



IT tools in the CEN environment

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Poll: your IT tools experience



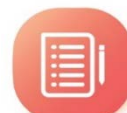
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STANDARDS



PROCEDURES

Training session for new TB Officers of 2020-12-10

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Agenda



1. eCommittees
2. Committee Internal Balloting (CIB)
3. Projex-Online & Working Area
4. Meeting registration (ISO-based)
5. Zoom web conferences
6. QuickSearch
7. Forthcoming evolution



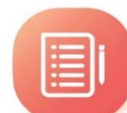
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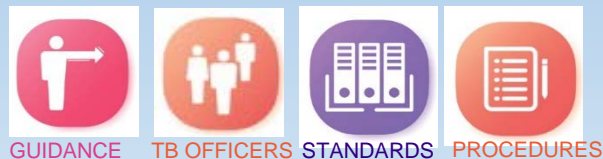


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PROCEDURES

1. eCommittees



eCommittees : Main features



- Platform purpose: Support Standardization work by allowing Committee members to exchange Work Documents in a controlled environment
 - Role-based access control
 - Structured document library
 - PDF rendition of Word documents and Coversheet generation
 - Automated handling of Document N-Numbers
 - Automated N-Document Notification tool via e-mail



eCommittees Homepage



Access: <https://cen.iso.org> or <https://login.cen.eu/portal/>

Enterprise > CEN/TC Working Areas >

TC CEN/TC 156 "Ventilation for buildings"

Navigation Menu

- Committee Home
- Child Committees
- CEN Projex-Online
- User Guides
- CEN Applications
- My Committees
- My Tasks
- N-Documents
- Member List
- Email to Secretary
- Mail Archive
- Committee News
- Committee Task List
- N-Documents Notification
- Notification Report
- Send documents to CCMC
- Email to Members
- Secretary Member List
- Facilitator Controls

Library

Type	Name	Size
00	Secretariat workspace	1 Item
01	Public information	0 Items
02	General committee documents	341 Items
03	Meetings	100 Items
04	Projects	7 Items
05	Drop-in box for members	2 Items
08	Balloting and commenting	2 Items

Documents

New Forums

- CEN/TC 156 Forum

Forums

Structure

Type	Name
TC	CEN/TC 156 "Ventilation for buildings"
WG	CEN/TC 156/WG 01 "Terminology"
WG	CEN/TC 156/WG 02 "Natural and mechanical powered residential ventilation"
WG	CEN/TC 156/WG 03 "Ductwork"
WG	CEN/TC 156/WG 04 "Air terminal devices"
WG	CEN/TC 156/WG 05 "Air handling units"

Ballots

Type	Reference	End
TR	E/CEN/TR 16798-2	2018-12-27
CIB-AdopPWI	CEN/TC 156 N 1739 - NWIP for creation of PWI for EN 12599 rev	2019-01-16
Enquiry	nrEN 17291	2019-01-17
SR	EN 14518:2005	2019-03-04

Ballots

Meetings

Title	Date	Country	City	Status
2nd meeting	17 Dec 2018 to 18 Dec 2018	Netherlands	Delft	Registration deadline

Meetings

Overview

Scope

Scope: Standardization of terminology, testing and rating methods, dimensioning and fitness for purpose of natural and mechanical ventilation systems and components for buildings subject to human occupancy.



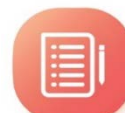
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eCommittees



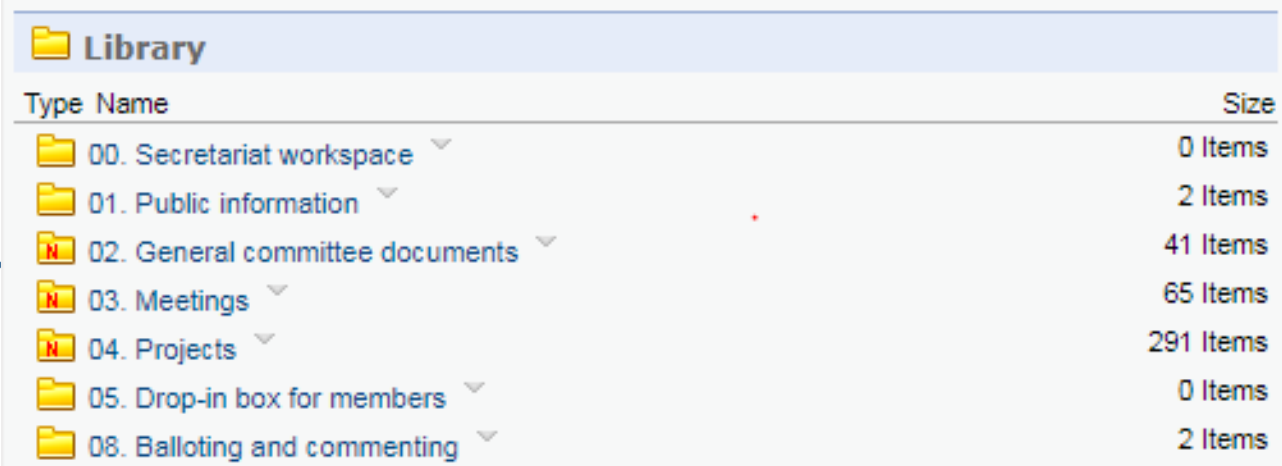
Training session for new TB Officers of 2020-12-10

eCommittees Library



Library:

- Provides access to the documents of the committee
- All Committees and Working Groups have a predefined folder structure



The screenshot shows a file explorer view of a 'Library' folder. It contains a table with columns for 'Type', 'Name', and 'Size'. The folders listed are: 00. Secretariat workspace (0 Items), 01. Public information (2 Items), 02. General committee documents (41 Items), 03. Meetings (65 Items), 04. Projects (291 Items), 05. Drop-in box for members (0 Items), and 08. Balloting and commenting (2 Items). Each folder name has a dropdown arrow next to it.

Type	Name	Size
Folder	00. Secretariat workspace	0 Items
Folder	01. Public information	2 Items
Folder	02. General committee documents	41 Items
Folder	03. Meetings	65 Items
Folder	04. Projects	291 Items
Folder	05. Drop-in box for members	0 Items
Folder	08. Balloting and commenting	2 Items



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eCommittees N-Folders



N-folders:

- Only N-numbered documents and N-folders can be added.
- N-number automatically assigned by the tool.

Type	Name	Size
Folder	00. Secretariat workspace	0 Items
Folder	01. Public information	2 Items
N-Folder	02. General committee documents	41 Items
N-Folder	03. Meetings	65 Items
N-Folder	04. Projects	291 Items
Folder	05. Drop-in box for members	0 Items
Folder	08. Balloting and commenting	2 Items

eCommittees Menu



Navigation Menu: →

Menu item	Comment
Committee Home	Link to the eCommittee homepage
Child Committees	Links to Children (Sub-Committees and / or Working Groups)
CEN Projex-Online	Access to CEN Projex-Online (Password-protected)
User Guides	Access to the user manuals of CEN IT applications
CEN Applications	Link to the list of CEN Applications (Single Sign-On Portal)
My Committees	Links to the Committees where I have a role
My tasks	List of tasks assigned to me
N-Documents List	List of all numbered documents within this Committee
Member List	Sortable and printable list of Committee Members
E-Mail to Secretary	Opens an e-mail window to send an e-mail to the Committee Secretary
Mail Archive	All notifications and e-mails sent to the Committee Members
Committee News	Link to the Committees news channel
Committee Task List	List of tasks defined in Committee
N-Documents Notification	Send document notifications to the Committee
Notification Report	Overview of notifications sent and possibility to resend notifications to the Committee Members (<i>previously under 'N-Doc Notifications'</i>)
Send Documents to CCMC	Direct link to Committee structure in eTRANS
E-Mail to Members	Opens an e-mail window to send an e-mail to the Committee Members (only available for Secretary, Support Team, Convenor)
Secretary Member List	Sortable and printable list of Committee Members. Includes users with indirect access to the committee (officers of other committees in same structure)

Questions?

helpdeskcentc@iso.org



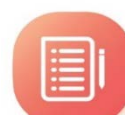
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eCommittees - External hosts



Committee hosted externally

Enterprise > CEN/TC Working Areas >

CEN/TC 010 "Lifts, escalators and moving walks" ▾

Navigation Menu

- Committee Home
- Child Committees ▸
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- Secretary Member List
- Facilitator Controls ▸

Elisa Matarrese ()

This committee is hosted externally. Please follow this [link](#) to access its working area.

NOTE: Balloting information as well as the member list on this site are up-to-date.

Structure

Type	Name
	CEN/TC 010 "Lifts, escalators and moving walks" ▾
	CEN/TC 010/SC 01 "Building hoists" ▾
	CEN/TC 010/SC 01/WG 01 "Buildings hoists for persons and goods" ▾
	CEN/TC 010/SC 01/WG 02 "Building hoists for goods only" ▾
	CEN/TC 010/SC 01/WG 03 "Special purpose lifts for crane" ▾
	CEN/TC 010/SC 01/WG 04 "Transport platform" ▾
	CEN/TC 010/WG 01 "Lifts and service lifts" ▾
	CEN/TC 010/WG 02 "Escalators and moving walks" ▾
	CEN/TC 010/WG 03 [Disbanded] "Fire testing of lift landing doors" ▾
	CEN/TC 010/WG 04 "Data logging and remote control" ▾
	CEN/TC 010/WG 05 [Disbanded] "Maintenance" ▾
	CEN/TC 010/WG 06 "Fire related issues" ▾
	CEN/TC 010/WG 07 "Accessibility to lifts for persons including persons with disability" ▾
	CEN/TC 010/WG 08 "Stairlifts and vertical platforms for the disabled" ▾
	CEN/TC 010/WG 09 "Inclined lifts" ▾
	CEN/TC 010/WG 10 "Improvement of safety of existing lifts" ▾
	CEN/TC 010/WG 11 "Lifting appliances for wind turbines" ▾
	CEN/TC 010/WG 12 "Lifting tables" ▾
	CEN/TC 010/WG 13 "Vertical lifting appliance with enclosed carrier" ▾



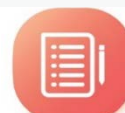
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eCommittees : The Future



From "eCommittees" ...

to ... "CEN Documents" (Q1/Q2 – 2021)

- Common environment for all CEN and ISO committees → Coherent user experience at all levels (no more AFNOR, DIN specific hosting)
- New technology (Nuxeo, ElasticSearch ...)
 - Modern User Interface
 - Enhanced Search tool
- New / Improved Features
 - Improved metadata on N-Documents
 - Links to other Apps in metadata
 - Pdf ← (.docx, .xlsx, .pptx) + on-line preview
 - Bulk upload
 -



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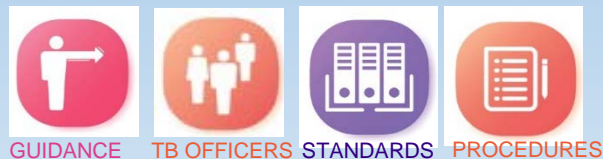


PROCEDURES

The screenshot displays the CEN/TC 601 "Test - First Simple Committee (eCOM3)" interface. The top navigation bar includes options like View, Members List, Full Members List, Permissions, History, and Trash. The main content area is divided into several sections:

- Library:** A list of folders including Administration (restricted), General, Meetings, Decisions, Projects, Member upload area, and Mail archive.
- Committee documents:** A table with columns for N, Title, Modified, and Expected Action. It lists documents such as "Another Link attempt", "Memo_02-Dominik_Committee", "CCMC-Memo_01", "Doc-General-01", "Doc-Project-02", and "eCOM3-Reviewed_Parameters_for_CEN_Test_environment".
- Meeting documents:** A section for meeting records, showing "VIRTUAL 10 Nov 2020" and "Bruxelles (Belgium) 3 Nov 2020".
- Ballot documents:** A section for ballot records, showing "CIB-NWI" ballots for "CEN TC 601 - new WI adoption" and "CIB 601/2001 : Check Weights used - EBCEN-662".

2. CEN Committee Internal Balloting (CEN CIB)





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



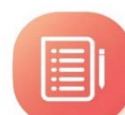
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Training session for new TB Officers of 2020-12-10

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	
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	



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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



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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
...	...

Support

User guide available on the [CEN TC server](#)
Webinar available on the [CEN-CENELEC website](#)

Business questions: your Project Manager at CCMC

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



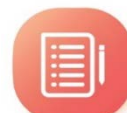
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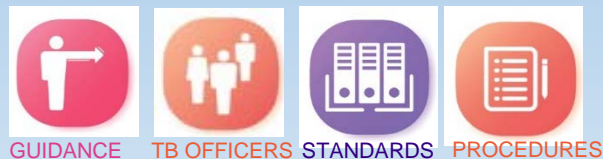


STANDARDS



PROCEDURES

3. Projex-Online & Working Area



Projex-Online & Working Area



Recorded trainings available online:

<https://www.cencenelec.eu/News/Events/Pages/EV-2020-25.aspx>

Access to Projex-Online:

Direct link:

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

CEN Portal

(<https://login.cen.eu/portal/>)



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

CEN Website

(section Work Area)

WORK AREA

BOSS - Business Operations Support System

Tools & applications

Lists linked to CEN database

PROJEX-ONLINE

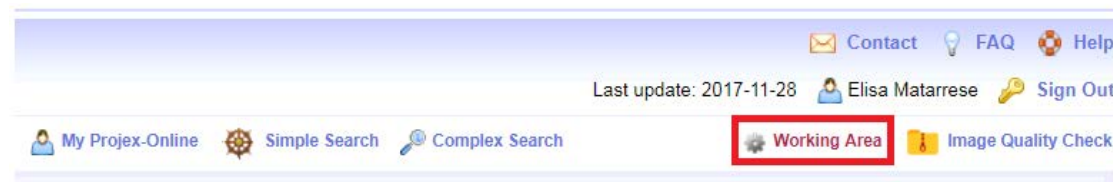
Projex-Online is a password-protected web-based application providing very detailed CEN Work Programme information including for TC Secretaries and NSB staff).

Access:

- > [CEN-CENELEC PROJEX-ONLINE](#)
- > [User guide](#)
- > [Support](#)

Access to Working Area:

➤ via Projex-Online



Projex-Online - Alerts



= An action is expected from the Technical Committee

★ **CEN/TC 162**
 Protective clothing including hand and arm protection and lifejackets

Status: Active
 Secretariat: DIN
 Secretary: Mrs I. Tröster (Appointed on 2019-06-04)
 Chairperson: Dipl.-Ing. M. Leickens (Appointed on 2020-04-01)
 CCMC PM: Ms J. Ogbonna

[Access to TC platform](#)

Work programme | Alerts | Technical body substructure | Technical body details | Participation | Environment activities | Meetings | Timeline

Number of Results: 22 Alerts: 11 11 Auto filters

WI Number	Reference	Title	Deliverable Expected	Stage Code	Deadline	
00162175	EN 14021:2003	Stone shields for off-road motorcycling suited to protect riders against stones and debris - Requirements and test methods	Decision on results of review	90.93.0000	2019-06-04	★
00162212	EN 14328:2005	Protective clothing - Gloves and armguards protecting against cuts by powered knives - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162252	EN 421:2010	Protective gloves against ionizing radiation and radioactive contamination	Decision on results of review	90.93.0000	2016-12-15	★
00162263	EN 13061:2009	Protective clothing - Shin guards for association football players - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162265	EN 1621-1:2012	Motorcyclists' protective clothing against mechanical impact - Part 1: Motorcyclists' limb joint impact protectors - Requirements and test methods	Decision on results of review	90.93.0000	2018-09-04	★
00162266	EN 1621-2:2014	Motorcyclists' protective clothing against mechanical impact - Part 2: Motorcyclists' back protectors - Requirements and test methods	Decision on results of review	90.93.0000	2019-12-02	★
00162268	EN 13567:2002+A1:2007	Protective clothing - Hand, arm, chest, abdomen, leg, genital and face protectors for fencers - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162269	EN 14120:2003+A1:2007	Protective clothing - Wrist, palm, knee and elbow protectors for users of roller sports equipment - Requirements and test methods	Decision on results of review	90.93.0000	2020-06-03	★
00162272	EN 659:2003+A1:2008	Protective gloves for firefighters	Decision on results of review	90.93.0000	2019-06-04	★
00162317	EN 16350:2014	Protective gloves - Electrostatic properties	Decision on results of review	90.93.0000	2020-03-02	★
00162356	EN 13277-3:2013	Protective equipment for martial arts - Part 3: Additional requirements and test methods for trunk protectors	Decision on results of review	90.93.0000	2019-09-04	★
00162399	prEN 13138-2	Buoyant aids for swimming instruction - Part 2: Safety requirements and test methods for buoyant aids to be held	Acceptance of FV draft	45.99.0979	2019-07-13	★
00162400	prEN 13138-3	Buoyant aids for swimming instruction - Part 3: Safety requirements and test methods for swim seats into which a user is positioned	Acceptance of FV draft	45.99.0979	2019-07-13	★
00162401	prEN 13138-1	Buoyant aids for swimming instruction - Part 1: Safety requirements and test methods for buoyant aids to be worn	Acceptance of FV draft	45.99.0979	2019-07-15	★
00162419	prEN 17487	Protective clothing - Protective garments treated with permethrin for the protection against tick bites	Acceptance of FV draft	45.99.0979	2019-12-17	★



Projex-Online - Alerts



Get more information on the alert.

➤ Mouse over the alert icon:

Number of Results: 22 Alerts: 11 11

WI Number	Reference
00162175	EN 14021:2003
Decision on result of review	EN 14328:2005
	EN 421:2010

➤ Click on the icon:

Alert Information
Technical body/NSB is invited to inform CCMC on the decision to confirm, revise or withdraw the standard by the



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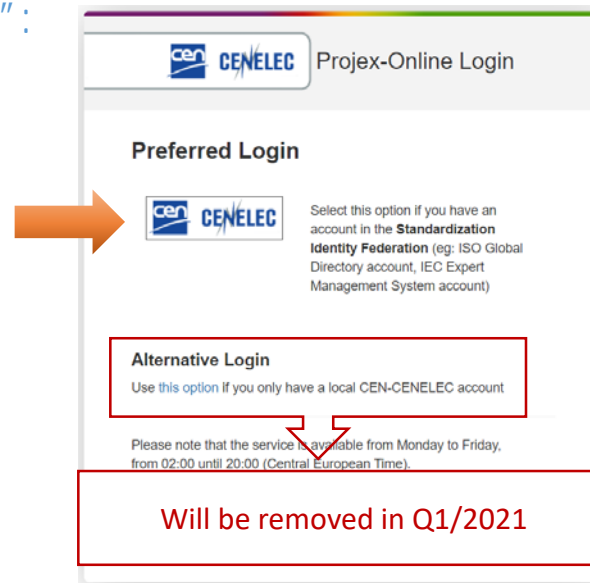


PROCEDURES

Projex-Online



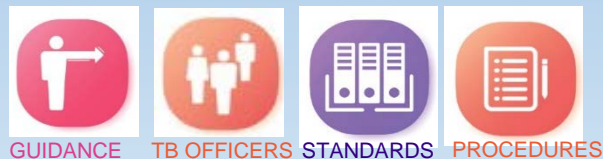
- **Since 5 October:** access to Projex-Online has been extended to CEN & CENELEC experts
- Access rights are now based on the roles in CEN Global Directory:
- Users are encouraged to authenticate themselves using the option "Preferred login":



In GD

CEN Secretary
CEN Secretary Support Team
CEN Chairperson
CEN Chairperson Support Team
CEN Consultant
CEN Document Monitor
CEN Technical Programme Manager
CEN Twinned Secretary
CEN Vice-chairperson
CEN Committee Member
CEN Convenor

4. Meeting Registration



Meeting Registration



- Since January 2018 for CEN
- Login:

▲ Available on the CEN Portal
<https://login.cen.eu/>

▲ Or via the eCommittees homepage of your TC



Meetings

Support CEN committees meetings organization.
Committee members, Committee officers

Enterprise > CEN/TC Working Areas >

CEN/TC 232 "Compressors, vacuum pumps and their systems"

Serge Committee (Secretary Support Team)

Navigation Menu

- Committee Home
- Child Committees
- CEN Projex-Online
- User Guides
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01.	Public information	11 Items
02.	General committee documents	10 Items
03.	Meetings	7 Items
04.	Projects	3 Items
05.	Drop-in box for members	0 Items

New Forums

- CEN/TC 232 Forum

Structure

Type Name

CEN/TC 232 "Compressors, vacuum pumps and their systems"

Ballots

Type	Reference	End
No active ballots.		

Meetings

Title	Date	Country	City	Status
1 st meeting	15 Feb 2018 to 16 Feb 2018	France	Saint-Denis	Registration open
2 nd meeting	08 Mar 2018	Luxembourg	Luxembourg	Registration open



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 the [CEN-CENELEC website](#)
- Contact: meetingcentre@cencenelec.eu



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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)



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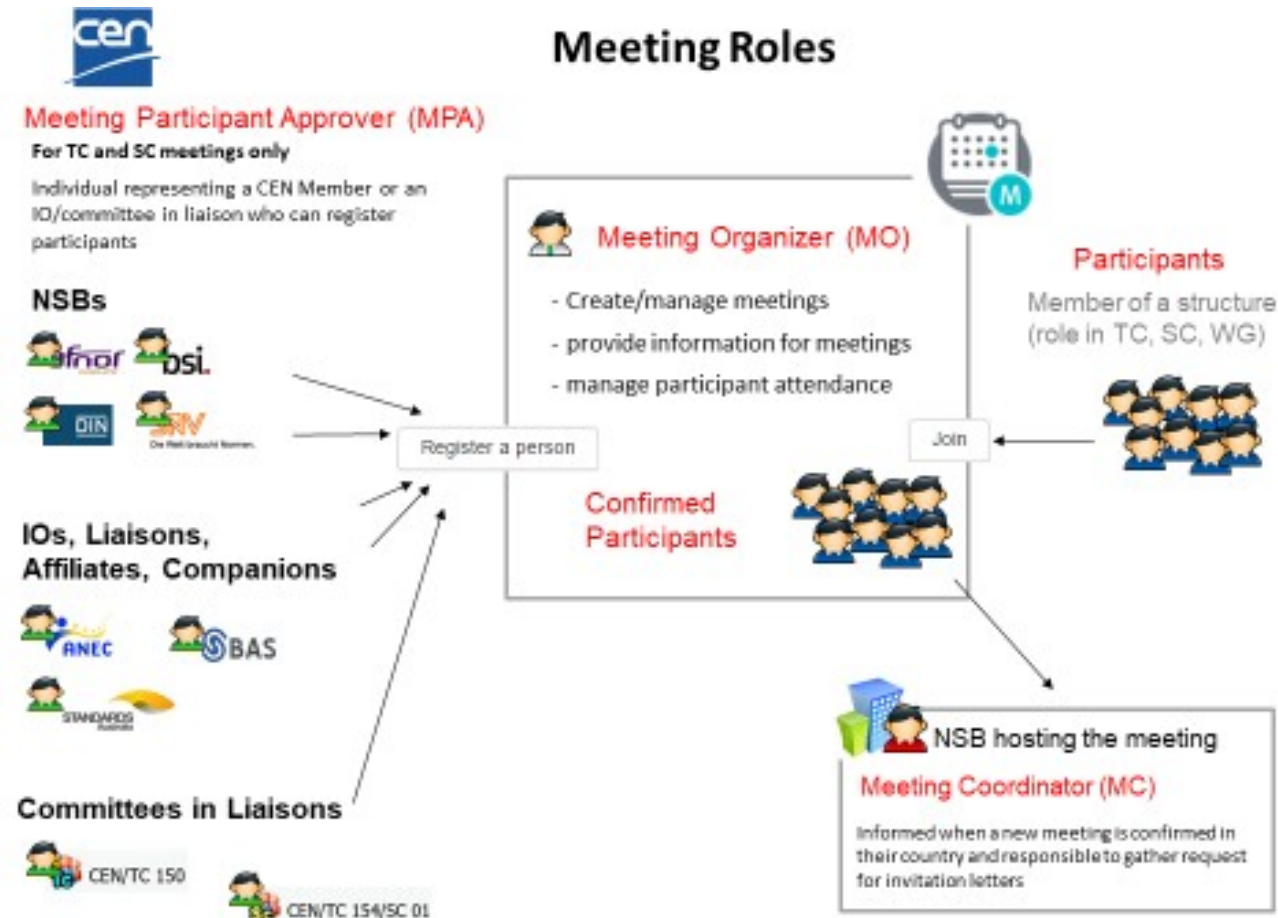


PROCEDURES

Meeting Registration



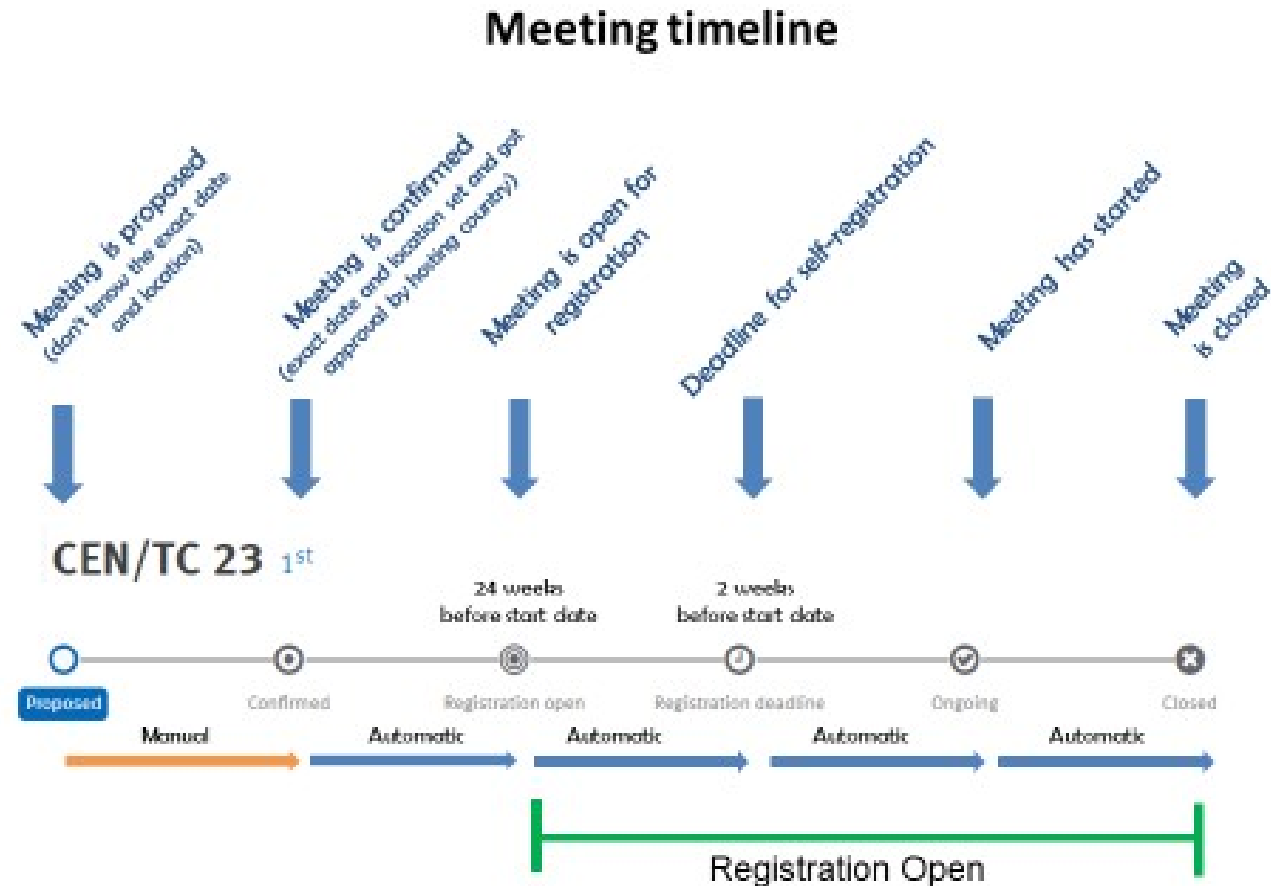
- Roles & permissions



Meeting Registration



- Meeting timeline



Meeting Registration



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PROCEDURES

Training session for new TB Officers of 2020-12-10

© CEN 2020

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

Meeting Registration



Your first point of contact: CEN helpdesk @ ISO
helpdeskcentc@iso.org

Webinar available on the [CEN-CENELEC website](#)



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STANDARDS

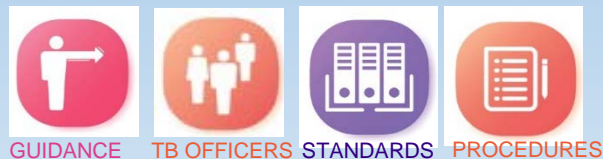


PROCEDURES

Training session for new TB Officers of 2020-12-10

© CEN 2020

5. Zoom web conferences



Zoom



What? Web conference tool

- Free access to web conference facilities
- Personal account
- Not limited in time

Where?

- CEN-CENELEC Homepage
- Link: <https://www.cencenelec.eu/aboutus/ourservices/WebConf>

How? Request email to webconf@cencenelec.eu

- Name and Email address
- Organization (CEN or CENELEC)
- Reference of the TC(s) and eligible role in the TC(s)
- If a Zoom account already exists



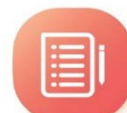
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Who? Eligible roles

- Active Secretaries, Convenors, and their Assistant and Acting Secretaries + Support Teams (TC, SC, WG level)
- Active Chairpersons and their support teams
- Eligibility for Project Team leader is under discussion

Restrictions?

- CCMC recommends and supports Zoom (not mandatory)
- Alternative ways of joining a Zoom meeting
 - Phone dial-in
 - Use of Zoom web/mobile application
 - Use of Skype for Business client



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PROCEDURES

Main features

- Organize CEN or CENELEC meetings (video, audio, collaboration)
- Host meetings or schedule meetings on behalf of someone else
- Conferences with up to 500 participants
- Recording of meetings
- Screen sharing
- Use of meeting chat
- Use of parallel rooms and workspaces (breakout rooms)
- Nonverbal feedback mechanism – icons such as raise hand
- Possibility to conduct surveys

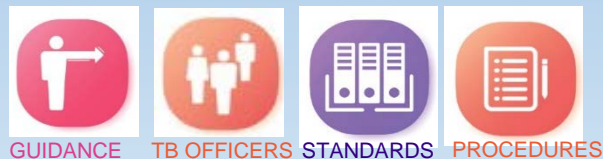


Information & support

- CEN-CENELEC web page
<https://www.cencenelec.eu/aboutus/ourservices/WebConf>
- CEN-CENELEC Zoom <https://cencenelec.zoom.us/>
- CEN-CENELEC Quick [Help](#) to Zoom meetings
- CEN-CENELEC Quick [Guide](#) to Zoom meetings
- Email to webconf@cencenelec.eu



6. QuickSearch



QuickSearch



What?

QuickSearch is a password protected application allowing users to search in an easy and direct way on:

- CEN & CENELEC BT decisions,
- CEN & CENELEC standardization work,
- CEN & CENELEC technical bodies.

Access?

Direct link:

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

More applications

CEN Portal

[\(https://login.cen.eu/portal/\)](https://login.cen.eu/portal/)

Comment Collation Tool



Commenting Template



Image Quality Check



QuickSearch



[Access to QuickSearch](#)



iProjex



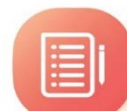
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STANDARDS



PROCEDURES

Users?

Allowed to consult Standardization work and Technical bodies information:

- All Projex-Online users

Allowed to consult BT decisions:

- **Currently:** CEN BT members and CENELEC Permanent Delegates
- **To come** (Q1/2021): access extended to CEN and CENELEC TC/SC secretaries and chairs

QuickSearch



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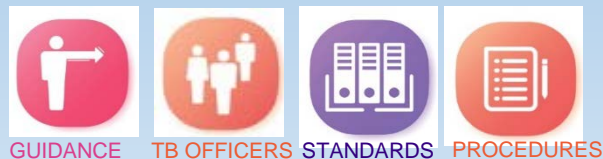


PROCEDURES

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7. Forthcoming Evolution



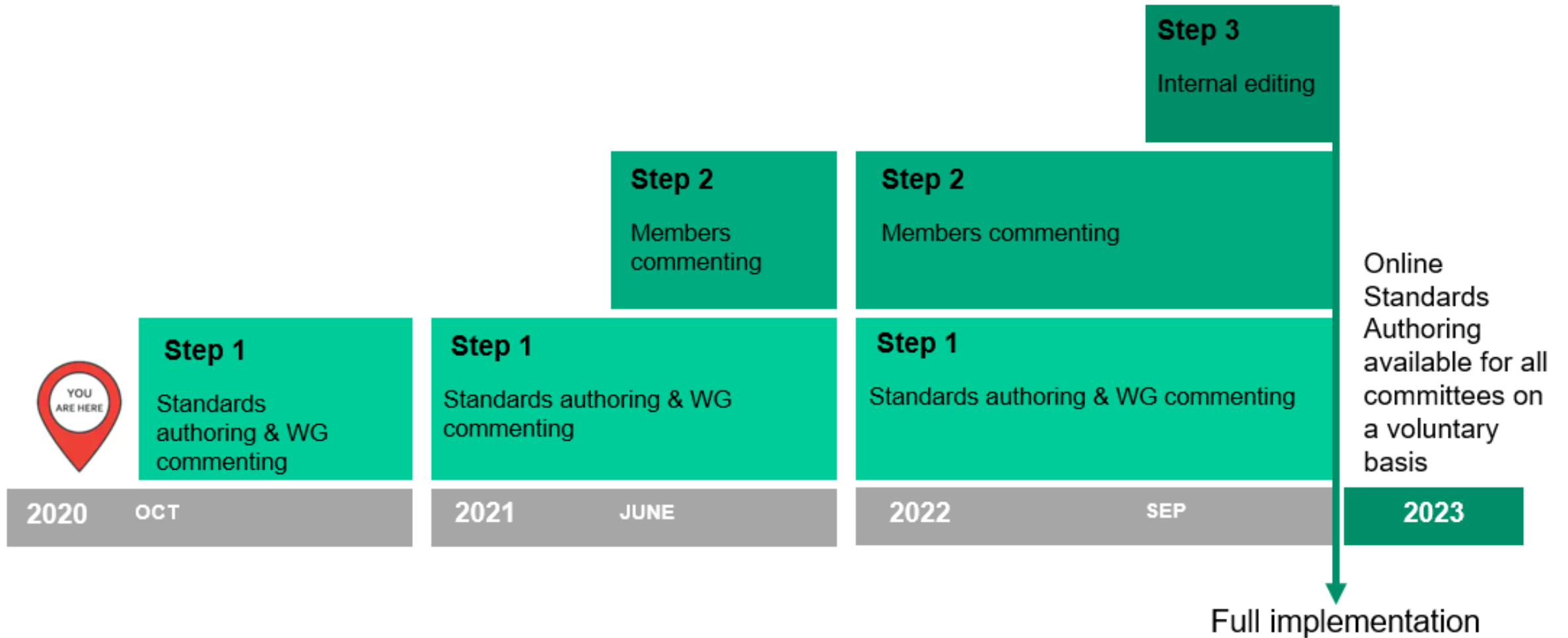
Forthcoming evolutions



- New eCommittees platform (2021 Q2)
- New public web site + experts portal (2021 Q2)
- Online Collaborative Authoring (Ongoing)



Online Collaborative Authoring





Thank you! Questions?

IT Team itsupport@cencenelec.eu

www.cen.eu

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