



CEN/AG Electronic balloting application

User Guide for the Balloter

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2006-09-21	v 1.0	CC	Initial version
2006-10-13	v 1.1	MB	Corrected Url link



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Introduction

This document is written for the Voters of the CEN/AG e-Balloting system (see the definition of the different roles in **Annex 2**):

1. Main stages in the balloting process and its follow-up

The balloting process and its follow-up are characterized by the following main stages:

Stage 1: Notification on newly opened ballots

A balloter, authorized to vote on behalf of his/her member body, receives a notification via e-mail about all ballots which have been opened on a particular day. This notification contains all new ballots.

Stage 2: Access to the ballots

The balloter accesses the ballots in the eB3 electronic balloting system via a link present in the CEN/AG Working Area on the CENTC LiveLink server. The files associated with the Resolution under ballot are present on both systems.

Stage 3: Vote and submission of comments

The vote of the member body is cast via the electronic balloting system. Any comments accompanying the vote are submitted in the textual Comment field associated with the vote, or by uploading a document file.

Stage 4: Pending Stage

At the end of the Balloting period (= Target Date), the ballot enters the Pending Stage where negotiations about votes cast may be held to resolve issues raised by members. The final result of the balloting is input manually by the CEN/AG secretariat at CCMC, formally closing the ballot and opening access to the final results.

Stage 5: Closure of the ballot

The ballot is closed when the CEN/AG BallotOwner manually enters the final result of the ballot in the system. A notification about all closed ballots is sent via e-mail to the authorized balloter(s).

Stage 6: Access to the vote results (table of replies) and comments

The vote result, including table of replies with all the votes cast and the comments submitted, can then be accessed by the authorized Voters.

2. Principles of the electronic balloting application

The electronic balloting application provides the basis for the electronic dissemination of draft AG Resolutions/Recommendations for vote in CEN and allows the CEN member bodies and their representatives to cast their votes electronically.

The basic concept on which the balloting application is founded is the concept of **roles**. The roles, which are used throughout the application and are displayed on the screens, are defined in **Annex 2** of this Guide.

Individuals, who represent member bodies, and/or technical experts, are assigned to roles by an authorized body (normally a member body, or CCMC in some cases). The assignment of one or more individuals to the role of a balloter representing a particular member body is the basis for these individuals to vote on behalf of their member body.

Independently of the ballot type, a member body may assign balloting responsibilities to one or more individuals to enable them to perform the same role.

In addition to the role of a balloter, there are other roles defined in the application which are associated with certain permissions (for details see Annex 2 of this Guide).

The registration and maintenance of users and roles is implemented in a new **CEN instance** of the **Global Directory version 3**, based on the structures of the ISO Global Directory. This implies a temporary period of double user maintenance: user and group administration in LiveLink of the users and administration of the same users in the Global Directory for the AG balloting. This temporary double maintenance will end when single sign on procedures based on the Global Directory will integrate LiveLink users of the CEN platforms in the GD3 environment.

The maintenance of the administrative data will be under the responsibility of the **CEN Management Centre**. If needed, the delegation of the administration of Balloters to other bodies might be implemented later with the further general roll-out of the Global Directory.

The national Members should inform CCMC of any change of balloters.

3. Helpdesk

e-balloting application issues (e.g. technical issues, functionalities, support...)

Please contact our helpdesk at ISO: helpdeskcentc@iso.org.

Content issues (e.g. data, national votes, results of vote...)

Please contact the Director General Office at CCMC: dgo@cencenelec.eu.

Online documentation and support document on the use of the balloting application is available under **Help** (in the Ballot screen – See also § 7.1.2).



4. Accessing the EB3 environment

The CEN/AG balloting application is hosted at ISO on the new EB3 environment. For the **CEN/AG resolutions/recommendations**, a single sign-on procedure is implemented: users have to log in the LiveLink environment (CENTC server) before using the EB3 Balloting application. The link between the two environments is based on the unique login name (i.e. the user mail address).

Use the following URL: <https://cen.iso.org>.

The minimal configuration to access the balloting application is to have the following browser installed: Microsoft Internet Explorer 5.50 and later versions.


5. Login to the server and logout

After having entered the above-mentioned URL, the login screen of the server is displayed.

Sign in using your CEN credentials

Username

Password

 [I forgot my password](#)

I have read, consent and agree to CEN's [Privacy Statement](#) and Data Protection Policy including the processing and disclosing of my personal information, which I voluntarily provide to CEN, within the context of European and international standardization. I have further read and accept the [Declaration](#) related to the permission to access non-public areas on the CEN servers.

Sign in

The application can only be accessed by administrators, balloters and other authorized users, who have been appointed by their member bodies and are registered on the CENTC Livelink server.

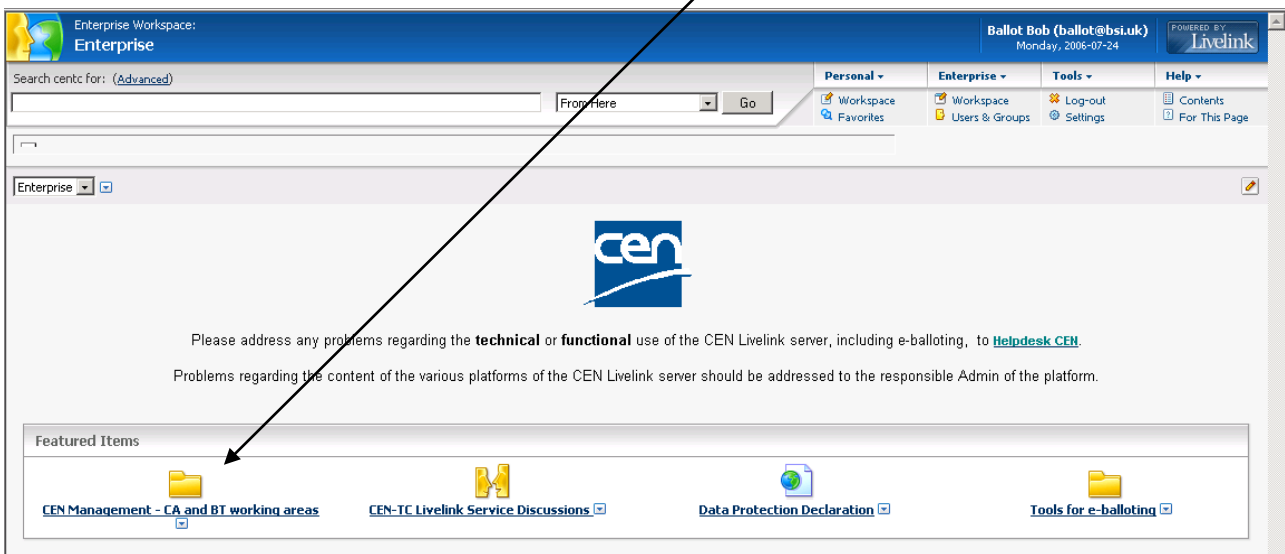
Each balloter must login to the server entering the user name and password provided by CCMC or their NSB Administrator in exactly the form specified (note that user name and password are both case-sensitive).

To logout, please choose the option **Logout** from the dropdown menu **Tools**. This menu is only visible after successful log-in.



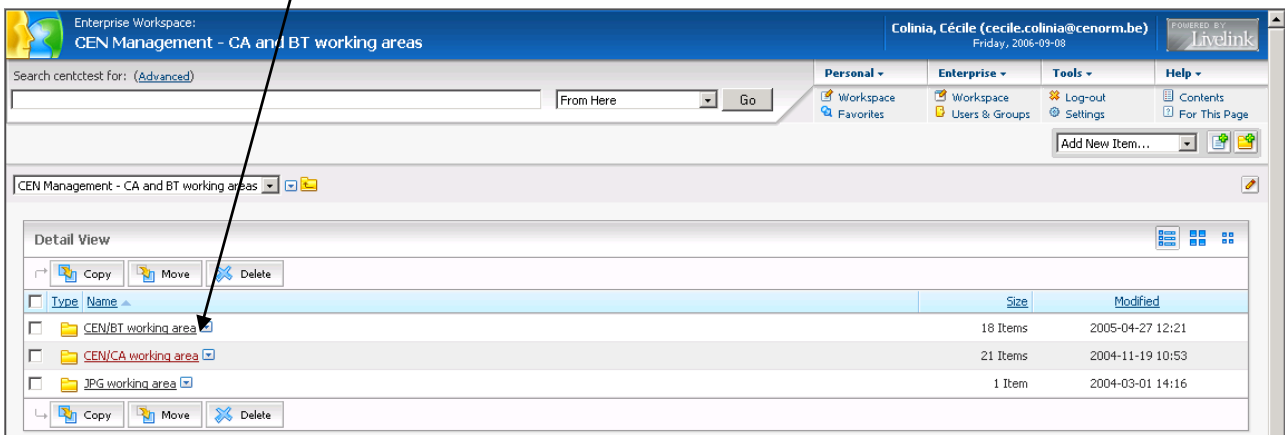
6. Accessing the balloting application

After having logged onto the server, click on 'CEN Management – CA and BT working areas'.

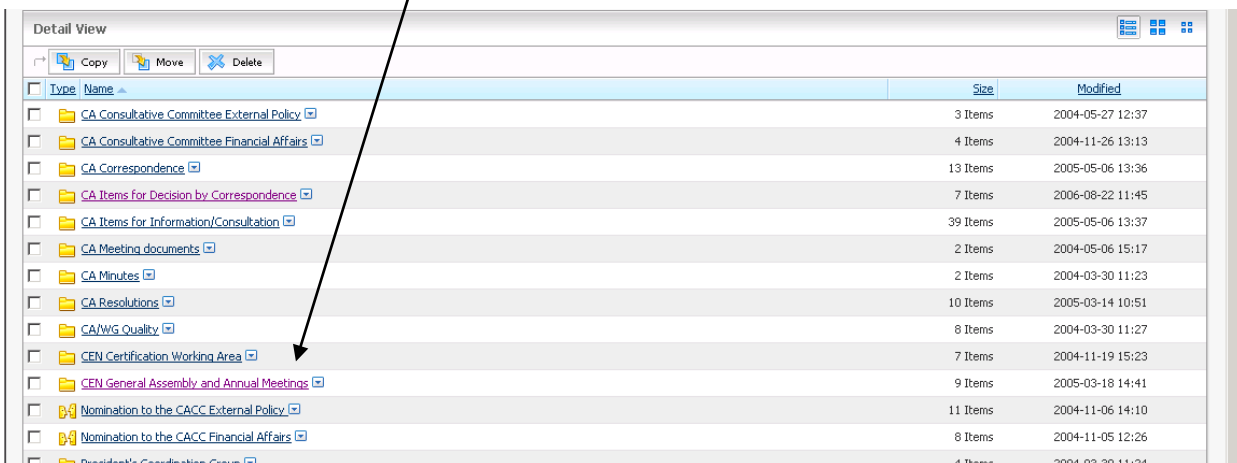


6.1 Accessing the CEN/AG balloting application

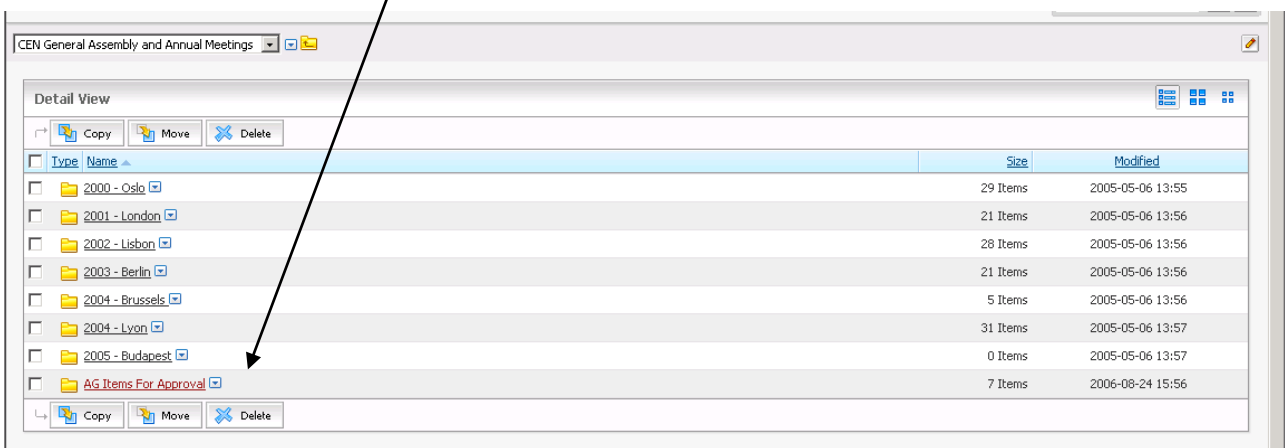
Click on 'CEN/CA working area'.



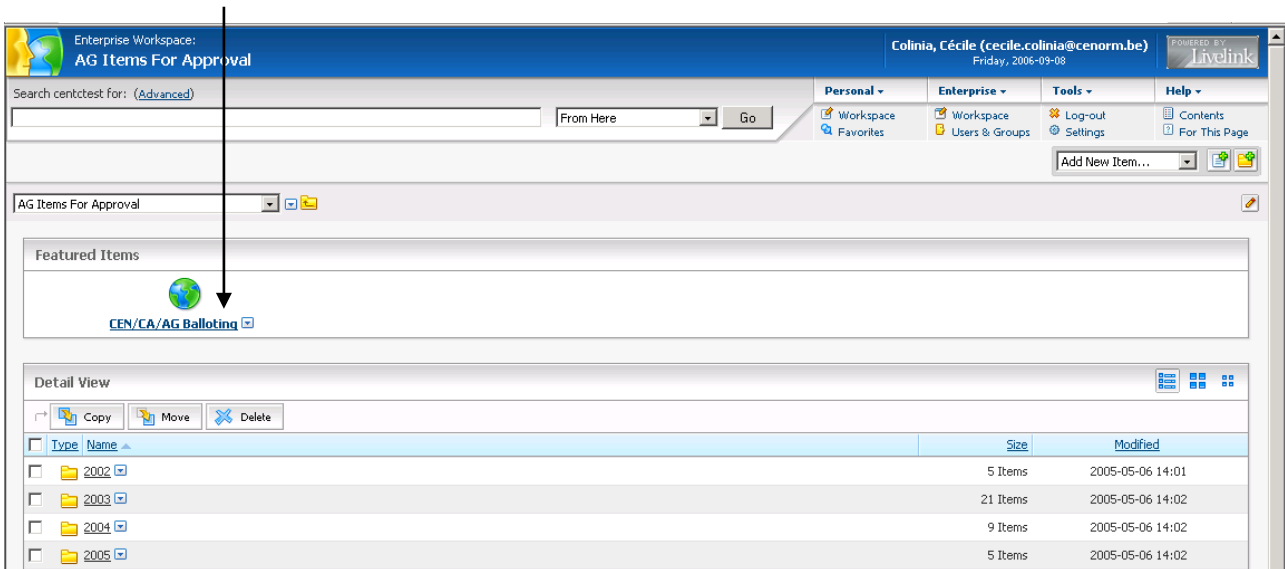
Click on 'CEN General Assembly and Annual Meetings'.



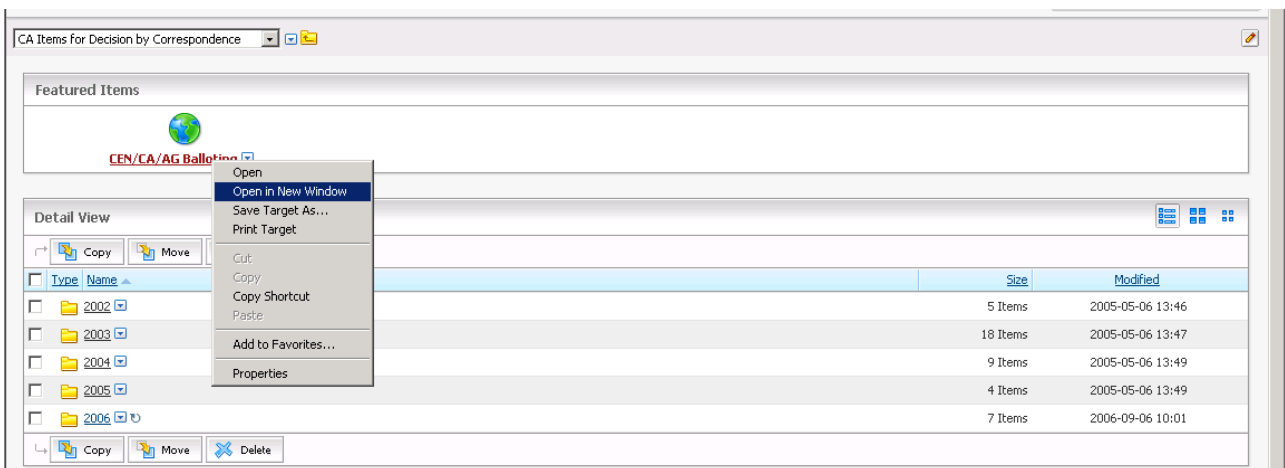
Click on **'AG Items for Approval'**.



Click on **'CEN/CA/AG Balloting'** to access the electronic balloting application.



Tip: If you want to be able to keep an open window for information on the Livelink platform, you may open the balloting application in a new window (by right-clicking on the link and choosing the **"Open in New Window"** option).



The AG electronic balloting application is opened.

Electronic Balloting		My Ballots		bob.ballot@bsi.uk Monday, 2006-07-24		
All open				Tools ▾		Help ▾
All open		New last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	All pending	Search
10 ballots found						Add New Item... ▾
Type	Committee	Reference	Vote	Opening date	Closing date ▲	Roles
CEN/BT	CEN/BT	2005/c008 ▾	Voted	2005-09-01	2006-04-15	Obligated Voter
Enquiry	CEN/TC 10	prEN Test 1234 ▾		2006-02-01	2006-07-24	Monitor
CEN/AG	CEN/AG	Marc AG test-1 ▾		2006-06-12	2006-07-26	Obligated Voter
CEN/AG	CEN/AG	04/2005 ▾		2006-06-19	2006-08-01	Obligated Voter
CEN/AG	CEN/AG	03/2005 ▾		2006-06-21	2006-08-03	Obligated Voter
CEN/AG	CEN/AG	01/2005 ▾		2006-06-27	2006-08-09	Obligated Voter
Enquiry	CEN/TC 10	prEN 81-22 ▾		2006-05-25	2006-08-25	Monitor
CEN/BT	CEN/BT	2005/c001 ▾		2006-05-25	2006-08-25	Obligated Voter
CEN/BT	CEN/BT	TEST Cécile ▾		2006-06-01	2006-09-10	Obligated Voter
Enquiry	CEN/TC 10	Marc ENQ Test-1 ▾		2006-06-19	2006-09-21	Monitor

Note: If you also have another role for another ballot type in the same “Vote Group” (e.g., CEN/BT...), you will also have access to these ballots from this screen.

In order to only display the CEN/AG ballots, you can use the **Search** option to select on ballot type (see § 9), or temporarily disable the other roles (see the **Manage my roles** option in § 7.1.1).

Alternative access to the balloting application

You can also use the following link to directly access the balloting application:

<https://cen.iso.org/livelink/eb33g/home.do>

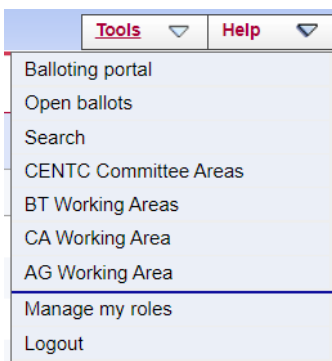
Attention: If you are not yet logged on the CENTC server, the system will ask you to log in first. After logging in, you will directly access the eB3 balloting application.

7. Selecting ballots (Ballot Selection screen)

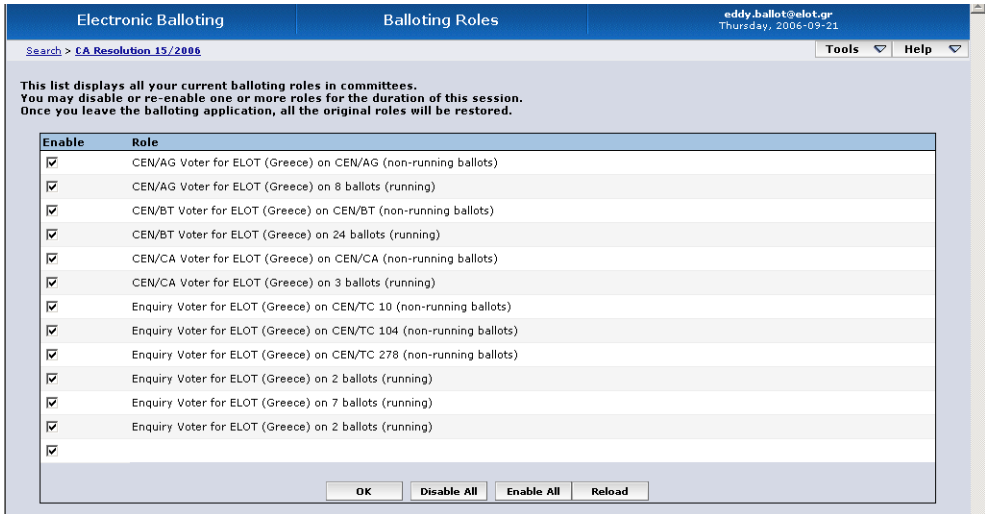
7.1 Main Menu

The main menu on top of the page is available on most screens and contains the following elements:

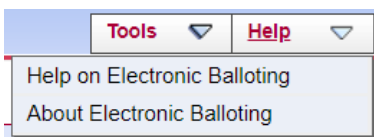
7.1.1 Tools



Contains the following sub-items:

Option	Explanation
Open Ballots	Same as selecting the " All Open " Tab of the screen.
Search	Same as choosing " Search " from the Search menu.
Go to CEN/TC Committee Areas	Moves back to Committee Tools platform on LiveLink.
Go to BT Working Areas	Moves back to the BT platform on LiveLink, in the <i>BT Vote by Correspondence</i> folder.
Go to CA Working Areas	Moves back to CA platform on Livelink, in the <i>CA Items for Decision by Correspondence</i> folder.
Go to AG Working Areas	Moves back to AG platform on Livelink, in the <i>AG Items for Approval</i> folder.
Logout	Allows the user to Logout from the balloting system and from Livelink.
Manage my roles	<p>This function displays all the roles of a user. It allows the user to disable certain roles temporarily and, thereby, to display only ballots corresponding to the remaining role(s). Roles can also be re-enabled. Enabling and disabling of roles has no effect on the registration of business roles in the Global Directory. Moreover, it lasts only until logging out from the current session: at the next login, all roles available to the user as defined in the Global Directory are enabled by default.</p>  <p>The screenshot shows the 'Balloting Roles' page. At the top, there are tabs for 'Electronic Balloting' and 'Balloting Roles'. The user's email 'eddy.ballot@elot.gr' and the date 'Thursday, 2006-09-21' are displayed. Below the tabs, there is a search bar with 'CA Resolution 15/2006' and 'Tools' and 'Help' dropdown menus. A message states: 'This list displays all your current balloting roles in committees. You may disable or re-enable one or more roles for the duration of this session. Once you leave the balloting application, all the original roles will be restored.' Below this is a table with columns 'Enable' and 'Role'. The 'Enable' column contains checkboxes, all of which are checked. The 'Role' column lists various roles such as 'CEN/AG Voter for ELOT (Greece) on CEN/AG (non-running ballots)', 'CEN/AG Voter for ELOT (Greece) on 8 ballots (running)', 'CEN/BT Voter for ELOT (Greece) on CEN/BT (non-running ballots)', 'CEN/BT Voter for ELOT (Greece) on 24 ballots (running)', 'CEN/CA Voter for ELOT (Greece) on CEN/CA (non-running ballots)', 'CEN/CA Voter for ELOT (Greece) on 3 ballots (running)', 'Enquiry Voter for ELOT (Greece) on CEN/TC 10 (non-running ballots)', 'Enquiry Voter for ELOT (Greece) on CEN/TC 104 (non-running ballots)', 'Enquiry Voter for ELOT (Greece) on CEN/TC 278 (non-running ballots)', 'Enquiry Voter for ELOT (Greece) on 2 ballots (running)', 'Enquiry Voter for ELOT (Greece) on 7 ballots (running)', and 'Enquiry Voter for ELOT (Greece) on 2 ballots (running)'. At the bottom of the table are buttons for 'OK', 'Disable All', 'Enable All', and 'Reload'.</p> <ul style="list-style-type: none"> • OK: confirms the enabled/disabled roles • Disable All: disables all the roles • Enable All: enables all the roles • Reload: enables all the roles available to the user as defined in the Global Directory

7.1.2 Help



Contains the following sub-items:

Option	Explanation
Help on Electronic Balloting	Opens a Help page with the following items: <ul style="list-style-type: none"> • <i>User Guide for CEN Enquiry ballot</i> • <i>User Guide for CEN BT Vote by Correspondence</i>, • <i>User Guide for CEN AG Decision by Correspondence</i> • <i>Frequently Asked Questions</i> • <i>Contact CEN Administrator</i> • <i>CEN Helpdesk</i> • <i>About Electronic Balloting</i>
About Electronic Balloting	Information on the platform, version, technology used...

7.2 Ballot selection Tabs

The **Ballot Selection screen** consists of a number of Tabs at the top of the screen. Each Tab allows you to generate a list of ballots, which results from predefined selection criteria. When you open the screen, the first Tab, i.e. **All open**, is active by default and a list of ballots is generated.

The system only displays ballots for which the user has a role giving him access to the current stage of the ballot.

Login-name of the balloter

Your role in the balloting application

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c008	Voted	2005-09-01	2006-04-15	Obligated Voter
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Monitor
CEN/AG	CEN/AG	Marc AG test-1		2006-06-12	2006-07-26	Obligated Voter
CEN/AG	CEN/AG	04/2005		2006-06-19	2006-08-01	Obligated Voter
CEN/AG	CEN/AG	03/2005		2006-06-21	2006-08-03	Obligated Voter
CEN/AG	CEN/AG	01/2005		2006-06-27	2006-08-09	Obligated Voter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Monitor
CEN/BT	CEN/BT	2005/c001		2006-05-25	2006-08-25	Obligated Voter
CEN/BT	CEN/BT	TEST Cécile		2006-06-01	2006-09-10	Obligated Voter
Enquiry	CEN/TC 10	Marc ENQ Test-1		2006-06-19	2006-09-21	Monitor

Note: The total number of ballots displayed by clicking on the various tabs is different, because each tab initiates a different query (see below for the explanation of the different Tabs).

If you cannot find ballots via the Tabs or if your request exceeds the scope defined by any of the Tabs, you need to use the **Ballot Search screen** to access them (see § 8 below).

Explanation of the function of the individual Tabs (from left to right)

Tab	Explanation
All open	This Tab displays all ballots which are currently open and to which a balloter has been registered. This list is the most complete and therefore normally the longest.
New last 2 weeks	This Tab displays all ballots which opened during the last two weeks.
Closing in 2 weeks	This Tab displays all ballots to which a balloter is registered and which will close during the next two weeks.
Closed last 2 weeks	This Tab displays all ballots which have been closed during the last 2 weeks. This Tab allows to access the results for each closed ballot and the individual votes submitted by the AG members.
All pending	This Tab displays all ballots for which the closing date has been reached but which are still in a pending stage awaiting for the ballot result (entered manually by the Ballot Owner) which will close the ballot.
Search	This tab allows all other queries, e.g. information on ballots closed more than 2 weeks ago, search with a particular reference number, etc (See § 8).

NOTE 1: You can sort on most of these columns, i.e. you can sort on Committee, Reference, Opening date, etc. By default the list is sorted by **Closing date** (closest date on top). To sort on other columns, click on the column name, to sort in reverse order, click a second time. (A small arrow appears, indicating the type of sorting: ascending or descending).

NOTE 2: The different tabs contain a maximum of 20 ballots per screen. In case there are more than 20 ballots, use the different arrows to navigate from one page to the other.

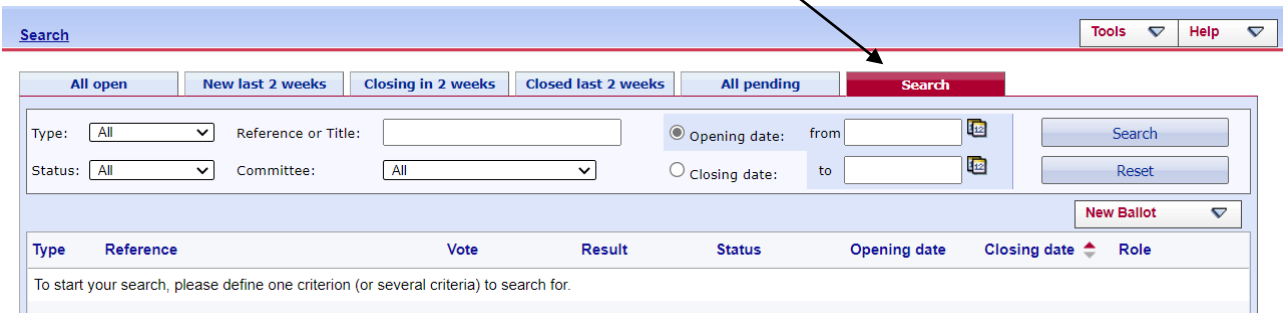
Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/AG	CEN/AG	01/2005		2006-06-27	2006-08-09	Obligated Voter
CEN/AG	CEN/AG	01/2006		2006-07-01	2006-07-20	Obligated Voter
CEN/AG	CEN/AG	03/2005		2006-06-21	2006-08-03	Obligated Voter
CEN/AG	CEN/AG	04/2005	Voted	2006-06-19	2006-07-25	Obligated Voter
CEN/BT	CEN/BT	2005/c010		2006-05-18	2006-06-30	Obligated Voter
CEN/BT	CEN/BT	2006/c088		2006-05-11	2006-06-22	Obligated Voter
CEN/BT	CEN/BT	2006/c099		2006-05-20	2006-06-30	Obligated Voter
CEN/AG	CEN/AG	AG Resolution 07/2006	Voted	2006-08-31	2006-09-20	Obligated Voter
CEN/CA	CEN/CA	CA 1 by LT		2006-06-01	2006-07-06	Obligated Voter
CEN/AG	CEN/AG	Marc AG test-1		2006-06-12	2006-07-26	Obligated Voter
CEN/CA	CEN/CA	Marc CA test-1		2006-06-10	2006-07-07	Obligated Voter
CEN/BT	CEN/BT	Miq2: 2005/c070		2005-12-05	2006-01-16	Obligated Voter
CEN/BT	CEN/BT	Miq2: 2005/c071		2005-12-05	2006-01-16	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2006/c010		2006-02-09	2006-03-23	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2006/c017		2006-04-11	2006-05-23	Obligated Voter

8. Searching for particular ballots

The **Search screen** allows you to enter parameters into the search fields and retrieve the ballots which match these criteria. This functionality is useful for specific requests, e.g. to find a ballot based on its reference number, on its opening or closing date etc. It is the only possibility to find

ballots, if they exceed the scope of the queries implemented via the Tabs in the *Ballot Selection screen*.

On the ballot selection screen, click on the **Search** tab to open the **Ballot Search screen**. You may also use the '**Search**' option in the '**Tools**' menu.

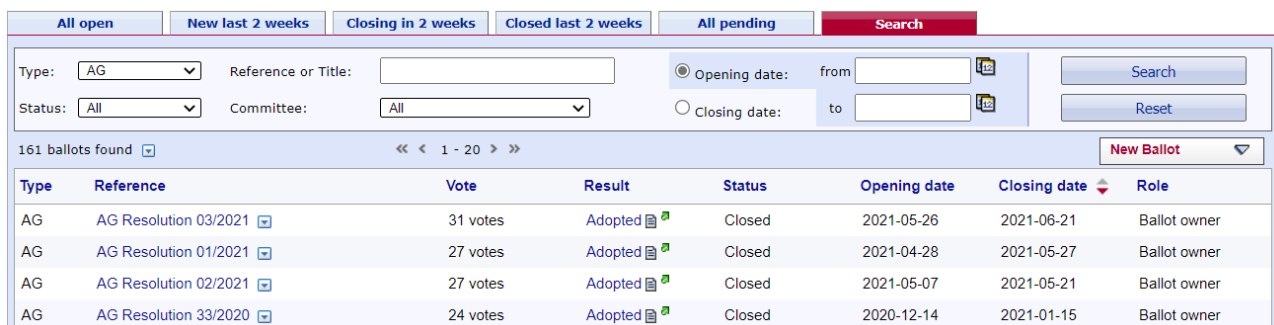


To initiate a search, click on **Search** after having entered the search parameters. To clear the screen and remove the search parameters, click on **Reset**.

The **Search screen** allows to enter or select parameters in the following search fields:

Fields in the Search screen	Explanation/Function of the field
Type	Selecting a ballot type (possible values are: CEN/AG , CEN/BT or Enquiry) will retrieve the ballots of this type. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
Status	Selecting a ballot status (Open , Pending , Closed) will automatically retrieve all the ballots which are currently under this status. You can then define additional search criteria (e.g. opening date, closing date...) to refine your query.
Reference or Title	You can enter a string of characters that is part of the ballot reference or title. (Note: this is not case-sensitive).
Committee	Selecting a ballot committee will automatically retrieve all the ballots of this committee. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
Opening date	Specifies that the date in the range between "From" and "To" is an opening date
Closing date	Specifies that the date in the range between "From" and "To" is a closing date
From	Range start date
To	Range end date

Note: Like in the Tab lists above, these Search lists may be sorted by clicking on column headers and you may navigate from page to page when the number of ballots present in the search results is superior to 20.



Type	Reference	Vote	Result	Status	Opening date	Closing date	Role
AG	AG Resolution 03/2021	31 votes	Adopted	Closed	2021-05-26	2021-06-21	Ballot owner
AG	AG Resolution 01/2021	27 votes	Adopted	Closed	2021-04-28	2021-05-27	Ballot owner
AG	AG Resolution 02/2021	27 votes	Adopted	Closed	2021-05-07	2021-05-21	Ballot owner
AG	AG Resolution 33/2020	24 votes	Adopted	Closed	2020-12-14	2021-01-15	Ballot owner

9. Ballot screen description

In order to access a ballot, click on the **Reference** link of the ballot or click on the function button next to the reference and select **'Browse'**.

Type	Reference	Vote	Result	Status	Opening date	Closing date	Role
AG	AG Resolution 03/2021	31 votes	Adopted	Closed	2021-05-26	2021-06-21	Ballot owner
AG	AG Resolution 01/2021	27 votes	Adopted	Closed	2021-04-28	2021-05-27	Ballot owner
AG	AG Resolution 02/2021	27 votes	Adopted	Closed	2021-05-07	2021-05-21	Ballot owner
AG	AG Resolution 33/2020	27 votes	Adopted	Closed	2020-12-14	2021-01-15	Ballot owner
AG	AG Resolution 19/2020	27 votes	Adopted	Closed	2020-10-19	2020-11-19	Ballot owner

The system will then show you the **Ballot Information Tab**:

Ballot metadata **Ballot document(s)** **Ballot question and answers** **Voting**

Information

Reference: Recommendation 02/2005
 Committee: CEN/CA
 Status: Open
 Opening date: 2006-07-01
 Opened on: 2006-07-27 15:11
 Title: CENCER Scheme rules
 CA number: CA N 1605
 Closing date: 2006-10-01
 Closed on:

Reference documents and links

CA N 1605

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution / Recommendation	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

(*) A Comment is required for this answer value.

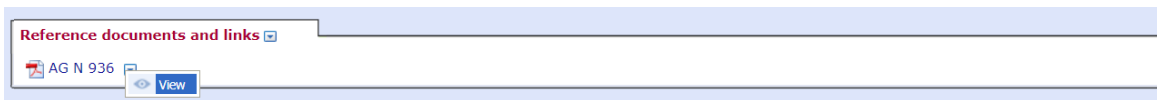
A ballot contains the following metadata:

Metadata	Explanation
Reference	Reference of the draft AG resolution/recommendation by correspondence (e.g. AG Resolution 06/2006)
Committee	Body originator of the ballot (CEN/AG)
Status	Ballot status e.g. Open, Pending, Closed...

Metadata	Explanation
Opening date	Issue date of the draft AG resolution/recommendation by correspondence
Opened on	Date and time of the opening of the ballot by the system
Closing date	The vote target date
Closed on	Date and time of the closure of the ballot by the BallotOwner: this is when the Ballot goes from Pending to Closed stage.
Title	English title of the draft AG resolution/recommendation by correspondence
CA Number	Reference number of the draft AG resolution/recommendation by correspondence (e.g. AG N 695)
Note	Ad hoc information to balloters
Reference documents and links	Documents and/or links related to this ballot (e.g. draft AG Resolution/Recommendation, URL...) (see § 0)

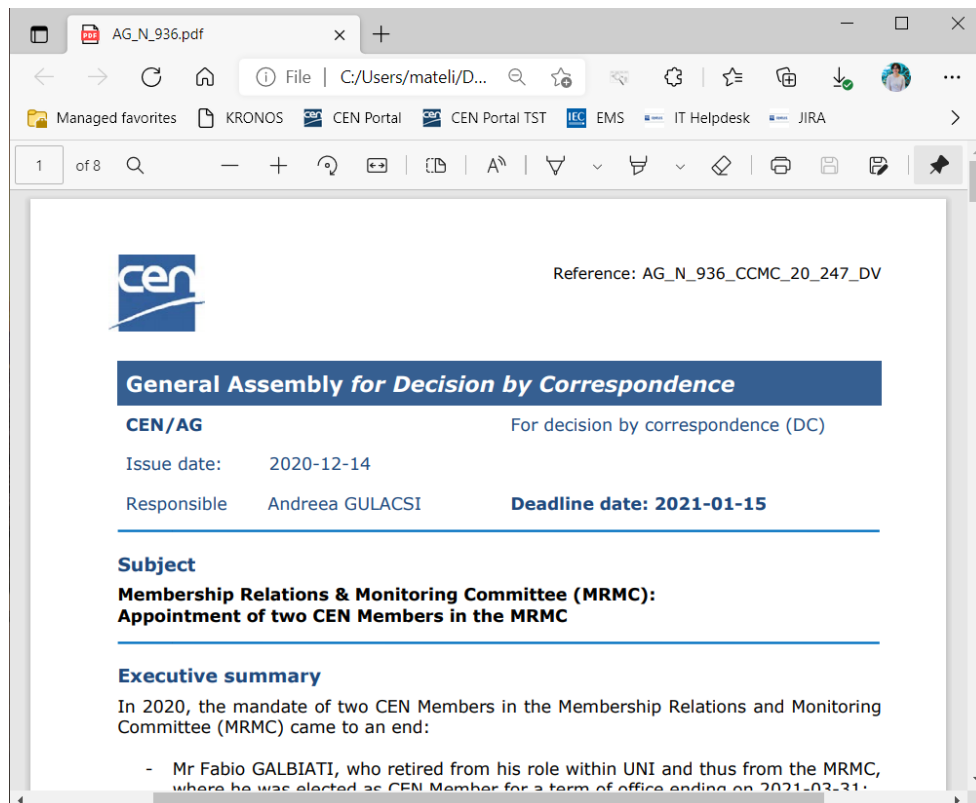
10. Download reference document(s)

To save a copy of the reference document(s) subjected to the balloting process, you have first to either click on the document reference or select the function **'View'** besides the document reference.

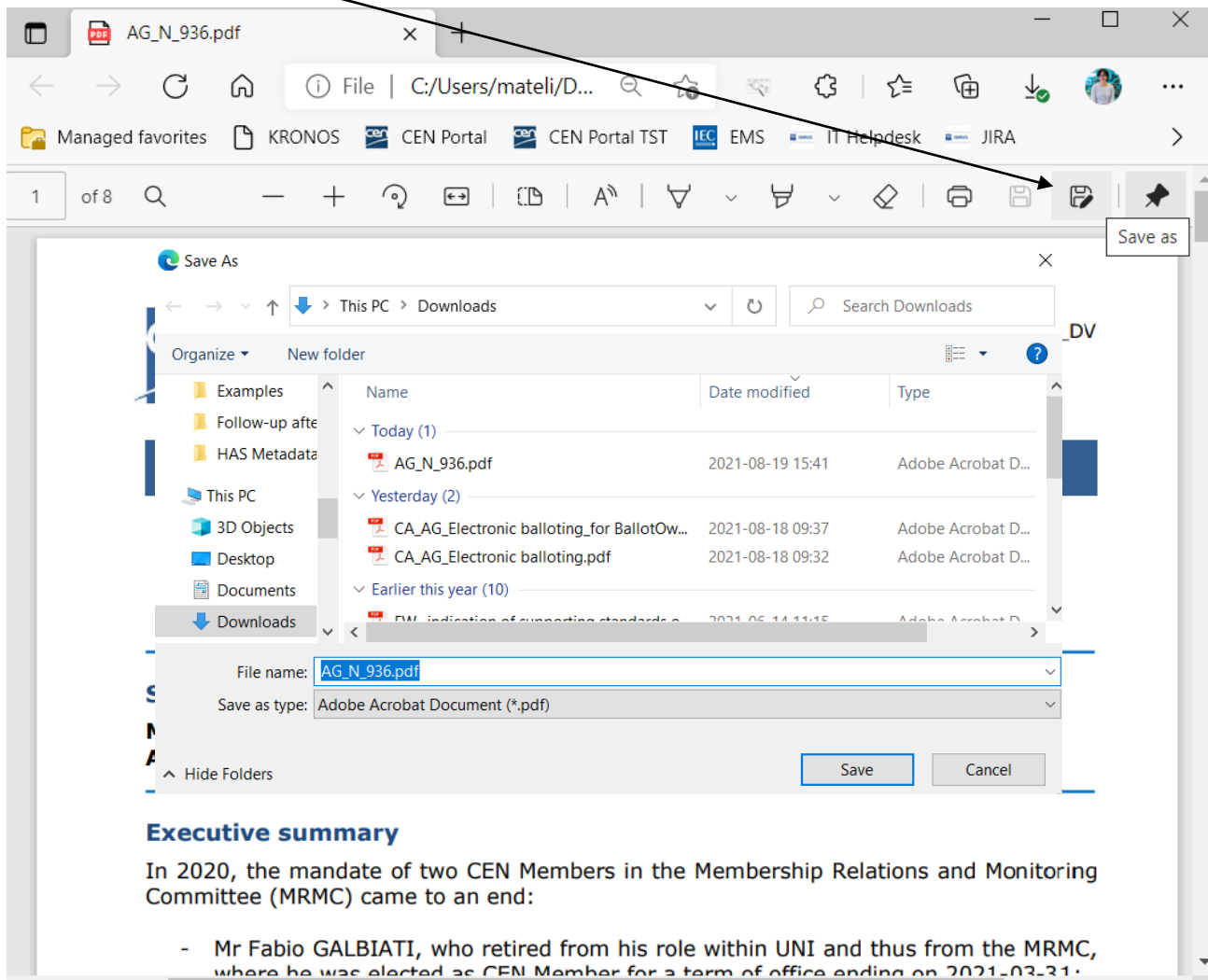


The document is then opened.

Note: This document is normally a copy of the Resolution document held in the corresponding folder in the **AG Items for Approval** area on the LiveLink platform.



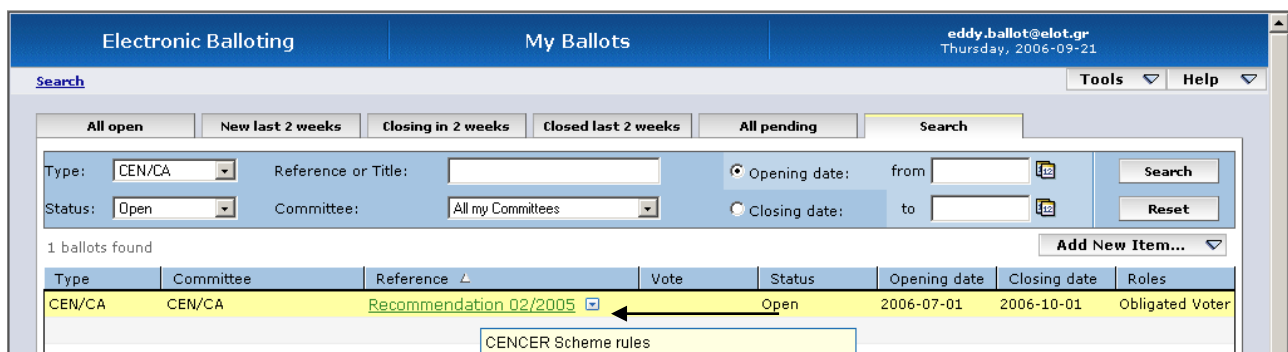
Click on the icon 'Save as' if you want to save a copy of the document on your PC.



11. Casting votes

11.1 Ballot selection

First select the ballot in the **Ballot Selection screen** (or via the Search function described in § 8).



Note: For **Open** ballots, the info displayed under the column **'Vote'** is only an indication that your own organization has cast a vote on the ballot and not the total of votes cast by all member bodies (as it appears for **Closed** ballots).

11.2 Vote on the draft Resolution

Open the **Add New Item** dropdown menu and choose the option **Cast Vote for**.

Information

Reference: Recommendation 02/2005 — ELOT (Greece)

Committee: CEN/CA
Status: Open
Opening date: 2006-07-01
Opened on: 2006-07-27 15:11
Title: CENCER Scheme rules
CA number: CA N 1605

Closing date: 2006-10-01
Closed on:

Reference documents and links

CA N 1605

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution / Recommendation	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

(*) A Comment is required for this answer value.

Clicking on your country name (on the left) displays the **Vote screen**.

Information

Reference: Recommendation 02/2005

Committee: CEN/CA
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-01

ELOT (Greece) Vote Cast on by Ballot, Eddy Dr.

Vote on the Draft Resolution / Recommendation

-- select an answer --
-- select an answer --
Agrees
Disagrees with comments
Disagrees fundamentally
Abstains

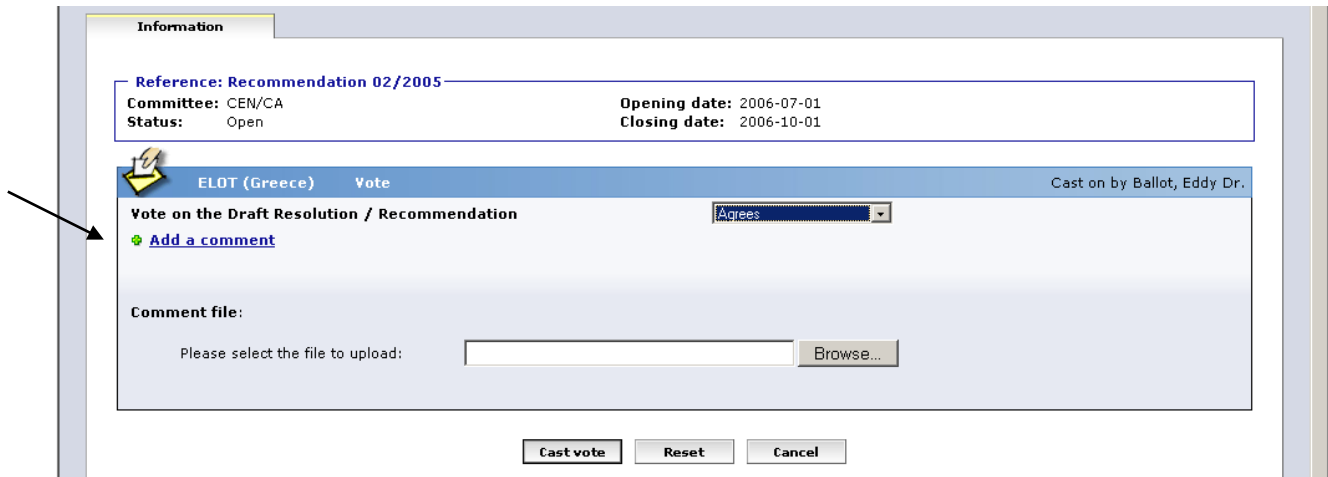
Cast vote **Reset** **Cancel**

For each type of ballot, a number of defined vote options exist. Choosing a certain vote option may require that you submit comments in conjunction with your vote.

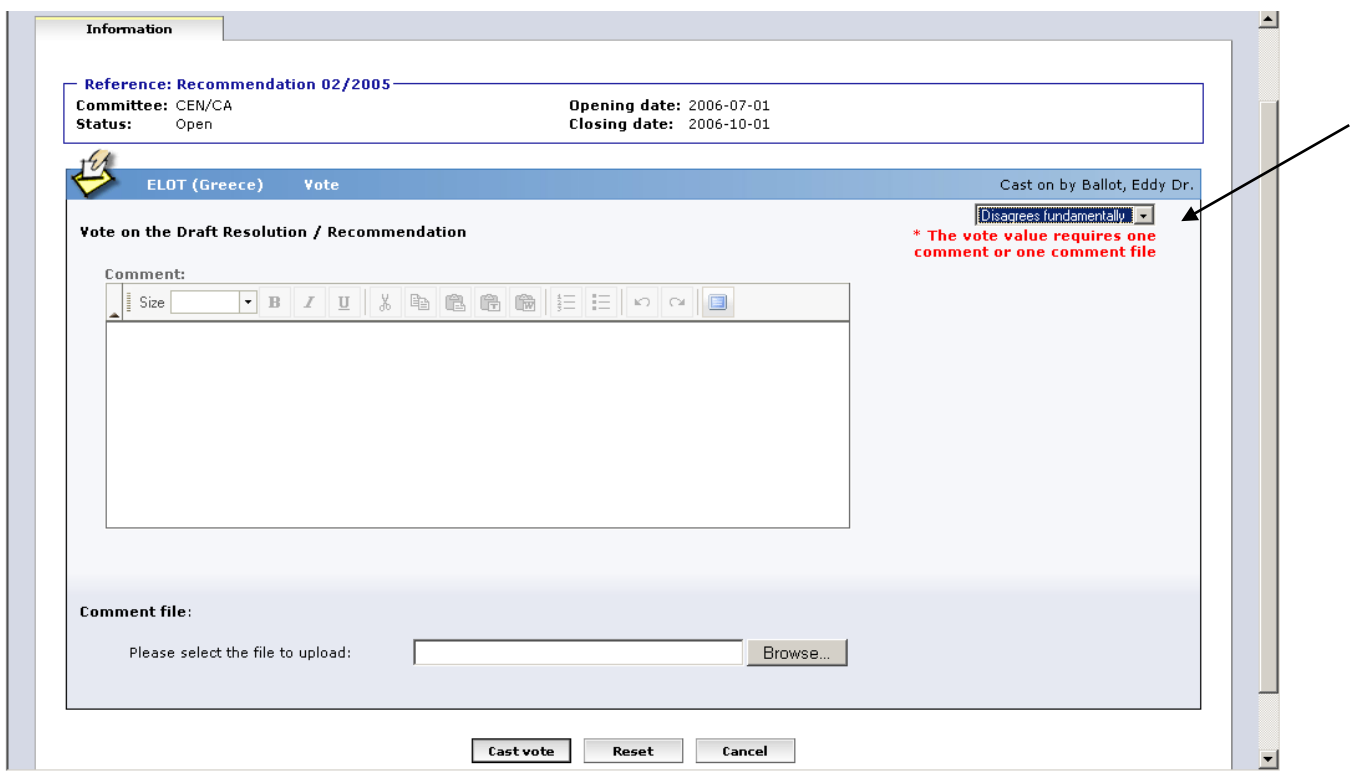
A list of the permitted vote options and the requirement to submit comments is contained in **Annex 1** of this Guide.

Selecting an answer will give the possibility to add a comment (text and/or file):

If you want to add a comment text for an answer not necessarily requesting one (e.g. 'Agrees'), you first have to click on [Add a comment](#) in order to be able to introduce your comment.



For options requesting one comment (or comment file), the comment box is automatically opened once you have selected one of these options.



You have the possibility to either enter a comment text and/or add a comment file (there is only one comment file per vote and ballot).

➤ **Comment text (preferred method to use)**

Enter your text in the box. This method is preferred because comments input in this field are automatically collated by the system when generating the Results file at ballot closure. You have the possibility to format your text (bold, italic, bullets...) or to paste it from another application. See **Annex 3** for detailed information on the capabilities and limitations of these Rich Text fields.

Information

Reference: Recommendation 02/2005
Committee: CEN/CA
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-01

ELOT (Greece) Vote Cast on by Ballot, Eddy Dr.

Vote on the Draft Resolution / Recommendation Disagrees fundamentally
 * The vote value requires one comment or one comment file

Comment:

ELOT disagree because:

- Reason 1: dsjf kjfij fffgjkfjgkfhg kjfhkfdhg fkdjd
- Reason 2: dksjfdjfdl jdfjdfkjdfkfd fd fd fd dfkdfj kdsjfd dsjf dsjf fadsjfdsj fksdjfd fskqhdifudsioj fsdjhfsd fjsdhnf jdsjhj dhfshf ddfdkjd
- Reason 3: f dffsdjfd dsj dksj dsfh kjdsh fdshfudydnf d dhqdkuzaiezamlsk d

Moreover, bla bla bla...

Comment file:

Please select the file to upload:

- **Comment file (use this option for complex or long documents)**
 To add a comment file, click on **Browse...** and select your file (the preferred format for these files is Microsoft Word .DOC).

ELOT (Greece) Vote Cast on by Ballot, Eddy Dr.

Vote on the Draft Resolution / Recommendation Disagrees fundamentally
 * The vote value requires one comment or one comment file

Comment:

ELOT disagree because:

- Reason 1: dsjf kjfij fffgjkfjgkfhg kjfhkfdhg fkdjd
- Reason 2: dksjfdjfdl jdfjdfkjdfkfd fd fd fd dfkdfj kdsjfd dsjf dsjf fadsjfdsj fksdjfd fskqhdifudsioj fsdjhfsd fjsdhnf jdsjhj dhfshf ddfdkjd
- Reason 3: f dffsdjfd dsj dksj dsfh kjdsh fdshfudydnf d dhqdkuzaiezamlsk d

Moreover, bla bla bla...

Comment file:

Please select the file to upload:

Once you have voted (+ added comments if required), click on **Cast vote** to confirm the vote. If you click on **Reset**, the Vote options you have just entered will be removed. If you click on **Cancel**, you come back to the ballot screen without validating the vote.

After having cast a vote, the name of the balloter who cast the vote, is displayed in the list of the *Ballot Information Tab*, together with the date and time of this action.

Information Add New Item...

Reference: Recommendation 02/2005

Committee: CEN/CA
Status: Open
Opening date: 2006-07-01 **Closing date:** 2006-10-01
Opened on: 2006-07-27 15:11 **Closed on:**

Title: CENCER Scheme rules
CA number: CA N 1605

Reference documents and links

CA N 1605

Type	Participant	Agrees	Cast by	Date
	ELOT (Greece)	Disagrees fundamentally	Ballot, Eddy Dr.	2006-09-21 10:56

Note: If the vote is modified, the name of the person who has last modified the vote is displayed.

View comments

Clicking on the hyperlink (i.e. participant name) will open the comment file (in HTML-format).

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Disagrees fundamentally	Ballot, Bob	2006-07-24 15:58

BSI disagrees because:

- Reason 1
- Reason 2
- Reason 3

The [+] and [-] buttons next to the Answer allow to Open/Close textual comments associated with this answer.

The [+] and [-] buttons above the column 'Type' allow to Open/Close all the textual comments in one go.

11.3 Error messages

If you input incorrect values (missing vote value, missing comment...), the system will display the following error messages:

- Missing vote value :

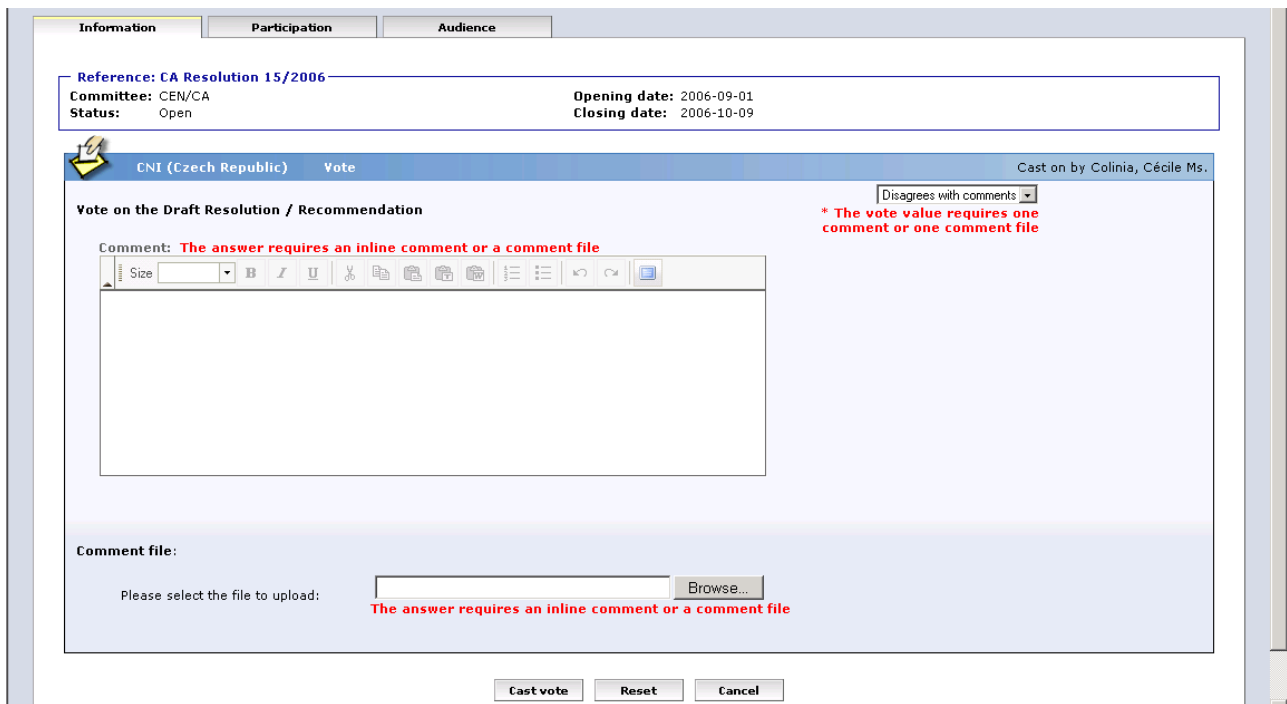
CNI (Czech Republic) **Vote** Cast on by Colinia, Cécile Ms.

Vote on the Draft Resolution / Recommendation

-- select an answer --

You need to answer this question

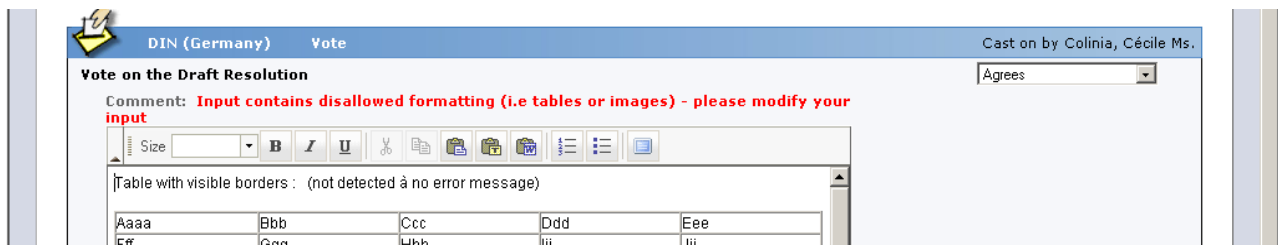
- Missing comment :



- Formatting errors :

When pasting text from other applications, the following messages warn the user of conversion problems :

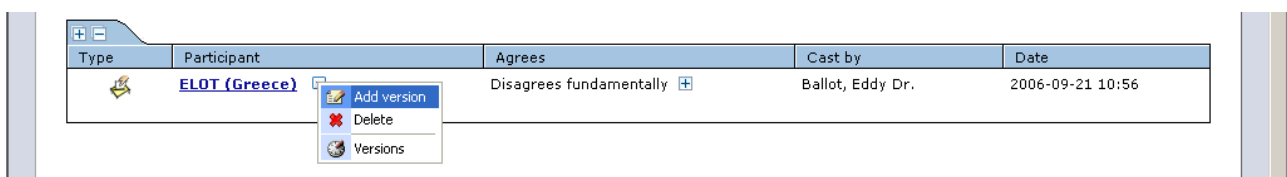
- **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- **Input contains formatting errors - please modify your input**



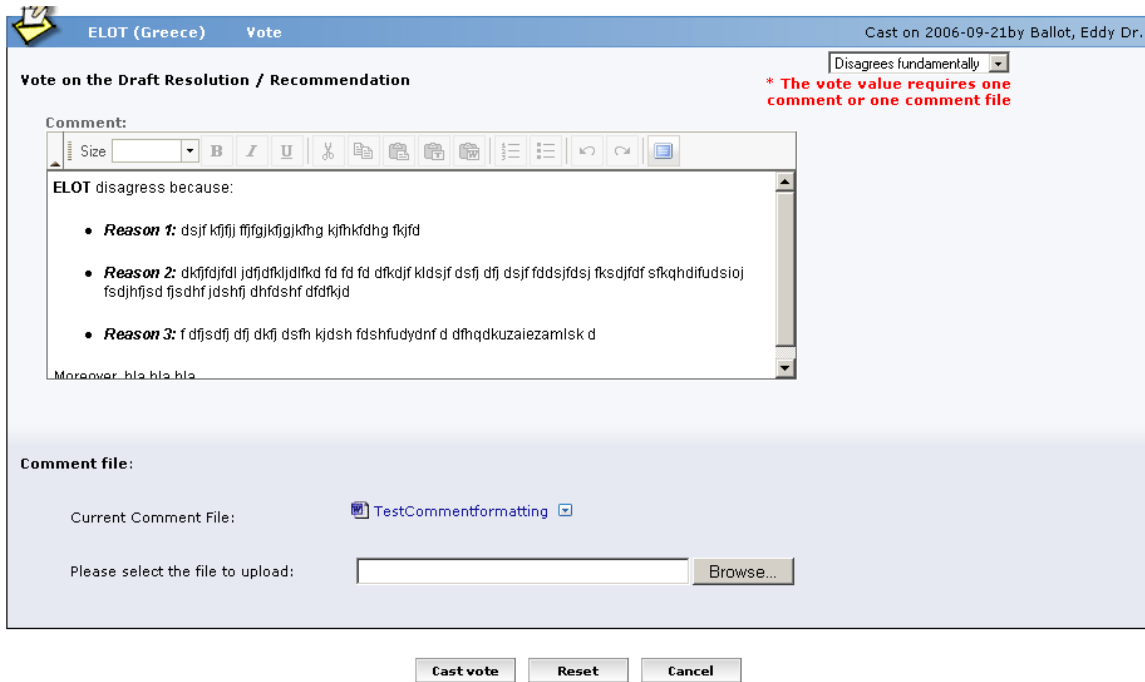
See **Annex 3: How to use Rich text input fields** for information on these messages and the handling of Rich Text fields.

11.4 Modification of votes

If you wish to modify a vote already cast, click on the **Function-Button** for the vote and choose the option **Add version**. This will display the **Vote screen** and you can choose another vote option and/or you can modify your comment (text and/or file).



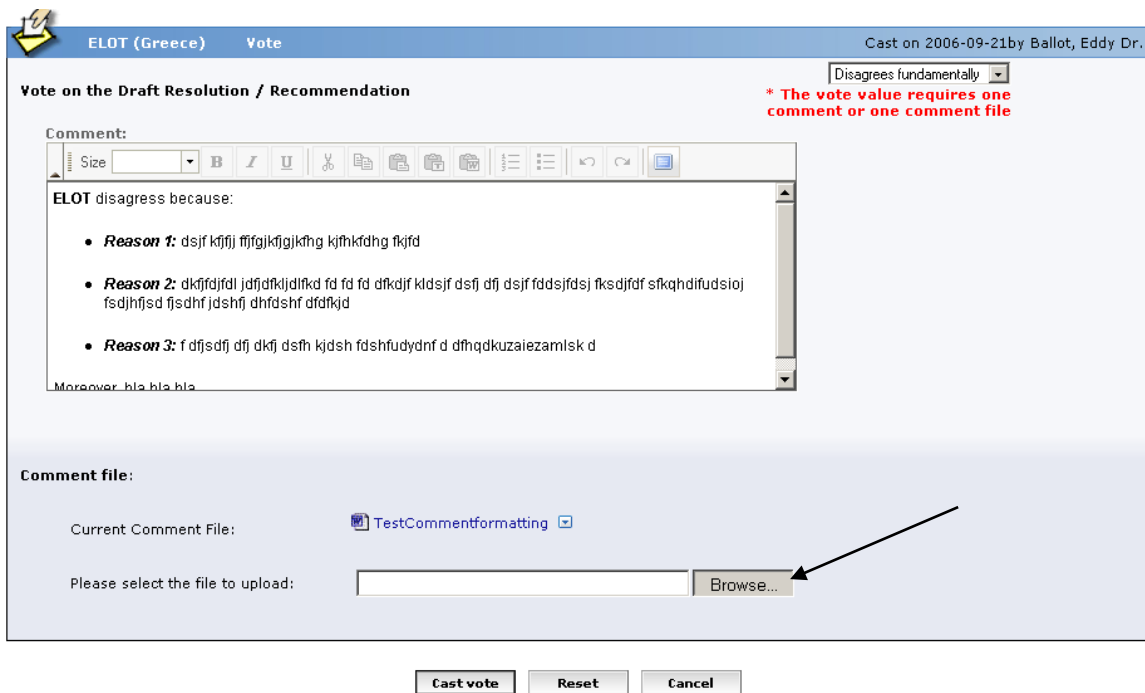
The **Vote screen** is displayed and you are able to modify the vote.



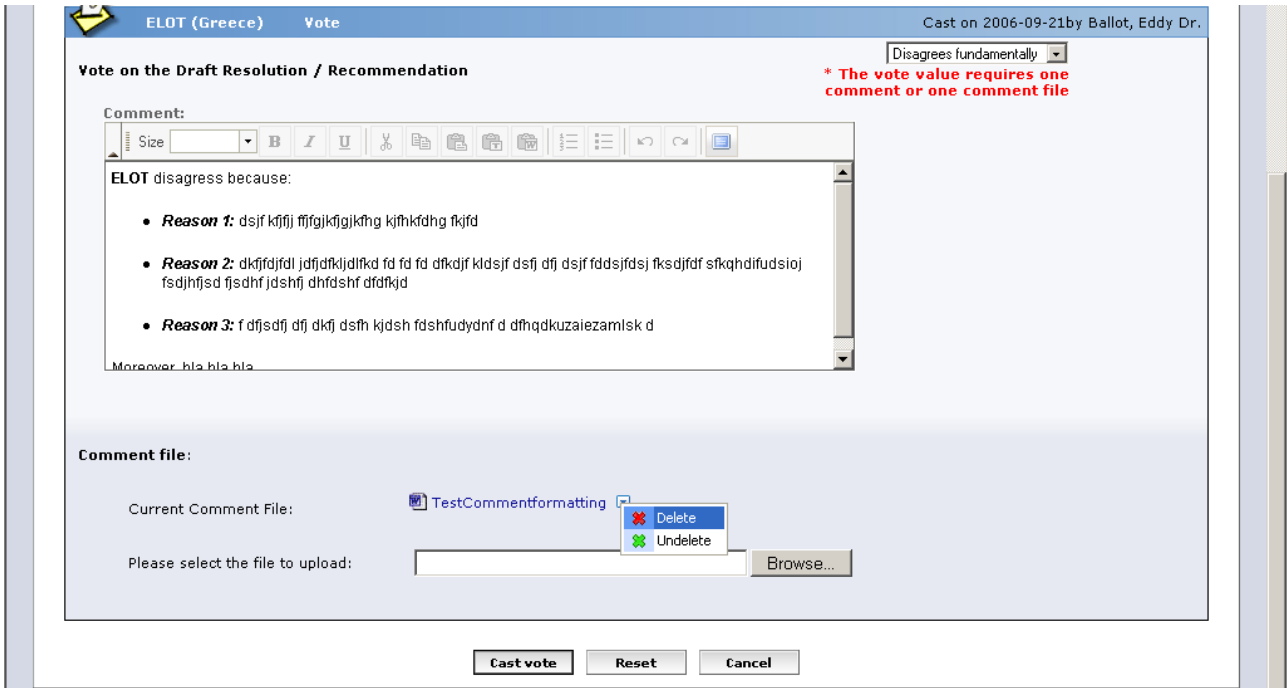
If there was not yet a comment text before, click on **Add a comment** to add one now. If there was already a comment text, you will be able to modify it directly.

Click on **Cast vote** to confirm your modifications.
 Click on **Reset** to restore the initial value.
 Click on **Cancel** to come back to the ballot screen.

To modify the comment file, simply browse on your local system to upload the new version of your comment. It will automatically supersede the previous version.



To delete the comment file, click on the function button next to the comment file and choose the option **'Delete'**.

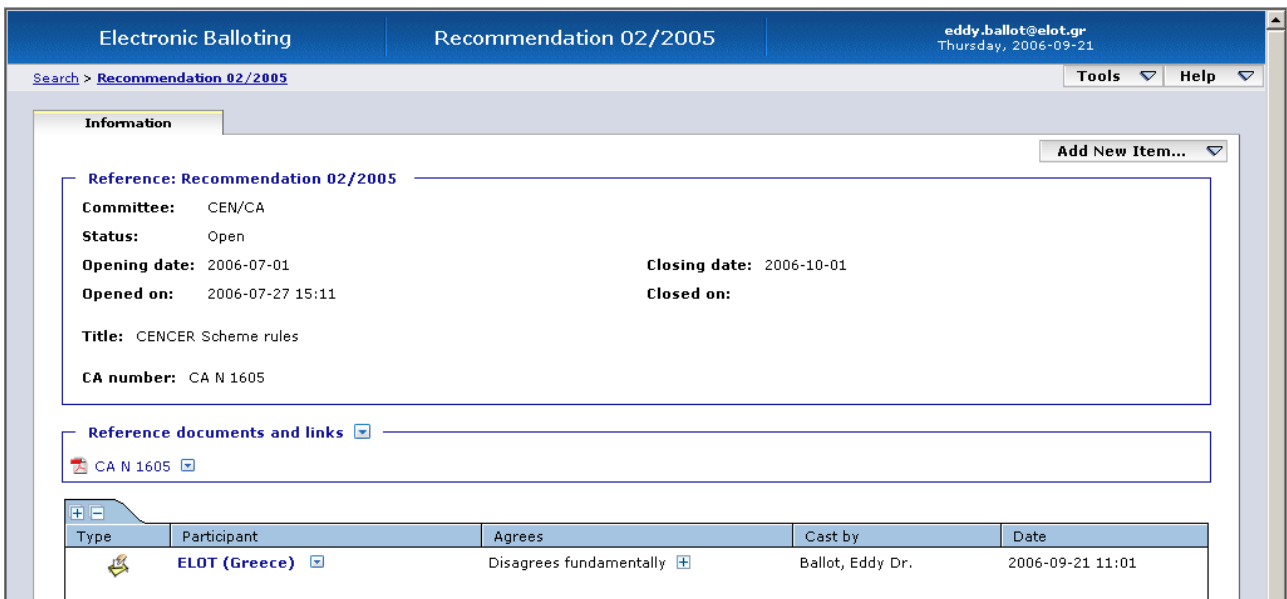


The following message will be displayed:



Click on **Cast vote** to delete the file (you also have the possibility to first save the comment by downloading it before deleting it).

The comment file is deleted and the system comes back to the ballot screen.



Attention: If you delete a comment file for a vote value requesting a comment and that no comment has been entered, the system will display the following error message:

DIN (Germany) Vote Cast on 2006-09-11 by Colinia, Cécile Ms.

Vote on the Draft Resolution / Recommendation

Disagrees fundamentally
*** The vote value requires one comment or one comment file**

Comment: **The answer requires an inline comment or a comment file**

Size

Comment file:

Current Comment File:

Please select the file to upload:

The answer requires an inline comment or a comment file

Simply click on **'Browse'** and select the new file. Confirm with **Submit**.

Note :

To browse the different versions of a vote, select the **"Versions"** option in the function menu of the vote.

Type	Participant	Agrees	Cast by	Date
<input type="button" value="Add version"/> <input type="button" value="Delete"/> <input type="button" value="Versions"/>	ELOT (Greece)	Disagrees fundamentally <input type="button" value="v"/>	Ballot, Eddy Dr.	2006-09-21 11:01

The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot **"Information"** tab: clicking on the name of the country opens the Comment file, if it exists.

Information

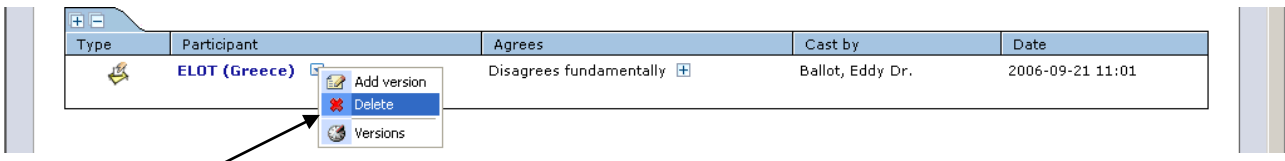
Reference: Recommendation 02/2005

Committee: CEN/CA **Opening date:** 2006-07-01
Status: Open **Closing date:** 2006-10-01

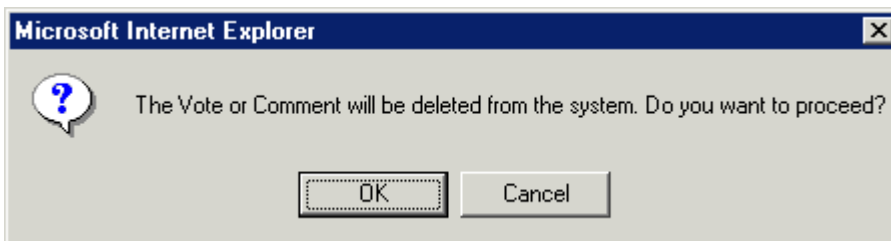
Version	Date	Cast by	Participant	Agrees
1	2006-09-21 10:56	Ballot, Eddy Dr.	ELOT (Greece)	Disagrees fundamentally <input type="button" value="v"/>
2	2006-09-21 11:01	Ballot, Eddy Dr.	ELOT (Greece)	Disagrees fundamentally <input type="button" value="v"/>

11.5 Deletion of votes

If you need to delete a vote, click on the **Function**-button for the vote and choose the option **Delete**.



The system will ask you to confirm the deletion.



Click on **OK**.

This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Vote object.

Note that a vote and an accompanying comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

If there is more than one balloter authorized to cast a vote on behalf of an organization, any other balloter of that organization with the same permission can modify or delete a vote or a comment which had been submitted by the previous balloter.

12 Pending stage

In this stage, only the **BallotOwner** can modify a vote and/or comment on behalf of a balloter.

Voters are only able to see the votes cast by their own organization, but not those cast by other CEN members.

Only the **BallotOwner** will be able to decide the final outcome of the ballot by manually entering the final result value. This operation will trigger the transition to the next stage (i.e. **Closed** stage).

13 Accessing the results of closed ballots and comments

To access the result of closed ballots, you have two options:

- a) If the ballot was closed within the last two weeks, click on the tab **Closed last 2 weeks** from the **Ballot Selection screen**. This results in a list of those ballots, to which a balloter has access and which were closed within the last two weeks.

Electronic Balloting My Ballots eddy.ballot@elot.gr Thursday, 2006-09-21

[Closed last 2 weeks](#) Tools Help

All open New last 2 weeks Closing in 2 weeks **Closed last 2 weeks** All pending Search

3 ballots found Add New Item...

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2006/c061	7 votes, no comment	2006-08-21	2006-11-23	Obligated Voter
CEN/AG	CEN/AG	AG Resolution 08/2006	17 votes, no comment	2006-08-31	2006-09-11	Obligated Voter
CEN/CA	CEN/CA	CA Resolution 15/2006	8 votes, no comment	2006-09-01	2006-09-08	Obligated Voter

Note: for closed ballots, the info displayed under the column Vote is the total of votes received and not only the vote of your own member body.

- b) If the ballot was closed longer than two weeks ago, you need to use the **Ballot Search screen** (see § 8). Change the setting for **Status** to *Closed*. To limit the number of ballots displayed in the list, you may enter a time range for the start or the end date of the ballots.

All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks All pending **Search**

Type: AG Reference or Title: Opening date: from Closing date: to

Status: Closed Committee: All

161 ballots found << < 1 - 20 > >> New Ballot

Type	Reference	Vote	Result	Status	Opening date	Closing date	Role
AG	AG Resolution 03/2021	31 votes	Adopted	Closed	2021-05-26	2021-06-21	Ballot owner
AG	AG Resolution 01/2021	27 votes	Adopted	Closed	2021-04-28	2021-05-27	Ballot owner
AG	AG Resolution 02/2021	27 votes	Adopted	Closed	2021-05-07	2021-05-21	Ballot owner
AG	AG Resolution 33/2020	24 votes	Adopted	Closed	2020-12-14	2021-01-15	Ballot owner
AG	AG Resolution 19/2020	27 votes	Adopted	Closed	2020-10-19	2020-11-19	Ballot owner

Clicking on the **Ballot Reference** of any of the listed ballots will open the **Ballot** and give you the possibility to access the vote result screen.

13.1 The Vote result screen

After a ballot is closed, the balloters, monitors and commenters can access the **Vote result screen**. This screen displays the overall ballot result for the document, including the votes by each member body. Comments submitted in conjunction with a vote are also displayed in that screen.

Reference: AG Resolution 33/2020

Committee / Working Group: CEN/AG
 Status: Closed
 Voting results: go to CEN/AG results folder

Opening date: 2020-12-14
 Closing date: 2021-01-15

Voting results

Member		Date cast	Agrees	Disagrees with comments	Abstains
Austria	ASI	2020-12-15	X		
Belgium	NBN	2020-12-15	X		
Bulgaria	BDS	2021-01-12	X		
Croatia	HZN	2021-01-10	X		
Cyprus	CYS	2021-01-08	X		
Czech Republic	UNMZ	2020-12-18	X		
Denmark	DS	No vote received			
Estonia	EVS	No vote received			
Finland	SFS	2020-12-16	X		
France	AFNOR	2020-12-15	X		
Germany	DIN	2021-01-07	X		
Greece	NQIS ELOT	No vote received			
Hungary	MSZT	No vote received			
Iceland	IST	No vote received			
Ireland	NSAI	2020-12-17	X		
Italy	UNI	2020-12-15	X		
Latvia	LVS	No vote received			
Lithuania	LST	2020-12-15	X		
Luxembourg	ILNAS	2020-12-16	X		
Malta	MCCAA	2020-12-29	X		
Netherlands	NEN	2020-12-15	X		
North Macedonia	ISRSM	2020-12-17	X		
Norway	SN	2020-12-15	X		
Poland	PKN	2021-01-13	X		
Portugal	IPQ	2020-12-15	X		
Romania	ASRO	No vote received			
Serbia	ISS	2020-12-17	X		
Slovakia	UNMS SR	2021-01-11	X		
Slovenia	SIST	No vote received			
Spain	UNE	2021-01-08	X		
Sweden	SIS	2020-12-18	X		
Switzerland	SNV	No vote received			
Turkey	TSE	No vote received			
United Kingdom	BSI	2021-01-11	X		

Ballot results

Total number of votes cast: 24

Total number of votes not received: 10

Agreeing: 24

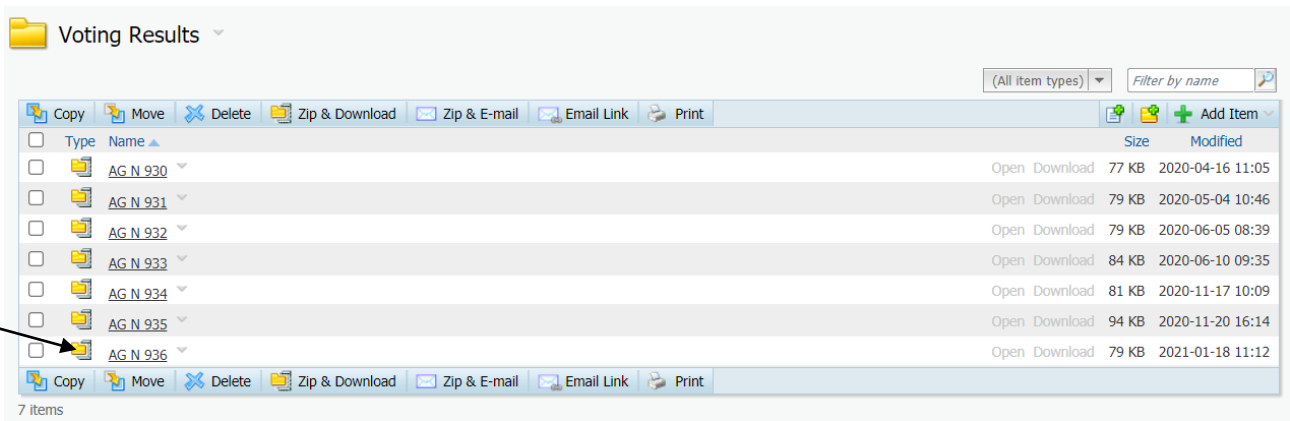
Disagreeing with comments: 0

Abstaining: 0

Ballot result: Adopted

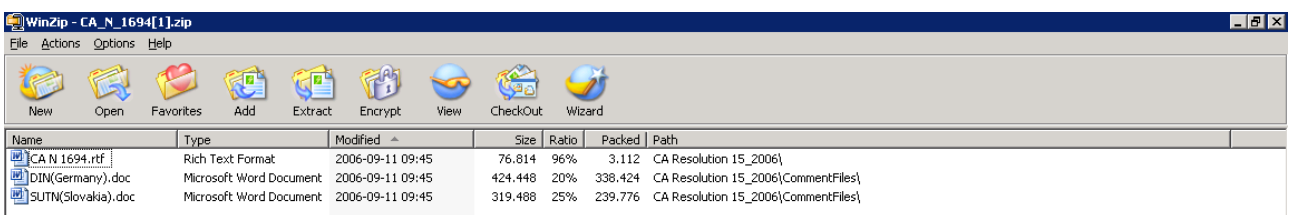
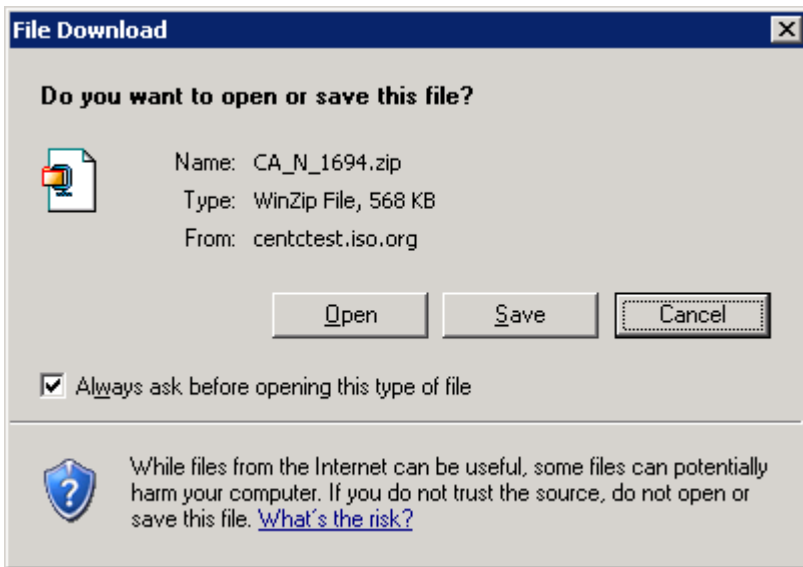
Result explanation: The CEN/AG, by correspondence,

- appoint Ms Athina PANAYIOTOU as member in the Membership Relations & Monitoring Committee for a first term of office ending on 2023-12-31;
- appoint Ms Elisabeth STAMPFL-BLAHA as member in the Membership Relations & Monitoring Committee for a second term of office ending on 2023-12-31.



Results from balloting are combined in a Zip file (e.g. **AG_N_695.zip**) containing the different comment files as well as the ballot result document in RTF format (see example in Annex 4).

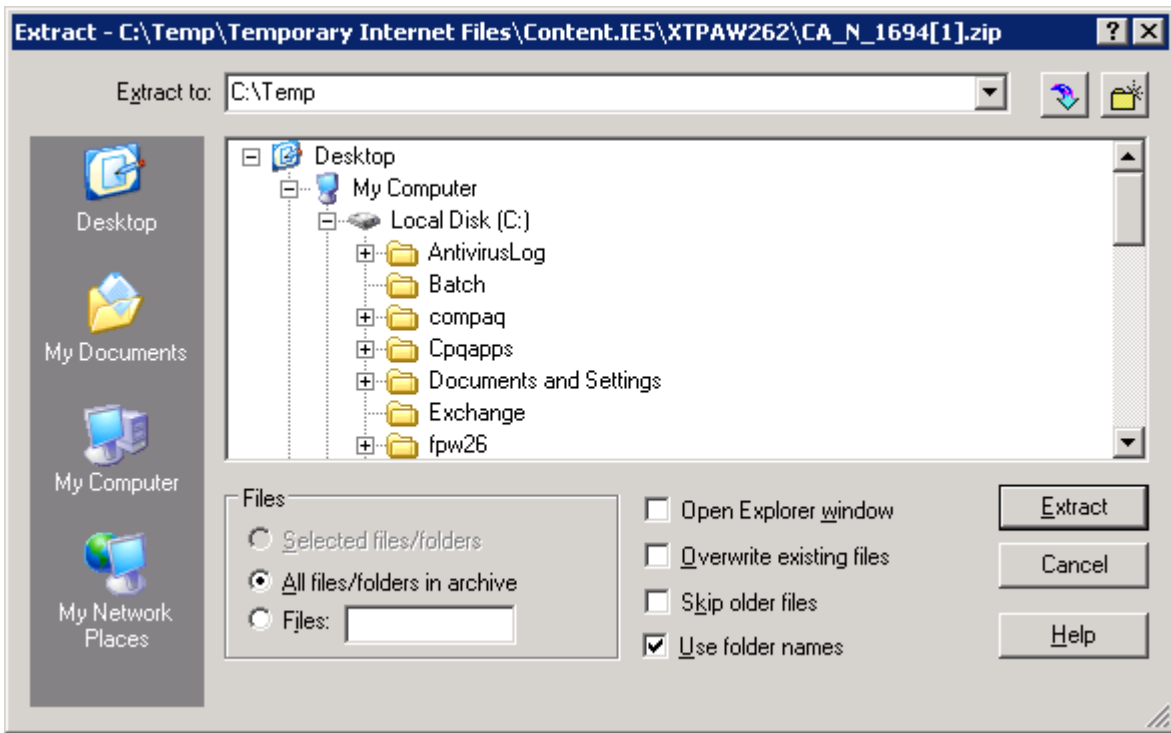
By clicking on the **Resolution** reference, you have the possibility to open or save the zip file.



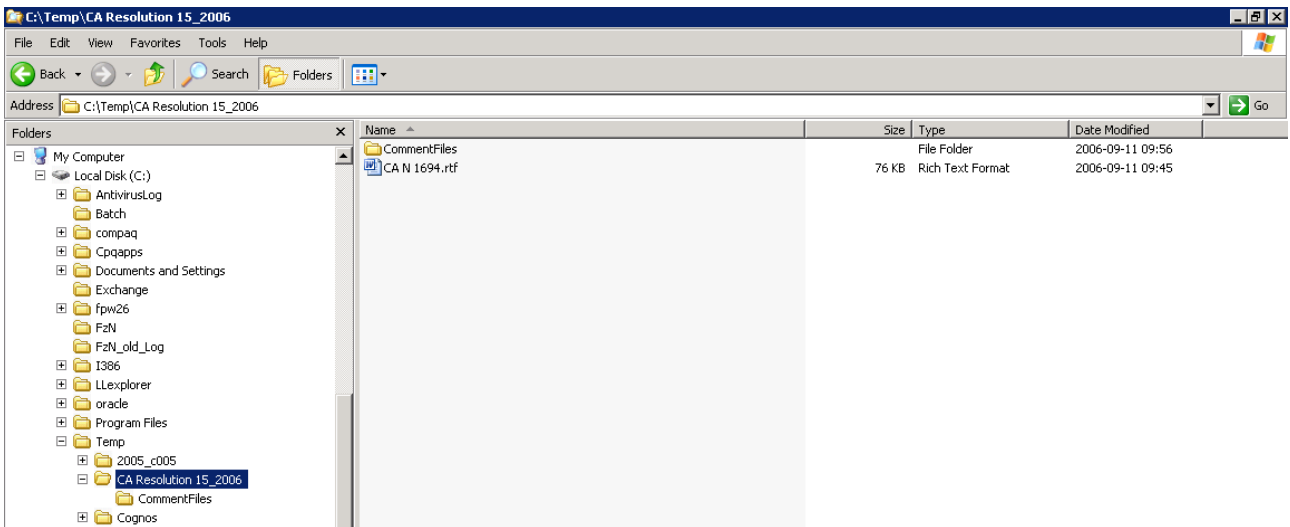
The zip file contains:

- A document called “AG_N_xxxx.rtf” containing the ballot result (same content as the ballot result page in the balloting environment).
- The different comment files.

Extract the content of the zip file to your local environment.



The system will save the **.rtf** document on that drive (e.g. c:\temp) and will create a folder (named e.g. AG Resolution 06/2006) containing 1 sub-folder : **CommentFiles**.



Open the **.rtf** results file in Word. The associated documents will appear as links and it will be easy to navigate to the text of every comment from this page.

14 Notifications

14.1 Opening and closing notifications

E-mail notifications about newly opened and closed ballots are sent on the open and close date to all balloters for the ballots they are registered for. The notifications are sent twice per week.

Notifications are personal and only contain ballots relevant to that person. If there is more than one ballot opened or closed at the same time, information about all relevant ballots is included in the same e-mail.

14.2 Important notice

We cannot guarantee at 100 % the correct delivery of notifications. It is the NSB's responsibility to check the ballots present in the e-Balloting environment on a regular basis, every week for example (same policy as in ISO).

ANNEX 1: Vote options and comments required

Ballot type = CEN/AG

Vote options	Comments required	Communication of comments
Agrees	May comment	Text field (preferred) or Word file
Disagrees with comments	Must comment	Text field (preferred) or Word file
Disagrees fundamentally	Must comment	Text field (preferred) or Word file
Abstains	Must comment	Text field (preferred) or Word file

ANNEX 2: Terms used in the application related to different roles in balloting

On various screens, some terms are used related to roles in the balloting process with which you may not be familiar. The table below gives an overview and explanations of these terms and relates it to business functions in CEN. Note that each role can be assumed by more than one individual for any ballot.

Terms related to balloting roles	Explanations of the roles & Corresponding business function in CEN
BallotOwner	Responsible to initiate and run the balloting process. This role is assumed by CCMC for CEN/AG ballots.
Voter	Member of the CEN/AG, authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.

ANNEX 3: How to use Rich text input fields.

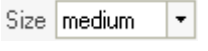





A3.1 Rich Text features

The AG e-Balloting software allows the user to enter textual data in several **Rich Text entry fields** :











- Resolution **Title**
- Resolution Ad Hoc **Note**
- **Comment text** field used by Voters or Commenters












These Rich Text input fields have some features similar to those offered by a word processing tool like Microsoft Word.

The following functions may be accessed through the buttons present in the toolbar at the top of all Rich Text fields :

	Change text font size Possible values: <ul style="list-style-type: none"> - xx-small - x-small - small - medium - large - x-large - xx-large
	Format text to Bold
	Format text to <i>Italicized</i>
	Format text to <u>Underlined</u>
	Make numbered list
	Make bulleted list

The following buttons are available in Metadata Text fields :

	Format text to Strikethrough
	Format text to Subscript
	Format text to Superscript
	Cut selected text
	Copy selected text
	Paste text
	Paste as plain text
	Paste from Word
	Undo last operation
	Redo last undone operation

	Select all
	Remove format
	Left justify text
	Center text
	Right justify text
	Full justify text
	Decrease Indent
	Increase Indent
	Change Font color
	Change Background color
	Maximize the editor size

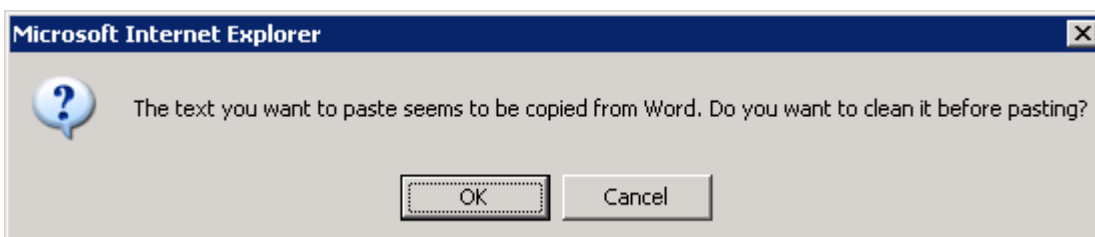
A3.2 Copy / Paste Limitations

The Rich Text fields allow the pasting of text copied from other applications (MS Word document, HTML Page, ...), but they are not full fledged text editors. Some limitations have to be taken into account when pasting text to these fields :

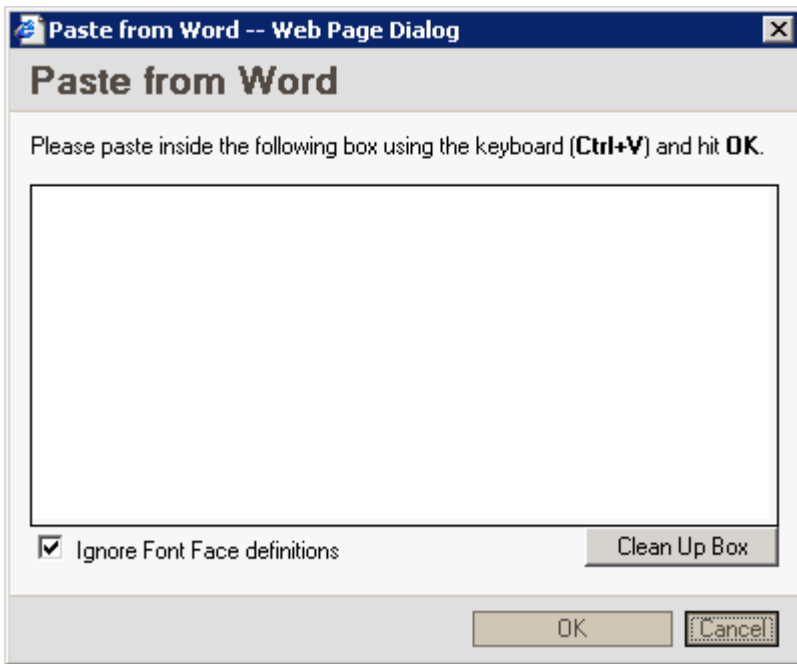
- **Tables and images** are not authorized.
When the system detects a table or an image in the text pasted in, it issues the following error message : **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- Due to the non-standard way different software programs manage the HTML format, some caution is needed when pasting text copied from other environments :
 - Some formatting options (tabulations, margins) might be lost between applications.
 - Some special characters (i.e. →, €, 'single' & "double" quotes, ...) may be lost when transferred from one application to the other.
 - When copying text from MS Word, if the <End Of Paragraph> mark is not selected, the formatting of the last line of the text may be lost in the process.
Example : the last line of an enumerated list loses its numbering.
- Sometimes the internal formatting of the text is too hard to handle for the Html text converter. The following message is displayed in this case :
Input contains formatting errors - please modify your input.

Copy/paste from Word

The following message is displayed when pasting a text from Word:

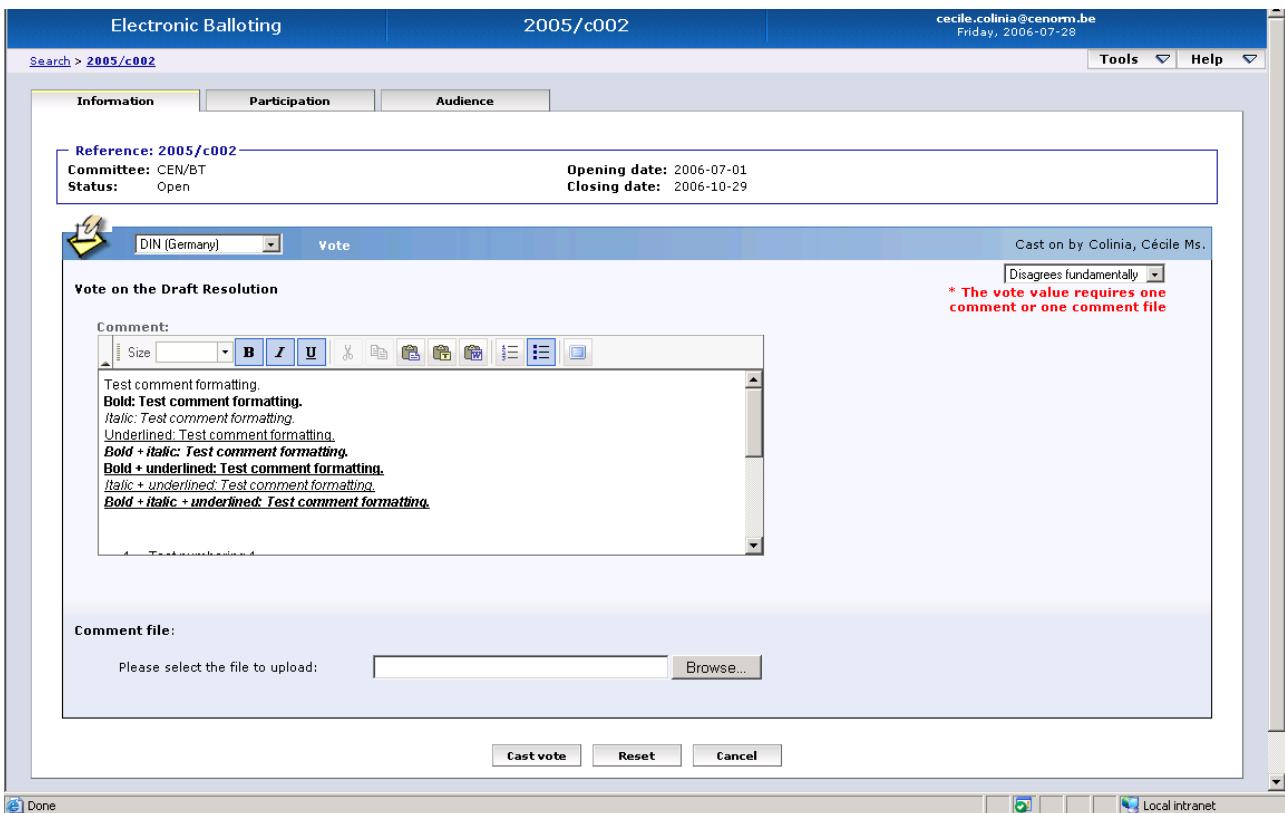


Click on **OK**. The following dialog box is displayed:



Paste your text inside the dialog box using **CTRL+V** and then click on **OK**.

The text is then brought back in the vote Vote screen.



Some tips to follow :

- When copying text from MS Word, avoid complicated formatting options in the initial document.
- Whenever possible, avoid special characters (such as '→', '€',) : they may disappear or be replaced by a question mark ('?') or another special character in the Rich text field.
- Some characters (i.e. 'single' and "double" quotes) may also be replaced by question marks depending on the source font or style.
- Tabulations and justifications (left, right, centered) are lost.
- Sometimes tables in Word documents or Html pages have no apparent borders and are not easily visible; they will nevertheless trigger the error message stating that tables are not allowed in this field.
- Converting a simple table to text in Word allows its content to be copied from Word to the comment field: its formatting may need the insertion of some additional space because tabulations are not preserved in the comment field.
- Some tables are not detected as such by the system, but the formatting problem triggers the more generic message : **Input contains formatting errors - please modify your input**. In this case, deleting the table normally solves the problem.
- As a general rule, if you copy text from another application and paste it into a Text field in eB3, you should control your text after clicking on the [OK] button to submit it. You should then open your text to see if the formatting is incorrect or if some characters have been replaced by question marks ('?'). Should this be the case, you may correct your input by re-opening it in Edit mode.

ANNEX 4: Example of ballot result document in RTF format

CEN/AG - Voting Results:

Ballot Information:

Ballot reference: AG Resolution 08/2006
Ballot type: CEN/AG
Ballot title: [Transfer of CEN Membership from the Danish Standards Association to Danish Standards](#)
AG number: AG N 697
Opening date: 2006-08-31
Closing date: 2006-09-11
Note:

Votes:

Member		Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	2006-09-13 10:46:13	X			
France	AFNOR	2006-09-13 11:55:22		X		
Romania	ASRO	2006-09-13 12:44:30	X			
United Kingdom	BSI	2006-09-13 12:45:24		X		
Czech Republic	CNI	2006-09-13 11:34:38				X
Cyprus	CYS	2006-09-13 12:46:14			X	
Germany	DIN	2006-09-13 12:46:38	X			
Denmark	DS	2006-09-13 12:46:50	X			
Greece	ELOT	2006-09-13 11:23:11			X	
Estonia	EVS	2006-09-13 12:47:06	X			
Belgium	IBN	2006-09-13 12:47:51		X		
Portugal	IPQ	2006-09-13	X			

		12:48:08				
Iceland	IST	2006-09-13 12:48:51	X			
Lithuania	LST	2006-09-13 12:49:03	X			
Latvia	LVS	2006-09-13 12:49:35		X		
Malta	MSA	2006-09-13 12:49:51				X
Hungary	MSZT	2006-09-13 12:50:02	X			
Netherlands	NEN	<i>No vote received</i>				
Ireland	NSAI	<i>No vote received</i>				
Austria	ON	<i>No vote received</i>				
Poland	PKN	<i>No vote received</i>				
Luxembourg	SEE	<i>No vote received</i>				
Finland	SFS	<i>No vote received</i>				
Sweden	SIS	<i>No vote received</i>				
Slovenia	SIST	<i>No vote received</i>				
Norway	SN	<i>No vote received</i>				
Switzerland	SNV	<i>No vote received</i>				
Slovakia	SUTN	<i>No vote received</i>				
Italy	UNI	<i>No vote received</i>				

CEN/AG Ballot Results:

Total number of votes cast:	17
Total number of votes not received:	12
Agreeing:	9
Disagreeing with comments:	4
Disagreeing fundamentally:	2
Abstaining:	2
Ballot result:	Failed

Result Explanation:
<p><i><u>Bold + italic + underlined: Test comment formatting.</u></i></p> <ul style="list-style-type: none"> • Test numbering 1 • Test numbering 2 • Test numbering 3 + formatting (bold) • <i>Test numbering 4 + formatting (bold + italic)</i> <ol style="list-style-type: none"> 1. Test bullet 1 2. Test bullet 2 3. <u>Test bullet 3 formatting italic + underlined</u> 4. <u>Test bullet 4 + formatting (bold + underlined)</u> 5. <i><u>Test bullet 5 + formatting (bold + italic + underlined)</u></i> <p>Short comment.</p>

Comments from Voters:

Member	Comment	Date
France (AFNOR)	<i>Short comment</i>	2006-09-13 11:55:22
<p>Pas possible, franchement ... ça va pas non ?...</p>		
United Kingdom (BSI)	<i>Short comment</i>	2006-09-13 12:45:24
<p>I must say that :</p> <ol style="list-style-type: none"> 1. One 2. <u>Two</u> 3. <u>Three</u> 		
Czech Republic (CNI)	<i>Short comment</i>	2006-09-13 11:34:38
<p>OK I see it. Because I also see Enquiry ballots, there are more ballots display, and yhis one was on the second page of the "All open" tab.</p>		
Cyprus (CYS)	<i>Short comment</i>	2006-09-13 12:46:14
<p>Really not hapopy with this ... See file</p>		
Cyprus (CYS)	<i>Comment File</i>	2006-09-13

		12:46:14
CommentFiles/CYS(Cyprus).doc		
Germany (DIN)	<i>Comment File</i>	2006-09-13 12:46:38
CommentFiles/DIN(Germany).doc		
Greece (ELOT)	<i>Comment File</i>	2006-09-13 11:23:11
CommentFiles/ELOT(Greece).doc		
Estonia (EVS)	<i>Short comment</i>	2006-09-13 12:47:06
zef		
Belgium (IBN)	<i>Short comment</i>	2006-09-13 12:47:51
Je sais pas trop, maar ik zou graag akkoord zijn si on verandert un truc		
Latvia (LVS)	<i>Short comment</i>	2006-09-13 12:49:35
<p>ergzerh pzajf zejz e zaejof oo zoe fjzoefj ze ze jze piejf</p> <ul style="list-style-type: none"> • fzef • rtdhtyuj • rj§è,è§ 		
Malta (MSA)	<i>Short comment</i>	2006-09-13 12:49:51
don't know		