

OSD Overview for USNC TAG Officers

Introduction

The Online Standards Development (OSD) system is a web-based platform used to draft, comment and resolve comments for projects within IEC.

A USNC Technical Advisory Group (TAG) member will be given an IEC login in the Expert Management System (EMS).

Further information can be found on the [IEC OSD webpage](#).

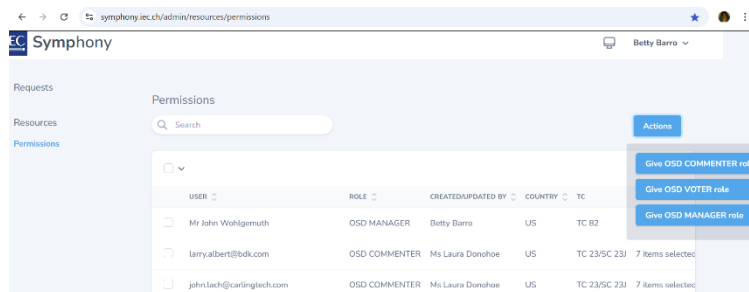
I. Roles in OSD

Role	Definition	Who assigns this role	Tasks and Responsibilities
OSD NC Voter	A USNC staff member	US National Committee	Submits the final vote and validates the final comments from the USNC TAG. Adds and removes USNC TAG members in IEC EMS.
OSD NC Manager	A USNC TAG Officer (Secretary, TA, DTA)	US National Committee	Reviews documents and submits comments in OSD. Resolves the comments that will be officially submitted as US comments.
OSD NC Commentor	A USNC TAG member	US National Committee and USNC TAG Officers	Reviews documents and provides comments in OSD.
OSD Author	Experts of the Maintenance Team, Working Group or Project Team	IEC Secretariat	Participates in the drafting of the document in OSD. Provides comments in the MT/WG/PT.

OSD Leader	The Committee officers and the Convenor or Project Leader assigned by the IEC Secretariat of the Maintenance Team, Working Group or Project Team.	IEC Secretariat	Participates in the drafting of the document. Provides comments. Accepts and rejects proposed changes Resolves comments.
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II. Process for adding & removing TAG members

Once a document is on OSD for ballot, the national committee receives the document via email on the circulation date with a link to access the document. The USNC TAG officers then ensure that all experts/members of the TAG have access to OSD for all relevant TC/SC documents. Access can be given by both TAG officers and USNC staff, however, to centralize the process, the TAG officers are required to contact USNC staff for any IEC EMS permissions.



Access can be given by TAG officers to all TC/SC documents as seen below

or by document using the project name/info in the drop-down as seen below

GIVE OSD COMMENTER ROLE

NC

Give permission by TC ☐

Project *

Stage *

Emails *

Add emails separated by ";", " or " or one per row

If any member lacks access, the USNC TAG officers share the list of members that will need access to the OSD document with their roles specified (NC Manager or NC Commenter) with USNC staff. The NC Manager usually refers to the TAG officers of the TC/SC (Secretary, TA, DTA) while TC/SC members are NC Commenters. The provided list should contain the members' first name, last name, email address, TC/SC or document to access on OSD and role. The USNC staff will then add the requested permissions and share a confirmation with the TAG officers once added. The member will receive an email from the IEC once all steps are completed.

When a member directly requests access to OSD, USNC staff reaches out to the TAG officers to confirm their role on the TAG prior to providing the requested IEC EMS permissions.

Note: It is recommended that all members of the USNC TAG have access to OSD in anticipation of future OSD documents.

III. Commenting Process for the USNC TAG

The weekly IEC MyNewDocs email will indicate if the document that has been circulated is in OSD under the "Online" column marked with a "Y" for yes.

Reference, Title	Project Reference	Online	Downloads	Circulation Date	Closing Date	CENELEC parallel vote	Of interest to committees
ACQS							

The pdf document that is circulated will provide the same information as before on the cover page. The second page will provide a specific link for the specific project. This link can be accessed and a USNC TAG member will need to login to OSD using their IEC credentials.

Link to Final Draft International Standard (FDIS) online document:

<https://osd.iec.ch/#/editor/archive/826698/en/CFDIS/1>

This link will lead you to the Online Standards Development (OSD) platform for national mirror committee's comments. It replaces the project content, which is usually circulated as a PDF. Below are the instructions that are also in the pdf document.

For OSD NC Managers

If not already done, your respective National Committee Administrator will create your profile via IEC EMS (<https://experts.iec.ch/>) as an OSD NC Manager to oversee the comment resolution process for the preparation of your national comments. Once you have been granted access via IEC EMS, please use your usual IEC credentials to access the link.

If you do not have access, please contact your National Committee Administrator or our OSD support team.

For OSD NC Commenters

If not already done, your OSD NC Manager will create your profile via IEC EMS as an OSD NC Commenter. Once you have been granted access via IEC EMS, please use your usual IEC credentials to access the link. You may then provide your comments directly in the OSD.

STEP 1: **USNC TAG members** should check to make sure that they are able to access the OSD project. Review the draft and enter comments. Further information on how to enter comments can be found on the [IEC OSD page](#).

STEP 2: **USNC TAG officers** should communicate with the USNC TAG the due date for comments to be submitted in OSD.

- Best Practice: Comments on document from the USNC TAG should be closed 2 weeks prior to the closing date so that there is time for the USNC TAG Officers to resolve and finalize comments to be submitted as US comments.
- Best Practice: A pause can be placed in OSD so that no further comments can be added in OSD by TAG members. This is helpful so that the TAG knows that all the comments to be considered have been entered in OSD before they are validated.

STEP 3: **USNC TAG officers** to indicate for every comment in OSD if it is to be "submit as national comment" or "not submit as national comment".

- Best Practice: Add a brief explanation for comments not submitted as national comments and click on "save proposed decision" for comment "submitted as national comment" and "not submitted as national comment."

STEP 4: **USNC TAG officers** to send an email to usnc@ansi.org that the comments have been finalized and can be submitted.

STEP 5: **USNC staff** to validate both the comments that have been marked as “Submit as national comment” and comments marked as “not submit as national comment”.

STEP 6: It is recommended that the **USNC TAG officers** download a spreadsheet of the US comments that were submitted. When the comment/vote period closes, a **USNC TAG officer** should check that all the US comments are able to be viewed in OSD. (There have been instances when comments have been submitted but not able to be viewed in OSD.)

- Best Practice: USNC staff to also provide full report of national comments along with confirmation email.

IV. Process for suggestions to changes to OSD or OSD Supplement

Provide further suggestions to OSD or this OSD Supplement by emailing usnc@ansi.org. The subject line should be titled “OSD: Suggestions”.

A running list will be compiled and considered by the USNC Subcommittee on Operating Procedures (SCOOP). Any changes to OSD itself will be communicated to IEC.

V. Reference materials

We recommend that OSD NC Managers and OSD NC Commenters review the available materials to better understand the member commenting on the OSD platform. This includes:

1. [IEC OSD webpage](#)
2. Latest videos and presentations on the [ANSI OSD webpage](#), and
3. Step-by-step explanations on [Helpscout](#).
4. [Sandbox](#) to practice in OSD