enosema

DIRECTIVE
Directive

EFD 102:2026

Enosema Directive: Standard document requirements

First edition

Reference number
EFD 102:2026

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Foreword

The Enosema Foundation (“ES”) is the premier non-profit standardization organization for terminology standardization and terminology related processes such as management. It facilitates the education, standardization, research, promotion, definition, and usage of terminology resources and management practices globally.

ES works with international partners and experts across the globe, reflecting the international nature of its mission. More information about ES is available on the official website (https://www.enosema.org).

The procedures used to develop this document and those intended for its further maintenance are described in the ES Directives.

In particular the different approval criteria needed for the different types of ES documents should be noted. This document was drafted in accordance with the editorial rules of the ES Directives.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ES shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be provided in the Introduction.

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

This document was prepared by the Board of Directors, supported by the Technical Coordination Board (TCB).

This document is one of the ES Directives, and it was derived from the EXPRESS Language Foundation (ELF) Directives, published under the Creative Commons Attribution 4.0 International (CC BY 4.0) license. It has been rewritten for the Enosema organization and domain. == Introduction

ES is committed to expanding the realm of standards for terminology, concepts, and their management, with a focus on terminology resources and interoperability across the globe and communities of practice.

To facilitate its mission, the Enosema Board of Directors has decided to align standardization and publication processes with international best practices, such as the ISO standardization process (ISO/IEC Directives, Part 1, ISO/IEC Directives, Part 1, Consolidated ISO Supplement, ISO/IEC Directives, Part 2) and the WTO Technical Barriers To Trade Agreements.

This document aims to achieve the said intention.

The document describes requirements for ES standard documents.

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Enosema Directive: Standard document requirements

1 Scope

This document provides requirements on document structure of the following types of ES publication:

— Directive

— Standard

— Guide

— Specification

— Amendment

— Technical corrigendum

— Report

These publication types are described in Clause 1.

This document does not apply to the following types of documents produced by ES, although processes described in this document can be optionally used as guidance:

— policy statements;

— internal administrative documents; and

— how-to guides. == Normative References

— [], *Enosema Directive: Standardization and publication*

2 Terms, definitions and abbreviated terms

2.1 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org

2.1.1
standardization work item
publishable work item that creates output that relates to standardization

2.1.2
standardization project
organized process with one or more *standardization work items* (2.1.1) that contributes towards a defined scope of work

2.1.3
project owner
entity with authority in charge of a *standardization project* (2.1.2)

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2.1.4
document
written output of a *standardization work item* (2.1.1)

2.1.5
ES deliverable
document (2.1.4) that could be an ES Standard, Guide, Specification, Report

2.1.6
ISO TC deliverable
document (2.1.4) of an ISO TC as described in ISO/IEC Directives, Part 1

Note 1 to entry: According to ISO/IEC Directives, Part 1, ISO TC deliverables include the following types: International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports.

2.1.7
Enosema technical committee
ES TC
internal committee of ES tasked with a scope of work it is responsible for

2.1.8
document stage
stage of *document* (2.1.4) as specified in the ES stages (as defined in Clause 1)

2.1.9
standardization project output
output of a *standardization project* (2.1.2)

Note 1 to entry: In this document, this explicitly means any documents and IP rights produced by the standardization project.

2.1.10
standardization body
standards-developing organization
SDO
entity that publishes *standardization work items* (2.1.1)

2.1.11
proposal for standardization
proposal for a new *work item* (2.1.1) for standardization

2.1.12
co-develop
collaborative development
act of developing a *standardization work item* (2.1.1) by multiple parties from the proposal *document stage* (2.1.8)

2.1.13
co-publish
collaborative publishing
act of publishing *documents* (2.1.4) of identical content by multiple parties

2.1.14
joint work item
standardization work item (2.1.1) *co-developed* (2.1.12) by both parties

2.1.15
joint publication
publication that is *co-published* (2.1.13) by ES with an external *standardization body* (2.1.10)

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Note 1 to entry: Both parties may jointly hold copyright of the joint publication.

2.2 Abbreviated terms

IPR Intellectual Property Rights

TCB Technical Coordination Board

3 Project/document identifier

3.1 General

ES implements a numbering system for projects/documents.

3.2 Project index

A project/document index shall be maintained on the Enosema website with documents listed by number, name, and type.

3.3 Project code

a) The project code shall be of the form `[n]`, where `[n]` is any selected positive integer of five (5) or less digits.

b) The numbering system applies across all project types. Different project types shall not share an identical project code.

c) The project code shall be assigned on proposal acceptance of the project.

d) Co-published documents shall attempt to use an identical project code in both ES and at the collaborative publisher to prevent potential ambiguity, if possible.

3.4 Document identifier

3.4.1 Representation

The document identifier takes the form of `[type][stage] [code][:][y]`, where:

— `[type]` is the document identifier prefix;

— `[stage]` is the document stage;

— `[code]` is the project code of the project that created the document; and

— `[y]` is the 4-digit edition year.

3.4.2 Edition year

The edition year is the calendar year in which the document is published. On updates, a document will retain the same project code but may be assigned a different edition year in which the update is published.

3.4.3 Co-publishing

Co-published documents shall incorporate codes from all collaborative publishing parties in the document identifier, joined together via a “solidus” sign (“`/`”).

EXAMPLE ES deliverables co-published with ISO are referenced as “ES/ISO”, with IETF as “ES/IETF”.

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3.4.4 Document types

Document types shall be represented in the “type” as follows:

a) Standard, “EFS”

b) Directive, “EFD”

c) Guide, “EFG”

d) Specification, “EFS/S”

e) Report, “EFR”

f) Amendment, “EFS/Amd”

g) Technical corrigendum, “EFS/Cor”

h) Administrative, “EFA”

EXAMPLE 1 “EFS 2501:2025” is a published ES standard with project number 2501.

EXAMPLE 2 “EFD 101:2026” is a published ES Directive with project number 101.

3.4.5 Document stages

Document stages shall be represented in the “stage” as follows:

a) Published, “ ” (blank)

b) Final draft standard, “`/FDS`”

c) Draft standard, “`/DS`”

d) Technical committee draft, “`/CD`”

e) Project group draft / Working draft, “`/WD`”

EXAMPLE 1 “EFS/WD 2516:2026” is an ES standard document at WD stage with project number 2516.

EXAMPLE 2 “EFD 101:2026” is a published ES Directive with project number 101, published in 2026.

NOTE The project codes currently in effect are listed in the project index. In the directives series (1xx), EFD 101 to EFD 105 are issued; in the specification series (25xx), EFS 2501, EFS 2504, EFS 2507, EFS 2510, EFS 2513 and EFS 2516 are issued.

4 Document structure

4.1 General

This section describes the document structure and element requirements of an ES standard document.

4.2 Cover page

The cover page will contain:

a) ES logo

b) Document number (3.3)

c) Document type (3.4.4)

d) Document title

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e) Document status (3.4.5)

f) Date of publication

g) Responsible technical committee

h) Document authors and their affiliations, if any (4.6)

i) Incorporation by reference and hyperlink of the appropriate statements of Intellectual Property Rights, Appropriate Usage, Trademarks, and Disclaimer of Warranty

In co-published deliverables, as well as any further adoptions, the document shall retain the logographic marks of the publishing organizations.

4.3 Draft warning

This warning must be shown on the cover page for all draft documents.

> WARNING FOR DRAFTS
>
> This document is not an ES Standard. It is distributed for review and comment, and is subject to change without notice and may not be referred to as a Standard. Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

4.4 Public review note

Certain ES documents are intended for public review, as specified in Clause 1.

The following note must be shown on the cover page for all documents intended for public review.

> INSTRUCTIONS FOR REVIEW
>
> This draft is intended for public review. Comments shall be submitted to the issue tracker of the corresponding Enosema document repository.

4.5 Technical committee

The responsible technical committee shall be shown on the cover page.

4.6 Authors, editors and their affiliations

Authors and editors of ES published documents shall be shown on the cover page.

Each individual author or editor shall be shown on the cover page with:

— their role (author or editor) in the creation of the document;

— an affiliation, if the author participated through an ES organizational membership, where the affiliation must be a current ES member at the time of participation as an author or editor. Otherwise, in the case an author is an individual member, it should be clearly marked as so.

When a document is attributable to a TC in its entirety, or to ES as an organization, no individual authorship shall be shown on the cover page.

4.7 Contributor acknowledgement

Contributors other than authors and editors of the document as well as other contributing parties, shall be provided if appropriate within the Foreword.

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4.8 Table of contents

A table of contents shall be provided in any user consumable format, including HTML, PDF and Word.

This does not apply to standard definition files (Enosema XML) intended for machine consumption.

The table of contents may be omitted if the document is to be provided on paper medium with less than five (5) pages.

4.9 Sections and subsections

The body of the document shall have section and subsection identifiers to make it easy to refer clearly to specific items in the document.

4.10 Referable document elements

Document elements including numbered list items, examples, and notes shall be numbered uniquely within a clause. Such elements shall be cited within the document by their number and containing clause.

EXAMPLE 1 “Clause 3 a)”

EXAMPLE 2 “6.3.3 a)”

EXAMPLE 3 “8.2 Note 3”

EXAMPLE 4 “2.6 Example 9”

Tables, figures, formulas shall be numbered uniquely within the document. Such elements shall be cited within the document by their type and number.

EXAMPLE 5 “Table 2”

EXAMPLE 6 “Figure 5”

EXAMPLE 7 “Formula 12”

4.11 Foreword

The foreword shall be the first section of the document, unnumbered. It is a mandatory section.

The foreword shall contain a description of the ES organization and provide the necessary copyright and trademark statements.

It is also the place to provide acknowledgements to contributors.

In a revised ES standard, the foreword shall also describe a summary of changes from the previous edition.

4.12 Introduction

The introduction shall be the second section of the document, unnumbered. It is a mandatory section.

It shall describe the purpose and intent of the document, as well as potential use cases. The document’s relationship with existing ES or external standards, if appropriate to be explained, shall also be described here.

4.13 Scope

The scope shall always be provided as Section 1.

4.14 Normative and informative references

The section for normative references should be placed at Section 2 of the document.

Informative references shall be placed at the Bibliography section at the end of the document, unnumbered.

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References in these sections shall be fully cited.

4.15 Terms and definitions

The terms and definitions sections shall be placed beginning at Section 3.

4.16 Annexes and appendices

Annexes are numbered sections provided after the main body text. An annex may be considered informative or normative.

Each annex is given a clause identifier of capital Latin letters starting from the A to Z (English order). The first annex shall be stated as (and referred to) “Annex A”, the second “Annex B”, and so forth.

Clauses within annexes shall start with the annex identifier, for example, the first subclause in Annex A is “A.1”.

Appendixes are “annexes of annexes”, and are given a clause identifier that incorporate the annex it belongs to, followed by a capital Latin letter starting from A to Z (English order).

For example, the first appendix of Annex A will be “Appendix AA”, the second appendix of Annex C will be “Annex CB”.

Clauses within appendix shall start with the appendix identifier, for example, the first subclause in Annex SA is “SA.1”.

4.17 Change summary

Changes to a document from a previous edition shall be described in summarized, bullet-point form at the end of the Foreword (4.11).

4.18 Page numbers

For documents rendered on paper medium for user consumption, page numbers shall be provided on all pages.

Page numbers shall use Roman numbers of unnumbered initial sections, and Arabic numerals for the main body of text (including appendices).

4.19 Trademark and copyright statement

A trademark and copyright statement of the form shown below must appear on the cover page and the foreword.

Note that “`yyyy`” is the 4-digit year, such as “`2026`”.

> (c) yyyy Enosema Foundation.
>
> This document is made available under the Creative Commons Attribution 4.0 International (CC BY 4.0) license. Unless otherwise specified, or required in the context of its implementation, you are free to use, share, and adapt this document, provided that appropriate credit is given to the Enosema Foundation and that any changes are indicated.

4.20 Draft documents

Draft documents should clearly indicate on the title page and every page of the document that they are a draft document.

4.21 Canonical representation

An ES document shall be digitally represented in canonical form using the Enosema XML syntax, in accordance with its defined grammar. This allows the ES document to be digitally rendered into any kind of supported format, including HTML, PDF and Word.

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Enosema XML is an adopted form of Metanorma XML of the Metanorma standard document model.

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Bibliography

[1] ISO/IEC Directives, Part 1, *ISO/IEC Directives, Part 1, Procedures for the technical work*.

[2] ISO/IEC Directives, Part 2, *ISO/IEC Directives, Part 2, Principles and rules for the structure and drafting of ISO and IEC documents*.

[3] WTO Technical Barriers To Trade Agreements, World Trade Organization, *The WTO Agreements Series Technical Barriers to Trade*

[4] ISO/IEC Directives, Part 1, Consolidated ISO Supplement, *ISO/IEC Directives, Part 1, Consolidated ISO Supplement, Procedures specific to ISO*

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