

References and filenames of Technical Body and Technical Board documents

A Technical Body documents

The IEC-CENELEC collaboration platform is the platform for uploading Technical Body documents and exchanging comments thereon.

To ensure coherence and uniformity in the identification of these documents, the IEC reference system has been adopted since 2002, with few minor adjustments to reflect CENELEC practice.

All Technical Bodies (including their Working Groups) **are urged** to respect this reference system.

1. Basic principles

Contrary to IEC practice, where the documents are all referenced and issued by the Central Office, CENELEC documents are circulated in a decentralized way.

The CENELEC reference system takes this difference into account.
Here is the syntax ("**Commenter**" only if needed, see paragraph 3):

Reference**TechnicalBody**/**Originator**+**SerialNumber**/**DocumentTypeCode**/**Commenter**

EXAMPLES:

TC218/Sec01234/DA: Draft agenda of a TC 218 meeting, prepared by the TC 218 Secretary
 TC218/Sec01234/CD: Secretariat Draft for TC 218, prepared by the TC 218 Secretary
 TC218/Sec01234/CD/ES: Comments from the Spanish NC on the Secretariat Draft for TC 218 that was prepared by the TC 218 Secretary
 BTTF101-5/Conv00012/DC: Document for comments circulated by the BTTF 101-5 Convenor
 TC215/Sec3456/RM: Minutes of the TC 215 meeting, prepared by the TC 215 Secretary
 TC61/HU0034/NP: NC proposal to TC 61 prepared by the Hungarian NC

REMARKS:

- The numbering is decentralized in CENELEC; therefore, the originating body (NC, Sec, Conv, etc.) is included in the reference.
- To differentiate CENELEC documents from IEC documents, the type of body (TC, SC, BTTF...) is included in the name of the Technical Body.
- For ease of sorting, document numbers **will have four digits**, using zeros when needed (e.g. 0024 instead of 24). When reaching 10000 documents, document numbers will have five digits (e.g. 10024).
- The correct abbreviation for Secretary is **Sec** (not SEC).
Convenor is abbreviated by **Conv** (not CONV).

2. Document type codes

Here is an explanation of the reference codes used – The same explanation is given automatically on the screen when a document is uploaded on the collaboration tool:

CC	:	Compilation of Comments on a draft
CD	:	(Technical Body) Secretariat Draft
DA	:	Draft Agenda
DC	:	Document for Comments
DL	:	Decision List
DV	:	Document for Voting
INF	:	Document for Information
MTG	:	Document tabled at a meeting
NCC	:	National Committee Comments
NCP	:	National Committee Proposal
NOT	:	Notification by National Committees for the Vilamoura Procedure
NP	:	National Committee Proposal for new work only
PW	:	Programme of Work
Q	:	Questionnaire at TC level
R	:	Report - Any kind of report
REP	:	Report to Parent Body
REV	:	Used by National Committees for the Vilamoura Procedure
RM	:	Report of meeting
RV	:	Report of Voting (also used for results of questionnaire)
WG	:	WG Membership List

REMARKS:

- Any addition or modification of document type codes shall be validated by the Technical Board or by a group entrusted for this task.
- Note the difference between three different document types:
 - CD** = (Technical Body) Secretariat Draft:
Draft of a future standard circulated by the Secretary/Convenor for comments
 - DC** = Document for Comments
Any type of proposal, other than a CD or NP, calling for decision or opinion, circulated by the Secretary/Convenor or a Technical Body member (NC or liaison body)
 - NP** = National Proposal for new work only
Code reserved for national proposals *to begin new work*. It is obviously only used by an NC

3. National comments on a document prepared by a 3rd party - Compilation of comments

An additional field at the end of the reference can be used for identifying NC comments to a document issued by another NC (NCP), a Secretariat Draft (CD) or a compilation of comments (CC).

EXAMPLES:

- Proposal from the French National Committee and comments thereon:
 - TC20/FR0123/NCP** Original proposal made by the French NC to CLC/TC 20
 - TC20/FR0123/NCP/DE** German comments on the NCP
 - TC20/FR0123/NCP/CC** Compilation of comments on the NCP
- NC comments to a Technical Body Secretariat Draft:

TC20/Sec0456/CD
TC20/Sec0456/CD/DK
TC20/Sec0456/CD/DK/DE
TC20/Sec0456/CD/CC

Secretariat Draft
Danish response to the CD
German reaction to Danish response to the CD
Compilation of comments on the CD

4. Filenames

Filenames are based on the document reference; the slash "/" is replaced with an underscore "_":

Reference TechnicalBody _Originator+SerialNumber_DocumentTypeCode_Commenter

EXAMPLES:

Document reference	File name
TC218/Sec0123/DA	→ TC218_Sec0123_DA
TC218/Sec0124/CD	→ TC218_Sec0124_CD
TC218/Sec0124/CD/ES	→ TC218_Sec0124_CD_ES
BTTF101-5/Conv0012/DC	→ BTTF101-5_Conv0012_DC
TC215/Sec3456/RM	→ TC215_Sec3456_RM
TC61/HU0034/NP	→ TC61_HU0034_NP
TC61/GB0129/MTG/Grenada	→ TC61_GB0129_MTG_Grenada

B Technical Board documents

Since September 2004 the BT documents that are circulated for consultation by correspondence or for examination at the next meeting have been uploaded on the IEC-CENELEC collaboration platform as well as on the FTP server.

1. Basic principles

In line with the principles applied for the numbering of documents from Technical Bodies, all documents submitted to the Technical Board shall bear the following syntax ("**Commenter**" only if needed):

Reference TechnicalBoard /Originator+SerialNumber/DocumentTypeCode/Commenter
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REMARKS:

- The Reference Technical Board is identified not only by the acronym BT but also by its meeting number (e.g. BT161/...).
- The originator is either a National Committee or the BT secretariat (DG).

2. Document type codes

Here is an explanation of the reference codes used – The same explanation is given automatically on the screen when a document is uploaded on the collaboration tool:

DA	:	Draft Agenda
DC	:	Document for Comments by correspondence (or Decision at the meeting)
DL	:	Decision List
DS	:	Document for discussion
DV	:	Draft for Voting i.e. For decision by correspondence
INF	:	Document for Information
MTG	:	Document tabled at a meeting
NCC	:	National Committee Comments
NCP	:	National Committee Proposal
NOT	:	Used by National Committees for the Vilamoura Procedure
NP	:	National Committee Proposal for New Work Item
PW	:	Programme of Work
QP	:	Question of principle
R	:	Report - Any kind of report except Technical Body report to BT (REP)
REP	:	Technical Body report to BT
REV	:	Used by National Committees for the Vilamoura Procedure (or revised BT doc)
RV	:	Report of Voting

3. Filenames

Filenames are based on the document reference; the slash “/” is replaced with an underscore “_”:

Reference**TechnicalBoard**_Originator+SerialNumber_**DocumentTypeCode**_Commenter

REMARKS:

In addition to the above principle and for ease of sorting, the following documents start with an underscore “_”:

- The **Decision List** that compiles all those (proposed) decisions under the umbrella of a specific Technical Board is identified as:
_ReferenceTechnicalBoard_DG+SerialNumber_DL
- The **Decision List** that compiles all those decisions that have been taken at a specific Technical Board meeting is identified as:
_ReferenceTechnicalBoard_DG+SerialNumber_DL_MTG
- The **Agenda** that is uploaded for a specific Technical Board meeting is identified as:
_ReferenceTechnicalBoard_DG+SerialNumber_DA