

IT tools in the CENELEC environment

Mélanie Herfurth



Agenda



1. Collaboration Platform (CP)
2. Expert Management System (EMS)
3. Committee Internal Voting (CIV)



1. Collaboration Platform



Collaboration Platform



- Direct link: <https://collaborate.iec.ch/>
- Via the CENELEC homepage > Tools section:
- Login: IEC = CENELEC = some National



- Your personal lists depends on your access permissions given via Expert Management System (EMS)
- Access:
 - CCMC: Technical Body Officers & observers (Affiliates, Partners, EC, ...)
 - National Committee (NC) admins: national experts



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Accesses

- Editor: full write access (Officers, CCMC staff)
 - can create folders,
 - upload documents,
 - move or delete all folders or documents
- Author: limited write access (NC officials, Members, Observers)
 - can create folders,
 - upload documents,
 - move or delete own folder or documents
- Reader: reading access only (National Participants)



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Collaboration Platform



Information

IEC Collaboration Platform

Search groups...

Information

- Release notes
- Release 2019-05-28
- Release 2019-03-20
- User guide
- FAQ

Release notes

Release 2019-05-28

NEW FEATURES

Revamped FILE DETAILS panel

We've made major improvements to the FILE DETAILS PANEL to offer new features and enhanced usability.

- Metadata reorganized for better readability, as well as improved display on mobile devices.
- PREVIEW all supported files SIDE-BY-SIDE with metadata.
- HIDE/SHOW (top bar) or ADJUST WIDTH (central separator) either side to control your screen usage.
- PREVIOUS/NEXT arrows (top bar) to browse through documents easily (keyboard arrow enabled).

PERFORMANCE IMPROVEMENTS

- Workspace list: reworked mechanism for faster loading.
- Improved image management of user avatar photos.
- Smart content updates without page reloading.
- Smart content loading with cache, ensuring content gets loaded only once and available anytime.

USER EXPERIENCE IMPROVEMENTS

Document and Task discussions

- NEW DISCUSSION DISPLAY makes reading and participating in discussions easier (threaded replies and comments).
- View attachments directly in the discussion with SHOW MORE accordion

i

Information

Release notes / FAQ



Collaboration Platform



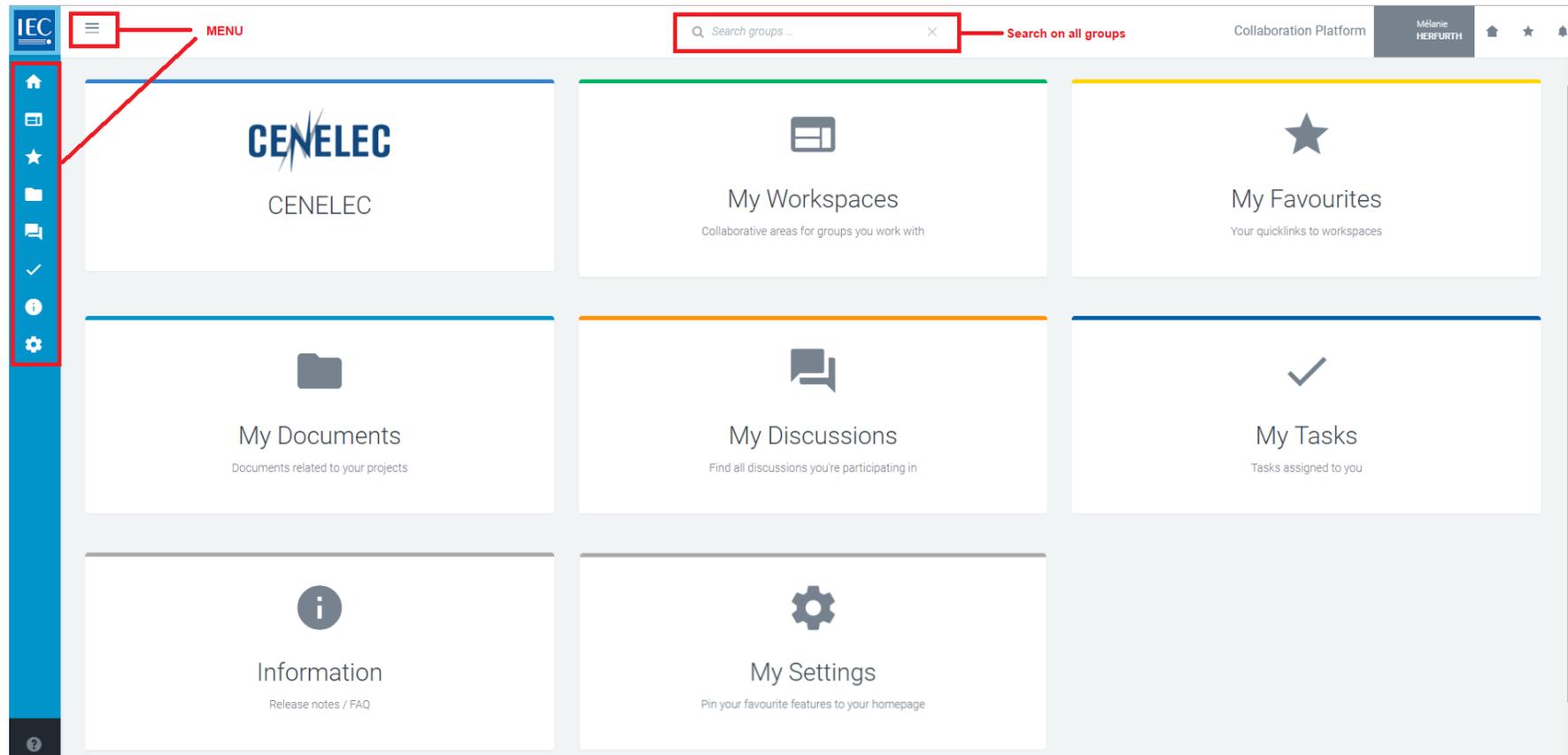
Training session for new TB Officers of 2019-12-12

© CENELEC 2019

Collaboration Platform



How to access your TC?



Collaboration Platform



How to arrange your workspace?



My Settings
Pin your favourite features to your homepage



My Favourites
Your quicklinks to workspaces

Dashboard Settings Workspace Subscriptions My Activity My Notifications

General Settings : Select items to add to your dashboard.

<input checked="" type="checkbox"/> My Workspaces	<input checked="" type="checkbox"/> My Documents	<input checked="" type="checkbox"/> My Tasks	<input checked="" type="checkbox"/> Information
<input checked="" type="checkbox"/> My Favourites	<input checked="" type="checkbox"/> My Discussions	<input checked="" type="checkbox"/> My Web Meetings	<input checked="" type="checkbox"/> My Settings

Column Settings : Select items to add to your dashboard.

<input checked="" type="checkbox"/> CENELEC



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Collaboration Platform



What is on my workspace?

The screenshot shows the workspace management interface. At the top left, there is a dropdown menu with 'All Workspaces', 'CENELEC', and 'IEC'. Below it is a search bar 'Filter workspaces by name'. To the right of the search bar are two view icons: 'List View' (circled in red) and 'Card View' (circled in red). A 'Show disbanded' checkbox is also present. The main area displays a tree structure of workspaces. The first level shows 'CENELEC TC9X' with 39 sub-workspaces. The second level shows 'CENELEC TC9X/SC9XA' with 12 sub-workspaces. The third level shows a list of sub-workspaces under 'CENELEC TC9X/SC9XA/SC9XA'. Red arrows point to the view icons and the numbers in the workspace headers.

Workspace Name	Number of Sub-workspaces
CENELEC TC9X	39
CENELEC BTWG154-1	1
CENELEC CEN-CLQJTC10	8
CENELEC CENCLCETSLSMCG	4
IEC CTS Next Gen	1
IEC TC 150	3
CENELEC TC9X/SC9XA	12
CENELEC TC9X/SC9XB	28
CENELEC TC9X/TC9XC	19
CENELEC TC9X/TC9X_WG12	
CENELEC TC9X/TC9X_WG15	
CENELEC TC9X/TC9X_WG15-02	
CENELEC TC9X/TC9X_WG16	
CENELEC TC9X/TC9X_WG17	
CENELEC TC9X/TC9X_WG15-05	
CENELEC TC9X/TC9X_WG18	
CENELEC TC9X/TC9X_WG19	
CENELEC TC9X/TC9X_WG21	
CENELEC TC9X/TC9X_WG25	
CENELEC TC9X/TC9X_WG26	

My Workspaces
Collaborative areas for groups you work with



Collaboration Platform



Possible actions on documents & folders

The screenshot displays the CENELEC Collaboration Platform interface for a workspace named "TC 20/WG 10". The top navigation bar includes "DASHBOARD", "DOCUMENTS" (with a sub-count of 64), "DISCUSSIONS" (26), "TASKS", "SUB-WORKSPACES", and "MEMBERS" (39). A secondary bar shows "SEND NOTIFICATIONS" and "FAVOURITE".

The "DOCUMENTS" section is active, showing a toolbar with the following actions: "New File", "New Folder", "Upload", "Download", "Notify", "Move", and "Delete". These actions are highlighted with a red box. A search bar labeled "Filter Documents" is also present.

Below the toolbar is a table listing documents and folders:

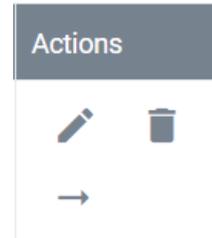
Filename / Title	Deadline	Actions	Owner	Modified
TC20_WG10/CONV/0319 TC20_WG10/CONV/0319		[Edit] [Delete] [Move]	Franck GYPPAZ	2019-09-20
TC20_WG10/CONV/0219		[Edit] [Delete] [Move]	Franck GYPPAZ	2019-05-07
TC20_WG10/CONV/0119 TC20_WG10/CONV/0119		[Edit] [Delete] [Move]	Franck GYPPAZ	2019-03-05
TC20_WG10/Conv/0118AM/R WG Documents		[Edit] [Delete] [Move]	Marc KOBILSEK	2018-09-28
WG Minutes/Agenda		[Edit] [Delete] [Move]	Marc KOBILSEK	2018-04-21



Possible actions on documents & folders

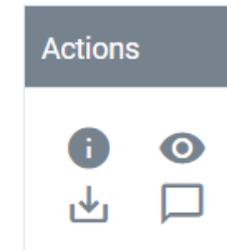
- Folders

- Edit a folder name
- Edit a folder reference
- Move a folder
- Delete a folder (any folders if you are an **Editor** & only your folders if you are an **Author** 



- Files

- Download/upload
- Notify
- Copy link to document
- Edit metadata
- Add a new version
- Preview file & view metadata
- Start a discussion on a file



2. Expert Management System (EMS)



Expert Management System



- **What?** Access to administration of
 - **Collaboration Platform**
 - CENELEC website
 - CENELEC online voting

- **Where?**

- CENELEC Homepage
- Link: <http://www.iec.ch/dyn/expert>



- **How?** Same password as Collaboration Platform (CP)
 - > Consequently: all CP users have access to EMS, but depending on roles & responsibilities particular information is available

- **Contains:**

- Lists of users
- Access & permissions



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

What is it used for?

- CCMC admin: creation of new accounts + access rights for chairpersons, convenors, secretaries and observers
- NC's: appoint national users in technical bodies → add, delete, modify for their own country
- TC/SC Officers (Chairman, Secretary, Assistant Secretary) → view and export complete information for experts in own committee
- All users: edit own personal profile

Expert Management System



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

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

© CENELEC 2019

Expert Management System



Access to information

- **For all users:**
 - Your personal details
 - Full name and e-mail address of members of your committee
 - Names only for all other committees that you are not related to
- **Information about committees:**

Graphical overview:

For technical committees

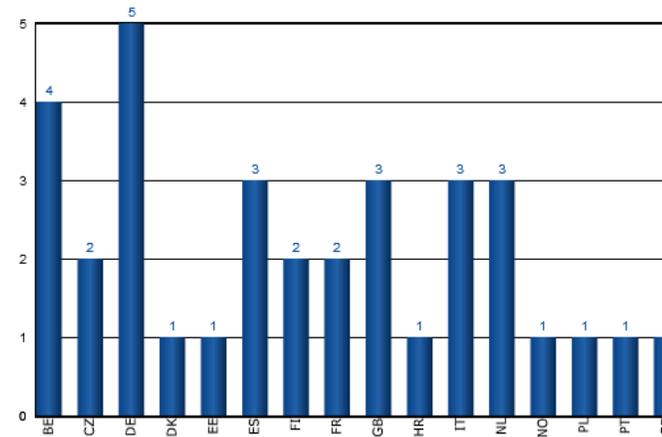
Experts by NC

Experts by WG

For Working Groups

Experts by NC

TC 20/WG 09 - Distribution of experts by National Committee



Expert Management System



Your personal details

- Accessible via:

MY ACCOUNT

▶ My personal details

Functionalities

- change your password → Change password
- edit your personal information
- access to different tabs: CLC Roles, CLC Other and CLC Perms



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Understanding the different tabs



- CLC Roles = technical committees, accessible via the Collaboration Platform
- CLC Other = specific management committees or documents repository, accessible via the Collaboration Platform
- CLC Perms = access to standards (drafts/published standards) on CENELEC website
≠ Collaboration Platform



3. CENELEC Committee Internal Voting (CLC CIV)



- Similar to the CIB = CEN Committee Internal Voting



- Login: IEC = CENELEC = some National
- Access:
 - Default: Vote Owner = TC/SC Secretaries, Assistant Secretaries, BTTF Convenors
 - National Committee (NC) admins: Voter = representatives of CENELEC National Committees
 - CCMC: Commenter = Partners, external liaison organizations, CLC Consultants



CENELEC CIV



- Direct link: <http://www.iec.ch/clcvotes>
- Via the CENELEC homepage > Tools section: Electronic Voting



- Login: IEC = CENELEC = some National
- User guide on the CENELEC Website: Members & Experts > Resource Area > Manuals



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

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

© CENELEC 2019

How to create a Vote

- Click on the Add button
- Your personal list shows all committees for which you have been granted access permissions (see EMS)

The screenshot displays the 'Committee Internal Voting' interface. At the top, there are tabs for 'Technical Documents', 'Management Documents', 'Committee Internal Voting', 'Votes Statistics', and 'Parallel Votes'. Below the tabs, there are buttons for 'Open', 'Closed', and '+ Add'. The user is identified as 'Ms Mélanie Herfurth (xs-mherfurth)' with a 'Log out' button. A 'Group by' dropdown is set to 'Autofilter' with a 'Reset' button. The main content is a table with the following columns: 'Vote N° Replies', 'Edit Vote', 'Reference', 'Management Body', and 'End Date'. The table contains six rows of data:

Vote N° Replies	Edit Vote	Reference	Management Body	End Date
All		All	9XA	All
▼	✎	Confirmation EN 50XXX	9XA	2018-06-30
▼	✎	Submission of EN XXX to FV	9XA	2018-06-30
▼	✎	New convenor	9XA	2018-07-01
▼	✎	New WI	9XA	2018-07-01
▼	✎	New Convenor	9XA	2018-07-01
▼	✎	Liaison with TC XX	9XA	2018-07-05



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

- Fill in the metadata

Ms Mélanie Herfurth (xs-mherfurth) [Log out](#)

Vote creation/management

Select a committee: * SC 9XA

Vote reference: * New Convenor

Vote title: * Appointment of new Convenor for WG XX

Document hyperlink: http://collaborationcic.iec.ch/LotusQuickr/cic_tc9x/PageLibraryC125734500757023.nsf/n_F690283F75264DF9C125726500355619/5C7ACD19

Opening date: * 2018-06-01 Closing date: * 2018-07-01

Note:

Comment Type: Online File attachment

[Save](#) [Reset](#) [Back to list](#)

- Create the questions & answers

Question

Question No

[Save](#) [Reset](#) [New](#)

Answers

Yes <input type="text"/>	Comment optional <input type="text"/>
No <input type="text"/>	Comment required (HTML windows) <input type="text"/>
Abstain <input type="text"/>	Comment required (HTML windows) <input type="text"/>
- Select - <input type="text"/>	- Select - <input type="text"/>
- Select - <input type="text"/>	- Select - <input type="text"/>



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Download the results as a zip file

Open **Closed** + Add Ms Mélanie Herfurth (xs-mherfurth) Log out

Group by : Autofilter Reset

Vote N° Replies	Edit Vote	Reference	Technical Body	End Date	Voting Result
All		All	All	All	
		Liaison	216	2018-07-27	
		TC 34/Sec/00109/CD	34	2018-08-29	
		TC216(Sec)251 Decision 06/2018	216	2018-09-02	
		TC62/Sec1161/Q - Acceptance of revised CLC/TC 62 Business Plan	62	2018-09-07	
		TC79/Sec1380/Q - Decision 03/2018 - NWI amendment of CLC/TS 50136-9:2017	79	2018-09-14	
		TC79/Sec1381/Q - Decision 04/2018 - NWI amendment of EN 50136-3:2013	79	2018-09-14	
		TC79/Sec1383/Q - Decision 06/2018 - NWI for a PWI - TS 50661-7	79	2018-09-25	
		TC79/Sec1384/Q - Decision 07/2018 - NWI for revision of EN 50134-5:2004	79	2018-09-28	



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Notifications

- Opening of the vote
- 4 weeks & 1 week before the deadline
- Closure of the vote

This email has been generated from CENELEC Committee Internal Voting (CIV)

This is an automated message; do not reply to this e-mail.



Dear Madam, Dear Sir,

Dear Voter,

Votes for the documents in the following list are closing in the next week

Committee	Reference	Title	Link	Opening date	Closing date	Status
9XA	EN 50XXX - Review	Review on EN 50XXX	{Link to voting}	2018-04-17	2018-05-24	active
9XA	BP	Draft revision of the Business Plan	{Link to voting}	2018-04-19	2018-05-24	active
9XA	prEN 50XXX 1st working draft	prEN 50XXX 1st working draft for comments	{Link to voting}	2018-04-23	2018-05-24	active

To cast a vote and/or submit a comment, please log-in on the Documents open for Vote page www.iec.ch/clcvotes

Note on your Comments:

Please note that comments will only be taken into account if the comment form has successfully been uploaded and you have received an e-mail notification, approximately 20 minutes after the file was uploaded, confirming that your file has been accepted by the system.

For content issues, please contact the responsible Secretary.

For technical/functional issues, please contact the CENELEC Helpdesk (itsupport@cenelec.eu).



Thank you and best regards.



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES

Thank you! Questions?

Mélanie Herfurth
itsupport@cencenelec.eu

www.cenelec.eu

Follow us





in the restaurant area



GUIDANCE



TB OFFICERS



STANDARDS



PROCEDURES