



TRAINING CEN & CENELEC NEWLY APPOINTED TECHNICAL BODY OFFICERS

CEN Meeting Registration System (MRS)



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Meeting Registration



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

CEN Portal

The screenshot shows the CEN Portal dashboard with six tiles. The 'Meetings' tile is highlighted with a red border. Each tile includes an icon, a title, a description, and a list of user roles.

Tile Title	Description	User Roles
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
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
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
Meetings	Support CEN committees meetings organization.	Committee members, Committee officers

Meeting Registration

Important!

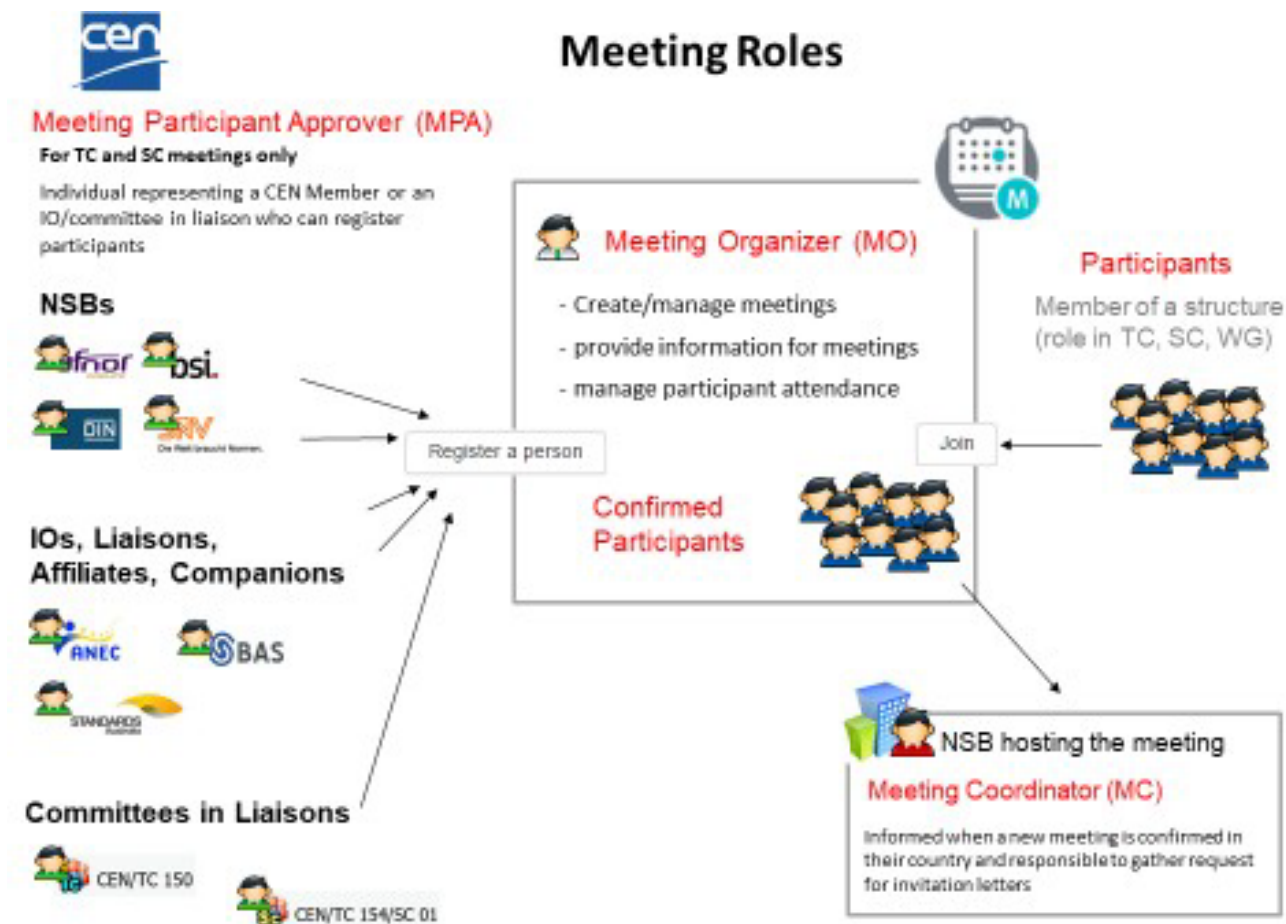
- There is no link with the reservation system for meeting rooms at the CEN-CENELEC Management Centre.
- The procedure remains the same, as explained on cencenelec.eu
- Contact: meetingcentre@cencenelec.eu

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)

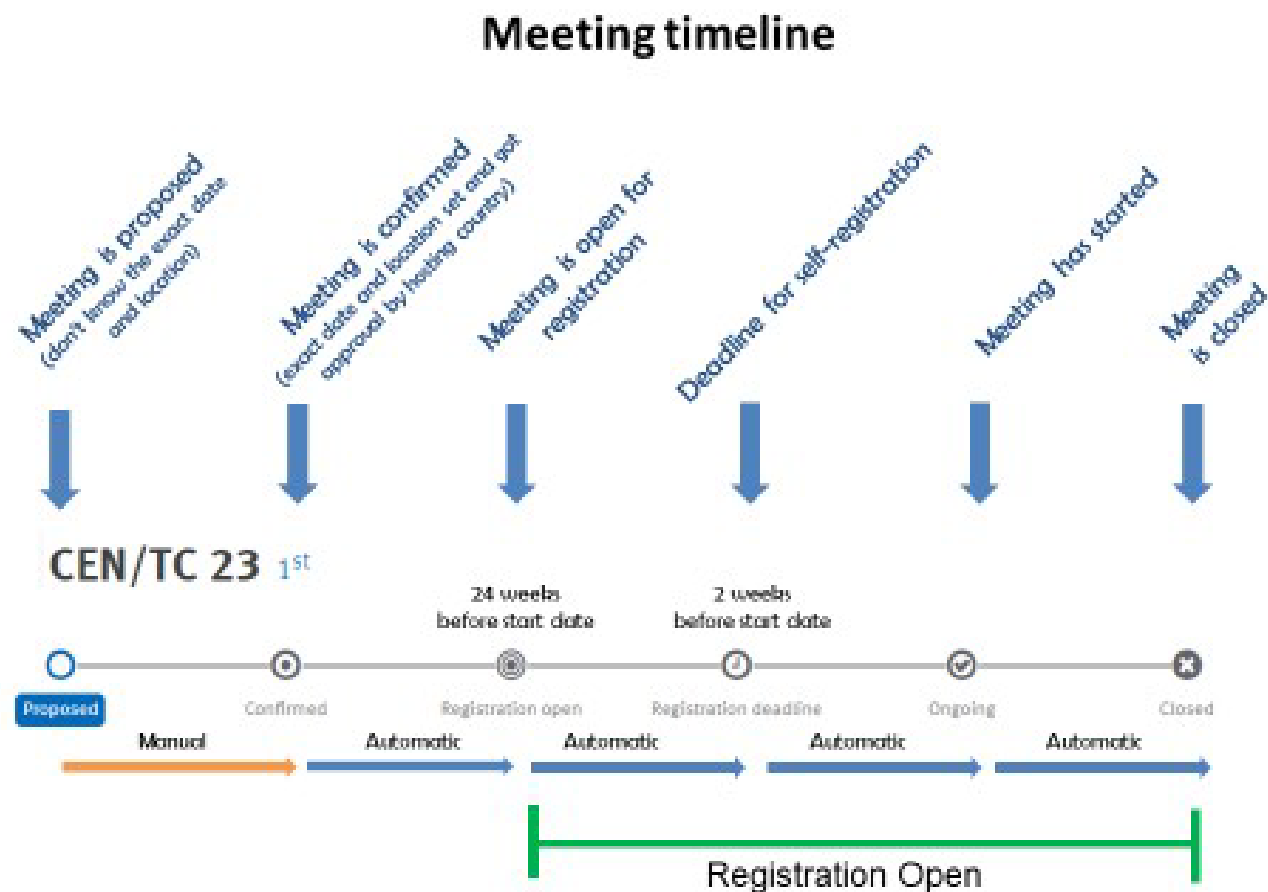
Meeting Registration

- 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

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	⚠
	CEN/TC 602	11 th	Closed	Belgium (Bruxelles)	15 Nov 2017	
Search	CEN/TC 601	4 th	Closed	Belgium (Liège)	27 Nov 2017 to 28 Nov 2017	⚠
	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	⚠
My profile						

Meeting Registration

- **Meeting details**

Meeting status	 CEN/TC 601 5 th Registration open
Location Meeting dates,	 Belgium (Brussels) 15 Jan 2018 to 16 Jan 2018
Meeting Type <u>OnSite / Virtual</u>	 CEN/TC 602/SC 01 1 st Proposed Organizing
	 Belgium (Brussel) 15 Jan 2018 to 17 Jan 2018
	 CEN/TC 602/SC 01/WG 02 1 st Proposed Related
	 Belgium (Brussel) 15 Jan 2018 to 17 Jan 2018

Warning indicates that a task is late

Organizing : Structure organizing the committee meeting

Related : This is a meeting part of a committee meeting

Thank you!



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