International Electrotechnical Commission

GUIDANCE FOR CONVENORS OF WORKING GROUPS AND PROJECT LEADERS

Commission Électrotechnique Internationale
International Electrotechnical Commission
Международная Электротехническая Комиссия

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FOREWORD

Welcome to the IEC and congratulations on your appointment as a project leader or working group convenor in an IEC technical committee or subcommittee. You will need to carry out numerous tasks in managing the project under your responsibility, including:

- organization of meetings;
- reports to your parent TC/SC;
- preparation of working drafts;
- preparation of committee drafts (CDs).

Abbreviations and acronyms

AC	Administrative Circular
CA	Committee of Action
CD	committee draft
CDV	committee draft for vote
CEO	Chief Executive Officer (in IEC, General Secretary)
CO	IEC Central Office
EC	editing committee
EMC	electromagnetic compatibility
FDIS	final Draft International Standard
IEC	International Electrotechnical Commission
IEV	International Electrotechnical Vocabulary
IS	International Standard
ISO	International Organization for Standardization
IT	information technology
ITU	International Telecommunication Union
NC	National Committee
NP	new work item proposal
PL	project leader
PT	project team
PWI	preliminary work item
SB	sector board
SC	subcommittee
SPS	strategic policy statement
TC	technical committee
TMB	Technical Management Board (in IEC, Committee of Action)
TR	Technical report
WD	working draft
WG	working group

This new edition of *Guidance for convenors of working groups and project leaders* replaces that published in 1995.

1 General

This guide has been specially written to act as a guide to the more comprehensive *ISO/IEC Directives*. More information about useful documents is given in annex A.

This guidance document is not intended to replace the more detailed information given in the three parts of the ISO/IEC Directives, notably Part 3, but should be seen as an introduction to these Directives, which are essential tools for the IEC work. It is recommended that working group convenors and project leaders inform the members of their groups about the contents of this guidance document. You are welcome to submit any comments on this guidance document to the technical officer at Central Office in charge of your technical committee or subcommittee (TC/SC).

This document explains some specific administrative tasks as well as some basics of the technical management of the project. It lists your specific tasks and duties. The procedure for development of a project up to publication is illustrated in annex B. It is recommended that you contact the secretary of your technical committee or subcommittee, or the technical officer in charge of your TC/SC at the Central Office of the IEC in Geneva, if you need any assistance or additional information. Your National Committee is responsible for supplying you with reference documents and standards.

2 Allocation of the work

2.1 Approval of the work item

All work items are subject to the **new work item approval process** before they can be included in the **work programme** of committee. This approval process includes a formal ballot by the P-members of the committee concerned.

Once a new work item proposal (NP) has been approved by the P-members of a TC/SC, the project is included in its programme of work. It is then allocated to

- a project leader, or
- a project team under the responsibility of a project leader, or
- a new working group (which needs to be set up using the experts nominated by the National Committees as a basis), or
- an existing working group.

NOTE The chairman or the secretary of the TC/SC may also be the project leader.

2.2 Allocation of the work to a project leader (PL)

The project leader is appointed following approval of a new work item by the P-members of the committee. The **project leader** will have been nominated by the **proposer** of the new work item proposal. The project leader is responsible for the project alone or may work with other experts of his/her choice. He/she reports to the TC/SC secretary and chairman on the progress of the work. Often, a project leader is designated within a working group to deal with a specific project. In this case, he/she reports to the working group convenor.

2.3 Operation of a working group (WG)

2.3.1 Procedure for setting up a WG

A working group is set up following approval of a new work item by the P-members of a technical committee or subcommittee. When **submitting their vote** on an NP, the P-members **nominate the experts** who are to take part in the preparation of the standard. At the end of the vote, the secretary prepares the result of voting and **attaches the list of experts** who have been nominated,

and these become the members of the new project team or working group. He also indicates the name of the convenor and invites other P-members to nominate experts within a further six weeks. The technical committee or subcommittee may agree to limit the number of experts appointed by each P-member.

NOTE The preparation of the official working group membership list is the responsibility of the TC/SC secretary. Changes in membership are made through the National Committees, and the membership list should be maintained by the TC/SC secretary.

If more experts are needed, a request is submitted through the TC/SC secretary to the Central Office which will then circulate an administrative circular.

2.3.2 Responsibilities of the project leader or working group convenor

Once set up, the working group is under the responsibility of the convenor who is expected to:

- manage the development of the project;
- organize and chair the working group meetings (see 4);
- report to the TC/SC secretary and chairman on the progress/delays;
- report to the TC/SC secretary and chairman on any significant problem affecting the project;
- follow through the project until circulation of the final Draft International Standard (FDIS).

If the project leader or working group convenor is longer in a position to carry out his duties, a replacement is appointed by the P-members of the committee.

2.3.3 Role of working group experts

A working group comprises a number of individually appointed experts brought together to deal with the specific task allocated to the working group. The **experts act in a personal capacity and not as the official representative of the organization** by which they were appointed. However, it is recommended that they keep close contact with their organization (National Committee or other International Organization in liaison) in order to inform them about the progress of the work.

3 Preparation of the working draft (WD)

3.1 Structure and drafting

The ISO/IEC Directives, Part 3, *Rules for the structure and drafting of International Standards*, are the **primary source of guidance** on the preparation of drafts. A brief summary of some of the contents is given in annex C. Texts for final drafts which are not prepared in compliance with these rules will be returned by Central Office to the TC/SC secretary. It is therefore essential for all project leaders and working group convenors to have an up-to-date copy and to follow the rules from the start.

The numbering system for documents distributed to National Comments is explained in annex D.

3.2 IEC and ISO/IEC guides

As a means to assist technical committees in their work, a number of guides have been prepared. The IEC guides and a selection of relevant ISO/IEC guides, currently available, are listed in annex A.

3.3 Basic publications

In order to achieve coherence and homogeneity in IEC standards it is necessary to follow the provisions of **basic publications**. At present, basic publications include terminology, symbols,

basic and group safety publications according to IEC Guide 104, horizontal publications according to IEC Guide 108, and basic EMC publications. See annex A.

3.4 Deadlines for the preparation of the working draft

The secretariat of the TC/SC is responsible for ensuring that the project leader or working group convenor adheres to the target dates set by the TC/SC. The ISO/IEC Directives, Part 1, allow for a maximum period of six months for a first working draft and two years for the first committee draft (CD) after initiation of the work. Any extension of the target dates needs to be approved by the IEC Committee of Action.

4 WG meetings

4.1 Date and location of meetings

It is the responsibility of the convenor to find an appropriate location, after consultation with working group members, and host(s) willing to provide local arrangements for each meeting.

The first meeting of the WG should take place no more than three months after circulation of the membership list. It may be an advantage to hold the first meeting at the IEC Central Office in Geneva as this can enable the working group to become familiar with IEC work and to benefit from the help of the Central Office technical officer in charge of the TC/SC. The IEC Central Office and National Committees may provide meeting rooms and copying facilities free of charge, but do not necessarily provide other facilities, e.g. lunch for delegates, dinner invitations, etc. Consideration should be given to limiting travel and hotel expenses as much as possible.

4.2 Accommodation information and preparatory documents

A meeting call with accommodation information should be prepared and circulated to the WG members by the convenor well in advance of the meeting date (preferably three months, minimum two months). The proposed agenda should also be circulated well before the meeting, and proposals and papers for discussion should be sent by their authors directly to the WG members.

Information about meetings should also be sent to the secretary and chairman of the TC/SC, who may not always attend but will be able to provide the WG with valuable information about related work going on in the parent committee and provide suggestions to overcome deadlocks in the work.

If a WG meeting is to be held in conjunction with the meeting of the parent committee, it will be necessary to coordinate with the secretary of the TC/SC.

4.3 First meeting and agenda

The object of the first meeting is

- to ensure the scope of the task is understood,
- to structure the future work,
- to make a general presentation of the procedures to be used by the WG,
- to present the IEC editorial rules,
- to ensure that sufficient resources are available,
- to discuss possible interactions with other projects, standards and directives, and finally
- to develop a plan of action.

The following agenda items are suggested:

1. *Roll call of experts*
2. *Deadlines*
3. *Brief presentation of the procedure for development of an IEC Standard (see annex B)*
4. *Optional: Terminology/symbols (see annex A)*
5. *Presentation of the basic rules for the structure and drafting of an IEC Publication (see annex C)*
6. *Relationship to other projects in the TC/SC and to existing publications*
7. *National/regional standards available/applicable*

   NOTE If applicable, regional directives or other regulations should be taken into account prior to the development of a working draft.
8. *Review of other relevant International Standards, ISO/IEC and IEC guides (see annex A)*
9. *Plan of action/priorities*
10. *Numbering of the WG documents*
11. *Technical discussion*
12. *Assignment of tasks to WG members, for completion before the following meeting*
13. *Report to the TC/SC meeting*
14. *Date and location of the next meeting (see 7 below)*

4.4 Subsequent meetings

The work by correspondence (see 7) and the meetings are continued until technical consensus is reached within the working group. The draft, bilingual if possible, is then released to the TC/SC for circulation as a first committee draft (CD).

4.5 Attendance

Members of a WG are nominated by their National Committees. If a member is unable to attend a WG meeting and would like to send a replacement, he should inform the convenor and the National Committee, who will officially endorse the recommendation. If a member is not active and does not attend two successive meetings, the convenor should inform the TC/SC secretary and ask the National Committee to confirm that the person is still a member and, if not, to find a replacement.

5 Reporting to the TC/SC

The report/minutes of the WG meeting are prepared by the WG convenor, or by the WG secretary if one was appointed, and forwarded to the TC/SC secretary and chairman. Meeting reports (or a consolidated report if several WG meetings took place between two TC/SC meetings) should be circulated by the TC/SC secretary through the IEC Central Office. The meeting reports are tabled at the following TC/SC meeting for discussion.

The report should include an attendance list, a summary of the results, a clear picture of the progress and problems faced by the WG and the target dates.

6 General advice for the preparation of a working draft (WD)

Adopt a user approach. A standard is not normally used by standardization professionals. The style should be concise, direct and unambiguous. Put yourself in the position of someone who has not participated in the development of the standard and is trying to use it. See annex E for some pointers on what to do and what to avoid.

Annex F gives some tips on the use of wordprocessors and in particular ways of avoiding poor practice, which can cause much time to be lost at later stages in the preparation of documents.

Make use of existing standards. A complete set of standards is already available at the international level (IEC – ISO – ITU), in particular concerning terminology, symbols and other basic items.

Always use the latest edition of a standard when you refer to it in a draft. This helps to maintain consistency within the standardization work.

The presentation of a test method and test procedure should give the requirement, test and compliance; in particular, the pass/fail criterion for a test must be stated clearly.

If there is a risk of overlapping with the work of other TC/SCs, do not hesitate to contact the secretary, chairman and the Central Office technical officer in charge of your TC for further advice.

7 Work by correspondence, numbering of the WG drafts, bilingual documents

It is strongly recommended to work by correspondence between WG meetings and to convene a WG meeting only when there is sufficient amount of technical material to be discussed; this will help to minimize expenses. As an example, a working draft may be circulated for comments (electronically, see 10.4) amongst members so that an internal compilation of comments, prepared by the convenor, is circulated for information prior to their discussion at the WG meeting. By doing this, each of the WG members is aware of the other members' comments and the discussion during the meeting is more efficient. It may even be possible to amend the draft directly during the meeting. Similarly, a proposal by a WG member may be considered by correspondence so that a more mature version is available at the next meeting.

The use of modern information technology tools in developing drafts is essential. Follow the guidelines given in 10.1. Project leaders and working group convenors should ensure that they have access to suitable information technology tools, in particular wordprocessing, e-mail and tools for accessing the Internet and the World Wide Web.

Translation of the working draft is not mandatory at this stage. Nevertheless it is suggested, if the WG has a member of French mother tongue, that a French translation be prepared as soon as the draft is considered to be sufficiently mature.

Refer to the ISO/IEC Directives, Part 1, K.2.4 as well as annex D of this document, for numbering of the documents circulated amongst WG members,.

8 Work within the WG after circulation of a committee draft

The comments received from the National Committees resulting from circulation of a committee draft are compiled by the TC/SC secretary. Depending on the extent and complexity of the comments, decisions on these comments are made, by the secretary, with the help of the project leader or working group convenor, or, in complex cases, the secretary may refer them back to the WG for discussion and decision. If extensive technical changes are needed to the document, it is generally the responsibility of the WG to prepare a second CD for comments.

The different stages in the development of a publication (NP, first CD, second CD, CDV, FDIS, IS) are illustrated in annex B.

9 Disbanding of the WG

On completion of its task, the working group is disbanded.

10 Communication with and information available from Central Office

10.1 Use of information technology

Project leaders and working group convenors are strongly encouraged to make the maximum possible use of modern IT tools in their work, in order to reduce the development time for standards and to increase the transparency of the process. It is a requirement that final drafts submitted to Central Office for processing as an FDIS are available in electronic form. This includes both text and figures.

The Central Office has published a *Guide on the use of Information Technology tools in the IEC*. If you did not receive a copy when you were appointed, copies are available on request from Central Office.

10.2 Electronic mail

All members of IEC Central Office can be contacted by electronic mail. The IEC strongly encourages the use of e-mail for exchange of both messages and documents.

10.3 Database access

The Central Office has an extensive world wide web site providing information on the IEC (*http://www.iec.ch*) and the following in particular:

- status of the work in TC/SCs;
- status of publications;
- ballot results *(under construction)*;
- technical committee structure;
- National Committee officers and addresses;

Further information is given in the IT tools guide.

10.4 Exchange of documents

The Central Office makes available an ftp area for each technical committee which can be used for the exchange of documents within the committee. The Central Office's preferred working format for documents is Microsoft ® Word for Windows.

10.5 Other tools

A collection of forms and templates for the preparation of IEC documents can be downloaded from the IEC ftp site (*ftp.iec.ch*) or is available on diskette from the Central Office on request. In particular, a template for the preparation of draft standards (IECSTD.DOT) is available and project leaders are strongly encouraged to make maximum use of this template.

Annex A
Bibliography

A.1 Important subjects

A.1.1 Terminology

- Procedures applicable to TC 1 (see ISO/IEC Directives, Part 2, Annex G)
- IEC 60050: *International Electrotechnical Vocabulary*, (divided into chapters, see the IEC Catalogue)
- Specific terminology standards (example, IEC 60788)
- *IEC Multilingual Dictionary of Electricity, Electronics and Telecommunications*, 1992.

A.1.2 Symbols

- Procedures applicable to TC 3 (see ISO/IEC Directives, Part 2, Annex F)
- IEC 60617: *Graphical symbols for diagrams*

A.1.3 Quantities and units

- IEC 60027: *Letter symbols to be used in electrical technology*

A.1.4 Basic publications

Basic publications are prepared by a technical committee or subcommittee with a horizontal function, as defined in IEC Guide 108, containing general provisions for a particular subject.

A.1.5 Basic and group safety publications

The **basic** safety publications deal with specific safety aspects (characteristics) concerning the majority of electrotechnical products and have been prepared by technical committees and subcommittees working under a **safety pilot function** as defined in Guide 104. (Refer to IEC Catalogue.)

The **group** safety publications deal with product safety requirements that apply to one or more product areas and have been prepared by TC/SCs working under a **group safety function** as defined in Guide 104. (Refer to IEC Catalogue.)

A.1.6 EMC standards

The basic EMC publications are in the IEC 61000 series, *Electromagnetic compatibility*. See also IEC Guide 107, *Electromagnetic compatibility. Guide to the drafting of electromagnetic compatibility publications*.

A.2 IEC Guides

As a means to assist technical committees in their work, a number of Guides have been prepared, either under the auspices of an Advisory Committee (see Annex D) or by groups set up by the Committee of Action.

These guides are the following:

IEC Guide 102: *Electronic components — Specification structures for quality assessment (Qualification approval and capability approval)*

IEC Guide 104: *The preparation of safety publications and the use of Basic Safety Publications and Group Safety Publications*

IEC Guide 105: *Principles concerning the safety of equipment electrically connected to a telecommunication network*

IEC Guide 106: *Guide for specifying environmental conditions for equipment performance rating*

IEC Guide 107: *Electromagnetic compatibility. Guide to the drafting of electromagnetic compatibility publications*

IEC Guide 108: *The relationship between technical committees with horizontal functions and product committees and the use of basic publications*

IEC Guide 109: *Environmental aspects — Inclusion in electrotechnical product standards*

A.3 ISO/IEC Guides

In addition to the IEC Guides, a number of guides have been prepared jointly by ISO and IEC. Some of these guides are listed here:

ISO/IEC Guide 2: *General terms and their definitions concerning standardisation and related activities*

ISO/IEC Guide 7: *Requirements for standards suitable for product certification*

ISO/IEC Guide 37: *Instructions for use of products of consumer interest*

ISO/IEC Guide 50: *Child safety and standards — General guidelines*

ISO/IEC Guide 51: *Guidelines for the inclusion of safety aspects in standards*

ISO/IEC Guide 59: *Code of good practice for standardisation*

For a complete list, see the IEC Catalogue.

A.4 ISO/IEC reference documents

ISO/IEC Directives

Part 1: Procedures for the technical work, 1995
Amendment no. 1, 1997

Part 2: Methodology for the development of International Standards, 1992
Amendment no. 1, *Patent rights*, 1995

Part 3: Structure and drafting of International Standards, 1997

Guidance for secretaries

Guidance for chairmen

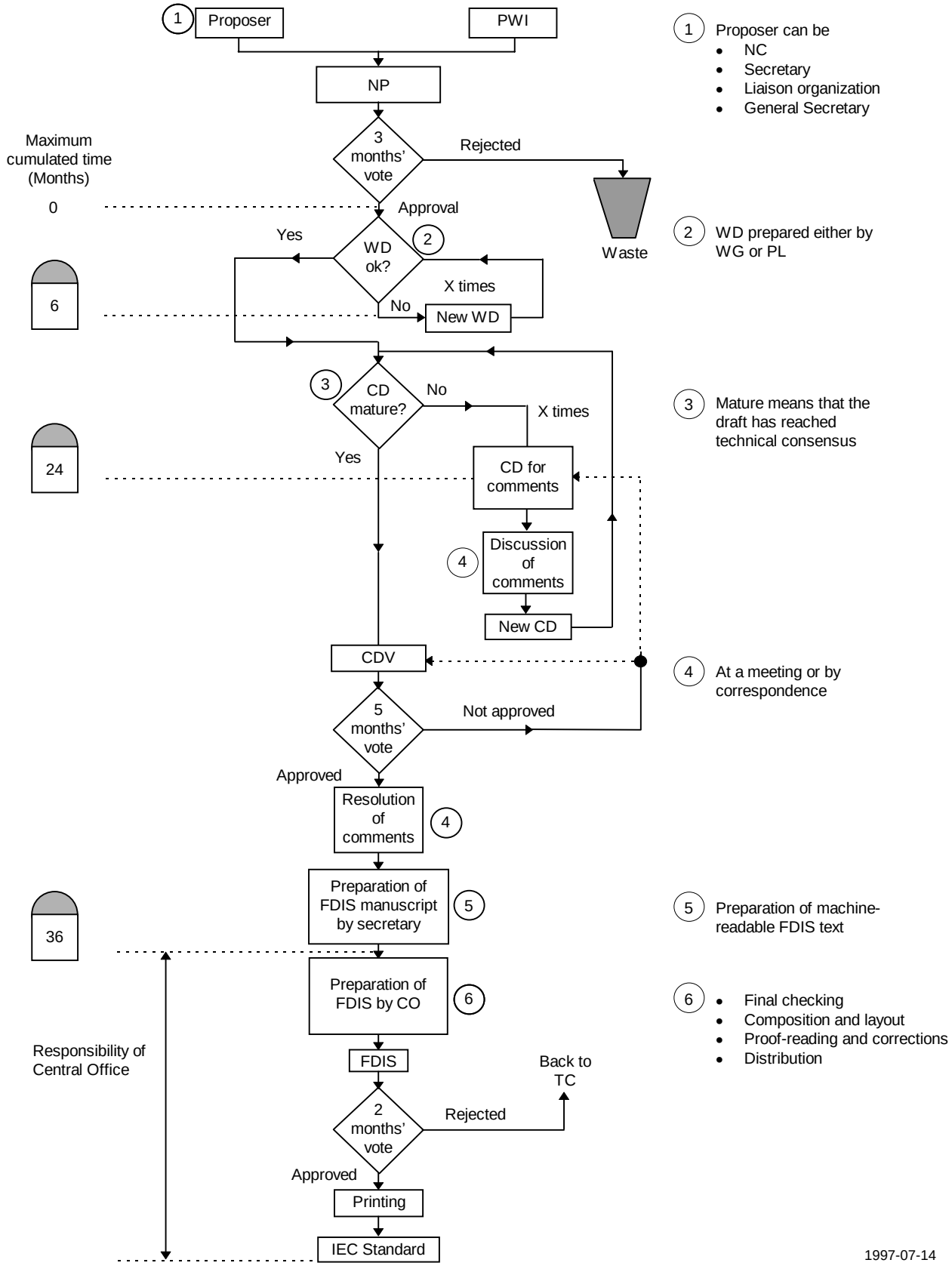
IEC Directory. Lists the addresses and phone/fax numbers of all chairmen, secretaries, assistant secretaries of IEC TCs and SCs (updated regularly and available on the IEC's web site)

Catalogue of IEC Publications (English and French). List of all IEC publications with a short summary of the scopes of the standards (published yearly with regular updates and available on the IEC's web site)

Guide on the use of information technology tools in the IEC

ISO Catalogue. List of all ISO publications (published yearly with updates)

Annex B
Development of an IEC standard



Annex C
Structure and drafting of IEC publications

C.1 General arrangement of a standard

This annex is designed to help secretaries prepare a good quality draft document, in conformance with the required format for a committee draft (CD), which can be transformed into an IEC standard. Most of the information is derived from the ISO/IEC Directives, Part 3:1997.

Table C.1 — Example of a typical arrangement of elements in a standard

Type of element	Arrangement of elements[a] in standard		Permitted content[a] of element(s) in standard
Informative preliminary	*Title page*		**Title**
	Table of contents		*(generated content)*
	Foreword		***Text*** *Note(s)* *Footnote(s)*
	Introduction		*Text* *Figure(s)* *Table(s)* *Note(s)* *Footnote(s)*
Normative general	**Title**		**Text**
	Scope		**Text** Figure(s) Table(s) *Note(s)* *Footnote(s)*
	Normative reference(s)		Reference(s) *Footnote(s)*
Normative technical	Term(s) and definition(s) Symbols and abbreviated terms Requirements ⋮ Normative annex		Text Figure(s) Table(s) *Note(s)* *Footnote(s)*
Informative supplementary	*Informative annex*[b]		*Text* *Figure(s)* *Table(s)* *Note(s)* *Footnote(s)*
Normative technical	Normative annex		Text Figure(s) Table(s) *Note(s)* *Footnote(s)*
Informative supplementary	*Bibliography*		*Reference(s)* *Footnote(s)*
	Index(es)		*(generated content)*

[a] Bold type = required element; upright type = normative element; italic type = informative element.

[b] Informative annexes may not contain normative elements unless these elements constitute optional provisions. For example, a test method that is optional may contain provisions.

A draft standard contains a certain number of preliminary elements and general and technical normative elements summarized in Table C.1.

An important distinction shall be made between normative elements and statements which shall be complied with to claim conformity with the standard, and informative elements and statements which provide additional information.

C.2 Title

The wording of the **title shall be established with the greatest care**; while being as **concise** as possible, it shall indicate, **without ambiguity**, the subject matter of the standard in such a way as to distinguish it from that of other standards, without going into **unnecessary detail**. Any necessary additional particulars shall be given in the scope.

The title shall be composed of separate elements, each as short as possible, proceeding from the general to the particular. In general, not more than the following three elements shall be used:

a) an *introductory element* (optional) indicating the general field to which the standard belongs (this can often be based on the title of the committee);

b) a *main element* (obligatory) indicating the principal subject treated within that general field;

c) a *complementary element* (optional) indicating the particular aspect of the principal subject or giving details that distinguish the standard from other standards, or other parts of the same standard.

The reference number of the publication is assigned by the Central Office and corresponds to the project number.

C.3 Foreword

The foreword shall appear in each standard and consists of the elements given in the ISO/IEC Directives, Part 3, 6.1.3. The normative or informative nature of annexes should be stated.

C.4 Introduction

The introduction is an optional unnumbered section on a separate page, giving general information or a commentary on the standard. It may not contain normative elements or requirements (identifiable by the word “shall”).

C.5 Scope

The scope is a general, mandatory normative element which shall be included in each standard and describes the subject of the standard. It indicates the applicability or non-applicability of the subject concerned. It may not contain any requirements.

C.6 Normative references

Normative references are a list of documents to which reference is made in the text and which are indispensable for the application of the standard.

The list is preceded by the following text:

> “The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.”

Draft documents should not normally be quoted in the normative references. Exceptionally, documents at the enquiry stage (CDV) or final approval stage (FDIS) may be included in this clause.

C.7 Definitions

Definitions may not contain requirements. Definitions quoted from the IEV shall correspond exactly to the text of the IEV.

The source of the definition shall be cited between square brackets following the definition (e.g. [IEV 801-20-12]). Where the IEV definition has been modified, the word “modified” shall be added (e.g. [IEV 801-20-12 modified]).

C.8 Symbols and abbreviations

Letter symbols, abbreviations and acronyms should be defined. Trade names should not be used unless this cannot be avoided. If they have to be used then some disclaimer should be made.

C.9 Requirements, marking, labelling and normative annexes

For these technical normative elements of a publication, see the ISO/IEC Directives, Part 3, 6.3. For the expression of provisions, use the following verbal forms:

- requirements are expressed by “… shall…”;
- recommendations are expressed by “…should…”;
- permitted or allowed items are expressed by “…may…”;
- ability to carry out an action is expressed by “ … can …”.

C.10 Mathematical formulae

The symbols used in each formula should be defined. Symbols representing variable quantities are written in italics.

C.11 Notes and footnotes

Notes integrated in the text may be used only for giving information to help understand the document and shall not contain requirements or essential test conditions.

Footnotes give additional information, such as an informative reference; their use shall be kept to a minimum. They may not contain normative material, but should be explanatory. Footnotes are referenced by a number[1) 2)] etc. in the text and appear at the bottom of the page.

C.12 Figures and tables

All figures and tables shall be numbered, have a title and be referenced in the text. Language-dependent legends in figures should be replaced by labels and a textual key to the labels placed below the figure. Notes to a figure or table are placed at the foot of the table or figure.

C.13 Clause and subclause references in the text

Examples of these references are as follows:

1. for clauses:

- same document see clause x
- other document see clause x of IEC xyz, or see IEC xyz, clause x

2. for subclauses:
   - same document see x.x
   - other document see IEC xyz, x.x

   Do not use the word “subclause”.

3. for clauses/subclauses of an annex in the text (e.g. annex A):
   - see clause A.x
   - see A.x.x.

C.14 Dimensions and tolerances

The decimal indicator is a comma (,). **Only SI units may be used.**

C.15 Normative and informative annexes and bibliographies

Normative annexes contain important technical information. Annexes giving information only may be added, but should be marked as informative only. They may not contain requirements.

Annexes are identified by letters from A-Z. Each annex shall be referred to in the body of the standard. The layout of the header has the form: Identifier – Status – Title, e.g. Annex A – (normative) – Conditions for electrical resistance measurements. Clauses and subclauses in an annex are numbered as in the body of the standard but preceded by the annex identifier. This also applies to figures and tables.

Example Table A.1 for the first table in Annex A.

References which are essential to the application of the standard are listed in the normative references, not in the bibliography.

References are assembled in a standard format, see ISO 690.

Annex D
IEC Numbering System for Documents

TC / SC	/	N° of the document	/	type of document
No. of TC or SC	/	Serial number assigned by Central Office	/	See list below

AC	Administrative Circular
CC	Compilation of comments on CD
CD	Committee draft for comments
CDV	Committee draft for vote
DA	Draft Agenda
DV	Draft for voting (other than drafts for standards)
DC	Draft for comments (other than drafts for standards)
FDIS	Final draft international standard
INF	Document for information
NP	New work item proposal
PW	Programme of Work
Q	Questionnaire
RCA	Report to the Committee of Action
RM	Report of meeting
RQ	Result of questionnaire
RVC	Report of voting on CDV
RVD	Report of voting on FDIS
RVN	Report of voting on NP
RVS	Report of voting on Systematic review
SR	Systematic review
SPS	Strategic policy statement
WG	Working group membership list

Annex E
Helpful hints

DO's	DONT's
Become familiar with the ISO/IEC Directives Parts 1, 2 and 3	Assume the chairman, secretary or Central Office technical officers will be at WG meetings
Put yourself in the position of someone who has not participated in the development of the publication and is trying to use it	Assume every member of group/committee knows the publication and understands it
Establish beyond a doubt that a new item is not already covered in some other publication	Re-arrange the wording of a well-tried and tested clause, unless it is essential
Address the proposal in the context of the complete publication	Modify a word or paragraph in a clause (or subclause) out of context
Analyze clause(s) and subclause(s) to be modified, deleted or added	Simply copy requirements of other national/regional/international documents as if readily applicable
Provide rationale/explanations for the draft, for each new clause, and for modifications to a clause	Make the draft look too long and appear complicated
Reduce the draft to several small easily understood items	Assume the editing committee will do it for you
Provide exact pointers and cross-references to blend the proposal in the publication	Use national/regional expressions
Use "IEC language" and vocabulary	Include definitions in requirements
Clearly indicate additions/deletions	Include requirements in definitions
Define new terms in the definition clause	Assume regional/national documents are correct and acceptable to all
Discuss the draft with colleagues in region/country/industry	Assume you must be right
Get support from colleagues	Assume other WGs will provide amendments to make the draft acceptable
Modify/withdraw the proposal if required before distribution	Submit draft during the meeting
Distribute the draft at least four weeks before the meeting	

Annex F
Tips for the preparation of documents

F.1 Styles and templates

Use the IECSTD template and the styles it contains when preparing your documents.

F.2 To indent paragraphs

Use the paragraph formatting commands.

EXAMPLE

The model document and the template use a common stylesheet. The stylesheet (in the form of a document skeleton) is designed to ensure that the electronic file of the document that you produce

— can be easily processed by the IEC Central Office and other members of the IEC infrastructure with whom you may exchange files, can be easily processed by the IEC Central Office and other members of the IEC infrastructure with whom you may exchange files, and

— may be converted to a different wordprocessor format with a certain guarantee of success, may be converted to a different wordprocessor format with a certain guarantee of success.

Do not use tabulations or combinations of line returns and tabulations, as when you change the text, or if you change the printer set-up, the presentation will be incorrectly modified as in the example below.

EXAMPLE

The·stylesheet·(in·the·form·of·a·document·skeleton)·is·designed·to·ensure·that·the·electronic·file·of·the·document·that·you·produce¶

—→can·be·easily·processed·by·the·IEC·Central·Office·and·other·members·of·the·IEC·infrastructure·with· → whom·you·may·exchange·files,·can·be·easily·processed·by·the·IEC·Central·Office·and·other·→members·of·the·IEC·infrastructure·with·whom·you·may·exchange·files,·and¶

—→may·be·converted·to·a·different·word-processor·format·with·a·certain·guarantee·of·success,·may·be· → converted·to·a·different·word-processor·format·with·a·certain·guarantee·of·success.¶

F.3 To create tabular material without rules (borders)

Use the table functionality.

EXAMPLE

1	first·test	first·result
2	second·test	second·result
3	third·test	third·result

Do not use tabulations or spaces.

EXAMPLE

→ 1··first·test·····first·result¶

→ 2··second·test···second·result¶

→ 3··third·test·····third·result¶

F.4 To prevent elements of text that must never be split from being split

Use a nonbreaking space or a nonbreaking hyphen.

EXAMPLES

use·a·length·of·5°mm※	Use a nonbreaking space ([Ctrl]/[Shift]/[Space] in Microsoft Word) to ensure that the *5* and *mm* are never split.
the·standard·IEC°xyz※	Use a nonbreaking space to avoid splitting *IEC* and the reference number *xyz*.
as·given·in·annex°A※	Use a nonbreaking space to avoid splitting *annex* and the reference *A*.
shown·in·Figure°3※	Use a nonbreaking space to avoid splitting *figure* and the reference *3*.
published·1997—02—15※	Use a nonbreaking hyphen ([Ctrl]/[Shift]/- in Microsoft Word) to ensure that the date is not split.
then·use·the·set—up·specified	Use a nonbreaking hyphen to ensure that the word *set-up* is not split.

Do not use a variable space or a line break.

EXAMPLES

use·a·length·of·5·mm※
the·standard·IEC·xyz※
as·given·in↵annex·A※
shown·in·Figure·3※
published↵1997-02-15※
then·use·the·set-up·specified※

F.5 To hyphenate your document

Use either the hyphenation functionality or optional hyphens unless the hyphen forms part of the normal written form of the word.

Do not insert hard hyphens in words unless they form part of the normal written form of the word.

F.6 To keep a sequence of paragraphs together

Use “Format”, “Paragraph”, “Text Flow”, and select the pagination option “Keep with Next”.

Do not insert manual page breaks unless a page break shall always be present at this place in the document.

F.7 To repeat table headings on each page

Select the row or rows that constitute the table heading, and select “Headings” from the Table menu.

Do not repeat the table heading by copying and pasting the table headings from the first page.

F.8 To enter footnotes to the text

Use the footnote functionality of your word processor.

Do not enter footnotes to the text as paragraphs positioned at the bottom of the page.

F.9 To number the lines in a computer listing

Enter the line numbers as text so that they form part of the document.

Do not use the line numbering functionality of your word processor.

F.10 To position elements on a page

Do not use frames unless absolutely necessary.

F.11 To format a component of text for which a corresponding style does not exist

Use the formatting commands of your word processor.

Do not use a style for a purpose other than that for which it was defined, e.g. do not use the style TOC to create a form.