ISO Commenting Template User Guide

User guide for Balloter and Commenter v2.0 (2012)

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1. Introduction

The **ISO 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 ISO committees, convenors of working groups and project leaders.

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

Please use only the authorized version of the commenting template for the submission of comments and do not modify the commenting template in any form (e.g. by deleting or adding columns or merging cells).

Rules to fill out the ISO Commenting Template

1. *Do not modify the template, i.e. do not delete or add any columns, and also do not change the width of the columns.*

2. *Do not re-create the template using your own styles. Use only the original template made available by ISO/CS.*

3. *Do not add any text, image or file outside of the table.*

4. *Each comment shall be entered in a separate row. Additional rows must be added manually to the commenting template, if required.*

5. *For each comment, fill out all mandatory fields*

This user guide to the ISO Commenting Templates describes how to fill out and use the ISO Commenting Template. **In case you need any further assistance, please contact the International Helpdesk in the ISO Central Secretariat (e-mail: helpdesk@iso.org)**.

The commenting template and a guide to its use are available at www.iso.org/e-guides in the "02 - Electronic Balloting" folder.
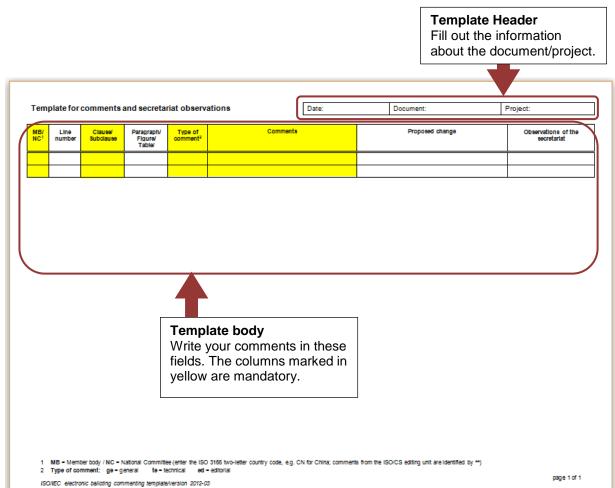
The 2012 version of the template has been modified and contains an additional column (Line number). The previous version of the template (2001) is therefore no more compatible with the collation tool and will only be supported for a very limited period of time.

Therefore, use only the last authorized version of the commenting template for the submission of comments that is available at www.iso.org/e-guides.

Secretaries of ISO committees, convenors of working groups, project leaders and anyone who use the collation tool should download the latest version (2012) of the collation tool in order to be able to process the new templates.

The Collation Tool and a guide to its use are available at www.iso.org/e-guides.

The ISO Commenting template is composed of a Header and a body.

Template Header
Fill out the information about the document/project.

Template body
Write your comments in these fields. The columns marked in yellow are mandatory.

Template for comments and secretariat observations				Date:		Document:		Project:	
MB/NC [1]	Line number	Clause/Subclause	Paragraph/Figure/Table/	Type of comment [2]	Comments		Proposed change		Observations of the secretariat

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

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1.2 Template header

The ISO Commenting template header contain the main information about the document and/or project to be commented.

Field	Description
Date	Fill in the date when you submit the comments.
Document	Enter the reference number of the draft standard to which your comments relate.
Project	Enter the project reference of the draft standard to which your comments relate.

1.3 Template body

The ISO Commenting template body is where you fill out your comments and observations. The fields in the table below marked with an * are mandatory and must be filled out for each comment line in the template.

Field	Description
MB/NC*	Fill in the two-letter country code for the country represented by the ISO member body [MB]. (NC is only used for IEC ballots) The two-letter country code must be entered in **each row**, for each individual comment. **This field is compulsory and must be filled in.** *NOTE 1* If the template is used by an **external liaison organization or an ISO or IEC committee in liaison**, the name or acronym of the liaison organization or the committee reference should be entered in this column. *NOTE 2* Comments prepared by the **editing department in the ISO Central Secretariat** will be indicated by a double asterisk "**" to distinguish these comments from the two-letter country codes used by member bodies.
Line number	Indicates the line number to which your comment refers. *This is a **new field** that has been introduced in the **2012 version** of the template.*
Clause/Subclause*	Indicate the clause/subclause to which your comment refers. If your comment refers to the whole document, please choose *General* in this column. Enter **only the number of the clause** and do not add "clause" or "cl." in front of the number. **This field is compulsory and must be filled in.**
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**. **This field is compulsory and must be filled in.**
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 *Proposed change*. **This field is compulsory and must be filled in.**
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.