

CEN Documents

Pilot Kick-Off for Secretaries, Convenors and support teams - 14 jan 2021

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Agenda

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2. Elements to consider during Pilot phase

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- 3.1 Access CEN Documents
- 3.2 Who has access to CEN Documents

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- 4.4 Member list

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- 5.3 Save search
- 5.4 Content search
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7. Member upload area & administration folder

8. eCommittees vs CEN Documents

9. Summary CEN vs ISO Documents

10. Provide feedback

11. Support & help

12. What's Next ?



Project goal

Replace CEN eCommittees ensuring integrity and traceability of documents

Streamline User Experience by

- simplifying the access and management of content
- providing a coherent User Interface
- offering a harmonized environment between CEN and ISO
- reinforcing integration -> other CEN services

1. Planning



Project update (ISO)

Design phase at ISO :

User-centric approach with a user group (CMs and experts)

ISO Pilot (Jan.-Aug. 2020) :

~ 500 committees using ISO Documents and sharing their feedback.

ISO On-Boarding (Q3/Q4 2020) :

All ISO committees migrated in 3 chunks :

September, October and November 2020

Project update (CEN)

Guiding Principle :

Align software as much as possible on ISO version

(Shared servers with 2 tenants, shared code base, shared interface,...)

CEN version Analysis and Testing (Q3/Q4 2020)

CEN Documents version tested and integrated with ISO environment

CEN specifics mostly handled in configuration parameters

CEN Pilot (Jan-Feb. 2021)

CEN Committees on-boarding (Mar-Apr. 2021)

All CEN committees migrated in 3 chunks

Provisional Planning (CEN)

Pilot :

2021-01-14 : This Kick-off meeting

2021-01-19 : Pilot launch

2021-02-09 : Pilot Feedback

2021-02-09 → 26 : Feedback analysis + Bug corrections if needed ...

CEN Committee On-Boarding (~ 2050 Groups in Three Chunks)

2021-01-29 : ISO, DIN and AFNOR to confirm migration feasibility in accordance with timing

CEN Committees on-boarding (mar-apr 2021) :

2021-03-09 : Provisional date for Chunk 1 launch

2021-03-30 : Provisional date for Chunk 2 launch

2021-04-27 : Provisional date for Chunk 3 launch



2. Elements to consider during the CEN Pilot

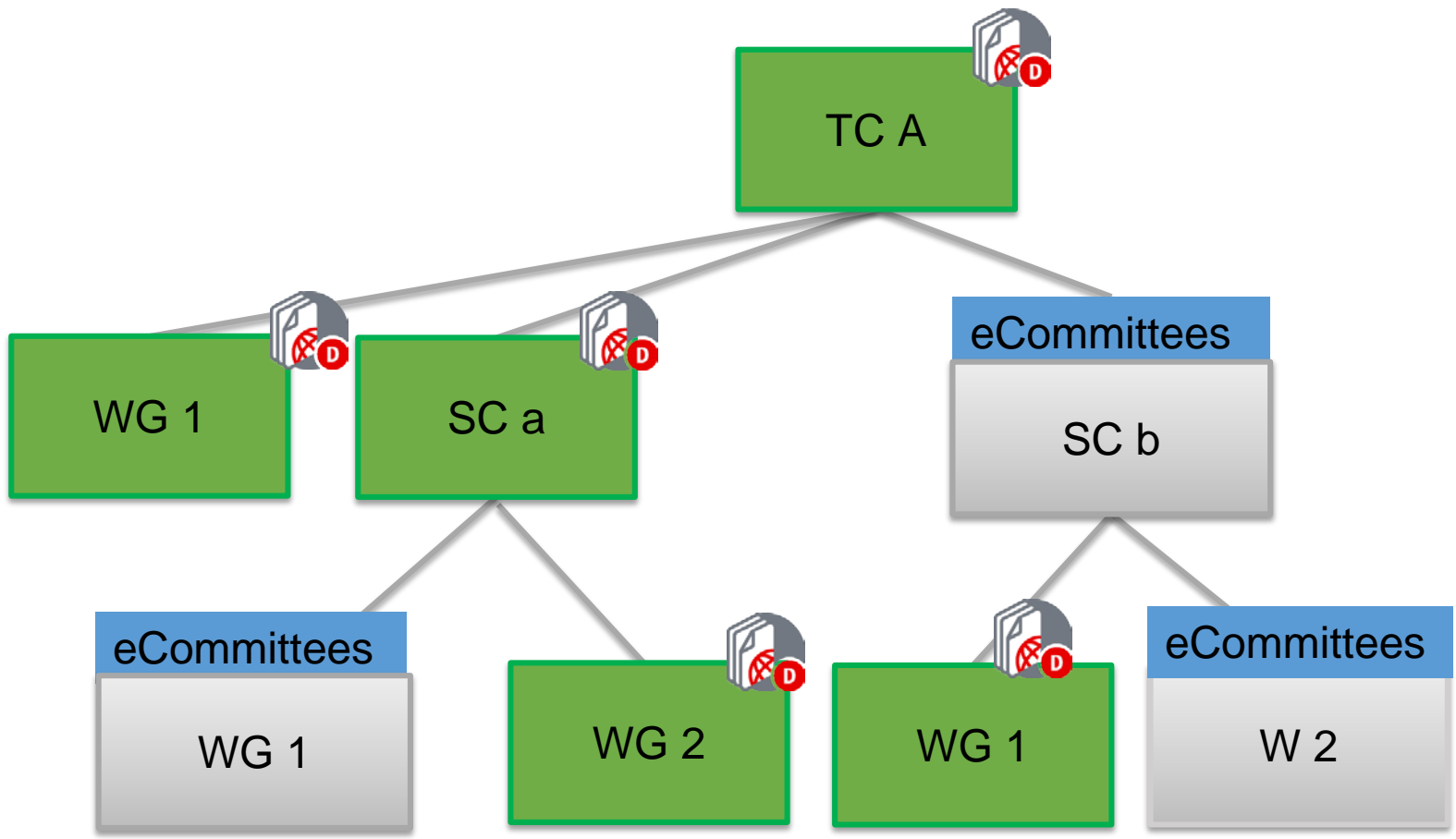


Document migration

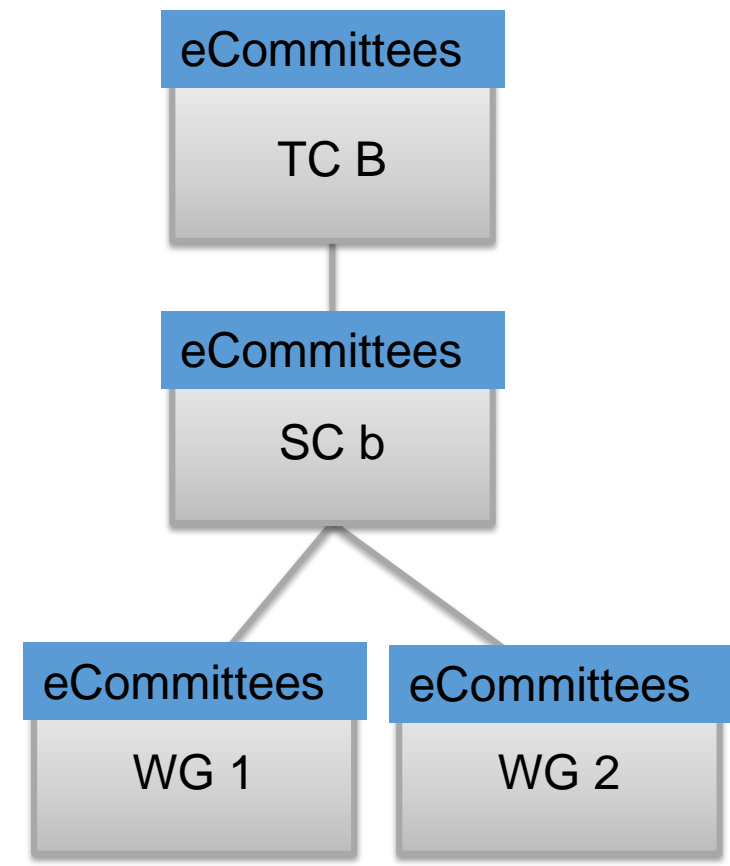
All pilot committee/working group documents will be found in CEN Documents

Non-pilot group documents will have to be accessed via eCommittees

Pilot Structures (Jan 2021)



Other Committees



CEN Pilot Committees :

2 Committee structures, excluding Disbanded groups and groups hosted at AFNOR or DIN

COMMITTEE	TYPE	STATUS	SECR
CEN/TC 247	TC	Active	SNV (Switzerland)
CEN/TC 247/WG 4	WG	Active	DIN (Germany)
CEN/TC 247/WG 6	WG	Active	AFNOR (France)
CEN/TC 254	TC	Active	NEN (Netherlands)
CEN/TC 254/SC 1	SC	Active	DIN (Germany)
CEN/TC 254/SC 2	SC	Active	SNV (Switzerland)
CEN/TC 254/WG 1	WG	Active	NEN (Netherlands)
CEN/TC 254/WG 3	WG	Active	NEN (Netherlands)
CEN/TC 254/WG 6	WG	Active	UNI (Italy)
CEN/TC 254/WG 9	WG	Active	DIN (Germany)
CEN/TC 254/WG 15	WG	Active	-

Library folders

Library

Title ↑	Modified ↑
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
Member upload area	2019-12-05
Mail archive	2019-12-05

CEN Documents

Administration
(restricted)

General

Meetings

Decisions

Projects

Member upload area

Mail archive

eCommittees

00. Secretariat workspace

02. General committee
documents

03. Meetings

NEW (not in WGs)

04. Projects

05. Drop-in box for
members

NEW

What content to expect?

- ✓ All documents and N-documents and all folders
- ✓ All mail archive (email to members) and N-document notifications
- *Public documents (folder 01)* : these documents will be migrated to Subfolder '*Reference Documents*' under '*Administration*' (*difference with ISO*)
- ✗ Other document types (shortcuts, URLs, forum threads and messages etc...)

Other considerations



Internet Explorer NOT supported
→ Use Chrome, Firefox, Edge, ...

Committees hosted at AFNOR & DIN will now be managed from CEN Documents


3. Access



Access from eCommittees

During the Pilot phase, CEN documents can be accessed via your eCommittees home page

Enterprise > CEN/TC Working Areas >

 CEN/TC 247 "Building Automation, Controls and Building Management" ▾ ↻

Navigation Menu ⌵


- Committee Home
- Child Committees ▸
- CEN Projex-Online
- 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 Notification
- Notification Report
- Send documents to CCMC
- Email to Members
- Secretary Member List
- Facilitator Controls ▸

This committee is hosted externally. Please follow this [link](#) to access its working area.

NOTE: Balloting information as well as the member list on this site are up-to-date.

 **Structure**

Type	Name
	CEN/TC 247 "Building Automation, Controls and Building Management" ▾ ↻
	CEN/TC 247/WG 01 [Disbanded] "Standalone controls for heating systems" ▾
	CEN/TC 247/WG 02 [Disbanded] "Electronic individual zone control equipment for HVAC applications" ▾
	CEN/TC 247/WG 03 "Building Automation and Control and Building Management Systems" ▾
	CEN/TC 247/WG 04 "Open System Data Transmission" ▾
	CEN/TC 247/WG 05 [Disbanded] "Building Management; Integrated Systems and Services" ▾
	CEN/TC 247/WG 06 "Electronic control equipment for HVAC applications, integrated room automation, controls and management systems" ▾

Who has Access ?

- same rules as in eCommittees :
- ✓ Manager roles [R/W] : Secretaries, Convenors, Support Teams, ...
- ✓ Contributor roles [R] : Committee Members, Chairpersons, Observers, Document Monitors, Program Managers, Consultants, Liaison Representatives
- Officer Roles (indirect Access) [R] : Secretaries, Convenors, Support teams of the other bodies in your TC structure

4. Navigation





Committees you defined as Favorites

The **Dashboard** includes the list of all the committees in which you have a role

+ DOCUMENT

Browse

Advanced search

Clipboard

Administration



☆ My favorite committees

Title	Scope
CEN/TC 247 "Building Automation, Controls and Buildi...	CEN
CEN/TC 247/WG 6 "Electronic co...	
CEN/TC 254 "Flexible sheets for waterproofing"	CEN
CEN/TC 254/WG 1 "Coordination"	CEN
CEN/TC 254/WG 3 "Material properties relevant to win..."	CEN
CEN/TC 254/WG 6 "Bridge deck waterproofing"	CEN
CEN/TC 254/SC 2 "Synthetic sheets"	CEN
CEN/TC 601 "Test - First Simple Committee (eCOM3)"	CEN
CEN/TC 602 "Second Test Committee (with children)"	CEN

👤 My committees

Title	Scope
CEN/TC 44 "Commercial and Professional Refrigerati..."	CEN
CEN/TC 44/WG 1 "Commercial refrigerated display c..."	CEN
CEN/TC 44/WG 2 "Service refrigerated cabinets and ..."	CEN
CEN/TC 44/WG 4 "Walk-in cold rooms"	CEN
CEN/TC 44/WG 5 "Refrigerated display cabinets for a..."	CEN
CEN/TC 44/WG 6 "Commercial beverage coolers and ..."	CEN
CEN/TC 44/WG 7 "Walk-in cold rooms packaged Refr..."	CEN
CEN/TC 52 "Safety of toys"	CEN
CEN/TC 52/WG 3 "Safety of toys - Mechanical, physi..."	CEN

Click on the committee reference to access the documents

The **Library** allows you to browse your documents through a standard folder structure

- Administration (restricted)
- General
- Meetings
- Decisions
- Projects

Browse

Committee documents

Advanced search

Clipboard

Administration

Meeting documents

Lists meetings for the committee (except cancelled meetings) & related documents

Meeting documents

Meeting

Bruxelles (Belgium) 1 Jul 2021

1

Bruxelles (Belgium) 3 May 2021

0

The **Committee documents** allows you to view all documents of your committee in a flat view (regardless in which folder they are).

This replaces the N document list.

Committee documents

N ↑	Title	Modified	Expected Action
13	Reserved N-number	2021-01-11	
	Another Link attempt	2020-11-16	
	Memo_02-Dominik_Committee	2020-11-16	
	CCMC-Memo_01	2020-11-12	
	CCMC-Memo_01	2020-11-12	
		2020-11-05	Comment/reply

SEE ALL DOCUMENT

Ballot documents

Lists open ballots for the committee & related documents

Ballot documents

Type Ballot

CIB-NWI

CEN TC 601 - new WI adoption

1

CIB-NWI

CIB 601/2001 : Check Weights used - EBCEN-662

0



DOCUMENT

Committee structure

Committee documents

Advanced search

Clipboard



Library

Title ↑

Administration (restricted)

General

Meetings

Decisions

Projects

Member upload area

Mail archive

Committee documents

[SEE ALL DOCUMENTS...](#)

N ↑

Title

Modified

Expected Action

13

Reserved N-number

2021-01-11

Another Link attempt

2020-11-16

Memo_02-Dominik_Committee

2020-11-16

CCMC-Memo_01

2020-11-12

CCMC-Memo_01

2020-11-12

12

Doc-General-01

2020-11-05

Comment/reply

11

Doc-Project-02

2020-11-05

Meeting documents

Meeting

Bruxelles (Belgium) 1 Jul 2021

1

Bruxelles (Belgium) 3 May 2021

0

Ballot documents

Type

Ballot

CIB-NWI

CEN TC 601 - new WI adoption

1

CIB-NWI

CIB 601/2001 : Check Weights used - EBCEN-662

0



DOCUMENT

Add New Document

Favorite Committee

Quick Search

Committee structure

View Committee Structure

Committee documents

Search for documents within the committee

Advanced search

Search for documents across committees

Clipboard

Clipboard used to move Documents

Title	N	Title	Modified	Expected Action
Adm			2021-01-11	
General		Another Link attempt	2020-11-16	
Meeting		memo_02 - Meeting committee	2020-11-16	
Deci			2020-11-12	
Projects		CCMC-Memo_01	2020-11-12	
Member upload area	12	Doc-General-01	2020-11-05	Comment/reply
Mail archive	11	Doc-Project-02	2020-11-05	

Beacon

Beacon → Documents Knowledge Base

Meeting	Type	Ballot
Bruxelles (Belgium) 1 Jul 2021	CIB-NWI	CEN TC 601 - new WI adoption
		/2001 : Check Weights used - EBCEN-662

Breadcrumb

View Members List Full Members List History

9 result(s)

N ↑	Title ↑	Meeting	Resolution number start - end	Resolution year ↑	Status	Modified ↑	
<input type="radio"/> 10	ISO Documents training.pptx		-	2020	To be notified	2020-07-21	✓
<input type="radio"/> 9	ISO Ballots training.pptx		-	2020	To be notified	2020-07-21	✓
<input type="radio"/> 7	Demo resolution (4-14) - Copy (10).docx	Geneva (Switze	1-14	2020	To be notified	2020-07-21	✓
<input type="radio"/> 8	Demo resolution (4-14) - Copy (9).docx	Geneva (Switze	1-14	2020	To be notified	2020-07-21	✓
<input type="radio"/> 6	Demo resolution (4-14) - Copy (8).docx	Geneva (Switze	1-14	2020	To be notified	2020-07-21	✓
<input type="radio"/> 5	Demo resolution (4-14) - Copy (7).docx	Geneva (Switze	1-14	2020	To be notified	2020-07-21	✓
<input type="radio"/> 4	Demo resolution (4-14) - Copy (6).docx	Geneva (Switze	1-14	2020	To be notified	2020-07-21	✓
<input type="radio"/> 3	Demo resolution (15-24)	VIRTUAL 26 Ma	15-24	2020	Available	2020-05-26	✓
<input type="radio"/> 2	Demo resolution (4-14)	VIRTUAL 26 Ma	4-14	2020	Available	2020-05-26	✓



Breadcrumb : Navigation in your Committee

Committee and TC home page

Parent folders

The screenshot shows the ISO web interface with a breadcrumb trail at the top: [Home](#) > [ISO](#) > [ISO/TC 225](#) > [ISO/TC 225/WG 2](#) > [Member upload area](#) > [test](#). Below the breadcrumb, the current page is identified as "WG Model_Notice_of_meeting_draft_agenda".

Annotations with red arrows point to specific elements:

- "Committee and TC home page" points to the "ISO" link in the breadcrumb.
- "Parent folders" points to the "ISO/TC 225" and "ISO/TC 225/WG 2" links.
- "We are in a working group" points to the "WG" icon.
- "Document/folder name" points to the text "Model_Notice_of_meeting_draft_agenda".

The main content area displays the ISO logo and the title "NOTICE OF MEETING / DRAFT AGENDA". Below this is a form with the following fields:

Date <input type="text"/>	Reference ISO/TC Enter Number N Click here to enter text.
Number and title of TC/Numéro et titre du TC Click here to enter text.	

On the right side, a metadata panel shows the following details:

- Version: 0.1
- Last Modified: 2020-06-22
- Created: 2020-06-22
- By: Carole Lacorbière
- Contributors: Carole Lacorbière
- Title: Model_Notice_of_meeting_draft_agenda
- Reference: ISO/TC 225/WG 2

The left sidebar contains navigation options: "DOCUMENT", "Committee structure", "Committee documents", and "Advanced search".



Document types % Folders

Improved document classification

Document type is automatically assigned according to the folder in which you upload your document

Folder name	Document types
Administration (restricted)	File (non-N document)
General	Ballot, General, Meeting, Project, Decision documents
Meetings	Meeting documents
Decisions	Decision documents
Projects	Ballot and Project documents
Member upload area	File (non-N document)
Mail archive	Email (automatically created)

Document types : eCommittees vs CEN Documents

eCommittees types	CEN Documents types
Public document	General
Other Committee Document	General
Draft	Project
Meeting	Meeting
Resolution	Decision
Ballot	Ballot

5. Search & download



Committee document search

ISO/TC 211 "Geographic information/Geomatics"

View Members List

Library

Committee documents

Meeting documents

N	Title	Modified	Expected Action
	Demo document	2020-06-25	
32	STTF training	2020-06-25	Comment/reply
	Demo resolution (4-14).docx	2020-06-25	
	Demo resolution (4-14) - Copy.docx	2020-06-25	
	Demo resolution (4-14) - Copy (9).docx	2020-06-25	
	Demo resolution (4-14) - Copy (10).docx	2020-06-25	
	Demo resolution (4-14) - Copy (7).docx	2020-06-25	
	Demo resolution (4-14) - Copy (8).docx	2020-06-25	
	Demo resolution (4-14) - Copy (6).docx	2020-06-25	
30	ISO Documents training.pptx	2020-06-23	Info

SEE ALL DOCUMENTS...

23 result(s)

Committee document search

DOCUMENT

Committee structure

Committee documents

Advanced search

Clipboard

1.10.0
serge.committee

Full Text

Left

Title

N Number range

from

to

Status

Available (23)

Type

Meeting (23)

Ballot SubType

No available results

Ballot

General Document SubType

No available results

Meeting SubType

Other (96)

Agenda (23)

Announcement (5)

Meeting

Project SubType

No available results

Project

		Title	Type	Event	Action	Exp. Date	Status	Modified
<input type="radio"/>	1676	3rd revised draft Agenda 7-8 June 2017, Delft	Meeting	Comment/reply		2017-06-07	Available	2017-06-05
<input type="radio"/>	1668	2nd revised draft Agenda 7-8 June 2017, Delft	Meeting	Comment/reply		2017-06-07	Available	2017-05-19
<input type="radio"/>	1662	Revised draft Agenda 7-8 June 2017, Delft	Meeting	Comment/reply		2017-06-07	Available	2017-05-09
<input type="radio"/>	1640	Draft Agenda 7-8 June 2017, Delft	Meeting	Info			Available	2017-05-02
<input type="radio"/>	1575	2nd Draft Agenda 9-10 June 2016, Delft	Meeting	Comment/reply		2016-06-09	Available	2016-05-31
<input type="radio"/>	1561	Draft Agenda 9-10 June 2016, Delft	Meeting	Comment/reply		2016-06-09	Available	2016-05-10
<input type="radio"/>	1487	2nd Draft Agenda WG 1 - 21 May 2015, Delft	Meeting	Comment/reply		2015-05-21	Available	2015-05-20
<input type="radio"/>	1485	2nd Draft Agenda 21-22 May 2015, Delft	Meeting	Comment/reply		2015-05-21	Available	2015-05-11
<input type="radio"/>	1476	Draft agenda for meeting CEN/TC 254/WG 1, 21 May 2015, Delft (NL)	Meeting	Comment/reply		2015-05-21	Available	2015-05-01
<input type="radio"/>	1472	Draft Agenda 21-22 May 2015, Delft	Meeting	Comment/reply		2015-05-21	Available	2015-04-24
<input type="radio"/>	1461	Draft agenda for meeting CEN/TC 254/WG 1, 28 January 2015, Amsterdam (NL)	Meeting	Comment/reply		2015-01-28	Available	2015-01-21
<input type="radio"/>	1428	2nd Revised draft agenda 36th plenary meeting CEN/TC 254, 15-16 May 2014, Delft (NL) = N 1416rev = N1408rev2	Meeting	Comment/reply		2014-05-15	Available	2014-05-12
<input type="radio"/>	1416	Revised Draft Agenda 15-16 May 2014, Delft = N1408rev	Meeting	Comment/reply		2014-05-15	Available	2014-04-18

Advanced search & save search

The screenshot displays the ISO document search interface. On the left, the 'Search Filters' panel is visible, with the 'Advanced search' option selected. A red box highlights the 'Committee reference' section, which includes the following options:

- ISO/TC 00 (156)
- ISO/TC 00/WG 0 (47)
- ISO/TC 00/SC 1 (21)
- ISO/TC 211 (29)
- ISO/TC 211/AG 2 (1)

The 'Search Results' panel shows 254 results. A table lists the results with columns for N, Title, Type, SubType, Workspace, and Modified. A callout box 'Search document across committee' points to the 'Committee reference' section. Another callout box 'Save your search' points to the 'SAVE AS' button in the top right corner.

N	Title	Type	SubType	Workspace	Modified
	w03032 New ISO Document System and SC32 WG3	File		ISO/TC 00/WG 0	2020-09-17
	PSM_2020-08-04.pdf	File		ISO/TC 00/WG 0	2020-09-16
	Foundation_2020-08-04.pdf	File		ISO/TC 00/WG 0	2020-09-16
	Framework_2020-08-04.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02001-Minutes-from-W01-2020-07-29.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02000-Agenda-2020-08-24.docx	File		ISO/TC 00/WG 0	2020-09-16
	w02000-Agenda-2020-08-24.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02000-Agenda-2020-08-25.docx	File		ISO/TC 00/WG 0	2020-09-16
	w02000-Agenda-2020-08-25.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02000-Agenda-2020-08-13.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02000-Agenda.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02016-On-The-Length-Of-GQL-Names.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02015-phase-2-is-enough.pdf	File		ISO/TC 00/WG 0	2020-09-16
	W02014-GQL Type System Development Roadmap.pdf	File		ISO/TC 00/WG 0	2020-09-16
	w02013-Proposal to make BSO Replace free.pdf	File		ISO/TC 00/WG 0	2020-09-16

Quick search

Quick Search allows you to perform a Full-text search throughout all your documents and their metadata, including the body of the documents.

winterthur

The screenshot displays a search interface with a sidebar on the left and a main results area. The sidebar includes navigation options: DOCUMENT, Committee structure, Committee documents, Advanced search, and Clipboard. The search results are listed in a table with columns for ID, Title, and Status. The search term 'winterthur' is entered at the top.

ID	Title	Status
753	rev Draft agen	Avail
747	Meeting notic	Avail
746	Preliminary D	Avail
745	Meeting notic	Avail
735	Draft agenda	Avail
730	Draft agenda	Avail
729	Meeting notic	Avail

Revised Convenor report CEN TC254 SC2
/documents/ui/#!/doc/6421b5d5-a04d-468f-b7ed-8566637e405a
FILE , Switzerland 2011-02-23 [Winterthur](#), Switzerland 2011-09-20 [Winterthur](#), Switzerland 2012-03-28 ... [Winterthur](#), Switzerland 2012-09-20 [Winterthur](#), Switzerland 2013-03-21 [Winterthur](#), Switzerland 2013 ... Survey of decisions adopted at the last CEN/TC 254/SC 2 meeting in [Winterthur](#), Switzerland (doc. ... , Switzerland 2011-02-23 [Winterthur](#), Switzerland 2011-09-20 [Winterthur](#), Switzerland 2012-03-28 ... [Winterthur](#), Switzerland 2012-09-20 [Winterthur](#), Switzerland 2013-03-21 [Winterthur](#), Switzerland 2013

CEN TC 247 WG6 meeting 18th to 20th April 2016 Winterthur.zip
/documents/ui/#!/doc/8db25ae8-af74-48d0-b144-de2a55145de5
TITLE CEN TC 247 WG6 meeting 18th to 20th April 2016 [Winterthur .zip](#)

N1352 Minutes of 1st meeting of WG 6 TG Synthetic membranes
/documents/ui/#!/doc/ae319414-9b34-4f63-9da9-97f91bff1e46
FILE Simonis will discuss the options also in the meeting of SC 2 (21 of March, [Winterthur](#)) 6 Preparation ... Simonis will discuss the options also in the meeting of SC 2 (21 of March, [Winterthur](#)) 6 Preparation

RoV Decision 429 Application of Vienna Agreement
/documents/ui/#!/doc/5d4bc56b-8023-45bd-998c-b7c3468f8e19
FILE barbara.mullis@snv.ch • +41 52 224 54 15 Swiss Association for Standardization SNV • Bürglistrasse 29 • 8400 [Winterthur](#) ... barbara.mullis@snv.ch • +41 52 224 54 15 Swiss Association for Standardization SNV • Bürglistrasse 29 • 8400 [Winterthur](#)

Zip and download

Download selected files

4 item(s) selected [Display selection](#) [Clear](#)

29 result(s)

	N ↑	Title ↑	Type ↑	Expected Action ↑	Exp. Date ↑	Status ↑	Modified ↑
<input checked="" type="checkbox"/>	753	rev Draft agenda SC2 plenary meeting 2018-02-01	Meeting	Comment/reply	2017-02-01	Available	2017-12-19
<input checked="" type="checkbox"/>	747	Meeting notice 2018-02-01 Winterthur Switzerland	Meeting	Comment/reply	2017-01-15	Available	2017-11-21
<input checked="" type="checkbox"/>	746	Preliminary Draft agenda plenary meeting 2018-jan-feb	Meeting	Info		Available	2017-10-03
<input checked="" type="checkbox"/>	745	Meeting notice 2018-Jan-Feb Winterthur Switzerland	Meeting	Comment/reply	2017-11-20	Available	2017-10-03
<input type="checkbox"/>	735	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2017-01-31
<input type="checkbox"/>	730	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2016-12-01

QR code: from print to digital

Scan it and you are taken to the online digital version

Dynamically generated in your cover pages

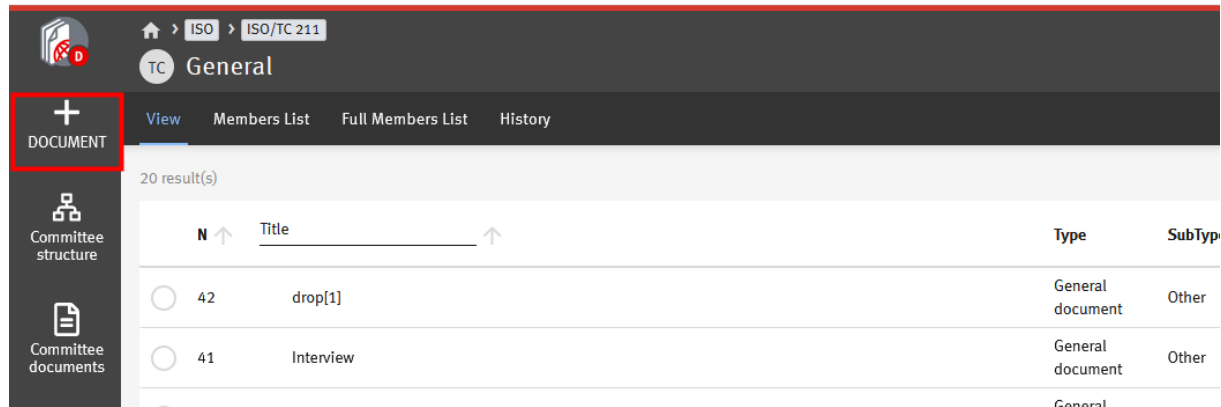


6. Manage documents

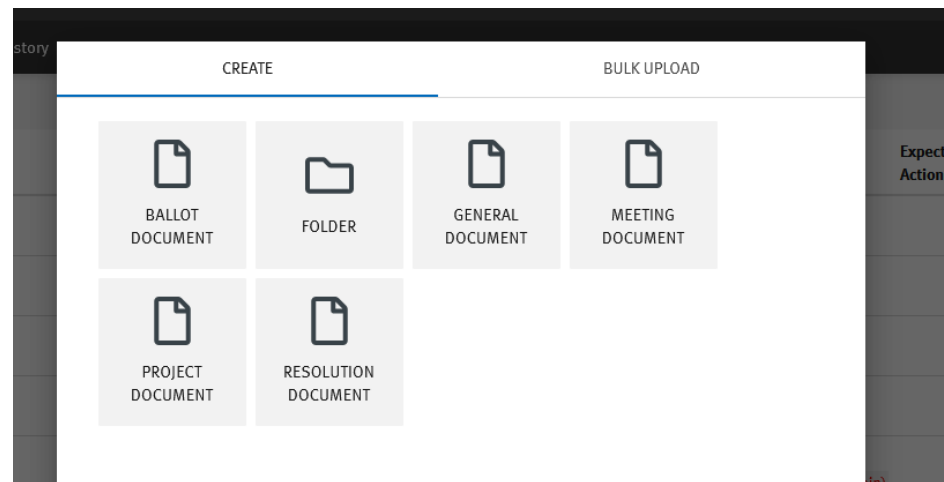


Create a document

1. Open the folder in which you wish to create your document and click on **+DOCUMENT**



2. Select the type of document you wish to create



The type of document you select is important as it will drive the metadata displayed


Create a document

3. Fill in the metadata

Here, the Meeting document type allows you to link the document to an existing meeting)

CREATE BULK UPLOAD

Content


CCMC-Meeting_04.docx
125.83 KB 

Optional - if no file is uploaded, an N-number will be reserved.

Title
My Meeting Agenda

Description
Agenda document uploaded during Test

Type SubType *
Meeting Agenda

Meeting *
Bruxelles (Belgium) 3 May 2021 

Ballot BallotType

CANCEL BACK CREATE

Navigate to related content

CEN/TC 601 "Test - First Simple Committee (eCOM3)"
Secretariat: NBN
Committee Manager:

CCMC-Meeting_04

Document type	Related content	Document date	Expected action
Meeting / Document for discussion	Meeting: Bruxelles (Belgium) 3 Nov 2020 Ballot: CIB 601/2001 - Check Weights used - EBCEN-662 (restricted access)	2020-11-03	COMMENT/REPLY by 2020-11-10

Description
Another Meeting document to check column display

CEN-TC601_N5_CCMC-Meeting_04.pdf
10.73 KB

Contributors: [Marc Bellier](#), [Serge Committee](#)

N Number: 5
Title: CCMC-Meeting_04
Status: To be notified
Description: Another Meeting document to check column display

Type: Meeting
SubType: Document for discussion
BallotType: CIB - Committee Internal Ballot
Meeting: [Bruxelles \(Belgium\) 3 Nov 2020](#)
Ballot: [CIB 601/2001 - Check Weights used - EBCEN-662](#)
Expected action: Comment/reply
Expected date: 2020-11-10

Meeting detail: CEN/TC 601 N 5

Timeline: Proposal -> Draft -> Registration open -> Registration closed -> Voting -> Close

Period: 03 Nov 2020

Location (if available): Brussels, Belgium

Related meetings (0)

Additional information

Tasks

Participation

Committee internal balloting

Search: ISO/MP 15701

Information	Result	Participation	Audience
Metadata			
Reference	ISO/MP 15701	Committee	ISO/TC 42
Type	NP (New work item Proposal (340))	Date of recognition	2007-03-21
Voting stage	Proposal	Version number	1
Start date	2008-04-07	Ballot date	2008-07-07
Open date	2008-04-08 15:23	Closed on	2008-07-08 09:08
Status	Closed	Created on	2008-04-07 09:08
Note	This NP was withdrawn/ placed in the TC42/4028 ballot area P-members are reminded of their obligation to vote		
Project information			
Reference	ISO/MP 15701	Committee	ISO/TC 42
Ballot number	1	Ballot date	2008-07-07
English title	Photography - Digital cameras - Measuring shooting time lag, shutter release time lag, shooting rate, and start-up time		
French title	Time marque		
Reference documents and links			
ISO/MP 15701_1_2 Draft document by MP ISO/MP 15701 New Project Proposal			

CEN Projects



Library

Title ↑

Administration (restricted)

General

Meetings

Decisions

Projects

Member upload area

Mail archive

Decisions

Replaces Resolution document type from eCommittees

Can be linked to:

- Ballot
- Meeting
- *Project* (→ *later*)

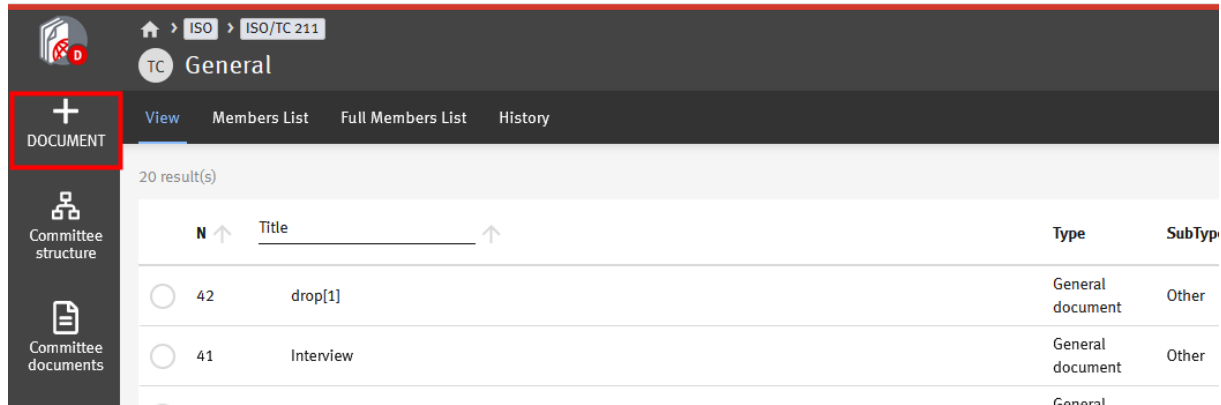
Searchable by
decision number and year

1 Doc may contain N Decisions

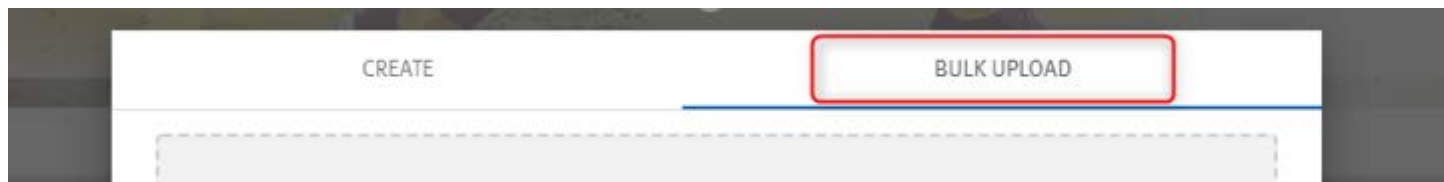
- Start / End numbers

Bulk upload

1. Open the folder in which you wish to add your documents and click on **+DOCUMENT**



2. Select **BULK UPLOAD**



3. Drag & drop your documents, or just click on the text to select your files

Bulk upload (cont.)

4. Select Document Type and enter Metadata

Enter the metadata for each document or copy the metadata to all document by clicking on **Apply to all**

The screenshot shows a web interface for bulk uploading documents. At the top, there are two tabs: "CREATE" and "BULK UPLOAD". The "BULK UPLOAD" tab is active. The form contains the following fields:

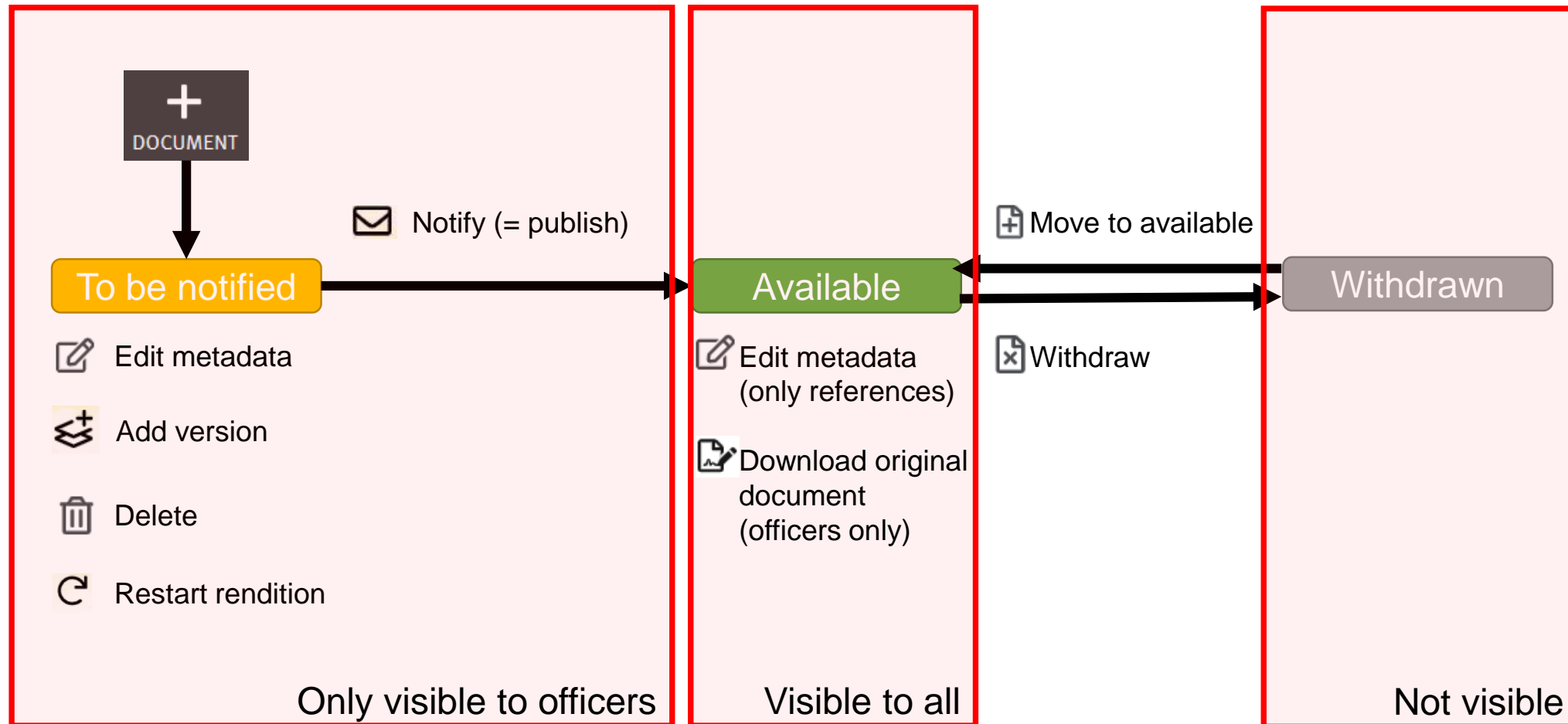
- Type ***: A dropdown menu with "General document" selected.
- Title**: A text input field containing "CCMC-General_03.docx".
- Description**: A text input field.
- Type** and **SubType ***: Two dropdown menus. "Type" is set to "General document" and "SubType" is set to "Other".
- Replaces**: A dropdown menu.
- Expected action**: A dropdown menu.
- Expected date**: A date picker field.
- Rendition ***: A dropdown menu with "PDF Rendition with Coversheet" selected.

On the right side, there is a panel titled "Unchecked files will be discarded." containing a list of files:

- CCMC-General_03.do ✓ (with a "CX" label)
- CCMC-General_04.do ✓ (with a "CX" label)
- CCMC-General_05.do ✓ (with a "CX" label)

At the bottom of the form, there are four buttons: "CANCEL", "EDIT NEXT >", "APPLY TO ALL", and "CREATE".

Document lifecycle



Document numbering

N-numbers are assigned automatically

Possible to reserve a N-number




No longer possible to manually select a N-number

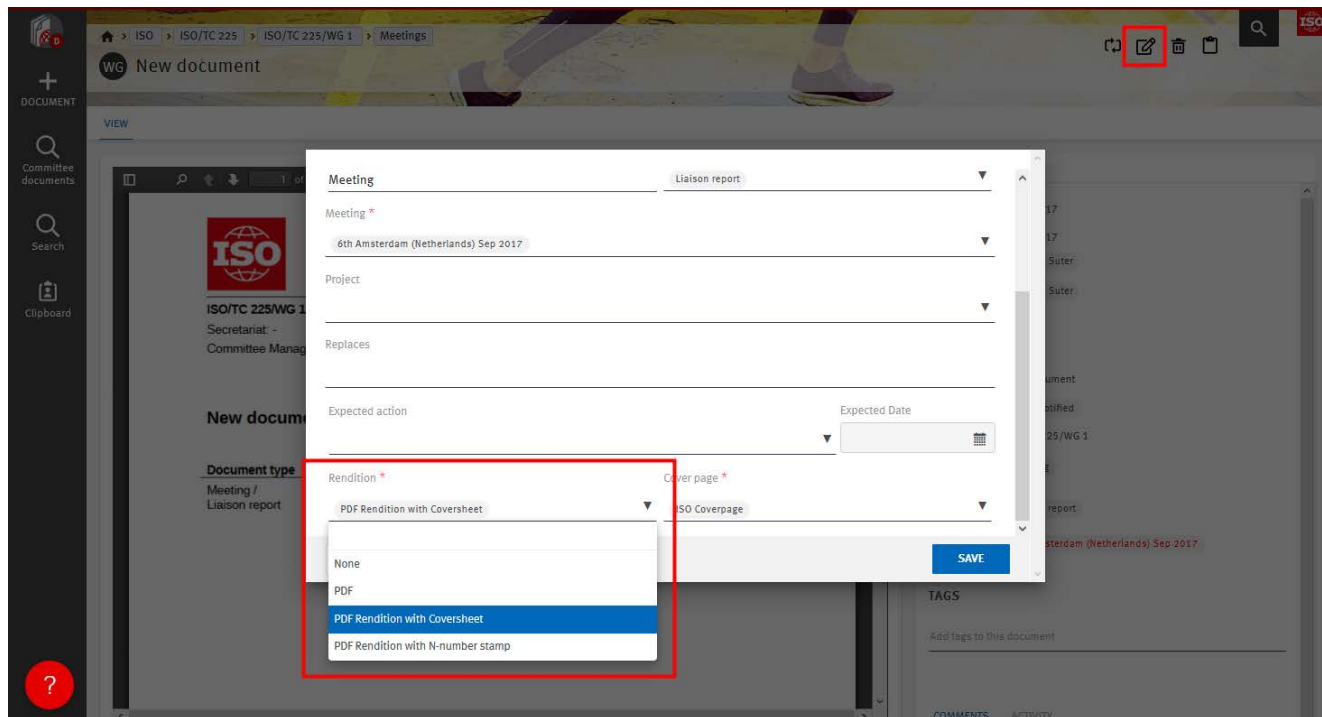
When a document is deleted, its number is automatically reassigned to the next document uploaded

PDF rendition

- ✓ PDF rendition supports PDF, Word, Excel, Powerpoint and images
- ✗ Protected document, Zip files

Correct rendition error

 Edit metadata and at the bottom of the form change the rendition to None



The screenshot shows the ISO TC 225/WG 1 Meetings page. A 'New document' form is displayed, with a dropdown menu for 'Rendition' open. The 'None' option is selected and highlighted. A red box highlights the 'None' option and the 'SAVE' button. The form includes fields for Meeting, Project, Replaces, Expected action, and Expected Date. The 'Cover page' dropdown is also visible, showing 'ISO Coverpage'.

Move documents/folders - clipboard

The **Clipboard** moves Documents/Folders from a folder to another:

1. Select the document/folder(s) to move
2. Click on Copy to clipboard icon
3. Open the destination folder, then click Move



Committee root folders are restricted to certain document types. You cannot move a meeting document within the Projects folder and vice versa.

Move to Clipboard

move selected files to clipboard



4 item(s) selected [Display selection](#) [Clear](#)

29 result(s)

	N ↑	Title ↑	Type ↑	Expected Action ↑	Exp. Date ↑	Status ↑	Modified ↑
<input checked="" type="checkbox"/>	753	rev Draft agenda SC2 plenary meeting 2018-02-01	Meeting	Comment/reply	2017-02-01	Available	2017-12-19
<input checked="" type="checkbox"/>	747	Meeting notice 2018-02-01 Winterthur Switzerland	Meeting	Comment/reply	2017-01-15	Available	2017-11-21
<input checked="" type="checkbox"/>	746	Preliminary Draft agenda plenary meeting 2018-jan-feb	Meeting	Info		Available	2017-10-03
<input checked="" type="checkbox"/>	745	Meeting notice 2018-Jan-Feb Winterthur Switzerland	Meeting	Comment/reply	2017-11-20	Available	2017-10-03
<input type="checkbox"/>	735	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2017-01-31
<input type="checkbox"/>	730	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2016-12-01

Move from Clipboard

selected destination folder

CLIPBOARD

Minutes Plenary Antwerp 20170301 02

Report Liaison CLC TC205 Antwerp 2017...

Notice Meeting Oslo 20180425 26

Draft Agenda Plenary Oslo 20180425 26

DOCUMENT

Committee structure

Committee documents

Advanced search

Clipboard

1.10.1

TC 04 Other information

View Members List Full Members List History

3 result(s)

	N	Title	Type	SubType	Meeting
<input type="radio"/>	1349	Template National and Regional data sheet for CEN or EN ISO EPB standards - 2017-09-06	General document	Other	
<input type="radio"/>	1336	IEC TC 34 CD on IEC TS 63105	General document	Other	
<input type="radio"/>	1266	Call for convenor new WG Control applications	General document	Other	

Click on Move

MOVE

Notify a document

- 1 Select the document(s) to be notified
- 2 Click on the envelope icon from the top right hand-corner
- 3 Enter the message to be sent and click on Notify



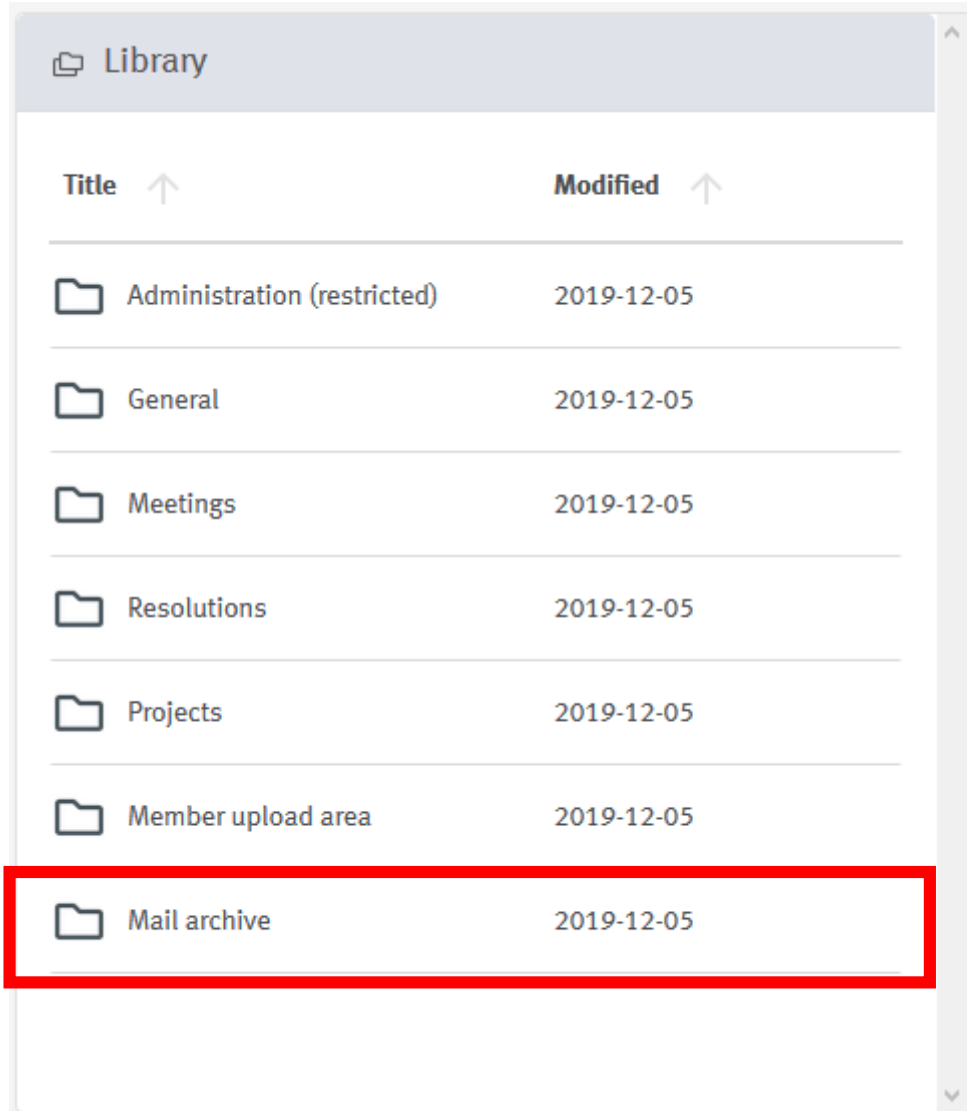
At this stage, it is not possible to select some members of the committee for notification.

The message is sent to all the direct audience of the committee by default.



Pending notification reminder (one email for all your committees)

Mail archive



Title ↑	Modified ↑
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
Member upload area	2019-12-05
Mail archive	2019-12-05

All emails* sent from ISO Documents are archived in **Mail archive**

Searchable via the Advanced search



All the audience of the committee can browse the mail archive

READ ONLY!!

*document notifications and email to members



Members list and full members list

TEST

ISO

TC ISO/TC 96 "Cranes"

View **Members List** Full Members List

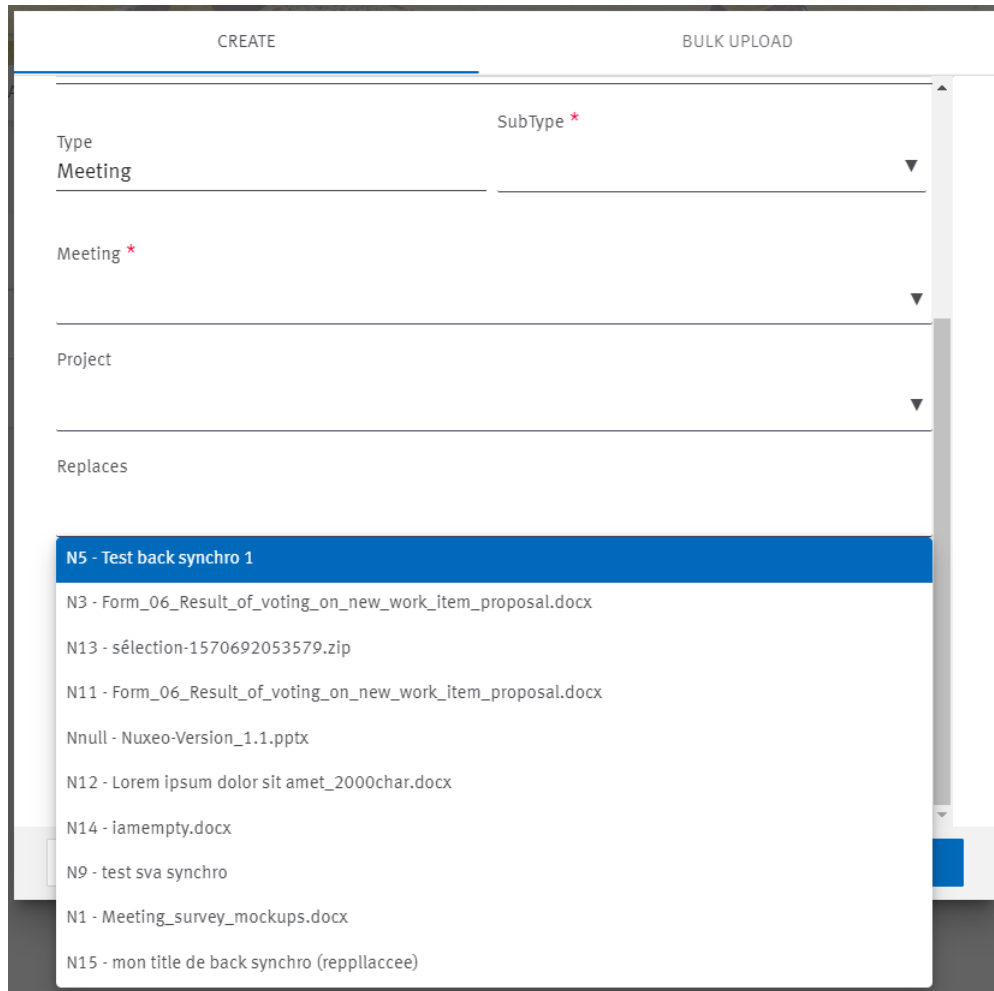
Members List
Shows the list of people directly involved in the committee/WG work
[Access Email to members](#)

Full Members List
Shows the list of people having access to the document of the committee
[Access Export to CSV](#)

EMAIL TO MEMBERS

					E-mail	Phone
manager					isotc96@zoomlion.com	+86 731 889 23 933
Chairperson	SAC	China	Mr	Zhang, Xijun	zhangxj@bmhri.com	+86 10 64031881
Vice-chairperson	SAC (P-member)	China	Mr	Giust, Frédéric (gmail)	frederic.giust@gmail.com	-
Committee manager support team	SAC	China	Ms	ISO, Document	ISODOC@iso.org	-
Committee manager support team	SAC	China	Ms	LIU, Yu	nathalieliu163@163.com	-

Replace a document



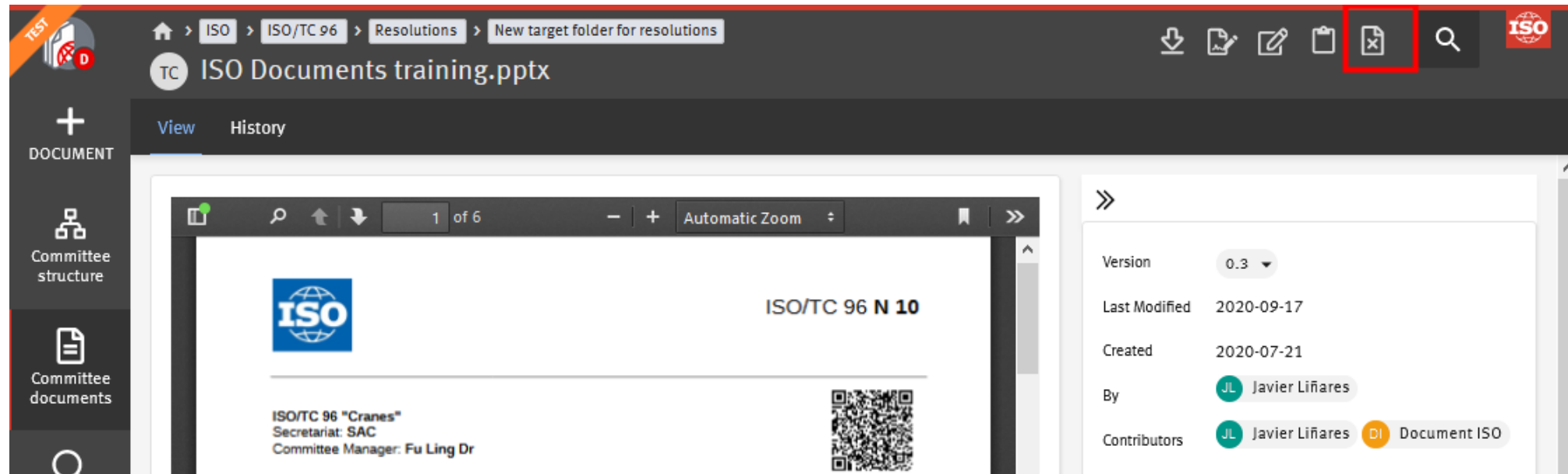
The screenshot shows a document creation interface with two tabs: 'CREATE' and 'BULK UPLOAD'. The 'CREATE' tab is active. Below the tabs, there are two dropdown menus. The first is labeled 'Type' and has 'Meeting' selected. The second is labeled 'SubType *' and has 'Meeting *' selected. Below these, there is a 'Project' dropdown menu. At the bottom, there is a 'Replaces' dropdown menu. The 'Replaces' menu is open, showing a list of documents. The first item, 'N5 - Test back synchro 1', is highlighted in blue. Other items include 'N3 - Form_06_Result_of_voting_on_new_work_item_proposal.docx', 'N13 - s lection-1570692053579.zip', 'N11 - Form_06_Result_of_voting_on_new_work_item_proposal.docx', 'Nnull - Nuxeo-Version_1.1.pptx', 'N12 - Lorem ipsum dolor sit amet_2000char.docx', 'N14 - iamempty.docx', 'N9 - test sva synchro', 'N1 - Meeting_survey_mockups.docx', and 'N15 - mon titre de back synchro (repllacee)'.

In the document creation screen click on **Replaces**.

This field allows you to search and select one document of your committee. This will link these two documents

Withdraw a document

Open the document details page and click on Cross icon



TEST

ISO > ISO/TC 96 > Resolutions > New target folder for resolutions

TC ISO Documents training.pptx

View History

DOCUMENT

Committee structure

Committee documents

ISO/TC 96 N 10

ISO/TC 96 "Cranes"
Secretariat: SAC
Committee Manager: Fu Ling Dr

Version: 0.3

Last Modified: 2020-09-17

Created: 2020-07-21

By: JL Javier Liñares

Contributors: JL Javier Liñares, DI Document ISO

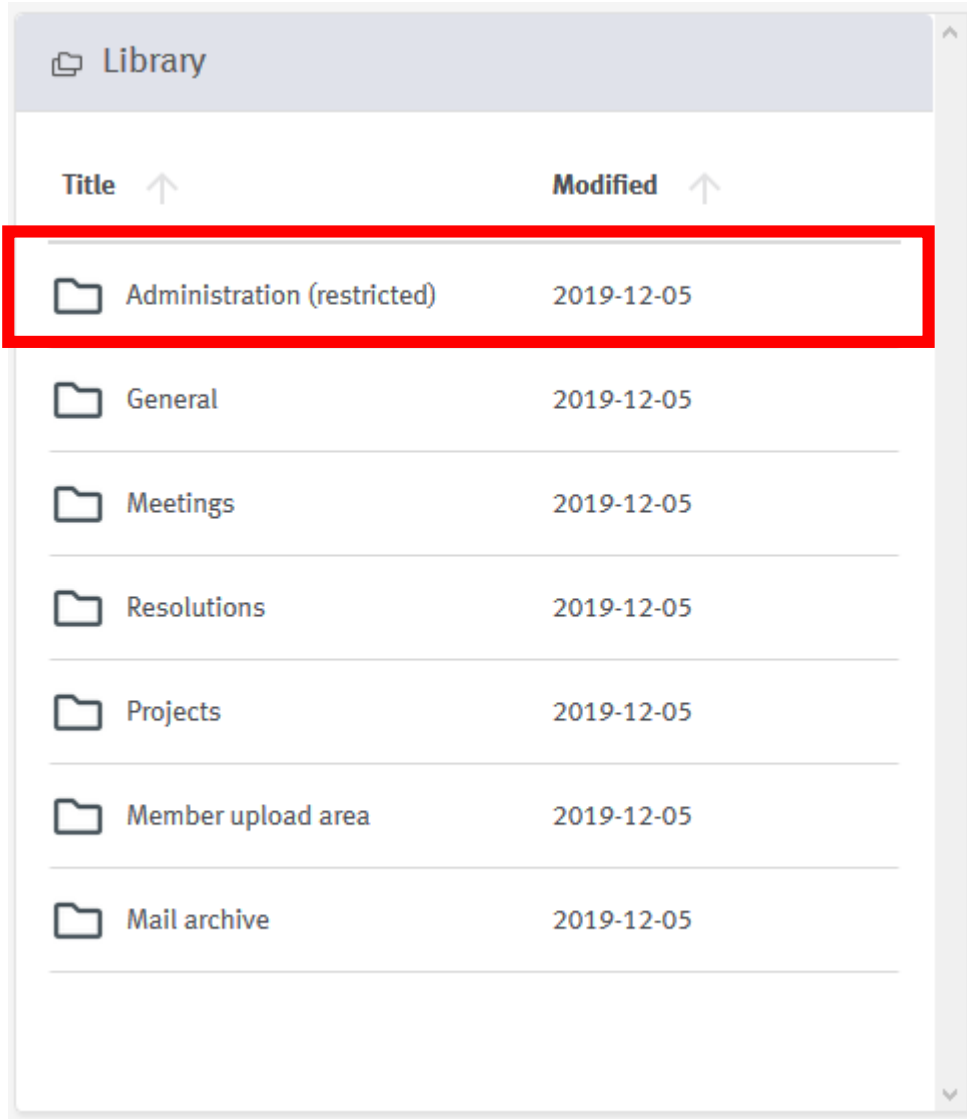


Withdrawn documents can no longer be downloaded nor previewed by anyone, including Secretaries and Convenors



7. Member upload area & Administration folders

Administration (restricted)



Title	Modified
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
Member upload area	2019-12-05
Mail archive	2019-12-05

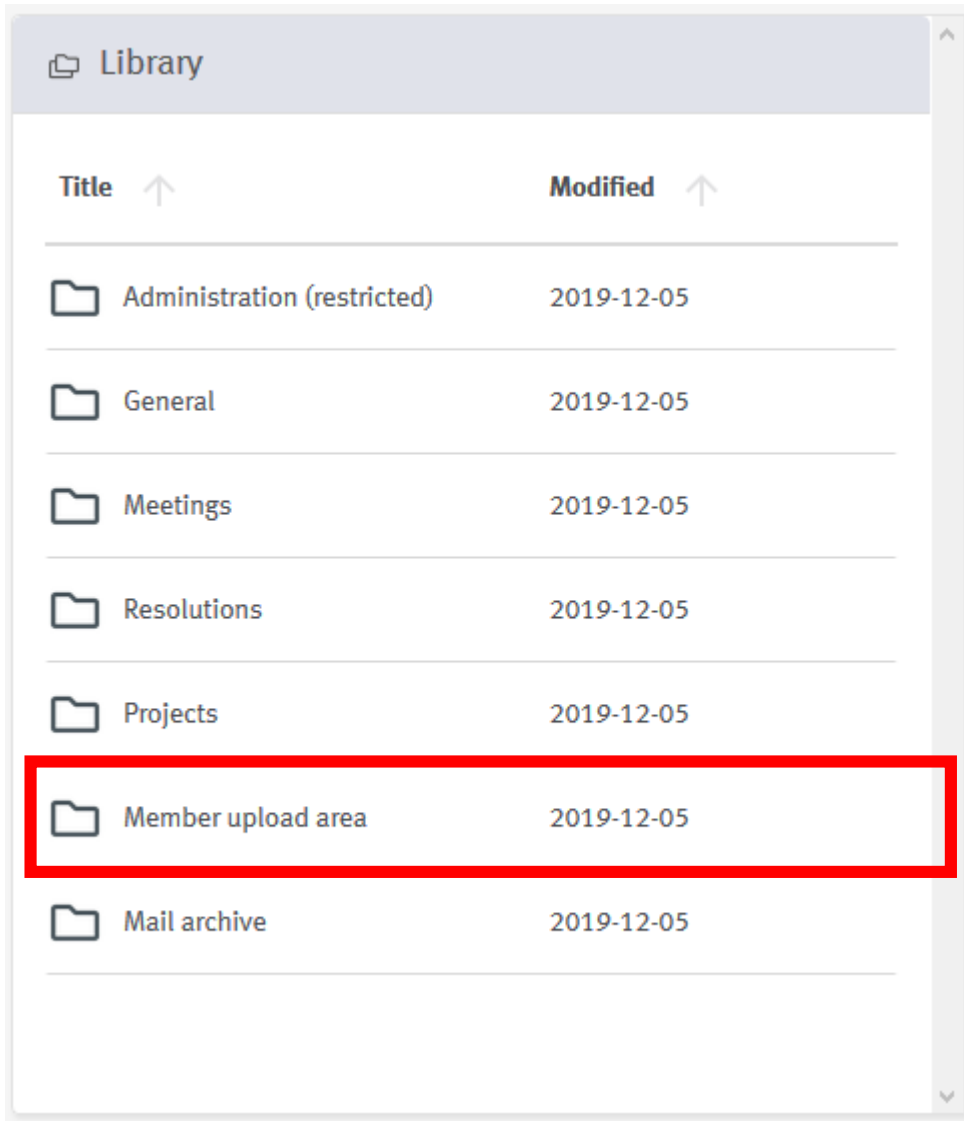
Working area for Managers

= Secretariat workspace

Documents do not have a
N-number

 Managers (CM & Support teams)

Member upload area



Title ↑	Modified ↑
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
Member upload area	2019-12-05
Mail archive	2019-12-05

Upload area for members of the committee/working group wishing to share large files with the Managers



Managers are not notified of new upload!






























All documents are visible to all the committee members

8. eCommittees vs CEN Documents



eCommittees vs CEN Documents

Document management

 DOCUMENT	eCommittees	ISO Documents
N documents	 3 steps process	 1 step simplified process, same lifecycle model
Cover page		 Improved visibility
Replace document		
Withdraw document		
Default top folder structure		 Folder names revised, content types reinforced
Bulk upload	 Not available	 Drag and drop multiple files with no extra plugin required
Resolutions management		 Meta data storing resolution number and year & search
Meta data	 Simple text values	 Live Meetings and Projects picker for richer context
PDF rendition	 PDF and Word	 PDF, Word, Excel, PowerPoint & more
Set N number manually	 Available to compensate empty numbering sequence	 N numbers are reused automatically
Public folder	 Available (but rarely used)	 No anonymous access
Reserve N number		
Create cover page only		 Planned for a later stage

<https://helpdesk-docs.iso.org/article/480-ecommittees-vs-iso-documents-pilot>

Page in ISO Documents Knowledge base

9. Summary CEN vs ISO Documents



Main Differences – CEN % ISO

➤ Folder Structure Mapping :

Content Server	Nuxeo
00. Secretariat workspace	Administration (restricted)
01. Public information	For CEN : Documents in this folder will be migrated to folder 'Administration' ? (in subfolder named 'Reference Information')
02. General committee documents (N)	General (N)
03. Meetings (N)	Meetings (N)
	Decisions (N) (name different from ISO) Absent from WG
04. Projects (N)	Projects (N) No Ballot Documents for WGs
05. Drop-in box for members	Member upload area
08. <i>Balloting and commenting</i>	<i>Not migrated to Nuxeo; (Kept on CENTC for Dissemination to NMC)</i>
(Mail Archive : in Navigation Menu)	Mail Archive (now appears as a Folder)

Main Differences – CEN % ISO

- Roles :
 - CEN Committee Secretary % ISO Committee Manager
 - CEN Specific : Committee Observer, Consultant, Sect. Rapporteur,...
- Vocabulary :
 - Status : Dormant (CEN) % StandBy (ISO)
 - Decision (CEN) % Resolution (ISO)
- Document types :
 - Ballot Types
- CEN Project link : Later

9. Provide feedback





Surveys will be sent to
you



Ask helpdesk at ISO
helpdesk@iso.org

10. Support & help



Integrated Knowledge Base



Answers

Ask



How can we help?

We usually respond in a few hours

Name

Email address

How can we help?



Send a message

Help: just one click away!

Integrated Knowledgebase

+ Support at the CEN Helpdesk at ISO :

helpdeskcentc@iso.org



Resources for you

- The recording of this session and the slides will be available for you in the CEN Training space.
- The SD-Documents knowledge base is available here:
<https://iso-sandbox-knowledge-base.helpscoutdocs.com/collection/301-iso-documents>
- Keep an eye on the ISO Project webpage for more info
(<https://www.iso.org/iso-documents-GG-0A1B2C-2>)



IT TOOLS FOR STANDARDS DEVELOPMENT

ISO DOCUMENTS GENERAL ONBOARDING

ISO DOCUMENTS: AN INNOVATIVE AND INTUITIVE PATH TO FAMILIAR CONTENT

This page is dedicated to Committees and Working Groups onboarding to ISO Documents. It contains all necessary information to ensure a smooth transition from eCommittees to ISO Documents. It will be updated regularly with all the latest news, support materials and any other useful resource.

LATEST NEWS

FINAL ONBOARDING DATES FOR COMMITTEES

Over the past weeks, the project team has been working with TCs, SCs, and WGs to ensure onboarding dates do not come in the way of any important work.

RESOURCES

VIDEO



QR Codes for ISO Documents



Copy link

<https://www.iso.org/iso-documents-GG-0A1B2C-2>

12. What's next?



Next steps

Ongoing migration of your documents

Content freeze on **Tue 19 January 6AM to 1PM** –
no creation of content

CEN Documents Pilot live: 19 January PM
(we will contact all officers once platform is accessible)

Support for experts and committee members

- We will provide drafted communication message to send to your experts / delegates once on CEN Documents
- A [Quick guide for experts and delegates](#) is available on the KnowledgeBase

Questions ?



Thank you

