

General rules

DO	DO NOT
DO NOT CHANGE ANYTHING IN THE FORM !! This is important for the macros that compile and sort the comments	
Font	
➤ keep the default font settings (Arial 9pt)	➤ modify the default font settings.
Paragraph	
➤ keep the default paragraph settings	➤ modify the default paragraph settings
Table	
➤ if your cursor accidentally changes the column width, do not try to fix this yourself but immediately click the Undo button	<ul style="list-style-type: none"> ➤ modify the table properties, e.g. : column width, height of row, etc ... ➤ modify the titles of the column ➤ add/delete/split/merge cells or columns ➤ insert a blank space at the end of any data entered in any cell ➤ insert a return carriage at the end of any data entered in any cell
Short comments	
➤ as far as possible use the FormComments.doc for ALL comments	➤ avoid using the Short Comments field in the electronic voting system.
NOTE : ALL COMMENTS SUBMITTED VIA THE SHORT COMMENTS FIELD ARE CONSIDERED AS GENERAL COMMENTS AND WILL BE MARKED AS SUCH ON THE VOTING RESULTS REPORTS	
Miscellaneous	
➤ use the strikethrough effect to highlight deleted data if needed	<ul style="list-style-type: none"> ➤ use the track changes function to highlight deleted data ➤ delete the title "Annex" or "Date/Document Reference" boxes ➤ write your comments outside of the table ➤ add empty rows between your data or at the end of the table

How to fill in specific columns

Column	DO	DO NOT								
National Committee	<ul style="list-style-type: none"> ➤ Use the ISO 2-letter country code for your country http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm#u.. ➤ Use only capital letters ➤ Fill in the country-code for each row 	<ul style="list-style-type: none"> ➤ Type the name of your country in full ➤ When you add a number next to the country code, do not : <ul style="list-style-type: none"> ○ insert a space/hyphen/dash between the country code and the number ○ insert an automatic numbering 								
Example	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>National Committee</td></tr> <tr><td>GB</td></tr> </table> or <table border="1" style="display: inline-table; margin-left: 10px;"> <tr><td>National Committee</td></tr> <tr><td>GB1</td></tr> </table>	National Committee	GB	National Committee	GB1	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>National Committee</td></tr> <tr><td>Spain</td></tr> </table> or <table border="1" style="display: inline-table; margin-left: 10px;"> <tr><td>National Committee</td></tr> <tr><td>BE-1</td></tr> </table>	National Committee	Spain	National Committee	BE-1
National Committee										
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National Committee										
Spain										
National Committee										
BE-1										
Line Number	<ul style="list-style-type: none"> ➤ Type only the line number as identified in the document circulated in pdf format ➤ Fill in the line number for each row ➤ For line number range use a hyphen to separate the numbers without any space 	<ul style="list-style-type: none"> ➤ Add nd, rd ➤ Type in word (second) ➤ Type in the page number ➤ End the numbering by a space, comma, or any other character 								
Example	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Line number</td></tr> <tr><td>2</td></tr> </table> or <table border="1" style="display: inline-table; margin-left: 10px;"> <tr><td>Line number</td></tr> <tr><td>1-4</td></tr> </table>	Line number	2	Line number	1-4	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Line number</td></tr> <tr><td>2nd</td></tr> </table> or <table border="1" style="display: inline-table; margin-left: 10px;"> <tr><td>Line number</td></tr> <tr><td>line 4</td></tr> </table>	Line number	2 nd	Line number	line 4
Line number										
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line 4										

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Clause / Subclause	<ul style="list-style-type: none"> ➤ Fill in either the Clause or subclause number ONLY or identify any other unnumbered parts as follows; <ul style="list-style-type: none"> ○ title ○ foreword ○ contents ○ introduction ➤ If a figure is related to a clause or subclause type here the clause or subclause number and type the figure number in the next cell ➤ If your comment concerns an Annex type here the Annex letter (e.g. F) ➤ Fill in the clause or subclause for each row (except for the case below) ➤ If the figures are all in a specific area where no clause is mentioned, type here the figure number (e.g. fig 11) 	<ul style="list-style-type: none"> ➤ Type the clause number + subclause(s) number ➤ Type the word Clause, Cl., Sub-clause, ... ➤ Fill in this cell for General comments ➤ Use this column to indicate a clause's specific paragraph or figure ➤ Type in the page number ➤ End the numbering by a space, comma, or any other character ➤ Add the title of the clause 																								
Example	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Clause/ subclause</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Clause/ subclause</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Clause/ subclause</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">8</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">10.2</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">F.1</td> </tr> </table>	Clause/ subclause	or	Clause/ subclause	or	Clause/ subclause	8		10.2		F.1	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Clause/ subclause</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Clause/ subclause</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Clause/ subclause</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Clause/ subclause</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">5 5.1</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">clause 8</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Page 13</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">All</td> </tr> </table>	Clause/ subclause	or	Clause/ subclause	or	Clause/ subclause	or	Clause/ subclause	5 5.1		clause 8		Page 13		All
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Paragraph / Figure / Table	<ul style="list-style-type: none"> ➤ Use this column to indicate the Paragraph, Figure or Table number by inserting the relevant identifier followed by a space before that number: <ul style="list-style-type: none"> ○ paragraph (§) ○ figure (Fig) ○ table (Tab) <ul style="list-style-type: none"> ▪ row ▪ column (col) ○ equation (Eq) ○ note (NOTE) ➤ For lists, identify which dash/bullet/number/letter you comment on (e.g.: bullet 3) Paragraph and Lists are defined in : <ul style="list-style-type: none"> ○ CLC Internal Regulation - Part 3 (5.2.4, 5.2.5) ○ ISO/IEC Directives – Part 2 (5.2.4, 5.2.5) 	<ul style="list-style-type: none"> ➤ Repeat the clause or subclause number as it should go in the previous column ➤ Type in the page number ➤ Add the title of the clause ➤ Type in a number without its relevant identifier 																				
Example	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Paragraph Figure/ Table</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Paragraph Figure/ Table</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Paragraph Figure/ Table</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">§ 3, e), dash1</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Fig 1</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: green;">Tab A.1, col 6, row1</td> </tr> </table>	Paragraph Figure/ Table	or	Paragraph Figure/ Table	or	Paragraph Figure/ Table	§ 3, e), dash1		Fig 1		Tab A.1, col 6, row1	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Paragraph Figure/ Table</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Paragraph Figure/ Table</td> <td style="padding: 0 10px;">or</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Paragraph Figure/ Table</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">13</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">second para</td> <td></td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">fig. 2</td> </tr> </table>	Paragraph Figure/ Table	or	Paragraph Figure/ Table	or	Paragraph Figure/ Table	13		second para		fig. 2
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<p>Type of comment</p>	<ul style="list-style-type: none"> ➤ Indicate in full whether your comment is : <ul style="list-style-type: none"> ○ General ○ Technical ○ Editorial ➤ Fill in the type of comment for each row: ➤ If have two or three types of comments, separate them with a slash 	
Example	<div style="display: flex; align-items: center; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Type of comments</div> or <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Type of comments</div> or <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Type of comments</div> </div> <div style="display: flex; align-items: center; justify-content: center; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">General</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Editorial</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">General/ Editorial</div> </div>	<div style="display: flex; align-items: center; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Type of comments</div> or <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Type of comments</div> or <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Type of comments</div> </div> <div style="display: flex; align-items: center; justify-content: center; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">This draft is in conflict with EN 50065-1 ...</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">Gen.</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60px;">T/E</div> </div>

Column	DO	DO NOT												
DO NOT MERGE THE COLUMNS "COMMENTS" AND "PROPOSED CHANGES" !!														
Comments	<ul style="list-style-type: none"> ➤ To be used for the National Committee's remarks, "opinion" about the clause. ➤ CENELEC voters can use this column to indicate differences in comments at the international and European level ➤ If a comment is the same for different (sub)clauses, add a row for each (sub)clause and write "see comments for (sub)clause 1.x" ➤ If comments are too long to fit on 1 page add them at the end of the table, on a new page separated by a hard page break and identify them as follows : <ul style="list-style-type: none"> ○ Type in this cell "see NC_Annex1" in bold and ○ Insert "NC_Annex1" in the upper left corner of the Annex ○ NC=your country code ○ Add as many annexes as needed and number them accordingly ➤ If there is a need to insert a table do as above 	<ul style="list-style-type: none"> ➤ Mix up this column with the "Proposed changes" column ➤ Use words like "idem" or "see below" ➤ Add the following comments : <ul style="list-style-type: none"> ○ 'The [Country] NC casts a positive vote/suppports/accept the document without comment.' ○ 'The [Country] NC agrees.' ○ 'No experts/No industry in this field available in [country] ', ○ 'No interest in this subject in [country]' 												
Example	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; color: green;">Comments</td> <td style="text-align: center;">or</td> <td style="text-align: center; color: green;">Comments</td> </tr> <tr> <td style="color: green;">A numbering error might result if the table mentioning "the process control port" is missing</td> <td></td> <td style="color: green;">This draft is in conflict with EN 50065-1 ...</td> </tr> </table>	Comments	or	Comments	A numbering error might result if the table mentioning "the process control port" is missing		This draft is in conflict with EN 50065-1 ...	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; color: red;">Comments</td> <td style="text-align: center;">or</td> <td style="text-align: center; color: red;">Comments</td> </tr> <tr> <td style="color: red;">Add: "Tests shall be applied ... according to tables 1 to 5"</td> <td></td> <td style="color: red;">Align with EN 50065-1</td> </tr> </table>	Comments	or	Comments	Add: "Tests shall be applied ... according to tables 1 to 5"		Align with EN 50065-1
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<p>Proposed changes</p>	<ul style="list-style-type: none"> ➤ The column "Proposed changes" is to be used for proposed changes ONLY ! ➤ CENELEC voters can use this column to indicate differences in comments at the International and European level ➤ If your proposed changes are too long to fit on 1 page add them at the end of the table, on a new page separated by a hard page break and identify them as follows : <ul style="list-style-type: none"> ○ Type in this cell "see NC_Annex1" in bold and ○ Insert "NC_Annex1" in the upper left corner of the Annex ○ NC=your country code ○ Add as many annexes as needed and number them accordingly ➤ If there is a need to insert a table do as above 	<ul style="list-style-type: none"> ➤ Mix up this column with the "Comments" column 												
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Observations of the Secretariat	Leave this column empty. It is reserved for the Technical Body Officers.													

Annex - Practical Information

1 Where to find the comments form

The form is available from :

CENELEC Website www.cenelec.eu	IEC Website www.iec.ch
TISS area → IT documentation → Templates	TISS area → IEC documentation → forms

2 How to work with the form ? (e.g. Windows XP / Word 2000)

1. Save the form on your computer in the Word template folder (e.g. : C:\Documents and Settings\your username\Application Data\Microsoft\Templates).
2. Open Word
3. Click on File → New
4. Select the form
5. Use the tab key to move from one field to the next and to add rows
6. Save it as a Word file

