



INFORMATION FOR TECHNICAL BODY OFFICERS

CENELEC SESSION

IT tools in the CENELEC environment

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The national perspective

1. CENELEC BOSS
2. Collaboration Platform
3. Committee Internal Voting (CIV)

Link: <https://boss.cenelec.eu/>

CENELEC BOSS

You will find useful information, templates and forms on CENELEC Business Operations Support System (BOSS)

[Link: https://boss.cenelec.eu/](https://boss.cenelec.eu/)



Collaboration Platform (CP)

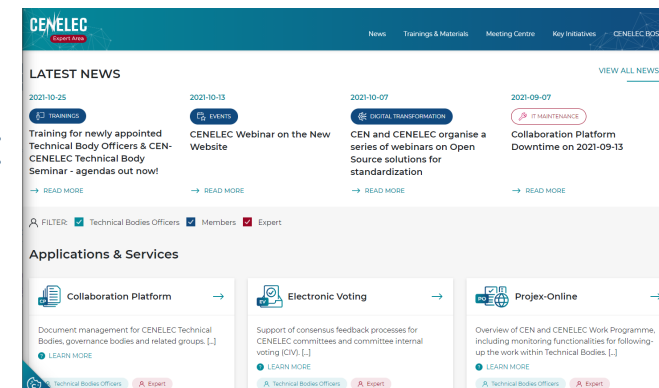
The Collaboration Platform is meant to upload and share documents with the TC. For example the draft agenda before the plenary meeting should be uploaded here, the meeting minutes or any other useful document.

When creating a CIV, a supporting document needs to be uploaded here. This helps the TC members to understand the topic and background of the consultation.

Collaboration Platform (CP)



- Direct link: <https://collaborate.iec.ch/>
- Via the CENELEC expert area > Applications & Services:
- Login: IEC = CENELEC



- Your personal lists depends on your access permissions given via Expert Management System (EMS)
- Access:
 - CCMC: Technical Body Officers & observers (Affiliates, Partners, EC, ...)
 - National Committee (NC) admins: national experts

Accesses

- Editor: full write access (Officers, CCMC staff)
 - can create folders,
 - upload documents,
 - move or delete all folders or documents
- Author: limited write access (NC officials, Members, Observers)
 - can create folders,
 - upload documents,
 - move or delete own folder or documents
- Reader: reading access only (National Participants)

- <https://collaborate.iec.ch/>

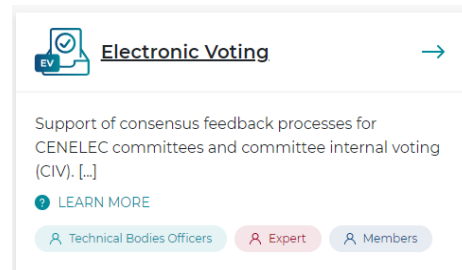
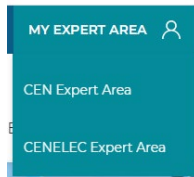


Committee Internal Voting (CIV)

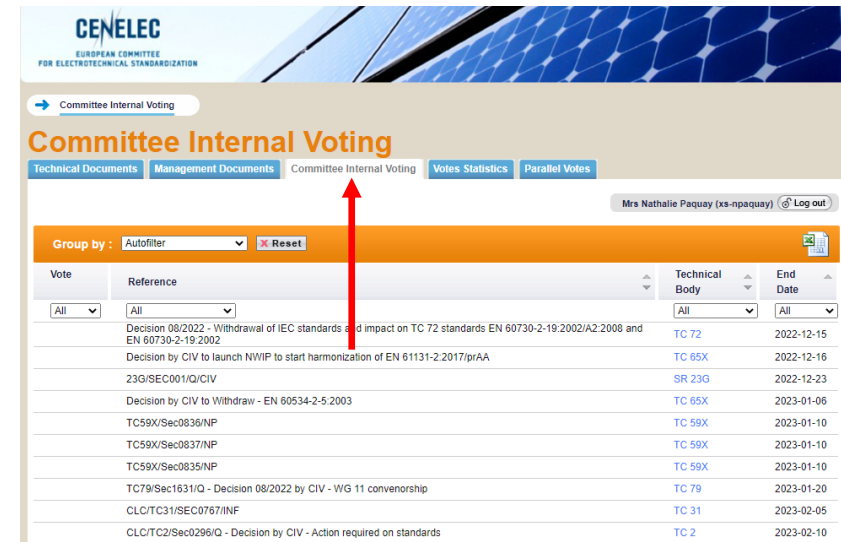
The CIV is useful for unbureaucratic consultation of a certain topic within the TC. The TC secretary can for example create a consultation about potential liaisons, potential revision of a standard or even a call for experts (e.g. when creating a WG).

Committee Internal Voting (CIV)

- Direct link: <http://www.iec.ch/clcvotes>
- Via the [CENELEC Expert Area](#) > Tools section: Electronic Voting



- Login: IEC = CENELEC = some National



Committee Internal Voting (CIV)

- Similar to the CIB = CEN Committee Internal Balloting



- Login: IEC = CENELEC = some National
- Access:
 - Default: Vote Owner = TC/SC Secretaries, Assistant Secretaries, BTTF Convenors
 - National Committee (NC) admins: Voter = representatives of CENELEC National Committees
 - CCMC: Commenter = Partners, external liaison organizations, CLC Consultants



Links

- [CENELEC BOSS](#) (e.g. Encyclopedia, Templates, Forms etc.)
- [CIV](#) (e.g. Consult TC on potential liaisons, call for experts, revision of standards etc.)
- [Collaboration Platform](#) (Sharing & uploading documents e.g. meeting agenda, plenary minutes)
- [Projex-Online](#) (e.g. status of standards, alerts, useful information about standards)

Hints

- Have close and frequent contact with TC responsible (chair, secretary and CCMC PM)
- In case you have any questions, do not hesitate to contact your NC or the CCMC PM
- Start organizing the plenary meeting in advance
 - book meeting room at least 6 months in advance
 - Have the draft agenda at least 2 months before and circulate it to the TC via Collaboration Platform



Questions ?

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