



User Guide to the *Template for comments and secretariat observations*

The *Template for comments and secretariat observations* was prepared in MS-Word 97. The template contains a number of columns the use of which is explained in this Guide.

The newest version of the template can always be found at: www.iso.org/e-balloting

BASIC RULES:

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.
3. Each comment shall be entered in a separate row, i.e. additional rows must be added manually to the commenting template, if required.

A. Template header:

Date:

Fill in the date when you submitted the comments.

Document:

Enter the reference number of the draft standard to which your comments relate.

B. Template body:

1. MB [This field is compulsory and must be filled in]

Fill in the two-letter country code for the country represented by the member body [MB]. The two-letter country code must be entered in *each* row, i.e. for each individual comment.

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.

2. Clause No./Subclause No./Annex [This field is compulsory and must be filled in]

Indicate the clause/subclause to which your comment refers. If your comment refers to the whole document, please chose *General* in this column. Enter only the number of the clause and do not add "clause" or "cl." in front of the number.

3. Paragraph/Figure/Table/Note

Indicate the paragraph (inside a clause), figure, table or note to which your comment refers.

4. Type of comment [This field is compulsory and must be filled in]

Choose the type most relevant for your comment. The following types are available: general, technical, editorial. Only enter the short form for the type, i.e. **ge**, **te** or **ed**.

5. Comment (justification for change) by the MB [This field is compulsory and must be filled in]

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 in the field *Clause*, insert them as separate files either in this column or the column *Proposed change by the MB*.

To insert a file, proceed as follows (using MS-Word):

- Position the cursor in the cell of the template into which you wish to insert the file (either in the column "Comments" or "Proposed change")
- Choose the menu-option "Insert"
- Choose "Object"
- Choose "Create from File"
- Click on the button "Browse.." and then select the file you wish to insert from your local system
- Click on "OK" and you see an icon, identifying the file type you have inserted, in the cell of the template

To open the inserted file, please double-click on the icon in the cell.

6. Proposed change by the MB

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.

7. Secretariat observations on each comment submitted

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.