



**IEC ACADEMY WEBINAR Q&A**

**ISO/IEC Directives, Part 2:2021 - An overview of the major changes**

Clause / subclause	Questions	Answers
General comment	Where do we find the red line version?	It can be found at <a href="https://www.iec.ch/members_experts/refdocs/">https://www.iec.ch/members_experts/refdocs/</a>
General comment	Can proofreading be done by introducing artificial intelligence capabilities?	Some basic rules can (and are) checked using MS Word Macros. This saves a lot of time, but the more complex rules typically require human interpretation of the text.
Applicability	Assume October 1 is the effective date, is this correct?	Yes. All drafts registered after 1 October 2021 shall follow these new rules.
Applicability	How about NP after October 2021? I mean last slide, CDV and FDIS should comply for. Is it the same for NPs also?	Yes. All drafts registered after 1 October 2021 shall follow these new rules.
3.1.8	There are many TRs including recommendations at present. Is it possible to develop a document as an IS that contains only recommendations without requirements? For example, Part 1 of a series documents often describes the concept and overview of the series without requirements."	Yes, it is possible to create an International Standard which contains only recommendations.
3.1.8	It's not clear why TR cannot contain "suggestions". Suggestions are not perceived as requirements.	ISO/IEC Directives, Part 1 describes TRs as follows in 3.3.1:  When a technical committee or subcommittee has collected <b>data of a different kind from that which is normally published as an International Standard</b> (this may include, for example, data obtained from a survey carried out among the National Bodies, data on work in other international organizations or data on the "state of the art" in relation to standards of National Bodies on a particular subject), the technical committee or subcommittee may decide, by a simple majority vote of P-members voting, to request the Chief Executive Officer to publish such data in the form of a Technical Report. <b>The document shall be entirely informative in nature and shall not contain matter implying that it is normative.</b>
3.1.8	If TR does not include recommendations, requirements, suggestions, it means the TR is only information report?	Yes, TRs are entirely informative.
6.5	Should supplementary contents be listed in the bibliography?	No. The recommended best practice is as follows:  1. Include, in the Foreword, a statement saying that the document contains Supplementary material.

		<p>2. In the relevant part of the text, refer to the supplementary material, explaining what its purpose is and how it should be used or interpreted.</p>
6.5	Can supplementary content be of a normative nature?	Up to now, in IEC practice, supplementary content was intended to be provided for information. The current new rule, however, does not exclude the possibility of it being normative.
6.6	Is the term "intercompatibility defined in the Part 2? is it something like "inter-changeability"?"	Intercompatibility means that two profiles can function together.
6.6	Would you explain "profile" in detail? It is not clear to me.	<p>A profile is a set of characteristics for a specific application chosen from one or several standards following a defined framework.</p> <p>For example, user profiles, valid for a specific type of users.</p>
8.6:	I do not really understand what "inclusive terminology" means. Is it possible to give an example of "non-inclusive" terms applied to the field electrical engineering and electronics that is the field of standardization in IEC?	<p>Inclusive language or terminology means language or terminology that does not (deliberately or inadvertently) exclude a particular group of people and that avoids bias, stereotypes, etc.</p> <p>For example: inadvertently limiting the scope of a sentence by referring to only one gender:  "The operator shall check that he has securely attached the cables ..."  Unless the operator can only be a man, this can be replaced by  "The operator shall check that the cables are securely attached..."</p> <p>Standardization requires precision: such cases should not exist in the first place!</p>
8.6	How terminology in the field IEC standardization can hurt people's feelings, depending on their gender, race and religion?	<p>Typically, the use of expressions that are outdated or which have strong negative historical connotations should be reviewed, e.g. blacklist, master/slave, etc.</p> <p>These cases can be complex, subject to interpretation, evolve over time, etc. We hope to draft more detailed guidance documentation. Situations arising in existing standards will need to be assessed on an individual basis. Do not hesitate to consult IEC Editors.</p> <p>Keep in mind that exclusion can happen through inaccurate terminology, or through the use of terminology which is insensitive or has strong negative connotations.</p>
8.6	What is the difference in the concepts of "sex" and "gender" as well as "race" and "colour" in relation to people?	These concepts are given as a non-exhaustive list of examples of issues to be aware of. They will be further clarified in the documentation.
27.3, 28.3, 29.3	When should we inform that we want to apply the alternative numbering system?	At the earliest possible stage, ideally before the CDV, inform your editor, who will be able to analyse what is appropriate and what might need to be done for the rest of the existing documents in the series.
27.3, 28.3, 29.3	Considering that the alternative numbering system makes the figures and tables easier to find in the standard, linking them to clauses and subclauses, shouldn't it be applied more widely?	For very big documents, this might be true. Whichever system is chosen, consistency is the key, in order to not confuse the reader.

27.3, 28.3, 29.3	Will the .dot template be modified to support the alternate numbering system?	It has already been modified. The latest version is available at:  <a href="https://www.iec.ch/standardsdev/resources/draftingpublications/writing_formatting/IEC_template/iec_template.htm">https://www.iec.ch/standardsdev/resources/draftingpublications/writing_formatting/IEC_template/iec_template.htm</a>
27.3, 28.3, 29.3	Can you use the normal numbering system in the main document and the alternate numbering system in the Annex?	No, the same system has to be used consistently throughout the document.
27.3, 28.3, 29.3	So how could you transition a legacy family of standards to the alternate system of numbering?	Ideally:  <ol style="list-style-type: none"> <li>1. Review all the existing documents in the series, to see how much effort will be necessary and whether such an effort would bring an added value.</li> <li>2. The TC responsible for the series should commit to modifying all the existing documents at the next revision cycle: be aware that this can take many years, depending on the stability dates.</li> <li>3. Inform your IEC TO and Editor at the earliest possible stage.</li> </ol>
27.3, 28.3, 29.3	For the alternative numbering system of figure, tables and formulae, what is the recommended separator between the prefix and the number? Is it a period or a hyphen, or can it be both?	The separator used shall be the hyphen.
27.3, 28.3, 29.3	So is "Figure 6.1" acceptable or does it have to be "Figure 6-1"?	The separator used shall be the hyphen.
<p><b>For any further questions, please contact your IEC Editor.</b></p> <p><b>For further training requests, please contact the IEC Academy, <a href="mailto:academy@iec.ch">academy@iec.ch</a></b></p>		