



CEN-ENQ Electronic balloting application

User Guide

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2005-05-31	v 0.1	MB	Initial version (copied from CEN-BT Balloting User Guide)
2006-01-31	v 0.2	MB+CC	Include NSB testers remarks + other updates
2006-02-08	v 1.0	MB	First Version deployed on server
2006-03-01	v 1.1	MB	Correct server Url
2007-10-15	v 1.2	MB+CC	New eB3 core : Balloting portal, screen changes
2008-05-19	v 2.0	CC	New eB3
2008-06-18	v 2.1	MB+CC	New eB3 : Official version released
2011-01-11	v 2.2	MB+CC	Additional info : Mutual access to ISO ballot data under VA
2012-06-12	v 3.0	MB+CC	Gateway Vienna Agreement added



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Introduction

This document is written for the following users of the CEN-ENQ e-Balloting system (see the definition of the different roles in **Annex 2**):

- **Voter**
- **Commenter**
- **Surveyor**
- **Monitor**
- **Content Owner**

For each chapter of this document, the roles concerned by the explanation will be indicated as follows:

- **[All]** : these chapters concern the 5 roles (§ 1 to § 10, § 14 to § 15)
- **[Voter]** : these chapters only concern the Voter (§ 11) + (§ 12)
- **[Commenter]** : only concerns the Commenter (§ 13)
- **[Surveyor]** : only concerns the Surveyor (§ 12)
- **[Monitor]** : only concerns the Monitor (§ 12)

1. Main stages in the balloting process and its follow-up

[All]

The balloting process and its follow-up are characterized by the following main stages:

Stage 1: Notification on newly opened ballots

A balloter, authorized to vote on behalf of his/her member body, receives a notification via e-mail about all ballots which have been opened on a particular day. This notification contains all new ballots. Other users playing a role in the ballot process (Commenters, Surveyors, Monitors, ...) are also notified by the same process.

Stage 2: Access to the ballots

The balloter accesses the ballots in the eB3 electronic balloting system via an option in the Personal menu of LiveLink.

The document(s) related to the Enquiry under ballot are present on both systems :

- Livelink : in the "1.3.0. Launch Issue" folder of the Committee in e-TRANS;
- eB3 Balloting : within the "Reference Documents" part of the ballots.

Stage 3: Vote and submission of comments

The vote of the member body is cast via the electronic balloting system. Any comments accompanying the vote are submitted by uploading a document file based on the CEN Commenting Template. Authorized Commenters may also input their comments to the ballot (not associated with a vote of course).

Stage 4: Closure of the ballot

At the end of the Balloting period (= Target Date), the ballot is closed for voting. A notification about all closed ballots is sent via e-mail to the authorized balloter(s).

Stage 5: Access to the vote results (table of replies) and comments

The vote result, including table of replies with all the votes cast and the comments submitted, can then be accessed by the authorized users.

The final outcome of the balloting is visible in the Results Tab, and is also available for download in a Result Zip file.

2. Principles of the electronic balloting application

[All]

The electronic balloting application provides the basis for the electronic dissemination of CEN Enquiries and allows the CEN member bodies and their representatives to cast their votes electronically.

The basic concept on which the balloting application is founded is the concept of **roles**. The roles, which are used throughout the application and are displayed on the screens, are defined in **Annex 2** of this Guide.

Individuals, who represent member bodies, and/or technical experts, are assigned to roles by an authorized body (normally a member body or CMC in some cases). The assignment of one or more individuals to the role of a balloter representing a particular member body is the basis for these individuals to vote on behalf of their member body.

Other organizations may assign Commenters to cast comments on the ballots submitted to the Enquiry.

Independently of the ballot type, an organization may assign balloting responsibilities to one or more individuals to enable them to perform the same role.

In addition to the role of **Voters** and **Commenters**, there are other balloting roles defined in the application which are associated with certain permissions (for details see Annex 2 of this Guide).

The Enquiry balloting software allows voters and other roles to be defined at two levels :

- **Centralized** : balloter is defined for all Committees
- **Decentralized** : different balloters are defined Committee by Committee

The registration and maintenance of users and roles is implemented in a new **CEN instance** of the **Global Directory version 2**, based on the structures of the ISO Global Directory. This implies a temporary period of double user maintenance: user and group administration in LiveLink of the users and administration of the same users in the Global Directory for the Enquiry balloting. This temporary double maintenance will end when single sign on procedures based on the Global Directory will integrate LiveLink users of the CEN platforms running in the GD2 environment.

The maintenance of the administrative data will be under the responsibility of the **CEN Management Centre**. If needed, the delegation of the administration of Balloters and Commenters to other bodies might be implemented later with the further general roll-out of the Global Directory.

The national Members should inform CMC of any change of balloters.

3. Help and Helpdesk

[All]

e-balloting application issues (e.g. technical issues, functionalities, support...)

Please contact our helpdesk at ISO: helpdeskcentc@iso.org.

Content issues (e.g. data, national votes, results of vote...)

Please contact the Standards Delivery department at CMC: cenvote@cen.eu.

Online documentation and support document on the use of the balloting application is available under **Help** (in the Ballot screen – See also § 7.1.2 below).

Type	Committee	Reference	Vote	Opening date	Closing date	Role
Enquiry	CEN/TC 19	prEN 15469	1 vote	2006-02-16	2006-07-16	Ballot owner
Enquiry	CEN/TC 33	prEN 1630	2 votes, 1 comment	2006-02-16	2006-07-16	Ballot owner
Enquiry	ECISS/TC 23	prEN 10277-2		2006-02-16	2006-07-16	Ballot owner
Enquiry	CEN/TC 10	prEN Test 1234	1 vote	2006-02-01	2006-07-24	Ballot owner
Enquiry	CEN/TC 10	prEN 81-22	2 votes	2006-05-25	2006-08-25	Ballot owner
Enquiry	CEN/TC 38	test consultant 2 AKP	1 comment	2006-06-08	2006-09-09	Ballot owner
Enquiry	CEN/TC 256	test consultantAK	1 vote, 1 comment	2006-06-08	2006-09-09	Ballot owner
Enquiry	CEN/TC 10	prEN 1111 Test	3 votes, 2 comments	2006-02-01	2006-09-20	Ballot owner
Enquiry	CEN/TC 15	JH Test	5 votes	2006-02-18	2006-09-20	Ballot owner
Enquiry	CEN/TC 54	New Enquiry by LT	1 vote	2006-05-11	2006-09-20	Ballot owner
Enquiry	CEN/TC 278	prEN ISO 14822-2	8 votes, 2 comments	2006-03-01	2006-09-20	Ballot owner
Enquiry	CEN/TC 10	EN 12015:2004/prA1	12 votes, 2 comments	2007-11-06	2008-04-06	Ballot owner
Enquiry	CEN/TC 10	Marc Manual Import-12	1 vote	2008-04-17	2008-06-15	Ballot owner
Enquiry	CEN/TC 10	Marc Manual Import-12		2008-05-17	2008-06-15	Ballot owner
Enquiry	CEN/TC 10	Marc Manual Import-13	1 vote	2008-04-17	2008-06-15	Ballot owner
Enquiry	CEN/TC 10	Marc Manual Import-14		2008-04-18	2008-06-15	Ballot owner
Enquiry	CEN/TC 10	Marc Manual Import-15		2008-04-18	2008-06-15	Ballot owner
Enquiry	CEN/TC 19	prEN 15692		2008-05-08	2008-07-08	Ballot owner
Enquiry	CEN/TC 10	Marc Import-11	1 vote	2008-04-15	2008-09-15	Ballot owner
Enquiry	CEN/TC 214	EN ISO 11111-1:2005/prA1		2008-05-08	2008-10-08	Ballot owner

4. Accessing the EB3 environment

[All]

The **Enquiry** balloting application is hosted at ISO on the new EB3 environment. A single sign-on procedure is implemented: users have to log in the LiveLink environment (CENTC server) before using the EB3 Balloting application. The link between the two environments is based on the unique login name (i.e. the user mail address).

Use the following URL to access the CEN LiveLink server: <http://cen.iso.org/livelink/livelink>

The minimal configuration to access the balloting application is to have the following browser installed: Microsoft Internet Explorer 5.50 and later versions.

Note : Some Internet Pop-Up blocking tools, like Google Desktop should be disabled when using the eB3 e-Balloting software, because they might interfere with the technique used to display documents within the balloting application.

5. Login to the server and logout

[All]

When you move to the location referred to by the URL above, the login screen of the server is displayed.



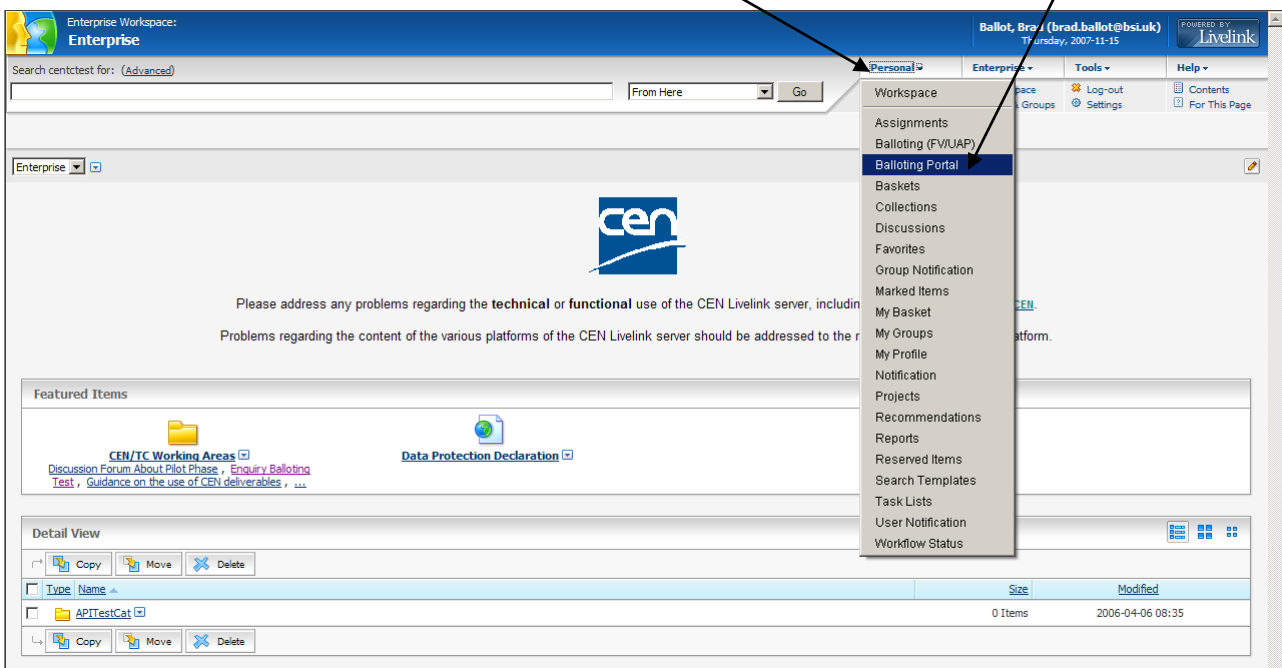
The application can only be accessed by administrators, balloters and other authorized users, who have been appointed by their member bodies and are registered on the CENTC Livelink server.

Each balloter must login to the server entering the user name and password provided by CMC or their NSB Administrator in exactly the form specified (note that user name and password are both case-sensitive).

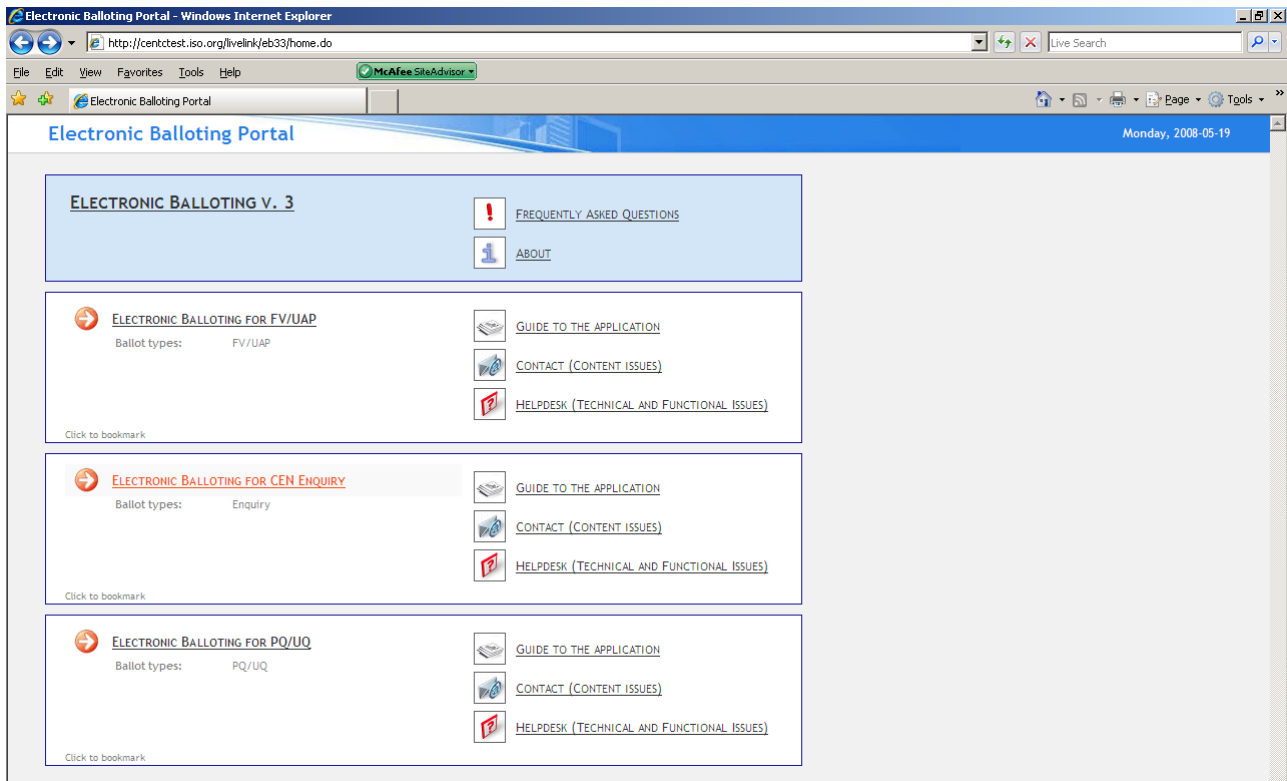
6. Accessing the Enquiry balloting application

[All]

After having logged onto the server, open the **Personal** menu and select **Balloting Portal** :



Click on **Electronic Balloting for CEN Enquiry**.



This new screen is a central access point to all types of electronic balloting available at CEN, and to the corresponding User Guides.

This portal also introduces the concept of “Vote Type Clustering”: if a user is active in several types of Balloting, the Vote Cluster allows to access all these types in the same e-Balloting window.

Example : Clicking on the “Electronic Balloting for FV/UAP” link will display all Open Ballots for the Formal Vote and UAP balloting, if the user is entitled to Vote, Monitor or Comment on these types of ballots.

Clicking on the ELECTRONIC BALLOTING v. 3 link will display all open ballots (ENQ, FV/UAP and/or PQ/UQ) for which the user has been granted access, according to his/her role for every ballot type.

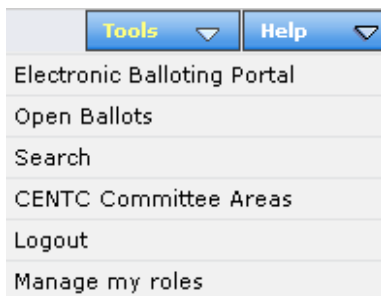
7. Selecting ballots (Ballot Selection screen)

[All]

7.1 Main Menu

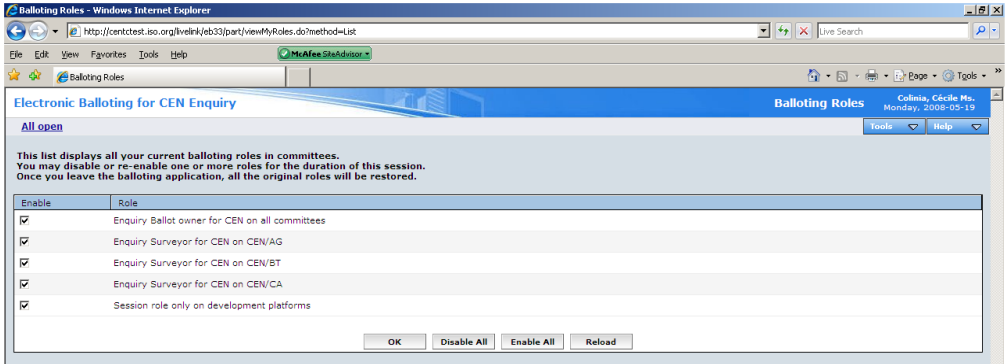
The main menu at the top of the page is available on most screens and contains the following elements:

7.1.1 Tools

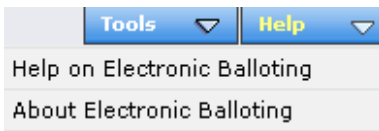


Contains the following sub-items:

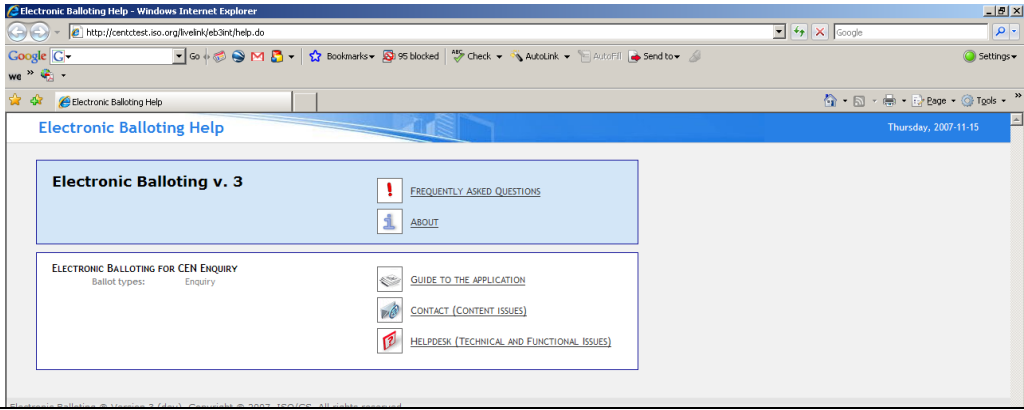
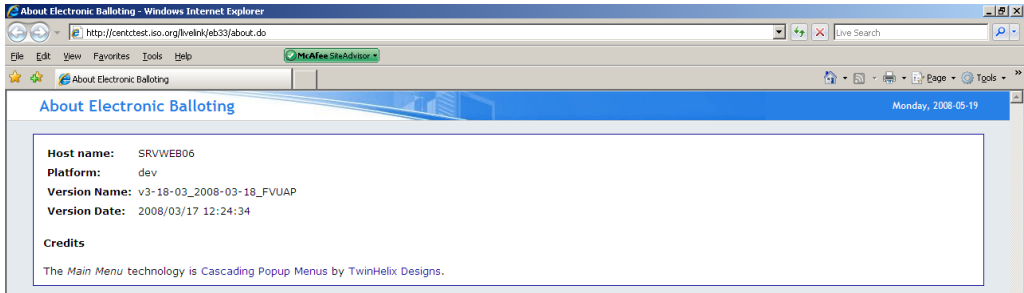
Option	Explanation
Electronic Balloting Portal	Central access point to all types of electronic balloting available at CEN.
Open Ballots	Same as selecting the " All Open " Tab of the screen.
Search	Same as choosing " Search " from the Search menu.
CEN/TC Committee Areas	Moves back to Committee Tools platform on LiveLink.
Logout	Allows the user to Logout from the balloting system and from Livelink.

Option	Explanation
Manage my roles	<p>This function displays all the roles of a user. It allows the user to disable certain roles temporarily and, thereby, to display only ballots corresponding to the remaining role(s). Roles can also be re-enabled. Enabling and disabling of roles has no effect on the registration of business roles in the Global Directory. Moreover, it lasts only until logging out from the current session: at the next login, all roles available to the user as defined in the Global Directory are enabled by default.</p>  <ul style="list-style-type: none"> • OK: confirms the enabled/disabled roles • Disable All: disables all the roles • Enable All: enables all the roles • Reload: enables all the roles available to the user as defined in the Global Directory

7.1.2 Help



Contains the following sub-items:

Option	Explanation
<p>Help on Electronic Balloting</p>	<p>Opens a Help page with the following items:</p> <ul style="list-style-type: none"> • Electronic Balloting v.3 <ul style="list-style-type: none"> ○ Frequently Asked Questions: general usage instruction for Balloting ○ About: software version and technical info • Electronic Balloting for CEN Enquiry <ul style="list-style-type: none"> ○ Guide to the application: PDF version of the Enquiry Balloting User Guide ○ Contact (content issues): link to the Standards Delivery unit at CMC for issues regarding data, national votes, results of votes... ○ Helpdesk(technical and functional issues): link to the CEN helpdesk at ISO for e-Balloting application issues 
<p>About Electronic Balloting</p>	<p>Information on the platform, version, technology used...</p> 

7.2 Ballot selection Tabs

The **Ballot Selection screen** consists of a number of Tabs at the top of the screen. Each Tab allows you to generate a list of ballots, which results from predefined selection criteria. When you open the screen, the first Tab, i.e. **All open**, is active by default and a list of ballots is generated.

The system only displays ballots for which the user has a role giving him/her access to the current stage of the ballot.

Login-name of the balloter

Your role in the balloting application

Type	Committee	Reference	Vote	Opening date	Closing date	Role
Enquiry	CEN/TC 19	prEN 15469		2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 33	prEN 1630		2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Voter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Voter
Enquiry	CEN/TC 38	test consultant 2 AKP		2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 256	test consultantAK		2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 10	prEN 1111 Test		2006-02-01	2006-09-20	Voter
Enquiry	CEN/TC 15	JH Test		2006-02-18	2006-09-20	Voter
Enquiry	CEN/TC 54	New Enquiry by LT		2006-05-11	2006-09-20	Voter
Enquiry	CEN/TC 278	prEN ISO 14822-2	Voted	2006-03-01	2006-09-20	Voter
Enquiry	CEN/TC 10	EN 12015:2004/prA1	Voted	2007-11-06	2008-04-06	Voter
Enquiry	CEN/TC 10	Marc Manual Import-12		2008-04-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-12		2008-05-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-13		2008-04-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-14		2008-04-18	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-15		2008-04-18	2008-06-15	Voter
Enquiry	CEN/TC 19	prEN 15692		2008-05-08	2008-07-08	Voter
Enquiry	CEN/TC 10	Marc Import-11		2008-04-15	2008-09-15	Voter
Enquiry	CEN/TC 214	EN ISO 11111-1:2005/prA1		2008-05-08	2008-10-08	Voter
Enquiry	CEN/TC 214	EN ISO 11111-2:2005/prA1		2008-05-08	2008-10-08	Voter

Note: The total number of ballots displayed by clicking on the various tabs is different, because each tab initiates a different query (see below for the explanation of the different Tabs).

If you cannot find ballots via the Tabs or if your request exceeds the scope defined by any of the Tabs, you need to use the **Ballot Search screen** to access them (see § 8 below).

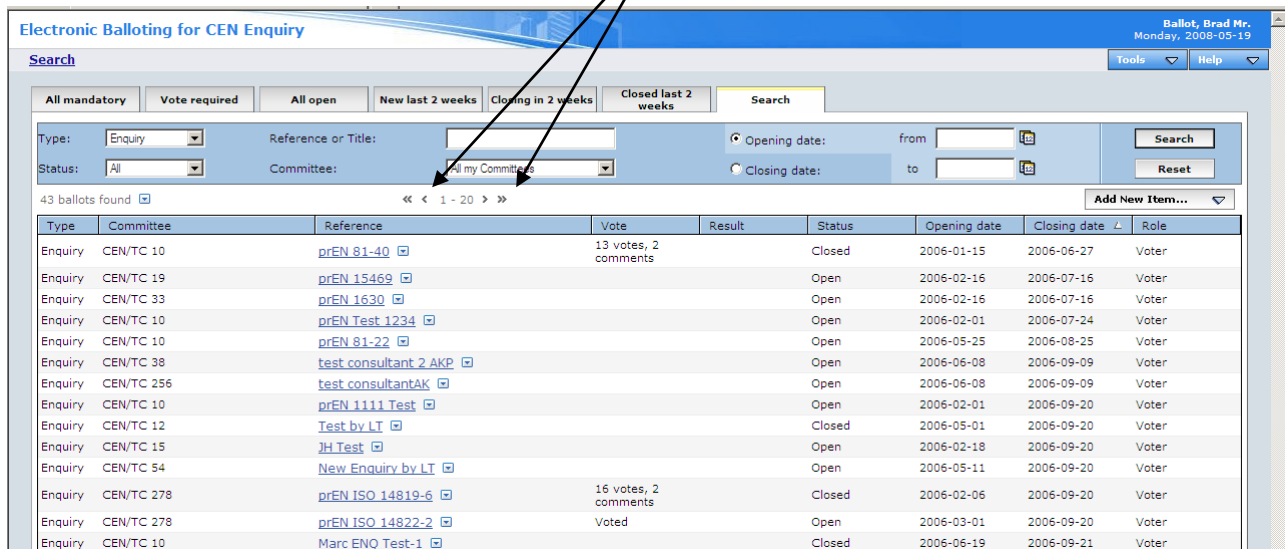
Explanation of the function of the individual Tabs (from left to right)

Tab	Explanation
All mandatory	This Tab displays all ballots for which a balloter has been registered and has an obligation to vote , independent of whether a vote has already been cast by the balloter or not.
Vote required	This Tab displays all ballots for which a balloter has been registered and has an obligation to vote , but has not yet cast a vote .
All open	This Tab displays all ballots which are currently open and to which a balloter has been registered. This list is the most complete and therefore normally the longest.
New last 2 weeks	This Tab displays all ballots which opened during the last two weeks.
Closing in 2 weeks	This Tab displays all ballots to which a balloter is registered and which will close during the next two weeks.

Tab	Explanation
Closed last 2 weeks	This Tab displays all ballots which have been closed during the last 2 weeks. This Tab allows to access the results for each closed ballot and the individual votes and comments submitted by the balloters.
Search	This tab allows all other queries, e.g. information on ballots closed more than 2 weeks ago, search with a particular reference number, etc (See § 8).

NOTE 1: You can sort on each of the columns, except on **Votes** and **Roles**, i.e. you can sort on Committee, Reference, Opening date, etc. By default the list is sorted by Closing date (closest date on top). To sort on other columns, click on the column name, to sort in reverse order, click a second time. (A small arrow appears, indicating the type of sorting: ascending or descending).

NOTE 2: The different tabs contain a maximum of 20 ballots per screen. In case there are more than 20 ballots, use the different arrows to navigate from one page to the other.

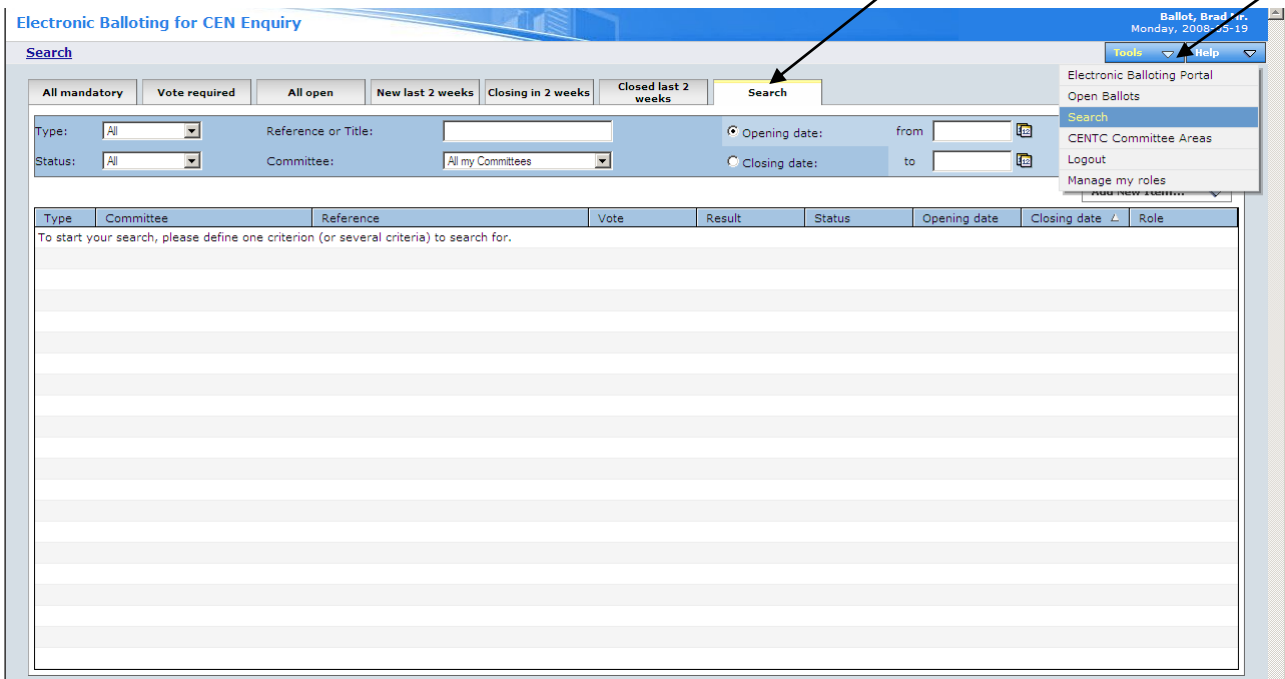


8. Searching for particular ballots

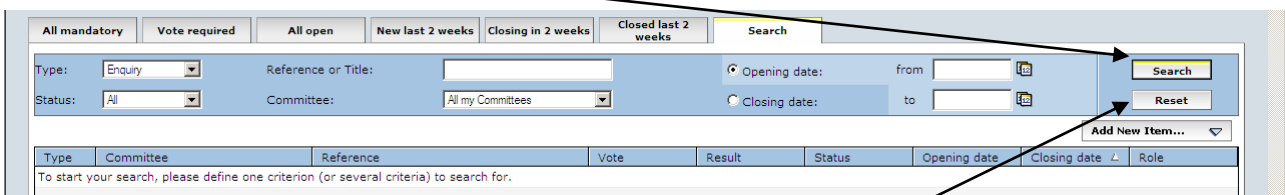
[All]

The **Search screen** allows you to enter parameters into the search fields and retrieve the ballots which match these criteria. This functionality is useful for specific requests, e.g. to find a ballot based on its reference number, on its opening or closing date etc. It is the only possibility to find ballots, if they exceed the scope of the queries implemented via the Tabs in the *Ballot Selection screen*.

On the ballot selection screen, click on the tab **Search** to open the **Ballot Search screen**. You may also use the '**Search**' option in the '**Tools**' menu.



To initiate a search, click on **Search** after having entered the search parameters.



To clear the screen and remove the search parameters, click on **Reset**.

The **Search screen** allows to enter or select parameters in the following search fields:

Fields in the Search screen	Explanation/Function of the field
Type	Selecting a ballot type (e.g. Enquiry, CEN-BT...).
Status	Selecting a ballot status (All , Open , Closed , ...) will retrieve all the ballots which are currently under this status.
Reference or Title	You can enter a string of characters that is part of the ballot reference or title. Then click on ' Search ' to have the result. (Note: this is not case-sensitive).
Committee	Selecting a ballot committee will retrieve ballots for this committee.
Opening date	Specifies that the date in the range between "From" and "To" is an opening date.
Closing date	Specifies that the date in the range between "From" and "To" is a closing date.
From	Range start date.
To	Range end date.

Note: Like in the Tab lists above, these Search lists may be sorted by clicking on column headers and you may navigate from page to page when the number of ballots present in the search results is superior to 20.

Electronic Balloting for CEN Enquiry

Ballot, Brad Mr.
Monday, 2008-05-19

Search

Tools Help

All mandatory | Vote required | All open | New last 2 weeks | Closing in 2 weeks | Closed last 2 weeks | Search

Type: Enquiry Reference or Title: Opening date: from to Search
 Status: All Committee: All my Committees Closing date: to Reset

43 ballots found << 1 - 20 >> Add New Item...

Type	Committee	Reference	Vote	Result	Status	Opening date	Closing date	Role
Enquiry	CEN/TC 10	prEN 81-40	13 votes, 2 comments		Closed	2006-01-15	2006-06-27	Voter
Enquiry	CEN/TC 19	prEN 15469			Open	2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 33	prEN 1630			Open	2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 10	prEN Test 1234			Open	2006-02-01	2006-07-24	Voter
Enquiry	CEN/TC 10	prEN 81-22			Open	2006-05-25	2006-08-25	Voter
Enquiry	CEN/TC 38	test consultant 2 AKP			Open	2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 256	test consultantAK			Open	2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 10	prEN 1111 Test			Open	2006-02-01	2006-09-20	Voter
Enquiry	CEN/TC 12	Test by LT			Closed	2006-05-01	2006-09-20	Voter
Enquiry	CEN/TC 15	JH Test			Open	2006-02-18	2006-09-20	Voter
Enquiry	CEN/TC 54	New Enquiry by LT			Open	2006-05-11	2006-09-20	Voter
Enquiry	CEN/TC 278	prEN ISO 14819-6	16 votes, 2 comments		Closed	2006-02-06	2006-09-20	Voter
Enquiry	CEN/TC 278	prEN ISO 14822-2	Voted		Open	2006-03-01	2006-09-20	Voter
Enquiry	CEN/TC 10	Marc ENO Test-1			Closed	2006-06-19	2006-09-21	Voter

9. Ballot screen description

[All]

9.1 General Description

In order to access a ballot, click on the **Reference** link of the ballot or click on the function button next to the reference and select **'Browse'**.

My Ballots - Windows Internet Explorer

http://centctest.iso.org/livelink/eb33/part/viewMyBallots.do?method=doAllOpen&org.apache.struts.taglib.html.CANCEL=true&startIndex=0

File Edit View Favorites Tools Help McAfee SiteAdvisor

My Ballots

Electronic Balloting for CEN Enquiry

Ballot, Brad Mr.
Monday, 2008-05-19

All open

Tools Help

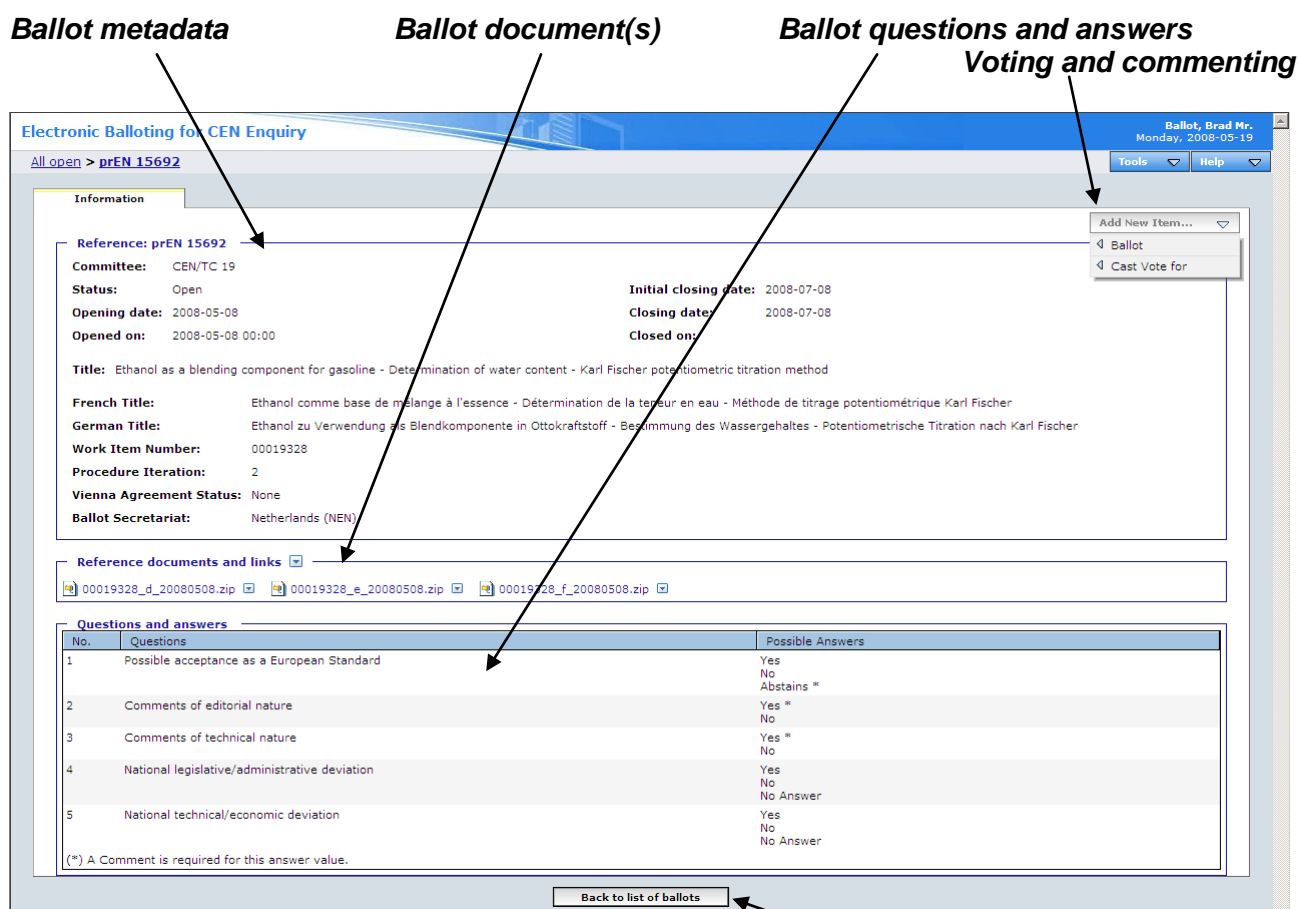
All mandatory | Vote required | All open | New last 2 weeks | Closing in 2 weeks | Closed last 2 weeks | Search

27 ballots found << 1 - 20 >> Add New Item...

Type	Committee	Reference	Vote	Opening date	Closing date	Role
Enquiry	CEN/TC 19	prEN 15469		2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 33	prEN 1630		2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Voter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Voter
Enquiry	CEN/TC 38	test consultant 2 AKP		2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 256	test consultantAK		2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 10	prEN 1111 Test		2006-02-01	2006-09-20	Voter
Enquiry	CEN/TC 15	JH Test		2006-02-18	2006-09-20	Voter
Enquiry	CEN/TC 54	New Enquiry by LT		2006-05-11	2006-09-20	Voter
Enquiry	CEN/TC 278	prEN ISO 14822-2	Voted	2006-03-01	2006-09-20	Voter
Enquiry	CEN/TC 10	EN 12015:2004/prA1	Voted	2007-11-06	2008-04-06	Voter
Enquiry	CEN/TC 10	Marc Manual_Import-12		2008-04-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual_Import-12		2008-05-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual_Import-13		2008-04-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual_Import-14		2008-04-18	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual_Import-15		2008-04-18	2008-06-15	Voter
Enquiry	CEN/TC 19	prEN 15692		2008-05-08	2008-07-08	Voter
Enquiry	CEN/TC 10	Marc_Import-1		2008-04-15	2008-09-15	Voter
Enquiry	CEN/TC 214	EN ISO 11111-1:2005/prA1		2008-05-08	2008-10-08	Voter
Enquiry	CEN/TC 214	EN ISO 11111-2:2005/prA1		2008-05-08	2008-10-08	Voter

Browse Download ballot content as zip

The system will then show you the **Ballot Information Tab**:



At the bottom of all Ballot detail screens, clicking on the **[Back to list of Ballots]** button invokes the last list of ballots (standard tab or Search Result.).

A ballot contains the following metadata:

Metadata	Explanation
Reference	Reference of the Enquiry Document (e.g. prEN 15692)
Committee	Body originator of the ballot
Status	Ballot status e.g. Open, Closed...
Opening date	Issue date of the Enquiry
Opened on	Date of the opening of the ballot by the system
Initial closing date	Closing date initially assigned for the ballot (this field will be different from the next one if the voting period has been extended)
Closing date	The real vote target date (taking into account an eventual extension)
Closed on	Date of the closure of the ballot
Title	English title of the draft Standard
French Title	French title of the draft Standard
German Title	German title of the draft Standard
Work Item Number	Reference number of the draft document submitted to Enquiry
Procedure Iteration	Numeric field used to distinguish between 1 st , 2 nd and 3 rd Enquiries
Vienna Agreement Status	None, VA/ISO or VA/CEN (see next section for details)
Ballot Secretariat	Reference of Member holding the secretariat
Note	Ad hoc information to balloters (not displayed if empty)

9.2 Vienna Agreement handling

9.2.1 Principle

For ballots running in a Parallel process with ISO, under the **Vienna Agreement**, some information about the corresponding ISO ballot is displayed.

The following conditions must be met in order to find the matching ballot :

- **Vienna Agreement Status** value of the CEN ballot is **VA/ISO** or **VA/CEN**,
- The CEN **WI Number** is associated with a valid ISO **CS Number**,
- The **planned closing date** of the ISO ballot is equal to the CEN ballot planned closing date ± 8 days, OR
- The **planned opening date** of the ISO ballot is equal to the CEN ballot planned closing date ± 8 days

9.2.2 Data displayed

If a matching ballot is found in the ISO Balloting system, the following information is displayed in the Vienna Agreement section of the Ballot **Information page** :

Metadata	Explanation
Vienna Agreement Status	VA/CEN for CEN lead, VA/ISO for ISO lead
Ballot Type	Type of ISO matching ballot : DIS / FDIS
Reference	Ballot Reference of ISO matching ballot
Committee	Body originator of the ISO matching ballot
ISO Reference documents	These links give access to documents from the ISO matching ballot.

Title: Safety rules for the construction and installation of lifts - Existing lifts - Part 82: Improvement of the accessibility of existing lifts for persons includi

French Title: Règles de sécurité pour la construction et l'installation des ascenseurs existants ? Partie 82 : Amélioration de toutes des personnes y compris des personnes avec handicap

German Title: Sicherheitsregeln für die Konstruktion und den Einbau von Aufzügen - Bestehende Aufzüge ? Teil 82: Erhöhung der Zugäng Personen einschliesslich Personen mit Behinderungen

Type of vote: FV (Formal Vote)

Work Item Number: 00010061

Procedure Iteration: 1

Vienna Agreement Status: VA/ISO

Ballot Type: Draft International Standard

Reference: ISO/DIS 10003

Committee: ISO/TC 176/SC 3

Ballot Secretariat: France (AFNOR)

Proposed implementation dates:

Announcement period: 3

Publication period: 6

Withdrawal period: 6

Note: 1 month delay requested by ON on 2007-06-14

Reference documents and links

00010061_e_20070524

ISO reference documents

ISO_DIS_10003 ISO_DIS_10003_(E) ISO_DIS_10003_(F) ISO_DIS_10003_ExplanatoryReport

The Ballot **Result page** displays the same data information as above for the matching ISO ballot.


In addition, the link under **ISO Downloads** allows to download the Results of the ISO ballot in ZIP format, in a format similar to the ZIP file holding the CEN ballot results.


Information	Result
Reference: prCEN/TS 81-82	
Committee: CEN/TC 10	Initial closing date: 2007-08-24
Status: Closed	Closing date: 2007-09-24
Opening date: 2007-05-24	
Vienna Agreement Status: VA/ISO	Ballot Type: Draft International Standard
Reference: ISO/DIS 10003	Committee: ISO/TC 176/SC 3
CEN Download	
Ballot results:	as a Zip file
ISO Download	
Ballot results:	as a Zip file



Result of voting
(National Members having abstained are not counted in this vote.)

9.2.3 Gateway to ISO Balloting


For Open Ballots, the reference of the ISO Ballot becomes an hyperlink leading to the ISO eBalloting application:

French Title:	-
German Title:	-
Work Item Number:	00309152
Procedure Iteration:	1
Secretariat:	Italy (UNI)
Vienna Agreement Status:	VA/ISO
ISO ballot type:	Committee Draft (ISO)
ISO reference:	ISO/CD 13074 - Test VA 1  <small>Click on the ISO Ballot reference link to access ISO Balloting software. You need to be an authorized user (valid Balloting Role) in the ISO Balloting System to access the ISO Ballot.</small>
ISO committee:	ISO/TC 22

Reference documents and links 

 [National_eCom_tasks_v1_1](#) 

ISO reference documents

 [export-np1705-summary](#)

This hyperlink leads to the corresponding Ballot in the ISO eBalloting system, allowing authorized users to cast Votes or Comments on the ISO Ballot.

Important Note:

Currently, the CEN and ISO applications are not integrated in a common Single Sign-On environment. Therefore, after clicking on this link, the user will have to Login to the ISO system before being allowed to access the ISO Ballot.

9.2.4 Special cases and mismatch errors

a) Provisional relation

If the relation between an ISO and a CEN project is flagged as “**provisional**”, the system considers there is no relation.

b) Frozen relation

At any time, the relation between an ISO and a CEN project can be **frozen**. Starting from this date, all new ISO or CEN ballots will not be considered as being related. However, the ballots that were created before this date will remain in relation. The system is using the **creation date** of a ballot to evaluate if a relation is frozen or not.

c) Vienna Agreement mismatch error

If a ballot is *closed* and a *twin project is found*, an error “**Inconsistent Vienna Agreement status**” will be displayed if :

- the Vienna agreement status of the ballot is set to ISO or CEN and the Vienna agreement status of the twin ballot is not set
- the Vienna agreement status of the ballot is not set

d) Mismatch error on ballots

If zero or more than one twin ballot is found, an error “**No matching information found**” will be displayed.

10. Download reference document(s)

[All]

To save a copy of the reference document(s) subjected to the balloting process, you have first to either click on the document reference or select the function '**View**' besides the document reference.

Electronic Balloting for CEN Enquiry

Ballot, Brad Mr.
Monday, 2008-05-19

All open > prEN 15692

Tools Help

Information

Reference: prEN 15692

Committee: CEN/TC 19

Status: Open

Opening date: 2008-05-08

Opened on: 2008-05-08 00:00

Initial closing date: 2008-07-08

Closing date: 2008-07-08

Closed on:

Title: Ethanol as a blending component for gasoline - Determination of water content - Karl Fischer potentiometric titration method

French Title: Ethanol comme base de mélange à l'essence - Détermination de la teneur en eau - Méthode de titrage potentiométrique Karl Fischer

German Title: Ethanol zu Verwendung als Blendkomponente in Ottokraftstoff - Bestimmung des Wassergehaltes - Potentiometrische Titration nach Karl Fischer

Work Item Number: 00019328

Procedure Iteration: 2

Vienna Agreement Status: None

Ballot Secretariat: Netherlands (NEN)

Reference documents and links

00019328_d_20080508.zip 00019328_e_20080508.zip 00019328_f_20080508.zip

View

Questions and answers

No.	Questions	Possible Answers
1	Possible acceptance as a European Standard	Yes No Abstains *
2	Comments of editorial nature	Yes * No
3	Comments of technical nature	Yes * No
4	National legislative/administrative deviation	Yes No No Answer
5	National technical/economic deviation	Yes No No Answer

(*) A Comment is required for this answer value.

Back to list of ballots

The file(s) may then be opened or copied to your local disk.

Note: These files are normally one or several zip file(s) containing documents as they are saved on the CEN CD-ROM and uploaded by CMC to the Enquiry Launch Issue of e-TRANS.

11. Casting votes [Voter]

11.1 Ballot selection

First select the ballot in the **Ballot Selection screen** (or via the Search function described in § 8).

Type	Committee	Reference	Vote	Opening date	Closing date	Role
Enquiry	CEN/TC 19	prEN 15469		2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 33	prEN 1630		2006-02-16	2006-07-16	Voter
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Voter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Voter
Enquiry	CEN/TC 38	test consultant 2 AKP		2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 256	test consultantAK		2006-06-08	2006-09-09	Voter
Enquiry	CEN/TC 10	prEN 1111 Test		2006-02-01	2006-09-20	Voter
Enquiry	CEN/TC 15	JH Test		2006-02-18	2006-09-20	Voter
Enquiry	CEN/TC 54	New Enquiry by LT		2006-05-11	2006-09-20	Voter
Enquiry	CEN/TC 278	prEN ISO 14822-2	Voted	2006-03-01	2006-09-20	Voter
Enquiry	CEN/TC 10	EN 12015:2004/prA1	Voted	2007-11-06	2008-04-06	Voter
Enquiry	CEN/TC 10	Marc Manual Import-12		2008-04-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-12		2008-05-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-13		2008-04-17	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-14		2008-04-18	2008-06-15	Voter
Enquiry	CEN/TC 10	Marc Manual Import-15		2008-04-18	2008-06-15	Voter
Enquiry	CEN/TC 19	prEN 15692		2008-05-08	2008-07-08	Voter
Enquiry	CEN/TC 10	Marc Impor		2008-04-15	2008-09-15	Voter
Enquiry	CEN/TC 214	EN ISO 111	Ethanol as a blending component for gasoline - Determination of water content - Karl Fischer potentiometric titration method	2008-05-08	2008-10-08	Voter
Enquiry	CEN/TC 214	EN ISO 111		2008-05-08	2008-10-08	Voter

Note: For **Open** ballots, the info displayed under the column **'Vote'** is only an indication that your own organization has cast a vote or comment on the ballot and not the total of votes/comments cast by all member bodies (as it appears for **Closed** ballots).

11.2 Vote on the Document

Open the **Add New Item** dropdown menu and choose the option **Cast Vote for**.

Reference: **prEN 15692**

Committee: CEN/TC 19

Status: Open

Opening date: 2008-05-08

Opened on: 2008-05-08 00:00

Initial closing date: 2008-07-08

Closing date: 2008-07-08

Closed on:

Title: Ethanol as a blending component for gasoline - Determination of water content - Karl Fischer potentiometric titration method

French Title: Ethanol comme base de mélange à l'essence - Détermination de la teneur en eau - Méthode de titrage potentiométrique Karl Fischer

German Title: Ethanol zu Verwendung als Blendkomponente in Ottokraftstoff - Bestimmung des Wassergehaltes - Potentiometrische Titration nach Karl Fischer

Work Item Number: 00019328

Procedure Iteration: 2

Vienna Agreement Status: None

Ballot Secretariat: Netherlands (NEN)

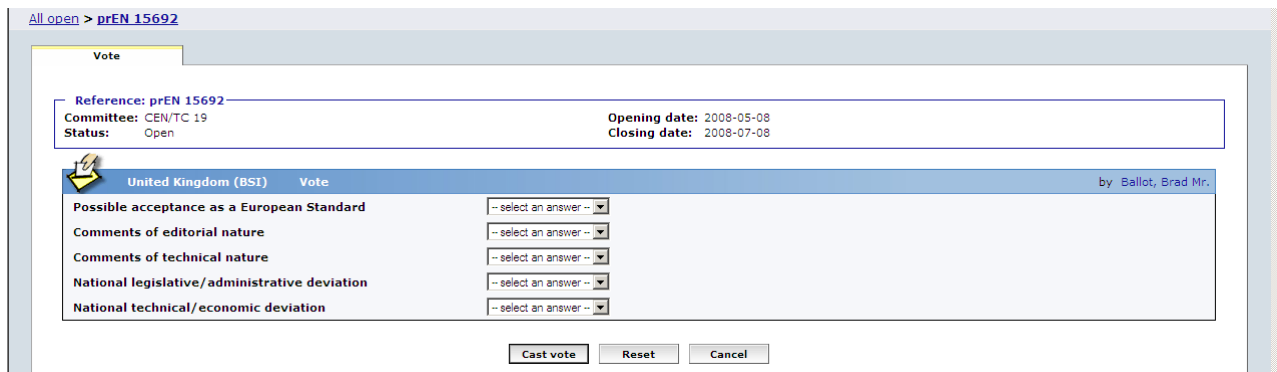
Reference documents and links:

- [00019328_d_20080508.zip](#)
- [00019328_e_20080508.zip](#)
- [00019328_f_20080508.zip](#)

Questions and answers:

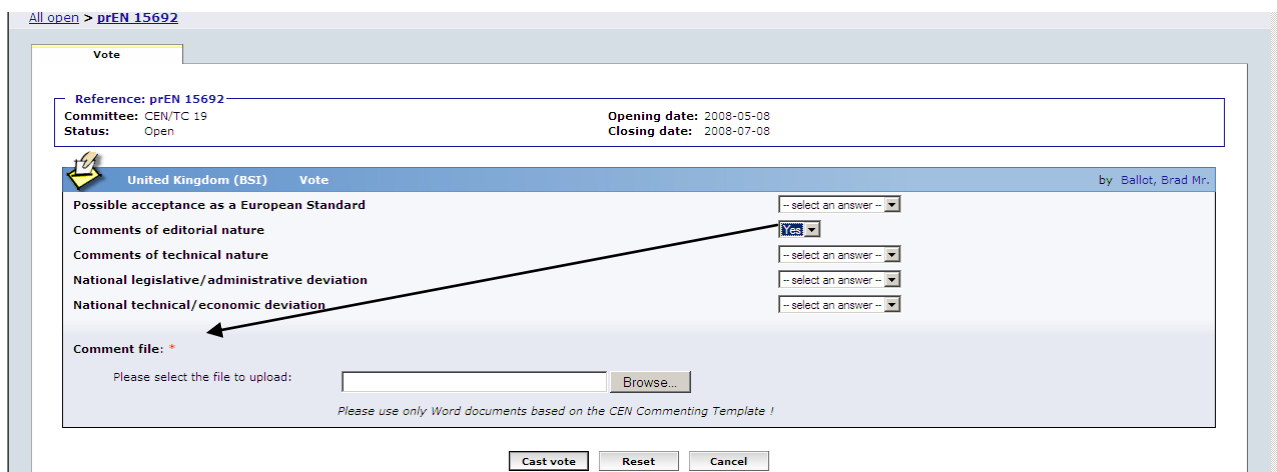
No.	Questions	Possible Answers
1	Possible acceptance as a European Standard	Yes No

Clicking on your country name (on the left) displays the **Vote screen**.



For each type of ballot, a number of defined vote options exist. Choosing a certain vote option may require that you submit comments in conjunction with your vote. In this case, a red star * appears next to the 'Comment file' label.

A list of the permitted vote options and the requirement to submit comments is contained in **Annex 1** of this Guide.



Comment file * (use of the CEN-ISO Commenting Template is mandatory)

Note : there is only one comment file per vote and ballot. If you want to input comments associated with several questions, they should be identified by the usual acronyms in Column 4 of the Commenting template. Type of comment :

- **ge** = general
- **te** = technical
- **ed** = editorial

To add a comment file, click on **Browse...** and select your file from your local disk.

Once you have voted (+ added comments if required), click on **Cast Vote** to confirm the vote. If you click on **Reset**, the Vote options you have just entered will be removed. If you click on **Cancel**, you come back to the ballot screen without validating the vote.

After having cast a vote, the name of the balloter who cast the vote, is displayed in the list of the *Ballot Information Tab*, together with the date of this action.

Note: If the vote is modified, the name of the person who has last modified the vote is displayed.

View comments

To open the comment file (in HTML-format), click on the hyperlink (i.e. under column 'Acceptance').

Note :

The [+] and [-] buttons allow to Open / Close textual comments associated with answers. Due to business requirements, this feature is not available for the Enquiry Balloting.

11.3 Error messages

If you input incorrect values (missing vote value, missing comment...), the system will display the following error messages:

- Missing vote value :

- Missing comment :

11.4 Modification of votes

If you wish to modify a vote already cast, click on the **Function-Button** for the vote and choose the option **Add version**.

Type	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg./Adm Deviation	Tech/Econ Deviation	Cast by	Date
	United Kingdom (BSI)	Yes	Yes	No	No Answer	Ballot, Brad Mr.	2008-05-19	

This will display the **Vote screen** again and allow you to choose another vote option and/or modify or delete your comment file.

To modify the comment file, simply browse on your local system to upload the new version of your comment. It will automatically supersede the previous version.

BSI (United Kingdom) Vote Cast on 2007-11-15 by Ballot, Brad Mr.

Possible acceptance as a European Standard Yes ▾

Comments of editorial nature No ▾

Comments of technical nature No ▾

National legislative/administrative deviation No ▾

National technical/economic deviation No ▾

Comment file:

Please select the file to upload:

Please use only Word documents based on the CEN Commenting Template !

To delete the comment file, click on the function button next to the comment file and choose the option **'Delete'**.

BSI (United Kingdom) Vote Cast on 2007-11-15 by Ballot, Brad Mr.

Possible acceptance as a European Standard Yes ▾

Comments of editorial nature Yes ▾

Comments of technical nature No ▾

National legislative/administrative deviation No ▾

National technical/economic deviation No ▾

Comment file: *

Current Comment File: Comment_BSI ▾

Delete
Undelete

Please select the file to upload:

Please use only Word documents based on the CEN Commenting Template !

The following message will be displayed:

BSI (United Kingdom) Vote Cast on 2007-11-15 by Ballot, Brad Mr.

Possible acceptance as a European Standard Yes ▾

Comments of editorial nature Yes ▾

Comments of technical nature No ▾

National legislative/administrative deviation No ▾

National technical/economic deviation No ▾

Comment file: *

Current Comment File: Comment_BSI ▾ ⚠ will be deleted when you cast vote! (If you want to save the document, please download it using the given link)

Please select the file to upload:

Please use only Word documents based on the CEN Commenting Template !

Click on **Cast vote** to delete the file (you also have the possibility to first save the comment by downloading it before deleting it).

The comment file is deleted and the system comes back to the ballot screen.

Type	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation	Cast by	Date
	United Kingdom (BSI) ▾	No	Yes	Yes	No	No Answer	Ballot, Brad Mr.	2008-05-19

Attention: if you delete a comment file for a vote value requesting a comment and that no comment has been entered, the system will display the following error message:

Vote

Reference: EN 12015:2004/prA1
 Committee: CEN/TC 10
 Status: Open
 Opening date: 2007-11-06
 Closing date: 2008-04-06

BSI (United Kingdom) Vote
 Cast on 2007-11-15 by Ballot, Brad Mr.

Possible acceptance as a European Standard: Yes
 Comments of editorial nature: Yes
 Comments of technical nature: No
 National legislative/administrative deviation: No
 National technical/economic deviation: No

Comment file: *
 Current Comment File: Comment_BSI
 Please select the file to upload: Browse...
 An answer you have selected requires a comment file
 Please use only Word documents based on the CEN Commenting Template !

Submit Reset Cancel

Simply click on **'Browse'** and select the new file. Confirm with **Submit**.

Note :

To browse the different versions of a vote, select the **"Versions"** option in the function menu of the vote.

Type	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation	Cast by	Date
	United Kingdom (BSI)	Yes	Yes	No	No Answer	Ballot, Brad Mr.	2008-05-19	

Function menu: Add version, Delete, Versions

The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot **"Information"** tab : clicking on the 'Acceptance' value opens the Comment file, if it exists.

Versions

Reference: prEN 15692
 Committee: CEN/TC 19
 Status: Open
 Opening date: 2008-05-08
 Closing date: 2008-07-08

Version	Date	Cast by	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation
1	2008-05-19 09:32	Ballot, Brad Mr.	United Kingdom (BSI)	Abstains	Yes	Yes	No	No Answer
2	2008-05-19 09:32	Ballot, Brad Mr.	United Kingdom (BSI)	No	Yes	Yes	No	No Answer

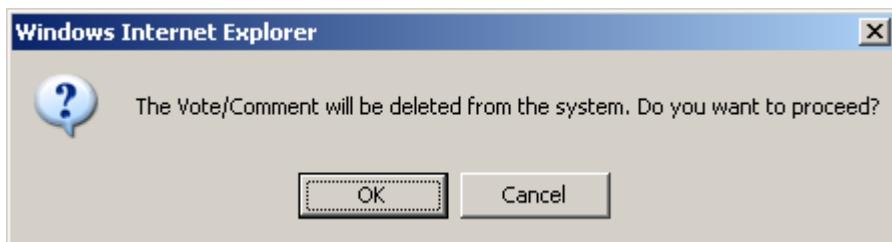
11.5 Deletion of votes

If you need to delete a vote, click on the **Function**-button for the vote and choose the option **Delete**.

Type	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation	Cast by	Date
	United Kingdom (BSI)	No	Yes	Yes	No	No Answer	Ballot, Brad Mr.	2008-05-19

Function menu: Add version, Delete, Versions

The system will ask you to confirm the deletion.



Click on *OK*.

This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Vote object.

Note that a vote and an accompanying comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

If there is more than one balloter authorized to cast a vote on behalf of an organization, any other balloter of that organization with the same permission can modify or delete a vote or a comment which had been submitted by the previous balloter.

12. Browsing votes in open Ballots [Voter, Surveyor, Monitor]

12.1 Ballot selection

First select the ballot in the **Ballot Selection screen** (or via the Search function described in § 8).

All mandatory		Vote required		All open		New last 2 weeks		Closing in 2 weeks		Closed last 2 weeks		Search	
27 ballots found													
« < 1 - 20 > »													
Type	Committee	Reference	Vote	Opening date	Closing date	Role							
Enquiry	CEN/TC 19	prEN_15469		2006-02-16	2006-07-16	Voter							
Enquiry	CEN/TC 33	prEN_1630		2006-02-16	2006-07-16	Voter							
Enquiry	CEN/TC 10	prEN_Test_1234		2006-02-01	2006-07-24	Voter							
Enquiry	CEN/TC 10	prEN_81-22		2006-05-25	2006-08-25	Voter							
Enquiry	CEN/TC 38	test consultant 2 AKP		2006-06-08	2006-09-09	Voter							
Enquiry	CEN/TC 256	test consultantAK		2006-06-08	2006-09-09	Voter							
Enquiry	CEN/TC 10	prEN_1111 Test		2006-02-01	2006-09-20	Voter							
Enquiry	CEN/TC 15	JH Test		2006-02-18	2006-09-20	Voter							
Enquiry	CEN/TC 54	New Enquiry by LT		2006-05-11	2006-09-20	Voter							
Enquiry	CEN/TC 278	prEN_ISO_14822-2	Voted	2006-03-01	2006-09-20	Voter							
Enquiry	CEN/TC 10	EN_12015:2004/prA1	Voted	2007-11-06	2008-04-06	Voter							
Enquiry	CEN/TC 10	Marc Manual_Import-12		2008-04-17	2008-06-15	Voter							
Enquiry	CEN/TC 10	Marc Manual_Import-12		2008-05-17	2008-06-15	Voter							
Enquiry	CEN/TC 10	Marc Manual_Import-13		2008-04-17	2008-06-15	Voter							
Enquiry	CEN/TC 10	Marc Manual_Import-14		2008-04-18	2008-06-15	Voter							
Enquiry	CEN/TC 10	Marc Manual_Import-15		2008-04-18	2008-06-15	Voter							
Enquiry	CEN/TC 19	prEN_15692	Voted	2008-05-08	2008-07-08	Voter							
Enquiry	CEN/TC 10	Marc_In	Ethanol as a blending component for gasoline -	2008-04-15	2008-09-15	Voter							
Enquiry	CEN/TC 214	EN_ISO	Determination of water content - Karl Fischer	2008-05-08	2008-10-08	Voter							
Enquiry	CEN/TC 214	EN_ISO	potentiometric titration method	2008-05-08	2008-10-08	Voter							

Note 1 : For **Open** ballots the info displayed under the column **'Vote'** is only the vote/comment of your own organization and not the total of votes/comments cast by all member bodies (as displayed for **Closed** ballots).

Note 2 : The “Voted” value appearing in the **Vote** column does not mean that the current user may vote on the ballot. It means that the organization of the current user has already voted on the ballot.

12.2 Vote display

Selecting one ballot will display the “Information” tab of the ballot.

If you are a **Monitor**, you will only be able to see the vote cast by your country.

Type	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation	Cast by	Date
	United Kingdom (BSI)	No	Yes	Yes	No	No Answer	Ballot, Brad Mr.	2008-05-19

Surveyors are able to see Votes and Comments cast by all the countries and organizations.

Type	Participant	Acceptance	Edit. Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation	Cast by	Date
	Belgium (NBN)	Yes	Yes	Yes	Yes	Yes	Colinia, Cécile Ms.	2008-05-19
	Denmark (DS)	Yes	No	No	No	No	Colinia, Cécile Ms.	2008-05-19
	United Kingdom (BSI)	No	Yes	Yes	No	No Answer	Ballot, Brad Mr.	2008-05-19

13. Submitting comments [Commenter]

13.1 Ballot selection

First select the ballot in the **Ballot Selection screen** (or via the **Search** function described in § 8).

Type	Committee	Reference	Vote	Opening date	Closing date	Role
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Commenter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Commenter
Enquiry	CEN/TC 10	prEN 1111 Test	Commented	2006-02-01	2006-09-20	Commenter
Enquiry	CEN/TC 10	EN 12015:2004/prA1	Commented	2008-04-01	2008-06-01	Commenter
Enquiry	CEN/TC 10	Marc Manu		2008-04-17	2008-06-15	Commenter
Enquiry	CEN/TC 10	Marc Manu		2008-05-17	2008-06-15	Commenter
Enquiry	CEN/TC 10	Marc Manu		2008-04-17	2008-06-15	Commenter
Enquiry	CEN/TC 10	Marc Manual_Import-14		2008-04-18	2008-06-15	Commenter

Note: For open ballots the info displayed under the column ‘Vote’ is only the comment of your own organization and not the total of votes/comments received.

13.2 Submit a comment

Open the **Add New Item** dropdown menu and choose the option **Submit Comment for**. Clicking on your organization name (on the left) displays the **Input comment screen**.

Electronic Balloting for CEN Enquiry

Ballot, Isa Melle, Monday, 2008-05-19

All open > EN 12015:2004/prA1

Information

Reference: EN 12015:2004/prA1

Committee: CEN/TC 10

Status: Open

Opening date: 2008-04-01

Opened on: 2008-05-19 09:43

Initial closing date: 2008-06-01

Closing date: 2008-06-01

Closed on:

Title: Electromagnetic compatibility - Product family standard for lifts, escalators and moving walks - Emission

French Title: Compatibilité électromagnétique - Norme famille de produits pour ascenseurs, escaliers mécaniques et trottoirs roulants - Emission

German Title: Elektromagnetische Verträglichkeit - Produktfamilien-Norm für Aufzüge, Fahrtreppen und Fahrsteige - Störaussendung

Work Item Number: 00010060

Procedure Iteration: 2

Vienna Agreement Status: None

Ballot Secretariat: Germany (DIN)

Reference documents and links

00010914_e_20080514

Questions and answers

No.	Questions	Possible Answers
1	Possible acceptance as a European Standard	Yes No Abstains *

You have the possibility to enter a comment file (there is only one comment file per Commenter and ballot).

To add a comment file, click on **Browse...** and select your file (this file should be a Microsoft Word document based on the CEN Commenting template).

Comment

Reference: EN 12015:2004/prA1

Committee: CEN/TC 10

Status: Open

Opening date: 2008-04-01

Closing date: 2008-06-01

CEN/SECT-ICT Comment by Ballot, Isa Melle.

Comment file: *

Please select the file to upload:

Please use only Word documents based on the CEN Commenting Template !

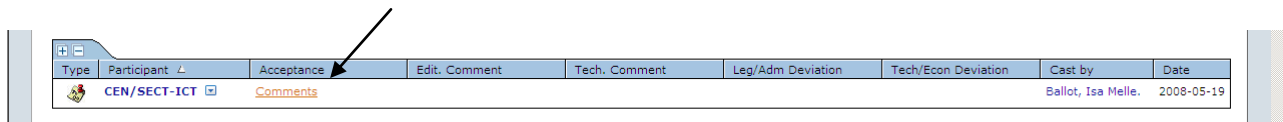
Once you have submitted your comment, click on **Submit comment** to confirm the vote. If you click on **Reset**, the Comment file you have just entered will be removed. If you click on **Cancel**, you come back to the ballot screen without validating the comment.

Type	Participant	Acceptance	Edit	Comment	Tech. Comment	Leg/Adm Deviation	Tech/Econ Deviation	Cast by	Date
	CEN/SECT-ICT	Comments						Ballot, Isa Melle.	2008-05-19

After having submitted a comment, the name of the commenter is displayed in the 'Cast by' column on the *Ballot information* Tab, together with the date of this action.

Note: If the comment is modified, the name of the person who has last modified the comment is displayed.

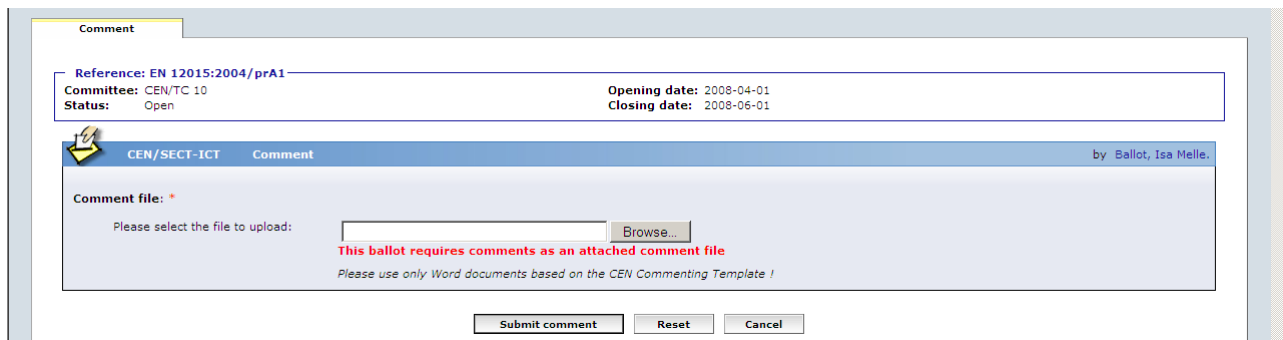
Clicking on the hyperlink under 'Acceptance' will open the comment file (in HTML-format).



13.3 Error messages

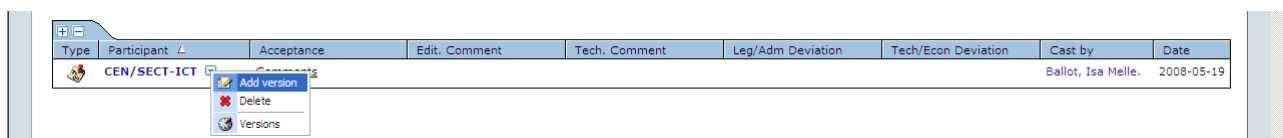
If you input incorrect values (missing comment...), the system will display the following error messages:

- **Missing comment :**

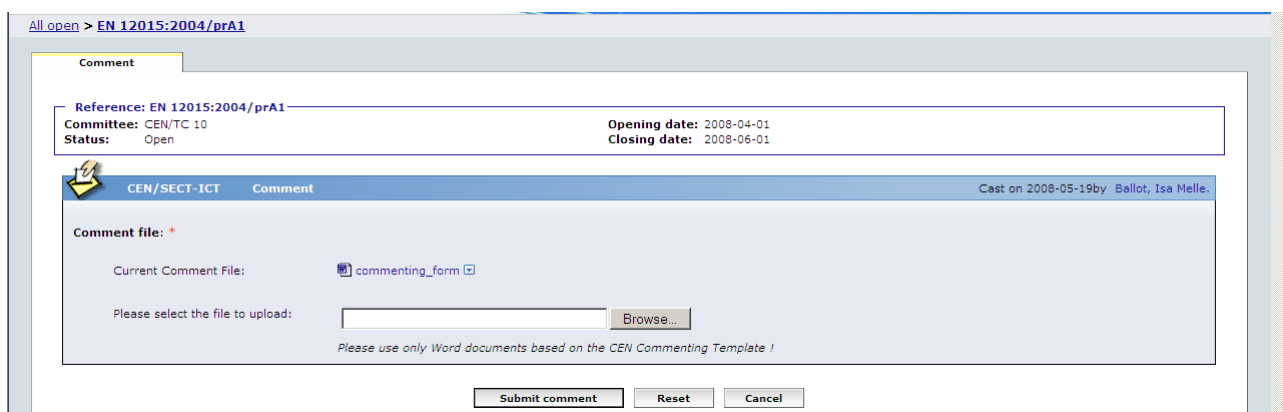


13.4 Modification of Comments

To modify the comment file, click on the function button located on the right of your organization name and select the **Add Version** option.



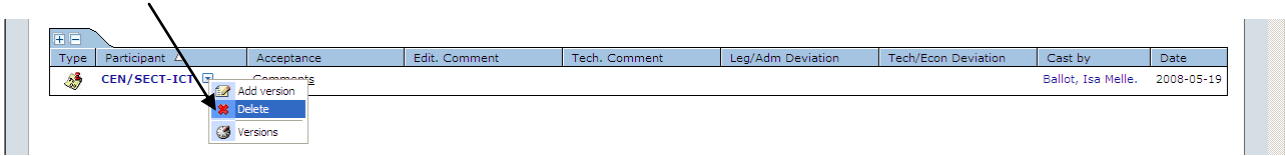
The following screen will be displayed:



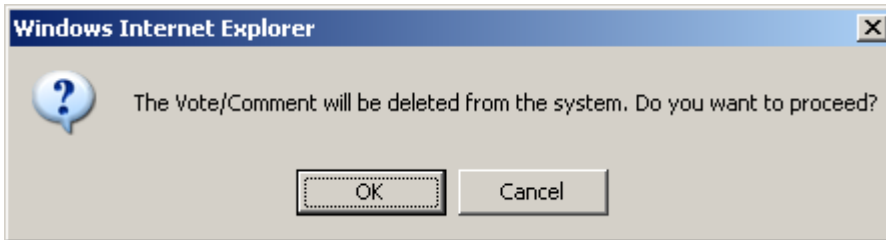
and you may upload a new comment file.

13.5 Deletion of Comments

If you need to delete a comment, click on the **Function**-button for the comment and choose the option **Delete**.



The system will ask you to confirm the deletion.



Click on **OK**.

This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Comment object.

Note that a comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

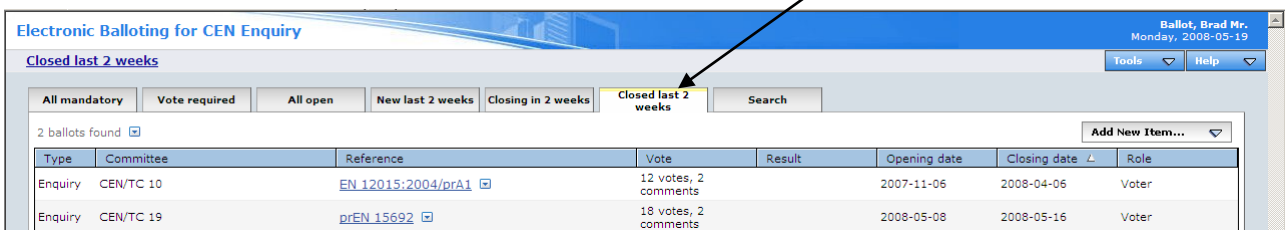
If there is more than one balloter authorized to submit comments on behalf of an organization, any other commenter of that organization with the same permission can modify or delete a comment which had been submitted by the previous commenter.

14. Accessing the results of closed ballots and comments

[All]

To access the result of closed ballots, you have two options:

- If the ballot was closed within the last two weeks, click on the tab **Closed last 2 weeks** from the **Ballot Selection screen**. This results in a list of those ballots, to which a balloter has access and which were closed within the last two weeks.



Note: For closed ballots, the info displayed under the column Vote is the total of votes/comments received and not only the vote/comment of your own member body.

- b) If the ballot was closed longer than two weeks ago, you need to use the **Ballot Search screen** (see § 8). Change the setting for **Status** to *Closed*. To limit the number of ballots displayed in the list, you may enter a time range for the start or the end date of the ballots.

Type	Committee	Reference	Vote	Result	Status	Opening date	Closing date	Role
Enquiry	CEN/TC 55	prEN ISO 6360-5			Closed	2006-11-09	2007-04-09	Voter
Enquiry	CEN/TC 248	prEN ISO 105-E04			Closed	2006-11-09	2007-04-09	Voter
Enquiry	CEN/TC 327	prEN ISO 13906			Closed	2006-11-09	2007-04-09	Voter
Enquiry	CEN/TC 47	test ENQ			Closed	2007-01-15	2007-04-24	Voter
Enquiry	CEN/TC 278	prEN_158-Marc			Closed	2007-02-23	2007-05-27	Voter
Enquiry	CEN/TC 15	asdsadf			Closed	2007-04-13	2007-07-13	Voter
Enquiry	CEN/TC 10	prEN-Test_Central_Commenter	1 comment		Closed	2007-05-15	2007-08-17	Voter
Enquiry	CEN/TC 48	BizTypeTest2			Closed	2007-05-23	2007-08-23	Voter
Enquiry	CEN/TC 10	prEN-2007/06/06	12 votes		Closed	2007-06-02	2007-09-05	Voter
Enquiry	CEN/TC 10	UQ-June-001			Closed	2007-06-19	2007-09-21	Voter
Enquiry	CEN/TC 10	prEN 1910	1 vote, 1 comment		Closed	2007-10-18	2008-01-18	Voter
Enquiry	CEN/TC 10	EN 12015:2004/prA1	12 votes, 2 comments		Closed	2007-11-06	2008-04-06	Voter

Clicking on the **Ballot Reference** of any of the listed ballots will open the **Ballot** and give you the possibility to access the vote result screen.

14.1 The Vote result screen

After a ballot is closed, the balloters, monitors and commenters can access the **Vote result screen**. This screen displays the overall ballot result for the document, including the votes by each member body. Comments submitted in conjunction with a vote are also displayed in that screen.

Reference: prEN 15692
Committee: CEN/TC 19
Status: Closed
Opening date: 2008-05-08
Initial closing date: 2008-07-08
Closing date: 2008-05-16

Download
 Ballot results: as a Zip file

Member responses

Votes cast (18) Austria (ON) Belgium (NBN) Cyprus (CYS) Czech Republic (CNI) Denmark (DS) Finland (SFS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Italy (UNI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN) Switzerland (SNV) United Kingdom (BSI)

Comments submitted (2) CEN CENELEC

Votes not cast (12) Bulgaria (BDS) Estonia (EVS) Greece (ELOT) Iceland (IST) Latvia (LVS) Lithuania (LST) Portugal (IPQ) Romania (ASRO) Slovakia (SUTN) Slovenia (SIST) Spain (AENOR) Sweden (SIS)

Questions

Q.1 "Possible acceptance as a European Standard"
 Q.2 "Comments of editorial nature"
 Q.3 "Comments of technical nature"
 Q.4 "National legislative/administrative deviation"
 Q.5 "National technical/economic deviation"

Vote Matrix

	Date	Q.1	Q.2	Q.3	Q.4	Q.5
Austria (ON)	2008-05-19 10:54:16	No	Yes	No	Yes	No
Belgium (NBN)	2008-05-19 09:38:34	Yes	Yes	Yes	Yes	Yes
Bulgaria (BDS)	Not Voted	-	-	-	-	-
Cyprus (CYS)	2008-05-19 10:56:34	Yes	No	Yes	No	Yes
Czech Republic (CNI)	2008-05-19 10:57:22	Yes	No	No	No	No
Denmark (DS)	2008-05-19 09:37:46	Yes	No	No	No	No
Estonia (EVS)	Not Voted	-	-	-	-	-
Finland (SFS)	2008-05-19 10:31:21	Abstains	No	No	No Answer	No Answer
France (AFNOR)	2008-05-19 10:55:16	Yes	Yes	No	No	Yes

Germany (DIN)	2008-05-19 10:54:39	Yes	No	No	Yes	No
Greece (ELOT)	Not Voted	-	-	-	-	-
Hungary (MSZT)	2008-05-19 10:58:12	Yes	No	No	No	No
Iceland (IST)	Not Voted	-	-	-	-	-
Ireland (NSAI)	2008-05-19 10:56:08	Yes	No	No	Yes	No
Italy (UNI)	2008-05-19 10:31:51	No	Yes	Yes	No	Yes
Latvia (LVS)	Not Voted	-	-	-	-	-
Lithuania (LST)	Not Voted	-	-	-	-	-
Luxembourg (SEE)	2008-05-19 10:29:21	Yes	No	No	No Answer	No Answer
Malta (MSA)	2008-05-19 10:33:54	Yes	No	No	No	No
Netherlands (NEN)	2008-05-19 10:58:54	Yes	No	No	Yes	No
Norway (SN)	2008-05-19 10:57:49	Yes	Yes	No	Yes	No Answer
Poland (PKN)	2008-05-19 10:58:32	Yes	No	No	No	No
Portugal (IPQ)	Not Voted	-	-	-	-	-
Romania (ASRO)	Not Voted	-	-	-	-	-
Slovakia (SUTN)	Not Voted	-	-	-	-	-
Slovenia (SIST)	Not Voted	-	-	-	-	-
Spain (AENOR)	Not Voted	-	-	-	-	-
Sweden (SIS)	Not Voted	-	-	-	-	-
Switzerland (SNV)	2008-05-19 10:46:13	Yes	Yes	Yes	No	Yes
United Kingdom (BSI)	2008-05-19 09:32:08	No	Yes	Yes	No	No Answer

Answers to Q.1: "Possible acceptance as a European Standard"

14 x Yes	Belgium (NBN) Cyprus (CYS) Czech Republic (CNI) Denmark (DS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN) Switzerland (SNV)
3 x No	Austria (ON) Italy (UNI) United Kingdom (BSI)
1 x Abstains	Finland (SFS)

Answers to Q.2: "Comments of editorial nature"

11 x No	Cyprus (CYS) Czech Republic (CNI) Denmark (DS) Finland (SFS) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Poland (PKN)
7 x Yes	Austria (ON) Belgium (NBN) France (AFNOR) Italy (UNI) Norway (SN) Switzerland (SNV) United Kingdom (BSI)

Answers to Q.3: "Comments of technical nature"

13 x No	Austria (ON) Czech Republic (CNI) Denmark (DS) Finland (SFS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN)
5 x Yes	Belgium (NBN) Cyprus (CYS) Italy (UNI) Switzerland (SNV) United Kingdom (BSI)

Answers to Q.4: "National legislative/administrative deviation"

10 x No	Cyprus (CYS) Czech Republic (CNI) Denmark (DS) France (AFNOR) Hungary (MSZT) Italy (UNI) Malta (MSA) Poland (PKN) Switzerland (SNV) United Kingdom (BSI)
6 x Yes	Austria (ON) Belgium (NBN) Germany (DIN) Ireland (NSAI) Netherlands (NEN) Norway (SN)
2 x No Answer	Finland (SFS) Luxembourg (SEE)

Answers to Q.5: "National technical/economic deviation"

9 x No	Austria (ON) Czech Republic (CNI) Denmark (DS) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Malta (MSA) Netherlands (NEN) Poland (PKN)
5 x Yes	Belgium (NBN) Cyprus (CYS) France (AFNOR) Italy (UNI) Switzerland (SNV)
4 x No Answer	Finland (SFS) Luxembourg (SEE) Norway (SN) United Kingdom (BSI)

Comments from Voters

Austria (ON)	
Comment File	Austria(ON).doc
Belgium (NBN)	
Comment File	Belgium(NBN).doc
Cyprus (CYS)	
Comment File	Cyprus(CYS).doc
Czech Republic (CNI)	
Comment File	CzechRepublic(CNI).doc
Finland (SFS)	
Comment File	Finland(SFS).doc
France (AFNOR)	
Comment File	France(AFNOR).doc
Italy (UNI)	
Comment File	Italy(UNI).doc
Norway (SN)	
Comment File	Norway(SN).doc
Switzerland (SNV)	
Comment File	Switzerland(SNV).doc
United Kingdom (BSI)	
Comment File	UnitedKingdom(BSI).doc

Comments from Commenters

CEN	
Comment File	CEN.doc
CENELEC	
Comment File	CENELEC.doc

14.2 Results in a Zip file

Results from balloting are combined in a Zip file containing the different comment files as well as the ballot result document in RTF and PDF format (see example in **Annex 3**).

Information | **Result** | Add New Item...

Reference: prEN 15692
Committee: CEN/TC 19
Status: Closed
Opening date: 2008-05-08
Initial closing date: 2008-07-08
Closing date: 2008-05-16

Download
Ballot results: [as a Zip file](#)

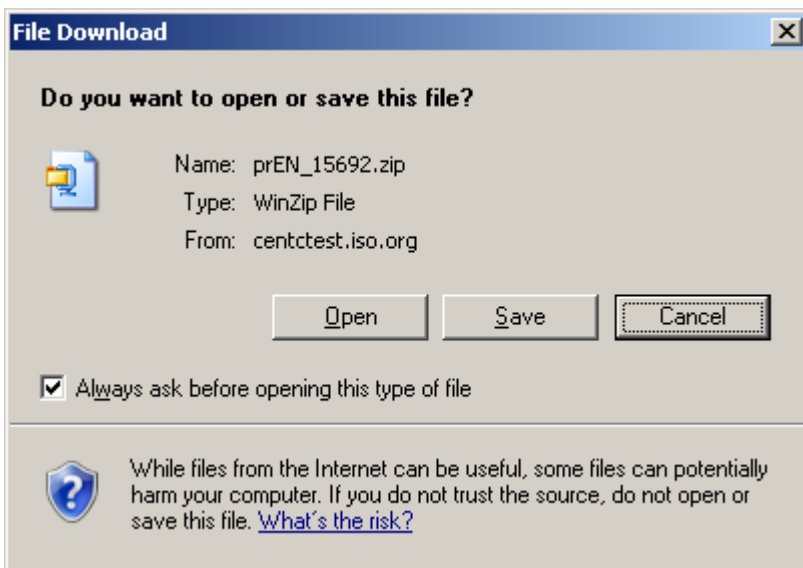
Member responses

Votes cast (18) Austria (ON) Belgium (NBN) Cyprus (CYS) Czech Republic (CNI) Denmark (DS) Finland (SFS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Italy (UNI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN) Switzerland (SNV) United Kingdom (BSI)

Comments submitted (2) CEN CENELEC

Votes not cast (12) Bulgaria (BDS) Estonia (EVS) Greece (ELOT) Iceland (IST) Latvia (LS) Lithuania (LST) Portugal (IPQ) Romania (ASRO) Slovakia (SUTN) Slovenia (SIST) Spain (AENOR) Sweden (SIS)

In the **Result** screen header, clicking on '**as a Zip file**' link allows you to open or save the zip file :



If you Open the Zip, something like this will appear :

WinZip - prEN_15692[1].zip

Name	Type	Modified	Size	Ratio	Packed	Path
Austria(ON).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
Belgium(NBN).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
CEN.doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
CENELEC.doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
Cyprus(CYS).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
CzechRepublic(CNI).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
Finland(SFS).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
France(AFNOR).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
index.pdf	Adobe Acrobat Document	2008-05-19 11:04	16,212	23%	12,552	prEN 15692\
index.rtf	Rich Text Format	2008-05-19 11:04	109,092	96%	4,116	prEN 15692\
Italy(UNI).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
Norway(SN).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
Switzerland(SNV).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\
UnitedKingdom(BSI).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-19 11:04	38,400	84%	6,104	prEN 15692\CommentFiles\

Unzipping all files saves the **index.rtf** and **index.pdf** files in the destination folder and creates two subfolders :

- **<Document reference>VoterComments** : contains comment documents attached by Voters
- **<Document reference>CommenterComments** : contains comment documents attached by Commenters

Where **<Document reference>** is the reference of the draft standard (e.g. prEN 1234-5))

If this folder structure is respected when unzipping the Result files, following the Comment Document links in the **index.rtf** and **index.pdf** files will automatically open the corresponding Comment document.

Following links in Word is done by depressing the Ctrl key on your keyboard and clicking on the link with the mouse.

15. Notifications

[All]

15.1 *Opening and closing notifications*

E-mail notifications about newly opened and closed ballots are sent on the open and close date to all balloters for the ballots they are registered for. The notifications are sent twice per week.

Notifications are personal and only contain ballots relevant to that person. If there is more than one ballot opened or closed at the same time, information about all relevant ballots is included in the same e-mail.

15.2 *Important notice*

We cannot guarantee at 100 % the correct delivery of notifications. It is the NSB's responsibility to check the ballots present in the e-Balloting environment on a regular basis, every week for example (same policy as in ISO).

ANNEX 1: Vote options and comments required

Ballot type = CEN-ENQ

Qu.	Value 1	Value 2	Value 3	Comments accompanying the vote
1.	YES	NO	Abstains	Mandatory for Abstains, Permitted in other cases
2.	YES	NO		Mandatory if answer YES, Permitted in other cases
3.	YES	NO		Mandatory if answer YES, Permitted in other cases
4.	YES	NO	No Answer	Permitted in all cases
5.	YES	NO	No Answer	Permitted in all cases

ANNEX 2: Terms used in the application related to different roles in balloting

On various screens, some terms are used related to roles in the balloting process with which you may not be familiar. The table below gives an overview and explanations of these terms and relates it to business functions in CEN. Note that each role can be assumed by more than one individual for any ballot.

Terms related to balloting roles	Explanations of the roles & Corresponding business function in CEN
BallotOwner	Responsible to initiate and run the balloting process. This role is assumed by CMC for CEN-ENQ ballots.
Voter	User authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.
Commenter	Some external Organizations (other than NSB members) and CEN Consultants may be allowed to post comments on ENQ WG drafts and to see Ballot Results after Ballot closure.
Surveyor	Role given to Committee Secretaries and their Support teams to allow them to Monitor Votes/Comments when the Ballot is Open
Monitor	Person representing a CEN member who has <i>read/viewer</i> access to the ballots and votes of his/her organization without having the permission to cast, modify or delete a vote/comment him/herself. This role may also be used to give access to the results when voting is closed
ContentOwner	Role given to Committee Chairmen and their support staff to give access to information on Open ballots, and to vote results and comments when ballot is closed.

ANNEX 3: Example of ballot result document in RTF format.

Voting Results:

Ballot Information:	
Ballot reference:	prEN 15692
Ballot type:	CENENQ
English title:	Ethanol as a blending component for gasoline - Determination of water content - Karl Fischer potentiometric titration method
French title:	Ethanol comme base de mélange à l'essence - Détermination de la teneur en eau - Méthode de titrage potentiométrique Karl Fischer
German title:	Ethanol zu Verwendung als Blendkomponente in Ottokraftstoff - Bestimmung des Wassergehaltes - Potentiometrische Titration nach Karl Fischer
Work Item Number:	00019328
Procedure Iteration:	2
Vienna Agreement Status:	None
Opening date:	2008-05-08
Initial closing date:	2008-07-08
Closing date:	2008-05-16
Note:	

Member responses:	
Votes cast (18)	Austria (ON) Belgium (NBN) Cyprus (CYS) Czech Republic (CNI) Denmark (DS) Finland (SFS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Italy (UNI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN) Switzerland (SNV) United Kingdom (BSI)
Comments submitted (2)	CEN CENELEC
Votes not cast (12)	Bulgaria (BDS)

Estonia (EVS)
 Greece (ELOT)
 Iceland (IST)
 Latvia (LVS)
 Lithuania (LST)
 Portugal (IPQ)
 Romania (ASRO)
 Slovakia (SUTN)
 Slovenia (SIST)
 Spain (AENOR)
 Sweden (SIS)

Questions:	
Q.1	"Possible acceptance as a European Standard"
Q.2	"Comments of editorial nature"
Q.3	"Comments of technical nature"
Q.4	"National legislative/administrative deviation"
Q.5	"National technical/economic deviation"

Vote matrix:						
Member:	Date:	Q1:	Q2:	Q3:	Q4:	Q5:
Austria (ON)	2008-05-19 10:54:16	No	Yes	No	Yes	No
Belgium (NBN)	2008-05-19 09:38:34	Yes	Yes	Yes	Yes	Yes
Bulgaria (BDS)	Not Voted	-	-	-	-	-
Cyprus (CYS)	2008-05-19 10:56:34	Yes	No	Yes	No	Yes
Czech Republic (CNI)	2008-05-19 10:57:22	Yes	No	No	No	No
Denmark (DS)	2008-05-19 09:37:46	Yes	No	No	No	No
Estonia (EVS)	Not Voted	-	-	-	-	-
Finland (SFS)	2008-05-19 10:31:21	Abstains	No	No	No Answer	No Answer
France (AFNOR)	2008-05-19 10:55:16	Yes	Yes	No	No	Yes
Germany (DIN)	2008-05-19 10:54:39	Yes	No	No	Yes	No
Greece (ELOT)	Not Voted	-	-	-	-	-
Hungary (MSZT)	2008-05-19 10:58:12	Yes	No	No	No	No
Iceland (IST)	Not Voted	-	-	-	-	-
Ireland (NSAI)	2008-05-19 10:56:08	Yes	No	No	Yes	No
Italy (UNI)	2008-05-19 10:31:51	No	Yes	Yes	No	Yes
Latvia (LVS)	Not Voted	-	-	-	-	-

Lithuania (LST)	Not Voted	-	-	-	-	-
Luxembourg (SEE)	2008-05-19 10:29:21	Yes	No	No	No Answer	No Answer
Malta (MSA)	2008-05-19 10:33:54	Yes	No	No	No	No
Netherlands (NEN)	2008-05-19 10:58:54	Yes	No	No	Yes	No
Norway (SN)	2008-05-19 10:57:49	Yes	Yes	No	Yes	No Answer
Poland (PKN)	2008-05-19 10:58:32	Yes	No	No	No	No
Portugal (IPQ)	Not Voted	-	-	-	-	-
Romania (ASRO)	Not Voted	-	-	-	-	-
Slovakia (SUTN)	Not Voted	-	-	-	-	-
Slovenia (SIST)	Not Voted	-	-	-	-	-
Spain (AENOR)	Not Voted	-	-	-	-	-
Sweden (SIS)	Not Voted	-	-	-	-	-
Switzerland (SNV)	2008-05-19 10:46:13	Yes	Yes	Yes	No	Yes
United Kingdom (BSI)	2008-05-19 09:32:08	No	Yes	Yes	No	No Answer

Answers to Q.1: "Possible acceptance as a European Standard"

14 x	Yes	Belgium (NBN) Cyprus (CYS) Czech Republic (CNI) Denmark (DS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN) Switzerland (SNV)
3 x	No	Austria (ON) Italy (UNI) United Kingdom (BSI)
1 x	Abstains	Finland (SFS)

Answers to Q.2: "Comments of editorial nature"

11 x	No	Cyprus (CYS) Czech Republic (CNI) Denmark (DS)
-------------	-----------	---

		Finland (SFS) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Poland (PKN)
7 x	Yes	Austria (ON) Belgium (NBN) France (AFNOR) Italy (UNI) Norway (SN) Switzerland (SNV) United Kingdom (BSI)

Answers to Q.3: "Comments of technical nature"

13 x	No	Austria (ON) Czech Republic (CNI) Denmark (DS) Finland (SFS) France (AFNOR) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Luxembourg (SEE) Malta (MSA) Netherlands (NEN) Norway (SN) Poland (PKN)
5 x	Yes	Belgium (NBN) Cyprus (CYS) Italy (UNI) Switzerland (SNV) United Kingdom (BSI)

Answers to Q.4: "National legislative/administrative deviation"

10 x	No	Cyprus (CYS) Czech Republic (CNI) Denmark (DS) France (AFNOR) Hungary (MSZT) Italy (UNI) Malta (MSA) Poland (PKN) Switzerland (SNV) United Kingdom (BSI)
6 x	Yes	Austria (ON) Belgium (NBN) Germany (DIN) Ireland (NSAI) Netherlands (NEN) Norway (SN)
2 x	No Answer	Finland (SFS) Luxembourg (SEE)

Answers to Q.5: "National technical/economic deviation"		
9 x	No	Austria (ON) Czech Republic (CNI) Denmark (DS) Germany (DIN) Hungary (MSZT) Ireland (NSAI) Malta (MSA) Netherlands (NEN) Poland (PKN)
5 x	Yes	Belgium (NBN) Cyprus (CYS) France (AFNOR) Italy (UNI) Switzerland (SNV)
4 x	No Answer	Finland (SFS) Luxembourg (SEE) Norway (SN) United Kingdom (BSI)

Comments from Voters		
Member:	Comment:	Date:
Austria (ON)	<i>Comment File</i>	2008-05-19 10:54:16
CommentFiles/Austria(ON).doc		
Belgium (NBN)	<i>Comment File</i>	2008-05-19 09:38:34
CommentFiles/Belgium(NBN).doc		
Cyprus (CYS)	<i>Comment File</i>	2008-05-19 10:56:34
CommentFiles/Cyprus(CYS).doc		
Czech Republic (CNI)	<i>Comment File</i>	2008-05-19 10:57:22
CommentFiles/CzechRepublic(CNI).doc		
Finland (SFS)	<i>Comment File</i>	2008-05-19 10:31:21
CommentFiles/Finland(SFS).doc		
France (AFNOR)	<i>Comment File</i>	2008-05-19 10:55:16
CommentFiles/France(AFNOR).doc		
Italy (UNI)	<i>Comment File</i>	2008-05-19 10:31:51
CommentFiles/Italy(UNI).doc		
Norway (SN)	<i>Comment File</i>	2008-05-19 10:57:49
CommentFiles/Norway(SN).doc		
Switzerland (SNV)	<i>Comment File</i>	2008-05-19 10:46:13

CommentFiles/Switzerland(SNV).doc		
United Kingdom (BSI)	<i>Comment File</i>	2008-05-19 09:32:08
CommentFiles/UnitedKingdom(BSI).doc		

Comments from Commenters		
Member:	Comment:	Date:
CEN	<i>Comment File</i>	2008-05-19 10:33:23
CommentFiles/CEN.doc		
CENELEC	<i>Comment File</i>	2008-05-19 10:33:33
CommentFiles/CENELEC.doc		