



European Standardization Organizations

Webinar 'New CEN Working Group Consultation Tool'



Presentation for CEN Standard Drafters

*We start at
14:00 CET*



Els SOMERS

Project Manager

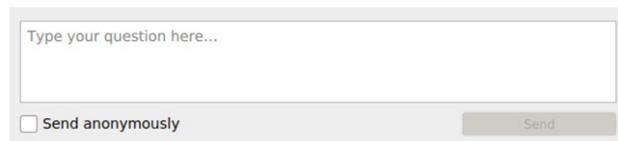
Policy & Partnerships

CEN-CENELEC

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Get the most out of the webinar today

- ▶ You are muted
- ▶ Use the Q&A panel to submit your questions



- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

Your speaker today



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Project Manager

Energy & Living

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- ▶ Working Group Consultation Tool
 - ▶ Purpose
 - ▶ Target audience

- ▶ A quick look at the path to a new consultation

- ▶ Live demonstration
 - ▶ Detailed demonstration on how to create a consultation

Working Group Consultation Tool

► Purpose

- Easy and quick consultation for WG related matters
- Simplifying the work of the experts
- Promote transparency at working group level

► Who is it for

- Secretary and Convenor: creating consultations to collect written advice
- WG Committee Members: contribute and submit advice

► What it is not

- Disclaimer:

Information

Participation

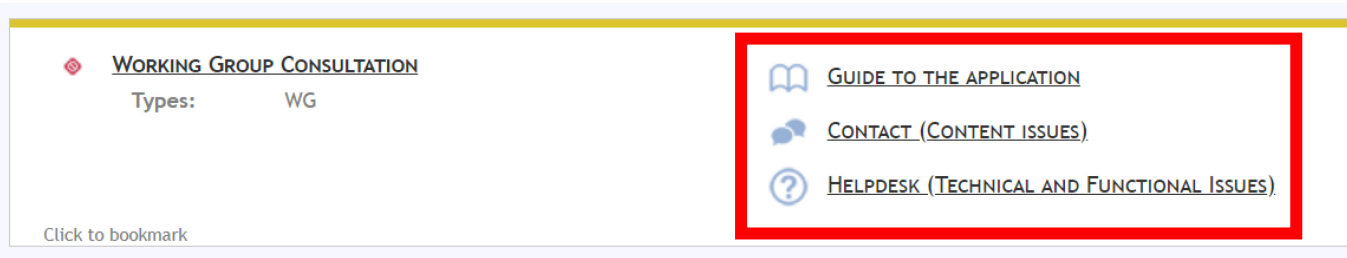
Audience

CAUTION: This is an informal consultation aiming to collect written advice and contributions. WGs do not vote and do not take decisions but may provide recommendations to the parent committee.

Working Group Consultation Tool

- ▶ Where to find it:
 - ▶ CEN Electronic Applications homepage
 - ▶ Directly from WG homepage in CEN Committees
 - ▶ eBalloting Portal → at the bottom

- ▶ Links with additional information:
 1. User Guide
 2. Contact link for content related issues
 3. Helpdesk link for IT related issues



Working Group Consultation Tool

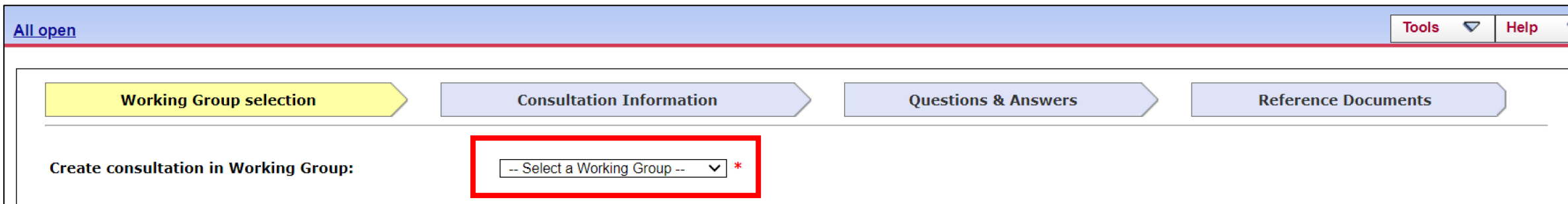
- ▶ 1. Create a new consultation
 - ▶ First page: 'all open' consultations
 - ▶ Click button on the right top corner 'New Consultation'



The screenshot shows the 'All open' consultations page. At the top right, there are 'Tools' and 'Help' dropdown menus. Below them, there are tabs for 'All open', 'New last 2 weeks', 'Closing in 2 weeks', and 'Closed last 2 weeks', along with a 'Search' button. A message states '7 consultations found'. A table lists consultations with columns: Type, Working Group, Reference, Consultation, Opening date, Closing date, and Role. The first row shows a 'WG' consultation for 'CEN/TC 602/WG 01' with reference 'MB-Test-Consult-602_WG01-03', 4 answers, opening on 2023-02-28, closing on 2023-07-23, and the role 'Consultation owner'. A red box highlights the 'New Consultation' button in the top right corner.

Type	Working Group	Reference	Consultation	Opening date	Closing date	Role
WG	CEN/TC 602/WG 01	MB-Test-Consult-602_WG01-03	4 answers	2023-02-28	2023-07-23	Consultation owner

- ▶ 2. Select a Working Group



The screenshot shows the 'Working Group selection' step in the consultation tool. It features a progress bar with four steps: 'Working Group selection' (highlighted in yellow), 'Consultation Information', 'Questions & Answers', and 'Reference Documents'. Below the progress bar, there is a label 'Create consultation in Working Group:' followed by a dropdown menu with the text '-- Select a Working Group --' and a red asterisk. A red box highlights the dropdown menu.

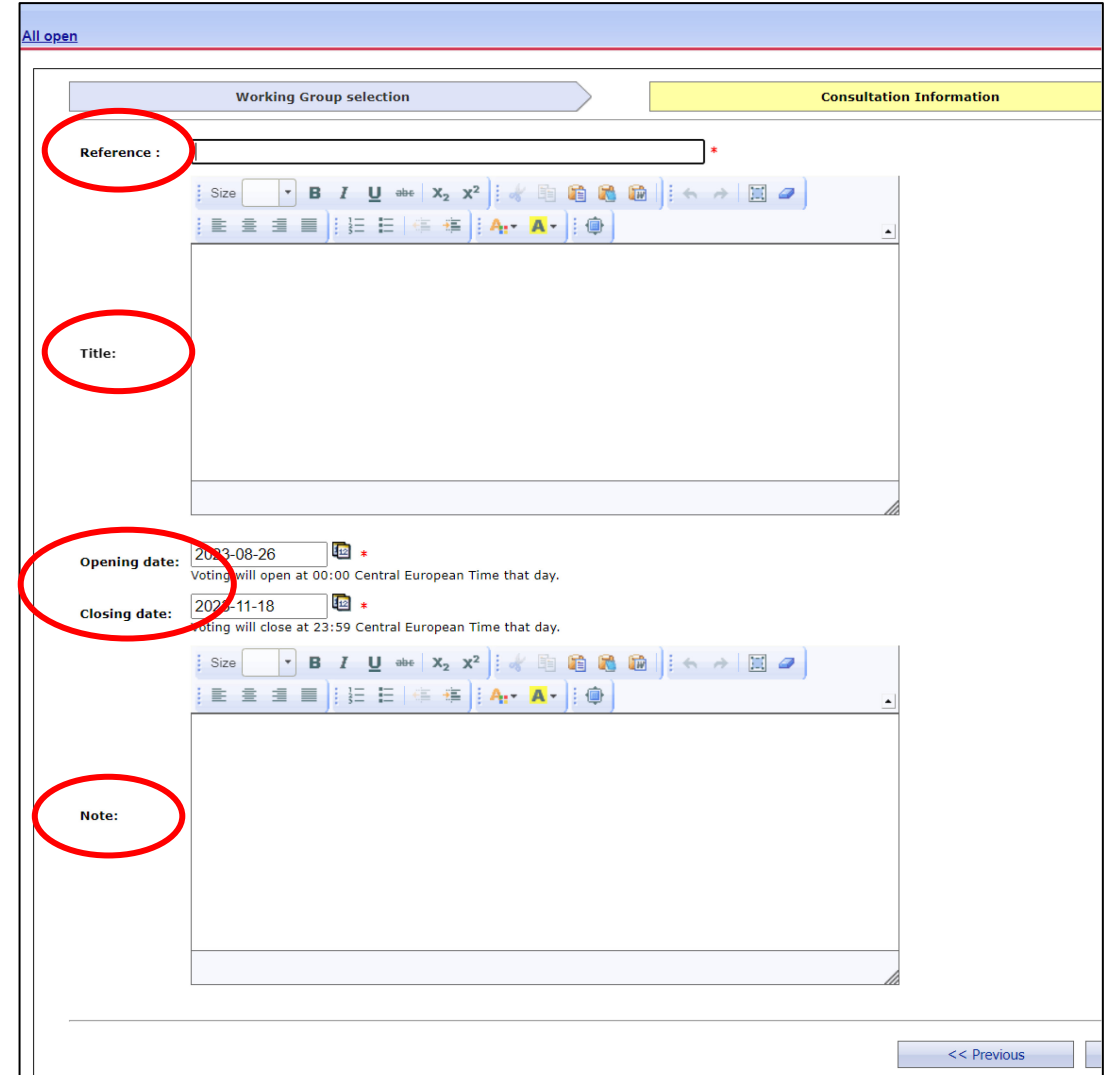
Working Group Consultation Tool

► 3. Add consultation information

- Reference
- Title
- Opening/Closing date
- Note

► Examples: types of consultations

- On a WG meeting date
- On a draft document
- Opinion about additions to work program
- ...



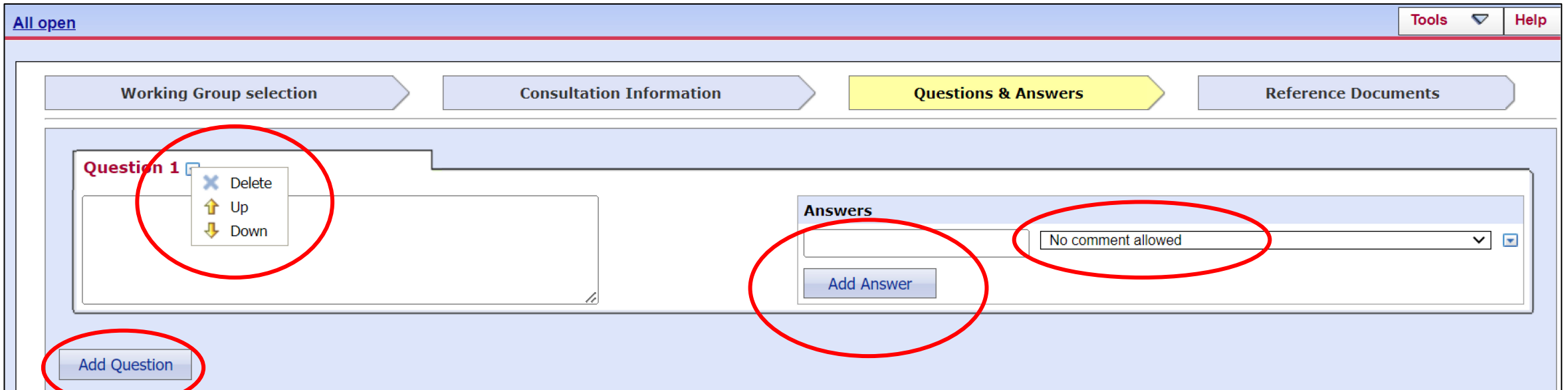
The screenshot displays the 'Consultation Information' tab of the Working Group Consultation Tool. The form contains the following fields:

- Reference :** A text input field with a red circle around the label.
- Title:** A text input field with a red circle around the label.
- Opening date:** A date selection field showing '2023-08-26' with a calendar icon and a red circle around the label. Below it, text indicates 'Voting will open at 00:00 Central European Time that day.'
- Closing date:** A date selection field showing '2023-11-18' with a calendar icon and a red circle around the label. Below it, text indicates 'Voting will close at 23:59 Central European Time that day.'
- Note:** A large text area with a red circle around the label.

The interface also features a 'Working Group selection' dropdown menu and a 'All open' status indicator at the top. The bottom right corner includes a '<< Previous' button.

Working Group Consultation Tool

- ▶ 4. Create the question(s) and answer(s)
 - ▶ Create first question
 - ▶ Add possible answers (yes, no, agree, disagree,...)
 - ▶ If needed, add a question using the 'Add Question' button
 - ▶ Questions can be deleted or arranged after creation of the questions

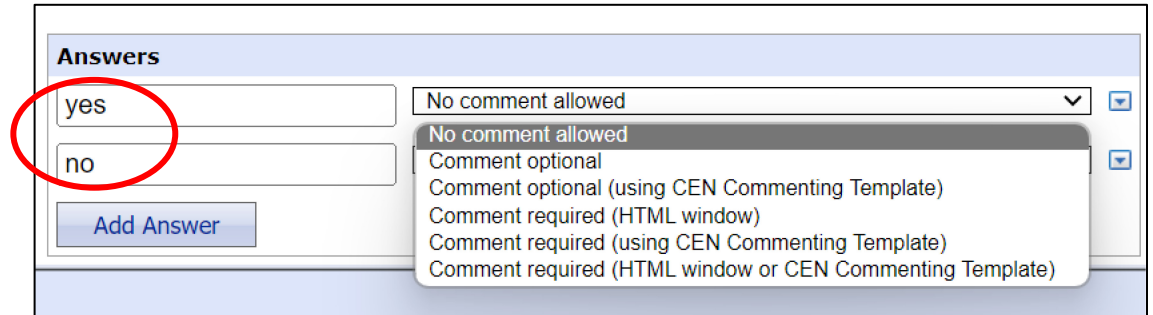


The screenshot displays the 'Working Group Consultation Tool' interface. At the top, there is a navigation bar with 'All open' on the left and 'Tools' and 'Help' on the right. Below this is a horizontal menu with four tabs: 'Working Group selection', 'Consultation Information', 'Questions & Answers' (which is highlighted in yellow), and 'Reference Documents'. The main content area shows a 'Question 1' card. To the left of the question text is a context menu with three options: 'Delete' (with a blue 'X' icon), 'Up' (with a yellow up arrow icon), and 'Down' (with a yellow down arrow icon). To the right of the question text is an 'Answers' section. This section includes a text input field, a dropdown menu currently set to 'No comment allowed', and a blue 'Add Answer' button. A red circle highlights the 'Add Question' button located at the bottom left of the interface.

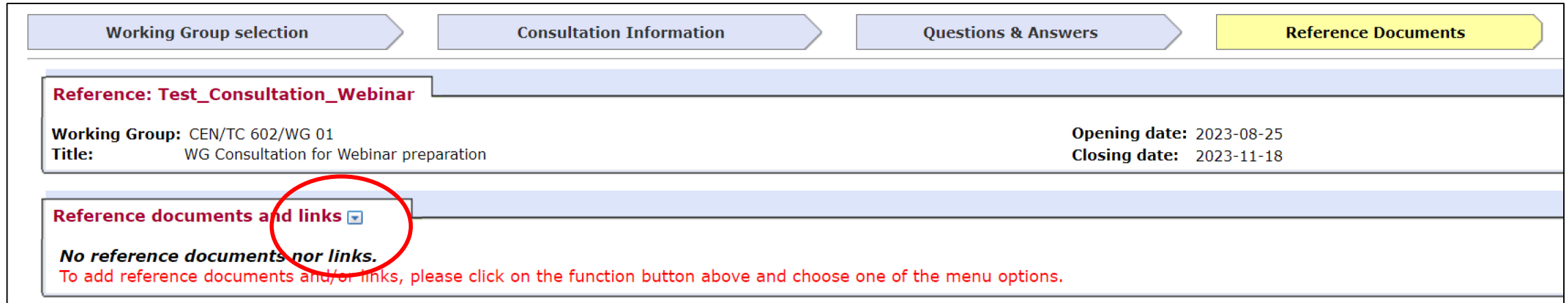
Working Group Consultation Tool

► 5. Choose type of answer

- No comments
- Comments optional / (using template)
- Comments required / (using template)



► 6. Add reference material, if needed



Live demonstration of the tool



Feedback poll



Questions?

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European Standardization Organizations

Thank you for your participation!

Upcoming events/webinars

2023-09-15 - [Navigating Uncertainties: SESEC V and Stakeholder Exchange](#)

2023-10-03 - [Stakeholder Workshop "Timely European standards for a Green & Digital, Single & Global Market"](#)

2023-10-24 - [The Power of Standardization in Building the African and European Single Markets](#)