



IT tools in the CEN & CENELEC environments

Mélanie Herfurth



GUIDANCE



TB OFFICERS

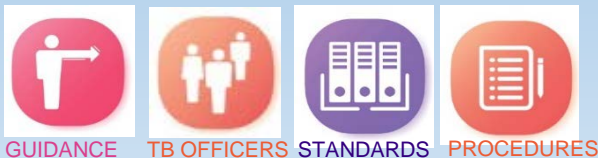


STANDARDS



PROCEDURES

1. Projex-Online



Projex-Online

- **What?**

Password protected application with CEN & CENELEC Work Programmes, including different monitoring functionalities (extracts, alerts, favourites, search etc.) for following up your work in the different CEN & CENELEC Technical Bodies.

- **Access?**

Link: <http://projex.cencenelec.eu/>

Accessible via CEN & CENELEC websites

- **When?**

7/7 from 00:30 until 20:00 (Central European Time)

Up-to-date every morning

- **Who?**

- CEN & CENELEC TC secretaries
- CEN NSB & CENELEC NC staff on request
- Requests for access via NSB-NC contact point, sent to itsupport@cencenelec.eu



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019

Projex-Online

Homepage: 3 sections

My Projex-Online:

- My Profile: CEN and/or CENELEC (can be changed)
- My Favourites: favourite committees, Work Items, mandates and/or directives
- My Searches: saved complex searches

Simple Search

Selection of one committee, one mandate, one directive, one Work Item, one Standard reference or one Database Id

Complex Search

Combination of several search criteria and the saving of your complex searches → Save your Search

The screenshot displays the Projex-Online homepage. At the top, there is a navigation bar with the CEN and CENELEC logos, the title 'Projex-Online', and links for Contact, FAQ, and Help. Below this, a user profile section shows 'Last update: 2017-12-01' and 'Elisa Matarrese' with a Sign Out link. The main content area is divided into three sections: 'My Projex-Online', 'Simple Search', and 'Complex Search'. The 'My Projex-Online' section includes a 'My Profile' form with checkboxes for CEN and CENELEC, a 'Submit' button, a 'My Favourites' dropdown menu, and a 'My Searches' dropdown menu. The 'Simple Search' section features a 'Quick Navigation' area with dropdowns for 'Select a committee', 'Select a mandate', and 'Select a directive', alongside a 'Quick Search' area with input fields and 'Submit' buttons for 'By Work Item number', 'By Standard reference', and 'By Database id'. The 'Complex Search' section shows a 'My Searches' dropdown with a 'Delete item' button and a form with dropdowns for 'Technical body', 'Drafting Body', and 'Secretariat', all set to 'Any'. An 'Alerts:' section is visible at the bottom of the page.



Projex-Online

Technical Body

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

Status: Active

Secretariat: DIN

Secretary: Mr A. Schleifer () (Appointed on 2016-06-30)

Chairperson: Mr P. Heffels (DE) (Appointed on 2002-03-14)

CCMC PM: Mrs J. Frankowska ()

[Access to TC platform](#)

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

Number of Results: 405 Alerts: 10 1 1

Auto filters

WI Number	Reference	Title	WI Status	Standard Status	Last Milestone		
00162009	EN 369:1993	Protective clothing - Protection against liquid chemicals - Test method: Resistance of materials to permeation by liquids	Closed	Withdrawn	99.60.0000		
00162010	EN 373:1993	Protective clothing - Assessment of resistance of materials to molten metal splash	Closed	Withdrawn	99.60.0000		
00162011	EN 368:1992	Protective clothing - Protection against liquid chemicals - Test method: Resistance of materials to penetration by liquids	Closed	Withdrawn	99.60.0000		
00162012		Life-jackets and personal buoyancy aids (PBA)	Split	Not Published	45.99.0979		
00162013	EN 412:1993	Protective aprons for use with hand knives	Closed	Withdrawn	99.60.0000		
00162014	EN 420:1994	General requirements for gloves	Closed	Withdrawn	99.60.0000		



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019

Projex-Online

Technical Body: Alerts

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

Status: Active
 Secretariat: DIN
 Secretary: Mr A. Schleifer () (Appointed on 2016-06-30)
 Chairperson: Mr P. Heffels (DE) (Appointed on 2002-03-14)
 CCMC PM: Mrs J. Frankowska ()

[Access to TC platform](#)

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

Number of Results: 12 Alerts: ▲ 10 ▲ 1 ▲ 1 Auto filters

WI Number	Reference	Title	Deliverable Expected	Stage Code	Deadline	
▲ 00162252	EN 421:2010	Protective gloves against ionizing radiation and radioactive contamination	Decision on results of review	90.93.0000	2016-12-15	★
▲ 00162341	prEN ISO 11393-1	Protective clothing for users of hand-held chain-saws - Part 1: Test rig for testing resistance to cutting by a chain-saw (ISO/DIS 11393-1:2016)	Dispatch FV draft to CMC	45.99.0979	2018-05-22	★
▲ 00162348	prEN ISO 11393-2	Protective clothing for users of hand-held chainsaws - Part 2: Performance requirements and test methods for leg protectors (ISO/DIS 11393-2:2016)	Dispatch FV draft to CMC	45.99.0979	2018-05-22	★
▲ 00162349	prEN ISO 11393-3	Protective clothing for users of hand-held chain-saws - Part 3: Test methods for footwear (ISO/DIS 11393-3:2016)	Dispatch FV draft to CMC	45.99.0979	2018-05-22	★
▲ 00162354	prEN 1149-5	Protective clothing - Electrostatic properties - Part 5: Material performance and design requirements	Dispatch FV draft to CMC	45.99.0979	2018-05-06	★
▲ 00162355		Guidelines for selection, use, care and maintenance of protective clothing against foul weather, wind and cold	Circulation of 1st WD	20.60.0979	2017-12-08	★
▲ 00162385	prEN ISO 11393-4	Protective clothing for users of hand-held chain-saws - Part 4: Test methods and performance requirements for protective gloves (ISO/DIS 11393-4:2016)	Dispatch FV draft to CMC	45.99.0979	2018-05-22	★
▲ 00162386	prEN ISO 11393-5	Protective clothing for users of hand-held chain-saws - Part 5: Test methods and performance requirements for protective gaiters (ISO/DIS 11393-5:2016)	Dispatch FV draft to CMC	45.99.0979	2018-05-22	★
▲ 00162387	prEN ISO 11393-6	Protective clothing for users of hand-held chain-saws - Part 6: Test methods and performance requirements for upper body protectors (ISO/DIS 11393-6:2016)	Dispatch FV draft to CMC	45.99.0979	2018-05-22	★
▲ 00162409		Protective clothing - Visibility clothing for non-professional use - Test methods and requirements	Dispatch ENQ draft to CMC	30.99.0979	2018-01-30	★
▲ 00162410	prEN ISO 17491-1	Protective clothing - Test methods for clothing providing protection against chemicals - Part 1: Determination of resistance to outward leakage of gases (internal pressure test)	Dispatch ENQ draft to CMC	30.99.0979	2018-02-08	★
▲ 00162411	prEN 510 rev	Specification for protective clothing for use where there is a risk of entanglement with moving parts	Dispatch ENQ draft to CMC	30.99.0979	2018-02-08	★



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES





Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019

Projex-Online

Functionalities:

- Set favourites 
- Filters 
- Auto-filters = predefined  Auto filters
 - Ongoing
 - Published
 - Not Active
 - Under ballot
- Data Download 
 - Excel
 - Word



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12

Projex-Online

Work Item

★ 25298 - EN 50124-1:2017
 Railway applications - Insulation coordination - Part 1: Basic requirements - Clearances and creepage distances for all electrical and electronic equipment

Responsible: CLC/TC 9X Drafting: - Project Leader: -
 WI/Standard status: Active/Published Track: EN/ENQ+FV
 Category: Main Parallel: No Contact point: Ms S. Wuame ()

Access to current document(s) (authorised users only)

WI Plan (Milestones) | WI Plan (All) | Title/Scope | EC/EFTA relations | Consultants | WI relations | Standstill & Deviation | Decisions | Classifications | Remarks | Released Documents | Implementations | Technical Body

Timeline:

Note: Move your mouse over the milestones for more details

Phase	Event (Milestones)	Stage-Code	Realized	Confirmed	3-year timeframe
Proposal and decision on WI	Proposal of Preliminary WI	00.60.0000			
	Proposal of WI for approval	10.00.0000			
	Decision on WI Proposal	10.99.0000	2014-03-04		2014-03-04
Drafting of 1st working doc	Circulation of 1st WD	20.60.0979			2014-09-04
	Dispatch ENQ draft to CMC	30.99.0979	2015-06-15		2015-12-04
Consensus and consolidation	Translation of draft	40.10.6001	2015-07-03		
	Start of draft translation	40.20.0000	2015-08-28		2016-02-19
Enquiry	Submission to Enquiry	40.60.0000	2015-12-04		2016-07-19
	Closure of Enquiry	45.99.0979	2016-07-04		2017-03-19
Finalization of draft for FV	Dispatch FV draft to CMC	50.20.0000	2016-11-04		2017-07-07
	Submission to Formal Vote	50.60.0000	2017-01-06		2017-09-07
Finalization of standard	Closure of Formal Vote	60.55.0000			2017-10-07
	DOR/Ratification	60.60.0000	2017-03-03		2017-12-07
Publication	DAV/Definitive text available	65.31.0000		2017-08-06	2018-03-07
	DOA/Announcement	65.51.0000		2018-02-06	2018-09-07
Withdrawal of nat. standards	DOP/Completion all nat. publ. (M)	65.62.0000		2020-02-06	2019-03-07
	DOW/Completion withdrawal nat. std.	90.00.0000			2024-03-07
Review	Start of review	90.93.0000			
	Decision on results of review				



GUIDANCE



TB OFFICERS



STANDARDS



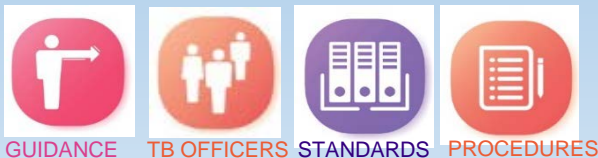
PROCEDURES

Training session for new TB Officers of 2019-12-12

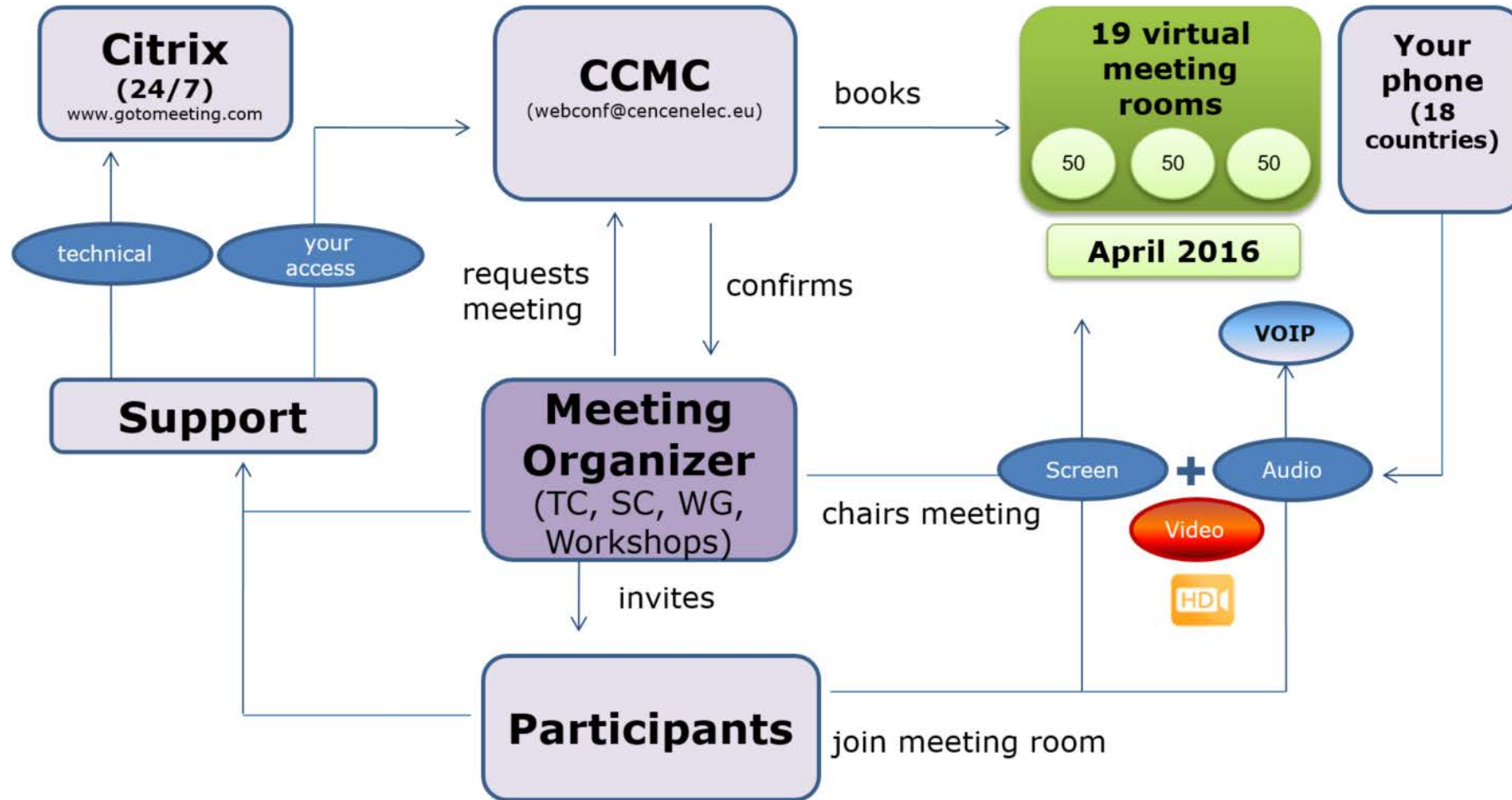


© CEN-CENELEC 2019

2. GoToMeeting web conferences



GoToMeeting web conferences



GoToMeeting web conferences

- **Who?**
 - For technical bodies (TC, SC, WG, Workshops) and any management or technical group with CEN or CENELEC secretariat
- **How?**
 - CCMC = responsible for access to the tool
 - Organizer = responsible for the organization
- **Help?**
 - CCMC support documentation & request form on <ftp://ftp.cenelec.eu/webconf>
 - Contact point = Webconf@cenelec.eu



GoToMeeting web conferences

- How to start?

Availability of the CCMC GoToMeeting service on <http://webconf.cencenelec.eu/>

Previous December 2018 Next

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
8/19	9/19	8/19	7/19	6/19		
3	4	5	6	7	8	9
3/19	3/19	2/19	3/19	4/19		
10	11	12	13	14	15	16
7/19	6/19	11/19	9/19	11/19		
17	18	19	20	21	22	23
10/19	12/19	14/19	17/19	19/19		
24	25	26	27	28	29	30
19/19	Holiday	Holiday	Holiday	Holiday		
31	1	2	3	4	5	6
19/19	19/19	19/19	19/19	19/19		

Today

2018-12-10

- Advanced technical ceramics - ceramic composites (12-07 -> 12-10)
- EN 81-20/50 first amendment electrical issues (12-06 -> 12-10)
- TC250/SC6 project team (12-06 -> 12-11)
- CEN/TC 256 SC3/WG37 and NA 087-00-08 AA (12-06 -> 12-12)
- WG2.T2 web meeting 11 December 2018 (12-07 -> 12-11)
- CENELEC SWG 1.6 TS Temperature Measurement (12-10 -> 12-11)
- Plenary Meeting Advanced technical ceramics (12-07 -> 12-11)
- CEN/TC 156/WG 21, Ventilative cooling systems (12-10 -> 12-12)
- CLC TC 205 WG2 meeting (12-07 -> 12-10)
- CLC TC 205 'HBES' plenary meeting (12-07 -> 12-11)
- JPC Rail RASEC (12-06 -> 12-10)
- CEN-CLC-ETSI Coordination Group on Smart Meters (12-07 -> 12-11)

Close



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019

GoToMeeting web conferences

- How to request?

- All meeting requests to: webconf@cencenelec.eu

- At least 1 week before the meeting date (request form):

- Full name and role (e.g. Els Somers, Secretary of CLC/TC123/WG01)
 - Meeting title (e.g. CLC/TC123/WG01 preparation meeting Brussels)
 - Organization + Technical Body involved (CEN, CENELEC, NSB/NC, ...)
 - CEN, CENELEC, or joint CEN-CENELEC meeting
 - Web meeting date, including begin & end time
 - Number of participants

- A new request is necessary for each web meeting



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019

GoToMeeting web conferences

Upcoming... 2020

- New virtual meeting facility
- In alignment with ISO and IEC
- Change to ZOOM application
- Dedicated webinars planned



GUIDANCE



TB OFFICERS



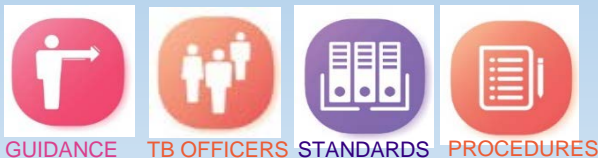
STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12

3. IT Trainings at your disposal



IT trainings at your disposal

- **What?**
Online training sessions about the CEN & CENELEC IT Tools
- **When?**
 - Whenever a new version of a tool is released
 - Recurrent trainings on existing IT Tools
- **Who?**
Targeted audience, invitations are send to those who are concerned



IT trainings at your disposal

- **How?**

- By webinar: GoToMeeting application
- Registration via a link provided by CCMC
- Simple plug & play with laptop and headset

- **Documentation**

- PowerPoint presentations
- Recorded webinars
- Questions & Answers

online available: <http://www.cencenelec.eu/aboutus/ourservices/Training/ITtools/Pages/default.aspx>

- **Subscriptions or questions?**

- IT_training@cencenelec.eu

- **Trainings planned for 2020. More information will follow soon...**



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019



Thank you! Questions?

Mélanie Herfurth
itsupport@cencenelec.eu

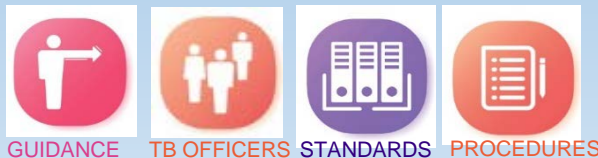
www.cencenelec.eu

Follow us



4. Standards in XML format

Amy Jayne Conley



Standards in XML format (1)

- **Background**

- CCMC obliged to provide XML for 100% applicable deliverables
 - Word (.doc/.docx), PDF and XML
- Members and translators use XML more and more
- Members highly value standards in XML format
 - Flexibility of use
 - Commercial opportunities
 - Ease of translation
 - ...



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019

Standards in XML format (2)

- What is XML?
 - XML = eXtensible Markup Language
 - Code file – carries data:

```
41_e_stf.xml
1  <?xml version="1.0" encoding="UTF-8"?>
2  <!DOCTYPE standard PUBLIC "-//ISO//DTD ISO Standards Tag Set (ISOSTS) DTD v1.1 20130701//EN" "ISOSTS.dtd">
3  <standard dtd-version="1.1" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:mml="http://www.w3.org/1998/Math/MathML" xmlns:tbx="urn:iso:std:iso:30042:ed-1">
4  <front>
5  <reg-meta originator="CEN">
6  <title-wrap xml:lang="en">
7  <main/>
8  <full>Petroleum products - Determination of boiling range distribution by gas chromatography method - Part 1: Middle distillates and lubricating base oils</full>
9  </title-wrap>
10 <title-wrap xml:lang="fr">
11 <main/>
12 <full>Produits pétroliers - Détermination de la répartition de la distribution de distillation par méthode de chromatographie en phase g
13 </title-wrap>
14 <title-wrap xml:lang="de">
15 <main/>
16 <full>Mineralerzeugnisse - Gaschromatographische Bestimmung des Sieverlaufes - Teil 1: Mitteldestillate und Grundöle</full>
17 </title-wrap>
18 <doc-ident>
19 <sdo>CEN</sdo>
20 <proj-id>68917</proj-id>
```



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Standards in XML format (3)

- **Impact on Drafting**

- First version of standard? → Simple templates on BOSS
- Revision of standard? → Use CCMC version
 - No access to CCMC version? Write to MailProduction and ask!
- Rejection of text if elements are poor quality/missing
- XML sometimes not possible, for example large documents

Standards in XML format (4)

- **Tips for drafting with XML in mind**

- **Tables**

- Keep them short and simple
- Avoid merging and splitting cells
- No nested tables
- Black text only – white text will not appear in XML
- Avoid tabs for alignment – use aligner arrows on ruler

- **Figures**

- .tiff/.eps ONLY
- 600dpi, compression LZW, size 100%
- One file for each figure, INCLUDING key symbols, figures in tables, etc.
- Missing files = rejected text



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Standards in XML format (5)

- **Tips for drafting with XML in mind**

- **Formulae/Equations**

- DO NOT lay out in tables!
- MathType OR Word Equation tool OR body text (No images)
- Only where necessary (if it can be plain text, use plain text!)

- **References to standards/clauses of standards**

- EN 1234-5:2020 OR CEN/CLC/TR 1234:2020
- EN 1234-5:2020, 6.1/Table 2/figure 3

NOT:

X clause 6.1 of EN 1234

X Figure 3 of TR 1234



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Standards in XML format (6)

- **Useful links**
- Webinars for standards drafters:
- <https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx>
- CEN BOSS:
- <https://boss.cen.eu/Pages/default.aspx>
- CENELEC BOSS:
- <https://boss.cenelec.eu/Pages/default.aspx>
- Production email address:
- production@cencenelec.eu



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Training session for new TB Officers of 2019-12-12



© CEN-CENELEC 2019



Thank you! Questions?

Amy Jayne Conley
AJConley@cencenelec.eu

www.cencenelec.eu

Follow us

