IT tools
in the CEN environment

Anna Gaugeler

Elisa Matarrese

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Marc Bellier *(consultant)*

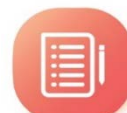GUIDANCE   TB OFFICERS STANDARDS   PROCEDURES

Poll: your IT tools experience

GUIDANCE TB OFFICERS STANDARDS PROCEDURES

Agenda

1. eCommittees

2. Committee Internal Balloting (CIB)

3. Projex-Online & Working Area

4. Meeting registration (ISO-based)

5. Zoom web conferences
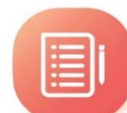
6. QuickSearch

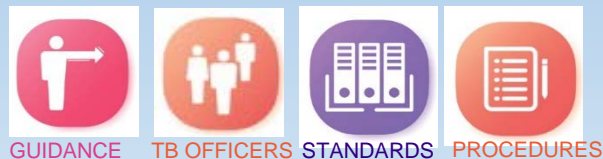7. Forthcoming evolution

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

1. eCommittees

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

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/

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LIVE DEMO

eCommittees Library

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

📁 **Library**	
Type Name	Size
📁 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
📁 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.

Library		
Type Name		**Size**
📁 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
📁 08. Balloting and commenting		2 Items

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eCommittees Menu

CEN

Navigation Menu: →

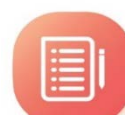| Menu item	Comment
Committee Home	Link to the eCommittee homepage
Child Committees	Links to Children (Sub-Committees and / or Working Groups)
CEN Projex-Online	Access to CEN Projex-Online (Password-protected)
User Guides	Access to the user manuals of CEN IT applications
CEN Applications	Link to the 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 (*previously under 'N-Doc Notifications'*)
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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Training session for new TB Officers of 2020-12-10

eCommittees - External hosts

Committee hosted externally

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

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2. CEN Committee Internal Balloting (CEN CIB)

CEN CIB

Ballot creation → Notification → Access & consultation → Vote → Reminders & closure → Results & follow-up

- Use of the templates highly recommended

- Creation of ad hoc ballots still possible

CEN CIB

LIVE DEMO

CEN CIB

Access: https://login.cen.eu

Committee Internal Balloting

ematarrese@cencenelec.eu
2017-11-29

All open

Click on the ballot reference to see the ballot details

Tools ▽   Help ▽

All open	New last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	Search

309 ballots found ▾   ≪ ‹ 1 - 20 › ≫   Template ▽   New Ballot ▽

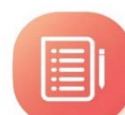| Type	Committee	Reference	Vote	Opening date	Closing date ▲	Role
CIB-AdopPWI	CEN/TC 256	C63/2017 – WG19 Adoption of preWI EN 15016-1 rev ▾	23 votes	2017-09-29	2017-11-29	Ballot owner
CIB-AdopPWI	CEN/TC 256	C64/2017 – WG19 Adoption of preWI EN 15016-2 rev ▾	24 votes	2017-09-29	2017-11-29	Ballot owner
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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CEN CIB

Ballot details screen

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CEN CIB

Create new ballot:

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CEN CIB

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
Status: Closed

Opening date: 2017-10-24
Closing date: 2017-11-21

Download

Ballot results: 📁 as a Zip file

Download ballot results in a zip file

Result

Member responses

Austria (ASI)   Belgium (NBN)   Bulgaria (BDS)   Czech Republic (UNMZ)   Denmark (DS)   Finland (SFS)   France

CEN CIB

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
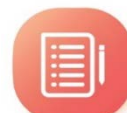
GUIDANCE   TB OFFICERS STANDARDS PROCEDURES

3. Projex-Online
&
Working Area

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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 applica very detailed CEN Work Programme information includin for TC Secretaries and NSB staff).

Access:

> CEN-CENELEC PROJEX-ONLINE
> User guide
> Support

Access to Working Area:

➢ via Projex-Online

✉ Contact   💡 FAQ   🆘 Help

Last update: 2017-11-28   👤 Elisa Matarrese   🔑 Sign Out

👤 My Projex-Online   ⚙ Simple Search   🔍 Complex Search   ⚙ Working Area   🌡 Image Quality Check

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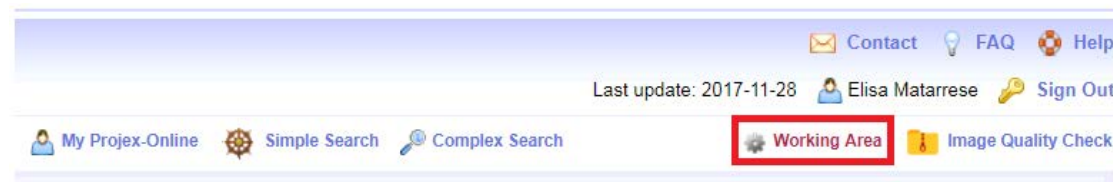
Projex-Online - Alerts

= 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. Lelickens (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: ⚠4 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:**

➢ **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

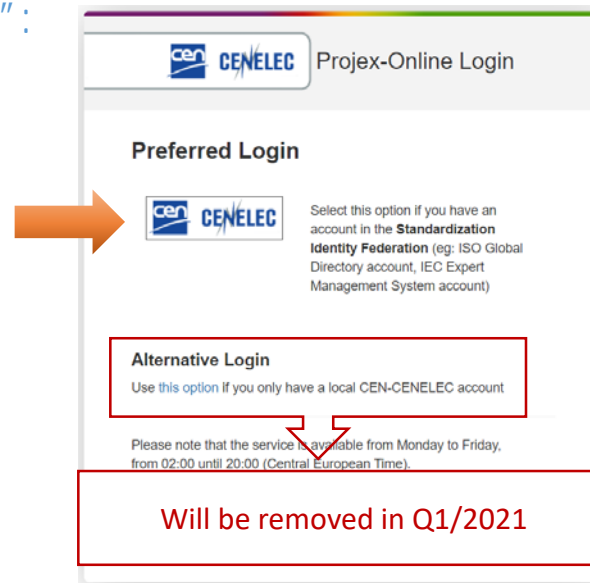GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES
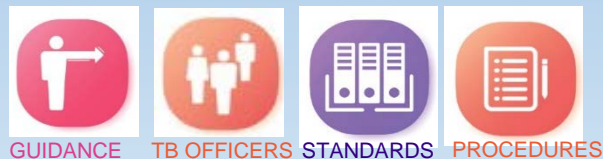
Projex-Online

- ➢ **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

CENELEC | Projex-Online Login

Preferred Login

CENELEC — Select this option if you have an account in the **Standardization Identity Federation** (eg: ISO Global Directory account, IEC Expert Management System account)

Alternative Login
Use this option if you only have a local CEN-CENELEC account

Please note that the service is available from Monday to Friday, from 02:00 until 20:00 (Central European Time).

Will be removed in Q1/2021

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

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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

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

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

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

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

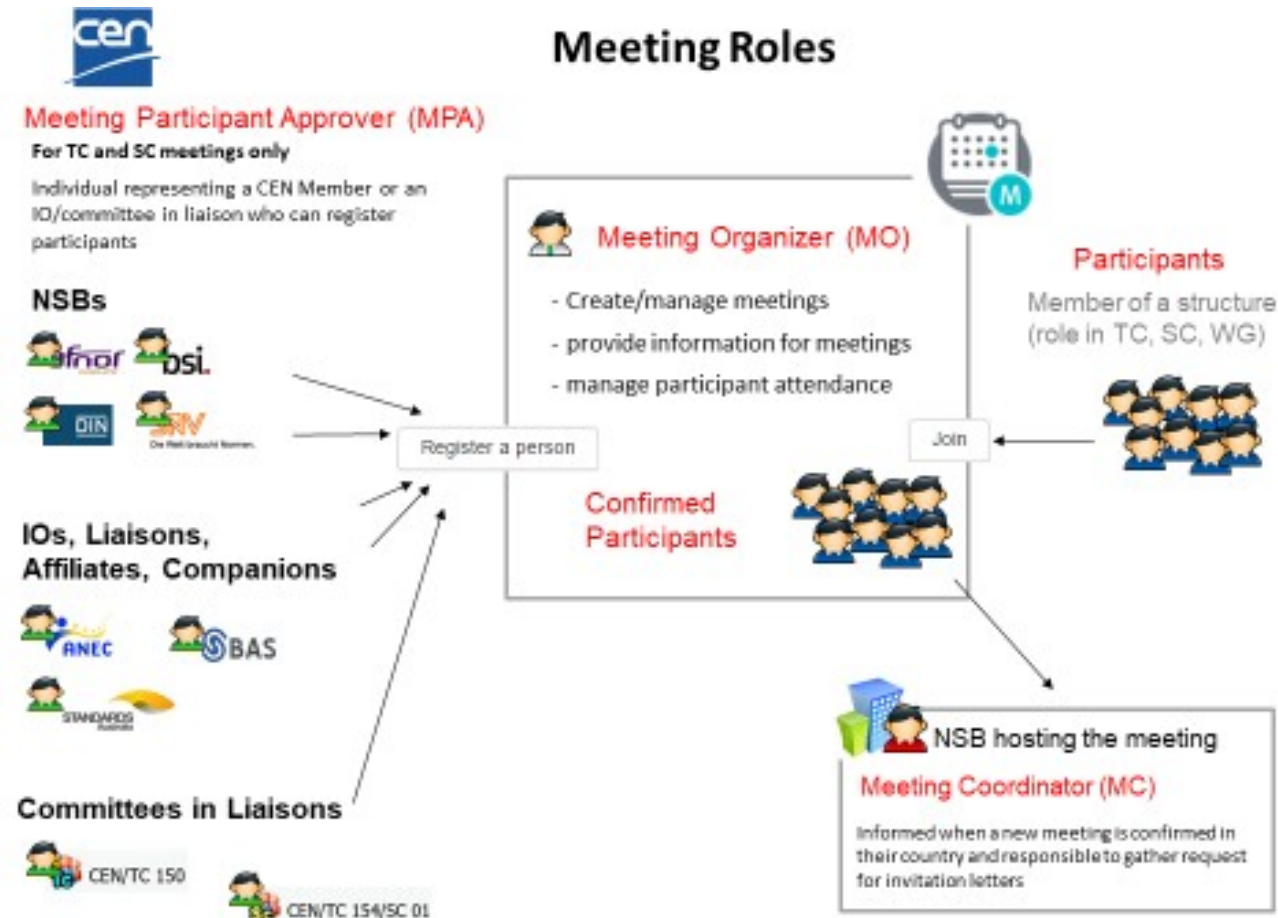- **Roles & permissions**

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

Meeting Registration

- **Meeting timeline**
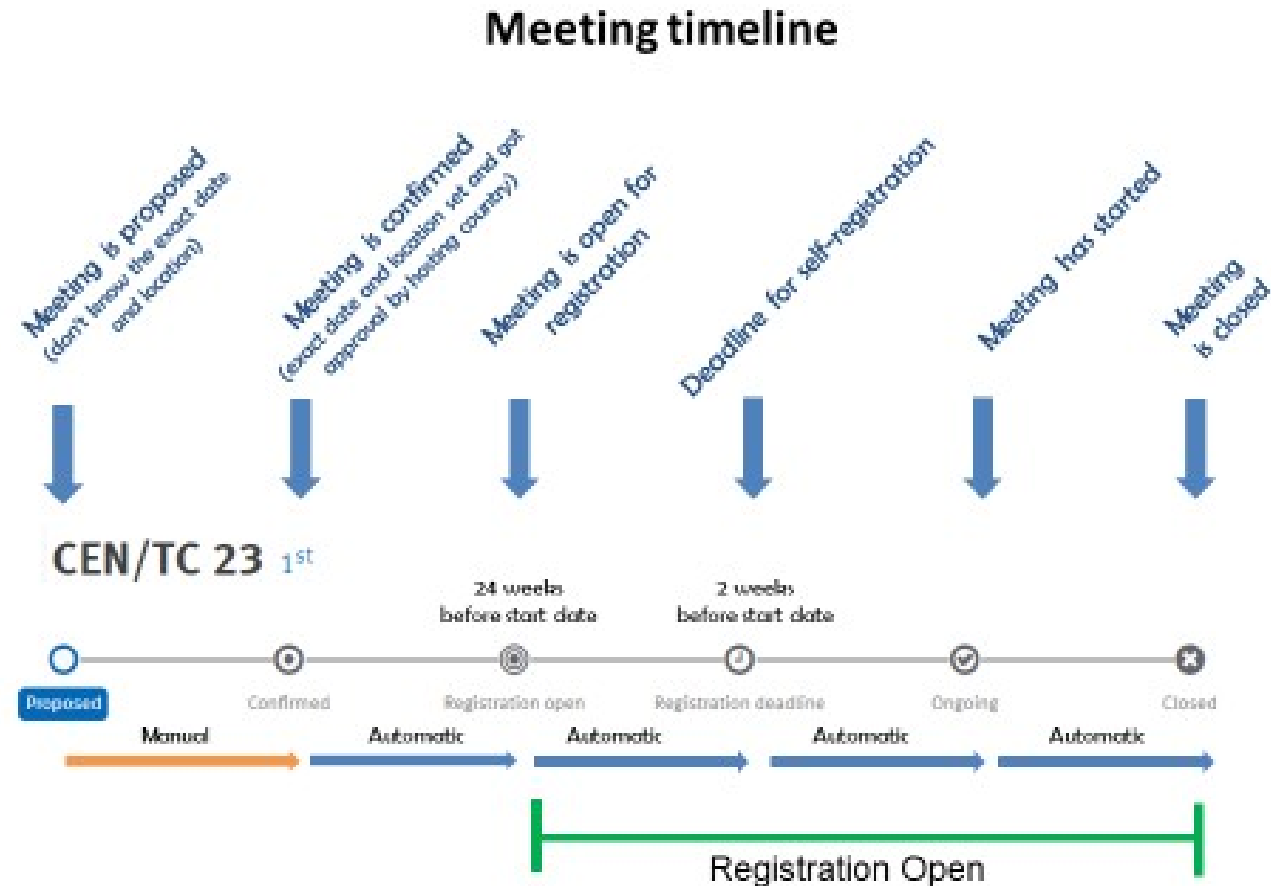
Meeting Registration

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

Meeting Registration

- **Your profile**

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

Meeting Registration

- ## Meeting dashboard

Meeting Registration

- ## Meeting details

Meeting status → CEN/TC 601 5th
Registration open

Location Meeting dates, → Belgium (Brussels)
15 Jan 2018 to 16 Jan 2018 ⚠

Warning indicates that a task is late

CEN/TC 602/SC 01 1st
Proposed Organizing

Meeting Type OnSite / Virtual → Belgium (Brussel)
15 Jan 2018 to 17 Jan 2018 ⚠

Organizing : Structure organizing the committee meeting

CEN/TC 602/SC 01/WG 02 1st
Proposed Related
Belgium (Brussel)
15 Jan 2018 to 17 Jan 2018 ⚠

Related : This is a meeting part of a committee meeting

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

Meeting Registration

Your first point of contact: CEN helpdesk @ ISO

helpdeskcentc@iso.org

Webinar available on the CEN-CENELEC website
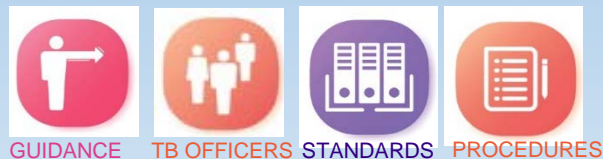
GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

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)
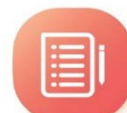- If a Zoom account already exists

Zoom

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

Zoom

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
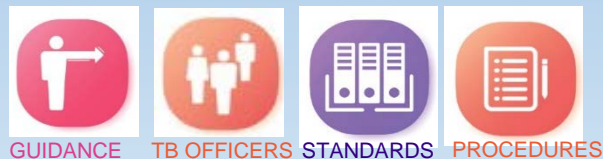- Possibility to conduct surveys

Zoom

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

GUIDANCE TB OFFICERS STANDARDS PROCEDURES

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/

CEN Portal
(https://login.cen.eu/portal/)

More applications

Comment Collation Tool ∨

Commenting Template ∨

Image Quality Check ∨

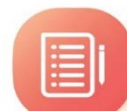QuickSearch ∧
Access to QuickSearch

iProjex ∨

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

QuickSearch

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

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES
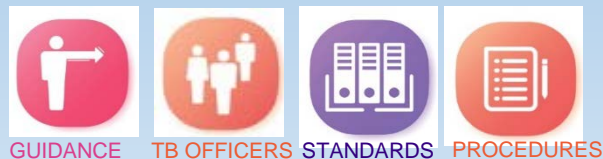
QuickSearch

LIVE DEMO

GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES
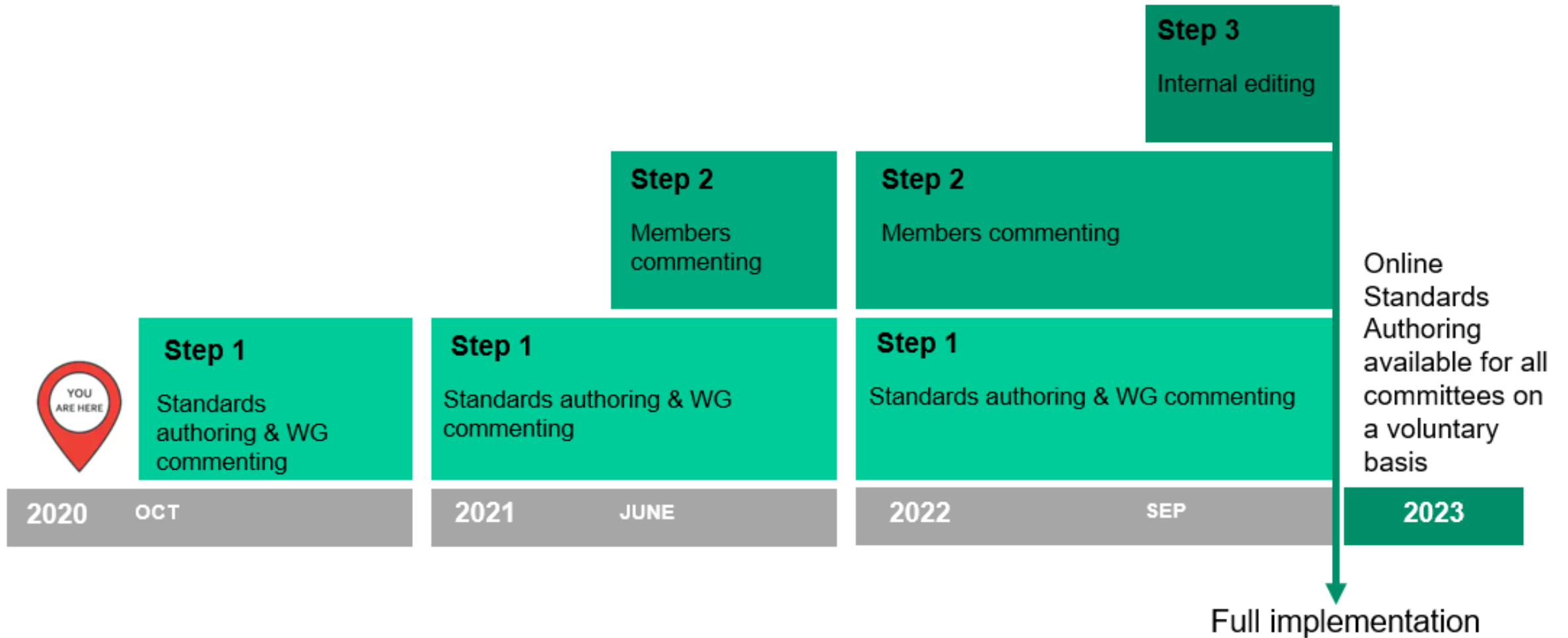
7. Forthcoming Evolution

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

Follow us

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