CEN-FV/UAP Electronic balloting application

User Guide

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
2008-06-18	v 1.1	MB	Official version released for eB3
2011-01-11	v 2.0	CC	Additional info : Mutual access to ISO ballot data under VA
2012-06-12	v 3.0	MB/CC	Gateway Vienna Agreement added

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Introduction

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

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

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

- **[All]** : these chapters concern the 4 roles (**§ 1** to **§ 10**, **§ 14** to **§ 15**)
- **[Voter]** : these chapters only concern the Voter (**§ 11**) + (**§ 12**)
- **[Commenter]** : only concerns the Commenter (**§ 13**)
- **[Monitor]** : only concerns the Monitor (**§ 12**)

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

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

Stage 1: Notification on newly opened ballots
A balloter, authorized to vote on behalf of his/her member body, receives a notification via e-mail about all ballots which have been opened on a particular day. This notification contains all new ballots. Other users playing a role in the ballot process (Commenters, 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

[All]

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.

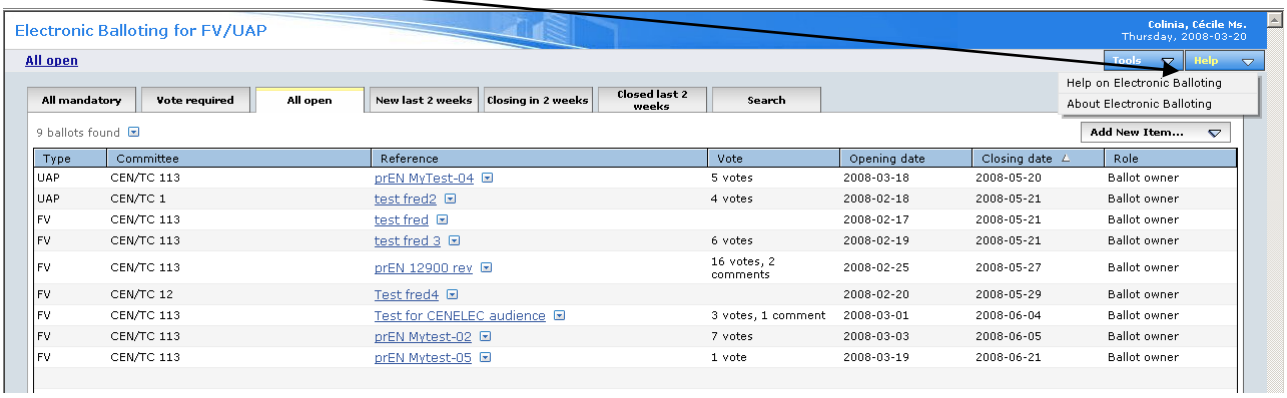
3. Help and Helpdesk

[All]

e-balloting application issues (e.g. technical issues, functionalities, support…)
Please contact our helpdesk at ISO: helpdeskcentc@iso.org.

Content issues (e.g. data, national votes, results of vote…)
Please contact the Standards Delivery department at CMC: cenvote@cen.eu.

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



4. Accessing the EB3 environment

[All]

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

[All]

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

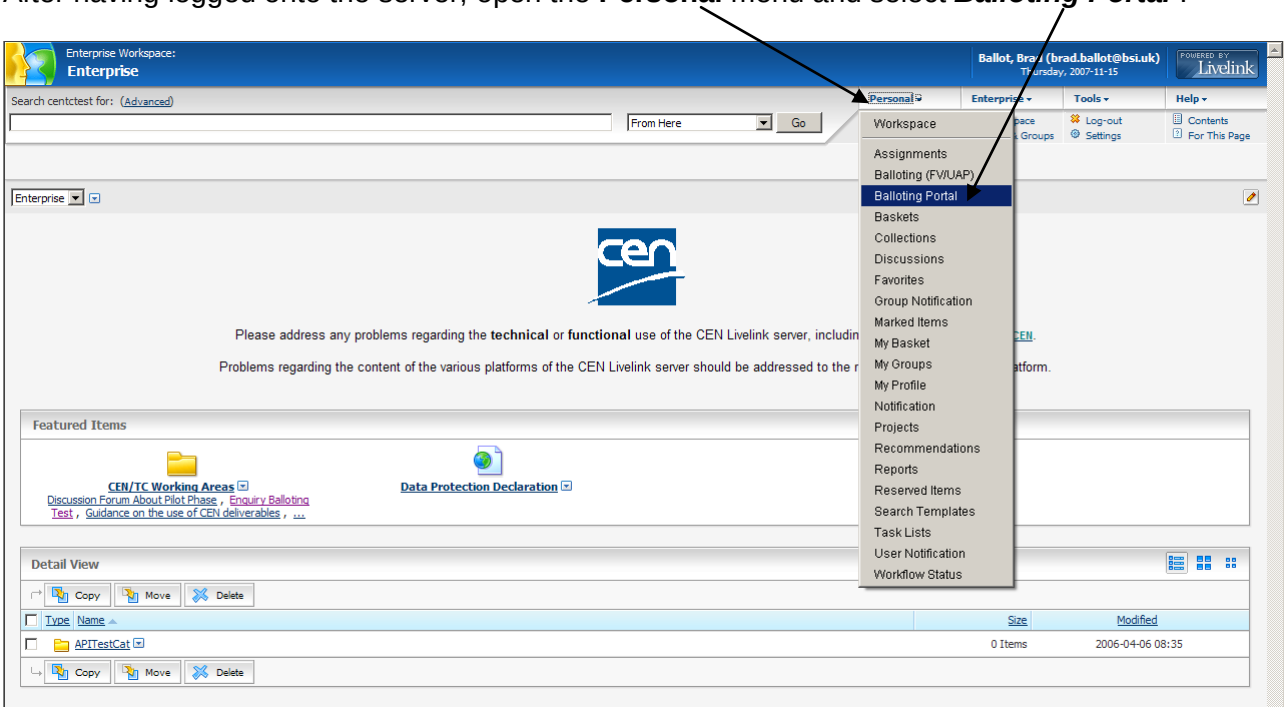
The application can only be accessed by administrators, balloters and other authorized users, who have been appointed by their member bodies and are registered on the CENTC Livelink server.

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

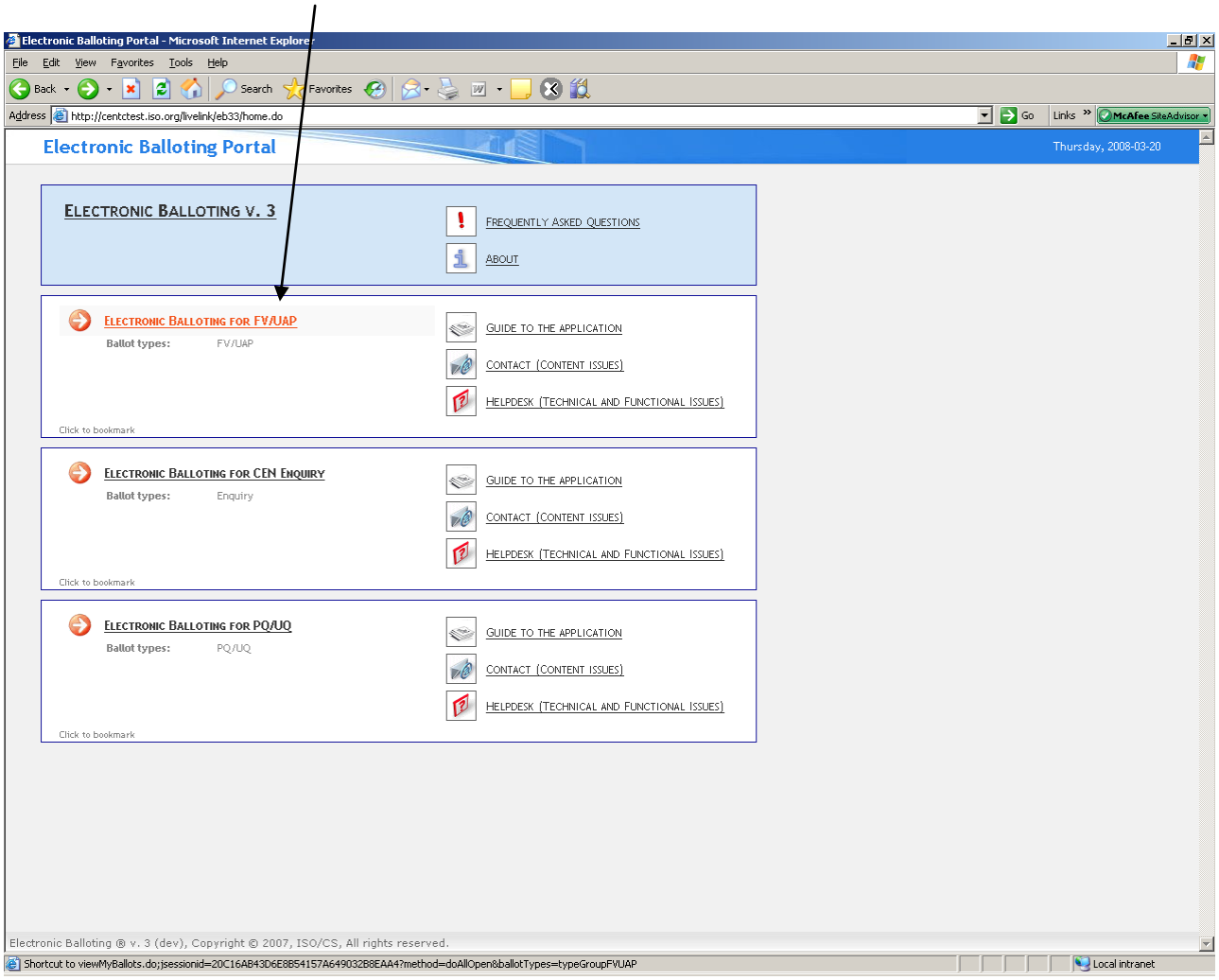
6. Accessing the FV/UAP balloting application

[All]

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.

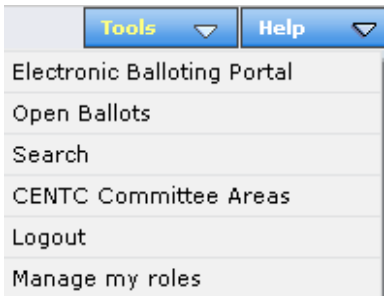
7. Selecting ballots (Ballot Selection screen)

[All]

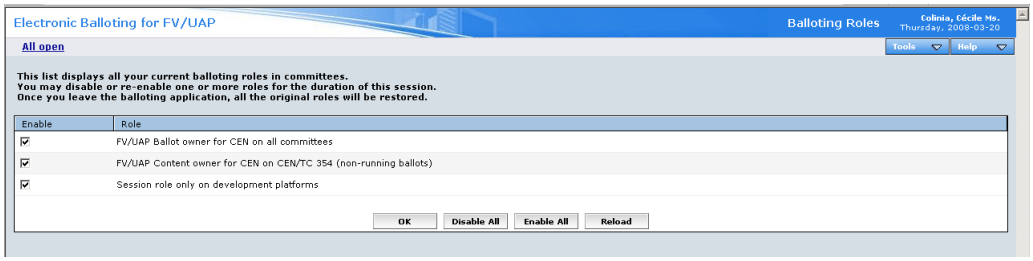
7.1 Main Menu

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

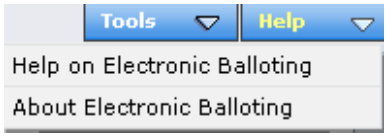
7.1.1 Tools



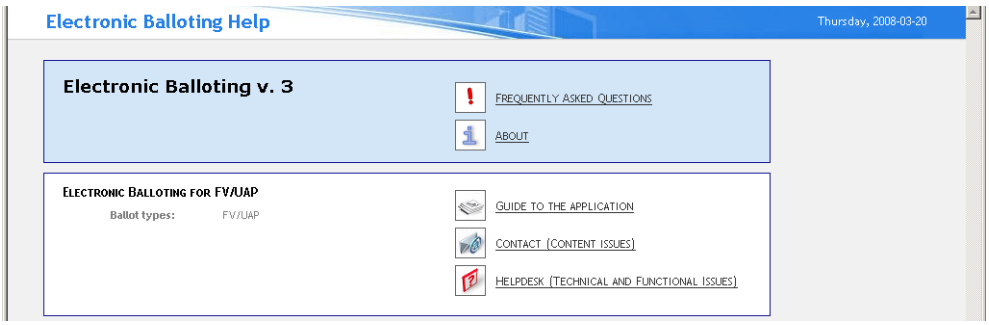
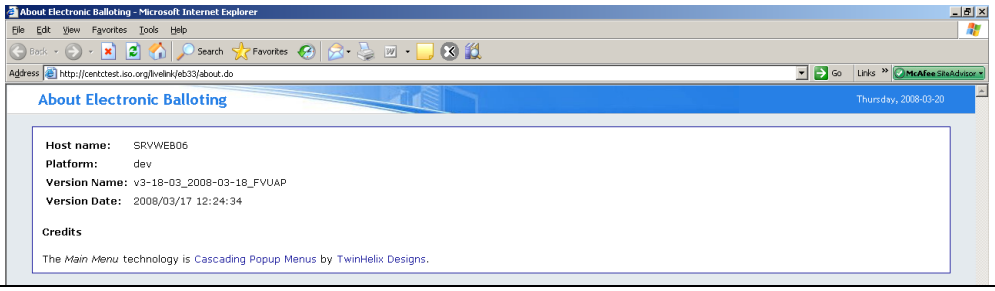
Contains the following sub-items:

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	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.  • ***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:

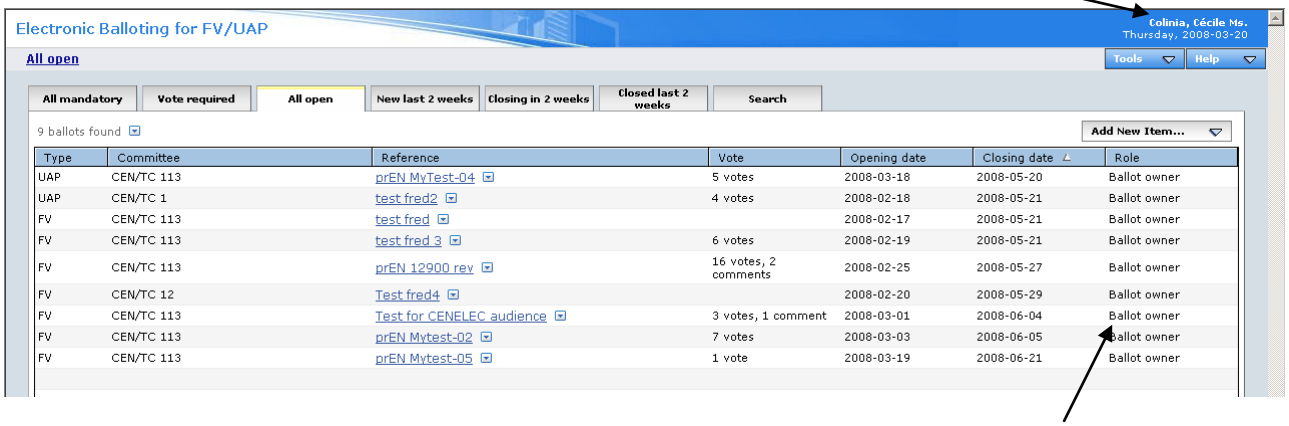
Option	Explanation
Help on Electronic Balloting	Opens a Help page with the following items: • **Electronic Balloting v.3** ○ ***Frequently Asked Questions:*** general usage instruction for Balloting ○ ***About:*** software version and technical info • **Electronic Balloting for FV/UAP** ○ ***Guide to 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	Information on the platform, version, technology used… 

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).

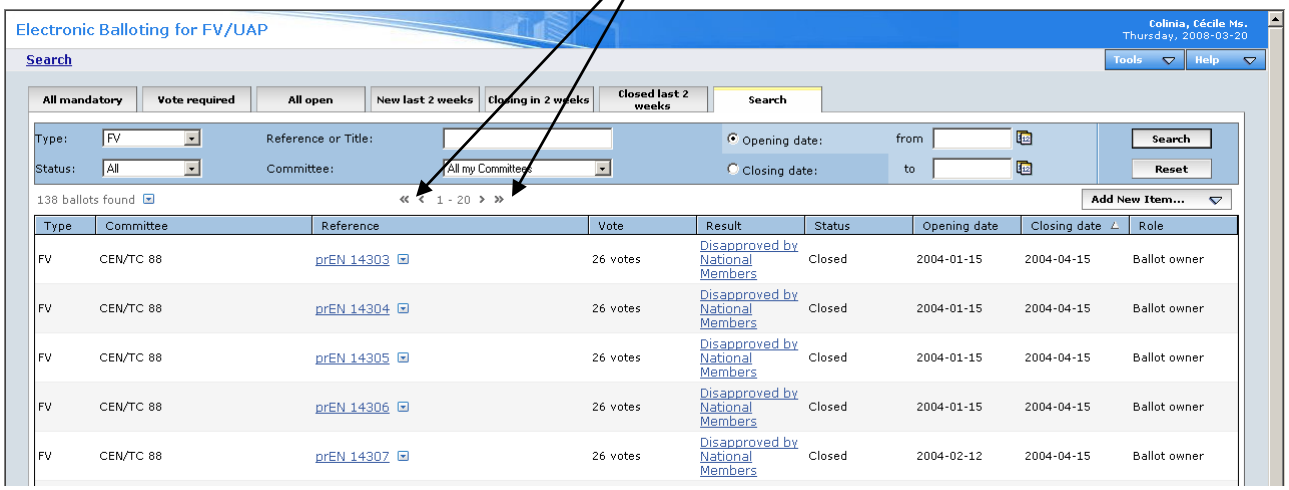
If you cannot find ballots via the Tabs or if your request exceeds the scope defined by any of the Tabs, you need to use the *Ballot Search screen* to access them (see ***§ 8*** below*)*.

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 **§ 8**).

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

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

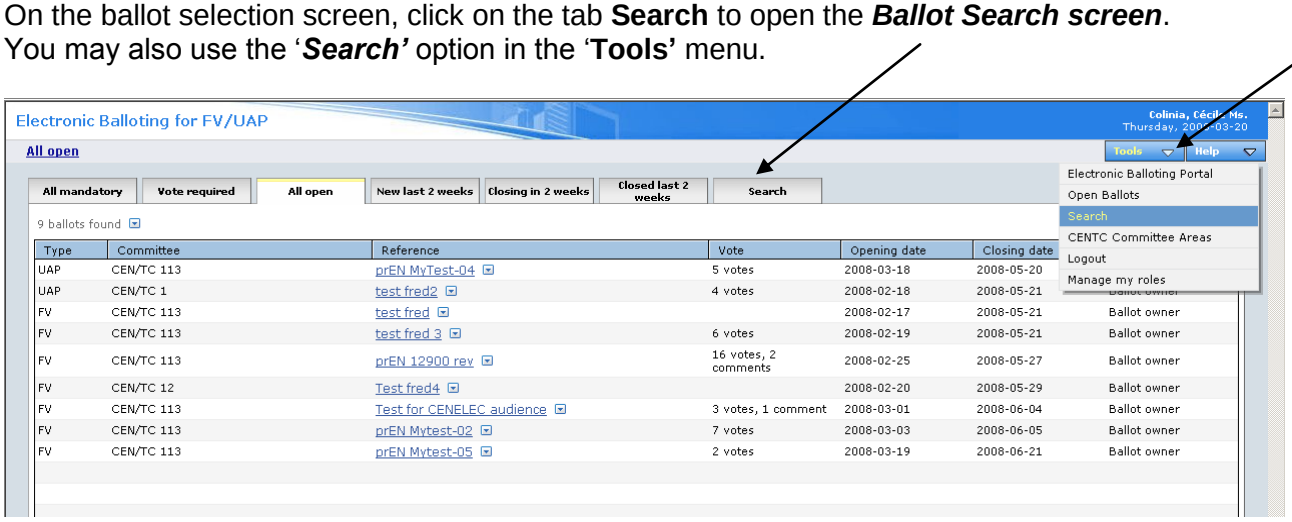


8. Searching for particular ballots

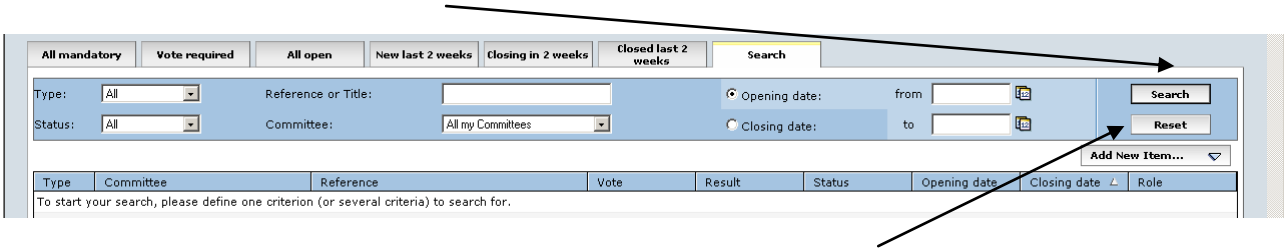
[All]

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

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



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

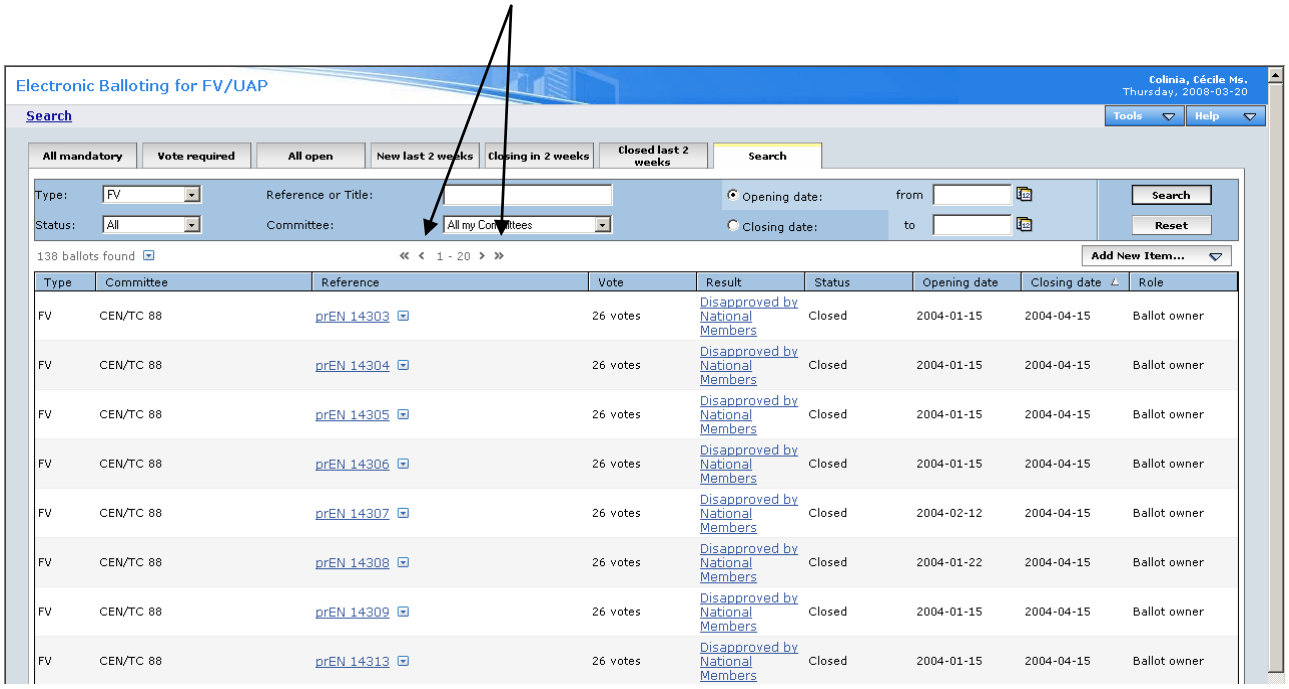


To clear the screen and remove the search parameters, click on ***Reset***.

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

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

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

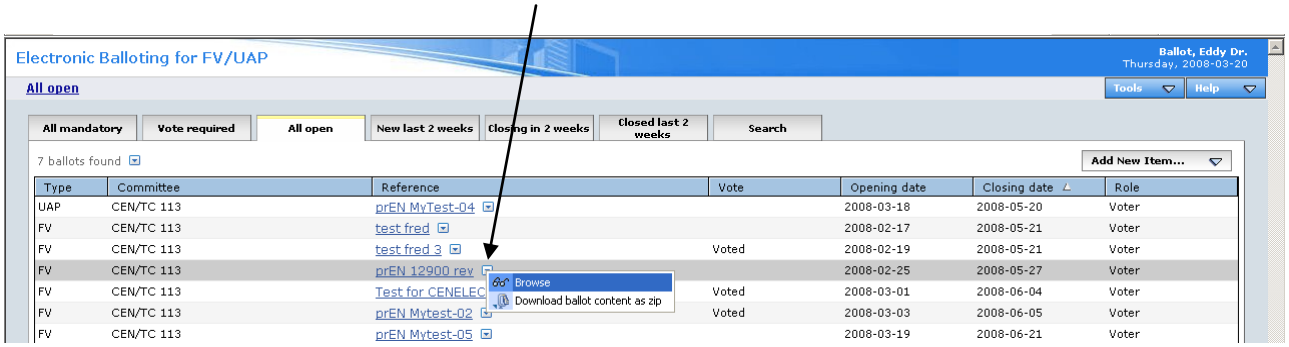


9. Ballot screen description

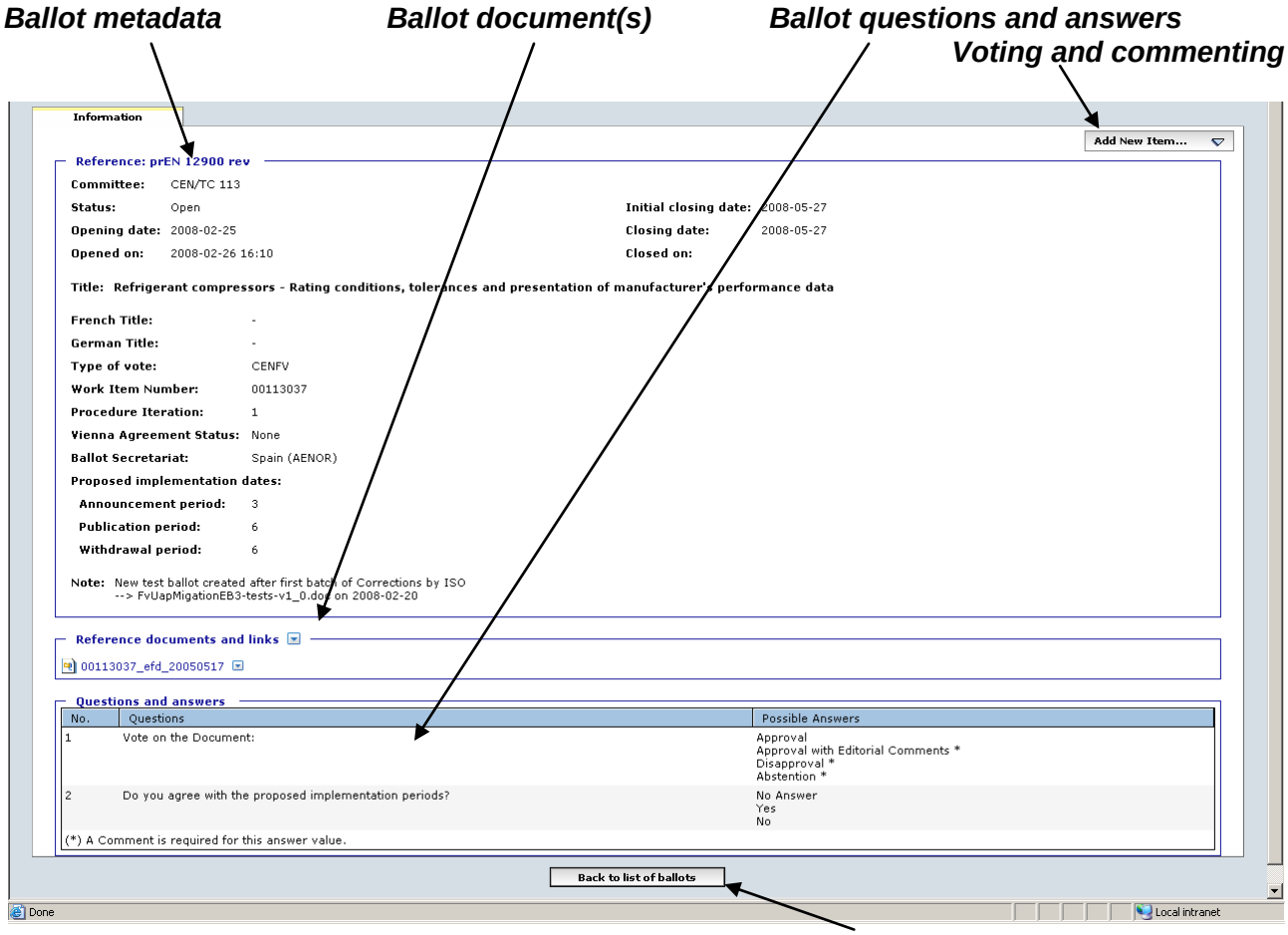
[All]

9.1 General Description

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



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



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

A ballot contains the following metadata:

Metadata	Explanation
Reference	Reference of the FV/UAP Document (e.g. prEN 14889-2)
Committee	Body originator of the ballot
Status	Ballot status e.g. Open, Closed…
Opening date	Issue date of the FV/UAP
Opened on	Date and time of the opening of the ballot by the system
Initial closing date	Closing date initially assigned for the ballot (this field will be different from the next one if the voting period has been extended)
Closing date	The real vote target date (taking into account an eventual extension)
Closed on	Date and time of the closure of the ballot
Title	English title of the draft Standard
French Title	French title of the draft Standard
German Title	German title of the draft Standard
Type of vote	Formal Vote (CENFV) or Unique Acceptance Procedure (CENUAP)
Work Item Number	Reference number of the draft document submitted to FV/UAP
Procedure Iteration	Numeric field used to distinguish between 1st, 2nd and 3rd FVs/UAPs
Vienna Agreement Status	None, VA/ISO or VA/CEN (see next section for details)
Ballot Secretariat	Reference of Member holding the secretariat
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 (not displayed if empty)

9.2 Vienna Agreement handling

9.2.1 Principle

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

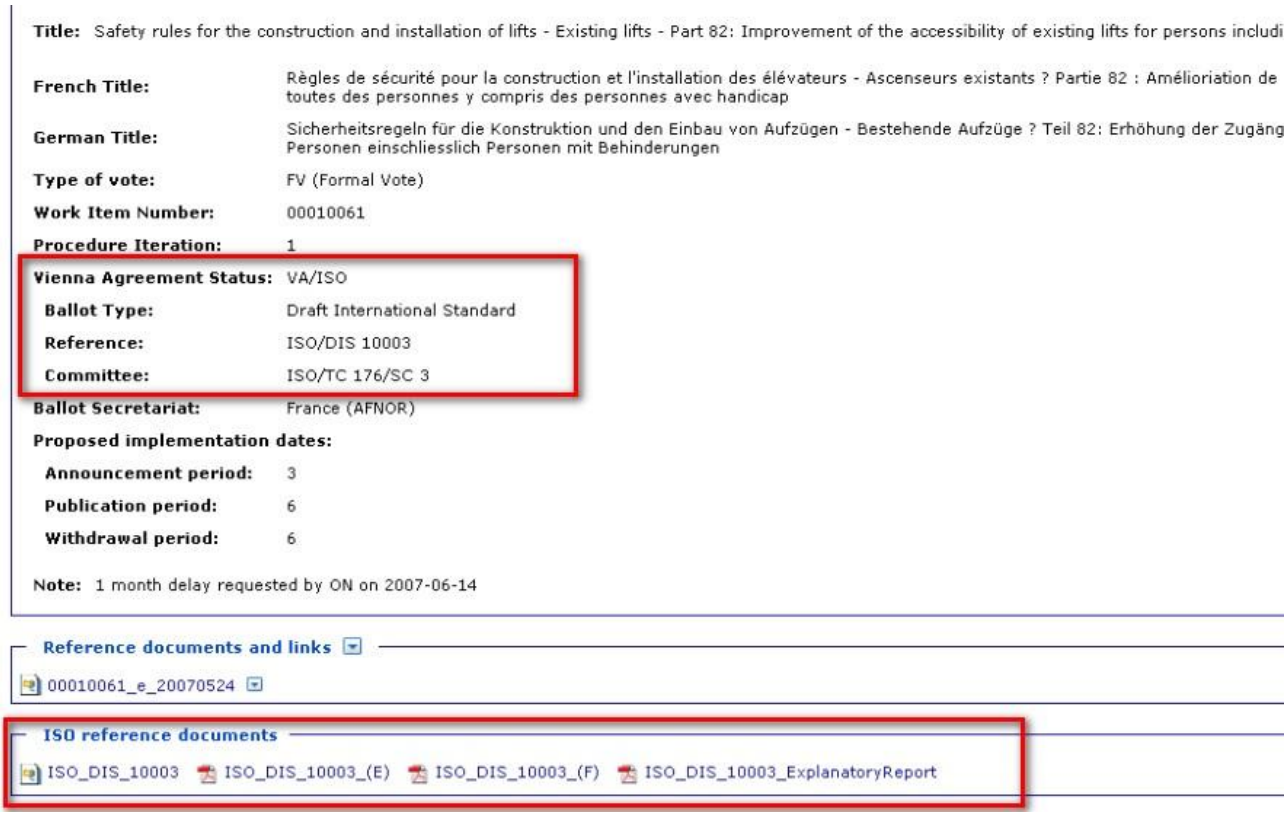
The following conditions must be met in order to find the matching ballot :

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

9.2.2 Data displayed

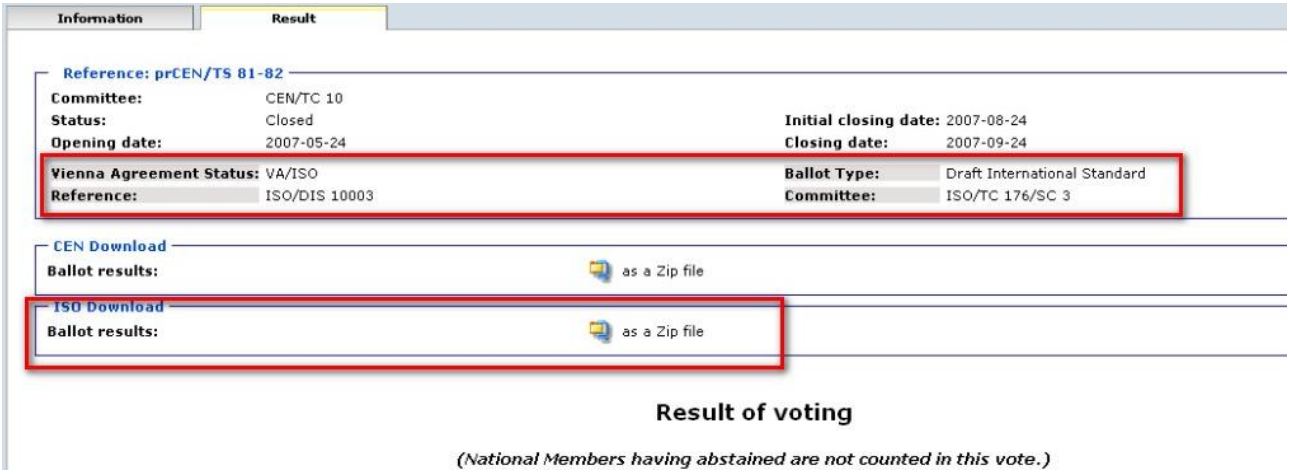
If a matching ballot is found in the ISO Balloting system, the following information is displayed in the Vienna Agreement section of the Ballot ***Information page*** :

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



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

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



9.2.3 Gateway to ISO Balloting

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

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

Important Note:

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

9.2.4 Special cases and mismatch errors

a) Provisional relation

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

b) Frozen relation

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

c) Vienna Agreement mismatch error

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

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

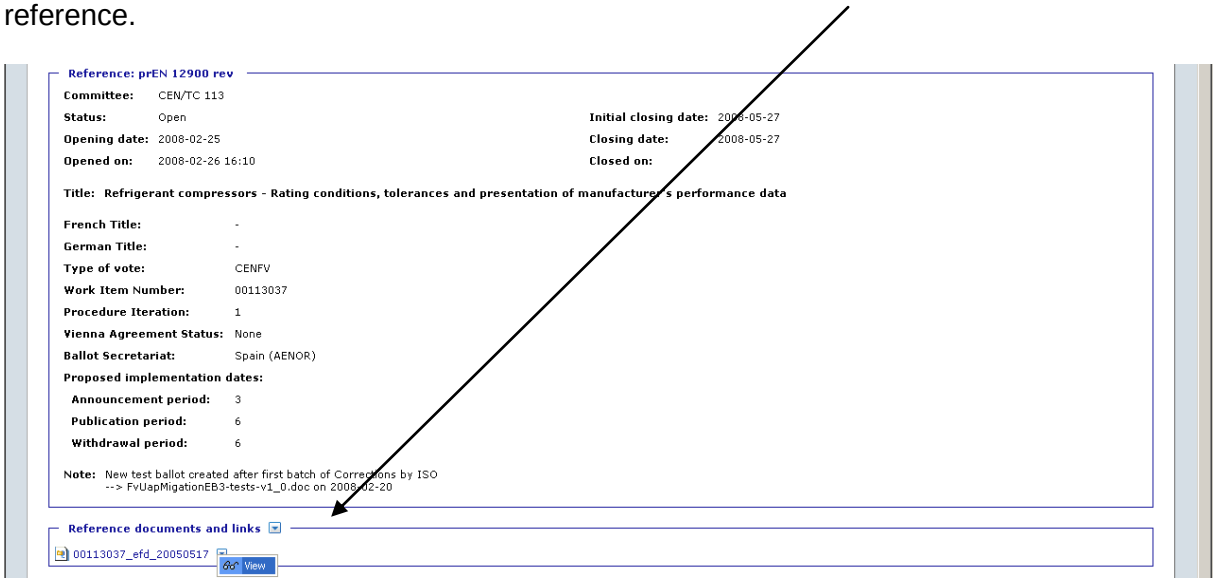
d) Mismatch error on ballots

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

10. Download reference document(s)

[All]

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



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

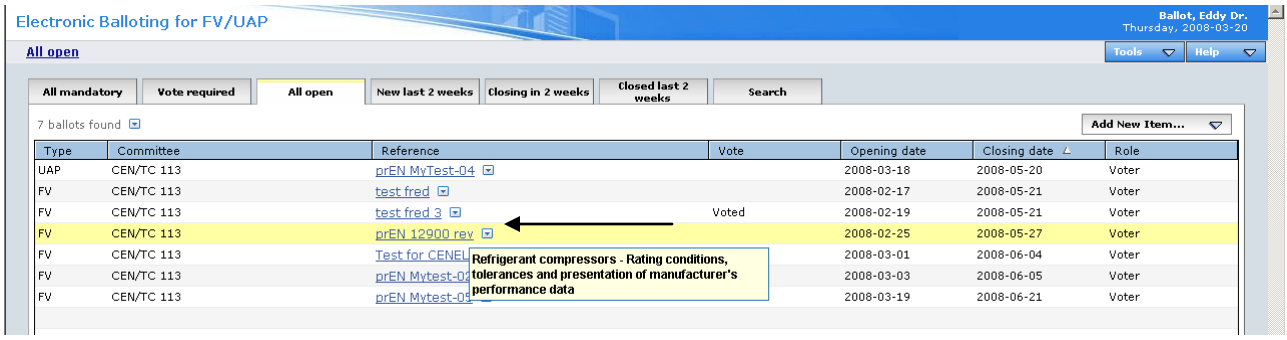
Note: This file is normally a zip file containing documents as they are saved on the CEN CD-ROM and uploaded by CMC to the Formal Vote Launch Issue of e-TRANS.

11. Casting votes

[Voter]

11.1 Ballot selection

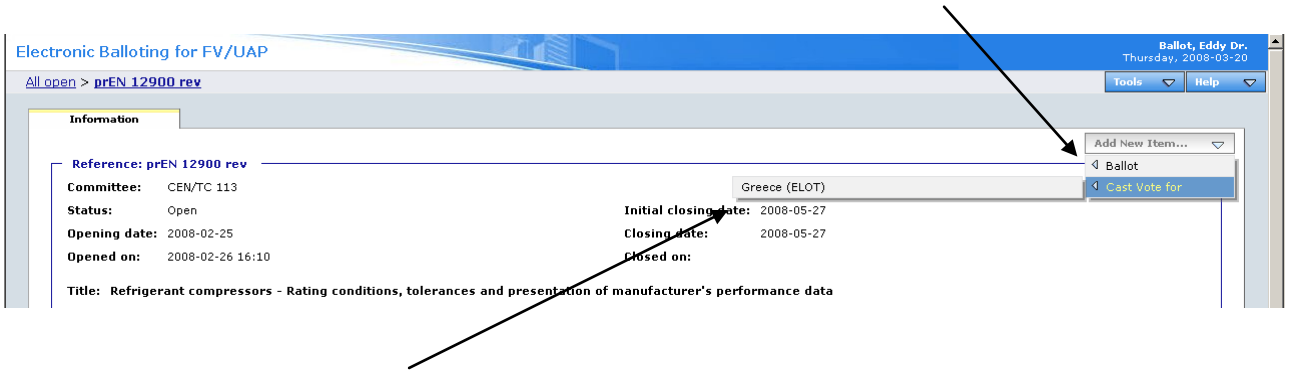
First select the ballot in the ***Ballot Selection screen*** (or via the Search function described in § 8).



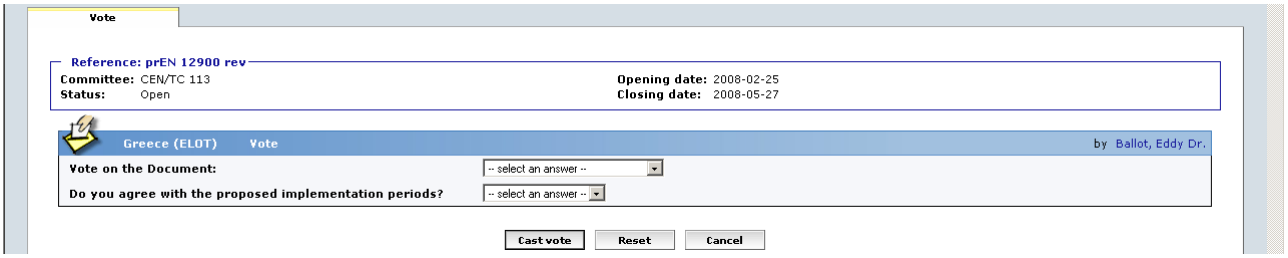
Note: For ***Open*** ballots, the info displayed under the column ***'Vote'*** is only an indication that your own organization has cast a vote or comment on the ballot and not the total of votes/comments cast by all member bodies (as it appears for ***Closed*** ballots).

11.2 Vote on the Document

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



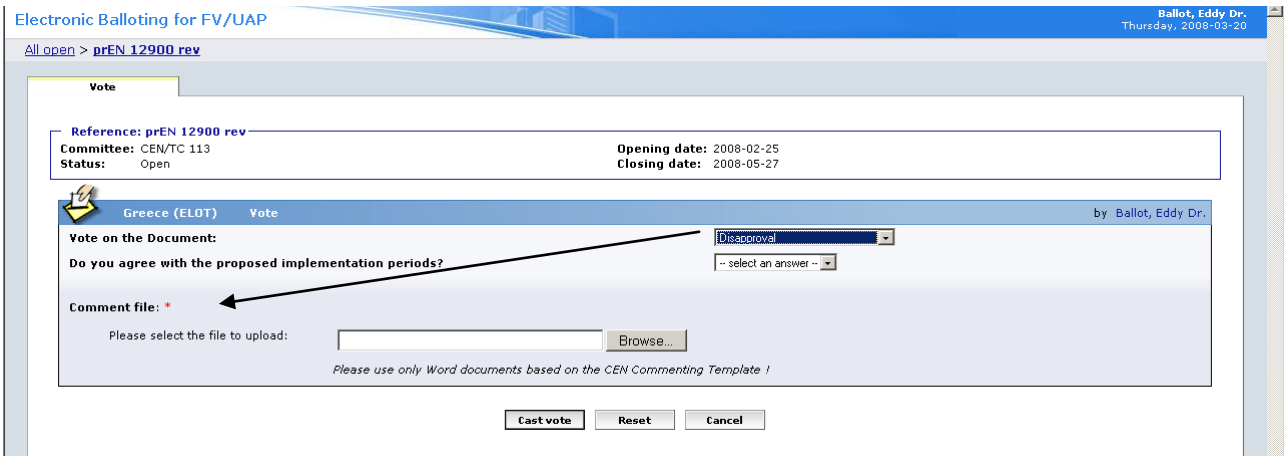
Clicking on your country name (on the left) displays the ***Vote screen*** with the two questions related to this ballot type.



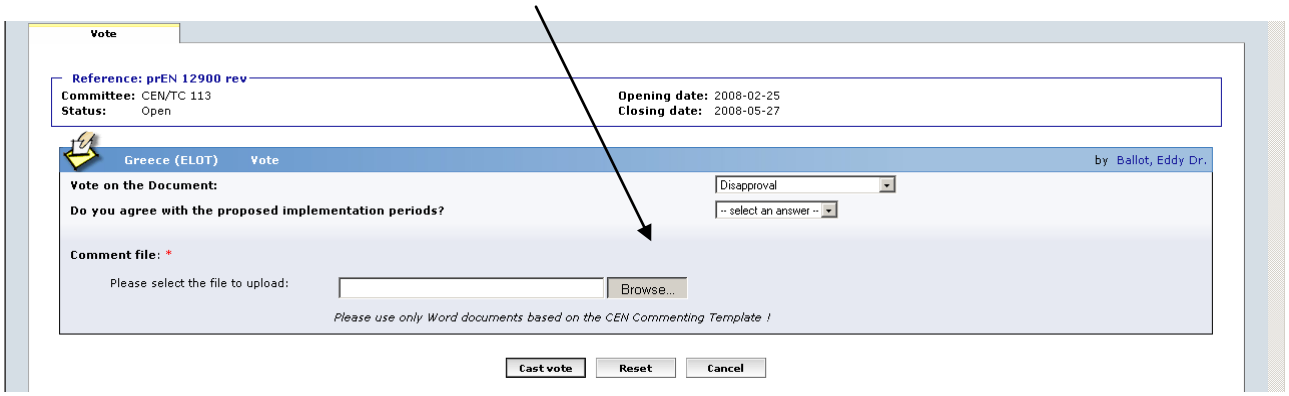
11.2.1 Vote on the Document (Question 1)

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).

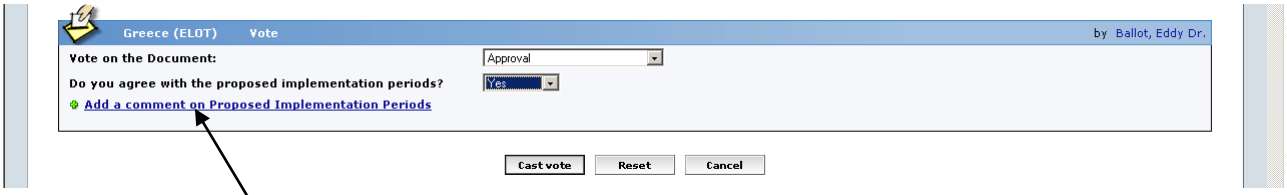


To add a comment file, click on ***Browse…*** and select your file from your local disk.

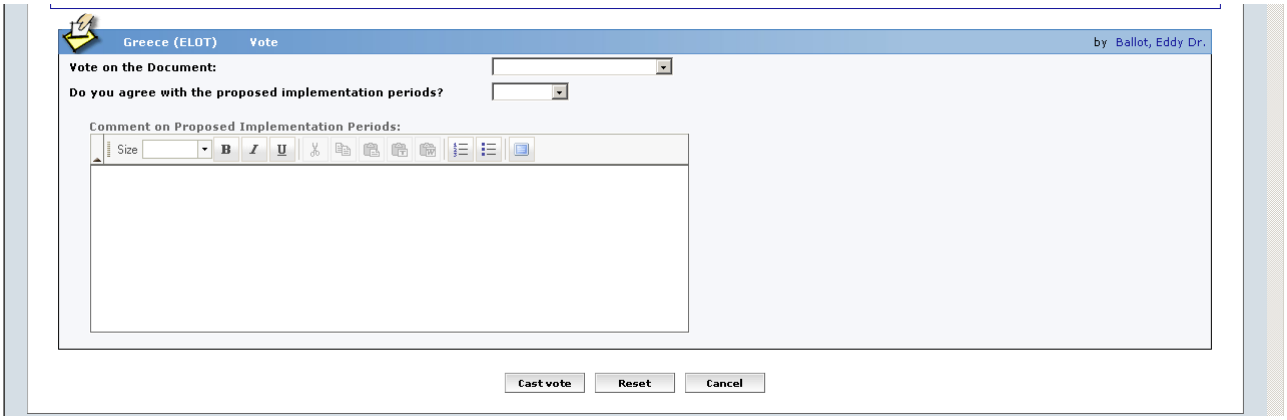


11.2.2 Do you agree with the proposed implementation periods ? (Question 2)

- 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.



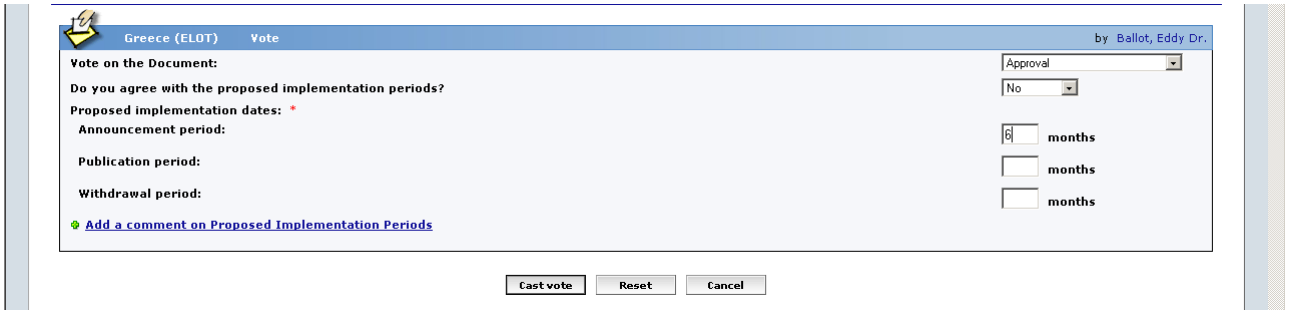
Click on 'Add a comment on Proposed Implementation Periods'. A comment box is opened allowing you to enter text.



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.

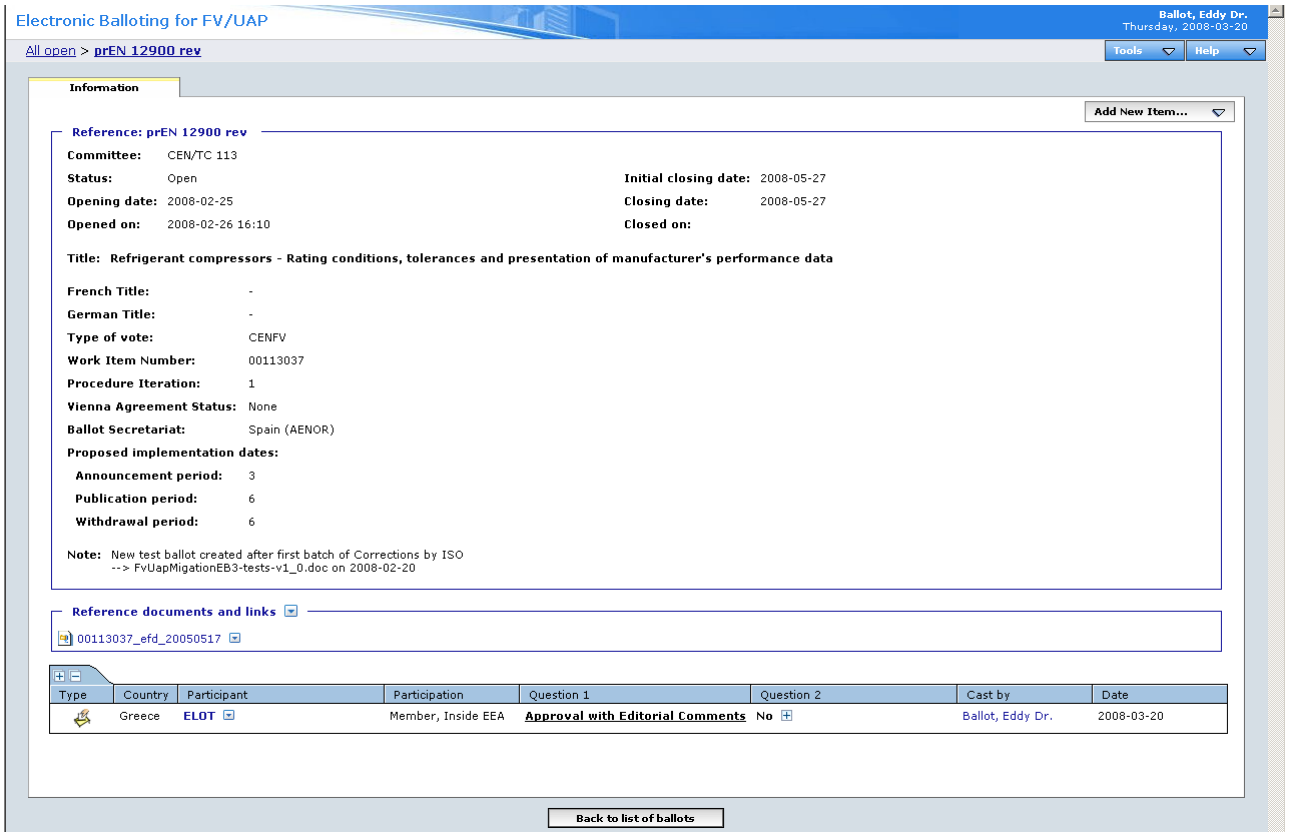
- If you reply ***'No'*** then you should use one of the following possibilities:
  - either add a textual comment only (click on 'Add a comment on Proposed Implementation Periods')
  - or enter one or several alternative numbers of months in the fields '***Announcement period***' and/or '***Publication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

Note : A red star * appears next to the label for Proposed Implementation dates to remind you that this answer is mandatory



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.



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).

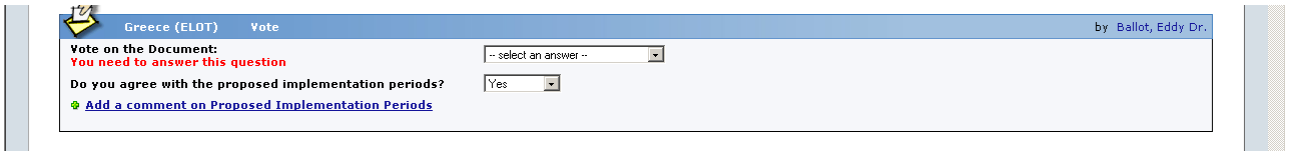
Note :
The [+] and [-] buttons allow to Open / Close textual comments associated with answers.

11.3 Error messages

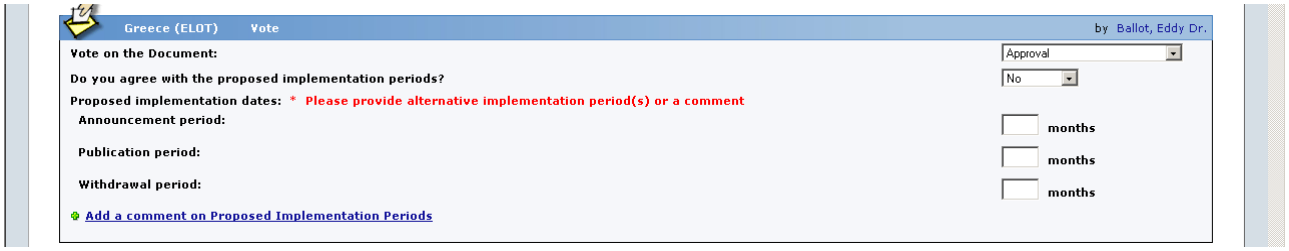
If you input incorrect values (missing vote value, missing comment…), the system will display the following error messages:

- Missing vote value :

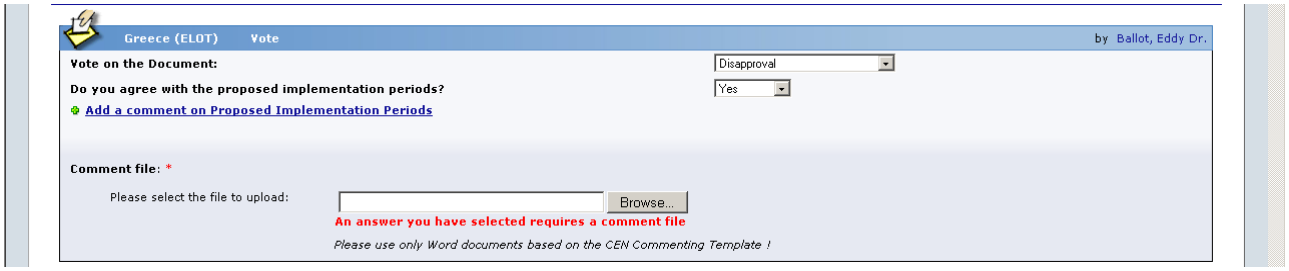
Question 1



Question 2

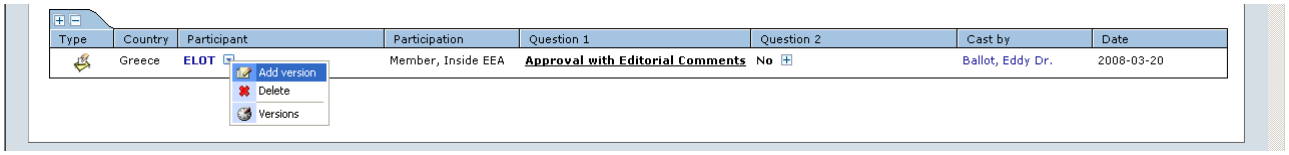


- Missing comment :



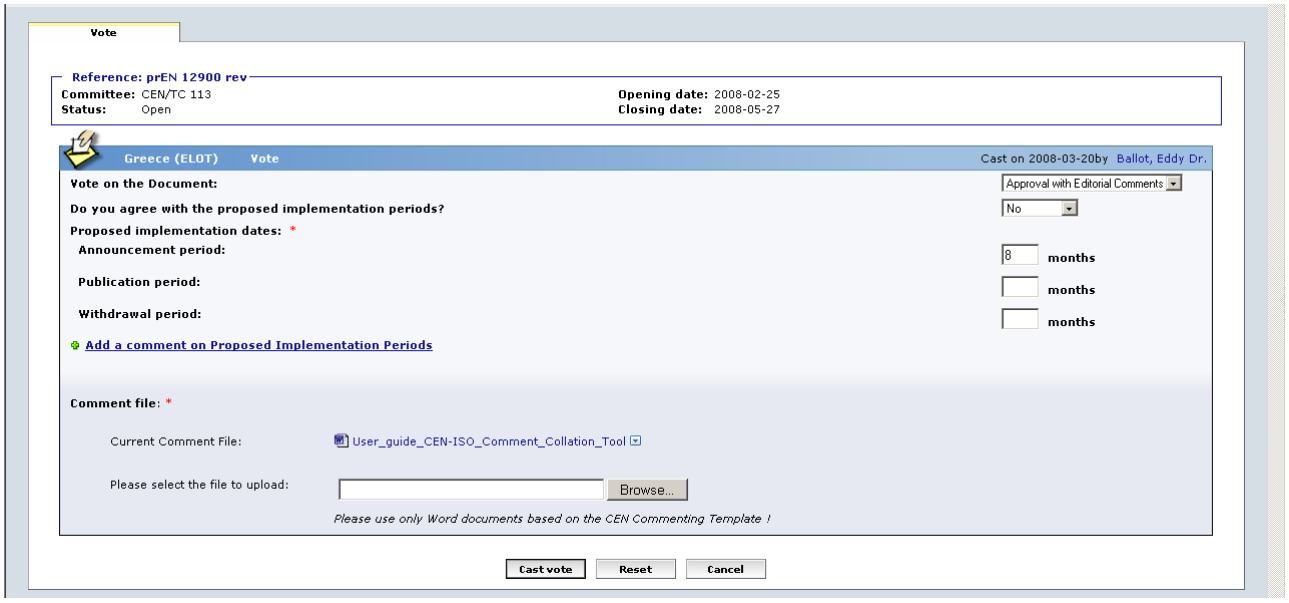
11.4 Modification of votes

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

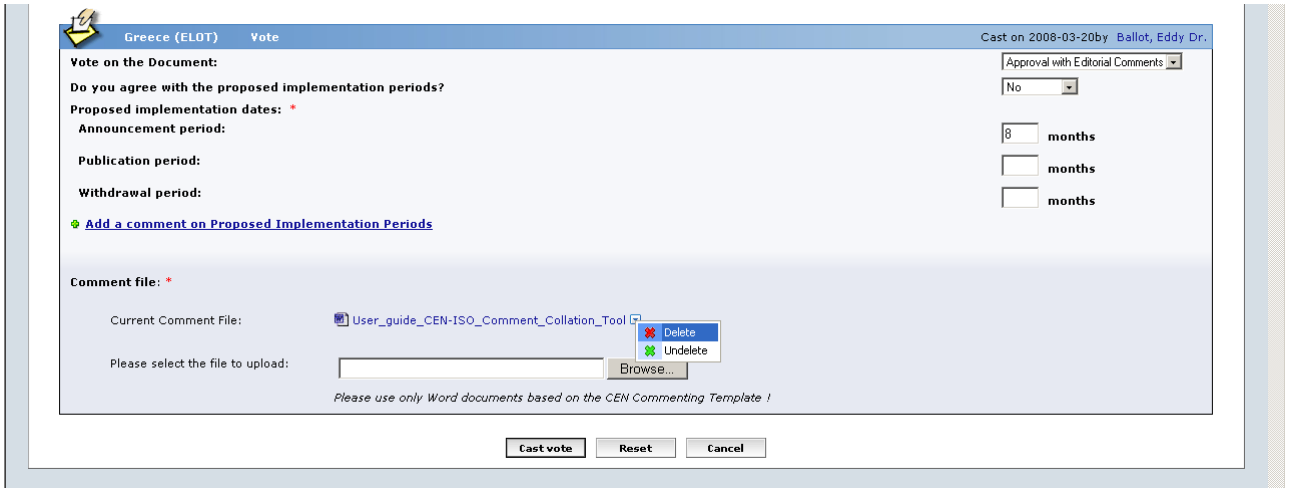


This will display the ***Vote screen*** again and allow you to choose another vote option and/or modify or delete your comment file.

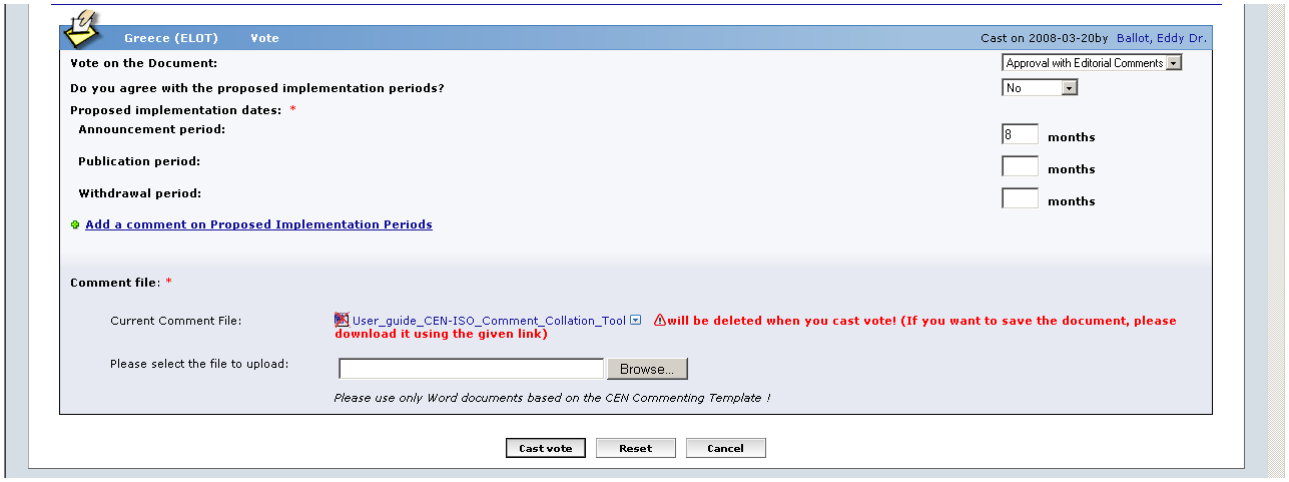
To modify the comment file, simply browse on your local system to upload the new version of your comment. It will automatically supersede the previous version.



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

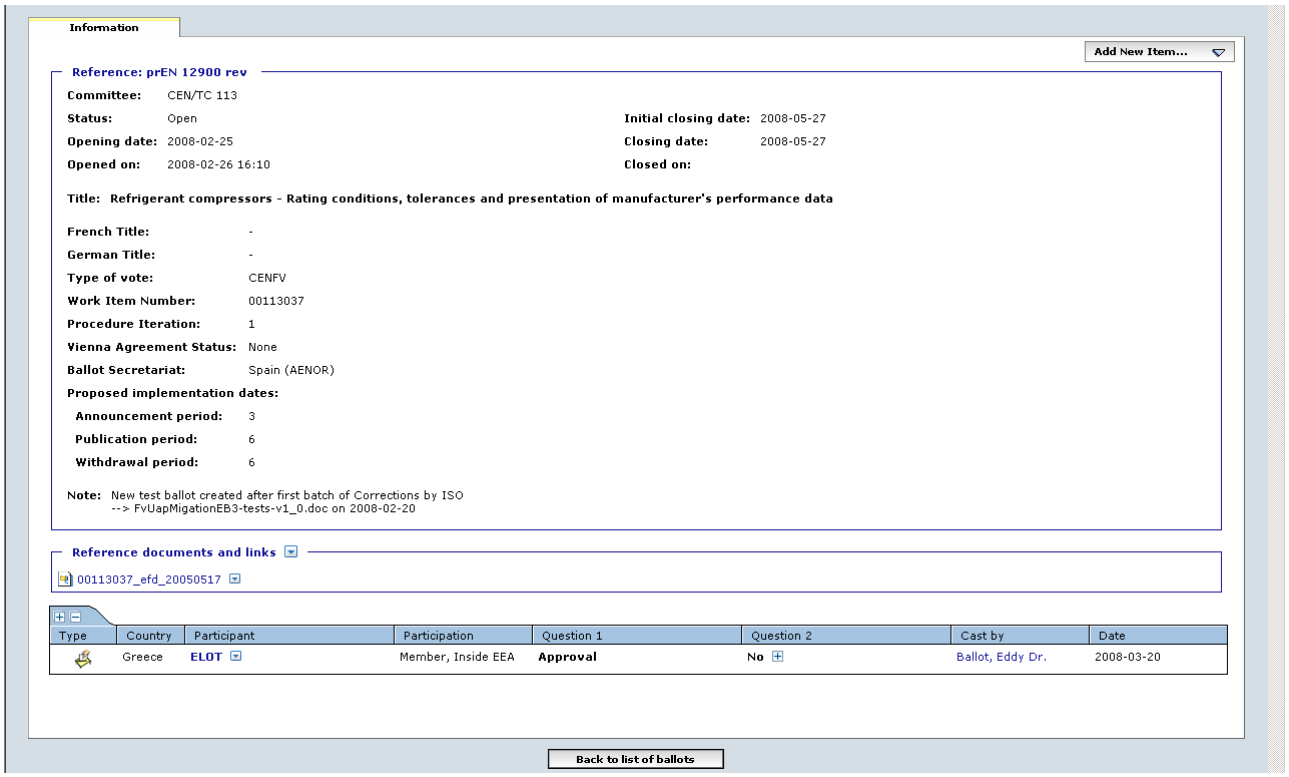


The following message will be displayed:

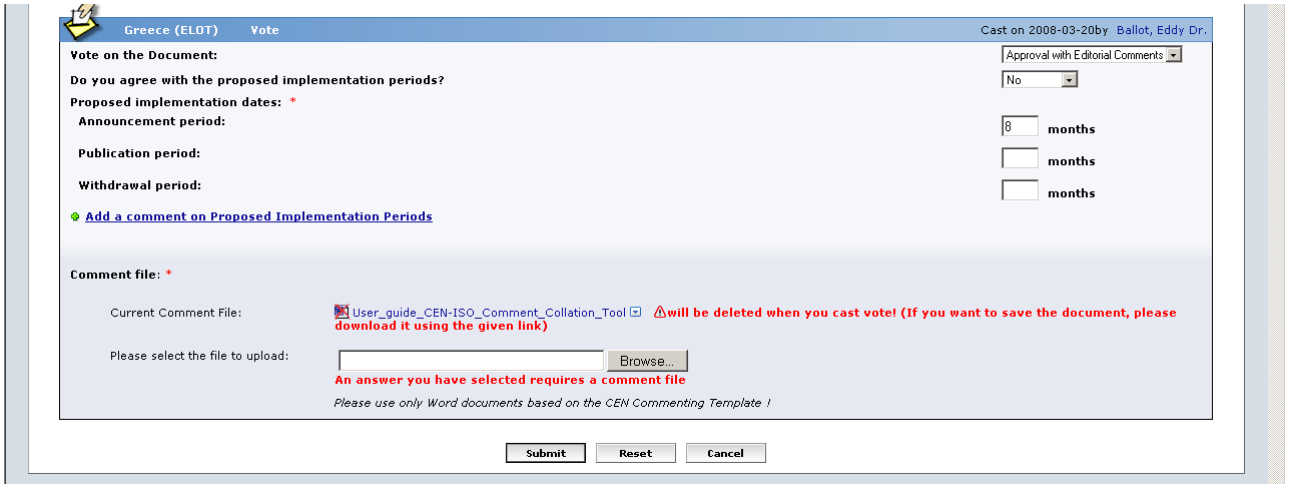


Click on ***Cast vote*** to delete the file (you also have the possibility to first save the comment by downloading it before deleting it).

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

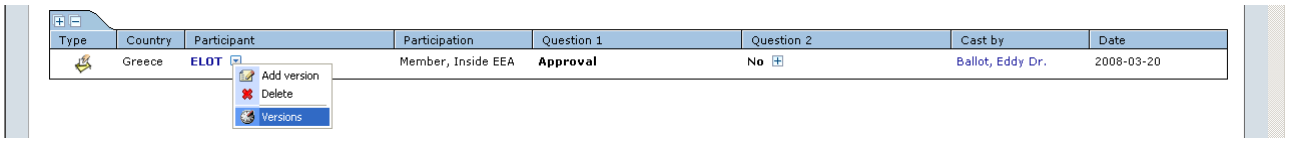


Attention: if you delete a comment file for a vote value requesting a comment and that no comment has been entered, the system will display the following error message:

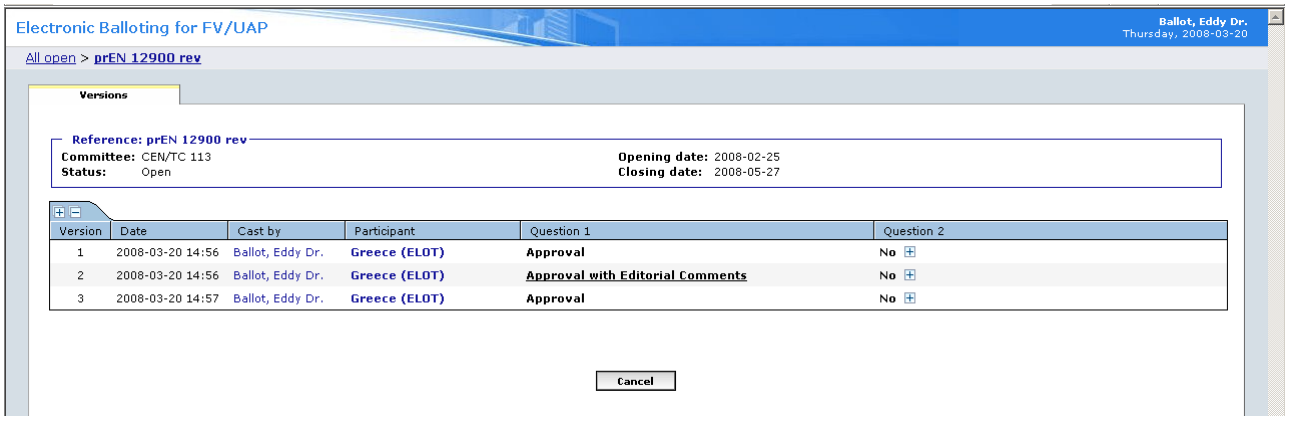


Simply click on ***'Browse'*** and select the new file. Confirm with ***Submit***.

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

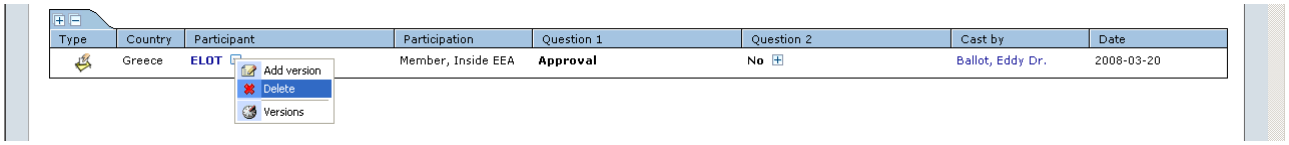


The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot "***Information***" tab : clicking on the underlined Question 1 opens the Comment file, if it exists.

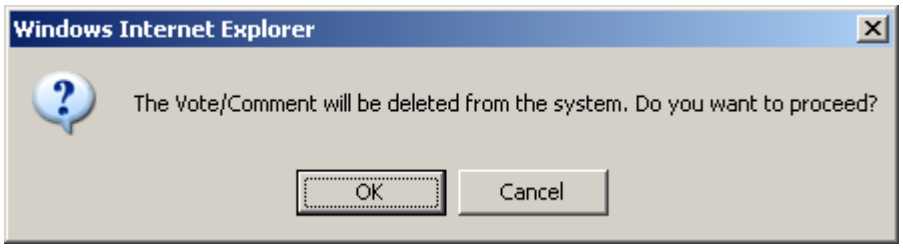


11.5 Deletion of votes

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



The system will ask you to confirm the deletion.



Click on *OK*.

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

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

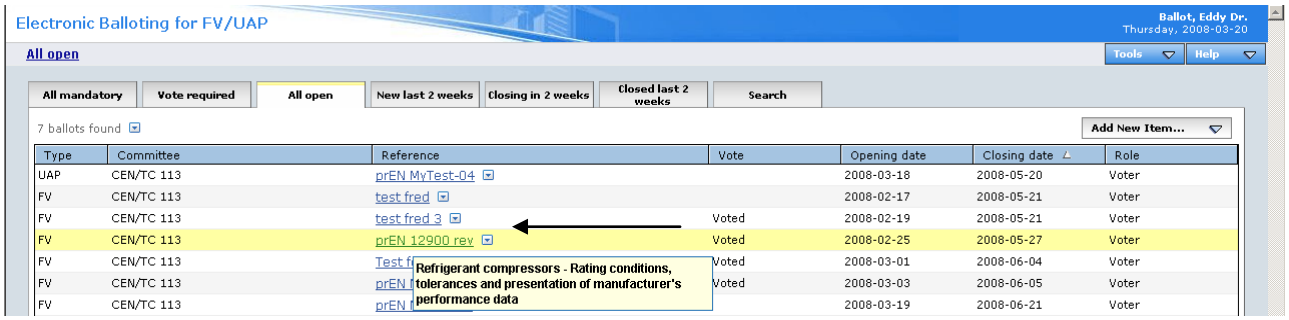
If there is more than one balloter authorized to cast a vote on behalf of an organization, any other balloter of that organization with the same permission can modify or delete a vote or a comment which had been submitted by the previous balloter.

12. Browsing votes in open Ballots

[Voter, Monitor]

12.1 Ballot selection

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



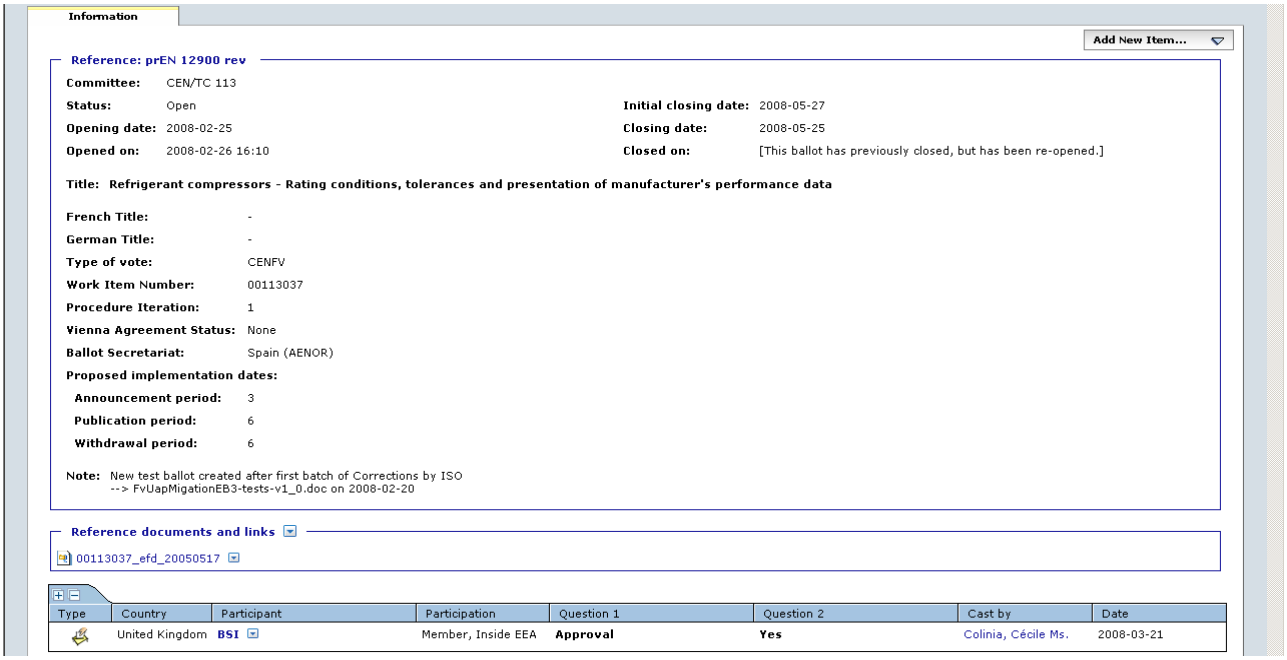
<u>Note 1</u> : For ***Open*** ballots the info displayed under the column **'Vote'** is only the vote/comment of your own organization and not the total of votes/comments cast by all member bodies (as displayed for ***Closed*** ballots).

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

12.2 Vote display

Selecting one ballot will display the "Information" tab of the ballot.

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

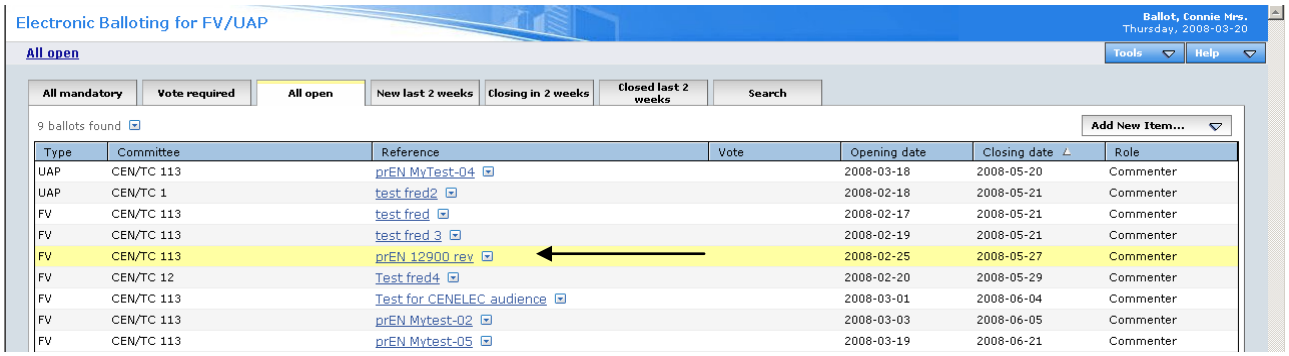


13. Submitting comments

[Commenter]

13.1 Ballot selection

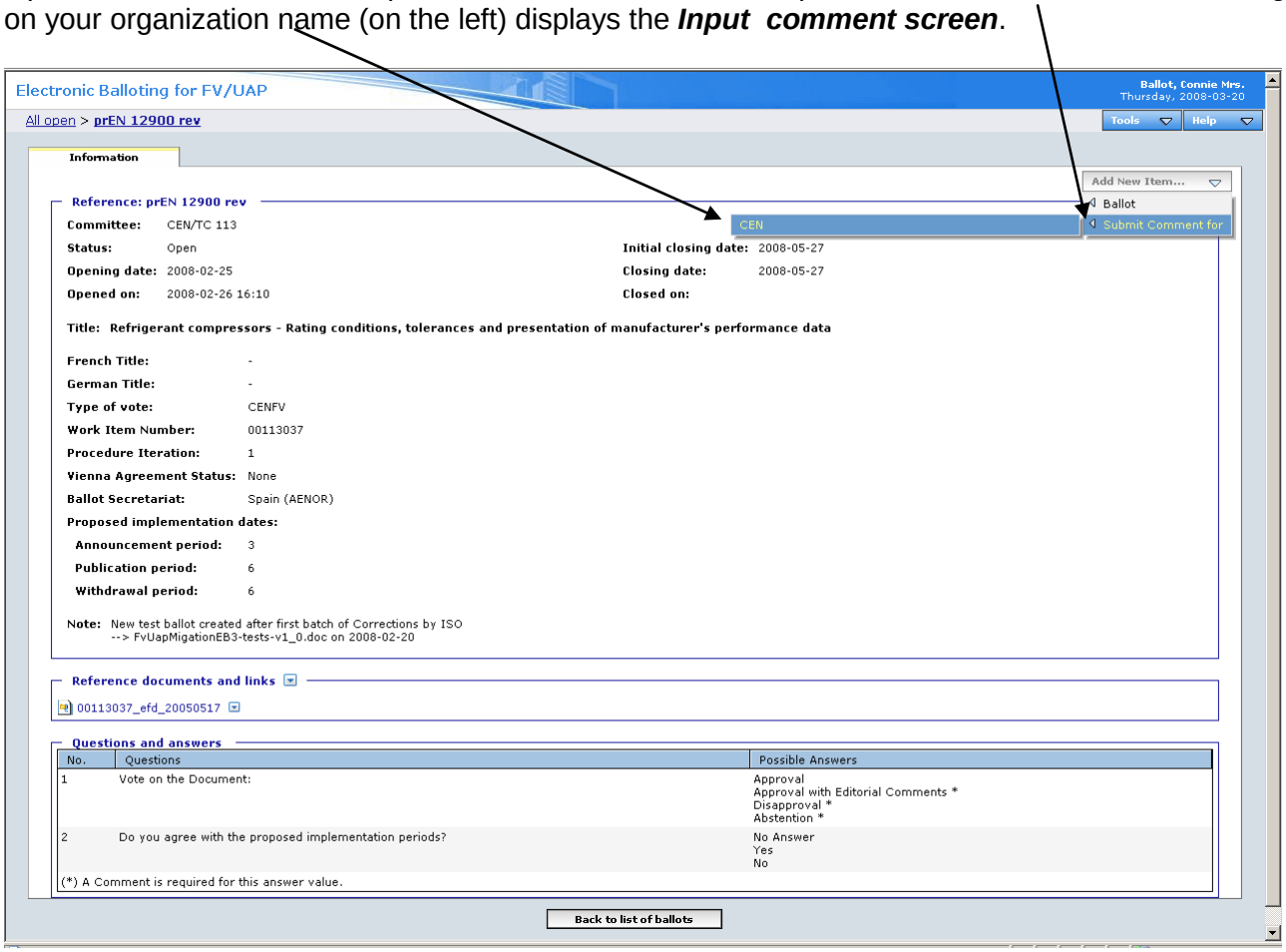
First select the ballot in the ***Ballot Selection screen*** (or via the ***Search*** function described in **§ 8**).



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

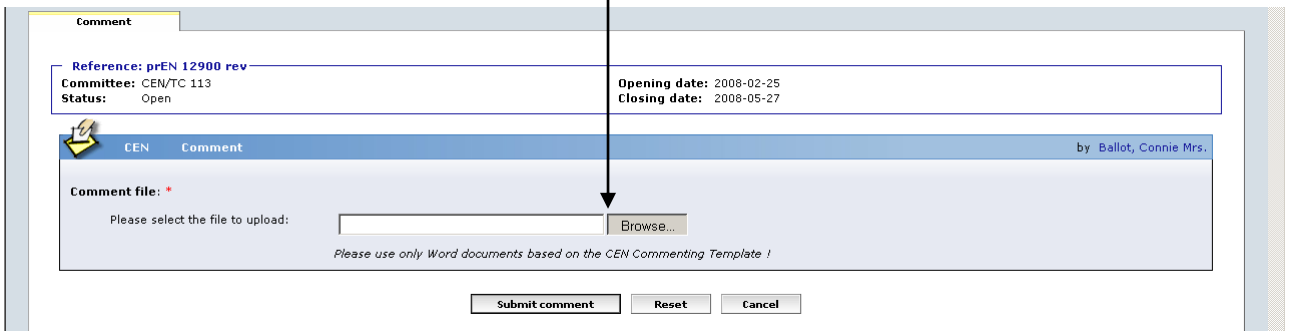
13.2 Submit a comment

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

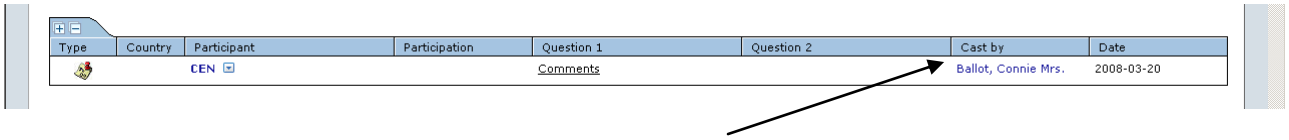


You have the possibility to enter a comment file (there is only one comment file per Commenter and ballot).

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).



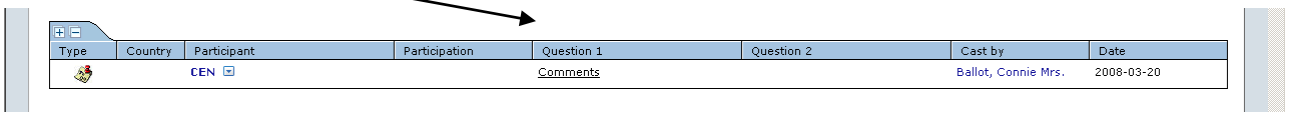
Once you have submitted your comment, click on **Submit comment** to confirm the vote.
If you click on **Reset,** the Comment file you have just entered will be removed.
If you click on **Cancel**, you come back to the ballot screen without validating the comment.



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.

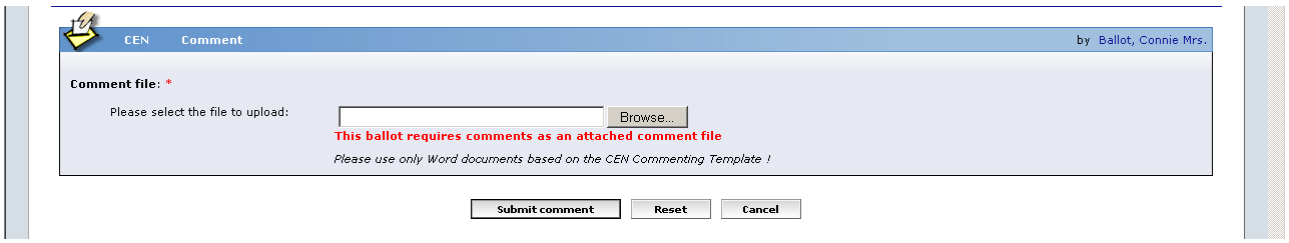
Clicking on the hyperlink (i.e. Question 1) will open the comment file (in HTML-format).



13.3 Error messages

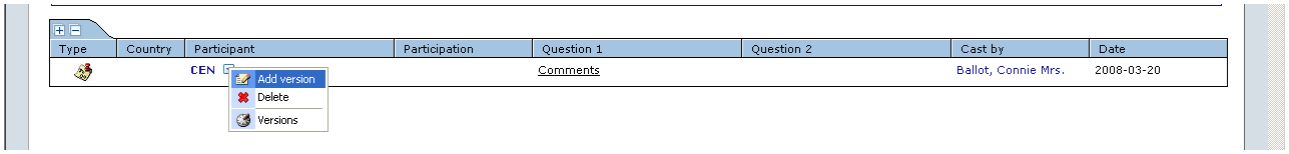
If you input incorrect values (missing comment…), the system will display the following error messages:

- Missing comment :

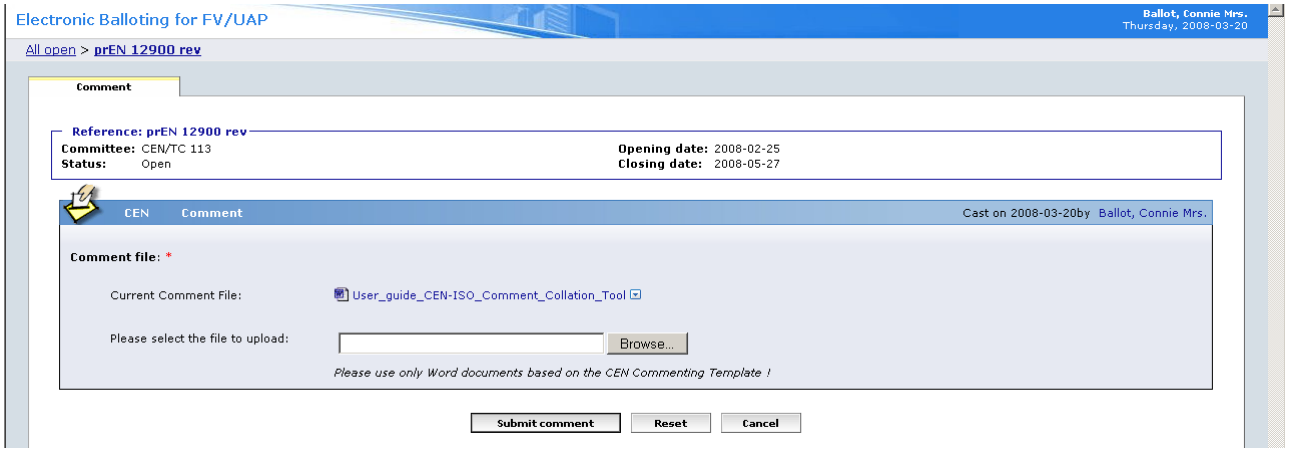


13.4 Modification of Comments

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



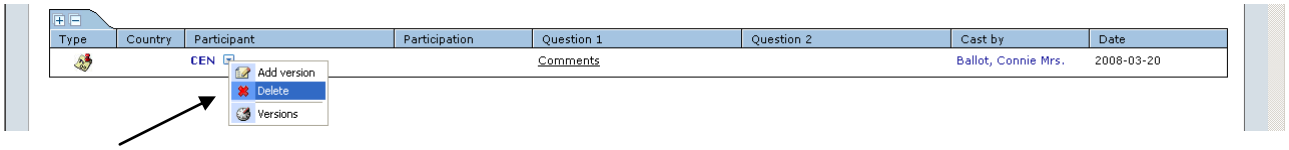
The following screen will be displayed:



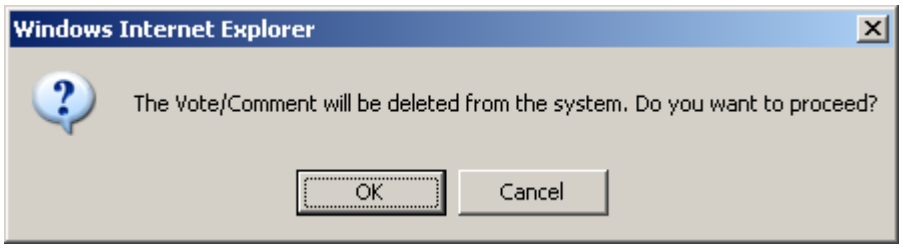
and you may upload a new comment file.

13.5 Deletion of Comments

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



The system will ask you to confirm the deletion.



Click on ***OK***.

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

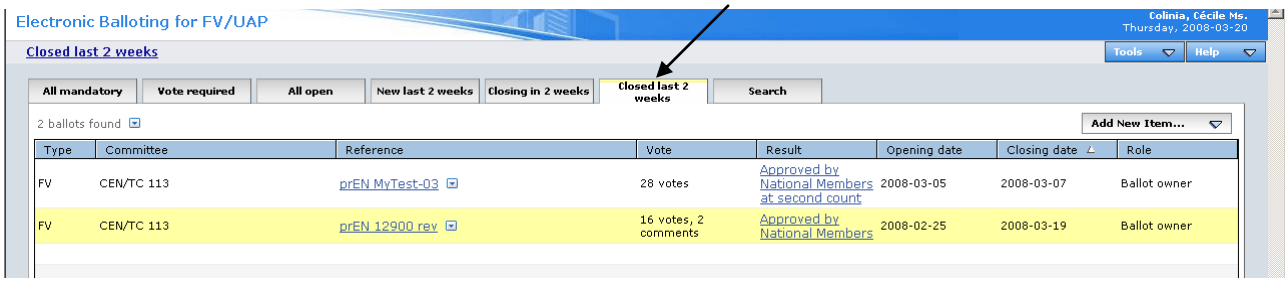
Note that a comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

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

14. Accessing the results of closed ballots and comments [All]

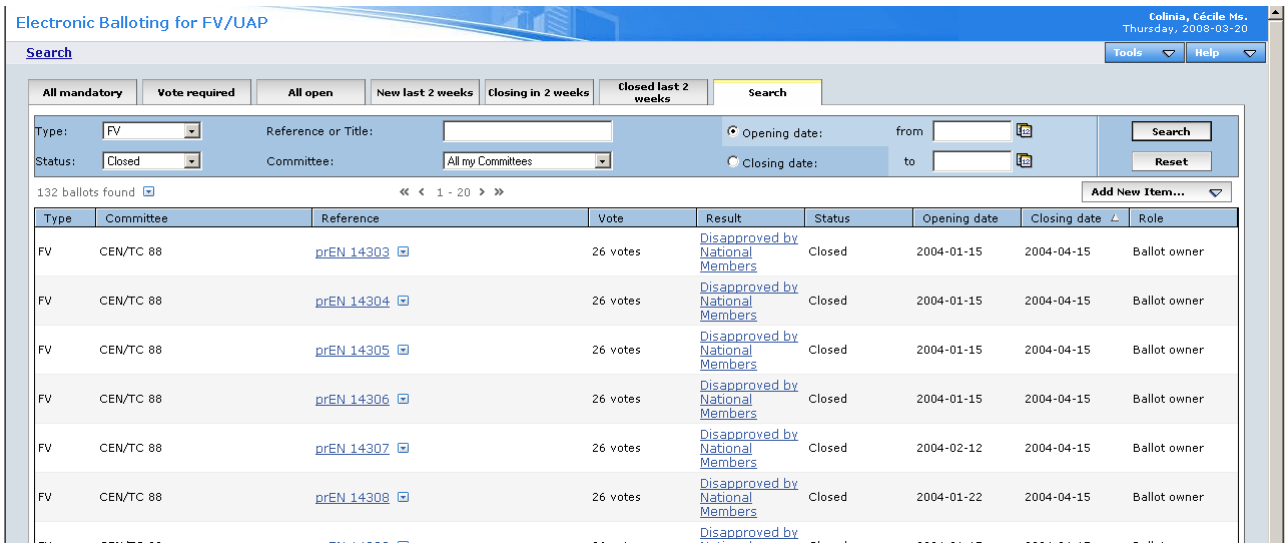
To access the result of closed ballots, you have two options:

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



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

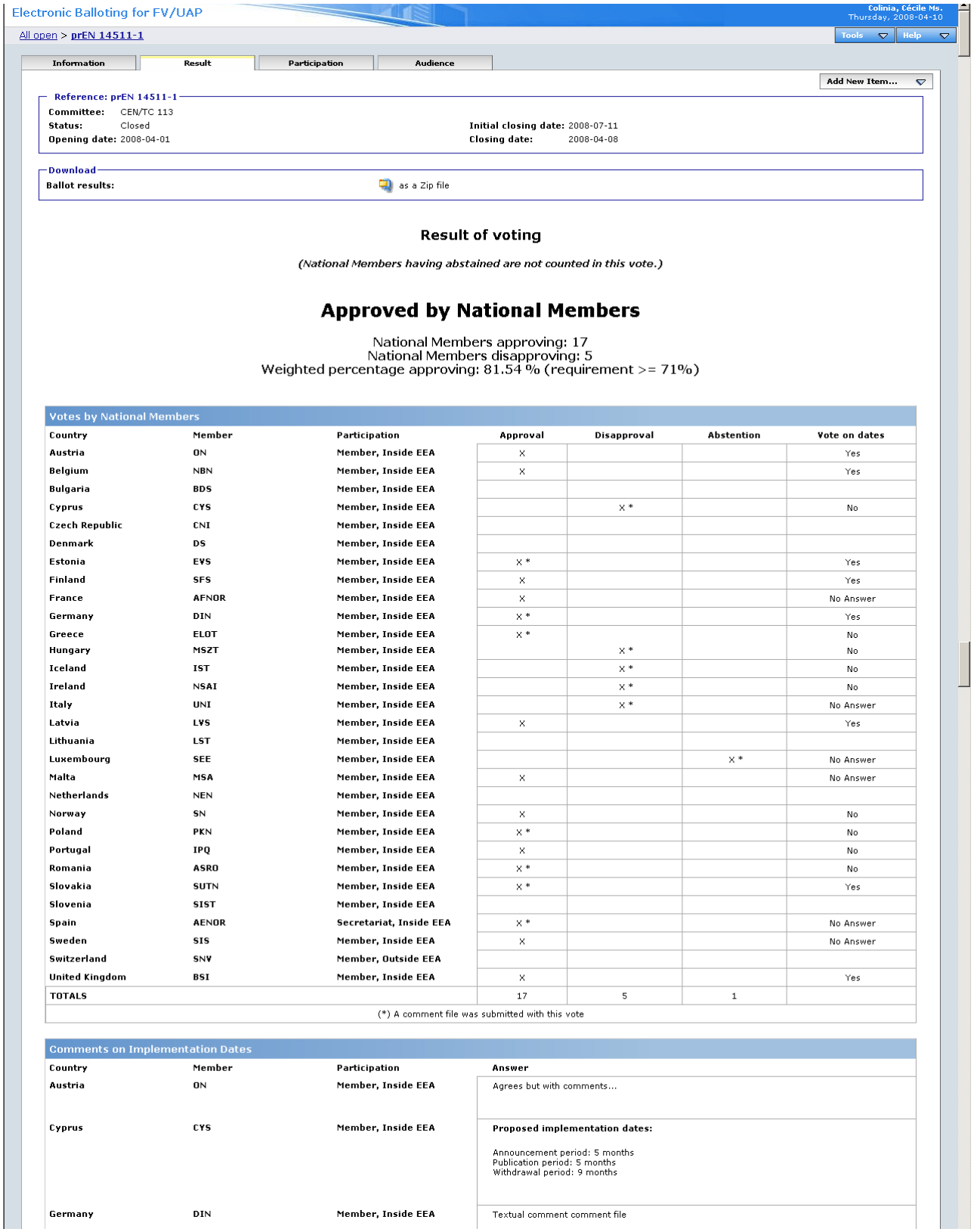
b) If the ballot was closed longer than two weeks ago, you need to use the ***Ballot Search screen*** (see **§ 8**). Change the setting for **Status** to *Closed*. To limit the number of ballots displayed in the list, you may enter a time range for the start or the end date of the ballots.



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

14.1 The Vote result screen

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



Electronic Balloting for FV/UAP

Colinia, Cécile Ms.
Thursday, 2008-04-10

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**	**Proposed implementation dates:** Announcement period: 6 months Publication period: 6 months Withdrawal period: 9 months
Hungary	**MSZT**	**Member, Inside EEA**	textual comment proposed implementation dates **Proposed implementation dates:** Announcement period: 6 months Publication period: 6 months Withdrawal period: 9 months
Iceland	**IST**	**Member, Inside EEA**	Disagrees with proposed implementation periods (no alternative periods proposed)
Ireland	**NSAI**	**Member, Inside EEA**	f fffkl jlkfgjlfk gjkfgjfkdgj sdfig sdf g kdfgjdfskg jfdkg jfdskg jfsdk gfgkfj fd fg sdfkg jfdkgj fkg jf gg dfg fdkg jfd **Proposed implementation dates:** Announcement period: 5 months Publication period: 5 months Withdrawal period: 9 months
Malta	**MSA**	**Member, Inside EEA**	No answer...
Norway	**SN**	**Member, Inside EEA**	**SN** disagrees with the proposed implementation periods because: • ***Reason 1:*** dfd dfjdh fjkdhfjdhf jdfh fhjdshf jdk fhdjshf d fhjdfh qkdffh jfkfh jdfh dfhdh fdf df dfh df hdjfhdjfhdf hdf djfh jsdkf dq dfd • **Reason 2:** dfdsjfk d fdf dfhjd hdf hjdfkhkdfj dklfj dkfj dskjf sdfj dfjdsf lsdf, kfudjfkl fildjfi jij ifdjfidfidn dfi jdifjdfkjdkfj dfd fjd d • **Reason 3:** fkjf kdjfkldjfdufv 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

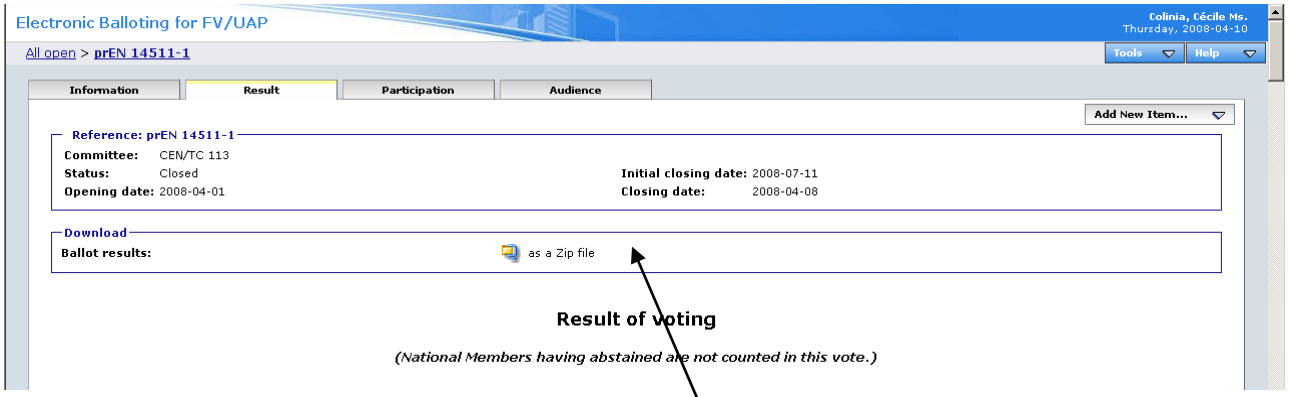
Comments from Commenters

CEN	CEN.doc
EC	EC.doc

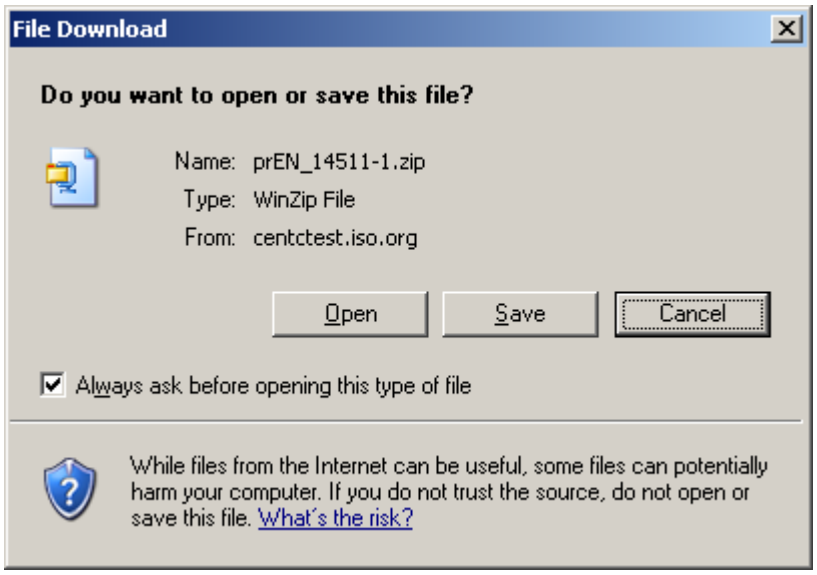
Back to list of ballots

14.2 Results in a Zip file

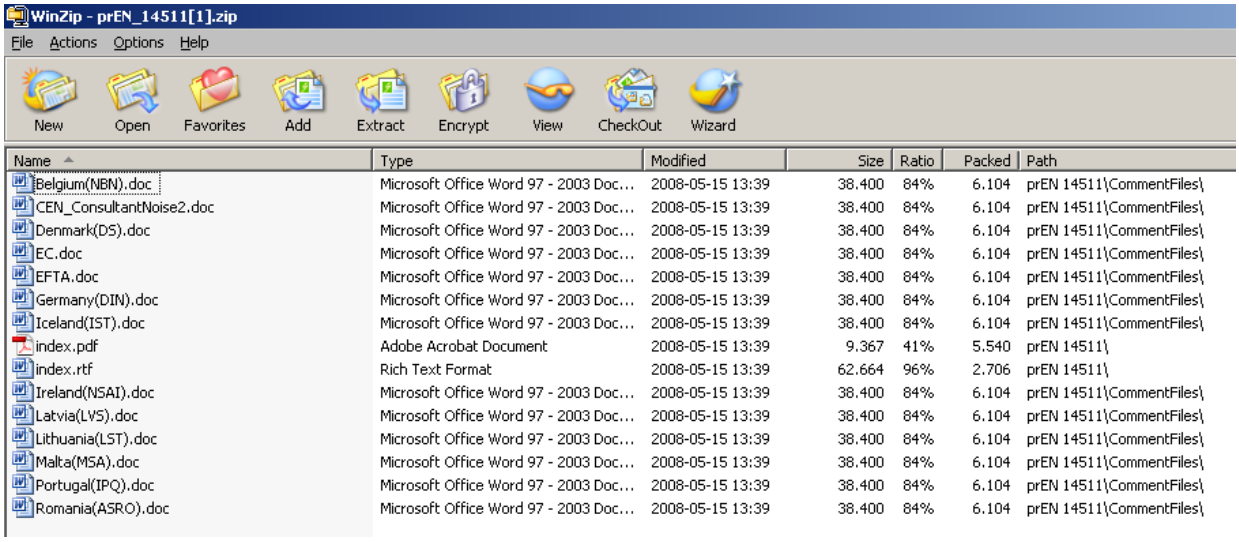
Results from balloting are combined in a Zip file containing the different comment files as well as the ballot result document in RTF format (see example in **Annex 4**).



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 :



Name	Type	Modified	Size	Ratio	Packed	Path
Belgium(NBN).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
CEN_ConsultantNoise2.doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Denmark(DS).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
EC.doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
EFTA.doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Germany(DIN).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Iceland(IST).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
index.pdf	Adobe Acrobat Document	2008-05-15 13:39	9.367	41%	5.540	prEN 14511\
index.rtf	Rich Text Format	2008-05-15 13:39	62.664	96%	2.706	prEN 14511\
Ireland(NSAI).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Latvia(LVS).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Lithuania(LST).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Malta(MSA).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Portugal(IPQ).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\
Romania(ASRO).doc	Microsoft Office Word 97 - 2003 Doc...	2008-05-15 13:39	38.400	84%	6.104	prEN 14511\CommentFiles\

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

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

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

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

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

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

15. Notifications

[All]

15.1 Opening and closing notifications

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

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

15.2 Important notice

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

ANNEX 1: Vote options and comments required

Ballot type = 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 *read/viewer* 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 or 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 ***Rich Text entry field*** :

- **Comment text** field used by Voters or Commenters

This Rich Text input field has 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: - xx-small - x-small - small - medium - large - x-large - xx-large
	Format text to **Bold**
	Format text to *Italicized*
	Format text to Underlined
	Cut selected text
	Copy selected text
	Paste text
	Paste as plain text
	Paste from Word
	Make numbered list
	Make bulleted list
	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 :

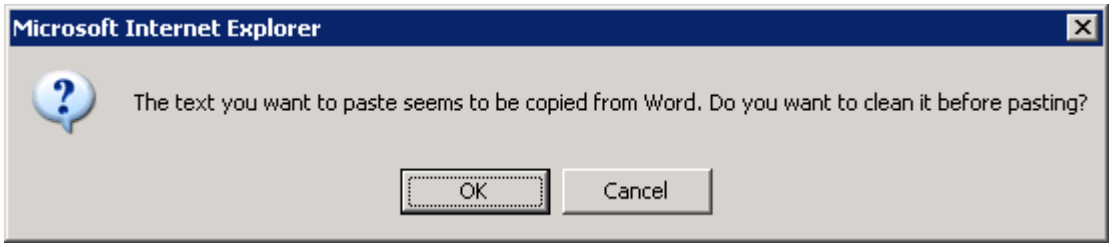
- **Tables** and **images** are not authorized.
  When the system detects a table or an image in the text pasted in, it issues the following error message : **Input contains disallowed formatting (i.e tables or images) - please modify your input**

- 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.

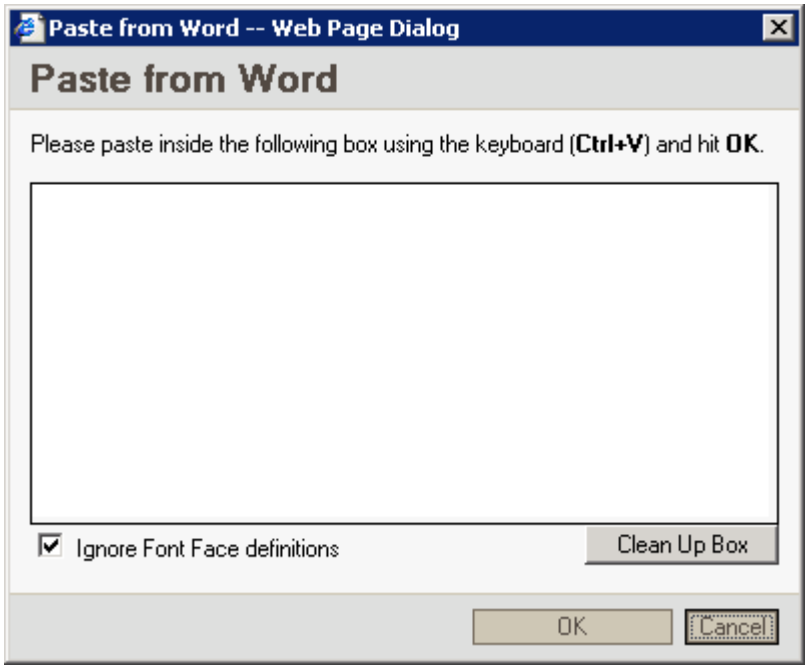
- Sometimes the internal formatting of the text is too hard to handle for the Html text converter. The following message is displayed in this case :
  Input contains formatting errors - please modify your input.

Copy/paste from Word

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

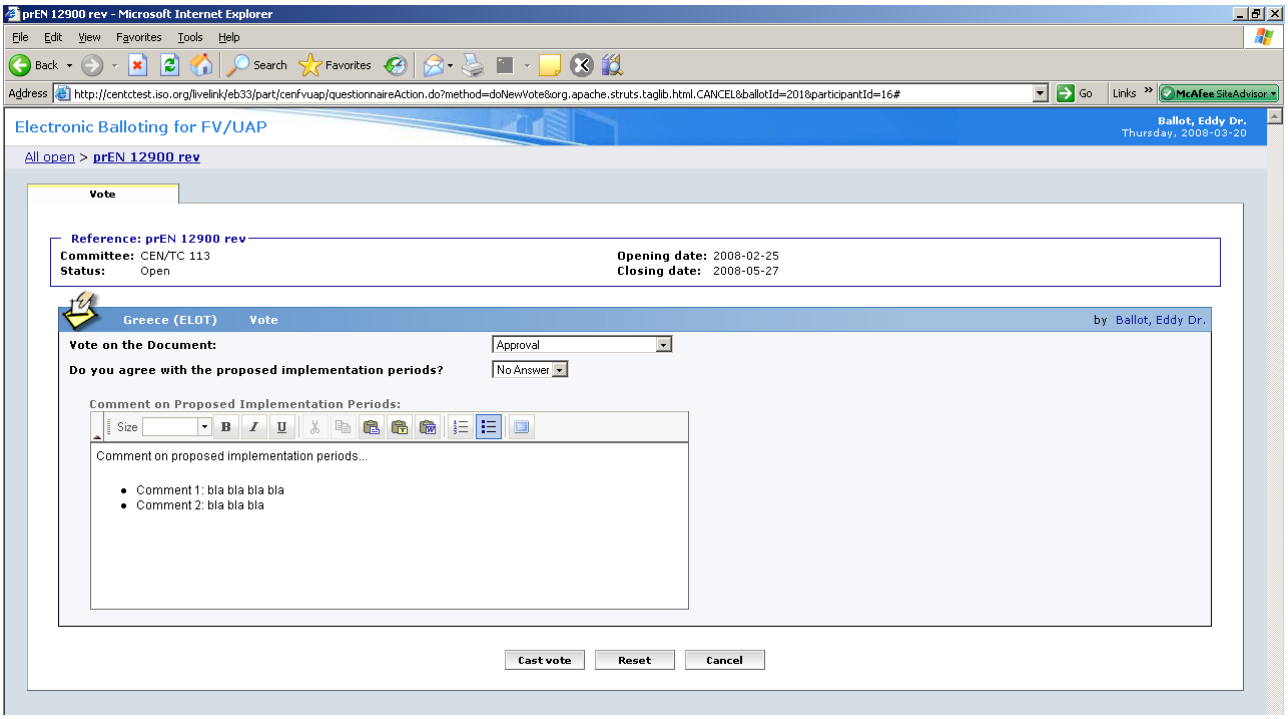


Click on ***OK***. The following dialog box is displayed:



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 fdfjdfjdhfjdhfj hjd dhf jkdhfjkdhfdhf kdhf kdh fkd fhdkfh d fhkjdsf f f jkdfjdskfj kdsf jksdfjdsk fjdskf jsdkfjdksf jdskfj
Germany	DIN	Member, Inside EEA	gfkgklfkgkfgj kfg jkfjg fjg fgj fdgj lfkdj glkfdg jlfg jlfkdgj 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