



CEN FV/UAP Electronic balloting application

User Guide for the BallotOwner

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2008-05-15	v 1.0	CC	Initial version for eB3 migration
2008-06-10	v 1.1	MB	Corrections, updates



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

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

Stage 0: Creation of Ballots

New ballots are created in the system,

- by an automatic transfer program using data from MIDAS, or
- manually by the Ballot Owner.

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, 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 FV/UAP under ballot are present on both systems :

- Livelink : in the "2.3.0. 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: Reminders

In case a member body has not cast a vote four weeks prior to the closure of the vote, a reminder is sent via e-mail to the authorized balloter(s) of this member body. This applies for both FV and UAP ballots. If no vote has been cast by a member one week prior to the closure, a second reminder is sent.

Stage 5: 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 6: 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

The electronic balloting application provides the basis for the electronic dissemination of documents for vote in CEN 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 FV/UAP.

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 FV/UAP 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.

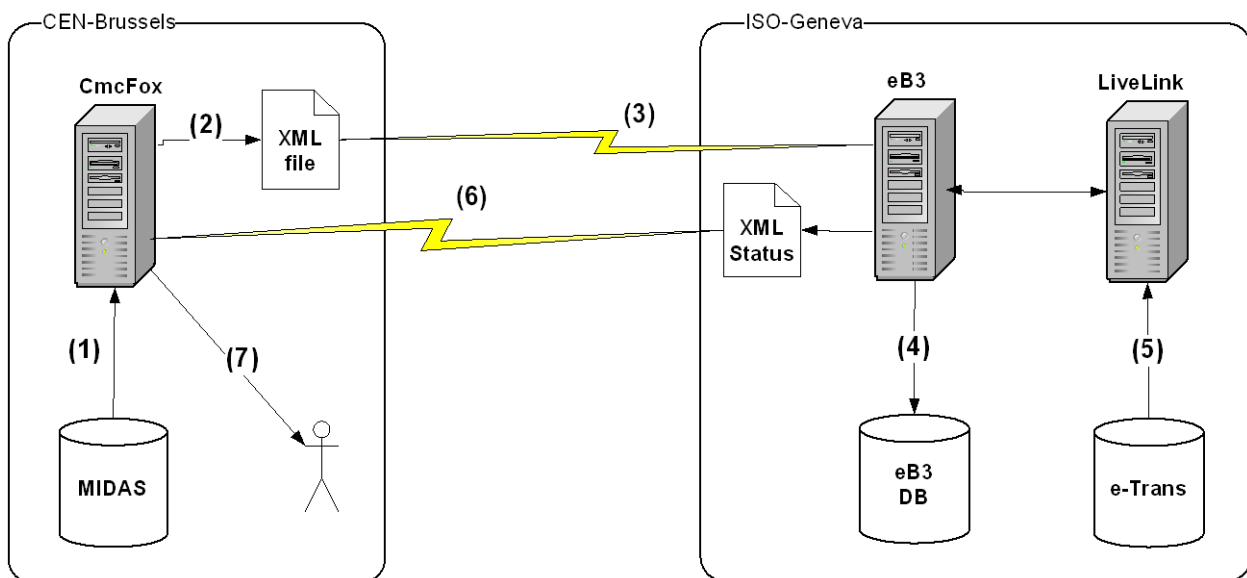
The national Members should inform CMC of any change of balloters.

3 Automatic creation of FV/UAP ballots

3.1 General Principle

The normal procedure used to Create CEN Formal Vote/UAP ballots is based on an automatic process.

This process runs every week and performs the following steps :



1. The MIDAS database is queried to identify ballots due to open the next day
2. The resulting data is converted to an XML transfer file
3. This XML file is sent to the e-Balloting server running at ISO in Geneva
4. The e-Balloting Software running on this server creates the ballots
5. It fetches the Reference documents from corresponding e-TRANS folders in LiveLink.
6. An XML status log is sent back to CEN to confirm ballot creations and report on possible errors.
7. The XML status log file is converted to a human readable HTML document, automatically sent by mail to CEN-IT and STDDEL (to production@cen.eu).

3.2 Scheduling

The following tasks are currently scheduled every week :

1. Every Friday at 06:30 AM, a **Pre-Visualisation** Job queries MIDAS for FV/UAP ballots due to open in the coming weeks, formats them in a .CSV format (readable by Excel) and sends this file to CEN IT and STDDEL departments.
2. Every Monday at 06:30 AM, the **Pre-Visualisation** Job runs again to check possible corrections done on Friday.
3. Every Wednesday at 06:00 AM, the **Transfer and Creation** process described above runs and sends back a Status file with a journal of ballot creations performed, and possible errors.

3.3 Pre-Visualisation files.

The Pre-visualisation process is launched every Friday and Monday morning. It is intended to allow the Stddele department to detect and correct errors or omissions before the creation of FV/UAP Ballots on the eB3 Balloting server at ISO.

It extracts data from MIDAS for FV/UAP ballots due to open within the next 30 days. This information is converted to CSV format and sent to the generic mailbox production@cen.eu. These mails are sent from ITserve, with the following Subject : '**CEN FV/UAP : Ballot Pre-Validation List (CSV format)**'

The attached CSV file may be opened with Excel and contains the following information for every Enquiry :

- **WiNumber** : Work Item number
- **docRef** : Document Reference
- **openDate** : Planned Ballot Opening date
- **closeDate** : Planned Ballot Closing date
- **proclteration** : Procedure Iteration number (1st, 2nd, 3rd Enquiry)
- **type** : = '**FV**' for Formal Vote, or '**UAP**' for UAP ballots
- **viennaAgreement** : None, VA/CEN or VA/ISO
- **secretariat** : Acronym of member holding the TC Secretariat
- **titleEn** : English title of the Document.

3.4 Transfer and Creation Process.

3.4.1 Description.

The automatic creation process is launched every Wednesday morning.

It extracts from MIDAS all FV/UAP ballots due to open on the next day (= ballots with **Fixed flag** set and **Planned Start Date** equal to **System date + 1 day**).

This data is converted to XML and the following information is sent to ISO through a Web Service :

- **Doc_Ref** : Document Reference
- **Ballot_type** : = 'FV for Formal Vote ballots; = 'UAP' for UAP ballots
- **En_Title** : English title of the Document.
- **Fr_Title** : French title.
- **De_Title** : German title
- **Committee_Ref** : Committee Reference (e.g.: *CEN/TC 33*, *ECISS/TC 2*, *ASD*, *SECTORS*,...)
- **Secretariat** : Acronym of member holding the TC Secretariat
- **WI** : Work Item number
- **Proc** : Procedure Iteration number (1st, 2nd, 3rd Formal Vote or UAP)
- **Open_Date** : Planned Ballot Opening date
- **Close_Date** : Planned Ballot Closing date
- **VA** : 'None', 'VA/CEN' or 'VA/ISO'

The Web Service will automatically create the FV/UAP Ballots fields in the eB3 e-Balloting database with this information, as long as the following conditions are met :

- The Committee is defined in the eB3 e-Balloting database
- No ballot with the same Document Reference and Procedure Iteration has been created before

The program then tries to fetch the associated Document ZIP file(s) stored in the Launch Issue folder of the e-TRANS Work Area in Livelink. This attempt is based on the following information provided by the XML file transmitted :

- The **Committee Reference** is used to find the corresponding '**Launch Issue**' folder in e-TRANS
- The corresponding Document Zip file(s) is/are then located : the file name must match the **Work Item Number** and the **Planned Opening** date, following the usual e-TRANS naming conventions :
<wwwi>_<l>_<yyyymmdd>.zip
- If the correct file is found, it is copied to the newly created ballot
- Otherwise, no document file is loaded, and an error message appears in the Log file sent by ISO.

When all ballots contained in the XML exchange file have been processed, the Web service running at ISO sends a Log file. This file is converted to HTML to make it more readable and sent via e-Mail to the Production and ITServe mailboxes.

3.4.2 Status file example

For every ballot created correctly, the following information is returned :

```
Success : Parsing ballot EN 71-5:1993/prA2
  Success : Prechecking remote beans
    Success : Success
  Success : Basic ballot properties set.
  Success : Parsing "properties" element
    Success : 5 ballot properties have been set
  Success : Ballot has no reference conflict.
  Success : Created default questionnaire
  Success : Created ballot events and jobs associated to opening and closing
  dates
  Success : Reference Document loaded from e-Trans: 00052047_efd_20060831.zip
    Success : Reference Document loaded from e-Trans:
    00052047_efd_20060831.zip"
```

The ballot reference also appears in a summary list at the beginning of the logfile :

```
Success : Ballot: EN 71-5:1993/prA2#983 imported.
```

In this example, "**#983**" is the unique **Numeric Ballot Id.** assigned to the new Ballot in the e-Balloting database.

3.5 What can go wrong.

Different problems may occur in the automatic creation and transfer process. The following examples show the resulting messages in the log file transmitted by ISO.

3.5.1 No ballots to Create.

It could happen that no ballots are due to open on the next Thursday.
In this case, the file sent to the e-Balloting server at ISO is empty and the resulting log confirms this situation :

Success : 0 results

Details:

Success : Parsing ballot(s)

Success : Success

Action :

- Check that no ballots are available for creation. The Pre-Visualisation files may be useful here. This situation is possible, but does not happen very often.
- If FV/UAP ballots were scheduled for creation, check the planning date in Midas.
- If ballots scheduled to open in the current week have been missed, they may be created manually (see **§ 8 *Manual creation of the Formal Vote or UAP ballot*** below).

3.5.2 Reference Document not Found

The FV/UAP Ballot Creation Web Service returns the following message when it is unable to find the associated document in e-TRANS :

Warning : Parsing ballot prEN 15462-2

Success : Prechecking remote beans

Success : Success

Success : Basic ballot properties set.

Success : Parsing "properties" element

Success : 5 ballot properties have been set

Success : Ballot has no reference conflict.

Success : Created default questionnaire

Success : Created ballot events and jobs associated to opening and closing dates

Warning : Could not load document(s) from e-Trans, the folder was located OK, but there were no documents matching the Work Item Number of CSH99013 and the planned opening date of 2006-11-23, as pattern "CSH99013%20061123.zip"

It means that the ballot was correctly created but that the document was not found in e-TRANS.

Action :

- Check that the document is present in e-TRANS with the correct name
- Upload the document if it is missing, or change the filename to include the correct WI Number and Opening date.
- Manually add the document to the ballot (see **§ 8.3.2 *Add new reference document(s) from Livelink*** below for a detailed description of this procedure).

3.5.3 Ballot Conflict

Sometimes, the Web service refuses to create one or several ballots, and returns the following error message :

Error : Parsing ballot prEN ISO 3327

Success : Prechecking remote beans

Success : Success

Success : Basic ballot properties set.

Success : Parsing "properties" element

Success : 5 ballot properties have been set

Error : Ballot with ref [prEN ISO 3327] in conflict with existing ballot

Action :

- Check that the document reference is correct.
- If the new ballot is for a 2nd or a 3rd FV/UAP, its **Procedure Iteration** number should be different from the ballot previously created in the Balloting system for the preceding FV/UAP.
- If the conflict is caused by erroneous data in Midas, correct it first.
- You may then create the ballot manually (see § 8 **Manual creation of the Formal Vote or UAP ballot** below).

3.5.4 Could not locate Committee in e-TRANS.

It could happen that a Technical Committee present in Midas, and in the eB3 Balloting database, may not be reached in the e-TRANS Work Area on LiveLink, because it is not created there yet, or because of a technical problem.

In this case the ballot is created, but without Reference Document.

Warning : Parsing ballot prEN 15512

Success : Prechecking remote beans

Success : Success

Success : Basic ballot properties set.

Success : Parsing "properties" element

Success : 5 ballot properties have been set

Success : Ballot has no reference conflict.

Success : Created default questionnaire

Success : Created ballot events and jobs associated to opening and closing dates

Warning : Could not load document from e-Trans, the folder for could probably not be located for committee CEN/TC 344:

com.opentext.api.LLUnknownFieldException: LLValue unknown field name:
NAME

Success : Ballot: prEN 15512#521 imported.

Action :

- Contact the CEN-IT helpdesk to correct the technical problem and/or create the missing folder structure in e-TRANS.
- When the e-TRANS problem is corrected, upload the document to the correct place.
- Manually add the document to the ballot (see § 8.3.2 **Add new reference document(s) from Livelink** below for a detailed description of this procedure)
- If e-TRANS is unavailable for too long, it is still possible to upload the document from a local PC folder, as described in § 8.3.1 **Add new reference document** below.

3.5.5 SECTORS Committee conversion

Some special committees (**CEN/CC Cnn**, **CEN/SS Hnn**, ...) have different references in Midas, but are all handled in the same “virtual” committee named “**SECTORS**” in LiveLink, in the Global Directory and in the eB3 Balloting software.

A conversion table has been included by CEN IT in the Oracle extraction procedure, but it may happen that a new Committee is not registered in the conversion table. In this case, the Balloting software cannot create the ballot :

```
Error : Parsing ballot EN ISO 9994:2006/prA1
Success : Prechecking remote beans
          Success : Success
Error : Could not set committee [CEN/SS H22] for ballot

Error : Parsing ballot prEN ISO 8586-2
Success : Prechecking remote beans
          Success : Success
Error : Could not set committee [CEN/SS C01] for ballot
```

Action :

- Contact the CEN-IT helpdesk to correct the conversion table
- The ballot may be created manually, by entering “**SECTORS**” in the Committee selection screen (see § 8.1 **Committee selection** below).

4 Accessing the eB3 environment

The **FV/UAP** 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

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



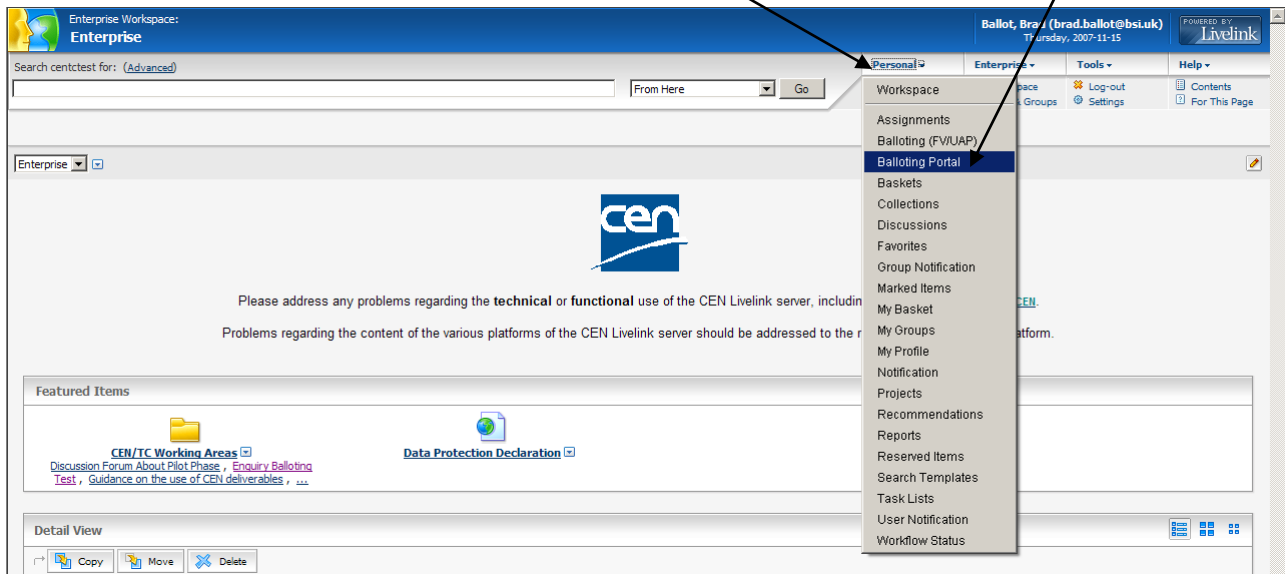
The screenshot shows a web browser window with a blue header bar. On the left of the header is a yellow key icon and the text 'User Log-in To: centctest'. On the right is a 'POWERED BY Livelink' logo. The main content area has a light gray background. In the center is the LiveLink logo, which consists of a blue and yellow circular arrow icon followed by the word 'Livelink' in a blue serif font. Below the logo is a login form with two input fields: 'Username:' and 'Password:'. Below these fields is a 'Log-in' button.

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.

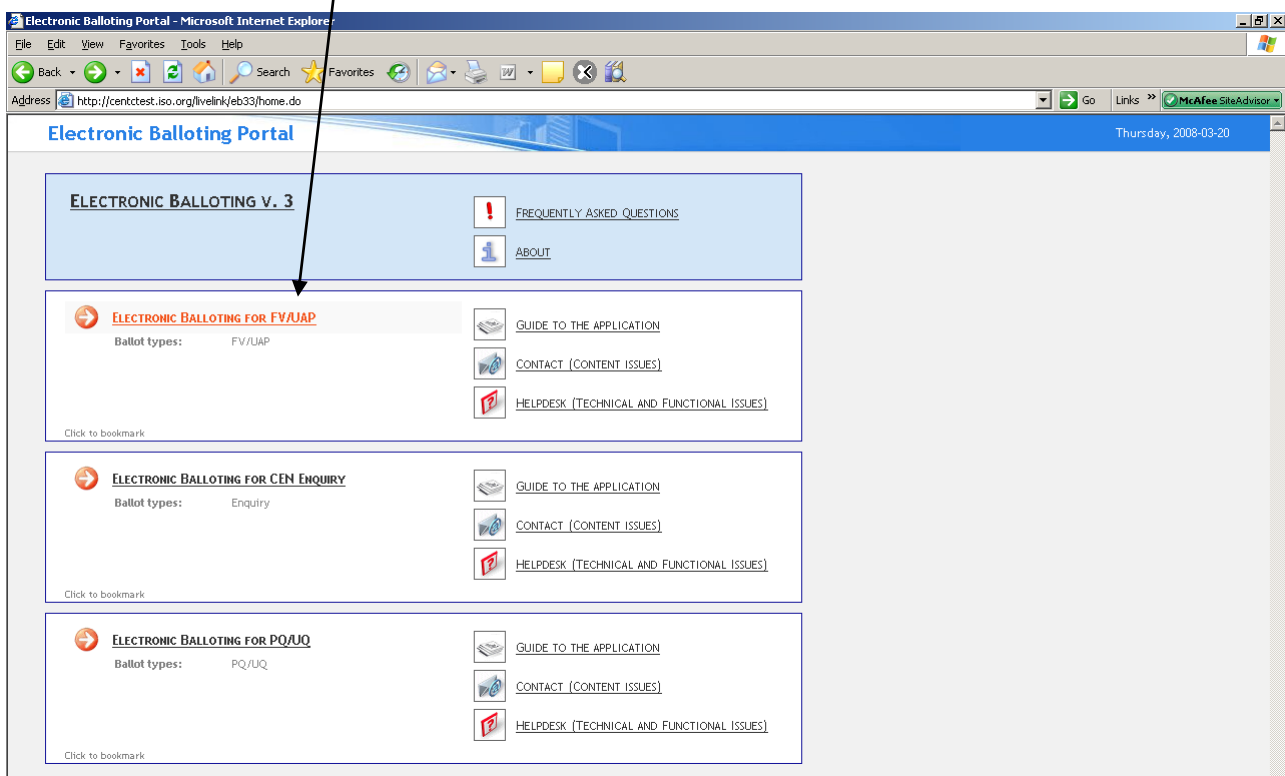
Each balloter must login to the server entering the user name and password provided by CMC or their NSB Administrator in exactly the form specified (note that user name and password are both case-sensitive).

6 Accessing the FV/UAP balloting application

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



Click on **Electronic Balloting for FV/UAP**.



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

See § 7.1.2 **Help** for the detail of the different options.

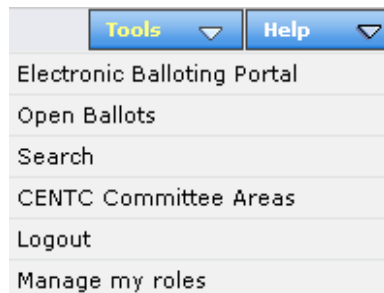
7 Selecting ballots (Ballot Selection screen)

[All]

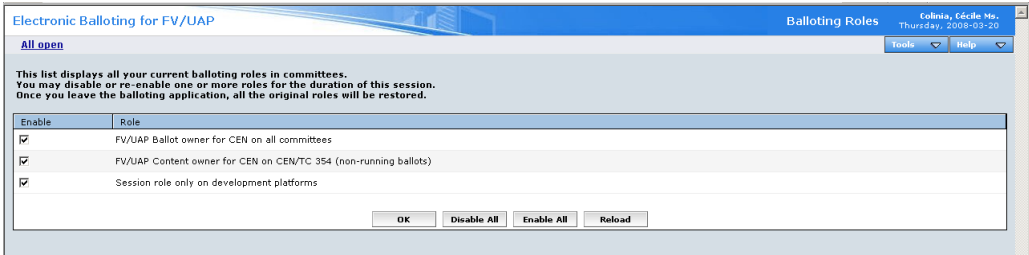
7.1 Main Menu

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

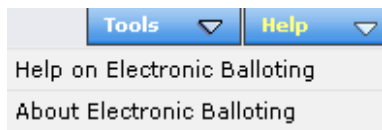
7.1.1 Tools



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.
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>  <p>The screenshot shows the 'Balloting Roles' management interface. At the top, it says 'Electronic Balloting for FV/UAP' and 'Balloting Roles'. Below this, there's a table with two columns: 'Enable' and 'Role'. The table lists three roles, each with a checked checkbox in the 'Enable' column. The roles are: 'FV/UAP Ballot owner for CEN on all committees', 'FV/UAP Content owner for CEN on CEN/TC 354 (non-running ballots)', and 'Session role only on development platforms'. At the bottom of the table, there are four buttons: 'OK', 'Disable All', 'Enable All', and 'Reload'.</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
Help on Electronic Balloting	<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 FV/UAP <ul style="list-style-type: none"> ○ Guide to the application: PDF version of the FV/UAP 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
About Electronic Balloting	<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 third 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

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.
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 § Error! Reference source not found.).

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.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-03-20

Search

Tools Help

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

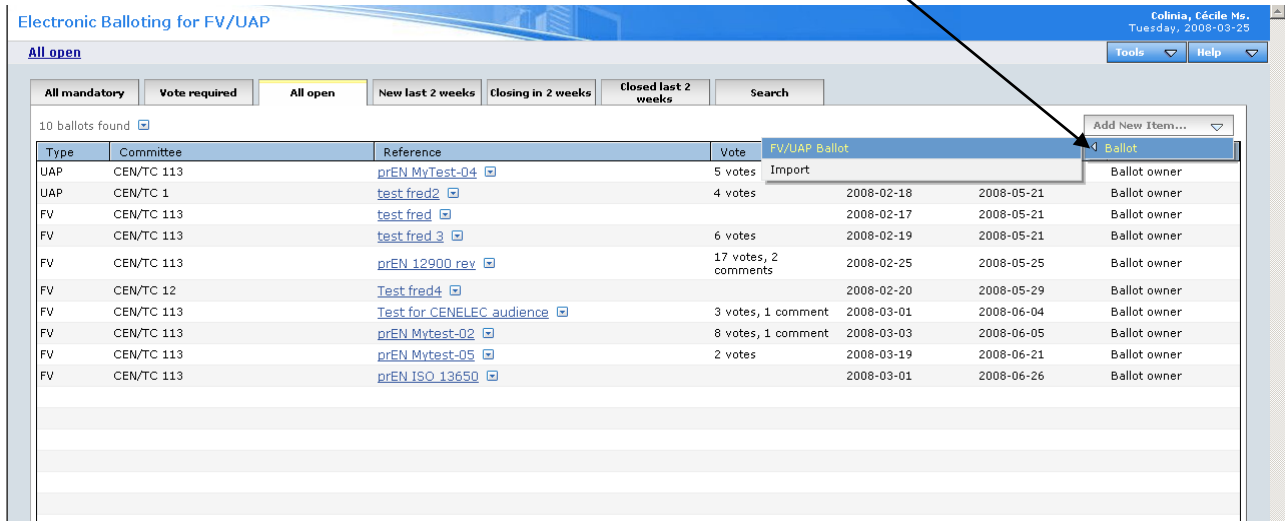
Type: FV Reference or Title: Opening date: from to Search
Status: All Committee: All my Committees Closing date: to Reset

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

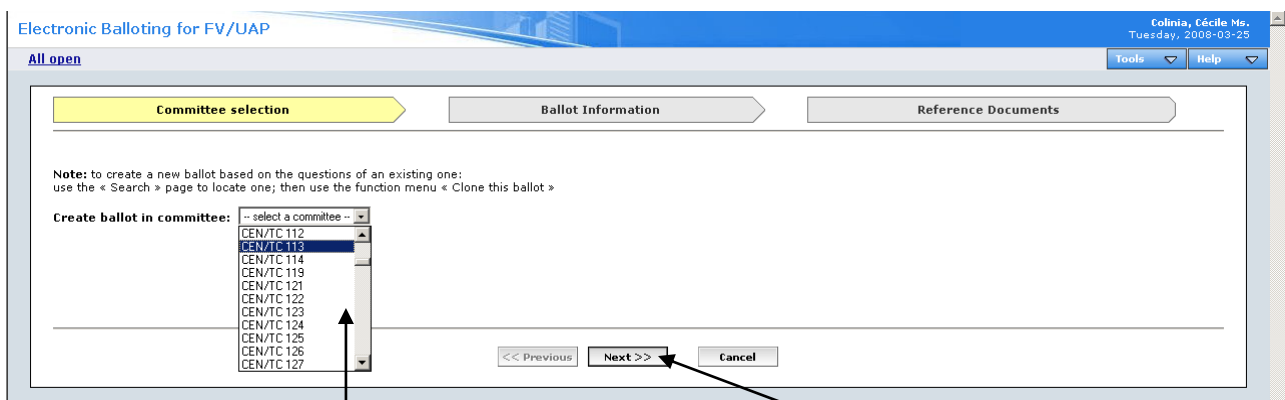
Type	Committee	Reference	Vote	Result	Status	Opening date	Closing date	Role
FV	CEN/TC 88	prEN 14303	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14304	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14305	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14306	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14307	26 votes	Disapproved by National Members	Closed	2004-02-12	2004-04-15	Ballot owner

8 Manual creation of the Formal Vote or UAP ballot

To create a Formal Vote or UAP ballot, open the dropdown menu **Add New Item....**, select **Ballot** and choose the option **FV/UAP Ballot**.



8.1 Committee selection



Select the responsible committee in the dropdown. Then click on **Next**.

Click on **Cancel** to come back to the ballot screen.

8.2 Ballot Information

An interactive form is displayed.

Electronic Balloting for FV/UAP Colinia, Cécile Ms.
Tuesday, 2008-03-25

[All open](#) Tools Help

Committee selection **Ballot Information** **Reference Documents**

Reference:

Title:

Size B I U ABC x₂ x²

Opening date: *

Closing date: *

French Title:

Size B I U ABC x₂ x²

German Title:

Size B I U ABC x₂ x²

Type of vote: *

Work Item Number: *

Procedure Iteration:

Vienna Agreement Status:

Proposed implementation dates:

Announcement period: months *

Publication period: months *

Withdrawal period: months *


Note:

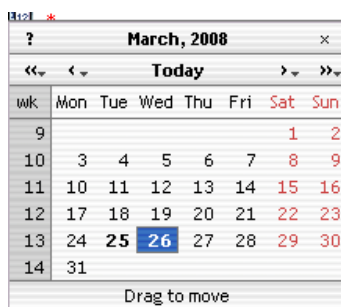
Size B I U ABC x₂ x²

You have to enter the metadata in the different fields.

Metadata	Explanation
Reference	Reference of the Enquiry Document (e.g. ' prEN 14889-2 ')
Title	English title of the draft Standard
Opening date	Issue date of the Enquiry
Closing date	The real vote target date (taking into account an eventual extension)
French Title	French title of the draft Standard
German Title	German title of the draft Standard
Type of vote	FV (Formal Vote) or UAP (Unique Acceptance Procedure)
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
Proposed implementation dates:	
Announcement period	Number of months added to the DAV in order to have the deadline for announcement
Publication period	Number of months added to the DAV in order to have the deadline for publication
Withdrawal period	Number of months added to the DAV in order to have the deadline for withdrawal of conflicting national standards
Note	Ad hoc information to balloters

You will always be able to modify these metadata while the ballot is open (see § 9).

- **Opening and Closing Dates** : Clicking on the icon  will open a calendar. Simply click on the appropriate date :



After having entered the metadata, click on **Create** to confirm them and to continue the ballot creation by adding the Reference document(s).

Click on **Cancel** to come back to the ballot screen.

Note on Cancelled FV/UAP :

When a Formal Vote/UAP is manually stopped before its normal closure date, the Ballot Owner should add the '**(Cancelled)**' suffix to the Reference name of the ballot, in order to avoid future name conflicts at creation time.

In this way, if a new version of an identical procedure is launched later with the same reference, the automatic Ballot creation process will function correctly.

The Procedure Iteration field may not be used in this case to distinguish between the ballots, because although the ballot relaunched is a 2nd version in the MIDAS plan, it is still the same procedure number (1st, 2nd or 3rd parallel enquiry).

8.3 Reference Documents

Note: The balloting documents shall be copied to the balloting folder, not linked or referenced.

Click on the function button and select the appropriate option:

8.3.1 Add new reference document

Click on **Browse** to select a document from your local environment.

Double-click on the appropriate file. The system brings back the file. You also have the possibility to put a **Document Name to display**. If you want to use the name of the uploaded file, please simply leave this field blank.

Electronic Balloting for FV/UAP Colinia, Cécile Ms.
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[All open](#)

Add new reference document

Ballot Reference: prEN 14511

Ballot Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

Document name to display (including N-number):
If left blank, the name of the uploaded file is used.

Please select a new file below: Y:\FITV\TC\GROUP3 - DECISION MAKING

Click on **Upload** to add the document.

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[All open](#)



Committee selection **Ballot Information** **Reference Documents**

Reference: prEN 14511

Committee: CEN/TC 113 **Opening date:** 2008-03-01

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods **Closing date:** 2008-06-26

Reference documents and links

 00113043_prEN 14511 

Click on **Finish** to confirm the reference document.

8.3.2 Add new reference document(s) from Livelink

Electronic Balloting for FV/UAP Colinia, Cécile Ms.
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[All open](#)

Committee selection **Ballot Information** **Reference Documents**




Reference: prEN 14511

Committee: CEN/TC 113 **Opening date:** 2008-03-01

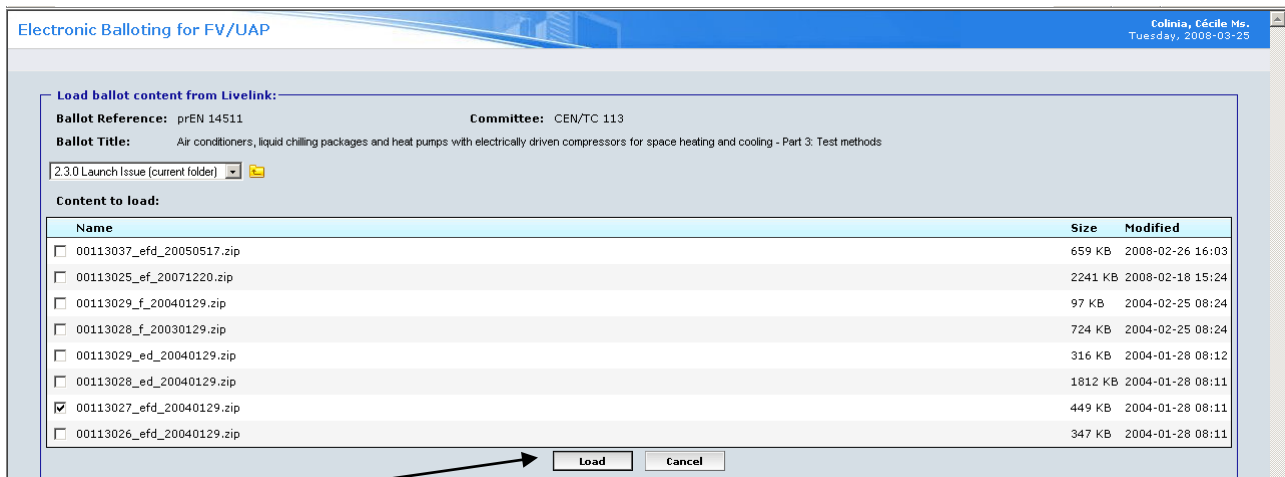
Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods **Closing date:** 2008-06-26

Reference documents and links

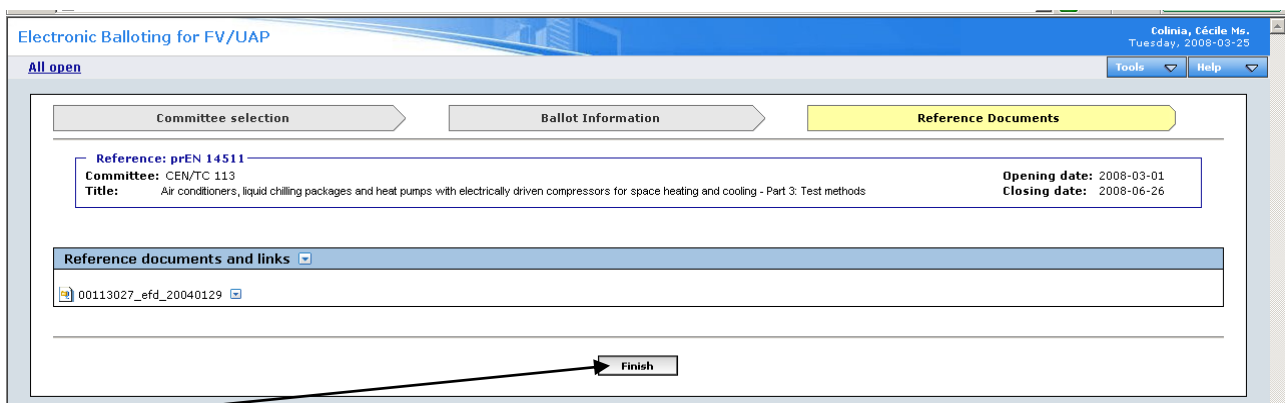
No reference documents nor links.
To add reference documents and/or links, click on the Add icon and choose one of the menu options.

 Add new reference document
 Add new reference document from Livelink
 Add new link

Select the appropriate document(s) in the following screen. This screen displays the content of the corresponding folder on the Livelink e-Trans platform.



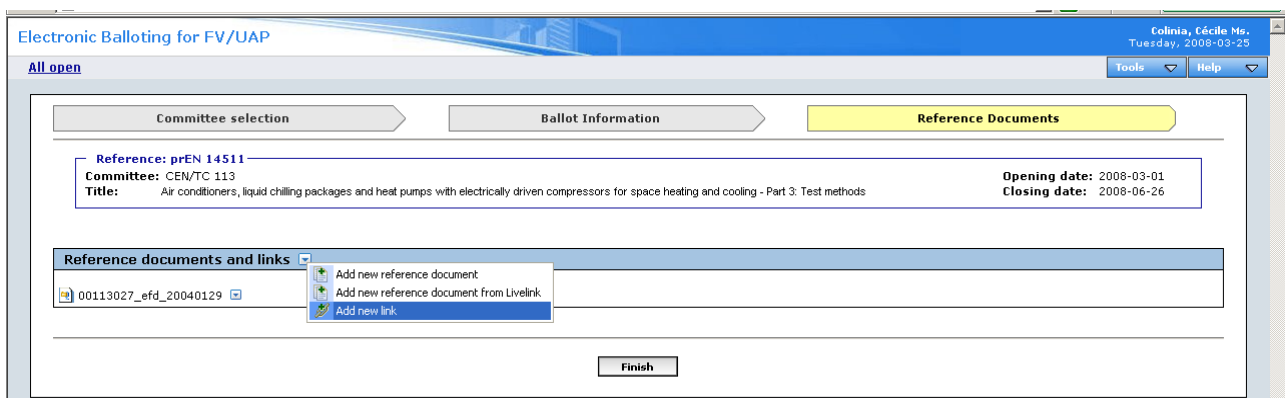
Click on **Load**.



Click on **Finish** to confirm the reference document.

8.3.3 Add new link

In addition to the reference documents, you also have the possibility to add URL links to complementary information.



Enter the **URL Name** and the **URL**.

All ballot instances

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[All open](#)

Add URL Reference

Ballot Reference: prEN 14511

Ballot Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

URL Name:

URL:

Confirm with **Submit**.

Committee selection Ballot Information **Reference Documents**

Reference: prEN 81-31

Committee: CEN/TC 10 **Opening date:** 2006-

Title: Safety rules for the construction and installation of lifts - Lifts for the transport of goods only - Part 31: Accessible goods only lifts **Closing date:** 2006-

Reference documents and links ▾

CENORM ▾

Click on **Finish**.

9 Modification of the ballot

9.1 Modification of the metadata

To modify the metadata, click on the function button next to the ballot reference and select **Edit**.

Electronic Balloting for FV/UAP

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[All open](#) > [prEN 14511](#) ▾ ▾

Information Participation Audience

Reference: prEN 14511 **Edit**

Committee: CEN/TC 113

Status: Open **Initial closing date:** 2008-06-26

Opening date: 2008-03-01 **Closing date:** 2008-06-26

Opened on: 2008-03-25 14:33 **Closed on:**

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

French Title: Climatiseurs, groupes refroidisseurs de liquide et pompes à chaleur avec compresseur entraîné par moteur électrique pour le chauffage et la réfrigération des locaux - Partie 3: Méthodes d'essai

German Title: Luftkonditionierer, Flüssigkeitskühlsätze und Wärmepumpen mit elektrisch angetriebenen Verdichtern für die Raumbeheizung und Kühlung - Teil 3: Prüfverfahren

Type of vote: CENFV

Work Item Number: 00113043

Procedure Iteration: 1

Vienna Agreement Status: None

Ballot Secretariat: Spain (AENOR)

Proposed implementation dates:

Announcement period: 3

Publication period: 6

Withdrawal period: 6

Reference documents and links ▾

CEN.EU ▾

Questions and answers

No.	Questions	Possible Answers
1	Vote on the Document:	Approval Approval with Editorial Comments * Disapproval * Abstention *
2	Do you agree with the proposed implementation periods?	No Answer Yes No

The interactive form is opened and you are able to modify all the metadata.

Electronic Balloting for FV/UAP

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All open > [prEN 14511](#) Tools Help

Information

Reference:

Committee: CEN/TC 113

Status:

Opening date: Voting will open at 00:00 CET that day.

Closing date: Voting will close at 23:59 CET that day.

Title:

Size B I U ABC x₂ x² [Icons]

Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

French Title:

Size B I U ABC x₂ x² [Icons]

Climatiseurs, groupes refroidisseurs de liquide et pompes à chaleur avec compresseur entraîné par moteur électrique pour le chauffage et la réfrigération des locaux - Partie 3 : Méthodes d'essai

German Title:

Size B I U ABC x₂ x² [Icons]

Luftkonditionierer, Flüssigkeitskühlsätze und Wärmepumpen mit elektrisch angetriebenen Verdichtern für die Raumbeheizung und Kühlung - Teil 3: Prüfverfahren

Click on **Submit** to confirm the modification.
Click on **Reset** to restore the original metadata.
Click on **Cancel** to come back to the ballot screen.

9.2 Managing Extensions

Extensions are a special case of Ballot Metadata modification : if you change the Closing date of the ballot, the software uses an additional field to keep track of the original Closing Date defined for the ballot.

This field is called the “**Initial Closing Date**” and it appears in the **Ballot Information tab** of the ballot.

Information Participation Audience Add New Item...

Reference:

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Opened on: 2008-03-25 14:33

Initial closing date: 2008-06-26

Closing date: 2008-07-31

Closed on:

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

French Title: Climatiseurs, groupes refroidisseurs de liquide et pompes à chaleur avec compresseur entraîné par moteur électrique pour le chauffage et la réfrigération des locaux - Partie 3 : Méthodes d'essai

German Title: Luftkonditionierer, Flüssigkeitskühlsätze und Wärmepumpen mit elektrisch angetriebenen Verdichtern für die Raumbeheizung und Kühlung - Teil 3: Prüfverfahren

Type of vote: CENFV

Work Item Number: 00113043

Procedure Iteration: 1

Principle :

- If the Ballot voting period has not been changed, the “**Initial Closing Date**” and “**Closing Date**” fields have the same value.
- If an Extension of the voting period has been granted, these two values become different :
 - “**Initial Closing Date**” is not changed and allows users to know the date initially defined
 - “**Closing Date**” is changed by the BallotOwner to enforce the new Closing Date of the ballot.

9.3 Managing Cancelled Ballots (“Anomalies”)

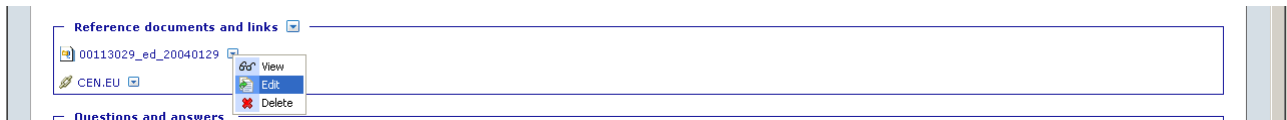
When a FV/UAP is manually stopped before its normal closure date, the Ballot Owner should add the ‘ (**Cancelled**) ’ suffix to the Reference name of the ballot, in order to avoid future name conflicts at creation time.

In this way, if an identical procedure is re-launched later with the same reference, the automatic Ballot creation process will function correctly

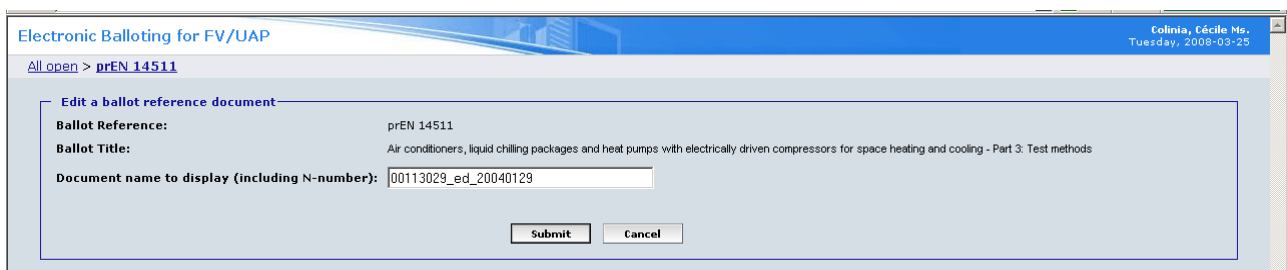
9.4 Modification of the Reference document(s) and links

9.4.1 Modification of reference document

To simply modify the document name, click on the function button next to the document reference and select **Edit**.



You will then be able to modify the document name.



Click on **Submit** to confirm the modification.

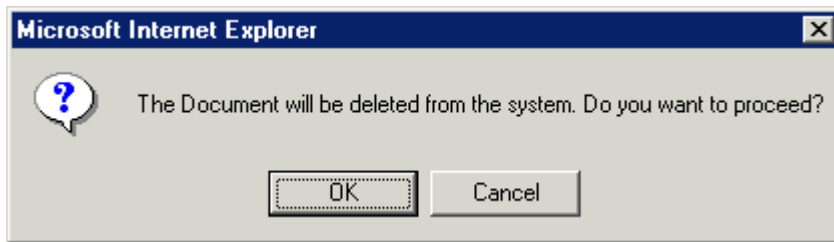
Click on **Cancel** to come back to the ballot screen.

To modify the document content, you have to replace the existing document by a new one.

Click first on **Delete**.



The system will ask you to confirm the deletion.



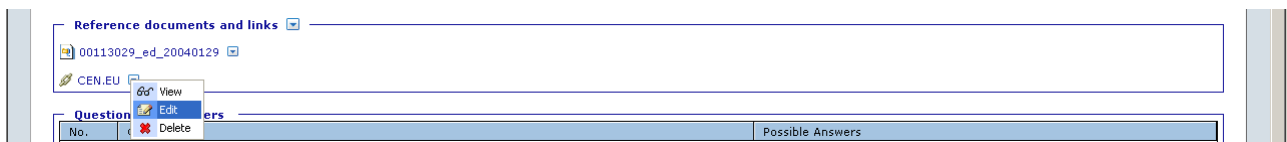
Click on **OK** to confirm the deletion.

Click on **Cancel** to come back to the ballot screen.

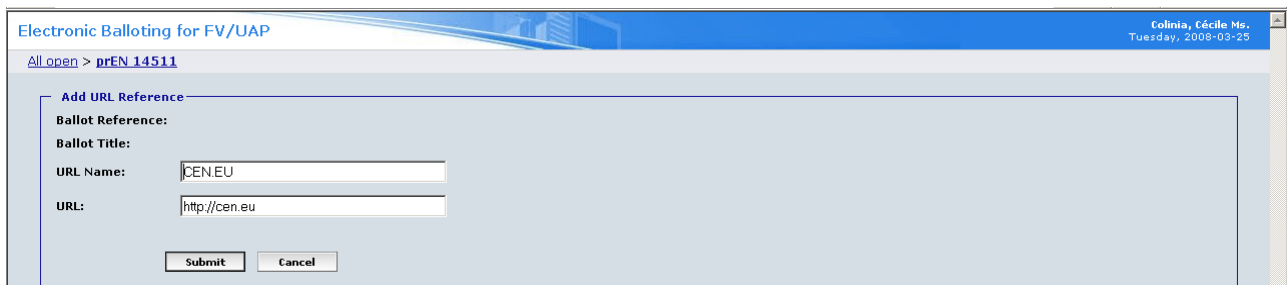
Once deleted, you simply have to add the new reference document (see § 6.3.1 and 6.3.2)

9.4.2 Modification of links

Click on the function button next to the link and select **Edit**.



You are now able to either modify the **URL Name** and/or the **URL** itself.



Click on **Submit** to confirm the modification.

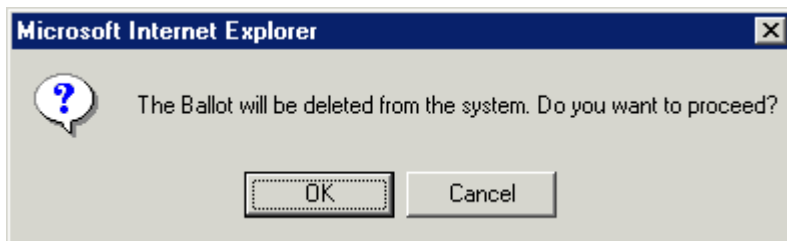
Click on **Cancel** to come back to the ballot screen.

10 Deletion of ballot

To delete a ballot, go to the ballot selection screen and click on the **Function**-button of the appropriate ballot. Choose the option **Delete**.

All mandatory Vote required All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks Search						
11 ballots found						
Type	Committee	Reference	Vote	Opening date	Closing date	Role
UAP	CEN/TC 113	prEN MyTest-04	5 votes	2008-03-18	2008-05-20	Ballot owner
UAP	CEN/TC 1	test fred2	4 votes	2008-02-18	2008-05-21	Ballot owner
FV	CEN/TC 113	test fred		2008-02-17	2008-05-21	Ballot owner
FV	CEN/TC 113	test fred 3	6 votes	2008-02-19	2008-05-21	Ballot owner
FV	CEN/TC 113	prEN 12900 rev	17 votes, 2 comments	2008-02-25	2008-05-25	Ballot owner
FV	CEN/TC 12	Test fred4		2008-02-20	2008-05-29	Ballot owner
FV	CEN/TC 113	Test for CENELEC audience	3 votes, 1 comment	2008-03-01	2008-06-04	Ballot owner
FV	CEN/TC 113	prEN Mytest-02	10 votes, 1 comment	2008-03-03	2008-06-05	Ballot owner
FV	CEN/TC 113	prEN Mytest-05	2 votes	2008-03-19	2008-06-21	Ballot owner
FV	CEN/TC 113	prEN ISO 13650		2008-03-01	2008-06-26	Ballot owner
FV	CEN/TC 113	prEN 14511		2008-03-01	2008-07-31	Ballot owner

The system will ask you to confirm the deletion.



Click on **OK** to confirm the deletion.

Click on **Cancel** to come back to the ballot selection screen.

11 Ballot Participation and audience

11.1 Participation

You can see the ballot participants by clicking on the tab **Participation** of the ballot.

The **participation** of CEN members is fixed at ballot creation, and shall not be subject to modification. This means that e.g. new CEN members should not be allowed to vote on existing open ballots. They will be added to the participation of ballots opened after their official reconnaissance as CEN members.

The following information is displayed on the Ballot Participants screen:

- **Secretariat:** Country name + Organization acronym of the organization holding the "Committee" secretariat
- **Member:** Country name + Organization acronym of the organizations participating to the ballot and entitled to vote on the Enquiries
- **Liaison:** Organization acronym of the external organizations authorized to cast comments on the Enquiries

Electronic Balloting for FV/UAP

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All open > prEN 14511

Tools Help

Information Participation **Audience**

Add New Item...

Reference: prEN 14511
Committee: CEN/TC 113
Status: Open
Opening date: 2008-03-01
Closing date: 2008-07-31

Secretariat: Spain (AENOR)

Member:

- Austria (ON)
- Belgium (NBN)
- Bulgaria (BDS)
- Cyprus (CYS)
- Czech Republic (CNI)
- Denmark (DS)
- Estonia (EVS)
- Finland (SFS)
- France (AFNOR)
- Germany (DIN)
- Greece (ELOT)
- Hungary (MSZT)
- Iceland (IST)
- Ireland (NSAI)
- Italy (UNI)
- Latvia (LVIS)
- Lithuania (LST)
- Luxembourg (SEE)
- Malta (MSA)
- Netherlands (NEN)
- Norway (SN)
- Poland (PKN)
- Portugal (IPQ)
- Romania (ASRO)
- Slovakia (SUTN)
- Slovenia (SIST)
- Spain (AENOR)
- Sweden (SIS)
- Switzerland (SNV)
- United Kingdom (BSI)

Liaison: CEN/Consultant Noise 2
EC
EFTA

Back to list of ballots

Local intranet

11.2 Audience

You can see the ballot audience by clicking on the tab **Audience** of the ballot.

The **audience**, i.e. the individuals representing the CEN members as voters, may change while a ballot is open, and also when it is closed.

The following information is displayed on the Ballot Audience screen:

- **Ballot Owner:** Name + Role + Organization
- **Content Owner:** Name + Role + Organization
- **Voter:** Name + Role + Organization
- **Commenter:** Name + Role + Organization
- **Monitor:** Name + Role + Organization

Note: See Annex 2 for detailed information on the 6 roles.

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All open > prEN 14511

Tools Help

Information Participation **Audience**

Add New Item...

Reference: prEN 14511
Committee: CEN/TC 113
Status: Open
Opening date: 2008-03-01
Closing date: 2008-07-31

Note:
You can send an email to the complete audience (excluding ISO/CS staff) of this ballot by clicking on the envelope here ☒ ; then follow instructions.

To send an email to a partial audience, limited to all users registered in one particular balloting role (e.g. only to Obligated voters), locate and click the envelope for that particular role in the left column of the table further down this page.

In order to ensure confidentiality among the recipients to your emails, remember to use the "Bcc:" field of your email application, not the usual "Bcc:" field.

The balloting application you are using is integrated with a Livelink server for single-sign-on of users. If users registered in the audience displayed on this page do not have an account on the Livelink server, they won't be able to use the balloting application. Click [here](#) to check whether every user has proper access.

	User	Business role	Livelink account
Ballot owner <input checked="" type="checkbox"/>	Ballot, Owen Mr.	CEN FV/UAP ballot owner representing CEN	
	Bellier, Marc	CEN FV/UAP ballot owner representing CEN	
	Colinia, Cécile Ms.	CEN FV/UAP ballot owner representing CEN	
	Giust, Frédéric	CEN FV/UAP ballot owner representing CEN	
	Tettoni, Laurent Mr.	CEN FV/UAP ballot owner representing CEN	
Content owner <input checked="" type="checkbox"/>	Ballot, Daniel Sr.	Secretary support team of [CEN/TC 113] representing Spain (AENOR)	
	Arribas, Francisco Luis	Chairperson of [CEN/TC 113] representing Spain (AENOR)	
	Soledad Blanco Ramos, M. Mrs	Secretary of [CEN/TC 113] representing Spain (AENOR)	
	Ballot, Cécile Mme.	CEN FV/UAP content owner of [CEN/TC 113] representing CECIMO	
Voter <input checked="" type="checkbox"/>	Ballot, Eddy Dr.	CEN FV/UAP voter of [CEN/TC 113] representing Greece (ELOT)	
	Ballot, Hans Dr.	CEN FV/UAP voter of [CEN/TC 113] representing Germany (DIN)	
	Ballot, Kasia Ms.	CEN FV/UAP voter of [CEN/TC 113] representing Poland (PKN)	
	Beneke, Franz Dr	CEN FV/UAP voter representing Germany (DIN)	
	Bianchini, P. Mr	CEN FV/UAP voter representing France (AFNOR)	
	Meik, Sabine Dinl.-Ing	CEN FV/UAP voter representing Germany (DIN)	

Local intranet

12 Searching for particular ballots (Ballot search screen)

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.

Electronic Balloting for FV/UAP

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Tools Help

Search

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

Type: All Reference or Title: Opening date: from Closing date: to

Status: All Committee: All my Committees

Electronic Balloting Portal
Open Ballots
Search
CENTC Committee Areas
Logout
Manage my roles

Type	Committee	Reference	Vote	Result	Status	Opening date	Closing date	Role
To start your search, please define one criterion (or several criteria) to search for.								

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 (FV , UAP) will retrieve the ballots of this type. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
Status	Selecting a ballot status (Open , Closed , Not yet open) will automatically retrieve all the ballots which are currently under this status. You can then define additional search criteria (e.g. opening date, closing date...) to refine your query.
Reference or Title	You can enter a string of characters that is part of the ballot reference or title. (Note: this is not case-sensitive).
Committee	Selecting a ballot committee will retrieve all the ballots of this committee. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
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.

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Search

Tools Help

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

Type: FV Reference or Title: Opening date: from Closing date: to

Status: Closed Committee: All my Committees Search Reset

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

Type	Committee	Reference	Vote	Result	Status	Opening date	Closing date	Role
FV	CEN/TC 88	prEN 14303	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14304	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14305	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14306	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14307	26 votes	Disapproved by National Members	Closed	2004-02-12	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14308	26 votes	Disapproved by National Members	Closed	2004-01-22	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14309	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14313	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14314	26 votes	Disapproved by National Members	Closed	2004-01-15	2004-04-15	Ballot owner
FV	CEN/TC 88	prEN 14063-2 old	26 votes	Disapproved by National Members	Closed	2004-02-05	2004-05-05	Ballot owner
FV	CEN/TC 88	prEN 14064-1	26 votes	Disapproved by National Members	Closed	2004-02-05	2004-05-05	Ballot owner
FV	CEN/TC 88	prEN 14064-2	26 votes	Disapproved by National Members	Closed	2004-02-05	2004-05-05	Ballot owner
FV	CEN/TC 88	prEN 14316-2 old	26 votes	Disapproved by National Members	Closed	2004-02-05	2004-05-05	Ballot owner

Shortcut to viewMyBallots.do# Local intranet

13 Voting on behalf of an Organization

Once the vote is open, the BallotOwner can cast a vote on behalf of an Organization.

13.1 Ballot selection

Go to Tab **All Open** and select the ballot for which you have to cast a vote by clicking on its **Reference**.

Electronic Balloting for FV/UAP

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All open

Tools Help

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

11 ballots found

Add New Item...

Type	Committee	Reference	Vote	Opening date	Closing date	Role
UAP	CEN/TC 113	prEN MyTest-04	5 votes	2008-03-18	2008-05-20	Ballot owner
UAP	CEN/TC 1	test fred2	4 votes	2008-02-18	2008-05-21	Ballot owner
FV	CEN/TC 113	test fred		2008-02-17	2008-05-21	Ballot owner
FV	CEN/TC 113	test fred 3	6 votes	2008-02-19	2008-05-21	Ballot owner
FV	CEN/TC 113	prEN 12900 rev	17 votes, 2 comments	2008-02-25	2008-05-25	Ballot owner
FV	CEN/TC 12	Test fred4		2008-02-20	2008-05-29	Ballot owner
FV	CEN/TC 113	Test for CENELEC audience	3 votes, 1 comment	2008-03-01	2008-06-04	Ballot owner
FV	CEN/TC 113	prEN Mytest-02	10 votes, 1 comment	2008-03-03	2008-06-05	Ballot owner
FV	CEN/TC 113	prEN Mytest-05	2 votes	2008-03-19	2008-06-21	Ballot owner
FV	CEN/TC 113	prEN ISO 13650		2008-03-01	2008-06-26	Ballot owner
FV	CEN/TC 113	prEN 14511		2008-03-01	2008-07-31	Ballot owner

Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

Note: In the column **Roles** you see your own status in this ballot (Ballot owner).

13.2 Casting vote on behalf of an organization

From the **Add New Item**-dropdown menu, choose the option **Cast vote as**.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Tuesday, 2008-03-25

All open > prEN 14511

Tools Help

Information **Participation** Audience

Reference: [prEN 14511](#)

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Opened on: 2008-03-25 14:33

Initial closing date: 2008-06-26

Closing date: 2008-07-31

Closed on:

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

Add New Item...

- Ballot
- Cast vote as**
- Submit Comment as

The **Vote** screen is displayed.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Tuesday, 2008-03-25

All open > prEN 14511

Vote

Reference: [prEN 14511](#)

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Closing date: 2008-07-31

by Colinia, Cécile Ms.

-- select a participant --

Vote on the Document: -- select an answer --

Do you agree with the proposed implementation periods? -- select an answer --

Cast vote Reset Cancel

Select first the organization on behalf of which you are voting.

The screenshot shows the 'Vote' page for reference prEN 14511, committee CEN/TC 113, with an opening date of 2008-03-01 and a closing date of 2008-07-31. The status is 'Open'. A dropdown menu for selecting a participant is open, showing a list of countries: Austria (ON), Belgium (NBN), Bulgaria (BDS), Cyprus (CY), Czech Republic (CNI), Denmark (DS), Estonia (EVS), Finland (SFS), France (AFNOR), and Germany (DIN). The user is logged in as 'Colinia, Cécile Ms.'. Below the dropdown, there are two questions: 'Vote on the Document?' and 'Do you agree with the proposed implementation periods?'. Each question has a dropdown for selecting an answer. At the bottom, there are buttons for 'Cast vote', 'Reset', and 'Cancel'.

Then reply to the 2 questions.

13.2.1 Vote on the Document (Question 1)

For each type of ballot, a number of defined vote options exist. Choosing a certain vote option for the first question may require that you submit a comment file in conjunction with your vote.

A list of the permitted vote options and the requirement to submit a comment file is contained in **Annex 1** of this Guide. For the submission of comments, please use the latest version of the CEN commenting template (available in CEN/BOSS - <http://www.cenorm.be/boss/> → Supporting Material – Forms, templates and formatted resolutions – CEN Commenting Template).

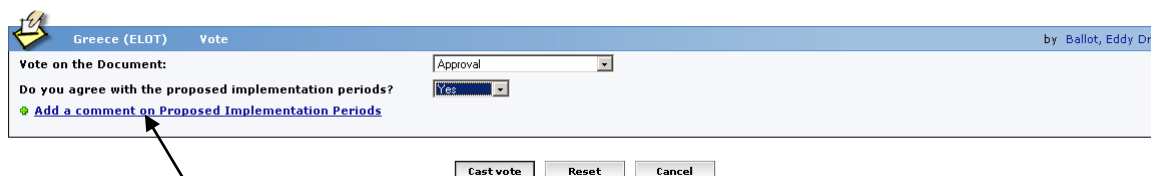
This screenshot shows the 'Vote on the Document' section of the voting interface. The reference is prEN 14511, committee CEN/TC 113, with an opening date of 2008-03-01 and a closing date of 2008-07-31. The status is 'Open'. The user is logged in as 'Colinia, Cécile Ms.'. The 'Vote on the Document' section has a dropdown for selecting an answer, currently set to 'Approval with Editorial Comments'. Below this, there is a question: 'Do you agree with the proposed implementation periods?' with a dropdown for selecting an answer. A 'Comment file' section is also present, with a text input field and a 'Browse...' button. A note below the input field states: 'Please use only Word documents based on the CEN Commenting Template !'. At the bottom, there are buttons for 'Cast vote', 'Reset', and 'Cancel'.

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

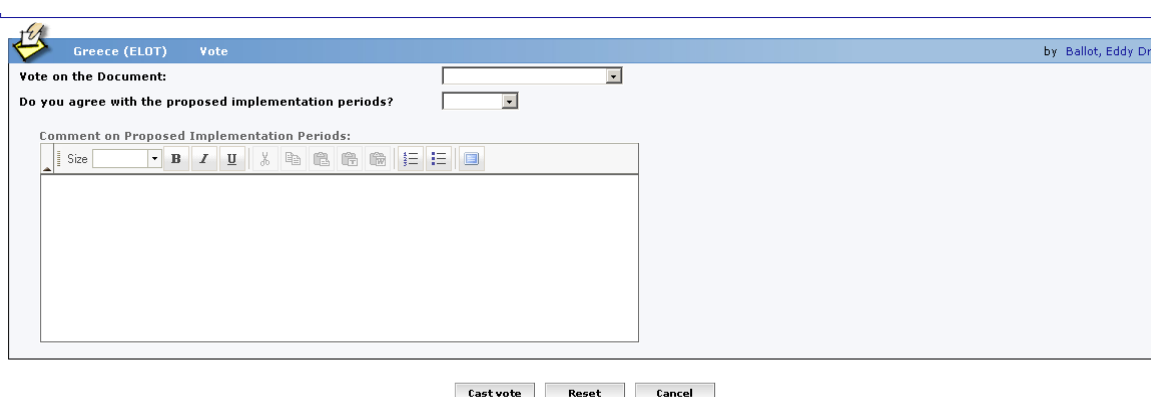
This screenshot shows the 'Vote on the Document' section of the voting interface, similar to the previous one, but with a file selected in the 'Comment file' section. The file path is 'Y:\FITY\TC\GROUP3 - DECISION MAKING'. The 'Vote on the Document' section has a dropdown for selecting an answer, currently set to 'Approval with Editorial Comments'. Below this, there is a question: 'Do you agree with the proposed implementation periods?' with a dropdown for selecting an answer. At the bottom, there are buttons for 'Cast vote', 'Reset', and 'Cancel'.

13.2.2 Do you agree with the proposed implementation periods ? (Question 2)

- If you reply '**Yes**' or '**No Answer**', you have the opportunity to add a textual comment on the proposed implementation periods. **Attention:** the textual comment is only to be used for the second question on the implementation periods.

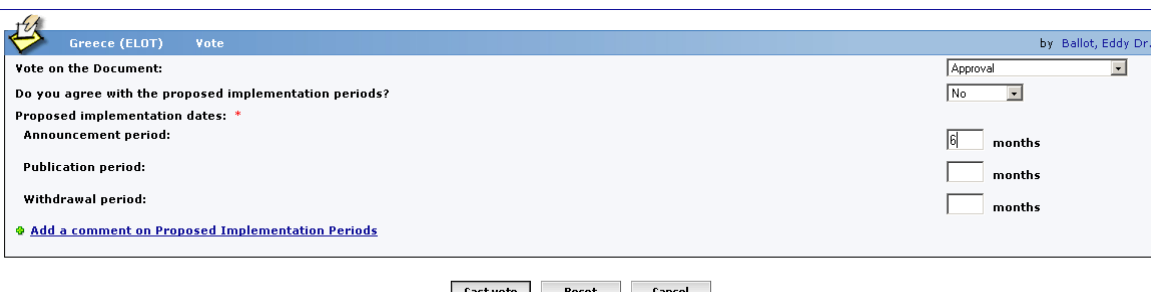


Click on '[Add a comment on Proposed Implementation Periods](#)'. A comment box is opened allowing you to enter text.



You have the possibility to format your text (bold, italic, bullets...) or to paste it from another application. See **Annex 3** for detailed information on the capabilities and limitations of these Rich Text fields.

- If you reply '**No**' then you should use one of the following possibilities:
- either add a textual comment only (click on '[Add a comment on Proposed Implementation Periods](#)')
 - or enter one or several alternative numbers of months in the fields 'Announcement period' and/or 'Publication period' and/or 'Withdrawal period'
 - or add a textual comment and enter one or several alternative periods



Once you have replied to questions 1 and 2 (+ 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 and time of this action.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-03-27

All open > prEN 14511

Tools Help

Information Participation Audience

Reference: prEN 14511

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Opened on: 2008-03-25 14:33

Initial closing date: 2008-06-26

Closing date: 2008-07-31

Closed on:

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

French Title: Climatiseurs, groupes refroidisseurs de liquide et pompes à chaleur avec compresseur entraîné par moteur électrique pour le chauffage et la réfrigération des locaux - Partie 3: Méthodes d'essai

German Title: Luftkonditionierer, Flüssigkeitskühlsätze und Wärmepumpen mit elektrisch angetriebenen Verdichtern für die Raumbeheizung und Kühlung - Teil 3: Prüfverfahren

Type of vote: CENFV

Work Item Number: 00113043

Procedure Iteration: 1

Vienna Agreement Status: None

Ballot Secretariat: Spain (AENOR)

Proposed implementation dates:

Announcement period: 3

Publication period: 6

Withdrawal period: 6

Reference documents and links

00113029_ed_20040129

CEN.EU

Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Greece	ELOT	Member, Inside EEA	Approval with Editorial Comments	No	Colinia, Cécile Ms.	2008-03-27

Back to list of ballots

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. Question 1).

Note :

The [+] and [-] buttons allow to Open / Close textual comments associated with answers.

13.3 Error messages

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

- Missing participant:

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-03-27

All open > prEN 14511

Vote

Reference: prEN 14511

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Closing date: 2008-07-31

-- select a participant -- You need to enter a participant

Vote by Colinia, Cécile Ms.

Vote on the Document: Approval


Do you agree with the proposed implementation periods? Yes

Add a comment on Proposed Implementation Periods

Cast vote Reset Cancel

- Missing vote value:

Question 1


 **Greece (ELDT)** **Vote** by Ballot, Eddy Dr.

Vote on the Document:
You need to answer this question -- select an answer --

Do you agree with the proposed implementation periods? Yes

[Add a comment on Proposed Implementation Periods](#)


Question 2

 **Greece (ELDT)** **Vote** by Ballot, Eddy Dr.

Vote on the Document:
 Do you agree with the proposed implementation periods? Approval
 Proposed implementation dates: * **Please provide alternative implementation period(s) or a comment**
 Announcement period: No
 Publication period: months
 Withdrawal period: months

[Add a comment on Proposed Implementation Periods](#)

- Missing comment:

 **Greece (ELDT)** **Vote** by Ballot, Eddy Dr.

Vote on the Document:
 Do you agree with the proposed implementation periods? Disapproval
 Yes


















[Add a comment on Proposed Implementation Periods](#)

Comment file: *
 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 !

13.4 Display of vote

As BallotOwner, after having cast a vote, you will be able to see all the votes cast (by you or by the different voters) during the balloting period.






Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	<u>Abstention</u>	Yes	Bellier, Marc	2008-02-27
	Belgium	NBN	Member, Inside EEA	<u>Abstention</u>	No Answer	Bellier, Marc	2008-02-27
	Bulgaria	BDS	Member, Inside EEA	<u>Approval</u>	No Answer	Bellier, Marc	2008-03-06
	Cyprus	CYS	Member, Inside EEA	<u>Abstention</u>	Yes	Bellier, Marc	2008-02-27
	Czech Republic	CNI	Member, Inside EEA	<u>Approval</u>	Yes	Bellier, Marc	2008-02-27
	Denmark	DS	Member, Inside EEA	<u>Approval</u>	No	Bellier, Marc	2008-02-27
	Estonia	EVS	Member, Inside EEA	<u>Abstention</u>	No	Bellier, Marc	2008-02-27
	Finland	SFS	Member, Inside EEA	<u>Approval</u>	No	Bellier, Marc	2008-02-27
	France	AFNOR	Member, Inside EEA	<u>Approval with Editorial Comments</u>	Yes	Bellier, Marc	2008-02-27
	Germany	DIN	Member, Inside EEA	<u>Approval with Editorial Comments</u>	No	Bellier, Marc	2008-02-27
	Greece	ELDT	Member, Inside EEA	<u>Approval</u>	No	Ballot, Eddy Dr.	2008-03-20
	Hungary	MSZT	Member, Inside EEA	<u>Approval</u>	Yes	Bellier, Marc	2008-02-27
	Iceland	IST	Member, Inside EEA	<u>Approval</u>	Yes	Bellier, Marc	2008-02-28
	Italy	UNI	Member, Inside EEA	<u>Approval</u>	Yes	Bellier, Marc	2008-03-05
	Poland	PKN	Member, Inside EEA	<u>Approval</u>	No	Ballot, Kasia Ms.	2008-03-05
	Spain	AENOR	Secretariat, Inside EEA	<u>Approval</u>	Yes	Bellier, Marc	2008-02-27
	United Kingdom	BSI	Member, Inside EEA	<u>Approval</u>	Yes	Colinia, Cécile Ms.	2008-03-21

The following information is displayed on the *Ballot screen*:

- **Type:** Vote  or Comment 
- **Participant:** Country name and organization name of the voter.
- **Participation:** Shows if the national Member is a EEA country or not.
- **Question 1:** Displays the answer to the first question. If a comment file has been added to the question 1, then the vote value is underlined. Click on it to have access to the comment.
- **Question 2:** Displays the answer to the second question.
- **Cast by:** Login-name of the balloter who has cast the vote. If the vote is modified, the login-name of the person who has last modified the vote is displayed.
- **Date:** Date of the last modification.

13.5 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	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON 	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT 	Member, Inside EEA	<u>Approval with Editorial Comments</u>	No 	Colinia, Cécile Ms.	2008-03-27

Add version

Delete

Versions

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.

Vote

Reference: prEN 14511
Committee: CEN/TC 113
Status: Open

Opening date: 2008-03-01
Closing date: 2008-07-31

Greece (ELOT) Vote

Cast on 2008-03-27 by Colinia, Cécile Ms.

Vote on the Document:

Do you agree with the proposed implementation periods?
Proposed implementation dates: *
Announcement period:
Publication period:
Withdrawal period:

Approval with Editorial Comments
No
6 months
6 months
9 months

Add a comment on Proposed Implementation Periods

Comment file: *

Current Comment File: commenting_form

Please select the file to upload: Y:\FTVITCC\GROUP3 - DECISION MAKING Browse...

The document going to be uploaded will replace the current comment file
Please use only Word documents based on the CEN Commenting Template !

Cast vote Reset Cancel

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

Vote

Reference: prEN 14511
Committee: CEN/TC 113
Status: Open
Opening date: 2008-03-01
Closing date: 2008-07-31

Greece (ELOT) Vote Cast on 2008-03-27 by Colinia, Cécile Ms.

Vote on the Document:

Do you agree with the proposed implementation periods?

Proposed implementation dates: *

Announcement period: 6 months

Publication period: 6 months

Withdrawal period: 9 months

[Add a comment on Proposed Implementation Periods](#)

Comment file: *

Current Comment File: Delete Undelete

Please select the file to upload: Browse...

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

Cast vote **Reset** **Cancel**

The following message will be displayed:

Comment file: *

Current Comment File: **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: Browse...

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

Cast vote **Reset** **Cancel**

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.

Information **Participation** **Audience** **Add New Item...**

Reference: prEN 14511
Committee: CEN/TC 113
Status: Open
Opening date: 2008-03-01
Opened on: 2008-03-25 14:33
Initial closing date: 2008-06-26
Closing date: 2008-07-31
Closed on:

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

French Title: Climatiseurs, groupes refroidisseurs de liquide et pompes à chaleur avec compresseur entraîné par moteur électrique pour le chauffage et la réfrigération des locaux - Partie 3: Méthodes d'essai

German Title: Luftkonditionierer, Flüssigkeitskühlsätze und Wärmepumpen mit elektrisch angetriebenen Verdichtern für die Raumbeheizung und Kühlung - Teil 3: Prüfverfahren

Type of vote: CENFV

Work Item Number: 00113043

Procedure Iteration: 1

Vienna Agreement Status: None

Ballot Secretariat: Spain (AENOR)

Proposed implementation dates:

Announcement period: 3

Publication period: 6

Withdrawal period: 6

Reference documents and links

00113029_ed_20040129

Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	Member, Inside EEA	Approval	No	Colinia, Cécile Ms.	2008-03-27

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: prEN 14511
Committee: CEN/TC 113
Status: Open

Opening date: 2008-03-01
Closing date: 2008-07-31

Greece (ELOT) Vote

Cast on 2008-03-27 by Colinia, Cécile Ms.

Vote on the Document:

Do you agree with the proposed implementation periods?

Proposed implementation dates: *

Announcement period:

Publication period:

Withdrawal period:

Approval with Editorial Comments

No

6 months

6 months

9 months

Add a comment on Proposed Implementation Periods

Comment file: *

Current Comment File: commenting_form 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: 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	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27

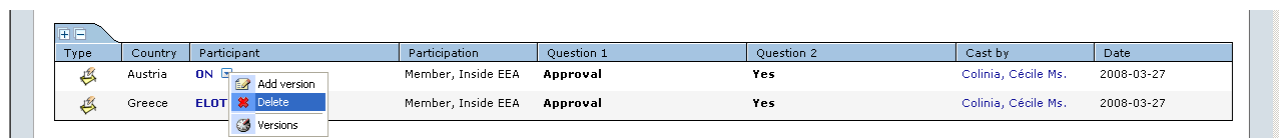
The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot **"Information"** tab : clicking on the Question 1 vote value opens the Comment file, if it exists.

Version	Date	Cast by	Participant	Question 1	Question 2
1	2008-03-27 07:54	Colinia, Cécile Ms.	Greece (ELOT)	Approval	No
2	2008-03-27 07:55	Colinia, Cécile Ms.	Greece (ELOT)	Approval with Editorial Comments	No
3	2008-03-27 08:05	Colinia, Cécile Ms.	Greece (ELOT)	Approval	No
4	2008-03-27 08:06	Colinia, Cécile Ms.	Greece (ELOT)	Approval with Editorial Comments	No
5	2008-03-27 08:06	Colinia, Cécile Ms.	Greece (ELOT)	Approval	Yes

Cancel

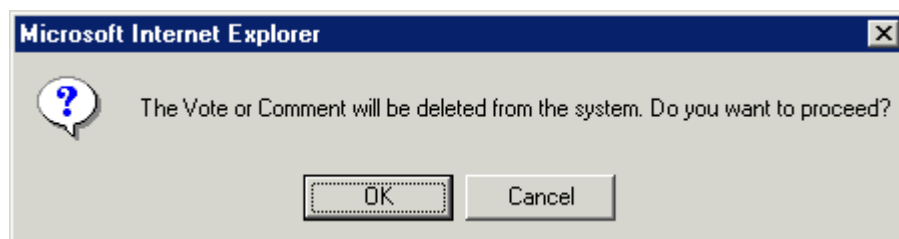
13.6 Deletion of votes

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



Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27

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.

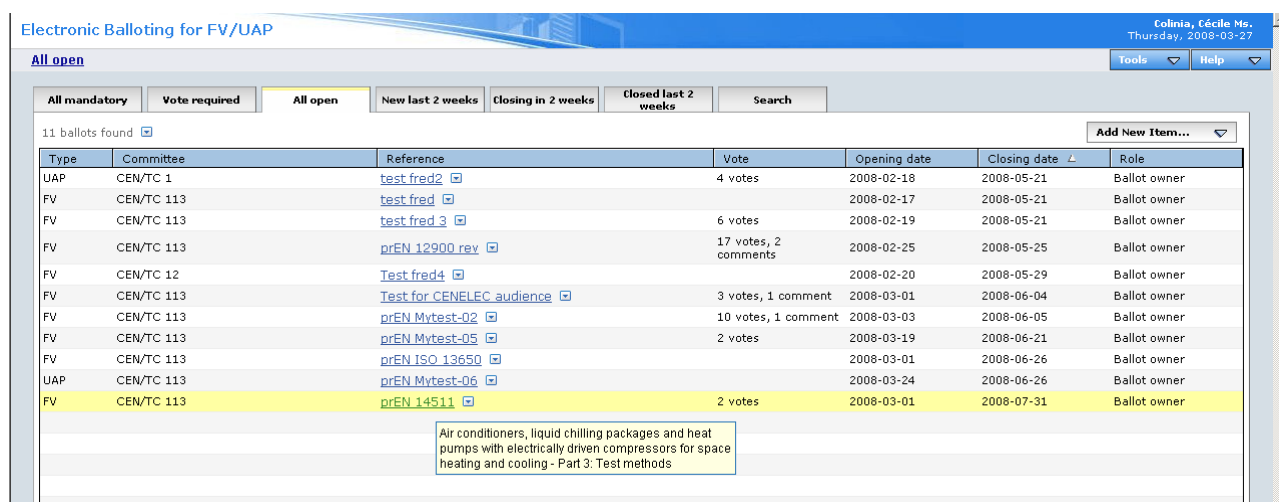
Note that a vote and an accompanying comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

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.

14 Submit a comment on behalf of an Organization

14.1 Ballot selection

First select the ballot in the **Ballot Selection screen** (or via the Search function described in § 10).



Type	Committee	Reference	Vote	Opening date	Closing date	Role
UAP	CEN/TC 1	test fred2	4 votes	2008-02-18	2008-05-21	Ballot owner
FV	CEN/TC 113	test fred		2008-02-17	2008-05-21	Ballot owner
FV	CEN/TC 113	test fred 3	6 votes	2008-02-19	2008-05-21	Ballot owner
FV	CEN/TC 113	prEN 12900 rev	17 votes, 2 comments	2008-02-25	2008-05-25	Ballot owner
FV	CEN/TC 12	Test fred4		2008-02-20	2008-05-29	Ballot owner
FV	CEN/TC 113	Test for CENELEC audience	3 votes, 1 comment	2008-03-01	2008-06-04	Ballot owner
FV	CEN/TC 113	prEN Mytest-02	10 votes, 1 comment	2008-03-03	2008-06-05	Ballot owner
FV	CEN/TC 113	prEN Mytest-05	2 votes	2008-03-19	2008-06-21	Ballot owner
FV	CEN/TC 113	prEN ISO 13650		2008-03-01	2008-06-26	Ballot owner
UAP	CEN/TC 113	prEN Mytest-06		2008-03-24	2008-06-26	Ballot owner
FV	CEN/TC 113	prEN 14511	2 votes	2008-03-01	2008-07-31	Ballot owner

Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

14.2 Submit a comment on behalf of an organization

Open the **Add New Item** dropdown menu and choose the option **Submit Comment as**.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-03-27

All open > prEN 14511

Tools Help

Information Participation Audience

Reference: prEN 14511

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Opened on: 2008-03-25 14:33

Initial closing date: 2008-06-26

Closing date: 2008-07-31

Closed on:

Title: Air conditioners, liquid chilling packages and heat pumps with electrically driven compressors for space heating and cooling - Part 3: Test methods

French Title: Climatiseurs, groupes refroidisseurs de liquide et pompes à chaleur avec compresseur entraîné par moteur électrique pour le chauffage et la réfrigération des locaux - Partie 3: Méthodes d'essai

German Title: Luftkonditionierer, Flüssigkeitskühlsätze und Wärmepumpen mit elektrisch angetriebenen Verdichtern für die Raumbeheizung und Kühlung - Teil 3: Prüfverfahren

Type of vote: CEN/TC

Work Item Number: 00113043

Procedure Iteration: 1

Vienna Agreement Status: None

Ballot Secretariat: Spain (AENOR)

Proposed implementation dates:

Announcement period: 3

Publication period: 6

Withdrawal period: 6

Add New Item...
Ballot
Cast vote as
Submit Comment as

The **Comment** screen is displayed.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-03-27

All open > prEN 14511

Comment

Reference: prEN 14511

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Closing date: 2008-07-31

-- select a participant -- Comment by Colinia, Cécile Ms.

Comment file: *

Please select the file to upload: Browse...

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

Submit comment Reset Cancel

Select first the organization on behalf of which you are commenting.

Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-03-27

All open > prEN 14511

Comment

Reference: prEN 14511

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Closing date: 2008-07-31

-- select a participant -- Comment by Colinia, Cécile Ms.

Comment file: *

Please select the file to upload: Browse...

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

Submit comment Reset Cancel

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).

Electronic Balloting for FV/UAP Colinia, Cécile Ms.
Thursday, 2008-03-27

[All open](#) > [prEN 14511](#)

Comment

Reference: prEN 14511

Committee: CEN/TC 113

Status: Open

Opening date: 2008-03-01

Closing date: 2008-07-31

CEN/Consultant Noise 2 by Colinia, Cécile Ms.

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.
 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	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
		CEN/Consultant Noise 2	Liaison	Comments		Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27

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 and time 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 'Comments' (under Question 1) will open the comment file (in HTML-format).

Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
		CEN/Consultant Noise 2	Liaison	Comments		Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27

14.3 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.

Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
		CEN/Consultant Noise 2	Liaison	Comments		Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27

The following screen will be displayed:

and you may upload a new comment file by clicking on **Browse...**

14.4 Deletion of comments

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

Type	Country	Participant	Participation	Question 1	Question 2	Cast by	Date
	Austria	ON	Member, Inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27
		CEN/Consultant Noise 2		Comments		Colinia, Cécile Ms.	2008-03-27
	Greece	ELOT	inside EEA	Approval	Yes	Colinia, Cécile Ms.	2008-03-27

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.

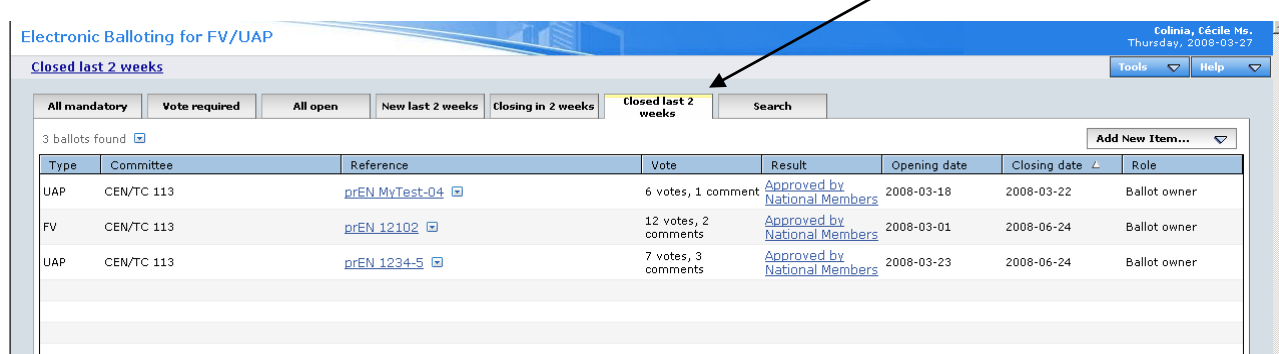
Note that a comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

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.

15 Accessing the results of closed ballots and comments

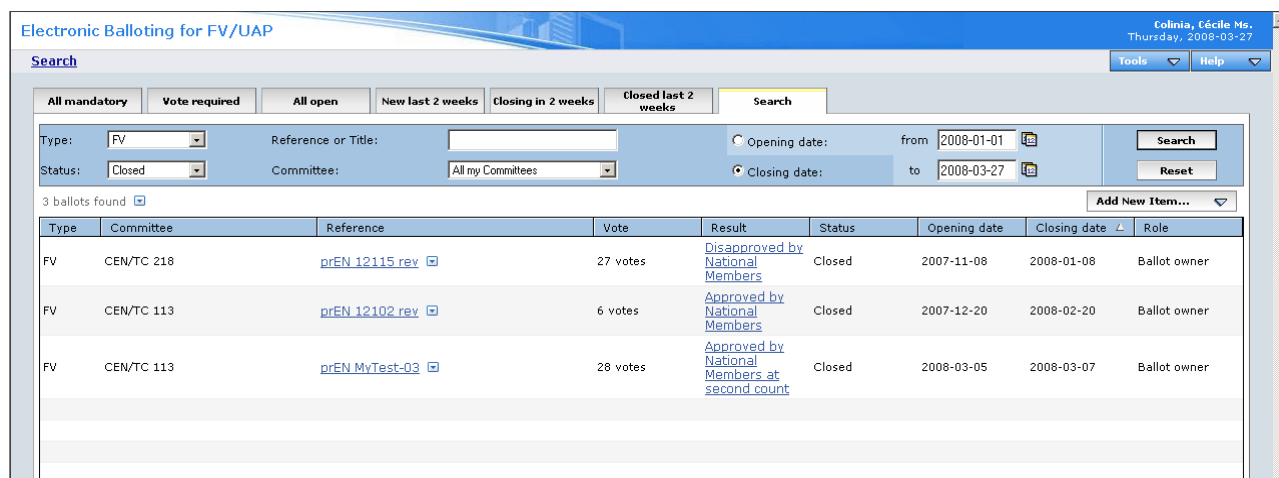
To access the result of closed ballots, you have two options:

- 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.

- If the ballot was closed longer than two weeks ago, you need to use the **Ballot Search screen** (see § 12). 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.



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.

15.1 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.

[All open](#) > [prEN 14511-1](#)

Tools Help

Information

Result

Participation

Audience

Add New Item...

Reference: prEN 14511-1

Committee: CEN/TC 113

Status: Closed


Opening date: 2008-04-01

Initial closing date: 2008-07-11

Closing date: 2008-04-08

Download

Ballot results:

 as a Zip file**Result of voting***(National Members having abstained are not counted in this vote.)***Approved by National Members**

National Members approving: 17
 National Members disapproving: 5
 Weighted percentage approving: 81.54 % (requirement >= 71%)

Votes by National Members

Country	Member	Participation	Approval	Disapproval	Abstention	Vote on dates
Austria	ON	Member, Inside EEA	X			Yes
Belgium	NBN	Member, Inside EEA	X			Yes
Bulgaria	BDS	Member, Inside EEA				
Cyprus	CYS	Member, Inside EEA		X *		No
Czech Republic	CNI	Member, Inside EEA				
Denmark	DS	Member, Inside EEA				
Estonia	EVS	Member, Inside EEA	X *			Yes
Finland	SFS	Member, Inside EEA	X			Yes
France	AFNOR	Member, Inside EEA	X			No Answer
Germany	DIN	Member, Inside EEA	X *			Yes
Greece	ELOT	Member, Inside EEA	X *			No
Hungary	MSZT	Member, Inside EEA		X *		No
Iceland	IST	Member, Inside EEA		X *		No
Ireland	NSAI	Member, Inside EEA		X *		No
Italy	UNI	Member, Inside EEA		X *		No Answer
Latvia	LVS	Member, Inside EEA	X			Yes
Lithuania	LST	Member, Inside EEA				
Luxembourg	SEE	Member, Inside EEA			X *	No Answer
Malta	MSA	Member, Inside EEA	X			No Answer
Netherlands	NEN	Member, Inside EEA				
Norway	SN	Member, Inside EEA	X			No
Poland	PKN	Member, Inside EEA	X *			No
Portugal	IPQ	Member, Inside EEA	X			No
Romania	ASRO	Member, Inside EEA	X *			No
Slovakia	SUTN	Member, Inside EEA	X *			Yes
Slovenia	SIST	Member, Inside EEA				
Spain	AENOR	Secretariat, Inside EEA	X *			No Answer
Sweden	SIS	Member, Inside EEA	X			No Answer
Switzerland	SNV	Member, Outside EEA				
United Kingdom	BSI	Member, Inside EEA	X			Yes
TOTALS			17	5	1	

(*) A comment file was submitted with this vote

Comments on Implementation Dates

Country	Member	Participation	Answer
Austria	ON	Member, Inside EEA	Agrees but with comments...
Cyprus	CYS	Member, Inside EEA	Proposed implementation dates: Announcement period: 5 months Publication period: 5 months Withdrawal period: 9 months
Germany	DIN	Member, Inside EEA	Textual comment comment file

Greece	ELOT	Member, Inside EEA	<p>Proposed implementation dates:</p> <p>Announcement period: 6 months Publication period: 6 months Withdrawal period: 9 months</p>
Hungary	MSZT	Member, Inside EEA	<p>textual comment proposed implementation dates</p> <p>Proposed implementation dates:</p> <p>Announcement period: 6 months Publication period: 6 months Withdrawal period: 9 months</p>
Iceland	IST	Member, Inside EEA	Disagrees with proposed implementation periods (no alternative periods proposed)
Ireland	NSAI	Member, Inside EEA	<p>f fffkl jlkfgjflk gjkfgjfkdgj sdfg sdf</p> <p>g kdfgjdfskg jfdkg jfdskg jfsdk gfgkfj fd</p> <p>fg sdfkg jfdkgj fk-g jf</p> <p>gg dfg fdkg jfd</p> <p>Proposed implementation dates:</p> <p>Announcement period: 5 months Publication period: 5 months Withdrawal period: 9 months</p>
Malta	MSA	Member, Inside EEA	No answer...
Norway	SN	Member, Inside EEA	<p>SN disagrees with the proposed implementation periods because:</p> <ul style="list-style-type: none"> • Reason 1: dfd dfjdh fjkdhfjdhf jdfh fhjdshf jdk fhjdshf d fhjdh qkdfh jfkfh jdfh dfhdf fdf df dh df hddfhjdjhdf hdf djfh jsdkf dq dfd • Reason 2: dfdsjfk d fdf dfhjd hdf hjdkhkdjf dklfj dkfj dskjf sdfj dfjdsf lsdf, kfudjkl fildji jij ifdjfdidn dfi jdirjdfkjdfj dfd fjd d • Reason 3: fjkf kdjfkldjdufv fgj kfjk fk flkgj fkgjo og

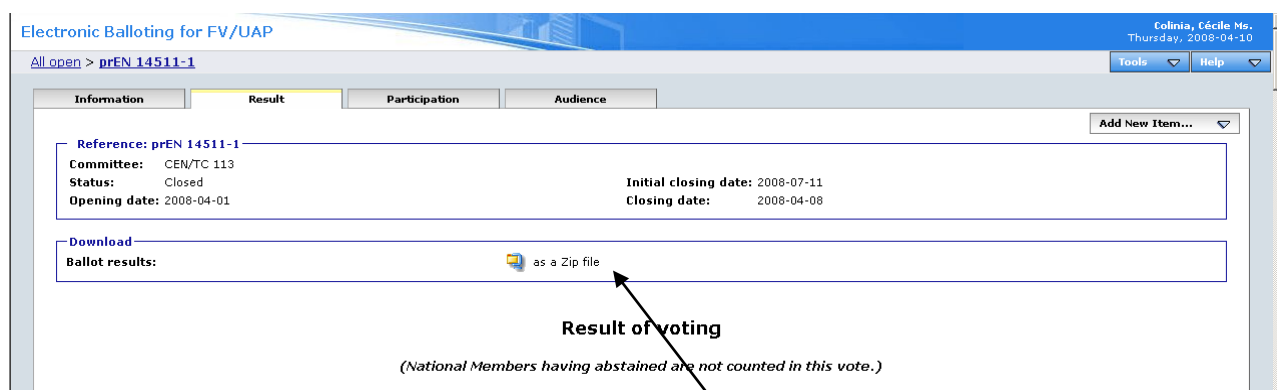
Comments from Voters			
Cyprus	CYS	Participant	Cyprus(CYS).doc
Estonia	EVS	Participant	Estonia(EVS).doc
Germany	DIN	Participant	Germany(DIN).doc
Greece	ELOT	Participant	Greece(ELOT).doc
Hungary	MSZT	Participant	Hungary(MSZT).doc
Iceland	IST	Participant	Iceland(IST).doc
Ireland	NSAI	Participant	Ireland(NSAI).doc
Italy	UNI	Participant	Italy(UNI).doc
Luxembourg	SEE	Participant	Luxembourg(SEE).doc
Poland	PKN	Participant	Poland(PKN).doc
Romania	ASRO	Participant	Romania(ASRO).doc
Slovakia	SUTN	Participant	Slovakia(SUTN).doc
Spain	AENOR	Secretariat	Spain(AENOR).doc

Comments from Commenters	
CEN	CEN.doc
EC	EC.doc

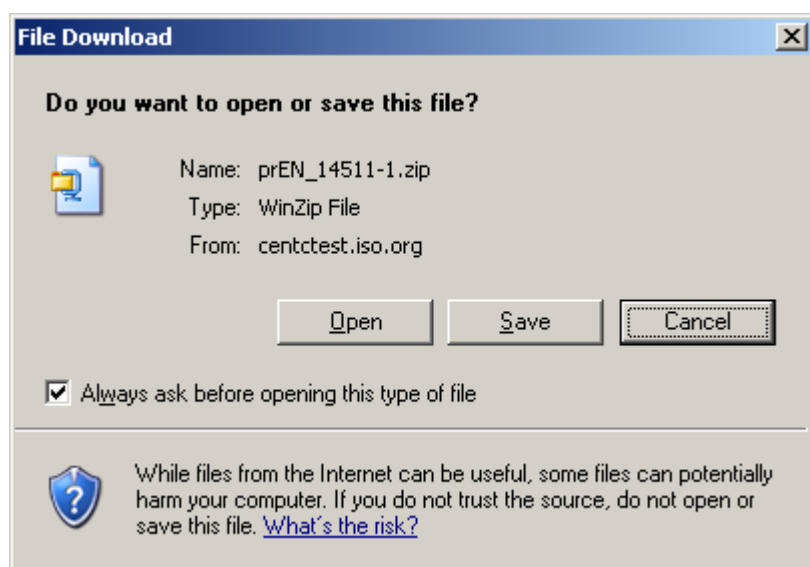
Back to list of ballots

15.2 Results in a Zip file

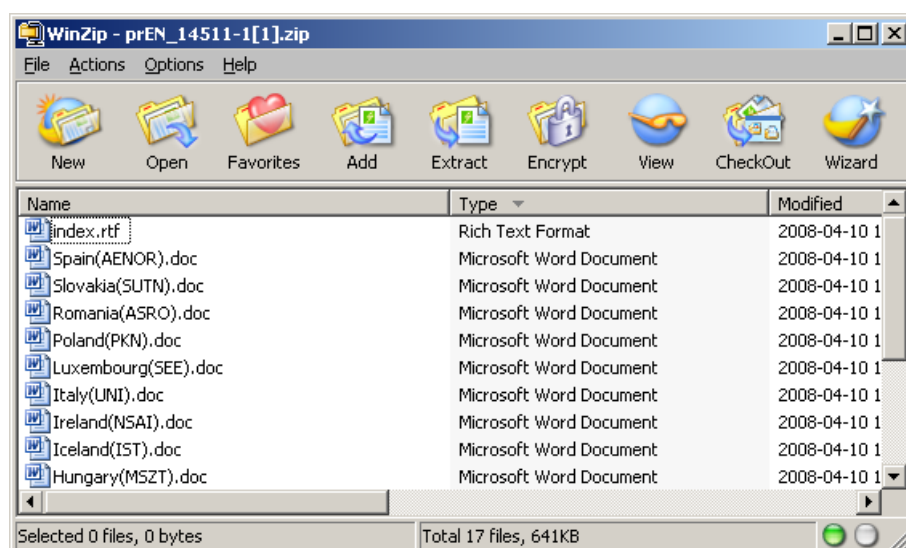
Results from balloting are combined in a Zip file containing the different comment files as well as the ballot result document in RTF format (see example in **Annex 4**).



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 :



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** file 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.

16 Notifications

16.1 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.

16.2 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 = Formal Vote or UAP

➤ Question 1 – Vote on the Document

Vote options	Comments required	Communication of comments
Approval	No	
Approval with editorial comments	Yes	Use CEN commenting template
Disapproval	Yes	Use CEN commenting template
Abstention	Yes	Use CEN commenting template

➤ Question 2 – Do you agree with the proposed implementation periods?

Vote options	Comments required	Communication of comments
No Answer	No (but possible)	Textual comment
Yes	No (but possible)	Textual comment
No	Yes	Provide alternative implementation period(s) or a textual comment (or both)

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 FV and UAP ballots.
Voter	Person representing an organization who has an obligation to cast a vote on a ballot document.
Commenter	Some external Organizations (other than NSB members) and CEN Consultants may be allowed to post comments on FV/UAP drafts and to see Ballot Results after Ballot closure.
Monitor	Person representing an organization who has <i>read/viewer</i> access to all or a subset of the ballots relevant for its organization without having the permission to cast, modify or delete a vote/comment him/herself.
ContentOwner	Committee Secretary and Committee Chairman (incl. any support staff) representing the originating committee which has developed/is responsible for the content of the draft standard under ballot.

ANNEX 3: How to use Rich text input fields.







A3.1 Rich Text features

The FV/UAP e-Balloting software allows the user to enter textual data in several **Rich Text entry fields** :











- Ballot **Title**
- Ballot Ad Hoc **Note**
- **Comment text** field used by Voters or Commenters












These Rich Text input fields have some features similar to those offered by a word processing tool like Microsoft Word.

The following functions may be accessed through the buttons present in the toolbar at the top of all Rich Text fields :

	Change text font size Possible values: <ul style="list-style-type: none">- xx-small- x-small (= default size used in eB3)- small- medium- large- x-large- xx-large
	Format text to Bold
	Format text to <i>Italicized</i>
	Format text to <u>Underlined</u>
	Make numbered list
	Make bulleted list

The following buttons are available in Metadata Text fields :

	Format text to Strikethrough
	Format text to Subscript
	Format text to Superscript
	Cut selected text
	Copy selected text
	Paste text
	Paste as plain text
	Paste from Word
	Undo last operation
	Redo last undone operation

	Select all
	Remove format
	Left justify text
	Center text
	Right justify text
	Full justify text
	Decrease Indent
	Increase Indent
	Change Font color
	Change Background color
	Maximize the editor size

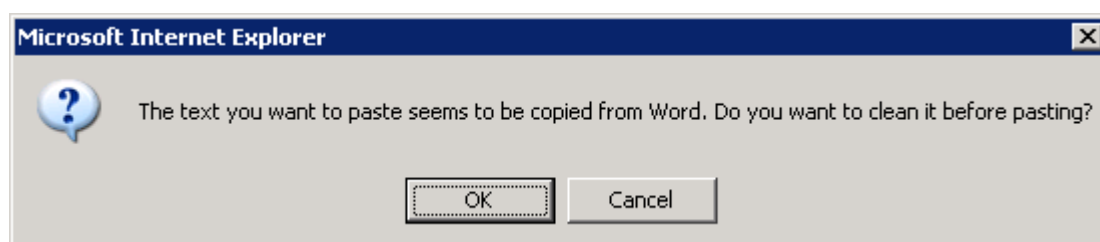
A3.2 Copy / Paste Limitations

The Rich Text fields allow the pasting of text copied from other applications (MS Word document, HTML Page, ...), but they are not full fledged text editors. Some limitations have to be taken into account when pasting text to these fields :

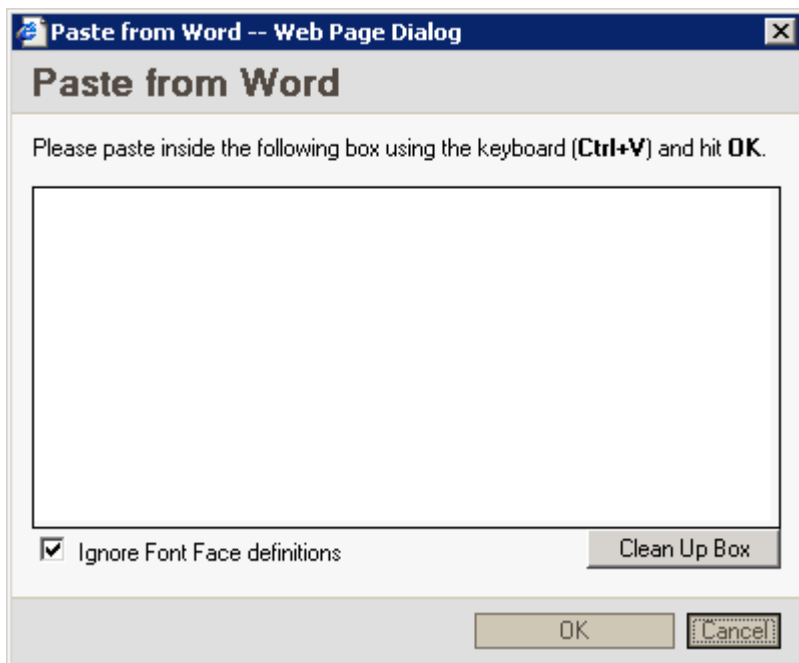
- **Tables and images** are not authorized.
When the system detects a table or an image in the text pasted in, it issues the following error message : **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- Due to the non-standard way different software programs manage the HTML format, some caution is needed when pasting text copied from other environments :
 - Some formatting options (tabulations, margins) might be lost between applications.
 - Some special characters (i.e. →, €, 'single' & "double" quotes, ...) may be lost when transferred from one application to the other.
 - When copying text from MS Word, if the <End Of Paragraph> mark is not selected, the formatting of the last line of the text may be lost in the process.
Example : the last line of an enumerated list loses its numbering.
- Sometimes the internal formatting of the text is too hard to handle for the Html text converter. The following message is displayed in this case : **Input contains formatting errors - please modify your input.**

Copy/paste from Word

The following message is displayed when pasting a text from Word:

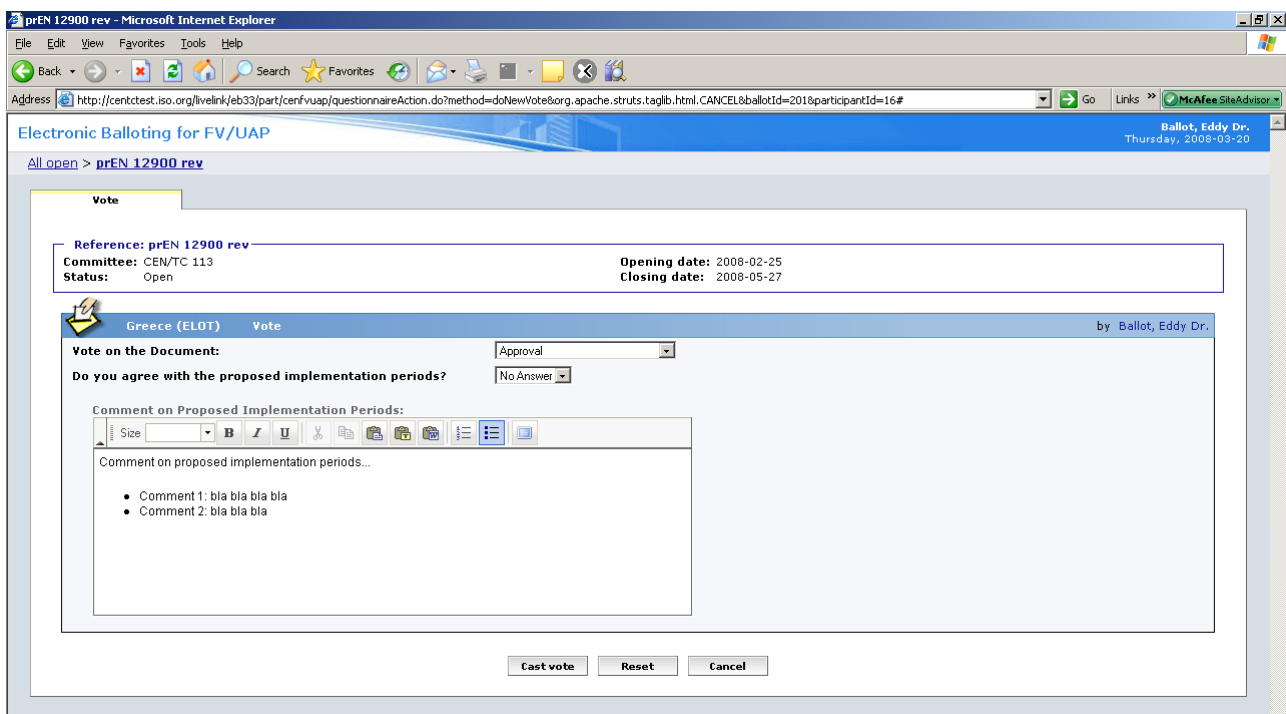


Click on **OK**. The following dialog box is displayed:



Paste your text inside the dialog box using **CTRL+V** and then click on **OK**.

The text is then brought back in the vote Vote screen.



Some tips to follow :

- When copying text from MS Word, avoid complicated formatting options in the initial document.
- Whenever possible, avoid special characters (such as '→', '€',) : they may disappear or be replaced by a question mark ('?') or another special character in the Rich text field.
- Some characters (i.e. 'single' and "double" quotes) may also be replaced by question marks depending on the source font or style.
- Tabulations and justifications (left, right, centered) are lost.
- Sometimes tables in Word documents or Html pages have no apparent borders and are not easily visible; they will nevertheless trigger the error message stating that tables are not allowed in this field.
- Converting a simple table to text in Word allows its content to be copied from Word to the comment field: its formatting may need the insertion of some additional space because tabulations are not preserved in the comment field.
- Some tables are not detected as such by the system, but the formatting problem triggers the more generic message : **Input contains formatting errors - please modify your input.** In this case, deleting the table normally solves the problem.

As a general rule, if you copy text from another application and paste it into a Text field in eB3, you should control your text after clicking on the [OK] button to submit it. You should then open your text to see if the formatting is incorrect or if some characters have been replaced by question marks ('?'). Should this be the case, you may correct your input by re-opening it in Edit mode.

ANNEX 4: Example of ballot result document in RTF format

Result of voting

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

Approved by National Members

National Members approving: 18

National Members disapproving: 4

Weighted percentage approving: 84.78 % (requirement >= 71%)

Votes by National Members						
Country	Member	Participation	Approval	Disapproval	Abstention	Vote on dates
Austria	ON	Member, Inside EEA	X			Yes
Belgium	NBN	Member, Inside EEA	X *			Yes
Bulgaria	BDS	Member, Inside EEA	X			No Answer
Cyprus	CYS	Member, Inside EEA	X			Yes
Czech Republic	CNI	Member, Inside EEA				
Denmark	DS	Member, Inside EEA	X *			Yes
Estonia	EVS	Member, Inside EEA	X			Yes
Finland	SFS	Member, Inside EEA	X			Yes
France	AFNOR	Member, Inside EEA	X			Yes
Germany	DIN	Member, Inside EEA		X *		No
Greece	ELOT	Member, Inside EEA	X			Yes
Hungary	MSZT	Member, Inside EEA	X			No
Iceland	IST	Member, Inside EEA		X *		No
Ireland	NSAI	Member, Inside EEA		X *		No Answer
Italy	UNI	Member, Inside EEA	X			Yes
Latvia	LVS	Member, Inside EEA			X *	No Answer
Lithuania	LST	Member, Inside EEA			X *	No Answer
Luxembourg	SEE	Member, Inside EEA	X			Yes
Malta	MSA	Member, Inside EEA		X *		Yes
Netherlands	NEN	Member, Inside EEA				
Norway	SN	Member, Inside EEA	X			No Answer
Poland	PKN	Member, Inside EEA	X			Yes
Portugal	IPQ	Member, Inside EEA	X *			Yes
Romania	ASRO	Member, Inside EEA	X *			Yes
Slovakia	SUTN	Member, Inside EEA	X			Yes
Slovenia	SIST	Member, Inside EEA				
Spain	AENOR	Secretariat, Inside EEA	X			Yes
Sweden	SIS	Member, Inside EEA				
Switzerland	SNV	Member, Outside EEA				
United Kingdom	BSI	Member, Inside EEA				
TOTALS			18	4	2	
(*) A comment file was submitted with this vote						

Comments on Implementation Dates			
Country	Member	Participation	Answer
Cyprus	CYS	Member, Inside EEA	f dfd fdjdfjdjhfdhfd hjd dhf jkdhfjkdhdhfd kdhf kdh fkd fhdckfh d fhkjdsf f f jkdfjdskfj kdsf jksdfjdsk fjdskf jsdkfjdksf jdskfj
Germany	DIN	Member, Inside EEA	gfkglfkkgkfgj kfg jkfjg fjg fgj fdgj lfkdj glkfdg jlfg jlfdkgj lkfdjgdf
Hungary	MSZT	Member, Inside EEA	Proposed implementation dates: Announcement period: 6 months Publication period: 6 months Withdrawal period: 9 months
Iceland	IST	Member, Inside EEA	Bla bla bla bla... Proposed implementation dates: Announcement period: 6 months Publication period: 6 months Withdrawal period: 9 months

Comments from Voters			
Belgium	NBN	Member, Inside EEA	Belgium(NBN).doc
Denmark	DS	Member, Inside EEA	Denmark(DS).doc
Germany	DIN	Member, Inside EEA	Germany(DIN).doc
Iceland	IST	Member, Inside EEA	Iceland(IST).doc
Ireland	NSAI	Member, Inside EEA	Ireland(NSAI).doc
Latvia	LVS	Member, Inside EEA	Latvia(LVS).doc
Lithuania	LST	Member, Inside EEA	Lithuania(LST).doc
Malta	MSA	Member, Inside EEA	Malta(MSA).doc
Portugal	IPQ	Member, Inside EEA	Portugal(IPQ).doc
Romania	ASRO	Member, Inside EEA	Romania(ASRO).doc

Comments from Commenters	
CEN/Consultant Noise 2	CEN_ConsultantNoise2.doc
EC	EC.doc
EFTA	EFTA.doc

ANNEX 5: Automatic Ballot Creation : Example of Ballot Creation Document

```
<?xml version="1.0" encoding="utf-8" standalone="yes" ?>
<CenBallot xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <Ballot>
    <docRef>prEN 15303-1</docRef>
    <type>ENQ</type>
    <titleEn>Design and application of plasterboard systems on frames - Part
      1: General</titleEn>
    <titleFr>Conception et mise en oeuvre d'ouvrages en plaques de plâtre
      sur ossatures - Partie 1: Généralités</titleFr>
    <titleDe>Planung und Ausführung von Gipsplattensystemen auf
      Unterkonstruktionen - Teil 1: Allgemeines</titleDe>
    <committeeRef>CEN/TC 241</committeeRef>
    <secretariat>AFNOR</secretariat>
    <wiNumber>00241028</wiNumber>
    <procIteration>2</procIteration>
    <openDate>2006-11-23</openDate>
    <closeDate>2007-01-23</closeDate>
    <viennaAgreement>None</viennaAgreement>
  </Ballot>
  <Ballot>
    <docRef>prEN 15462-2</docRef>
    <type>ENQ</type>
    <titleEn>Minimum requirements for remanufactured and compatible user
      replaceable cartridges to safeguard proper interaction with electro
      photographic printer systems or multi-functional devices that may
      contain printer components - Part 2: Colour</titleEn>
    <titleDe>Mindestanforderungen an wiederaufbereitete und kompatible,
      vom Anwender austauschbare Tonermodule für die Sicherstellung
      einwandfreier Wechselwirkung mit elektrofotografischen
      Druckersystemen oder Multifunktionsgeräten, die
      Druckerkomponenten enthalten können - Teil 2: Monochrome
      Tonermodule</titleDe>
    <committeeRef>Sectors</committeeRef>
    <secretariat>CMC</secretariat>
    <wiNumber>CSH99013</wiNumber>
    <procIteration>1</procIteration>
    <openDate>2006-11-23</openDate>
    <closeDate>2007-04-23</closeDate>
    <viennaAgreement>None</viennaAgreement>
  </Ballot>
  <Ballot>
    <docRef>prEN 15602</docRef>
    <type>ENQ</type>
    <titleEn>Security service providers - Terminology</titleEn>
    <titleFr>Fournisseurs de service de sécurité</titleFr>
    <titleDe>Sicherheitsdienstleister/Sicherungsdienstleister –
      Terminologie</titleDe>
    <committeeRef>CEN/SS A11</committeeRef>
    <wiNumber>CSA11001</wiNumber>
    <procIteration>1</procIteration>
    <openDate>2006-11-23</openDate>
    <closeDate>2007-04-23</closeDate>
```

```

    <viennaAgreement>None</viennaAgreement>
  </Ballot>
- <Ballot>
  <docRef>prEN 15372</docRef>
  <type>ENQ</type>
  <titleEn>Furniture - Strength, durability and safety - Requirements for
    non-domestic tables</titleEn>
  <titleFr>Mobilier - Résistance, durabilité et sécurité - Exigences
    applicables aux tables à usage non domestique</titleFr>
  <titleDe>Möbel - Festigkeit, Dauerhaltbarkeit und Sicherheit -
    Anforderungen an Tische für den Nicht-Wohnbereich</titleDe>
  <committeeRef>CEN/TC 207</committeeRef>
  <secretariat>UNI</secretariat>
  <wiNumber>00207171</wiNumber>
  <procIteration>2</procIteration>
  <openDate>2006-11-23</openDate>
  <closeDate>2007-01-23</closeDate>
  <viennaAgreement>None</viennaAgreement>
</Ballot>
- <Ballot>
  <docRef>prEN ISO 28300</docRef>
  <type>ENQ</type>
  <titleEn>Petroleum, petrochemical and natural gas industries - Venting
    of atmospheric and low-pressure storage tanks (ISO/DIS
    28300:2006)</titleEn>
  <titleFr>Industries du pétrole, de la pétrochimie et du gaz naturel -
    Ventilation des réservoirs de stockage à pression atmosphérique et à
    basse pression (ISO/DIS 28300:2006)</titleFr>
  <committeeRef>CEN/TC 12</committeeRef>
  <secretariat>AFNOR</secretariat>
  <wiNumber>00012213</wiNumber>
  <procIteration>1</procIteration>
  <openDate>2006-11-23</openDate>
  <closeDate>2007-04-23</closeDate>
  <viennaAgreement>VA/ISO</viennaAgreement>
</Ballot>
</CenBallot>

```

ANNEX 6: Automatic Ballot Creation : Example of MultiStatus Log Report

Ballot import results

Summary

SummaryOverall import result: **Error**

Successfully imported ballots: **2**

Success : Ballot EN ISO 12958:1999/prA1#861 imported/updated, url=[EN ISO 12958:1999/prA1](#)

Success : Ballot EN 12620:2002/prA1#862 imported/updated, url=[EN 12620:2002/prA1](#)

Full details

Error : Parsing ballot(s)

Success : Parsing ballot EN ISO 12958:1999/prA1

Success : Prechecking remote beans

Success : Success

Success : Basic ballot properties set.

Success : Parsing "properties" element

Success : 6 ballot properties have been set

Success : Ballot has no reference conflict.

Success : Created default questionnaire

Success : Created ballot events and jobs associated to opening and closing dates

Success : Reference Document loaded from e-Trans: 00189127_f_20080528.zip

Success : Reference Document loaded from e-Trans: 00189127_f_20080528.zip

Success : Parsing ballot EN 12620:2002/prA1

Success : Prechecking remote beans

Success : Success

Success : Basic ballot properties set.

Success : Parsing "properties" element

Success : 6 ballot properties have been set

Success : Ballot has no reference conflict.

Success : Created default questionnaire

Success : Created ballot events and jobs associated to opening and closing dates

Success : 2 results

Success : Reference Document loaded from e-Trans: 00154103_e_20080528.zip

Success : Reference Document loaded from e-Trans: 00154103_fd_20080528.zip

Error : Parsing ballot EN 15073:2006/prA1

Success : Prechecking remote beans

Success : Success

Success : Basic ballot properties set.

Success : Parsing "properties" element

Success : 6 ballot properties have been set

Error : Ballot with ref [EN 15073:2006/prA1] in conflict with existing ballot.