

IT Tools in the CEN Environment

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Agenda



- 1. CEN Documents
- 2. Committee Internal Balloting (CIB)
- 3. CEN Working Area
- 4. Meeting registration (ISO-based)



1. CEN Documents

From eCommittees...

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Interprise Personal Tools Admin Image: Committee State EN/TC 601 News: This is the News headline Interprise * CEN/TC Working Areas * Image: CEN/TC 601 "Test - First Simple Committee (eCOM3)" Navigation Menu Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Navigation Menu Image: Cenvertain Simple Committee (eCOM3)" Image: Committee Home Image: Cenvertain Simple Committee (eCOM3)" Committee Home Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee (eCOM3)" Image: Cenvertain Simple Committee Simple Committee (eCOM3)" Image: Cenvertain Simple Committee Cenvertain Simple Committee Simple Committee Cenvertain Simple Cenve	PENTEXT	ontent Server				
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Committee Home Child Committees Library Centre Control (Control of Control of Cont	EN/TC 601 News: This nterprise > CEN/TC W CEN/TC 6	is the News headline orking Areas >)1 "Test - First Simple Committee (eC	OM3)" 🕤		Marc Bellier (Secretary	Support Ter
Child Committees Type Name Size CEN Projex-Online User Guides 0. Secretariat workspace * 0 Items CEN Applications 0. D. Public information * 1 Item My Committees 0. Secretariat committee documents * 1 Item My Tasks 0. Meetings * 0 Items N-Documents List 0.4. Projects * 0 Items Member List 0.5. Drop-in box for members * 0 Items Email to Secretary 0.8. Balloting and commenting * 2 Items Mail Archive ** view more 0.8. Balloting and commenting * 2 Items * N-Documents Notification • CEN/TC 601 Forum • CEN/TC 601 Forum **	Committee Home	C Library				
User Guides 00. Secretariat workspace * 0 items 1 items 1 item 2018- 08-07 My Committees 01. Public information * 1 item Enquiry MB - 601/902 - HTTPS - Test Ballot xFer 08-07 My Tasks 02. General committee documents * 1 item CIB-NWI CEN TC 601 - new WI adoption 2018- 08-07 N-Documents List 04. Projects * 0 items 0 items CIB- Marc 601/1903-05 Auto Calculation & CCT 2019- 05-07 Member List 05. Drop-in box for members * 0 items CIB- Marc 601/12020-03 - CIB 3 YTF Tolerance 2020- 11-30 Mail Archive * view more CIB- Marc 601/2020-07 - Adoption of Final Draft 2020- Committee News * * View more * 11-30 * View more * * 0 Enquiry Marc 601/2020-07 - Adoption of Final Draft 2020- Committee News * * * * * * * * 2019- N-Documents Notification * * * * * * * * 2020- <td< td=""><td>Child Committees CEN Projex-Online</td><td>Type Name</td><td>Size</td><td></td><td>Reference</td><td>Fnd •</td></td<>	Child Committees CEN Projex-Online	Type Name	Size		Reference	Fnd •
	User Guides CEN Applications My Committees My Tasks N-Documents List Member List Email to Secretary Mail Archive Committee News Committee Task List N-Documents Notificat Notification Report Send documents to C	ion OCEN/TC 601 Forum	1 Item 1 Item 0 Items 0 Items 0 Items 2 Items	Enquiry CIB-NWI CIB- AdopPWI CIB- 9mthTol CIB- CIB- CIB- Title gth_meeting	MB - 601/902 - HTTPS - Test Ballot xFer CEN TC 601 - new W1 adoption Marc 601/1903-05 Auto Calculation & CCT - CIE-AdopPWI Marc 601/2020-03 - CIB 3 YTF Tolerance request Marc 601/2020-07 - Adoption of Final Draft ings Date Country C 10 Nov 2020 to 11 Nov 2020	2018- 08-07 2018- 11-25 2019- 05-07 2020- 11-30 2020- ity Status Proposed
		Type Name	e (eCOM3)"			
Type Name			0 (000 mo)			

...to CEN Documents

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Committee structure	Admir	Anistration	General	Meetings	Decisions	Projects	Ballots	Member area	Mail archive			
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Browse	N 🛧	Title							Modified	Expected action	There are no items to show.	
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Clipboard	2	Doc-Meeti	ng-01						2020-11-16		mere are no items to snow.	
Administration ? 1.12.0-SMAPSHOT Powered by 🐲												

CEN Documents - Main Benefits



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
 - Greatly enhanced Document Search tool
- > New / Improved features :
 - Improved metadata handling on N-Documents
 - Links to other Apps in metadata (Balloting, Meetings, Projects)
 - Pdf rendition (Word, Excel, Powerpoint, ...) + on-line Preview
 - Bulk Upload
 - • •

CEN Documents - Navigation



Access: https://sd.cen.eu/documents/ui/#!/home

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CUMENT	★ CEN View Permissions History Trash	You can constitute a list of favorite committees for quick and easy access		My committees is the list all the committees in way you have a role	it of hich
Browse	☆ My favorite committees		品 My committees		SEE ALL MY COMMITTEES
Q	Title	Scope	Title		Scope
Advanced search	CEN/TC 601 "Test - First Simple Committee	(eCOM3)" CEN	ASD-STAN "Aerospace"		CEN
Clipboard	CEN/TC 602/SC 01 "First Test Sub-Committ	ee" CEN	ASD-STAN/D 3/WG 4 "200	REACH standards project for Airbus Helicopters"	CEN
Ċ			ASD-STAN/D 9 "Environme	ent"	CEN
			CEN/CLC/JTC 21 "Just chee	cking Committee creation"	CEN
			CEN/CLC/WS ZDMterm "Te	est by JMB - Zero Defects in Digital Manufacturing Terminology"	CEN
			CEN/TC 10 "Lifts, escalato	ors and moving walks"	CEN
			CEN/TC 10/WG 1 "Lifts and	d service lifts"	CEN
			CEN/TC 10/WG 2 "Escalate	ors and moving walks"	CEN
×			CEN/TC 10/WG 3 "Fire test	ting of lift landing doors" 🛇 Disbanded	CEN
Administration			CEN/TC 10/WG 4 "Data log	gging and remote control"	CEN
1 17 0-SNAPSHOT			• W CENTE 40/WC 5 "Mointon	Dichanded	CEN
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Training session for new TB Officers of 2021-12-07

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ard 1728 Test AS project draft L2 2021-01-18	SR © 2011 related documents I8 EN 13596: SR © 2011 ballots without having to conn EN 1297-2 ballots without having to conn	
1726 Test AS general document L1 2021-01-18	IS EN 1849-1:1999 EN 1849-1:1999	
1726 Test AS general document L1 2021-01-18 1725 Test AS meeting level 1 2021-01-15 1724 General document test AS 2021-01-15	¹⁸ Meeting documents ¹⁵ Meeting documents ¹⁵ List all meetings for the committee & ¹⁰ related documents	

CEN Documents – Library structure

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Folder name	Use & document types
Administration	 Can only be seen by an officer or person responsible for the group Should be used for documents in preparation
General	Accessible to all users of the group Ex: ballot, general, meeting, projectany document that do not fall in the scope of folders below
Meetings	For all documents relating to Meetings, except Decisions
Decisions	All decision/recommendation/resolution documents
Member area	 Used for transmission of documents from committee members to the officers Officers can work on the documents and upload them in the folder
Mail archive	All emails sent from 'CEN Documents'





CEN Documents - Permission model

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	 ★ > CEN TC CEN/TC 601 "Test - Fin 	rst Simple Committee (eCO	M3)"				tlee@cencenelec.e	יד ע 🎘 אז מי מי
DOCUMENT	View Related committees Me Filter members Members L	embers list Access list Permiss	ions History Trash	Access L Shows th access to	ist e list of people H o the document	naving t of the	EMAIL TO ALL MEMBERS	EXPORT CSV
Browse Committee documents	Shows the I directly inv committee Email to me	list of people olved in the /WG work embers		Committe Export to	Committee, Serge	serge.committee@nbn.be	Phone	
Q Advanced search	Chairperson		Belgium	Mr	Committee, Charles	charles.committee@ace.eu	-	
Clipboard	Secretary support team		Belgium Belgium	Mr. Mrs	Bellier, Marc Committee, Saskia	mbellier@cencenelec.eu saskia.committee@nbn.be		
	Secretary support team	-	Belgium	Mrs	Lacorbière, Carole	carole@vi-consult.ch		
×	Secretary support team Chairperson support team	• •	Belgium Belgium	Ms Melle	Lee, Tamara Committee, Christine	tlee@cencenelec.eu christine.committee@ace.eu		
Administration	Committee member	•	France	Melle	Global, Odile	odile.global@oceano.fr		
1.17.0-SNAPSHOT	Committee member	-	United Kingdom	Ms	Committee, Meg	meg.committee@bsi.uk	-	



Document lifecycle



Training session for new TB Officers of 2021-12-07



CEN Documents - Document numbering

- N-numbers are assigned automatically
- ▲ Possible to reserve a N-number
- ▲ No longer possible to manually select a N-number
- When a document is deleted, its number is automatically reassigned to the next document uploaded





Support

Resources available on the <u>CEN Expert area</u>

The Knowledgebase developed by ISO for the software: https://iso-sandbox-knowledge-base.helpscoutdocs.com/collection/301-iso-documents

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



2. CEN Committee Internal Balloting (CEN CIB)



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



CEN CIB





Training session for new TB Officers of 2021-12-07



CEN CIB



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

Committee	e Internal E	Balloting	Click on the	ballot reference		ematarrese@cen 2017-11-2	n cenelec.eu 29
All open						Tools 💎	Help 💎
All o	pen	New last 2 weeks Closing in 2 weeks Closed last 2 weeks Sea	arch				
309 ballots fo	ound 💌	«< 1-20 > >>			Template	✓ New Ballot	∇
Туре	Committee	Reference	Vote	Opening date	Closing date 🔶	Role	
CIB-AdopPW	I CEN/TC 256	C63/2017 – WG19 Adoption of preWI EN 15016-1 rev 💌	23 votes	2017-09-29	2017-11-29	Ballot owner	
CIB-AdopPW	VI CEN/TC 256	C64/2017 - WG19 Adoption of preWI EN 15016-2 rev 💌	24 votes	2017-09-29	2017-11-29	Ballot owner	
CIB-AdopPW	VI CEN/TC 256	C65/2017 - WG19 Adoption of preWI EN 15016-3 rev 💌	24 votes	2017-09-29	2017-11-29	Ballot owner	
CIB-AdopPW	VI 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-AdopPW	VI 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 41	5-3 🖃 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 41	5-4 🖃 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	



CEN CIB



Ballot details screen

Information	Participation	Audience					
				Cast vote as	Submit Comment as		
Reference: PD	036-2017 NWIP (WG1) 🖃 🖵						
Committee:	CEN/TC 278 🛐	Туре:	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	Title: Electronic fee collection - Pre-study of the potential use of ITS-G5 and LTE-V2X						
Secretariat: No	etherlands (NEN)						
Reference doc	uments and links 🖃						
🔁 PD 036-201	7 NWIP (WG1) Pre-study of the p	otential use of ITS G	5 and LTE V2X 💌				



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Create new ballot:



A	open N	ew last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	Search				
9 ballots fo	ound 💌				Т	Femplate		lew Ballot	
Туре	Committee	Refere	nce	v	3 YTF for development EN,	, TR & TS - 9) mth Tolera	ince Request	
					Activation of a Preliminary \	Work Item			
CIB	CEN/TC 399	Transfe	er WI 00399001 to the Vienna	Agreement (ISO Lead) 💽 9	Ad hoc Committee Internal	Ballot			
CIB- AdopPWI	CEN/TC 156	CEN/T	C 156 - Approval to adopt PW	/1 🖃 🛛 3	Adoption of a New Work Ite	em			
/ dopr fill					Adoption of a Preliminary W	Vork Item			
CIB-NWI	CEN/TC 602/SC 01	CEN T	C 2016 SC1 TEST 1234 🖃	2	Adoption of the final draft for	or Formal Vot	te		
CIB- AdopPWI	CEN/TC 442	PWI or	n Digital information exchange		Import				



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See ballot results:









Support

User guide available on the <u>CEN Expert area</u>

Business questions: your Project Manager at CCMC

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



3. CEN Working Area

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/



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







1) Choose a TC:

cen	Projex-Online Working Area	
Select TC	Technical Body	•
	Technical Body	
Create a	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 decisi	on	
Select decision group	Ţ	€
Select decision type	Creation of a Work Item	•
Decision reference CE	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	6	
Select decision type		٣	0
Decision reference C	Adoption of a New Work Item		
Decision date	Adoption of a Preliminary Work Item Activation of a Preliminary Work Item Splitting of a Work Item		
Pronosal documenter	Merging of Work Items		

List of decisions available on Working Area :

Section 📀 Help



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

	Decision reference CEIN/TC 33 123 127 2018
	Decision date 2018-08-15
	Proposal documented in N 125
	Start
Click o	on Start

5)



6) Follow and fill in the questions step by step:

Deliverable	
1. Deliverable	
© EN	
TR	
2 This item corresponds to	
A new project	
An amendment to an EN	* 0
The revision of an EN	Add Remova
The conversion of a CEN/TS into an EN	• 0
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	or 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	inks with documents from other organizations





At any moment, you can decide:



The decision is then available in the section Work on saved and not submitted decisions



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)

Date 2018-08-15

Decision reference CEN/TC 33	123	1	2018
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Cub mait to	COM	<u> </u>
Submit to		L

OPTIONAL - proposal documented in N: 125





Access "Saved decisions" or "Submitted decisions"





Use the "One change option".

Actions not requesting a decision

Modification type Change the planning of a Work Item ("one change" option) v

Select the Work Item to update

00033567 - prEN 16035 rev - Hardware performanc... 🗸 🚯

Stage Code	Stage	Target date
10.99	Decision on WI Proposal	2021-08-25
		+ 17 weeks
20.60	Circulation of 1st WD	2021-12-22 + 17 weeks
30.99	Acceptance of ENQ draft	2022-04-20
40.20	Submission to Enguiny	+ 13 weeks
40.20	Submission to Enquiry	+ 12 weeks
40.60	Closure of Enquiry	2022-10-12
45 99	Accentance of FV/ draft	+ 34 weeks
40.00		+ 10 weeks
50.20	Submission to Formal Vote	2023-08-16
50.60	Closure of Formal Vote	+ 8 weeks
		+ 4 weeks
60.55	DOR/Ratification	2023-11-08
60.60	DAV/Definitive text available	2023-12-06
	Save	





Support

User guide available on the <u>CEN Expert area</u> (section Projex-Online)

Data questions: <u>dataservice@cencenelec.eu</u>

All functional & technical issues: itsupport@cencenelec.eu





Direct link to Homepage: https://login.cen.eu/portal/



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Documents

(NEW) Document management system for the collaborative development of standards. Loommittee members, Committee officers, Committee observers



Mirror Documents

Dissemination of CEN documents to National Mirror Committees.





Support CEN committees meetings organization. Committee members, Committee officers







Support of consensus feedback processes for CEN committees and committee internal balloting (CIB). Committee officers, Voters, Commenters, Monitors



Global Directory

Central repository for managing committees, organizations, users and their roles for international, regional, and national work. Leser administrators



for Governance Support of consensus feedback processes for CEN

Documents (Legacy)

former Content Management Server (Livelink).

Committee officers, and users defined in specific groups

CEN eTrans, Governance groups, Policy Development Committees, HAS and other Platforms using the

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



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 <u>cencenelec.eu</u>
- Contact: <u>meetingcentre@cencenelec.eu</u>

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- 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)



• Roles & permissions

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Meeting timeline

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Meeting timeline





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	•	Your	profile
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	Particip	oant pro	file			serge.committee@nbn.be 👻		9
+ MEETING	Overview	Person	Passport	Additional Information	Preferences	Guests		
My meetings	Mr Co serge.co	ommittee ommittee@nt	Serge on.be					
Q Search My profile	Passp Passp Home Birth o Numb Count Issue Expiry	Passport Fort first name address Rud date 1980-0 er BE-01234 ry Belgium date 2015-0 date 2020-0	 Serge Committee des Wallons, 3-01 456789 07-01 07-01 	200	Additional information Edit Info in Rich Text here Bullets work too see			
		Guests (1)	Manage				
	8	Meeting Guid						



Meeting dashboard

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No.	Муı	neetings (47)				serge.committee@nbn.be 👻 🏭	cer)
+ MEETING	Stati	us: All 🗸 Registration: All 🗸	Type: All 🗸	Sort by: Ascending da	te 🗸	Map 🚺 G	rid
	Туре	Committee	Number	Status	Location	Date	
My meetings	Q	CEN/TC 601	1 st	Closed	Belgium (Bruxelles)	26 Sep 2017	
	•	CEN/TC 601	2 nd	Closed	Belgium (Bruxelles)	23 Oct 2017 to 24 Oct 2017	A
CEN meetings	•	CEN/TC 601	3 rd	Closed	Belgium (Bruxelles)	26 Oct 2017	A
Q	•	CEN/TC 602	11 th	Closed	Belgium (Bruxelles)	15 Nov 2017	
Search	•	CEN/TC 601	4 th	Closed	Belgium (Liêge)	27 Nov 2017 to 28 Nov 2017	A
-	9 -	CEN/TC 602/WG 01	1 st	Closed	France (Paris)	20 Dec 2017	▲
My profile	Q_	CEN/TC 601	5 th	Registration deadline	Belgium (Brussels)	15 Jan 2018 to 16 Jan 2018	A



Meeting details

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Your first point of contact: CEN helpdesk @ ISO <u>helpdeskcentc@iso.org</u>

Training session for new TB Officers of 2021-12-07



Thank you!

IT Team itsupport@cencenelec.eu

www.cencenelec.eu

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