

## Template for comments and secretariat observations

Date: 19 June 2017	Document: X17225-4	Project: Es-238
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MB/ NC <sup>1</sup>	Line number	Clause/ Subclause	Paragraph/ Figure/ Table/	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat
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Identify the Clause/subclause, paragraph and **type** of comment, ed (editorial), ge (general), te (technical)

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Identify the clause of table/figure

**Your initials**

Copy and paste the wording that you do not agree with from the draft.  
Add comment indicating your reason for change. (i.e. incorrect terminology, reference, technical item).

Insert your suggested wording change in its entirety here.

response will go here

### Comment Template instructions:

Comments shall be placed on the comment template which is found as an attachment to the ballot.

1. Download the template, select "save as" before opening.
2. As you review the document, identify the section, paragraph, table, and/or page to which you are referring. Copy and paste wording that you wish to see changed, add a comment regarding your reasoning in the section marked Comments.
3. Comments requesting a change must include text implementing the desired change in the section marked Proposed change. General comments such as 'Needs work', or 'Disagree' are typically ignored.
4. When entering text in the template, do not adjust column width. It complicates consolidation of comments.
5. Save the comment template to your computer as a .doc file and upload it as an attachment at the bottom of the ballot.

<sup>1</sup> **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 \*\*)

<sup>2</sup> **Type of comment:** **ge** = general **te** = technical **ed** = editorial