



INFORMATION FOR TECHNICAL BODY OFFICERS

CEN SESSION

IT tools in the CEN environment

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Tamara LEE

IT tools in the CEN environment

1. SD Documents
2. Committee Internal Balloting (CIB)
3. Meeting registration (ISO-based)
4. CEN Working Area

1. SD Documents

SD Documents – Status & figures

▶ Technical committees

- ▶ Migrated since May 2021
- ▶ 2063 committees (active and dormant)
- ▶ 845.000 documents

▶ Governance committees

- ▶ Migrated since April 2022
- ▶ 61 committees
- ▶ 55.000 documents

▶ Remaining committees:

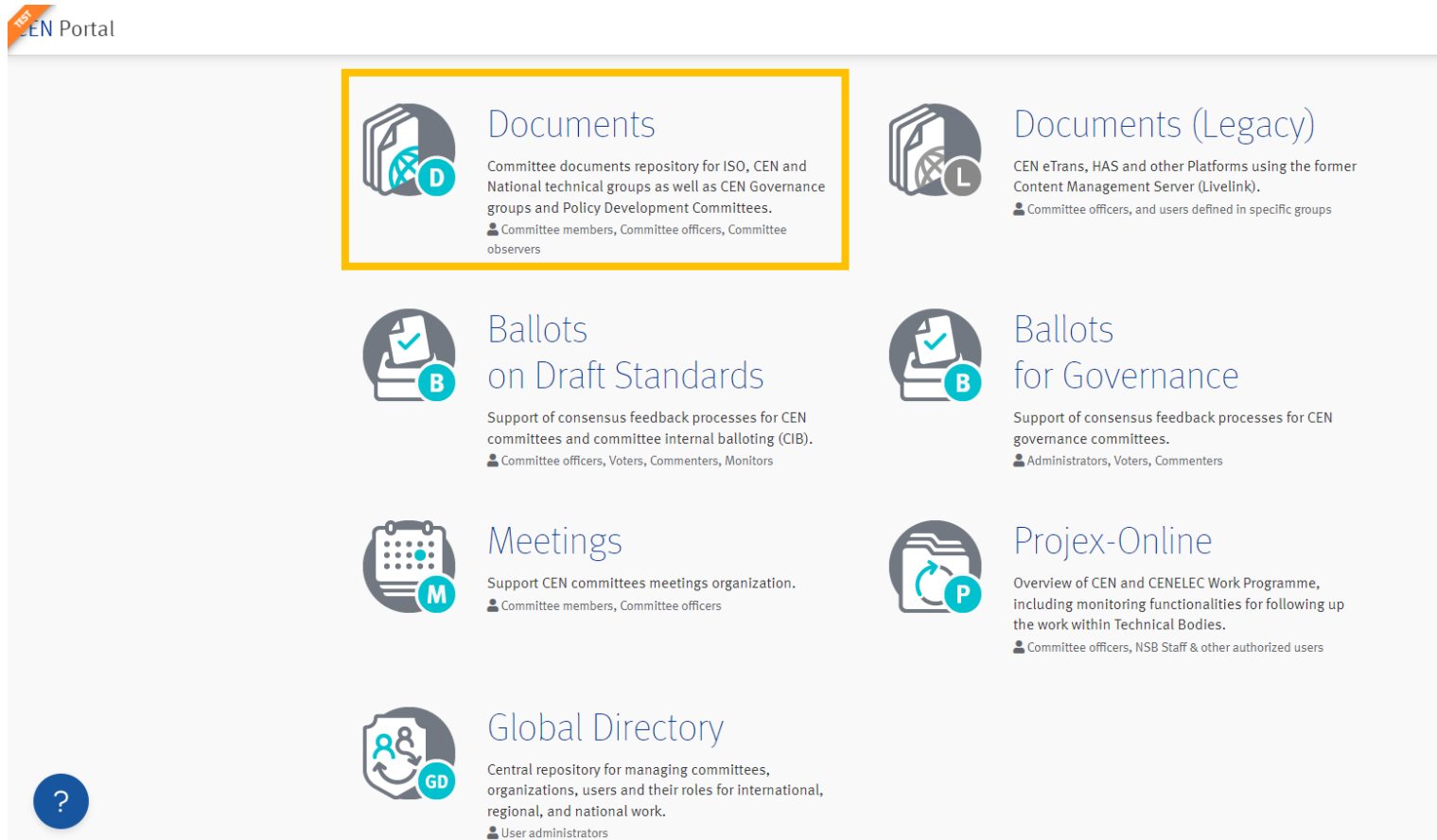
- ▶ Currently finalizing the migration of the disbanded committees and some other remaining groups still hosted at DIN and AFNOR

SD Documents - Main Benefits

- ▶ Common environment for all CEN, ISO and national committees
- ▶ Clear and transparent permission model (GD role-based access control)
- ▶ Controlled numbering system for most committees (N-number)
- ▶ Greatly enhanced Document search tool
- ▶ SD Document is evolutive. ISO is constantly working on new features

SD Documents – Access

Access: <https://sd.cen.eu/documents/ui/#!/home>



CEN Portal

- Documents**
Committee documents repository for ISO, CEN and National technical groups as well as CEN Governance groups and Policy Development Committees.
Committee members, Committee officers, Committee observers
- Documents (Legacy)**
CEN eTrans, HAS and other Platforms using the former Content Management Server (Livellink).
Committee officers, and users defined in specific groups
- Ballots on Draft Standards**
Support of consensus feedback processes for CEN committees and committee internal balloting (CIB).
Committee officers, Voters, Commenters, Monitors
- Ballots for Governance**
Support of consensus feedback processes for CEN governance committees.
Administrators, Voters, Commenters
- Meetings**
Support CEN committees meetings organization.
Committee members, Committee officers
- Projex-Online**
Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following up the work within Technical Bodies.
Committee officers, NSB Staff & other authorized users
- Global Directory**
Central repository for managing committees, organizations, users and their roles for international, regional, and national work.
User administrators

?

SD Documents – Dashboard



Dashboard tashling.lee@gmailsec... 🔍

Advanced search 🔍

My committees ← **My committees** lists the committee in which you have a role

| Title | Permission level | Working area |
|---|------------------|--------------|
| ★ 👤 CEN/TC 10 "Lifts, escalators and moving walks" | Manager | Technical |
| ★ 👤 CEN/TC 10/WG 2 "Escalators and moving walks" | Contributor | Technical |
| ★ 👤 CEN/TC 10/WG 3 "Fire testing of lift landing doors" ⏸ Disbanded | Contributor | Technical |
| ☆ 👤 CEN/TC 10/WG 1 "Lifts and service lifts" | Contributor | Technical |
| ☆ 👤 CEN/TC 10/WG 4 "Data logging and remote control" | Contributor | Technical |
| ☆ 👤 CEN/TC 10/WG 5 "Maintenance" ⏸ Disbanded | Contributor | Technical |
| ☆ 👤 CEN/TC 10/WG 6 "Fire related issues" | Contributor | Technical |
| ☆ 👤 CEN/TC 10/WG 7 "Accessibility to lifts for persons including persons with disability" | Contributor | Technical |
| ☆ 👤 CEN/TC 10/WG 8 "Stairlifts and vertical platforms for the disabled" | Contributor | Technical |

SD Documents - Homepage



The **Library** allows you to browse your documents through a standard folder structure -> a harmonized but flexible folder structure across all committees

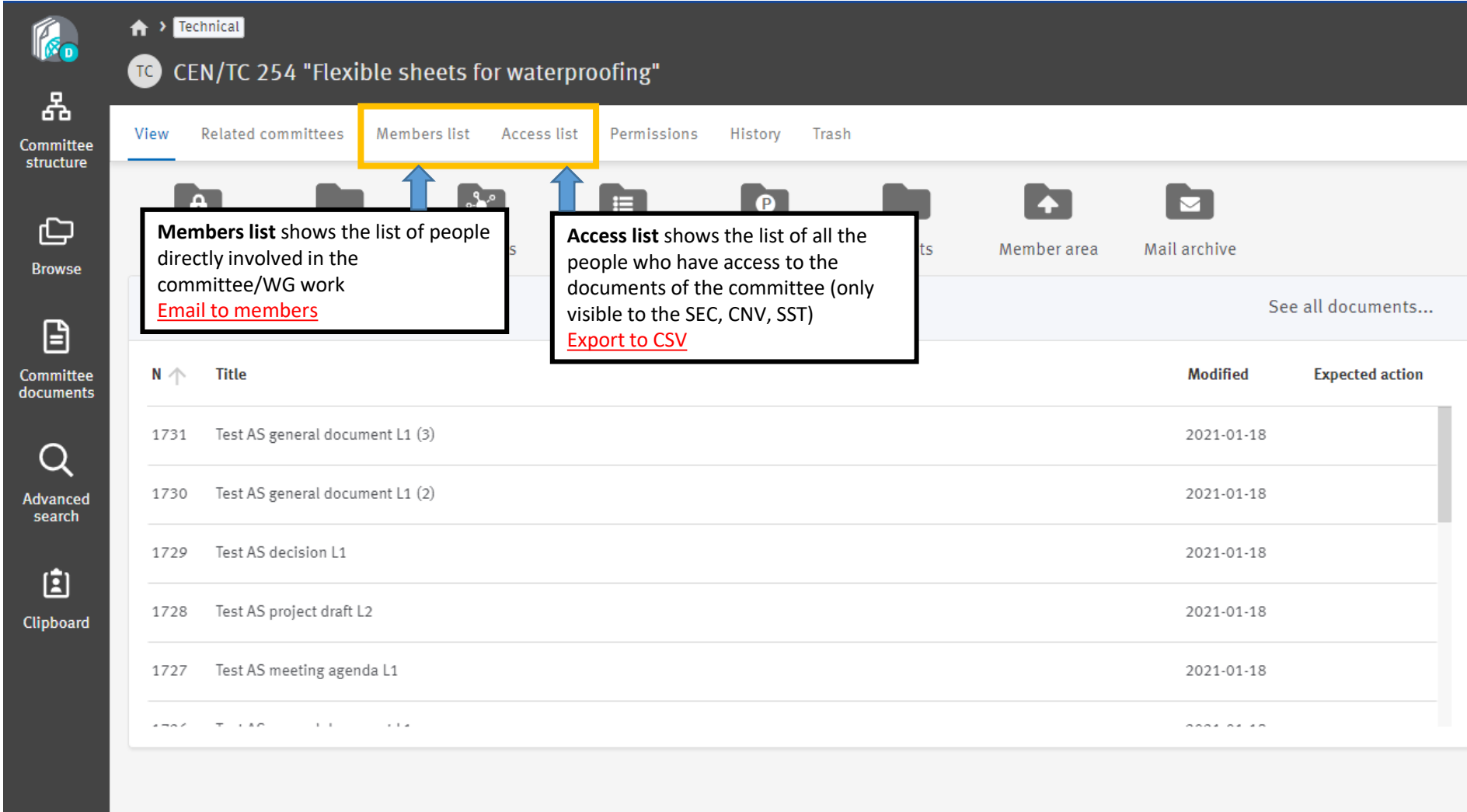
The **Committee documents** allows you to view all documents of your committee in a flat view (regardless of which folder they are in). -> This enables to see the latest document without having to browse through the folder structure.

Ballot documents
List all ballots for the committee & related documents -> direct access to the individual ballots without having to connect to the balloting portal

Meeting documents
List all meetings for the committee & related documents -> easily identify documents related to a meeting

| N | Title | Modified | Expected action |
|----|--------------------------------|------------|-----------------|
| 81 | M-XXX Lifts N2 SRe | 2022-11-27 | Info |
| | Énergie éolienne | 2022-11-24 | |
| 80 | Test 2 workign docs | 2022-11-11 | Info |
| 79 | Test practical info2 blablabla | 2022-11-11 | Info |
| 78 | Test | 2022-11-10 | Info |
| 77 | Minute | 2022-11-08 | |
| 76 | Minute | 2022-11-08 | |
| 75 | Minute | 2022-11-08 | Info |
| 74 | Resolution | 2022-11-08 | Info |
| 73 | Attendance list | 2022-11-08 | Info |

SD Documents – Permission Model

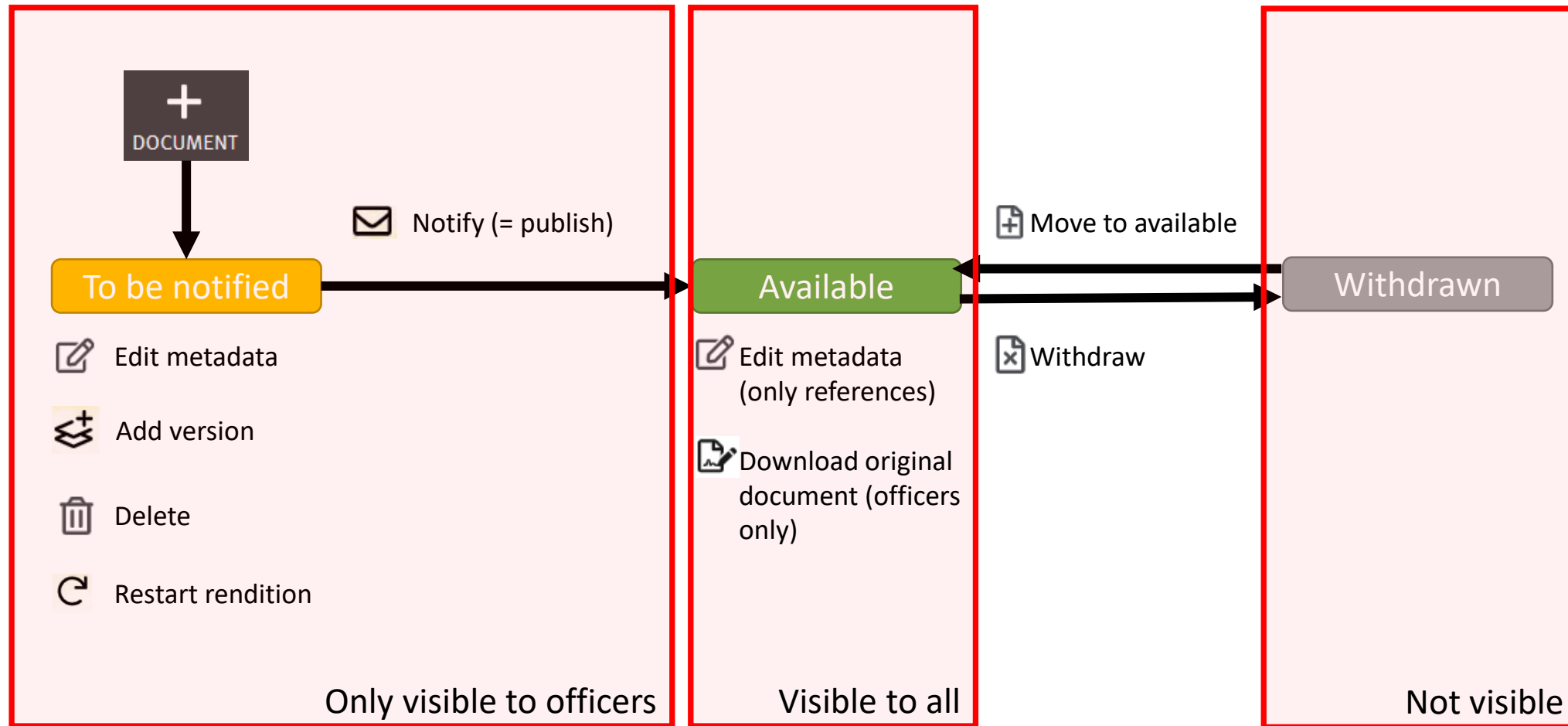


Members list shows the list of people directly involved in the committee/WG work
[Email to members](#)

Access list shows the list of all the people who have access to the documents of the committee (only visible to the SEC, CNV, SST)
[Export to CSV](#)

| N ↑ | Title | Modified | Expected action |
|------|---------------------------------|------------|-----------------|
| 1731 | Test AS general document L1 (3) | 2021-01-18 | |
| 1730 | Test AS general document L1 (2) | 2021-01-18 | |
| 1729 | Test AS decision L1 | 2021-01-18 | |
| 1728 | Test AS project draft L2 | 2021-01-18 | |
| 1727 | Test AS meeting agenda L1 | 2021-01-18 | |
| 1726 | Test AS ... | 2021-01-18 | |

Document lifecycle



SD Documents - Document numbering

- ▶ N-numbers are assigned automatically
- ▶ Possible to reserve a N-number
- ▶ Not possible to manually select a N-number
- ▶ When a document is deleted, its number is automatically reassigned to the next document uploaded



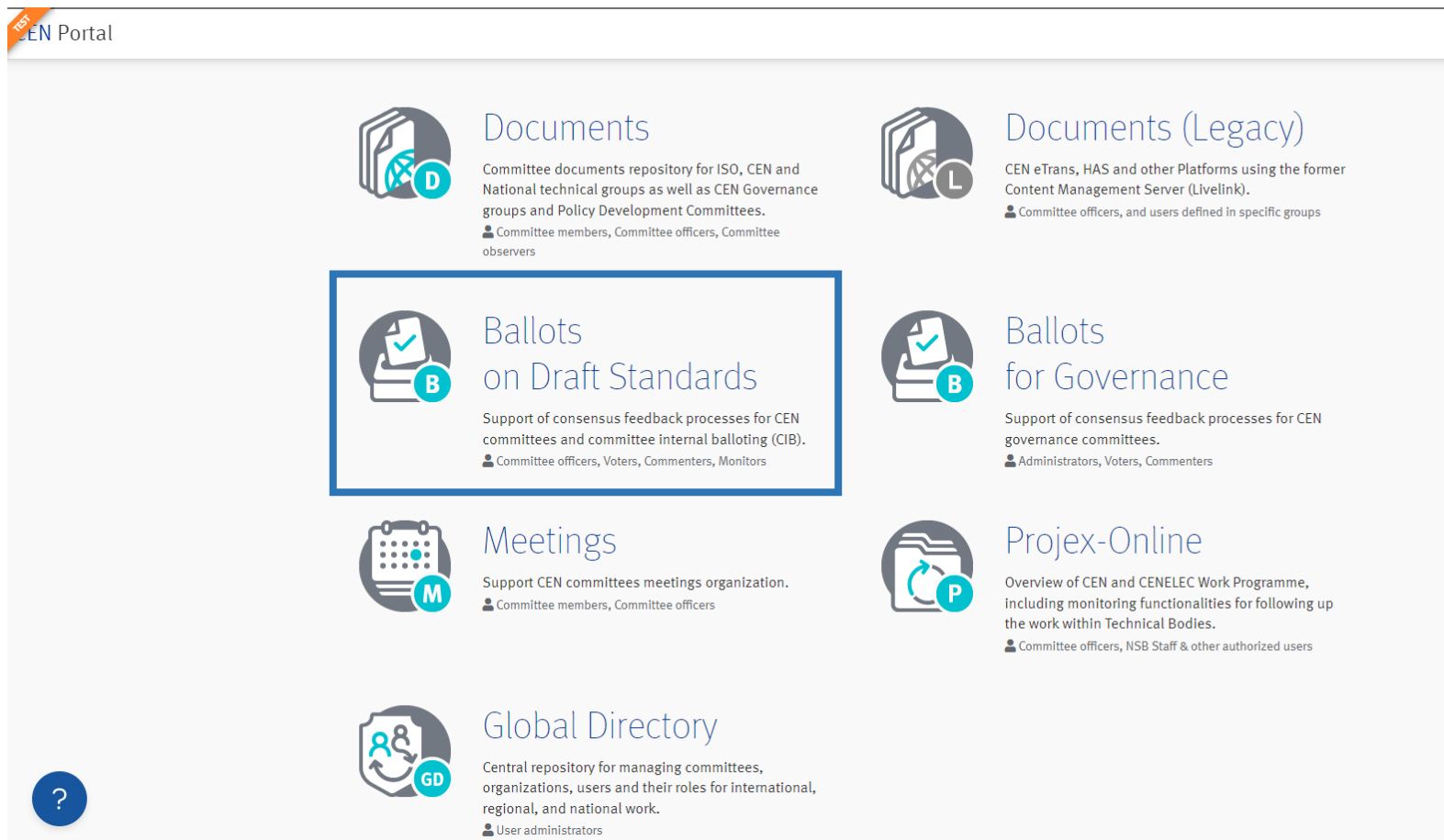
SD Documents – Library structure

| Folder name | Description | Document type |
|-----------------------|--|---|
| Administration | <ul style="list-style-type: none"> Can only be used by an Officer & Support team Can be used for documents in preparation. | File (non-N document) |
| General | <ul style="list-style-type: none"> Accessible to all the users of the committee For general committee working documents which do not fall in the scope of the folders below. | Ballot, General, Meeting, Project, Decision documents |
| Meetings | <ul style="list-style-type: none"> <u>Only</u> for meeting documents Document can be linked to a meeting registered in the Meetings Registration platform. | Meeting documents |
| Decisions | <ul style="list-style-type: none"> <u>Only</u> for decisions documents (corresponds to business resolutions, recommendations & decisions). | Decision documents |
| Projects | <ul style="list-style-type: none"> <u>Only</u> for Project and ballot documents Document can be linked to a ballot existing in the Balloting or Projects platform. | Ballot and Projects documents |
| Member area | <ul style="list-style-type: none"> Allows committee members to share documents with the rest of the committee. | File (non-N document) |
| Mail archive | <ul style="list-style-type: none"> All emails sent from SD Documents are automatically archived in this folder. | Mail |

2. CEN Committee Internal Balloting (CEN CIB)

CEN CIB: Access

Access: <https://sd.cen.eu/documents/ui/#!/home>



The screenshot shows the CEN Portal interface with a 'TEST' badge in the top left corner. The main content area contains eight service tiles arranged in a 4x2 grid. The 'Ballots on Draft Standards' tile is highlighted with a blue border. A question mark icon is located in the bottom left corner of the interface.

| Service | Icon | Description | Users |
|----------------------------|---------------------------------------|---|--|
| Documents | Stack of papers with 'D' in a circle | Committee documents repository for ISO, CEN and National technical groups as well as CEN Governance groups and Policy Development Committees. | Committee members, Committee officers, Committee observers |
| Documents (Legacy) | Stack of papers with 'L' in a circle | CEN eTrans, HAS and other Platforms using the former Content Management Server (Livelinek). | Committee officers, and users defined in specific groups |
| Ballots on Draft Standards | Ballot box with 'B' in a circle | Support of consensus feedback processes for CEN committees and committee internal balloting (CIB). | Committee officers, Voters, Commenters, Monitors |
| Ballots for Governance | Ballot box with 'B' in a circle | Support of consensus feedback processes for CEN governance committees. | Administrators, Voters, Commenters |
| Meetings | Calendar with 'M' in a circle | Support CEN committees meetings organization. | Committee members, Committee officers |
| Projex-Online | Project folder with 'P' in a circle | Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following up the work within Technical Bodies. | Committee officers, NSB Staff & other authorized users |
| Global Directory | Group of people with 'GD' in a circle | Central repository for managing committees, organizations, users and their roles for international, regional, and national work. | User administrators |



- Use of the templates highly recommended
- Creation of ad hoc ballots still possible



Access: <https://login.cen.eu>

Committee Internal Balloting

ematarrese@cencenelec.eu
2017-11-29

[All open](#)

Tools ▾ Help ▾


Click on the ballot reference to see the ballot details


| All open | | New last 2 weeks | Closing in 2 weeks | Closed last 2 weeks | Search | | |
|-------------|------------|---|--------------------|---------------------|--------------|--------------|-------------------------|
| Type | Committee | Reference | Vote | Opening date | Closing date | Role | |
| CIB-AdopPWI | CEN/TC 256 | C63/2017 – WG19 Adoption of preWI EN 15016-1 rev 📄 | 23 votes | 2017-09-29 | 2017-11-29 | Ballot owner | Template ▾ New Ballot ▾ |
| CIB-AdopPWI | CEN/TC 256 | C64/2017 – WG19 Adoption of preWI EN 15016-2 rev 📄 | 24 votes | 2017-09-29 | 2017-11-29 | Ballot owner | |
| CIB-AdopPWI | CEN/TC 256 | C65/2017 – WG19 Adoption of preWI EN 15016-3 rev 📄 | 24 votes | 2017-09-29 | 2017-11-29 | Ballot owner | |
| CIB-AdopPWI | CEN/TC 256 | C66/2017 – WG19 Adoption of preWI EN 15016-4 rev 📄 | 24 votes | 2017-09-29 | 2017-11-29 | Ballot owner | |
| CIB-NWI | CEN/TC 278 | PD 036-2017 NWIP (WG1) 📄 | 20 votes | 2017-10-19 | 2017-11-29 | Ballot owner | |
| CIB-AdopPWI | CEN/TC 442 | NWIP Exchange structure for product data templates 📄 | 22 votes | 2017-09-29 | 2017-11-29 | Ballot owner | |
| CIB-NWI | CEN/TC 126 | Amendment to EN 14366 📄 | 19 votes | 2017-10-26 | 2017-11-30 | Ballot owner | |
| CIB-NWI | CEN/TC 136 | Draft Decision C28/2017 - EN ISO 20957-9/prA1 📄 | 20 votes | 2017-11-08 | 2017-11-30 | Ballot owner | |
| CIB-9mthTol | CEN/TC 146 | N 308 Draft Dec. C194/2017 - 9 months tolerance on EN 415-3 📄 | 14 votes | 2017-11-10 | 2017-11-30 | Ballot owner | |
| CIB-9mthTol | CEN/TC 146 | N 309 Draft Dec. C195/2017 - 9 months tolerance on EN 415-4 📄 | 14 votes | 2017-11-10 | 2017-11-30 | Ballot owner | |
| CIB | CEN/TC 146 | N 310 Draft Dec. C196/2017 Modification of EN 415-3 title 📄 | 14 votes | 2017-11-10 | 2017-11-30 | Ballot owner | |

Ballot details screen

Information | Participation | Audience

Cast vote as | Submit Comment as

Reference: PD 036-2017 NWIP (WG1) 

Committee: CEN/TC 278  **Type:** CIB-NWI (Adoption of a New Work Item)


Status: Open



Opening date: 2017-10-19 **Closing date:** 2017-11-29

Opened on: 2017-10-19 00:02

Title: Electronic fee collection - Pre-study of the potential use of ITS-G5 and LTE-V2X

Secretariat: Netherlands (NEN)

Reference documents and links 

 PD 036-2017 NWIP (WG1) Pre-study of the potential use of ITS G5 and LTE V2X 

Create new ballot:

Committee Internal Balloting ematarrese@cencenelec.eu
2017-12-05

[All open](#) Tools ▾ Help ▾

All open | New last 2 weeks | Closing in 2 weeks | Closed last 2 weeks | Search

9 ballots found ▾ Template ▾ **New Ballot** ▾

| Type | Committee | Reference | V |
|-------------|------------------|---|---|
| CIB | CEN/TC 399 | Transfer WI 00399001 to the Vienna Agreement (ISO Lead) ▾ | 9 |
| CIB-AdopPWI | CEN/TC 156 | CEN/TC 156 - Approval to adopt PWI ▾ | 3 |
| CIB-NWI | CEN/TC 602/SC 01 | CEN TC 2016 SC1 TEST 1234 ▾ | 2 |
| CIB-AdopPWI | CEN/TC 442 | PWI on Digital information exchange ▾ | |

- 3 YTF for development EN, TR & TS - 9 mth Tolerance Request
- Activation of a Preliminary Work Item
- Ad hoc Committee Internal Ballot
- Adoption of a New Work Item
- Adoption of a Preliminary Work Item
- Adoption of the final draft for Formal Vote
- Import

See ballot results:

Committee Internal Balloting ematarrese@cencenelec.eu
2017-12-05

[Closed last 2 weeks](#) > [Draft Decision 19/2017 - Adoption...](#) Tools ▾ Help ▾

Information | **Result** | Participation | Audience

Reference: Draft Decision 19/2017 - Adoption of a New Work Item

Committee: CEN/TC 298  Opening date: 2017-10-24
Status: Closed Closing date: 2017-11-21

Download

Ballot results:  [as a Zip file](#) Download ballot results in a zip file

Result

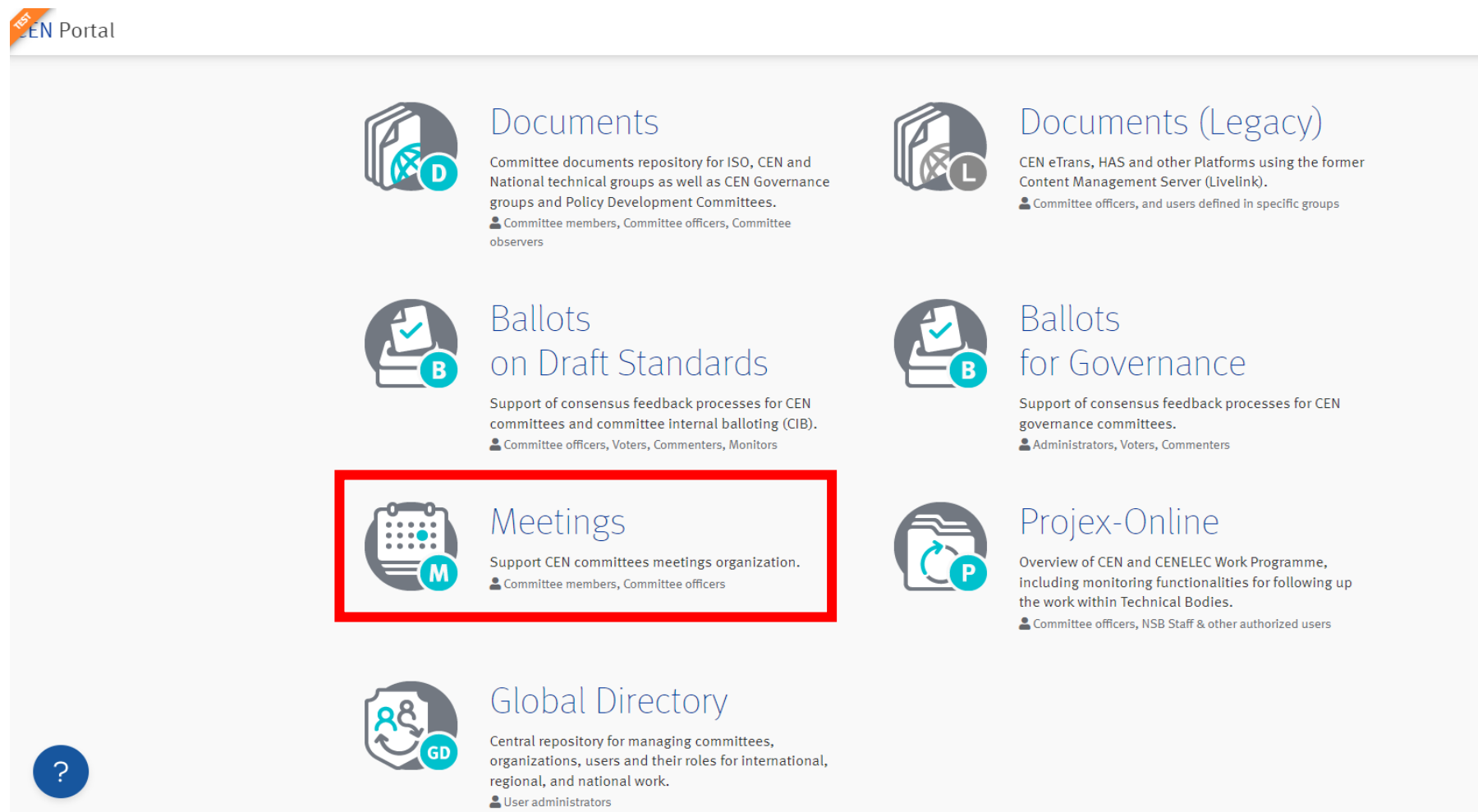
Member responses

| Member | Response | Comments |
|--------|----------|----------|
| | | |

3. Meeting Registration

Meeting Registration

Access: <https://sd.cen.eu/documents/ui/#!/home>



CEN Portal

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Important!

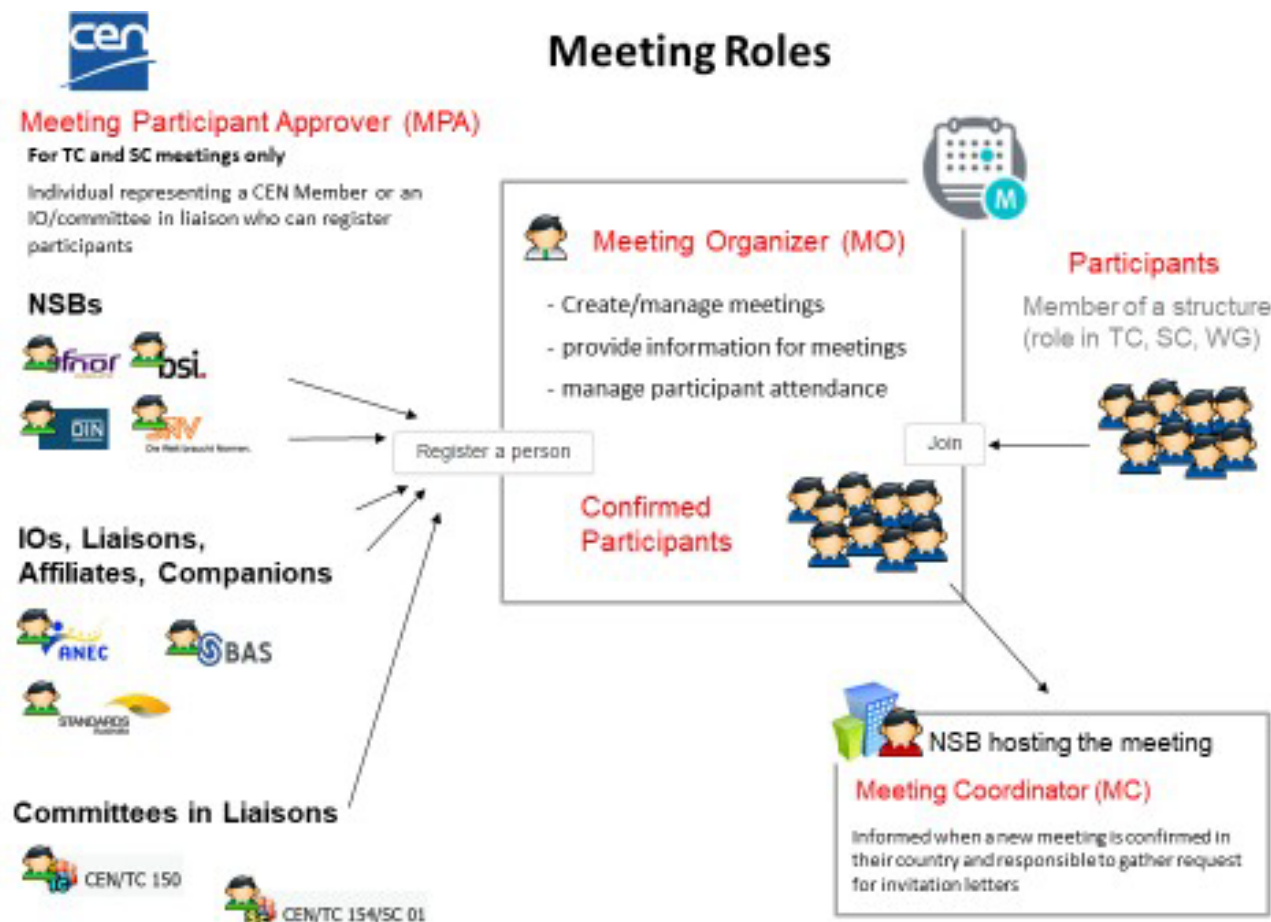
- There is no link with the reservation system for meeting rooms at the CEN-CENELEC Management Centre.
- The procedure remains the same, as explained on cencenelec.eu
- Contact: meetingcentre@cencenelec.eu

Meeting Registration

- **What:**
 - Management of meetings
 - Enable officers to create & manage their meetings
 - Facilitate meeting preparation & organization
 - Participant registration
 - Ensure only authorized individuals register
 - Facilitate the registration of delegation by NSB/international organization/liaisons
 - Reports
 - Enable members, officers, as well as CCMC to easily extract reports
 - Permissions
 - Depend on the roles assigned in the Global Directory (GD)

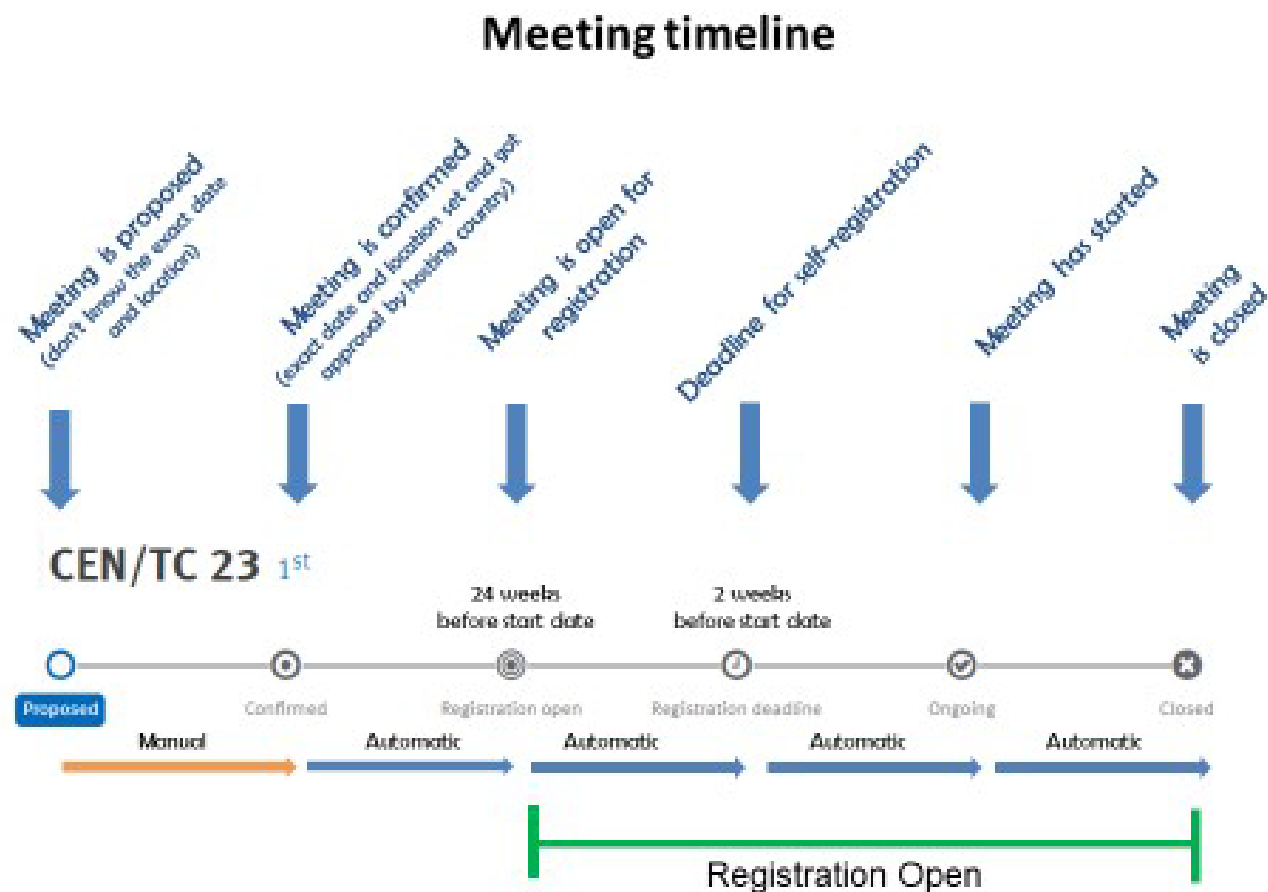
Meeting Registration

- Roles & permissions



Meeting Registration

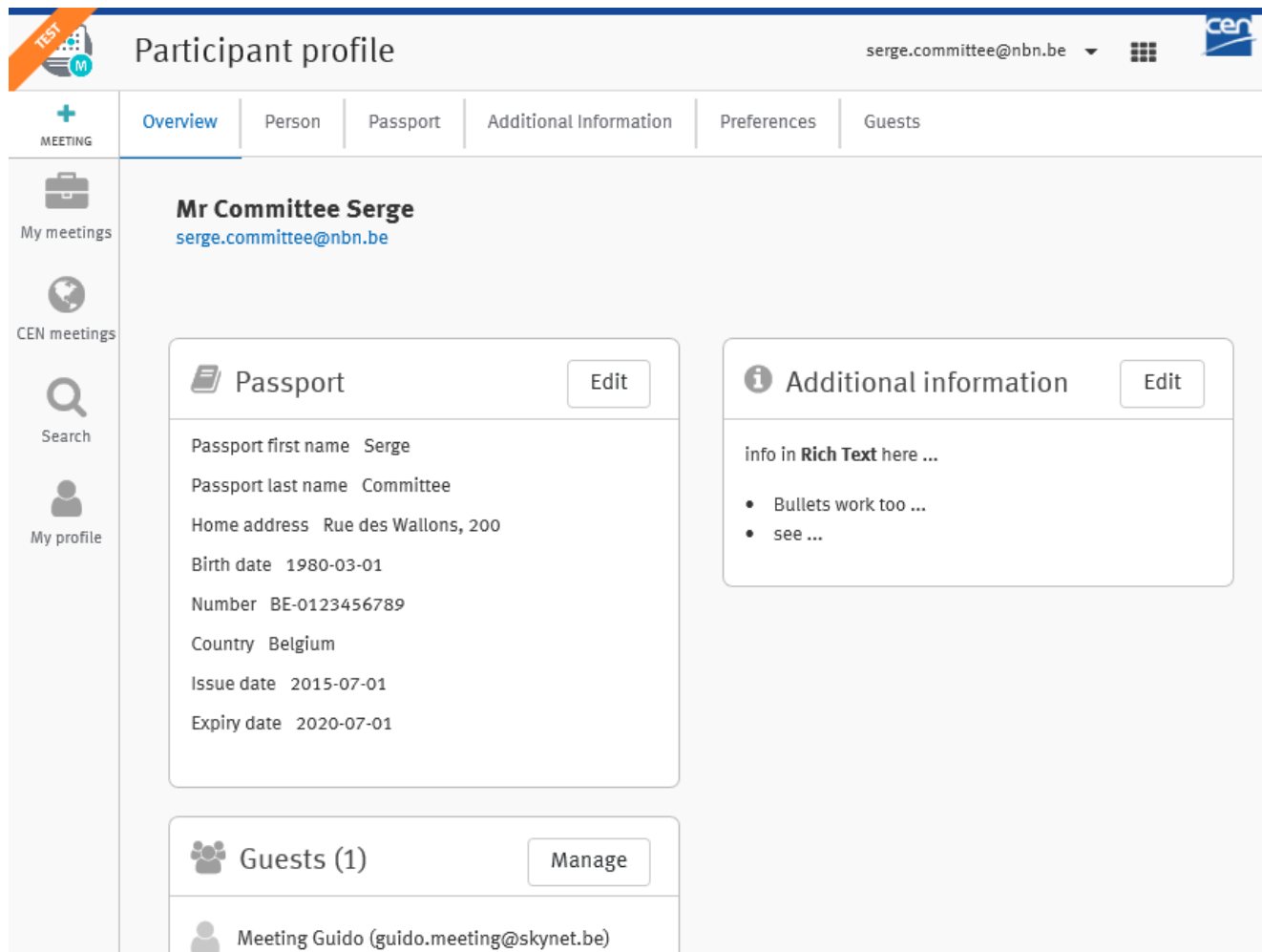
- Meeting timeline





Meeting Registration

- **Your profile**



Participant profile

serge.committee@nbn.be

MEETING

Overview | Person | Passport | Additional Information | Preferences | Guests

Mr Committee Serge
serge.committee@nbn.be

Passport Edit

Passport first name Serge
Passport last name Committee
Home address Rue des Wallons, 200
Birth date 1980-03-01
Number BE-0123456789
Country Belgium
Issue date 2015-07-01
Expiry date 2020-07-01

Additional information Edit

info in **Rich Text** here ...

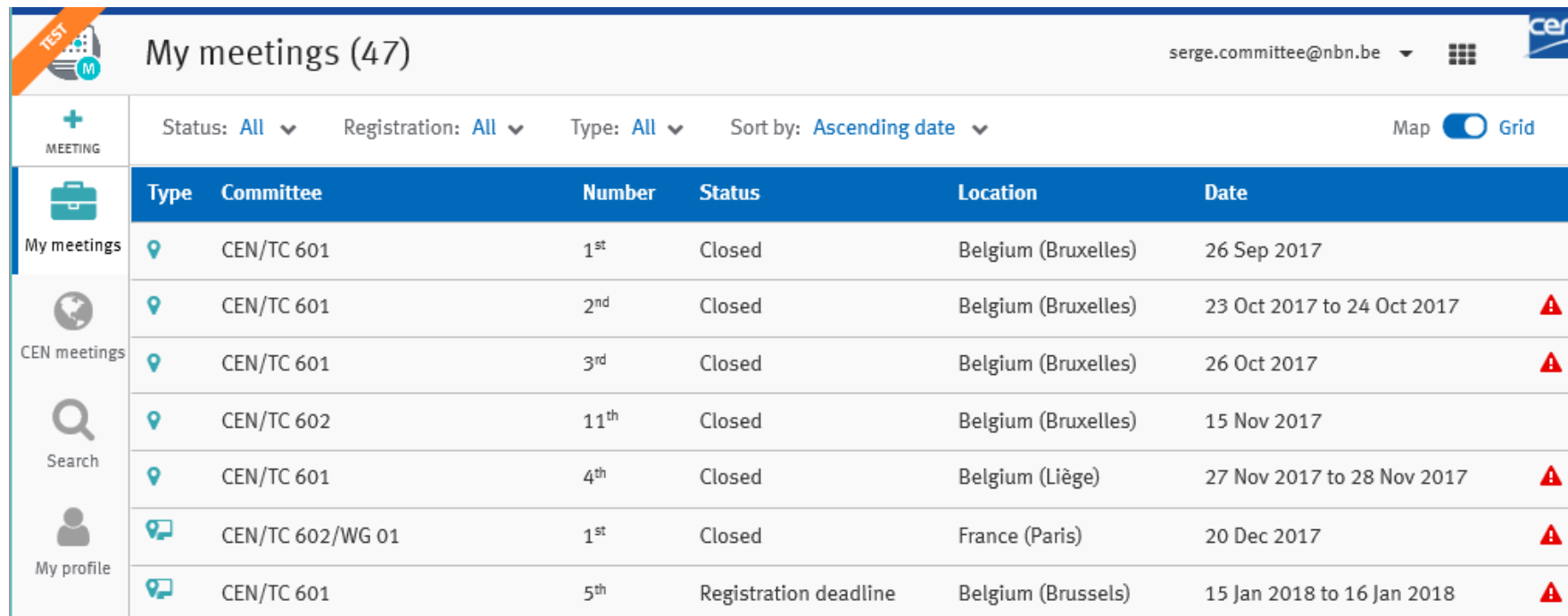
- Bullets work too ...
- see ...

Guests (1) Manage

Meeting Guido (guido.meeting@skynet.be)

Meeting Registration

- Meeting dashboard




| Type | Committee | Number | Status | Location | Date | |
|--------------|------------------|------------------|-----------------------|---------------------|----------------------------|---|
| My meetings | CEN/TC 601 | 1 st | Closed | Belgium (Bruxelles) | 26 Sep 2017 | |
| CEN meetings | CEN/TC 601 | 2 nd | Closed | Belgium (Bruxelles) | 23 Oct 2017 to 24 Oct 2017 | ⚠ |
| | CEN/TC 601 | 3 rd | Closed | Belgium (Bruxelles) | 26 Oct 2017 | ⚠ |
| Search | CEN/TC 602 | 11 th | Closed | Belgium (Bruxelles) | 15 Nov 2017 | |
| | CEN/TC 601 | 4 th | Closed | Belgium (Liège) | 27 Nov 2017 to 28 Nov 2017 | ⚠ |
| My profile | CEN/TC 602/WG 01 | 1 st | Closed | France (Paris) | 20 Dec 2017 | ⚠ |
| | CEN/TC 601 | 5 th | Registration deadline | Belgium (Brussels) | 15 Jan 2018 to 16 Jan 2018 | ⚠ |

Meeting Registration

- Meeting dashboard

TEST






My meetings (47) serge.committee@nbn.be 

Status: All Registration: All Type: All Sort by: Ascending date Map Grid

| Type | Committee | Number | Status | Location | Date | |
|--------------|------------------|------------------|-----------------------|---------------------|----------------------------|---|
| My meetings | CEN/TC 601 | 1 st | Closed | Belgium (Bruxelles) | 26 Sep 2017 | |
| CEN meetings | CEN/TC 601 | 2 nd | Closed | Belgium (Bruxelles) | 23 Oct 2017 to 24 Oct 2017 | ⚠ |
| | CEN/TC 601 | 3 rd | Closed | Belgium (Bruxelles) | 26 Oct 2017 | ⚠ |
| Search | CEN/TC 602 | 11 th | Closed | Belgium (Bruxelles) | 15 Nov 2017 | |
| | CEN/TC 601 | 4 th | Closed | Belgium (Liège) | 27 Nov 2017 to 28 Nov 2017 | ⚠ |
| My profile | CEN/TC 602/WG 01 | 1 st | Closed | France (Paris) | 20 Dec 2017 | ⚠ |
| | CEN/TC 601 | 5 th | Registration deadline | Belgium (Brussels) | 15 Jan 2018 to 16 Jan 2018 | ⚠ |

Meeting Registration

- Meeting details

| | | | |
|---|---|-------------------------------|---|
| Meeting status |  CEN/TC 601 Registration open | 5 th | |
| Location Meeting dates, |  Belgium (Brussels) 15 Jan 2018 to 16 Jan 2018 | |  Warning indicates that a task is late |
| Meeting Type <u>OnSite / Virtual</u> |  CEN/TC 602/SC 01 Proposed  Belgium (Brussel) 15 Jan 2018 to 17 Jan 2018 | 1 st Organizing |  Organizing : Structure organizing the committee meeting |
| |  CEN/TC 602/SC 01/WG 02 Proposed  Belgium (Brussel) 15 Jan 2018 to 17 Jan 2018 | 1 st Related |  Related : This is a meeting part of a committee meeting |

Support

User guide available on the [CEN Expert area](#)

Business questions: your Project Manager at CCMC

All **functional & technical issues** can also be forwarded to the CEN Helpdesk at ISO:
helpdeskcentc@iso.org

4. CEN Working Area

CEN Working Area - Access

Tool:

Web application for submitting your Technical Committee decisions (related to one or several projects) to CCMC.

- For CEN/TC secretaries and Support Team

Access via Projex-Online:

Direct link:

<https://projex.cencenelec.eu/>

CEN Expert area

(section Applications & Services)



[Projex-Online](#)



Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following-up the work within Technical Bodies. [...]

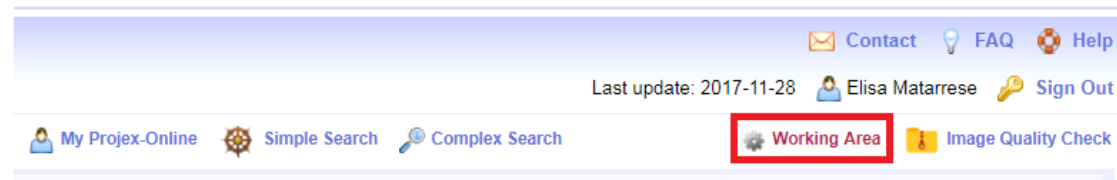
[LEARN MORE](#)

[Technical Bodies Officers](#)

[Expert](#)

[Members](#)

Access to Working Area:



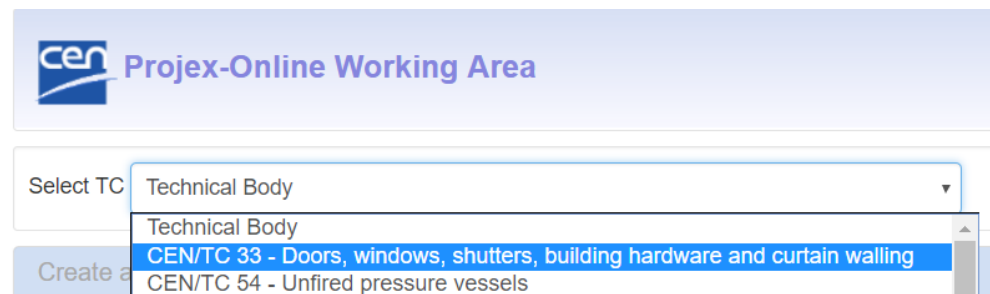
CEN Working Area - Benefits

- Guides the CEN TC Secretary – business rules are enforced by the tool
- Possibility to prepare decision and generate the decision form automatically with all information
- Assurance that the decision is being treated: email confirmation next morning
- Quicker response: several types of decision will be processed automatically overnight

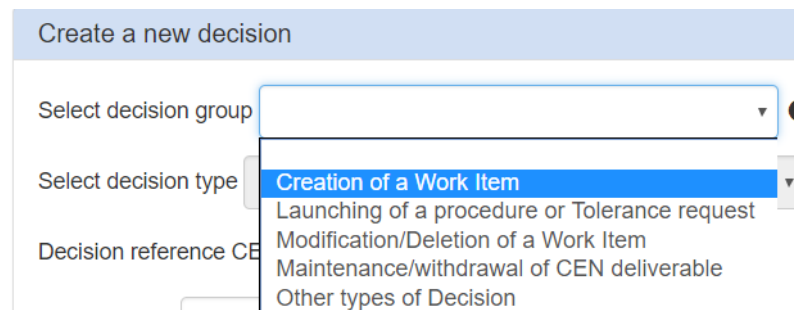


CEN Working Area - Demo

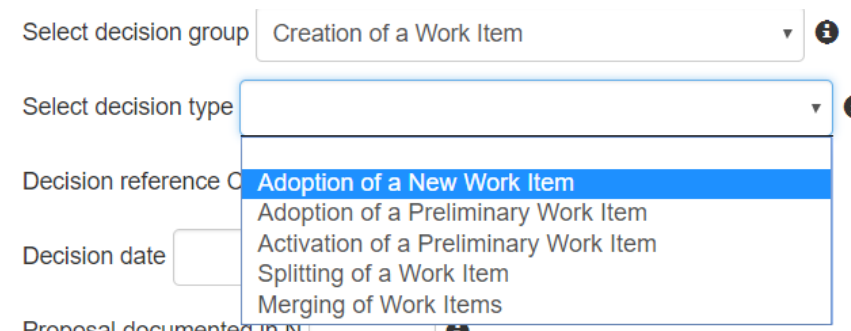
1) Choose a TC:



2) Choose a decision group :



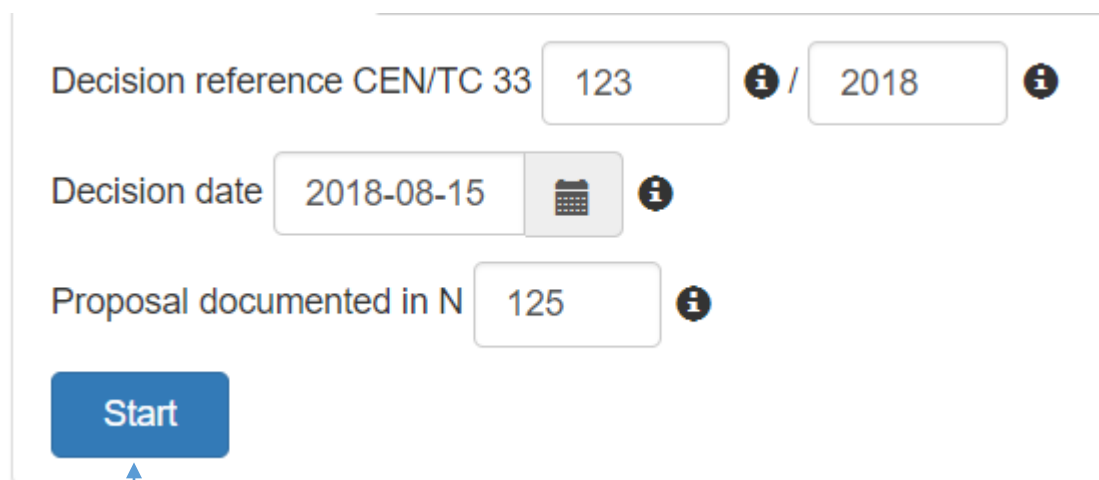
3) Choose a decision type :



List of decisions available on Working Area :
Section 

CEN Working Area - Demo

4) Enter decision reference, decision date and/or N document reference if relevant (optional at this stage)



Decision reference CEN/TC 33 ⓘ / ⓘ

Decision date ⓘ

Proposal documented in N ⓘ

5) Click on Start

CEN Working Area - Demo

6) Follow and fill in the questions step by step:

Section 1 - Complete type of deliverable and item description

1. Deliverable

- EN
- TS
- TR

2. This item corresponds to

- A new project
- An amendment to an EN ⓘ
- The revision of an EN ⓘ Add Remove
- The conversion of a CEN/TS into an EN ⓘ
- The conversion of an ENV into an EN ⓘ
- The revision of a CEN/TS ⓘ Add Remove
- A new TR
- The revision of a CEN/TR ⓘ Add Remove

3. Explain the purpose and give a justification for this proposal

Section 2 - Affected Stakeholder Categories

Section 3 - Complete drafting body, title and scope

Section 4 - Complete Accessibility issues

Section 5 - Complete environmental issues

Section 6 - Complete Vienna Agreement or links with documents from other organizations

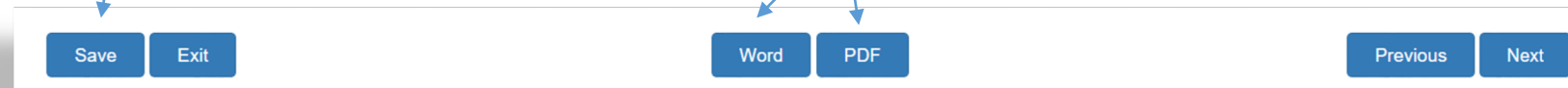
Section 7 - Link with European Research and/or Innovation Project

CEN Working Area - Demo

At any moment, you can decide:

to save your decision
without submitting it

to generate the decision form in Word
or PDF format



The decision is then available in the section
Work on saved and not submitted decisions

CEN Working Area - Demo



Last step: Submit your decision to CCMC

Review decision reference and submit to CCMC


Please make a final check of the decision reference and date before submitting your decision to CCMC (compulsory fields)


Decision reference CEN/TC 33 / Date  OPTIONAL - proposal documented in N:


Submit to CCMC

CEN Working Area - Demo

Access “**Saved decisions**” or “**Submitted decisions**”

Select a TC  Select TC

Saved decisions  Create a new decision

Submitted decisions  Work on saved and not submitted decisions

Access previously submitted decisions

Actions not requesting a decision

CEN Working Area - Demo



Use the “One change option”.

Actions not requesting a decision

Modification type: Change the planning of a Work Item ("one change" option) ▾ ⓘ

Select the Work Item to update

00033567 - prEN 16035 rev - Hardware performanc... ▾ ⓘ

| Stage Code | Stage | Target date |
|------------|-------------------------------|--|
| 10.99 | Decision on WI Proposal | <input type="text" value="2021-08-25"/> + 17 weeks |
| 20.60 | Circulation of 1st WD | <input type="text" value="2021-12-22"/> + 17 weeks |
| 30.99 | Acceptance of ENQ draft | <input type="text" value="2022-04-20"/> ⓘ + 13 weeks |
| 40.20 | Submission to Enquiry | <input type="text" value="2022-07-20"/> + 12 weeks |
| 40.60 | Closure of Enquiry | <input type="text" value="2022-10-12"/> + 34 weeks |
| 45.99 | Acceptance of FV draft | <input type="text" value="2023-06-07"/> ⓘ + 10 weeks |
| 50.20 | Submission to Formal Vote | <input type="text" value="2023-08-16"/> + 8 weeks |
| 50.60 | Closure of Formal Vote | <input type="text" value="2023-10-11"/> + 4 weeks |
| 60.55 | DOR/Ratification | <input type="text" value="2023-11-08"/> + 4 weeks |
| 60.60 | DAV/Definitive text available | <input type="text" value="2023-12-06"/> |

Support

User guide available on the [CEN Expert area](#) (section Projex-Online)

Data questions: dataservice@cencenelec.eu

All **functional & technical issues**: itsupport@cencenelec.eu



Questions ?

IT Team
itsupport@cencenelec.eu