



TRAINING CEN & CENELEC NEWLY APPOINTED TECHNICAL BODY OFFICERS

CEN Working Area



Elisa MATARRESE

Project Manager – Project Management Office

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. [...]

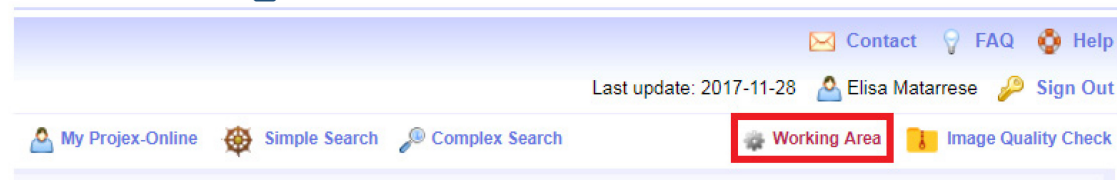
[LEARN MORE](#)

[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:

Projex-Online Working Area

Select TC: Technical Body

- Technical Body
- CEN/TC 33 - Doors, windows, shutters, building hardware and curtain walling
- CEN/TC 54 - Unfired pressure vessels

2) Choose a decision group :

Create a new decision

Select decision group: []

Select decision type: Creation of a Work Item

- Creation of a Work Item
- Launching of a procedure or Tolerance request
- Modification/Deletion of a Work Item
- Maintenance/withdrawal of CEN deliverable
- Other types of Decision

3) Choose a decision type :

Select decision group: Creation of a Work Item

Select decision type: Adoption of a New Work Item

- Adoption of a New Work Item
- Adoption of a Preliminary Work Item
- Activation of a Preliminary Work Item
- Splitting of a Work Item
- Merging of Work Items

List of decisions available on Working Area :
Section Help

CEN Working Area - Demo



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

A screenshot of a web form with three input fields and a 'Start' button. The first field is labeled 'Decision reference CEN/TC 33' and contains '123' followed by a slash and '2018'. The second field is labeled 'Decision date' and contains '2018-08-15' with a calendar icon. The third field is labeled 'Proposal documented in N' and contains '125'. Each input field has an information icon (i) to its right. A blue 'Start' button is located below the fields. A blue arrow points from the text '5) Click on Start' below to the 'Start' button.

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:


CEN Working Area - Demo



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

Select a TC 

Saved decisions 

Submitted decisions 

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"/>

Thank you!

Support

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

Data questions: dataservice@cencenelec.eu

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