



**TO ALL NATIONAL COMMITTEES
TO ALL CHAIRMEN AND SECRETARIES OF TECHNICAL COMMITTEES AND
SUBCOMMITTEES**

Dear Sir/Madam,

Availability of documents in Microsoft ® Word format

The Central Office frequently receives requests from National Committees for copies of documents in Word ® format and we believe it is opportune to draw attention to the conditions under which such documents can be supplied, as recommended by the Sales Policy Committee and approved by the Council Board.

1998/005:

The CB approved the SPC recommendation that IEC publications should be made available in *revisable* electronic format for the *sole* purpose of national adoptions, for immediate implementation

Working documents, that is all documents prior to the final publication, are available in non-revisable PDF ® format on the IEC's access-controlled document server. National Committees themselves manage who has access to such documents. Documents circulated since the beginning of 1998 are available and there is no plan to remove any such documents. Access to FDIS documents is closed after the close of FDIS voting, as the final publication is always available shortly afterwards.

Working documents are not available in Word format, except in the case of certain documents, which may need to be completed (compilations of comments, questionnaires, registration forms, etc.)

Word versions of **final publications** can be supplied on a case by case basis under the following conditions only:

1. National Committees may request Word ® files of final publications for the purpose of transforming the IEC publication into a national adoption.
2. TC/SC secretaries may request Word ® files of a final publication if the TC/SC in question has approved the revision of the publication in question and the file is needed to prepare the new edition.



The requests for Word ® files should be made using the form attached to the Administrative Circular (an electronic version is available on the IEC web site, <http://www.iec.ch/tiss/filerequest.htm>).

In order to streamline the process for requests by National Committees, in future they should return, once a year, within the first 3 months of each year, a list of all national adoptions based on the revisable Word ® files provided by the Central Office. Only once this list has been sent to Central Office will further files be supplied.

Yours faithfully,

A. AMIT
General Secretary



REQUEST FOR A REVISABLE FILE

The IEC Central Office provides computer files in a revisable format in two specific cases:

1. For revising an existing IEC standard, upon request of the TC secretary addressed to the relevant IEC Technical Officer or to the TISS group (e-mail jpm@iec.ch).
2. For preparing a national adoption of an IEC standard, upon request of a NC officer addressed to the TISS group (e-mail: jpm@iec.ch).

The files may only be used for the purpose for which they have been requested. Any other use is forbidden, unless specifically authorized in writing by the IEC Central Office.

The files are furnished in the format in which they are available at the Central Office, without conversion or other processing. The preferred way of delivery is via e-mail. If no e-mail is available, delivery will be done via the mailing of diskettes or CD.

Purpose of request:	Revision of an existing standard	<input type="checkbox"/>	
	National adoption	<input type="checkbox"/>	
	Other (please specify):		

Name of requestor:	Date of request:
NC:	Position:
TC/SC:	Position:
e-mail address:	
Mailing address (if no e-mail available):	

IEC publication	Language required		National adoption		Revision of IEC standard
	EN	FR	Reference of national standard	Date of adoption	Project no.