

## Commenting on RSB Drafts Using the BioenergyWiki

On June 4<sup>th</sup>, 2007, the Roundtable on Sustainable Biofuels<sup>1</sup> (RSB) launched an open, transparent and participatory process to prepare standards for sustainable biofuels, in keeping with the ISEAL Code of Good Practice for Standard-Setting. Over the next year the RSB Secretariat will collect comments on the draft standards (principles, criteria, and indicators) for sustainable biofuels utilizing:

- Working Group teleconferences;
- Regional stakeholder meetings;
- Receiving comments sent directly to us by mail, e-mail or fax; and
- Edits made to the BioenergyWiki ([www.bioenergywiki.net](http://www.bioenergywiki.net)), a user-editable website.

Stakeholders are encouraged to provide their comments and feedback through the BioenergyWiki. The BioenergyWiki is an exciting new tool because it is a *continuously updated knowledge bank* that provides background information on the many complex issues and impacts of biofuel production and because *users can share information and opinions with others* easily through this website. The Wiki is a living document, so it can constantly be updated with the latest information.

By editing the pages of the BioenergyWiki, you can comment on draft RSB texts, as well as respond to others' comments. The RSB Secretariat will summarize all comments and edits for the Working Group and Steering Board discussions.

Using the BioenergyWiki, *you can improve the text of the proposed standards by editing it yourself!* Feel free to edit the text of the principles to include additional valuable elements, or to clarify and improve the draft wording. Since this is an open editing process, others may change the text again, so it's a good idea to leave comments so that others understand why you made the change you did. Each wiki page has a "history" page, where users can review all previous edits to that page. The RSB Secretariat will monitor all changes to the page history, including identifying hot topics that can benefit from focused debate or expert comment.

The Wiki works best if you contribute actively. If you find any content in the wiki that you know is wrong, please correct the text directly! (But remember to identify the reference sources that justify your edits). On the Roundtable's draft standards pages, you may make comments, or suggest further reading, or change the wording. Hopefully, this will be a way for everyone to hear others' opinions and best inform their own. It's not the only way feedback will be collected from stakeholders – the fact that you need to read and write English and have Internet access limits many stakeholders from participating, which is why the regional meetings and teleconferences will also be invaluable. But for sharing information and opinions globally, it can't be beat. We hope you participate!

The main page for the comment process for RSB is:

[http://www.bioenergywiki.net/index.php/RSB\\_comments\\_process](http://www.bioenergywiki.net/index.php/RSB_comments_process). From this page there are several ways to give comments on the process in general or on specific documents, such as the draft principles:

- 1. Add a comment directly to one of the comments pages**
- 2. Make a change directly to a draft document**
- 3. Upload a document**

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<sup>1</sup>RSB homepage: <http://EnergyCenter.epfl.ch/Biofuels>

## 1. Add a comment directly to one of the comments pages:

Make comments on the overall RSB process by clicking the “Discussion” tab at the top of the page labeled “RSB comments process”.



This will take you to the “Talk:RSB comment process” page. To add a comment just click on the “+” tab at the top of the screen:



This will take you to an editing box where you can enter a “subject/headline” and then the body of your comment. When you are finished, scroll to the bottom of the screen and find these buttons:



The **Save page** button will save and post your comment. The **Show preview** button will show how your comment will look on the page once it is posted and you can then scroll down and fix anything that is not appearing correctly. (Remember that **show preview** will not save your work; you must click on **Save page** for your edit to be permanent). The show changes button lets you compare your new text to the current version of the page.

To add a comment about the RSB draft principles or another document you can go through the same process on any other appropriate page.

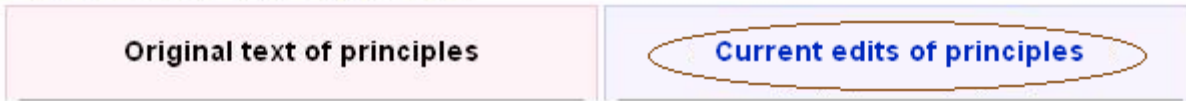
For example, for the draft principles you can either click on “[Write a comment on the draft principles.](#)” link on the Comment process page or go directly to [http://www.bioenergywiki.net/index.php/Template\\_talk:RSB\\_draft\\_principles\\_-\\_wiki\\_version\\_for\\_public\\_editing](http://www.bioenergywiki.net/index.php/Template_talk:RSB_draft_principles_-_wiki_version_for_public_editing).

## 2. Make a change directly to a draft document:

If you scroll down the “RSB comments process” page, you will see the text of or links to all of the documents currently available for comment.

For example, for the draft principles scroll down the RSB comments process page until you see two boxes containing the **Original text of Principles** and **Current edits of principles**. There are several links, all of which will take you to the page where you can edit the principles directly:

- **Click here** to edit the draft text of the principles.
- You can view the history of changes that have been made to the wiki version of the draft principles by clicking here .
- Write a comment on the draft principles.



You can also go directly to the page at:

[http://www.bioenergywiki.net/index.php/Template:RSB\\_draft\\_principles -  
\\_wiki version for public editing](http://www.bioenergywiki.net/index.php/Template:RSB_draft_principles_-_wiki_version_for_public_editing)

To make an edit to the text of the principles, click either on the “edit” tab on the top of the page or on the right side of the screen on the line that says “Current edits of principles”.



This will take you to an edit screen where you can make changes to the draft principles. When you are finished making your changes you can save or view your edits, in the same way as with comments. Before you save, there is also a space next to the word summary where you can put in a brief comment to explain your edits. Any changes you make will be automatically updated on the “RSB comments process” page. We would also encourage you to also make more extensive comments on the reasoning behind for your edits by clicking the “Discussion” tab at the top of the page and editing the “Discussion (talk)” page, as described in section 1 above.

Summary: edits of principles \*/ This is where a brief summary of your edit goes

This is a minor edit  Watch this page

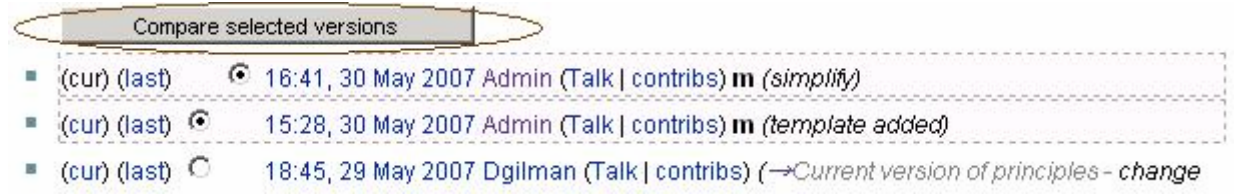
**Save page** Show preview Show changes Cancel | [Editing help](#) (opens in new window)

**2a. Viewing Page Histories:** Every version of every page on the wiki is permanently archived, and you can compare any two versions, including the most recent one, side by side.

First click the History tab at the top of any page:



This will take you to a page where you can see the most recent edits that have been made to that page. To view the changes that have been made, just select any two versions and then click on the **Compare selected versions** button. This will take you to a page where you can see all the differences between the two versions.



**3. Upload a Document:** If you wish to post a Microsoft word or PDF document, you can upload it to the wiki and then create a link to it on the appropriate comments page. First, go to the bottom left hand of the screen on any page and find the “upload file” link in the toolbox.



This will take you to a screen where you can select your file and enter a brief description of what you are uploading and select the “destination filename”, which will be the name of your file.

Source filename:

Destination filename:

Summary:

Watch this page  Ignore any warnings

3a) **Creating a link to a file:** In order to create a link from any phrase in your comment to a file you have uploaded, first go to the appropriate comments page as described in section 1. Then enter `[[Media:Name_of_file.doc|What people see]]`. So if you enter: `[[Media:How_to_give_feedback_on_the_BioenergyWiki.doc| Feedback Instruction Manual]]`, the link to your document will appear as [Feedback Instruction Manual](#).