

Webinar of 2023-09-11

Webinar 'CEN WG Consultation'  
Questions & Answers

1	Is there any difference with the WG consultation within ISO platform?	The WG Consultation at CEN was based on ISO's system, although there are variations in the naming of the roles.
2	If 5 experts from the same NSB answer yes and 4 experts from different NSBs answer no, do you consider the answer is yes or no?	Should there be a different outcome, it will be discussed further within the WG. This is not a voting tool to make decisions, and consensus among members is very important in standardization.
3	Is there any requirement on the duration of the consultation?	The system is set by default for 12 weeks but the ballot owner (the Convenor) can change the duration. A reasonable timeframe giving all members the possibility to answer will be appreciated.
4	Do you have to be a member of the WG to use this or can any Committee member access the consultation?	Members with the allocated role in the WG creating the Consultation can cast a vote. Members from other committees or WGs cannot cast a vote.
5	Carolina, to promote transparency as stated in your slide on "Purpose", has it been considered to make the WG consultation really transparent, i. e. to offer the option that WG members can see each other's comments during the consultation? Such an exchange at WG level would be really helpful. As you know, I am already in contact with the ISO project team for ISO WG consultations. They are considering this option.	Members are unable to view each other's comments during the consultation. If there is a real need, please feel free to forward your suggestion to the helpdesk, and we will consider it accordingly.
6	Is the consultation already created if you click "create" after the questions or only after you click "finish" where you can attach documents?	You need to click on 'finish' for the consultation to be created.
7	When you clone a consultation, is there a way to postpone the closing date?	Yes, as the system only clones the questions and possible answers (i.e; yes, no, abstains). You

		cannot clone the metadata of a consultation which means you will have to add the opening date and closing date.
8	How long are closed ballots kept after closing?	There is currently no deadline for closed ballots but this could change in the future.
9	Can the convenor vote in the consultations?	No, the convenor is supposed to be impartial.
10	Is the ballot announced by email automatically? To all WG members?	Yes, after creation of the ballot all members of the WG will receive an email with the information about a newly created consultation.
11	I do not see how to get from the portal to this section. The view you showed looks different on my computer.	Please send us a print screen of what you see, so we can help you further.
12	Is the ballot announced by email to all WG members?	Yes, it is.
13	Are the participants of such a consultation generated automatically from the respective working group members list? Are single persons selectable just as a subgroup?  The question relates to members like document monitors etc.	The WG Consultations voters are the experts of the given WG. So Documents Monitors cannot cast an answer on a WG Consultation.
14	My starting page is a " dashboard". How do I get to the CEN portal?	Please use the link to ' WG Consultations' in the presentation as it seems you are in CEN Documents.
15	Can all members of a WG create a consultation, or is it only convenors?	Only Convenors, Secretaries and the Secretary support team can create consultations.
16	Can you select persons from a working group for specific consultations such as in an TG?	No, only the members of a given Working Group can cast a vote on a Consultation.
17	Have WG members been notified that this tool exists and will be expected to respond (or do we as convenors need to tell them?)	Yes, the notification has been sent to all Secretaries and CEN Technical Committees, which should have forwarded the information to their WGs.

18	Is there an automatic information to the WG Members if I send out a consultation question?	Only persons with the allocated roles of Convenor and Secretary (or support) can enter questions. The WG members will be notified when a new consultation is launched.
19	Can this tool be used in SCs (Sub Committees) or only WGs?	Only WGs.
20	WG experts will have a role of voter, but restricted to the WG only, am I right?	Yes, WG experts have the role of voter but only in WG Consultations. They do not have the right to take part in the TC decisions.
21	When using the option "comment required (using CEN Commenting Template)" does this mean that the answer will be added automatically to the template?	The responses will be incorporated into the template, and the Convenor will manually collect all the comments using the 'Comment Collation Tool' to ensure that all answers are consolidated in one central location.
22	does it work also for TC?	No, for the TC the usual CIB remains in place.
23	I am wondering whether it is appropriate that the convenor cannot participate in the consultation, since this is not a voting tool but a consultation/exchange tool.	It is for transparency reasons. If the Convenor sees the answers, he/she could be influenced. However, if there is a need for the Convenor to cast an answer, he could be assigned the second role of 'Committee Member' which would automatically grant him/her the voter role on WG Consultations.
24	When do we specify which chapter/paragraph the comment belongs to? Will there be an additional form to add this information?	No, there is no option to specify which chapter the comments belong to. You can write which chapter or paragraph in the comments.
25	Can this type of consultation be used officially? For example, to justify the working group's agreement to submit a document for enquiry.	If the WG members agree to use the tool for their decisions and the outcome is unanimous it can be used as a direct recommendation for the TC.