IT tools
in the CEN environment

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GUIDANCE   TB OFFICERS STANDARDS   PROCEDURES

Agenda

1. eCommittees

2. Committee Internal Balloting (CIB)

3. Meeting registration (ISO-based)

4. Projex-Online Working Area

1. eCommittees

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eCommittees

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

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LIVE DEMO

eCommittees

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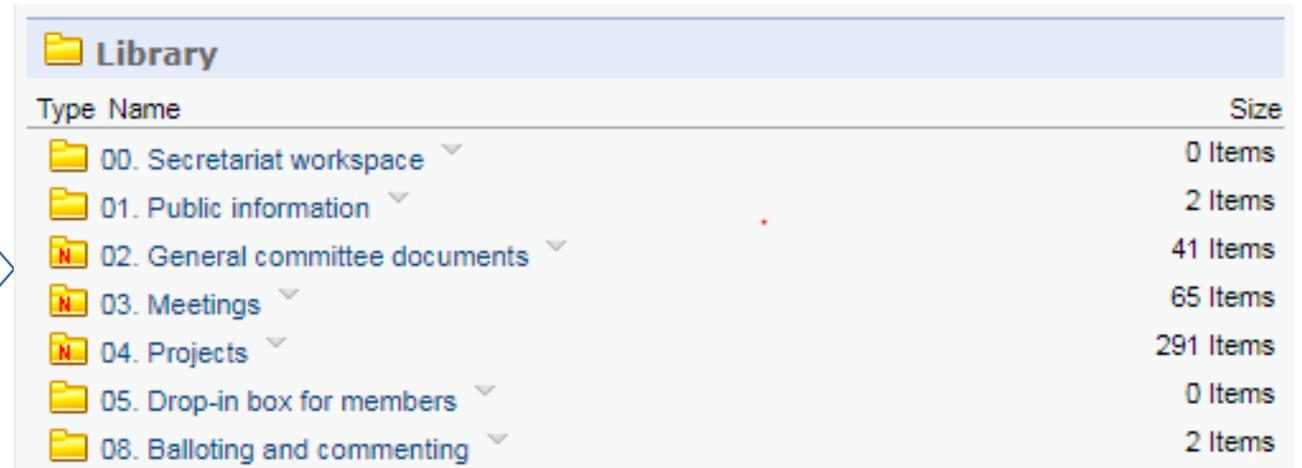
📁 **Library**

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:
- Only N-numbered documents and N-folders can be added.
- N-number automatically assigned by the tool.
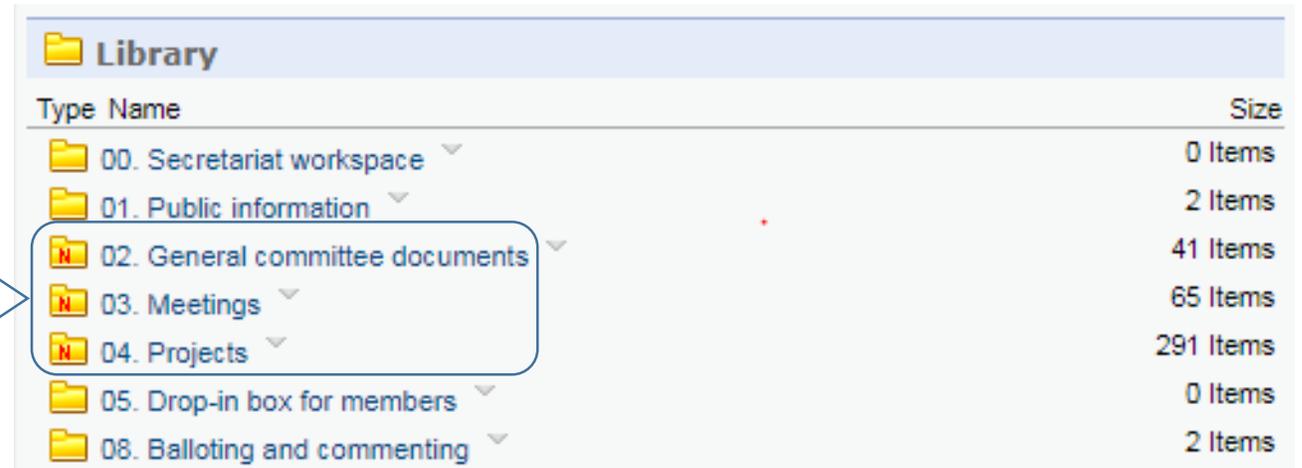
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📁	05. Drop-in box for members	0 Items
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eCommittees

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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eCommittees

Committee hosted externally

2. CEN Committee Internal Balloting (CEN CIB)

CEN CIB

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

- CEN/BT decision BT 30/2014: use of CIB compulsory for the adoption of new Work Items (WIs)

- Use of the templates highly recommended

- Creation of ad hoc ballots still possible

LIVE DEMO

CEN CIB

Access: https://login.cen.eu

Committee Internal Balloting

ematarrese@cencenelec.eu
2017-11-29

Click on the ballot reference to see the ballot details

All open

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

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CEN CIB

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:

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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

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CEN CIB

Questions?

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

3. 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

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

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)

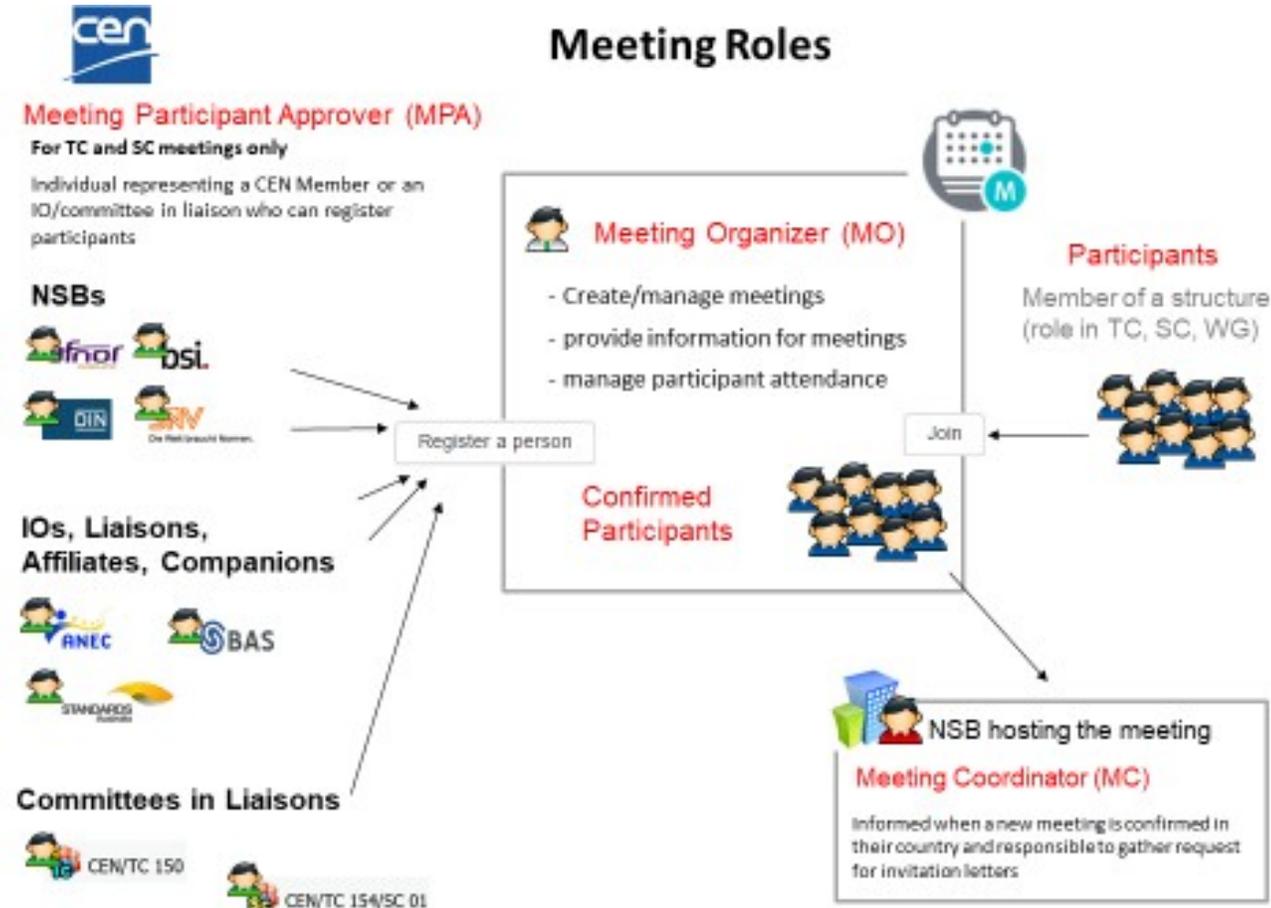GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

Meeting Registration

- **Roles & permissions**

Meeting Registration

- **Meeting timeline**
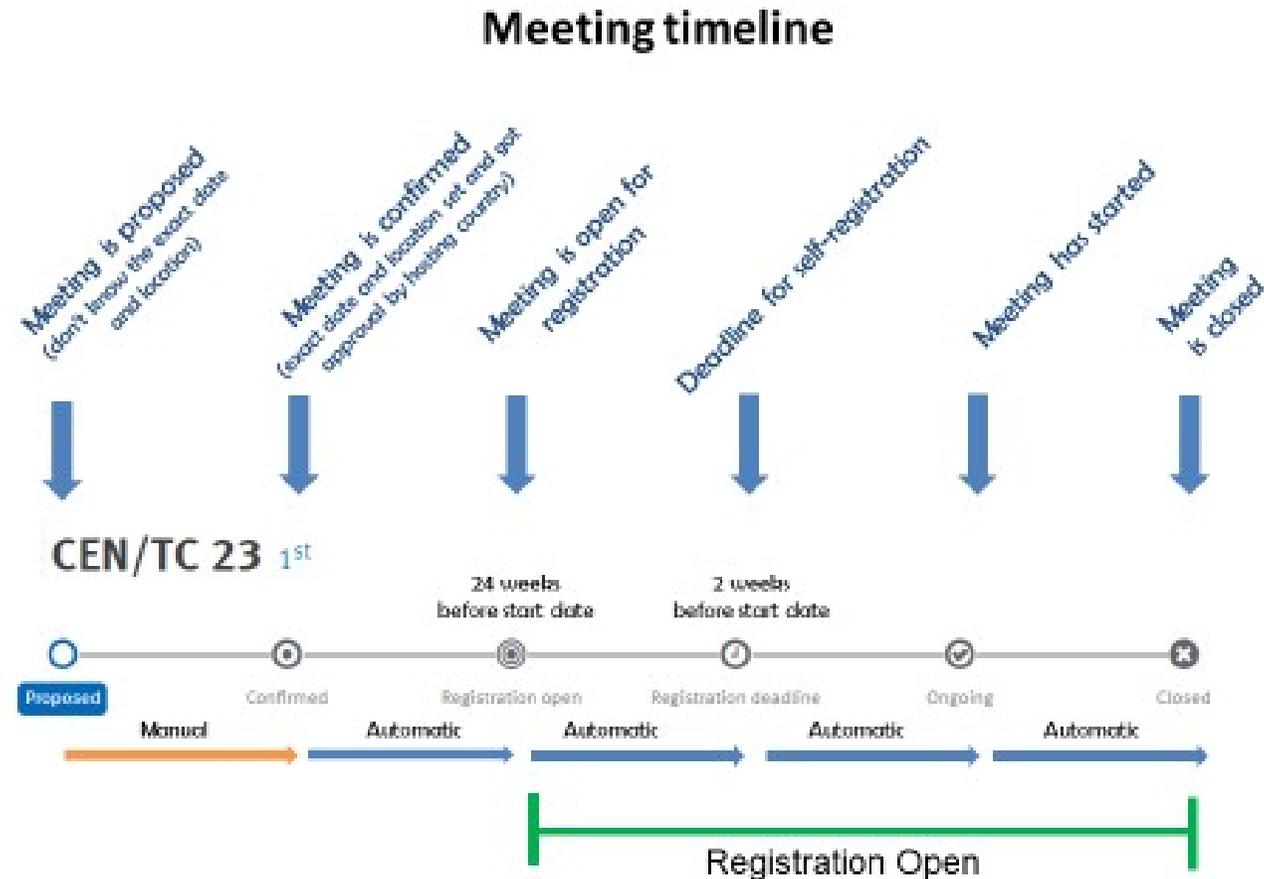
Meeting timeline

CEN/TC 23 1st

| Proposed | Confirmed | Registration open | Registration deadline | Ongoing | Closed |

24 weeks before start date

2 weeks before start date

Manual — Automatic — Automatic — Automatic — Automatic

Registration Open

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Meeting Registration

LIVE DEMO

Meeting Registration

- **Your profile**

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Meeting Registration

- **Meeting dashboard**

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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 ← **Organizing :** Structure organizing the committee meeting

Meeting Type
OnSite / Virtual →

Belgium (Brussel)
15 Jan 2018 to 17 Jan 2018   ⚠

CEN/TC 602/SC 01/WG 02   1st
Proposed   Related ← **Related :** This is a meeting part of a committee meeting

Belgium (Brussel)
15 Jan 2018 to 17 Jan 2018   ⚠

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Meeting Registration

Your first point of contact: CEN helpdesk @ ISO

helpdeskcentc@iso.org

Webinar available on the CEN-CENELEC website

Thank you!
Questions?

www.cen.eu

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4. Projex-Online Working Area

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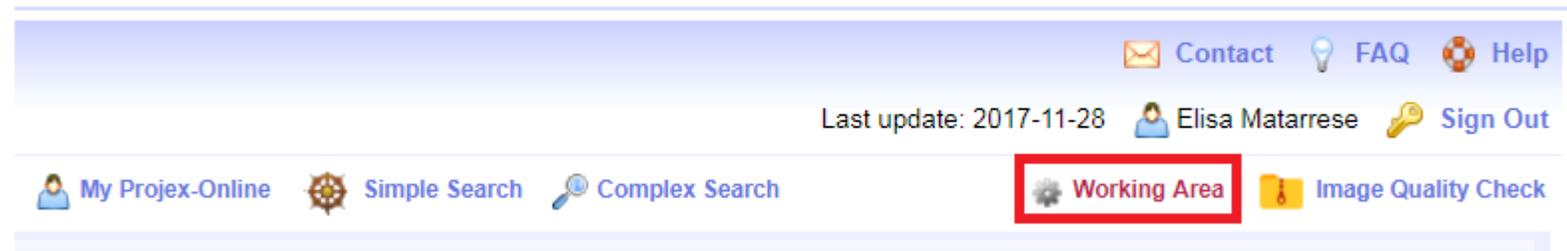# Projex-Online Working Area

What?

Password protected application for submitting your Technical Committee decisions (related to one or several projects) to CCMC.

Access?

➤ Via Projex-Online application

Users?

➤ CEN/TC secretaries
➤ Secretary support team (upon request to projex@cencenelec.eu).

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Projex-Online Working Area

TC decisions available on Working Area:

Creation of a Work item

- Adoption of a New Work Item (Automatic)
- Adoption of a Preliminary Work Item (Automatic)
- Activation of a Preliminary Work Item (Automatic)
- Splitting of a Work Item (Semi-automatic)
- Merging of Work Items (Semi-automatic)

Launching of a Procedure or Tolerance request

- Tolerance request (Automatic)
- Decision to launch a UAP (Automatic)
- Decision to launch a Formal Vote (Automatic)
- Decision to launch a COCOR Vote (only for ECISS/TCs) (Automatic)
- Decision to launch a 2nd Enquiry (Automatic)
- Decision after a negative first vote (Semi-automatic)
- Decision to skip the Formal Vote (Semi-automatic)
- Decision to launch the Enquiry (Automatic)

Modification/Deletion of a Work Item

- Deletion of a Work Item (Semi-automatic)
- Change the title and/or scope of a Work Item (Automatic)
- Change of deliverable for a Work Item (Semi-automatic)
- Change of track for a Work Item (Semi-automatic)

Maintenance/withdrawal of CEN deliverable

- Confirmation of published EN(s) (Automatic)
- Confirmation of published CEN/TS(s) (Automatic)
- Confirmation of published ENV(s) (Automatic)
- Withdrawal of published EN(s (Semi-automatic))
- Withdrawal of published TS (ENV) or TR (Semi-automatic)

Other types of Decision

- Reference to other normative documents (Semi-automatic)
- Extension of DOW to be included in future EN(s) (Semi-automatic)
- Extension of DOW for EN(s) not yet or already made available to CEN members (Semi-automatic)

> **Source:**
> Working Area – Section ⊕ Help

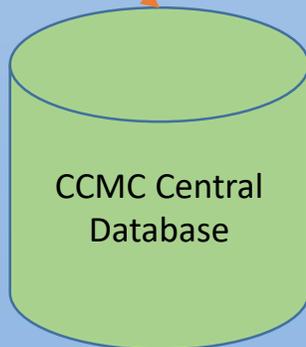GUIDANCE   TB OFFICERS   STANDARDS   PROCEDURES

Projex-Online Working Area

DAY 1

CEN/TC Secretary **submits** a decision

Decision is **automatically processed** in the central database

CCMC Central Database

DAY 2

Impact on database **visible** in PROJEX-ONLINE (new work item, new timeframe dates..)

Automatic Processing

Automatic notification sent to TC Secretary with confirmation that the decision has been processed and decision text in PDF format
- in case of a data issue then notification that the decision will be manually processed by CCMC Data Unit

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Projex-Online Working Area

DAY 1

DAY 2

< 2 weeks

CEN/TC Secretary **submits** a decision

Automatic notification sent to TC Secretary with confirmation that **the decision will be processed** and the decision in PDF format

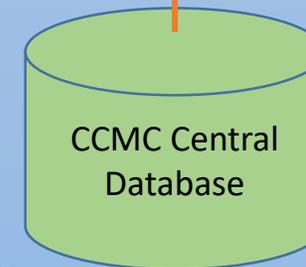Decision is **transferred** to the Database Unit in CCMC

CCMC Digital Production

CCMC Central Database

Impact on database **visible** in PROJEX-ONLINE (new work item, new timeframe dates..)

Email confirmation

Semi-automatic Processing

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Projex-Online Working Area

Projex-Online Working Area

Benefits:

➢ Guides the CEN TC Secretary – business rules are enforced by the tool

➢ Possibility to prepare decision and generate the form automatically with all information

➢ Assurance that the decision is being treated: e-mail confirmation next morning

➢ Quicker response: several types of decision will be processed automatically overnight

➢ Decision form in PDF available in Projex-Online (WI decision tab)

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Projex-Online Working Area

Questions?

User guide available online (section Help)
Webinar available on the CEN-CENELEC website

Business questions: your Project Manager at CCMC

All **functional & technical issues:** the CCMC IT Team at
itsupport@cencenelec.eu

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Thank you!
Questions?

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in the restaurant area

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