0.

Towards the end of this process NSAI collates all the comments received from the committees and YSYS and submits the Irish Comments book to CEN/ISO. NSAI casts the Irish.

4.7 Enquiry closes – Stage 40.60

When the voting is closed a Report on Voting is issued by the TC. All the national comments are collated by CEN/ISO into a comments book. The comments book is then sent to the TC Secretary and the Working Group. Each of the comments is addressed and the draft is changed as is decided by the WG experts. For Standards of interest with active WG members, it is important for the WG experts to attend to ensure that their comments are addressed fully by the WG.

When the comments book has been completely addressed and the draft document is ready, the WG submits both documents to the TC secretary. Input by the WG finishes here. The document is then edited by the TC editing committee made up of the WG Convenor and English, French and German speaking experts from the TC.

The TC secretary then submits the draft document as a Formal Vote draft to the TC members. The national mirror committee members then vote to send the document to Formal Vote. As part of the new ISO and CEN rules the TC Chairman and Secretary can now make the decision without requiring a vote from the members. This stage takes up to 8 months.

A new process within ISO and CEN allows for Standards that have not received many technical comments and passed the enquiry stage, 4.6, with positive votes to skip the Formal Vote process and go directly to publication.

4.8 Submission of FV draft – Stage 45.99

Having been edited and agreed for Formal Vote the TC secretary submits the draft document to the ISO/CEN management. The document is then edited and sent for translation.

Within CEN the document is generally translated into French and German.

Within ISO the document is generally translated into French and Russian.

4.9 Formal Vote opens – Stage 50.20

The Formal Vote draft reflects the proposed version of the Standard that will be published. This is the final opportunity to review and vote on the Standard.

The draft Standard is issued only to the members of CEN and ISO for review. Only editorial comments are considered at this stage. Members are asked to vote to approve the Standard for publication. This stage lasts 2 months. The ISO Formal Vote document will be numbered with the prefix ISO/FDIS 12345 and the CEN Formal Vote document will be numbered with the prefix FprEN 12345. Comments are submitted using the Commenting Template, see Clause 0.

Where a European Standard (EN) is harmonized to a European New Approach Directive, a New Approach Consultant will review the draft document and approve the document to go ahead. Specific information on harmonized Standards is available in Clause 0.

4.10 Formal Vote closes – Stage 50.60

All votes and comments are gathered, and the result of voting issued.

4.11 Document ratification – Stage 60.55

The ISO/CEN Management process the comments received during the Formal Vote and make the editorial changes as required. The TC Secretary is allowed to address the comments and review the final draft before the document is published.

4.12 Definitive text available – Stage 60.60

CEN management publish the new Standard in 3 languages, English, French and German.

European Standards (EN) are made available to the National Standards Bodies (NSB) to publish as national Standards.

ISO Standards are published by ISO and are not automatically adopted as Irish Standards (I.S. ISO 12345)

4.13 Announcement – Stage 65.31

This is the latest date that an NSB must announce the European Standard (EN) as a national Standard.

4.14 National publication – Stage 65.51

This is the latest date that an NSB must publish the European Standard (EN) as a national Standard (I.S. EN).

4.15 Withdrawal of National Standard

The date by which an NSB must withdraw all conflicting national Standards. This includes previous versions of revised Standards.

4.16 Systematic review – Stage 90

5 years after publication of the Standard an automatic Systematic Review eBallot (see 6.5.1.7) is circulated through Livelink. The TC members are requested to review the Standard and vote whether to confirm the Standard for another 5 years or revise the Standard or withdraw the Standard. This is done through the Livelink eBalloting system, see Clause 6.

4.17 Development of Irish Standards

Irish Standards (I.S.), Irish Standard Recommendations (S.R.), Irish National Annexes (NA) and Irish Standards Written in Fast Track (SWiFT) documents are developed, revised and amended per the NSAI procedure P-ST-05. The NSAI process is modelled on the International and European processes with a number of subtle differences.

A project to produce an Irish Standard may be initiated by a formal request from:

- Industry; or
- other interested parties; or
- the Department of Business Enterprise and Innovation; or
- other Government Departments; or
- an NSAI Consultative Committee.

The stage codes applicable to Irish Standards are outlined in Table 7.

Table 7 - Development stage codes for Irish National Standards

Stage	Description	I.S. ⁶	S.R.	SWiFT	I.S. EN	I.S. ISO/IEC	S.R. ISO/IEC	NSAI/ISO/IEC Guide	NA
00.60	Project Proposal and Assessment	✓	✓	✓		✓	✓	✓	✓ ¹
10.99	NSAI Board Approval/Notification	✓	✓ ⁵	✓ ⁵		✓	✓	✓	✓ ^{1, 5}
20.40	DBEI approval of project	✓				✓			
20.50	CEN/CLC notification	✓	✓	✓					
30.99	Draft from TC	✓	✓	✓					✓
40.20	Start of public comment	✓	✓		2	2	2		✓
40.60	Finish of Public comment	✓	✓		2	2	2		✓
40.99	End of review of comments by TC	✓	✓						✓
45.00	Approval to publish from main committee	✓	✓	✓					✓
45.50	To NSAI for Editing and Board approval	✓	✓	✓					✓
50.99	Board approval	✓	✓ ⁵	✓ ⁵				✓	✓ ^{1, 5}
55.10	To DBEI	✓				✓ ³			
55.20	From DBEI	✓				✓ ³			
60.60	Available for sale	✓	✓	✓	✓	✓	✓	✓	✓
60.62	DOW (Date of Withdrawal of Conflicting Standard)	✓ ⁴	✓		✓	✓	✓		✓
90.00	Start of Review	✓	✓	✓		✓	✓		
90.93	Decision on Result of Review	✓	✓	✓		✓	✓		
	¹ National Annexes that form part of a series (e.g. Eurocodes) can undergo this process as a batch and thus do not need to be individually processed. ² The Public comment stage for adopted standards forms part of the CEN/CLC/ETSI/ISO/IEC development process and follows the norms for the relevant body. ³ Combine with stage 20.40. ⁴ Normal practice is to withdraw indigenous standards conflicting with other indigenous standards however exceptions may be made to this. ⁵ Notification to NSAI Board only required. ⁶ Including Amendments/revisions								

The differing and additional stage codes for the development of an Irish Standard are explained.

Stage 00.60 - Project Proposal and Assessment

The Project Proposal is reviewed and assessed by the NSAI Standards Management Team.

Stage 10.99 – NSAI Board Approval and Notification

The NSAI Standards Management Team submit the Project Proposal to the NSAI Board for approval.

Stage 20.40 – DEBI Approval

NSAI issues the approved Project Proposal to the Department of Business, Enterprise and Innovation for confirmation of the Minister's approval.

Stage 20.50 – CEN/CENELEC Notification

NSAI notifies CCMC of the Project. This may result in an interest from other National Standards Bodies in the development of the Standard.

Stage 45.00 – Approval to publish from the Committee

Having addressed each of comments received from the public comment stage 40.20, the committee approves the draft Standard for publication when consensus has been reached about its content.

Stage 45.50 – Editing and Board Approval

The draft Standard is edited by the NSAI Editing Team and a Final draft is submitted to the NSAI Board for approval to publish.

Stage 50.99 NSAI Board Approval to Publish

The Board approval is finalised by a submission by the NSAI Standards Management Team to the Board.

Stage 55.10 – DBEI Approval request

A Declaration and Seal is obtained from the Department and inserted into the draft Standard. The final draft Standard is submitted to the Department for the Minister's approval.

Stage 55.20 – DBEI Approval receipt

The Standard is returned with the Minister's approval and seal and is considered ready for publication as an Irish Standard.

Stage 60.60 – Publication

The Standard is published, and the publication is notified by NSAI. The publication can be promoted to create awareness.

5 Livelink

5.1 Overview

Livelink is the knowledge management system that ISO and CEN use to store documents, transmit documents, communicate with members, manage memberships and vote.

NSAI uses the knowledge management system, Livelink, to share information and reports on a worldwide basis. This powerful cloud application has been developed by the OpenText Corporation of Canada. The web-based collaboration tool has helped transform NSAI into an electronically hyperlinked enterprise, more than capable of meeting the challenges of the global age.

With Livelink, NSAI can store, manage, share and distribute information with maximum efficiency in a secure cloud-based environment. The application has revolutionized document management within the organization. It allows our staff to exchange documents and to work together on projects irrespective of geographical location.

NSAI Standards Department has arranged to extend the benefits of Livelink to the many hundreds of experts participating in NSAI's network of Consultative Committees. In recent years Livelink has been customised to provide a highly intuitive tool for Standards development committees and is the preferred solution for many National Standards Bodies across the globe.

Livelink is also used by the International Organization for Standardization (ISO) and by the European Committee for Standardization (CEN) to improve the efficiency and speed of international and European standardization. A highly consistent approach to the NSAI Standards implementation of Livelink means that NSAI experts can work with confidence within the corresponding ISO and CEN Livelink environments.

<https://www.nsai.ie/standards/standards-committees/nsai-livelink/>

There are 4 different Livelink platforms that are independent from each other. ISO has its own ISO Livelink and NSAI utilises part of this Livelink. CEN has its own Livelink. The French NSB AFNOR has its own Livelink. The German NSB DIN has its own Livelink. See Table 8 for the links to each of the Livelink homepages. Access to all these platforms is via a single username and password.

As a member of a National Mirror Committee the ISO/CEN Technical Committee and/or Working Group that is being mirrored, that committee Livelink page will receive all documentation and store all documentation on the NSAI National Mirror Committee Livelink.

Members only have access to the Livelink platforms that they have permissions to use and this is linked directly to their membership to the National Mirror Committee (NSAI) and ISO/CEN Technical Committee and/or Working Group. NSAI manages the members' permissions and access.

To gain access to Livelink, an expert must be a member of NSAI. The [online registration form](#) is completed by the expert and submitted to NSAI for approval. The NSAI Standards Officer responsible for the work area of interest approves the registration application. Once the registration application has been approved, an automatic email is sent requesting them to activate their Livelink account and choose a password.

The NSAI Livelink Helpdesk may be contacted at livelinkhelp@nsai.ie.

5.2 Mapping committees to NSAI Livelink

International (ISO) and Regional (CEN) Technical Committees are mapped to NSAI Technical Committees. NSAI Technical Committees can sometimes follow a number of International and Regional committees. Where there are Technical Committees and Working Groups followed by different members individual sub-committees may be set up. Figure 4 shows how committees and Working Groups can be mapped to NSAI National Technical Committees.

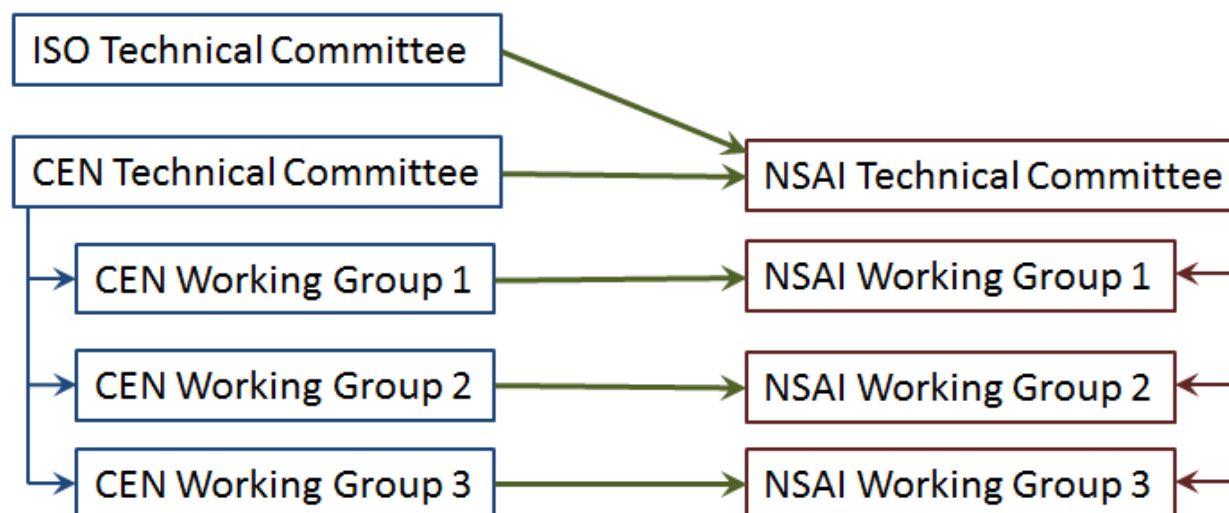


Figure 4 – Example of committee mapping

5.3 Recommendations

It is recommended that members save the specific National Mirror Committee Livelink URLs to their Favourites.

5.4 Internet browser links

The following links give access to Livelink. You must navigate from here to your committee Livelink homepage.

Table 8 - Links for each Livelink

Livelink	URL link
NSAI	https://isolutions.iso.org/portal/#/
ISO	https://login.iso.org/portal/
CEN	https://login.cen.eu/portal/
DIN	https://livelink.din.de
AFNOR	https://ecom.afnor.org/livelink-en/livelink.exe

5.5 NSAI Livelink

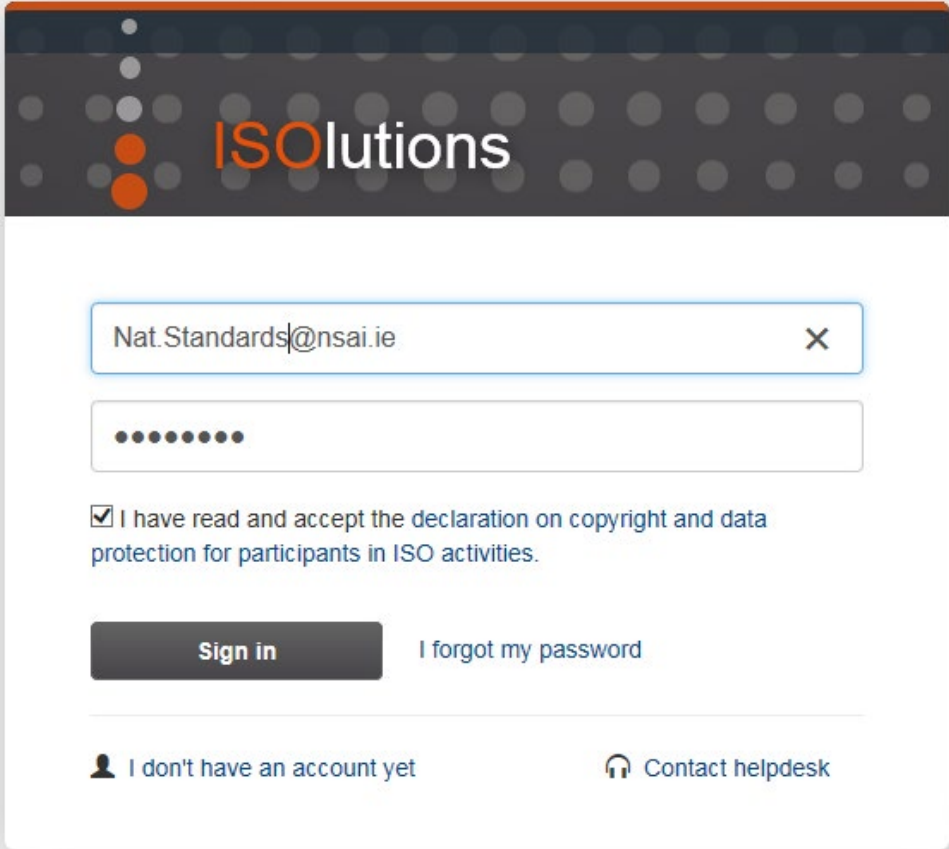
5.5.1 Navigating to your committee

This section describes how to navigate to the Livelink homepage for the committee that you are a member of.

Open your internet browser and input the NSAI Livelink URL address:

<https://isolutions.iso.org/portal/>

The log in window in will be displayed, see Figure 5. Type in your email address that you have used to register with NSAI. Also insert your password and click the check box to confirm that you read and accept the declaration on copyright and data protection for participants in ISO activities.



The screenshot shows the ISOolutions login interface. At the top is a dark banner with the 'ISOolutions' logo. Below this is a white rectangular login box. Inside the box, there is an email input field containing 'Nat.Standards@nsai.ie' with a clear button (X) on the right. Below the email field is a password input field represented by a series of dots. Under the password field is a checkbox that is checked, with the text 'I have read and accept the declaration on copyright and data protection for participants in ISO activities.' Below the checkbox is a dark 'Sign in' button and a blue 'I forgot my password' link. At the bottom of the login box, there are two links: 'I don't have an account yet' with a person icon, and 'Contact helpdesk' with a headset icon.

Figure 5 - Livelink log-in page

On the ISO Portal screen shown in Figure 6, click on "National Documents" to navigate to the committee homepage.

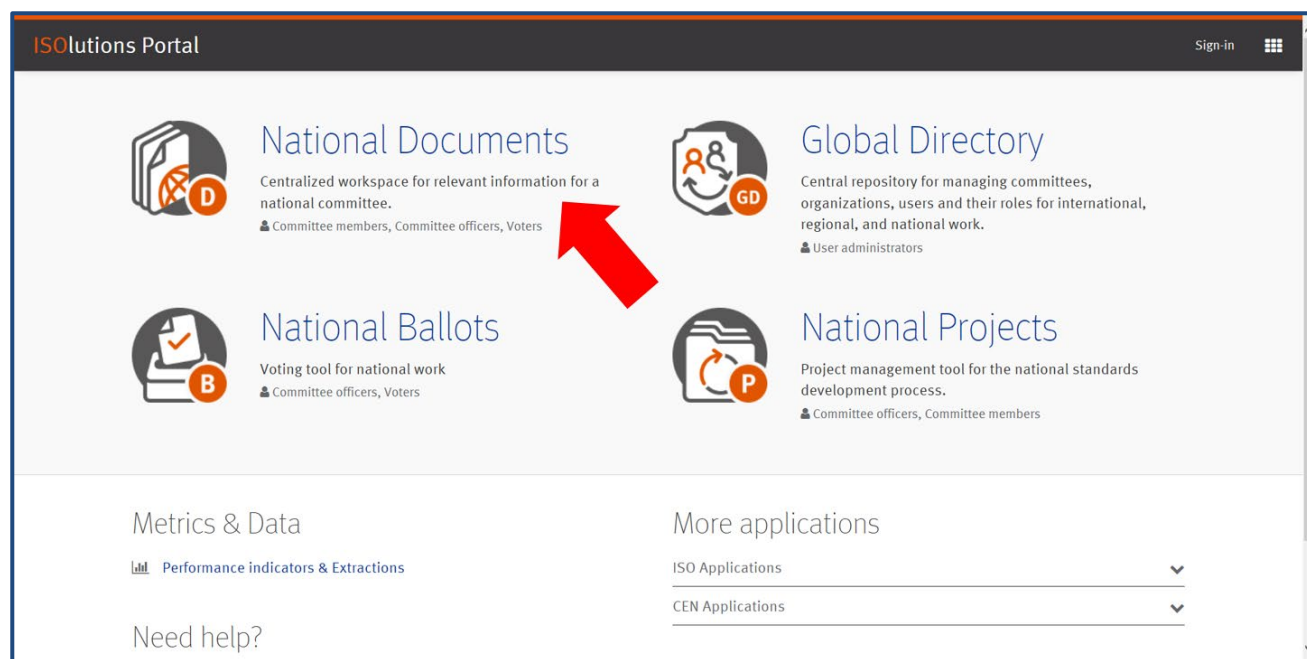


Figure 6 - NSAI Livelink ISO Portal screen

Click on "Committee Workspace" and then click on "NSAI home" as shown in Figure 7.

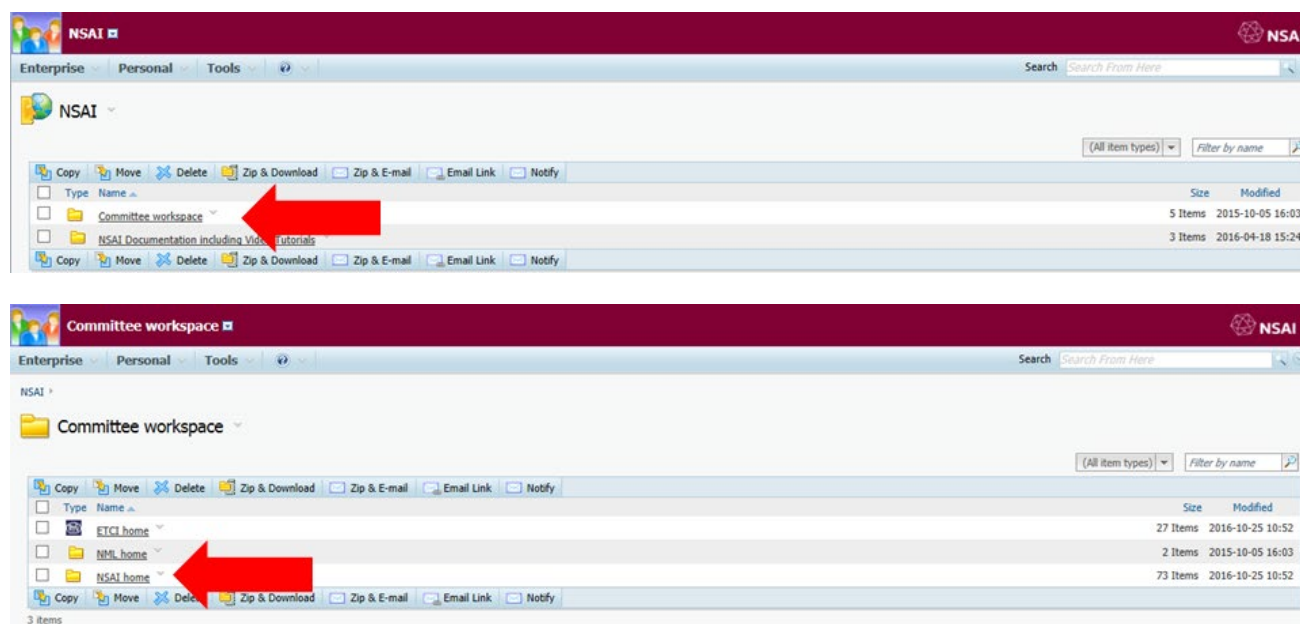


Figure 7 - NSAI Livelink, navigating to the committee page

The NSAI Home Livelink screen that appears lists all the NSAI Technical Committees as shown in Figure 8. Click on the National Committee that you are a member of.

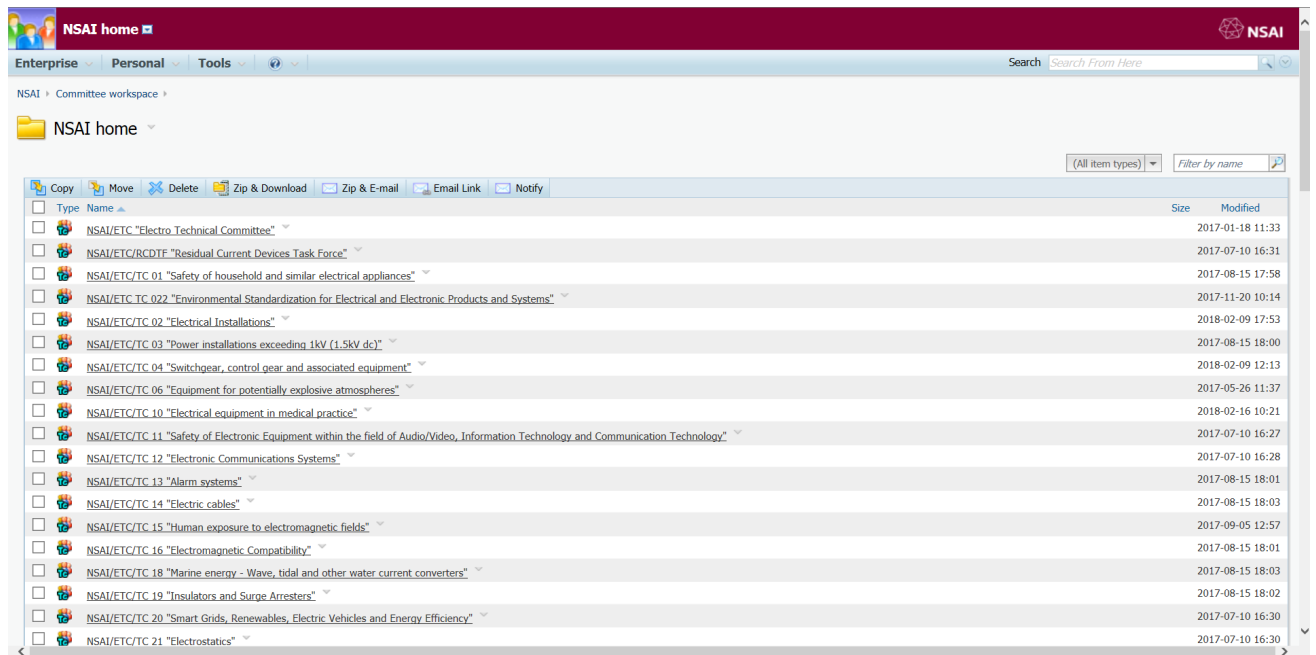


Figure 8 - NSAI Livelink homepage listing all Standards committees

This will bring you to the Livelink Homepage for the NSAI Committee Livelink homepage.

It is recommended that this committee page is saved to your Favourites to avoid following the process repeated each time you log on.

5.5.2 Livelink Committee homepage

The CEN and ISO Livelink platforms are very similar in their layout and function. The NSAI Livelink committee homepage is made up of a number of different Panes, see Figure 9.

Pane 1 is the committee number and name.

Pane 2 is the list of steps up to the existing Livelink page. Items on this list can be clicked on to quickly go directly to that page which is an alternative manually navigating to that page.

Pane 3 is the Structure of the committee which displays the committee setup with all sub-committees (SC) and working groups (WG) listed. To access these committee pages, click on the specific Technical committee (TC), sub-committee (SC) or working group (WG).

Pane 4 is the Navigation Menu. The most used feature is the "N-Document List", which lists all the documents that have been posted to Livelink for that committee. It is important to note that documents received from the International or Regional committee mapped to the NSAI committee will not be listed here.

Pane 5 is the Library which is accessed to review documents that have been posted to Livelink. See 5.6 for details on how documents are generally stored.

Pane 6 is the New Item list of recently posted documents by the NSAI secretary and also the ISO or CEN secretaries that are mapped to that committee page.

Pane 7 is the Ballot Pane which displays all open and current eBallots that have been posted by NSAI and the ISO and CEN committees. See Clause 6 for additional information on eBallots. The eBallots can be accessed by clicking on each one individually.

Pane 8 is the Events pages where details of meetings can be posted. This Pane is not generally fully utilised.

Pane 9 is the Forums Panes which is not generally utilised.

The screenshot shows the NSAI Livelihood committee homepage. The interface includes a top navigation bar, a left sidebar with a navigation menu, and a main content area with several panes. Red boxes with numbers 1 through 9 highlight specific features:

- 1**: Top navigation bar (Enterprise, Personal, Tools, etc.)
- 2**: Committee workspace header (NSAI home, NSAI/TC 031 "Building Services", etc.)
- 3**: Structure pane showing the hierarchy of committees and working groups.
- 4**: Navigation Menu (Committee Home, My Committees, N-Documents List, etc.)
- 5**: Library pane showing a list of documents and folders.
- 6**: New Items pane showing a list of new documents and reports.
- 7**: Ballots pane showing a table of open and current eBallots.
- 8**: Events pane showing upcoming events and a calendar for November 2016.
- 9**: Forums pane showing a list of forums and topics.

Figure 9 - NSAI Livelihood committee homepage

5.6 Accessing documents

5.6.1 Document storage

All Folders can be accessed by clicking on the Folder. All documents displayed in the Folder, usually in pdf format, can be accessed by clicking them.

Most committee documents are designated an N number. The document is made individual by putting the committee number before the N number. Examples of N document numbering are shown in Table 9.

Table 9 – Examples of document numbering

N numbered document	Committee
CEN/TC 88 N 001	Document issued by CEN/TC 88
CEN/TC 88/WG 01 N 001	Document issued by WG1 of CEN/TC 88
NSAI/TC 31/SC 02 N 001	Document issued by NSAI sub-committee 02 of committee 31
NSAI/TC 31/SC 02/WG 01 N 001	Document issued by WG1 of NSAI sub-committee 02 of committee 31

All Livelink committee homepages are set up in a standard manner. Folders marked with a red N are folders that store N numbered documents. N numbered documents are important documents that require traceability and the most utilised folders. Each folder shows how many documents are stored within the folder on the right-hand side from the folder title.

Folder 01 "Public folder" can be accessed by non-committee members and can be used to store public information documents.

Folder 02 "General documents" is used to store important documents that are not specific to Folder 03 and Folder 04. There are committees that store all documents in Folder 02, which considered not ideal.

Folder 03 "Meetings and resolutions" folder stores the documents used as records for meetings and include meeting notice, meeting agenda, meeting minutes and meeting resolutions and decisions.

Folder 04 "Projects" is used by the Technical Committee secretary to archive and store documents that are relevant to a Project or Work Item. A Project is an item of Standards work that is specific to the development of a new or revised Standard. Generally, Folder 04 "Projects" is made up of individual folders for each project. Each folder is for a dedicated Standards project which includes a new Standard, a revision to a Standard or an amendment to a Standard. Each folder at a Technical Committee level should include any Standard drafts that have been circulated by the Working Group to the Technical Committee. This includes working drafts (WD), committee drafts (CD), public comment drafts (DIS and prEN) and formal vote drafts (FDIS and FprEN).

Folder 05 "Drop-in-box" folder can be used by committee members to upload files for the attention of the Secretary and other members. When a file is uploaded to the drop-in-box an automatic email is sent to the Secretary to notify that the file has been uploaded.

Folders 90 and 91 are addressed in detail in 5.6.4.

5.6.2 Email notifications

When documents have been posted to Livelink by the NSAI, CEN or ISO secretariats, an automatic email notification is sent towards the end of the day, see Figure 10. The email is received from NTC Scheduler (applications@iso.org). The email lists all the documents that have been posted to the individual national committees. Clicking on the link to the document in the email will automatically open Livelink and open the document. Log in will be required.

5.6.3 National Mirror Committee documents

Where the National Mirror Committee is made up of a Chairman, Secretary and members that regularly meet to address Standards issues, the activities of the committee will be recorded in Folders 02, 03 and 04.

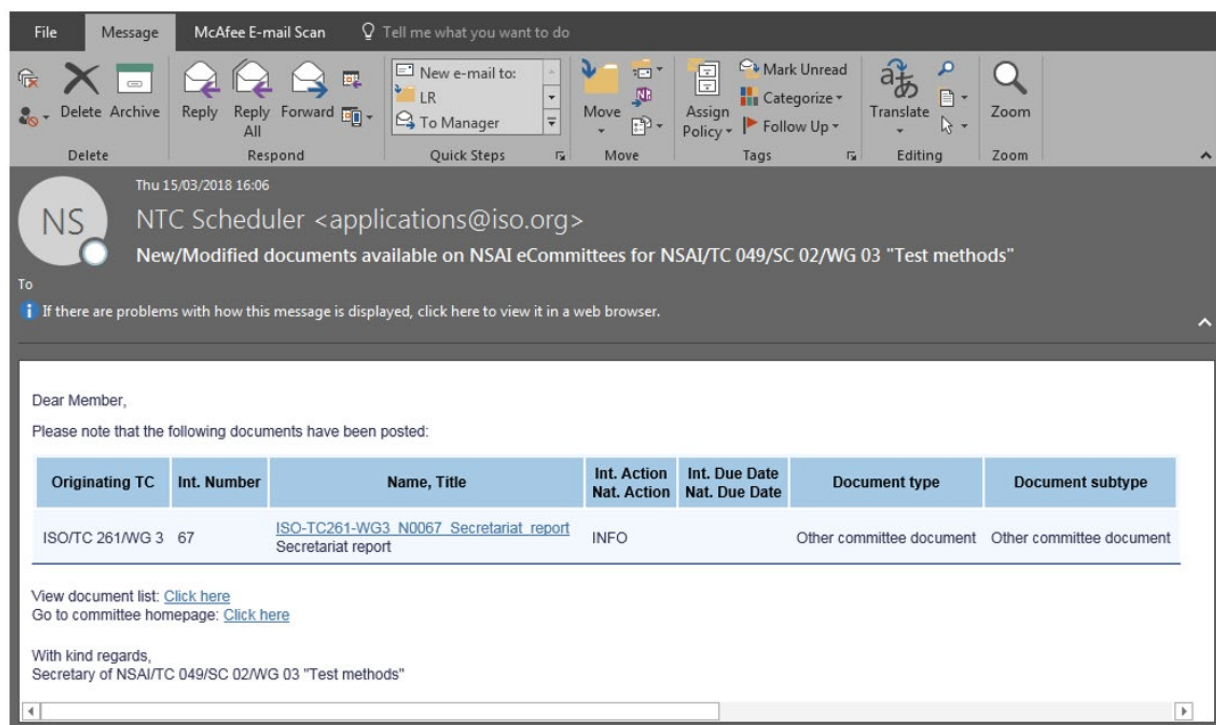


Figure 10 - Livelink email notification of new documents

5.6.4 Regional and International committee documents

The ISO and CEN documents circulated by the ISO or CEN Technical Committees and Working Groups are not stored in Folders 02, 03 and 04. They are stored in Folder 90 for ISO committees and Folder 91 for CEN committees as a mirror image as they are stored in the ISO and CEN committee Livelink pages.

To access the committee documents for a CEN committee, click on the "view more" link which will expand the Library view showing Folder 91 "Regional Documentation", see Figure 11.



Figure 11 - Access to CEN TC Livelink documents

Opening Folder 91 gives access to CEN and CENELEC committees mapped to the NSAI committee. Click on "CEN Documents" to access the CEN Livelink folders that mapped to the NSAI committee, see Figure 12.

NOTE CENELEC documents are not currently mapped to Livelink.

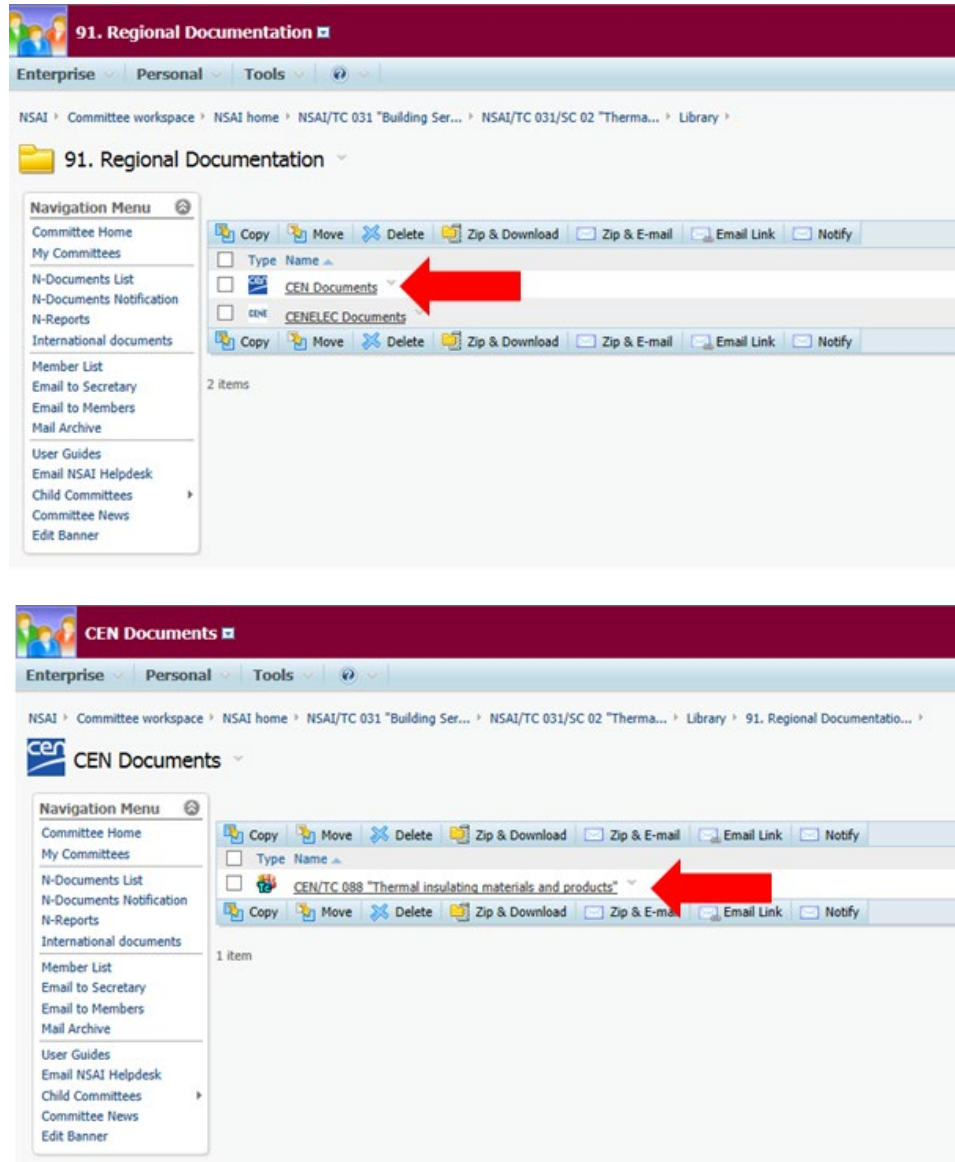


Figure 12 - Access to CEN TC Livelink documents

Clicking on the CEN committee link brings you into the mirror image Livelink of the CEN committee. The CEN committee number and title is displayed on the top information bar, see Figure 13.

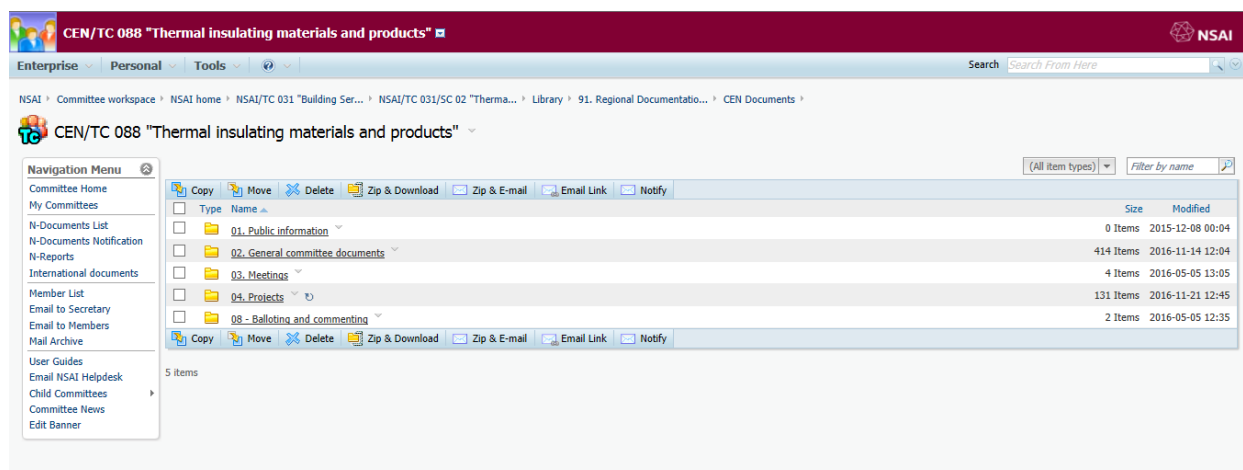


Figure 13 - CEN Committee documents on NSAI Livelink

It is recommended that this URL is saved to your favourites to avoid repeatedly navigating to this point in the future.

All the documents that have been posted to the committee Livelink are available here. It should be noted that clicking on the N-Documents List will not list the CEN documents in this page. Alternatively, the documents can be opened using the email notification addressed in 5.6.2.

The same process is followed for ISO committees by starting at Folder 90.

5.6.5 Accessing documents using "International documents" methods

CEN and ISO can be accessed by an alternative method by clicking on the "International documents" [1] link in the Navigation Menu see Figure 14.

This opens the "International Document Search" page.

Under the "Committee and Doc Type" [3] click on the drop-down menu titled "All International" [2]. This shows the committees that have mapped to this NSAI Livelink committee. Choose the committee in question.

The documents from the CEN or ISO Technical Committee are listed in numerical order, showing the latest document. The documents can be searched by scrolling down of by doing a word search using CTRL+F and the search word, e.g. "minutes".

To open the document in a separate window, click on the pdf icon or click on the document Name and title [4].

To go to the Livelink page for the committee within NSAI Livelink, click on the committee where that document is stored, click on the TC number.

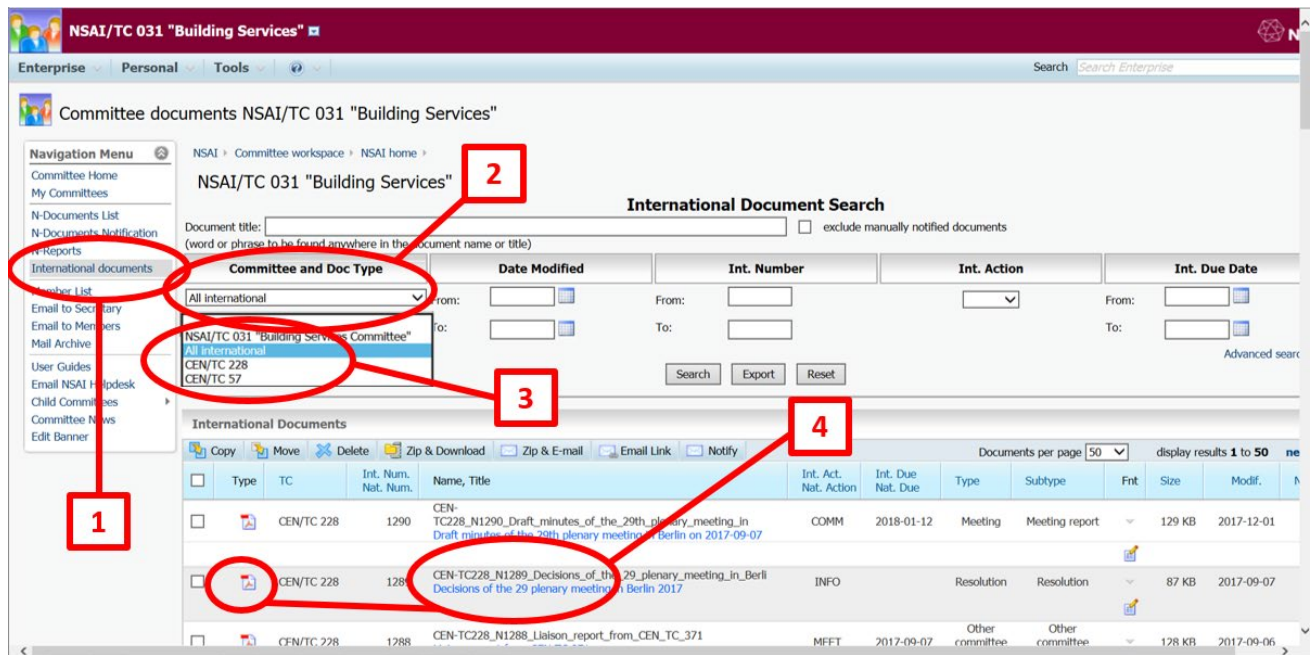


Figure 14 - Opening international document quickly

6 eBallots – Electronic balloting

6.1 Decisions and resolutions

Technical Committees within ISO are required to take Resolutions and within CEN make Decisions as part of the ISO and CEN rules. Whereas Resolutions and Decisions can be made at the Plenary meetings of the Technical Committees there are rules that require electronic balloting to be completed to ensure that all the members of the committee at a national level are given the opportunity to input into the balloting process.

All formal Resolutions and Decisions of a committee are recorded and submitted to the Management Centre accordingly with a record of the voting results. Each Resolution and Decision is given a unique number for example Decision 01/2018 of CEN/TC 88 is the first Decision taken by CEN/TC 88 in 2018. These Resolutions and Decisions are recorded in Folder 03 on Livelink.

6.2 eBallots – General

The tool used to collect national votes is called the NSAI National eBallot Portal. The Ballots are communicated through the electronic balloting portal, eBallots, on Livelink. They can be viewed in Pane 7 of Figure 9 on Livelink.

National committee members can only cast their vote on NSAI Livelink. eBallot votes cannot be cast on the CEN or ISO Livelink.

National committee members are requested to cast their personal votes on NSAI Livelink. Following the closure of the eBallot the votes are reviewed by NSAI and a final vote is cast by NSAI on the ISO or CEN system by NSAI administration.

6.3 Reviewing an eBallot

Open the eBallot by clicking on the item in the Ballots Pane on the NSAI committee Livelink homepage, see Figure 15.

The eBallot opens in a separate browser window, see Figure 16.

The eBallot is laid out in 4 sections as follows:

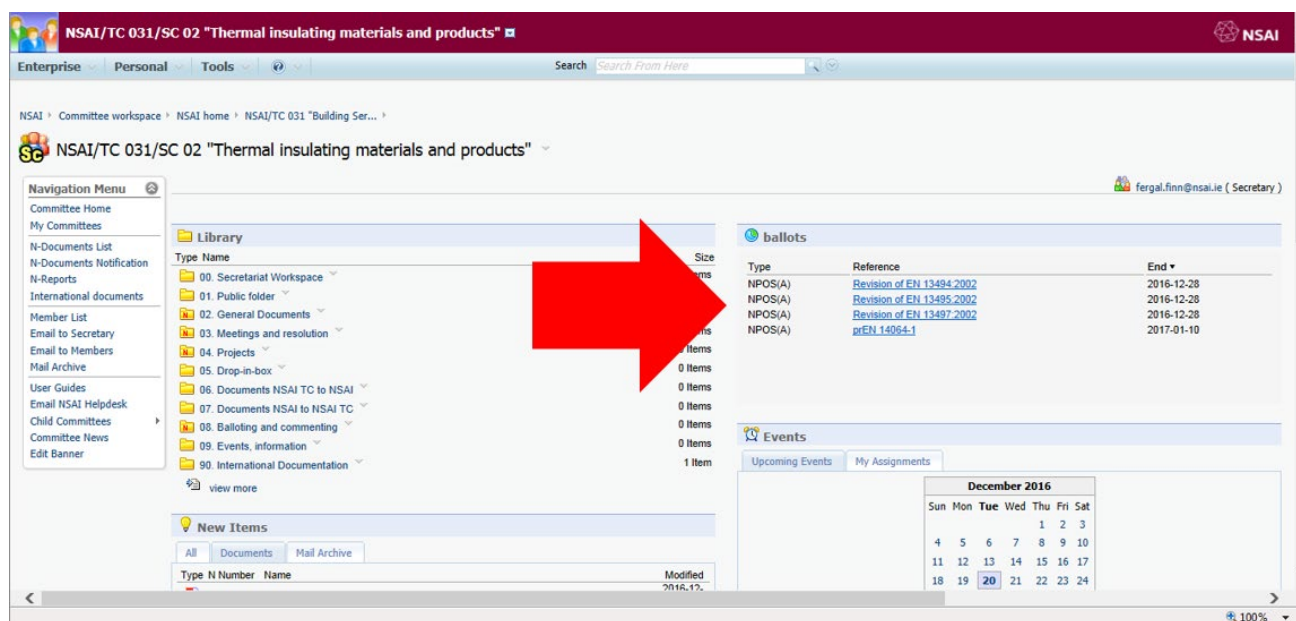
- a) **Reference:** This gives the title of the eBallot, the national committee number, opening and closing date of the eBallot, and the title of the document.

NOTE The opening and closing dates are different to the ISO or CEN dates to allow NSAI to process the ballot before casting the national vote.

- b) **Ballot source information:** This gives the title of the eBallot, the number of the originating ISO or CEN committee, the type of ballot and the opening and closing dates of the ISO or CEN ballot.

- c) **Reference documents and links:** Any reference documents applicable to the eBallot are attached here for download or a link is given to access the documents on Livelink.

- d) **Votes and comment:** The questions being asked for the eBallot are displayed here.



The screenshot shows the NSAI committee Livelink homepage for NSAI/TC 031/SC 02 "Thermal insulating materials and products". The page features a navigation menu on the left, a library of documents in the center, and a 'ballots' section on the right. A red arrow points from the 'Library' section to the 'ballots' table.

Type	Reference	End
NPOS(A)	Revision of EN 13494:2002	2016-12-28
NPOS(A)	Revision of EN 13495:2002	2016-12-28
NPOS(A)	Revision of EN 13497:2002	2016-12-28
NPOS(A)	prEN 14064-1	2017-01-10

Below the 'ballots' table, there is an 'Events' section with a calendar for December 2016. The calendar shows the following dates: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 are displayed. The date 20 is highlighted.

Figure 15 - Ballots on NSAI committee Livelink homepage

National eBalloting - NSAI

fergal.finn@nsai.ie
2016-12-20

All open > Reallocating the secretariat support...

Tools Help

Information Participation Audience

Reference: Reallocating the secretariat support of TC 128 SC9WG2 to DIN

Committee: NSAI/TC 12 **Type:** NPOS(A) (Automatic National Positioning Ballot)

Status: Open

Opening date: 2016-12-16 **Closing date:** 2017-01-15

Opened on: 2016-12-16 00:00

Pending phase: yes

Ballot source information

Reference: Reallocating the secretariat support of TC 128 SC9WG2 to DIN **Type:** CEN/CENCIB (Committee Internal Ballot)

Committee: CEN/TC 128

Opening date: 2016-12-13 **Closing date:** 2017-01-24

Reference documents and links

N1841_Draft_Decision_CS03 reallocating the secretariat support of TC 128 SC9WG2 to DIN

Votes and comments

Type	Participant	Cast by	Date
	Short, Colin Mr	Short, Colin Mr	2016-12-16 11:38

Do you agree with the reallocation of the secretariat support of CEN TC 128 SC9WG2 "Rooflights" to DIN ? Astention

Back to list of ballots

eBalloting - 3.70.3 (prod 2016-07-13 23:20:10) | Copyright ©, ISO/ICS, All rights reserved.

Figure 16 - eBallot layout

6.4 How to cast a vote on a National eBallot

Once you have reviewed the eBallot and reference documents you can now cast your vote. Click on the "Cast vote" button at the top right-hand side of the eBallot.

This opens the voting page. The questions being asked on the eBallot can be answered here by clicking on the pull-down menus for each question.

At times there is the option to add comments. This can be done by uploading a file with your comments, usually in the MS Word and in the Commenting Template. The template can be downloaded by clicking on "Commenting Template" hyperlink shown in Figure 17. At times comments can be inputted directly.

When complete click on the "Cast vote" button to complete the eBallot vote.

National eBalloting - NSAI

fergal.finn@nsai.ie
2016-12-20

All open > Reallocation of the secretariat support...

Vote

Reference: FprEN 13653

Committee / Working Group: NSAI/TC 12

Status: Open

Opening date: 2016-10-11

Closing date: 2016-12-27

Vote: --select a participant--

by Finn, Fergal Mr

Vote on the Document: Approval with Editorial Comments

Do you agree with the proposed implementation periods? --select an answer--

Comment file: *

Please select the file to upload: Browse...

Please upload comments only in the Commenting Template

Cast vote Reset Cancel

Figure 17 - Casting an eBallot vote

6.5 Types of eBallot

6.5.1 Standards related ballots

6.5.1.1 New Work Item Proposal (NWIP)

Before a project proposal is created by ISO or CEN, a new work item proposal, see 4.1, is submitted to the BT by the Technical Committee. The Ballot for the NWIP is circulated to the members to gain agreement that the work is needed. Such a NWIP can be for:

- a) a new standard, technical specification or technical report;
- b) a revision to an existing standard, technical specification or technical report; or
- c) an amendment to an existing standard, technical specification or technical report.

There are 4 questions asked on the Ballot:

Question 1:

We agree that a Standard on this subject is feasible and therefore agree to activate the preliminary Work Item and to add it in the active program of work of the committee.

The vote is a simple, Yes, No or Abstain.

Question 2:

Standard(s), regulation(s), and other relevant documentation existing in our country, with any remarks concerning their application if necessary and consequences for global relevance, as well as copyright information on these documents, are attached.

Any such documents applicable in Ireland should be advised and attached to the Ballot.

Question 3:

Do you wish to add any additional comments?

This requires a simple No vote or if voting Yes comments are required.

Question 4:

We are committed to participate actively in the development of the project, at least by commenting on working drafts.

The ISO and CEN rules require that at least 5-member bodies (NSB) participate in the project. This does not necessarily require members to attend meetings. Reviewing the Enquiry and Formal Vote documents is sufficient to be considered as participation.

The project proposal is based on the results from the CIB for a NWIP. Following the results of the CIB the Technical Committee submit the Decision or Resolution to the BT for approval. On approval of the NWIP by the BT a project number is assigned and set at stage 00.60, see 4.2. At this point the milestone time limits are not set.

6.5.1.2 Adoption of a New Work Item (NWI)

The adoption of a new work item, see 4.3, either starts a new work item at stage 10.99 or advances a NWIP to stage 10.99, see Table 5, whereby the milestone dates are set and work formally commences. An eBallot for the Adoption of a NWI is circulated and is similar to the NWIP CIB, see 6.5.1.1.

The same questions are asked in the Ballot.

6.5.1.3 Committee Draft (CD) ballot

Within ISO an eBallot is issued for the agreement to advance a Committee Draft document (ISO/CD) to a Draft International Standard (ISO/DIS) making it ready for Enquiry stage. Technical comments can be submitted at this point with a Yes or No vote.

6.5.1.4 Enquiry

All Irish, ISO and CEN draft standards are circulated publicly by NSAI into the public domain for review and comment, see 4.6. This is stage 40.20, see Table 5. The Technical Committee also issues an eBallot for the Enquiry period of a draft standard. This is the final stage in the process where technical comments are accepted for consideration.

ISO Enquiry (ISO/DIS)

The ISO Ballot attaches a pdf English (E) version of the ISO/DIS document and may also attach a French (F) or German (D) version which can be accessed by clicking on the file in the "Reference documents and link" window. The document can then be downloaded and reviewed.

If making comments on the draft the ISO Comments Template must be used to submit comments.

If choosing to vote "Approval with comments" the ISO Comments Template is uploaded here before casting the vote.

CEN Enquiry (prEN)

The CEN Ballot attaches zip files for each of languages that the draft is circulated in and can be accessed in the "Reference documents and link" window, see Figure 18. The format of the file names is explained in Figure 19. Click on the English language (e) version zip file to download the file. The zip file contains

all the files that CEN uses to build a standards document. The actual draft Standard for review is the pdf file named "41_e_sft.pdf", see Figure 20.

Ballot source information

Reference:prEN 14064-1

Type:CEN/CENENQ (CEN Enquiry Ballot)

Committee:CEN/TC 88

Opening date:2016-10-27

Closing date:2017-01-19

Title:Thermal insulation products for buildings - In-situ formed loose-fill mineral wool (MW) products - Part 1: Specification for the loose-fill products before installation

Reference documents and links

00088372_f_20161027 00088372_e_20161027 00088372_d_20161027


Questions and answers

No.	Questions	Possible Answers
1	Do you approve this draft as a European Standard	Yes No Abstains
2	Do you agree with the proposed implementation periods?	Abstain Yes No
3	Do you have any comments ?	Yes * No
4	National legislation/administrative deviation	Yes No No Answer

(*) A Comment is required for this answer value.

Figure 18 - CEN Enquiry CIB

Where:

 00088372_e_20161027

A

B

C

D

E

A

2 × preceding zeros

B

Number of the TC in 3 digits (CEN/TC 088)

C

3-digit Work item number

D

Language (e-English, d-German, f-French)

E

Date file was created - YYYYMMDD

Figure 19 - Zip file name format

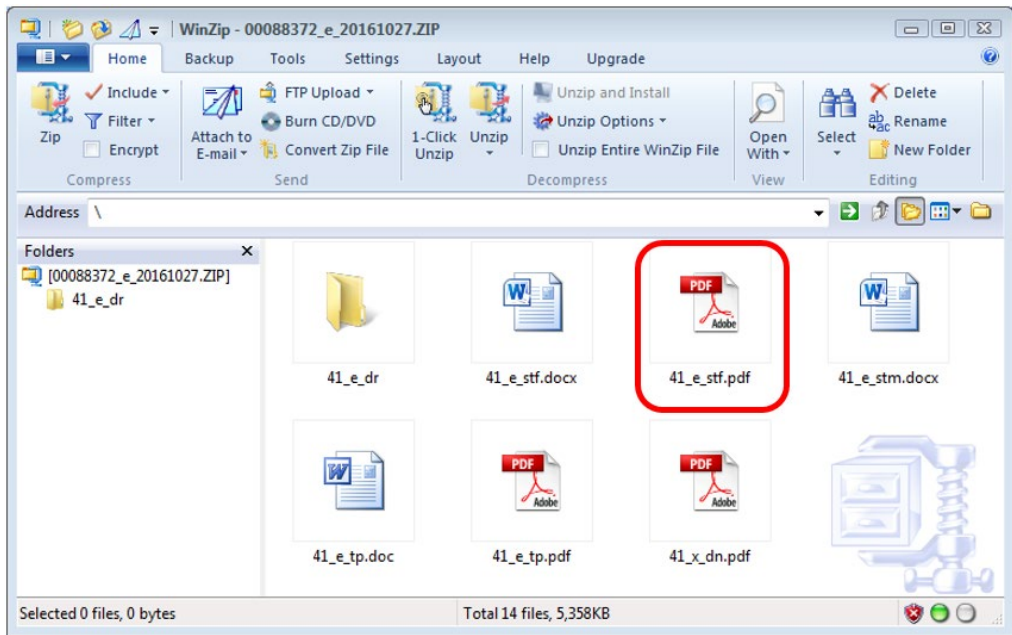


Figure 20 - CEN Enquiry zip folder

General, Technical and Editorial comments can be submitted on enquiry draft standards (prEN). If making comments on the draft the CEN Comments Template must be used to submit comments as requested by Question 3, see Figure 18.

In relation to Question 2 and the proposed implementation period, this information can be viewed by opening the pdf file named "41_x_dn.pdf", see Figure 20.

In relation to Question 4, see Figure 18, where there is Irish legislation in place, this should be identified here to allow for a deviation.

6.5.1.5 Sending a document to Formal Vote

Traditionally a formal Decision or Resolution was required to send a Formal Vote draft of the Standard to Formal Vote. This gave members the opportunity to review the changes made to the document following the resolution of the comments received during Enquiry, see 4.7. Within CEN the TC Chairman and Secretary can now exercise a decision to skip this Decision by CIB and submit the draft Standard directly to Formal Vote. This is stage 45.99, see Table 5.

Where a CIB is circulated the focus should be to review the Comments Book and the subsequent technical changes to the draft.

6.5.1.6 Formal Vote

The Formal Vote draft standards are not circulated into the public domain for review and comment, see 4.9. The Formal Vote draft standards are only available to NSAI committee members. This is stage 50.20, see Table 5. The Technical Committee issues a Ballot for the Formal Vote period of a draft standard. This is the final stage in the process where only editorial comments are addressed and technical comments are rejected. Technical comments are archived until the next revision of the standard. Irish Standards (I.S. and S.R.) do not go through a Formal Vote process and are internally agreed by the National committee.

ISO Formal Vote (ISO/FDIS)

The ISO Ballot attaches a pdf English (E) version of the ISO/FDIS document and may also attach a French (F) version which can be accessed by clicking on the file in the "Reference documents and link" window. The document can then be downloaded and reviewed.

The voting options given allow the following votes:

- a) Approval;
- b) Approval with corrections;
- c) Disapproval; (requires comments to be submitted); and
- d) Abstention.

If making comments on the draft the ISO Comments Template must be used to submit comments.

CEN Formal Vote (FprEN)

The CEN Formal Vote Ballot is similar to the CEN Enquiry CIB, see 6.5.1.4. The CEN CIB attaches zip files for each of languages that the draft is circulated in and can be accessed in the "Reference documents and link" window, see Figure 18. The format of the file names is explained in Figure 19. Click on the English

language version zip file to download the file. The zip file contains all the files that CEN uses to build a standards document. The actual draft standard for review is the pdf file named "51_e_sft.pdf" and implementation dates can be viewed by opening the pdf file named "51_x_dn.pdf", see Figure 20.

The voting options given to Question 1 allow the following votes:

- a) Approval with no comments;
- b) Approval with editorial comments;
- c) Disapproval with comments; and
- d) Abstention.

If making comments on the draft Standard the CEN Comments Template must be used.

6.5.1.7 Systematic review

The Systematic Review Ballot allows committee members to vote to retain, revise/amend or withdraw a published standard that has existed for 5 years or has not been changed since the previous 5-year review. Copies of the Standard are attached to the CIB. This is stage 90.00, see Table 5.

ISO Systematic Review

Question 1:

Recommended action

The following answers can be chosen:

Withdraw: This means withdrawing the Standard as it conflicts with other standards. Comments are required to be submitted explaining the reason for withdrawal.

Revise/Amend: If there is scope to improve the standard or errors are identified in the standard a revision or amendment to the standard can be proposed with supporting comments.

Confirm: Confirming the standard means that there is no change required and the standard can remain unchanged.

Abstain due to lack of consensus: This option can be chosen by NSAI if agreement at the National Committee level cannot be achieved.

Abstain due to lack of national expert input: This option is the default voting option by NSAI where there is no input received from members. This option should be chosen by members if no other option is chosen.

Question 2:

Has this International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication?

This question requires supporting comments. If answering Yes quote the standard reference, e.g. I.S. EN ISO 12345:1977. If voting no the following text can be inserted, "ISO standard reference is used and does not require national adoption".

Question 3:

Is the national publication identical to the International Standard or was it modified?

If only the ISO reference is used in Ireland, then chose Identical. If the ISO standard has been adopted and modified with a National Annex or with a supplementary document it should be advised in the comments when choosing to vote Modified.

EXAMPLE ISO 31000:2009 – Risk Management, has also been published with additional National Guidance as SWiFT 31000:2010.

NOTE www.standards.ie can be used to confirm that an ISO standard has been adopted as an I.S. ISO standard.

Question 4:

If this International Standard has not been nationally adopted, is it applied or used in your country without national adoption or are products/processes/services used in your country based on this standard?

If choosing to answer Yes the following text can be inserted "Where the standard is used it is referenced as ISO 12345". If answering No because the ISO standard has been adopted as an Irish Standard then there are no comments required to support the answer.

Question 5:

Is this International Standard, or its national adoption, referenced in regulations in your country?

If answering Yes insert the reference to the regulation/legislation.

Question 6:

In case the committee decides to Revise/Amend, will/are you committed to participate actively in the development of the project?

Participation is not limited to attending meeting in person or via WebEx and includes commenting on working drafts, enquiry and Formal Vote drafts.

CEN Systematic Review

Question 1:

Which action do you recommend?

The following answers can be chosen:

Confirm: Confirming the standard means that there is no change required and the standard can remain unchanged.

Revise: If there is scope to improve the standard or errors are identified in the standard a revision or amendment to the standard can be proposed with supporting comments.

Withdraw: This means withdrawing the Standard as it conflicts with other standards. Comments are required to be submitted explaining the reason for withdrawal.

Abstain: If you have no interest, for whatever reason, choose this option.

Question 2:

If the enquiry results show a need to revise the standard, we are prepared to PARTICIPATE in the development of the project

Participation is not limited to attending meeting in person or via WebEx and includes commenting on working drafts, enquiry and Formal Vote drafts.

Question 3:

Is this European Standard, or its national adoption, referenced in regulations in your country?

If answering Yes insert the reference to the regulation/legislation.

Question 4:

Did you request an A-deviation to be included in the European Standard?

The A-Deviation is an informative Annex that is added to the standard during the drafting stage. It highlights what clauses of a standard do not apply in a member state due to its national regulations or legislations. The regulation/legislation will be referenced in the A-Deviation.

Question 5:

If yes, is the national legislation still valid?

This is a Yes or No answer.

6.5.2 Committee Internal Ballot (CIB) related ballots

The Technical Committee uses the CIB as a tool to formalise Decisions and Resolutions related to the functioning of the committee. Such CIB votes can relate to such matter as:

- New Chairman of the TC or new Convenor of the WG;
- Reappointment of a Chairman or Convenor;
- Creation or disbanding of a WG;
- Participation of a liaison or partner organization in a Technical Committee.

7 Commenting on draft Standards

7.1 General

ISO and CEN Technical Committees are required to circulate draft Standards for review, comment and voting at Enquiry Stage 40.20, see 4.6 and 6.5.1.4, again at Formal Vote Stage 50.20, see 4.9 and 6.5.1.6.

Within ISO, Technical Committees may also circulate Working Drafts (ISO/WD) and Committee Drafts (CD) for review comment and vote before being circulated for Enquiry.

Irish Standards (I.S.) and Irish Standard Recommendations (S.R.) are circulated for at stage 40.20 for public comment. There is no Formal Vote, stage 50.20, for Irish Standards, see Table 7.

7.2 ISO/IEC/CEN/CENELEC Commenting Template

Draft standards are circulated for comment at the public comment stage, see 4.6 and 6.5.1.4, and at the Formal Vote stage, see 4.9 and 6.5.1.6. All comments submitted by the National Standards Bodies are collected in a comments book. The comments are submitted using the Comments Template which is a MS Word file. There is a CEN Commenting Template and also an ISO Commenting Template. The template can be downloaded by clicking on "Commenting Template" hyperlink shown in Figure 17, see 6.4.

The Commenting Template is used by participants in committees and working groups during the balloting and commenting processes to submit their comments and observations to secretaries of Standards committees, convenors of working groups and project leaders.

The Commenting Template has been created in the Word 97-2003 format and can therefore be used with older versions of Word.

Only the authorized version of the Commenting Template should be used for the submission of comments. The Commenting Template should not be modified in any form (e.g. by deleting or adding columns or merging cells).

The rules for filling out the Commenting Template:

- a) Do not modify the template, i.e. do not delete or add any columns, and also do not change the width of the columns.
- b) Do not re-create the template using your own styles. Use only the original template made available by ISO/CEN or NSAI.
- c) Each comment shall be entered in a separate row. Additional rows must be added manually to the commenting template, if required.
- d) For each comment, fill out all mandatory fields.
- e) You may now add free text or a predefined Form after the original template table, as long as this new part of the document is separated from the Template table by a [Section Break].
- f) You may also submit a Comment file using a predefined form without the template table.

Important Note: Information submitted in specific forms or unstructured text cannot be sorted and collated together with comments from other balloters. Therefore, using this feature should remain an exception reserved for specific cases: predefined Assessment or Opinion forms, complex text or table impossible to fit in the normal template table.

The commenting template and a guide to its use are available on the CENTC server in the " 03. Support to decision making: CEN-ISO Commenting template and Comment Collation Tool " folder, at the following link:

<http://cen.iso.org/livelink/livelink?func=ll&objId=1297552&objAction=browse&sort=name&viewType=1>

The Commenting Template is composed of a Header and a Body, see Figure 21.

Template for comments and secretariat observations

Date: Document: Project:

MB/NC¹	Line number (e.g. 17)	Clause/Subclause (e.g. 3.1)	Paragraph/Figure/Table/ (e.g. Table 1)	Type of comment²	Comments	Proposed change	Observations of the secretariat

Template Body
Comments are inserted here.
The columns marked in yellow are mandatory.

Template Header
Information about the document/project

1 MB = Member body / NC = National Committee (enter the ISO 3166 two-letter country code, e.g. CN for China; comments from the ISO/CS editing unit are identified by **)
2 Type of comment: ge = general te = technical ed = editorial

ISO/IEC/CEN/CENELEC electronic balloting commenting template/version 2012-03

page 1 of 1

Figure 21 - ISO/IEC/CEN/CENELEC Commenting Template

7.3 Template header

The Commenting Template header contains the main information about the document and/or project to be commented. Table 10 explains each cell.

Table 10 - Commenting Template header explanation

Field	Description
Date	Date of submission of comments (YYYY-MM-DD)
Document	The project reference number of the draft Standard to which comments relate. For example: prEN 1234:2017 or ISO/FDIS 12345:2018
Project (optional)	This field is optional and is generally completed by the secretary. The project ID of the draft Standard to which the comments relate.

7.4 Template body

The Commenting Template body is where you fill out your comments and observations. The fields marked with a (*) in Table 11 and in yellow in Figure 21 are mandatory and must be filled out for each comment line in the template.

Table 11 - Commenting Template body explanation

Field	Description
MB/NC*	The Member Body code for Ireland is IE. If submitting comments as part of an NSAI Consultative Committee you can insert the initials of your name.
Line number	Indicates the line number to which your comments refer. Not all draft documents for review have line numbers in them. The line numbers are on the left-hand side of the page.
Clause/Subclause*	Indicate the clause or subclause to which your comment refers. Enter only the number of the clause and do not add "clause" or "cl." in front of the number. If your comment refers to the whole document, choose "General" in this column. If you wish to comment on the Introduction clause, add "Introduction". If you wish to comment on Annex X, add "Annex X" or "X.1, X.2, etc".
Paragraph/Figure /Table	Indicate the paragraph (inside a clause), figure or table to which your comment refers.
Type of comment*	Choose the type most relevant for your comment. The following types are available: - general (ge) - technical (te) - editorial (ed) Only enter the short form for the type: ge, te or ed.
Comment*	Enter your comment in this column and explain the reason for the comment. If you wish to submit figures or complex objects in addition to the textual comments on the particular clause/subclause referred to the field Clause, insert them as separate files either in this column or the column <i>Proposed change</i> .
Proposed change	If appropriate, enter a modified version of the clause, paragraph or section of the clause or paragraph in this column. You may wish to insert a separate file in this column.
Observations of the secretariat	This column is used by the committee secretariat/editing committee to indicate the decision taken on each comment submitted. It shall be left empty by the member bodies when they submit their comments during the balloting process.
* This field is compulsory and must be filled in.	

7.5 Your Standards, Your Say

In addition to Livelink, NSAI provides an online platform for the public to view and comment on draft Standards at Public Comment stage 40.20, see 4.6. The service is called Your Standards, Your Say (YSYS). It can be accessed from the NSAI website or directly from this link:

<http://www.nsainep.ie/>

From the YSYS homepage, see Figure 22, access the draft Standard to be reviewed.

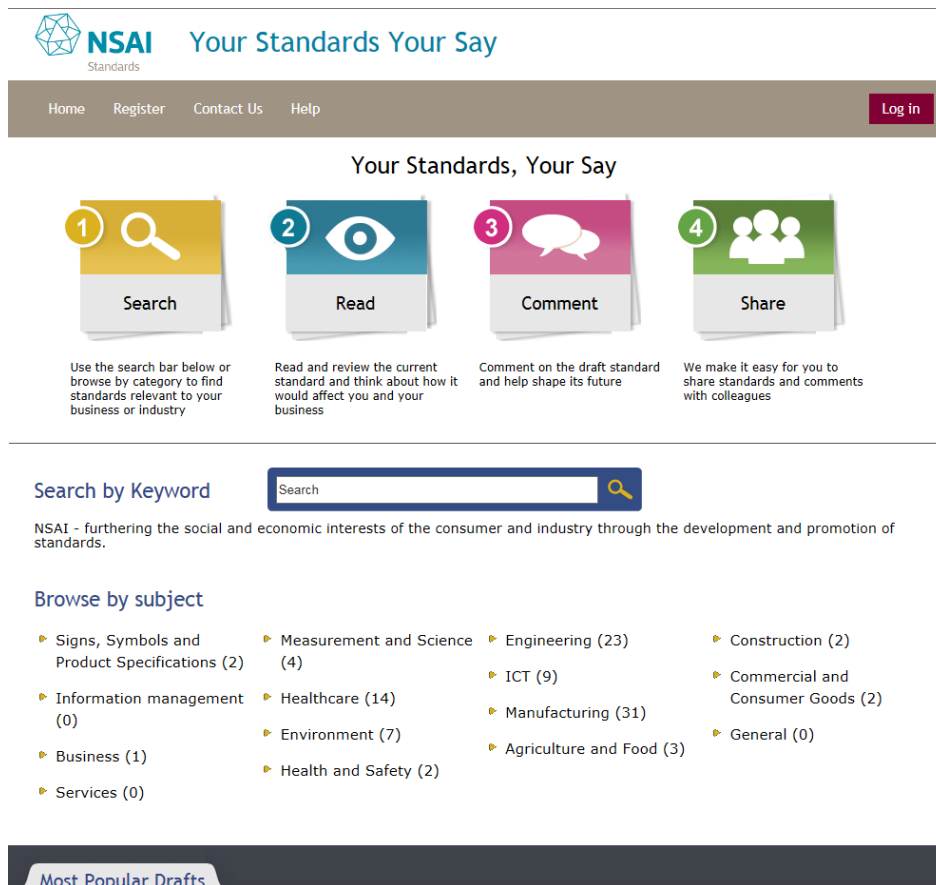


Figure 22 - Your Standards Your Say homepage

Search of the draft Standard that is currently available and follow the instructions to the commenting page, see Figure 23.

A PDF version of the draft can be downloaded from this page and can be reviewed before submitting comments.

Comments are submitted in the same fashion as outlined in 7.2, requiring the following inputs for each comment as shown in Figure 23. The inputs required for each comment being the:

- clause number, subclause number, Table number or Figure number;
- comment specific to this clause;
- proposed change to the Standard text as per the comment stated in b);
- comment type; and
- unless making comments on behalf of an organisation, select Personal.

Once the comment is complete click on "SUBMIT COMMENT". The next screen shows all your comments that have been submitted. All comments submitted are reviewed by NSAI to ensure their authenticity.

NSAI Your Standards Your Say
Standards

Home My Profile My Comments Contact Us Help Log out

ISO/DIS 27020, Dentistry Brackets and tubes for use in orthodontics

Read Draft Draft Details Comments

Dentistry Brackets and tubes for use in
Download document: [ISO_072349.pdf](#) (PDF document, 630 KB) **Click to download draft**

For PDF files, please use the Adobe Reader or the embedded viewer. [Adobe Reader](#)

If you wish to make a comment against the whole document, then please enter "Whole document" in the Clause / subclause field, otherwise please enter an appropriate clause number (e.g. 4.4) or table No., e.g.:

★ Clause / subclause or ★ Clause / subclause or ★ Clause / subclause
Whole document 4.4 table 4

Make Comment [Switch to enhanced mode](#)

Clause / subclause **a) Clause, subclause number**

Comment on this clause/subclause **b) Specific comment**

Proposed change **c) Proposed change**

Comment type: ☒ General ☐ Editorial ☐ Technical **d) Comment type**

Comment on behalf of: ☒ Personal ☐ Other (please specify): **e) Default Personal**

Submit comment **Save comment**

By submitting comments you agree to the [Terms and Conditions](#)

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Figure 23 - YSYS commenting page

8 Monitoring Standards activity

Most people are interested in a limited number of Standards. It is good practice to check the status of a standard from time to time. This can be done by performing a check online and does not require access to NSAI Livelink.

8.1 National Standards

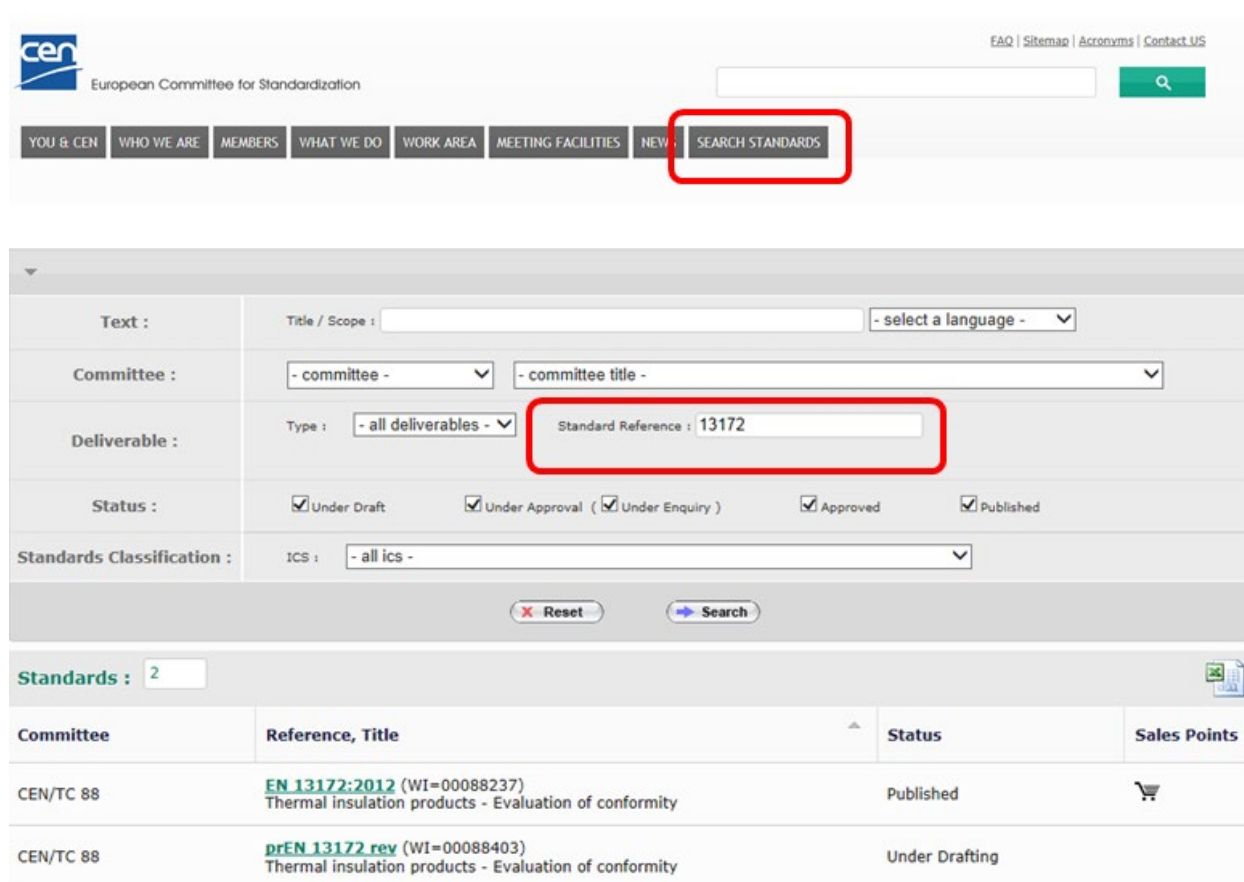
NSAI has an online catalogue, <https://shop.standards.ie/>, where the most relevant versions of Irish Standards can be checked. The catalogue details if a National Annex has been added to the Irish Standard. The catalogue can be used to preview the Scope of the Standard and display the list of referenced Standards as well as the Standards that are referenced by that Standard.

8.2 CEN Standards

CEN maintains an online catalogue of their published Standards and also the Standards that are being developed and revised.

To check the status of a European standard, follow this procedure:

- Open www.cen.eu.
- Click on SEARCH STANDARDS, as shown in Figure 24.
- If you know the European Standard number input the number in the STANDARD REFERENCE box.



The screenshot shows the CEN.eu website interface. At the top, there is a navigation bar with links like 'YOU & CEN', 'WHO WE ARE', 'MEMBERS', 'WHAT WE DO', 'WORK AREA', 'MEETING FACILITIES', and 'NEW'. A search bar is located on the right. Below the navigation bar, the 'SEARCH STANDARDS' button is highlighted with a red box. The search form below contains several fields: 'Text', 'Committee', 'Deliverable', 'Status', and 'Standards Classification'. The 'Standard Reference' field is highlighted with a red box and contains the value '13172'. Below the search form, there is a table of results. The table has four columns: 'Committee', 'Reference, Title', 'Status', and 'Sales Points'. The results show two entries for CEN/TC 88: 'EN 13172:2012' (Published) and 'prEN 13172 rev' (Under Drafting).

Committee	Reference, Title	Status	Sales Points
CEN/TC 88	EN 13172:2012 (WI=00088237) Thermal insulation products - Evaluation of conformity	Published	
CEN/TC 88	prEN 13172 rev (WI=00088403) Thermal insulation products - Evaluation of conformity	Under Drafting	

Figure 24 - Using CEN.eu to search Standards

- d) This gives the results showing the status as PUBLISHED and/or UNDER DRAFTING.
- e) Clicking on each European standard reference gives more detailed information including previous versions and any links to EU Directives.

To check the activity of the Technical Committee, follow this process:

- a) Open www.cen.eu;
- b) Click on SEARCH STANDARDS;
- c) Click on TECHNICAL BODIES as shown in Figure 25;
- d) Scroll down (or search with CTRL+F) and click on the Technical Committee.

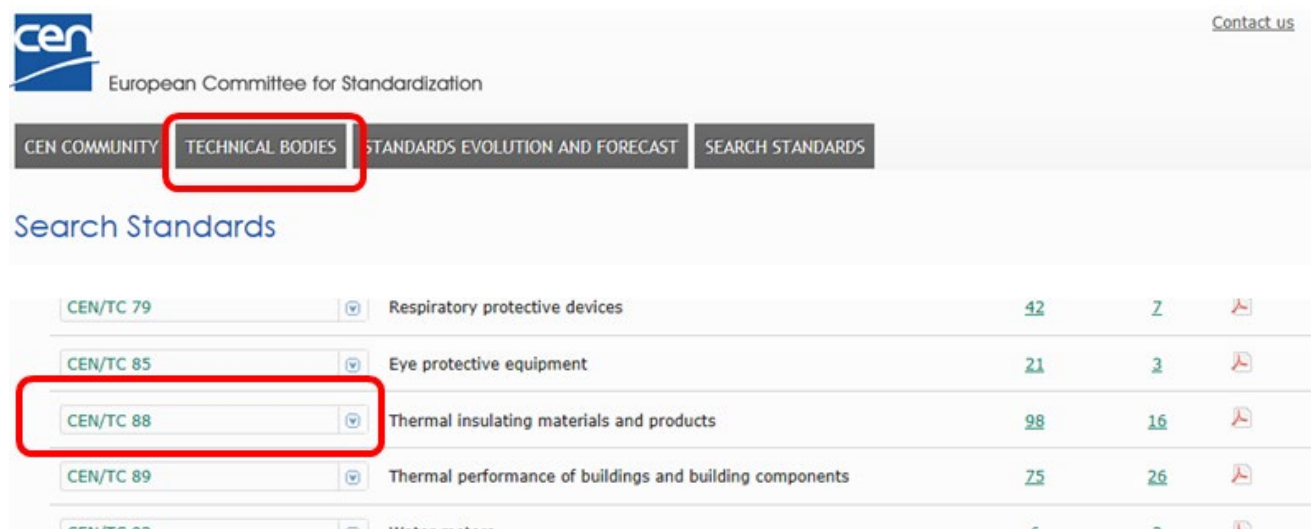


Figure 25 - Using CEN.eu to search by Technical Committee

- e) Information on the Technical Committee is displayed here, as shown in Figure 26. To view the list of current Published Standards, click on the Tab. To see the list of European standards that are been worked on by the Technical Committee click on the Work Programme Tab. A listing of all the Working Groups within the TC can be found by clicking on the Structure Tab.

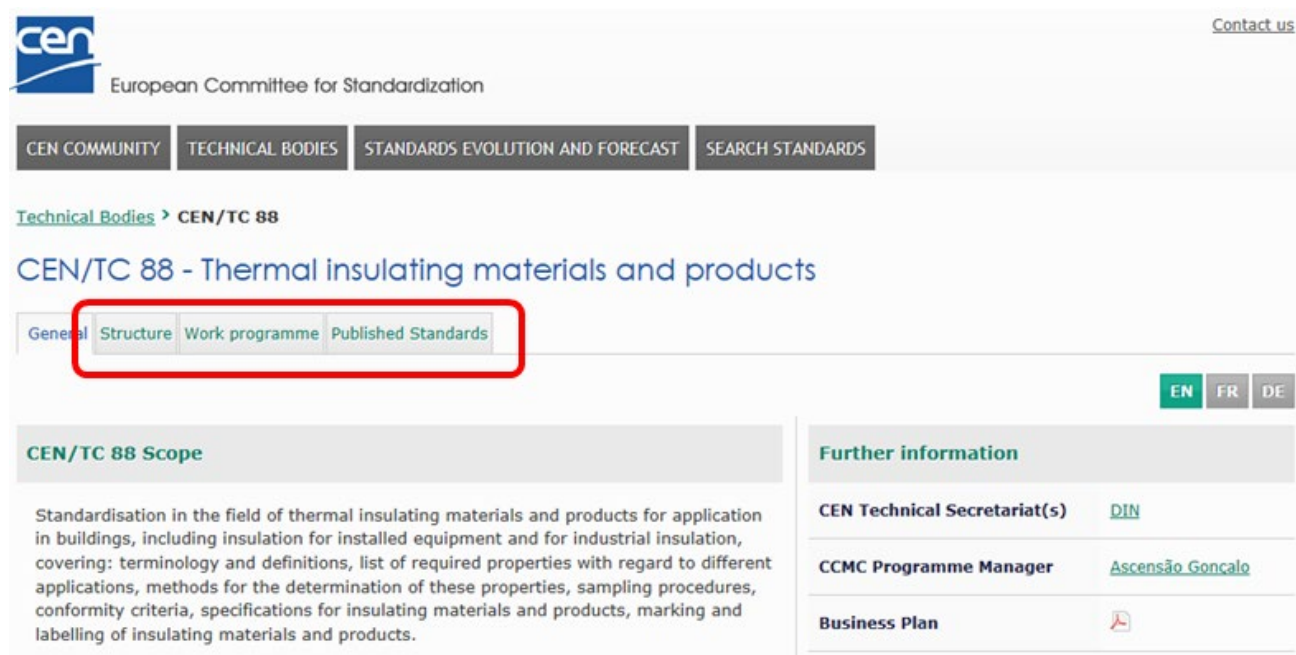


Figure 26 - Technical Committee detailed information on CEN.eu

8.3 ISO Standards

ISO maintains an online catalogue of their published Standards and also the Standards that are being developed and revised.

To check the status of an ISO Standard, follow this procedure:

- a) Open www.iso.org.
- b) If you know the ISO Standard number input the number in the SEARCH box.
- c) The search results, see Figure 27, shows:
 - The published Standard as any parts of the Standard;
 - Any open work items with the Standard number;
 - Withdrawn versions of the Standard; and
 - Associated ISO documents.

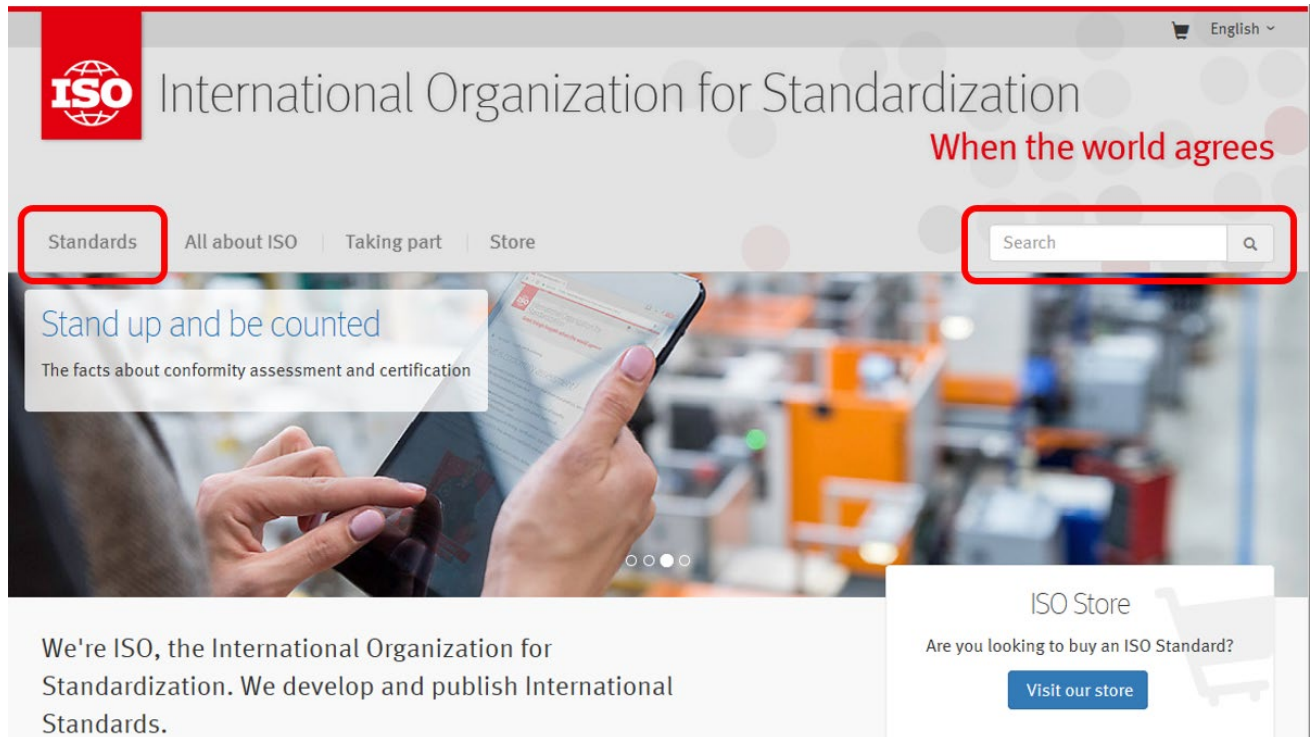


Figure 27 - ISO homepage for searching Standards

To check the activity of the Technical Committee, follow this process:

- a) Open www.iso.org
- b) Click on the STANDARDS tab as highlighted in Figure 27.
- c) Click on the link in the text "[list of technical committees](#)" to see to full list of ISO Technical Committees.
- d) Scroll down (or search with CTRL+F) and click on the Technical Committee in question.
- e) Information on the Technical Committee is displayed here. It shows the structure of the TC listing the individual Sub-Committees and Working Groups. The list of published ISO Standards and the list of ISO Standards that under development.

9 Harmonized standards and CE marking

9.1 Harmonized Standards

Harmonized Standards are European Standards that have been harmonized to European Union New Approach Directives that require the product to be CE marked.

Manufacturers, other economic operators, or conformity assessment bodies can use harmonised standards to demonstrate that products, services, or processes comply with relevant EU legislation.

The references of harmonised standards must be published in the Official Journal of the European Union (OJEU).

To check if a Standard has been harmonized and what version of the Standard has been harmonized refer to the list of harmonized Standards listed under the applicable Directive/Regulation. This can be done by inserting the following into a search engine, "harmonized standard DIRECTIVE NAME" and clicking on the ec.europa.eu link.

From time to time CEN publishes EN standards that are subsequently not referenced in the OJEU. Where this happens, the version of the standard that is referenced in the OJEU takes priority over any other version from the point of view of CE marking.

9.2 The Blue Guide

The Blue Guide is an EU document that gives all the information required the implementation of EU product rules applying the CE mark.

<http://ec.europa.eu/DocsRoom/documents/18027/>

9.3 List of New Approach Directives

A full list of the New Approach Directives can be found at this link:

<http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.main>

9.4 The Construction Products Regulation (CPR)

The CPR is unique in that it is the only New Approach Regulation that requires products to meet the requirements of harmonized European Standards. Only construction products certified to the harmonized ENs referenced under the CPR can be legally put on the market and CE marked.

10 Intellectual Property Rights and Patents

10.1 General

The term 'intellectual property' is used to describe a wide range of different legal concepts. Common types of intellectual property rights (IPR) include copyrights, trademarks, patents, industrial design rights and trade secrets.

10.2 Patents

The issue of how patents relate to Standards has been the subject of intensive debate among industry bodies, standard setting organisations, and academic circles, etc. An increasing number of Standards based on patented technology are being successfully and widely developed. However, many believe that, while both Standards and patents can promote innovation and market place adoption, there is little else that they have in common. Despite these differing opinions, patents in standardized technology are one of the issues that must be addressed during the development of Standards.

10.3 Copyright

Standards cannot be developed without a considerable investment of resources in expertise, consultations, administration, translation, etc. Therefore, it is not financially possible for Standards to be made available free of charge. Moreover, CEN and CENELEC members depend on the income they generate through the sale of Standards. Therefore, considerable attention is devoted to the copyright protection of Standards and other deliverables. Stakeholders can use CEN-CENELEC copyrighted documents for commercial purposes in agreement with CEN and CENELEC and under certain conditions. CEN/CENELEC Guide 10 sets out the rules and modalities regarding the distribution and protection of any technical deliverables.

Links to key documents:

[CEN-CENELEC Guide 8](#)-- CEN-CENELEC Guidelines for Implementation of the Common IPR Policy (Patents and other statutory intellectual property rights based on inventions)

[CEN-CENELEC Guide 10](#) -- Policy on dissemination, sales and copyright of CEN-CENELEC Publications

10.4 JCAG - Joint Commercial Advisory Group Policy

The policy of CEN and CENELEC on the distribution of European Standards is managed under the supervision of the Joint Commercial Advisory Group (JCAG) which is the joint CEN-CENELEC advisory committee on copyright, distribution and sales related to European Standards and other publications affecting CEN, CENELEC and their Members.

The JCAG is responsible for advising the Administrative Boards on all issues concerning CEN and CENELEC commercial policies and proposing, elaborating and monitoring the commercial activities of CEN and CENELEC and their respective Members and National Committees. It reports directly to the CEN and CENELEC Administrative Boards.

10.5 Exploitation rights assignment

10.5.1 General

At each meeting NSAI are asked to sign an attendance sheet. In signing the attendance sheet, F-ST-09, the NSAI committee member accepts the terms and conditions of NSAI Consultative/advisory committees as

detailed in NSAI procedure P-ST-01, *Establishment, selection, operation, review and disbandment of a Standards Committee*.

In the framework of the Berne Convention for the protection of literary and artistic works NSAI committee members assign solely, exclusively and irrevocably to National Standards Authority of Ireland (NSAI) for its own benefit the exploitation rights in such of their intellectual contributions as are reproduced in the publications resulting from the technical work of NSAI. The assignment is granted free of charge, and covers the forms of exploitation, throughout the world, for the total duration provided for by law. NSAI committee members accept that exploitation will take place without mention of their name.

NSAI committee members accept that the assignment does not preclude them from continuing to exploit their own copyrightable contribution for their own purposes provided that such exploitation does not adversely affect the exploitation of the publications.

Should an NSAI committee member offer intellectual contributions for which they do not personally hold the copyright, they undertake to declare this to NSAI and to name the holder of the copyright if known to them.

The NSAI membership Terms and Conditions are subject to Irish Law.

NOTE The Berne Convention, adopted in 1886, deals with the protection of works and the rights of their authors. It provides creators such as authors, musicians, poets, painters etc. with the means to control how their works are used, by whom, and on what terms. It is based on three basic principles and contains a series of provisions determining the minimum protection to be granted, as well as special provisions available to developing countries that want to make use of them.

10.5.2 Forms of exploitation

NSAI committee members exploitation rights cover the right to reproduce, to adapt, distribute, sub-distribute, adjust, translate, rent, lend, derive revenue from duplication and loan, communicate to the public in total or in part, in summary or with comments, transfer all exploitation licences and authorize all sub-distribution. The exploitation rights cover all languages and covers all forms of exploitation known at present, in particular and non-restrictively, publication by all means and all graphical support systems, by print, press, photocopy, microfilms, and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs (CD digital compact discs), films, photographs, slides, teledistribution, cable, satellite, diskettes and on-line document servers and networks.

10.6 Essential patent disclosure

Any party joining NSAI as a committee member is declaring that he/she will from the outset, whilst participating in the work of NSAI, to the best of his/her knowledge, draw attention to any known patent or to any known pending application on patent, either their own or of other organisations that, according to his/her own judgment, may be considered as an essential patent for the deliverable.

In this context, the words “from the outset” imply that such information should be disclosed as early as possible during the development of the deliverable. It is understood that disclosure might not be possible when the first draft text appears since, at this time, the text might be still too vague or subject to subsequent major modifications.

Information on essential patents should be provided in good faith and on a best effort basis, but there is no requirement for patent searches.

Any communication drawing the attention to any third-party patent shall be addressed to NSAI in writing. The potential patent holder will then be requested by the relevant organisation to submit a declaration form which can be obtained from NSAI.

The Patent Policy and these Guidelines also apply to any Patent disclosed or drawn to the attention of NSAI subsequent to the approval of a deliverable.

Whether the identification of the essential patent took place before or after the approval of the deliverable, if the patent holder is unwilling to license it under the relevant Patent Policy, NSAI will promptly advise the concerned organisation/NSAI technical bodies responsible for the affected deliverable so that appropriate action can be taken. Such action shall include but may not be limited to a review of the deliverable or its draft in order to remove the potential conflict or to further examine and clarify the technical considerations causing the conflict.

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