



CEN-BT Electronic balloting application

User Guide

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2004-11-19	v 0.1	CC	Initial version
2004-11-24	v 0.2	MB	Some additions and corrections
2004-12-03	v 1.0	CC	First version for user Testing
2005-01-13	v 2.0	CC	Official version issued at Launch Date
2005-04-12	v 2.1	MB	Additional info over Rich Text Fields
2006-07-25	v 3.0	CC	New version of the eB3 software



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Introduction

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

- **Voter**
- **Monitor**
- **Commenter**

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

- **[All]** : these chapters concern the 3 roles (**§ 1 to § 10, § 13 to § 15**)
- **[Voter]** : the chapter only concerns the Voter (**§ 11**)
- **[Monitor]** : only concerns the Monitor
- **[Commenter]** : only concerns the Commenter (**§ 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.

Stage 2: Access to the ballots

The balloter accesses the ballots in the eB3 electronic balloting system via a link present in the CEN/BT Working Area on the CENTC LiveLink server. The files associated with the Resolution under ballot are present on both systems.

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 in the textual Comment field associated with the vote, or by uploading a document file. Authorized Commenters may also input their comments to the ballot (not associated with a vote of course).

Stage 4: Pending Stage

At the end of the Balloting period (= Target Date), the ballot enters the Pending Stage where negotiations about votes cast may be held to resolve issues raised by members. The final result of the balloting is input manually by the CEN-BT secretariat at CMC, formally closing the ballot and opening access to the final results.

Stage 5: Closure of the ballot

The ballot is closed when the CEN-BT BallotOwner manually enters the final result of the ballot in the system. 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 Voters, Commenters and Monitors.

2. Principles of the electronic balloting application

[All]

The electronic balloting application provides the basis for the electronic dissemination of draft BT Resolutions 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.

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

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

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 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. Helpdesk

[All]

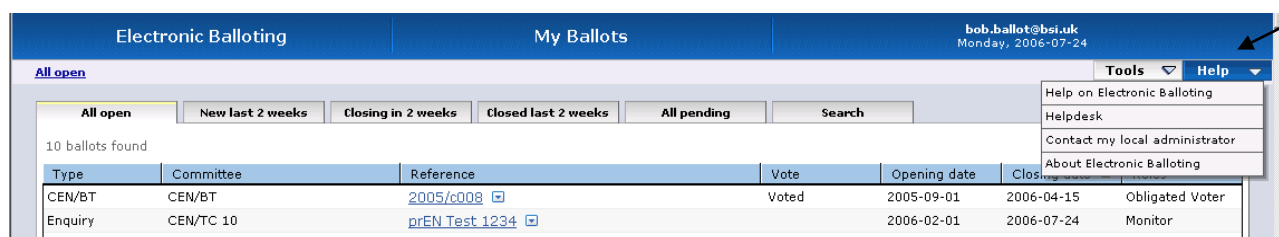
e-balloting application issues (e.g. technical issues, functionalities, support...)

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

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

Please contact Ms Joëlle Colaers at CMC: joelle.colanders@cenorm.be.

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).



4. Accessing the EB3 environment

[All]

The CEN-BT balloting application is hosted at ISO on the new EB3 environment. For the **BT vote by correspondence**, 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).

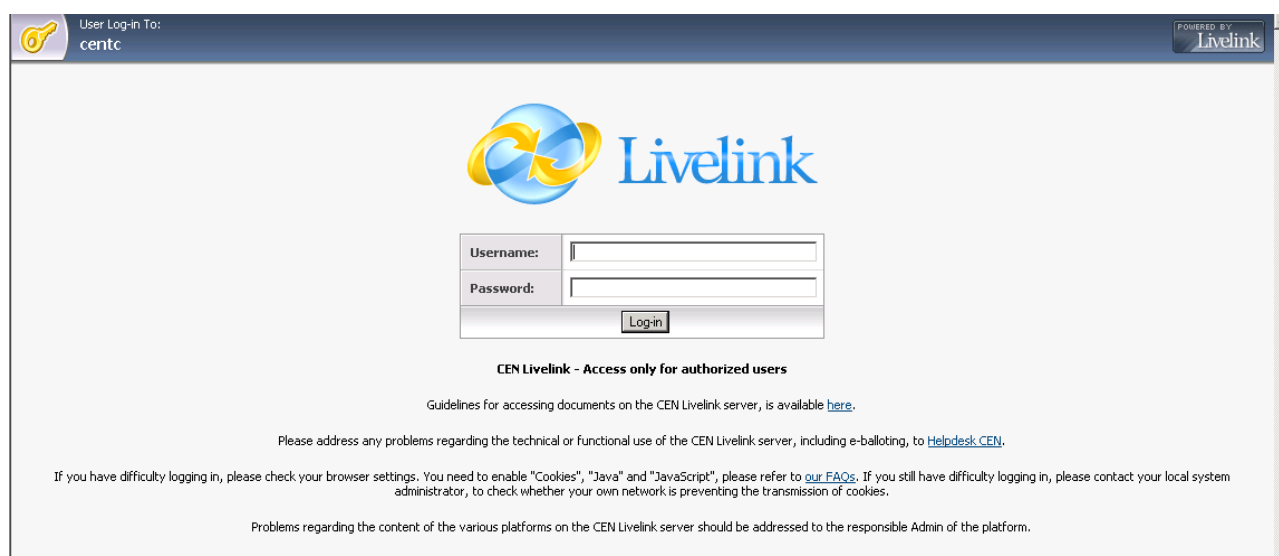
Use the following URL: <http://cen.iso.org> .

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

5. Login to the server and logout

[All]

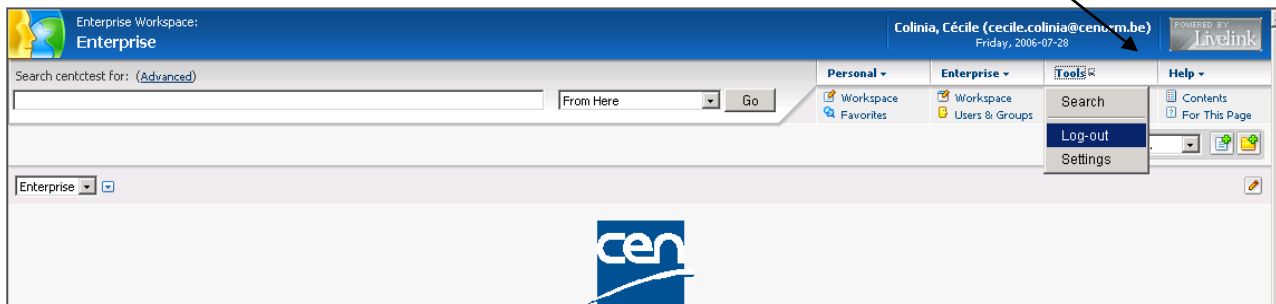
When you move to the location referred to by the URL above, the login screen of the server is displayed.



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.

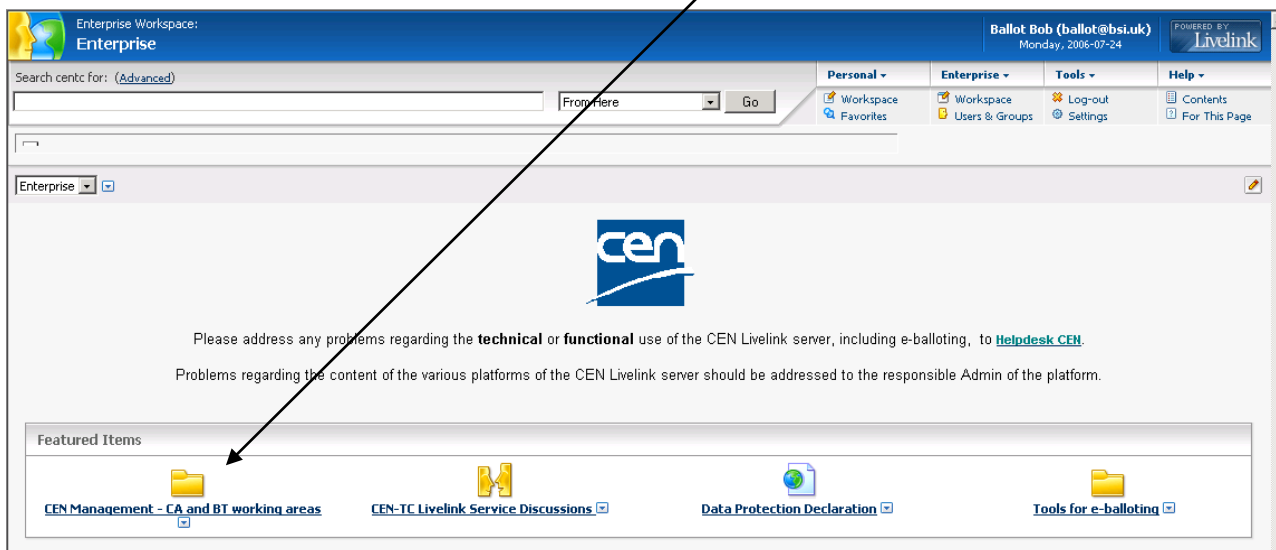
Each balloter must login to the server entering the user name and password provided by CMC or their NSB Administrator in exactly the form specified (note that user name and password are both case-sensitive).

To logout, please choose the option **Logout** from the dropdown menu **Tools**. This menu is only visible after successful log-in.

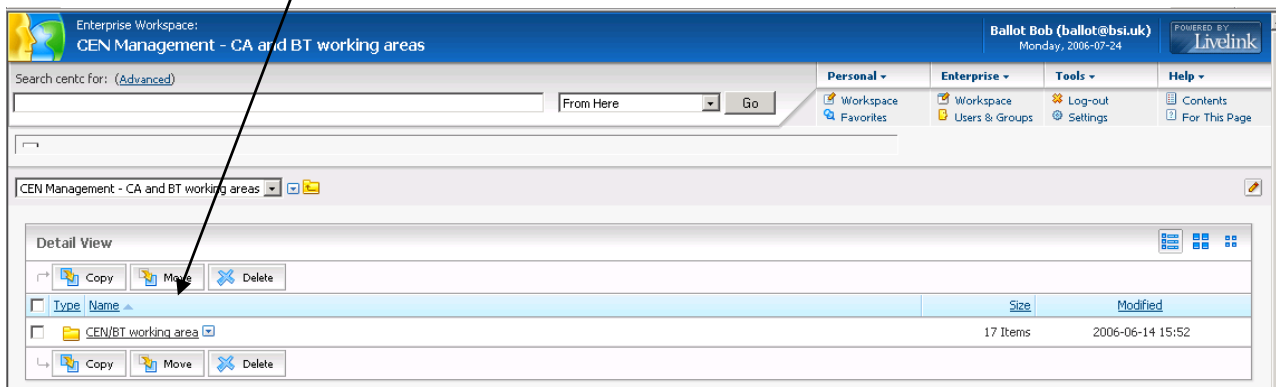


6. Accessing the BT balloting application [All]

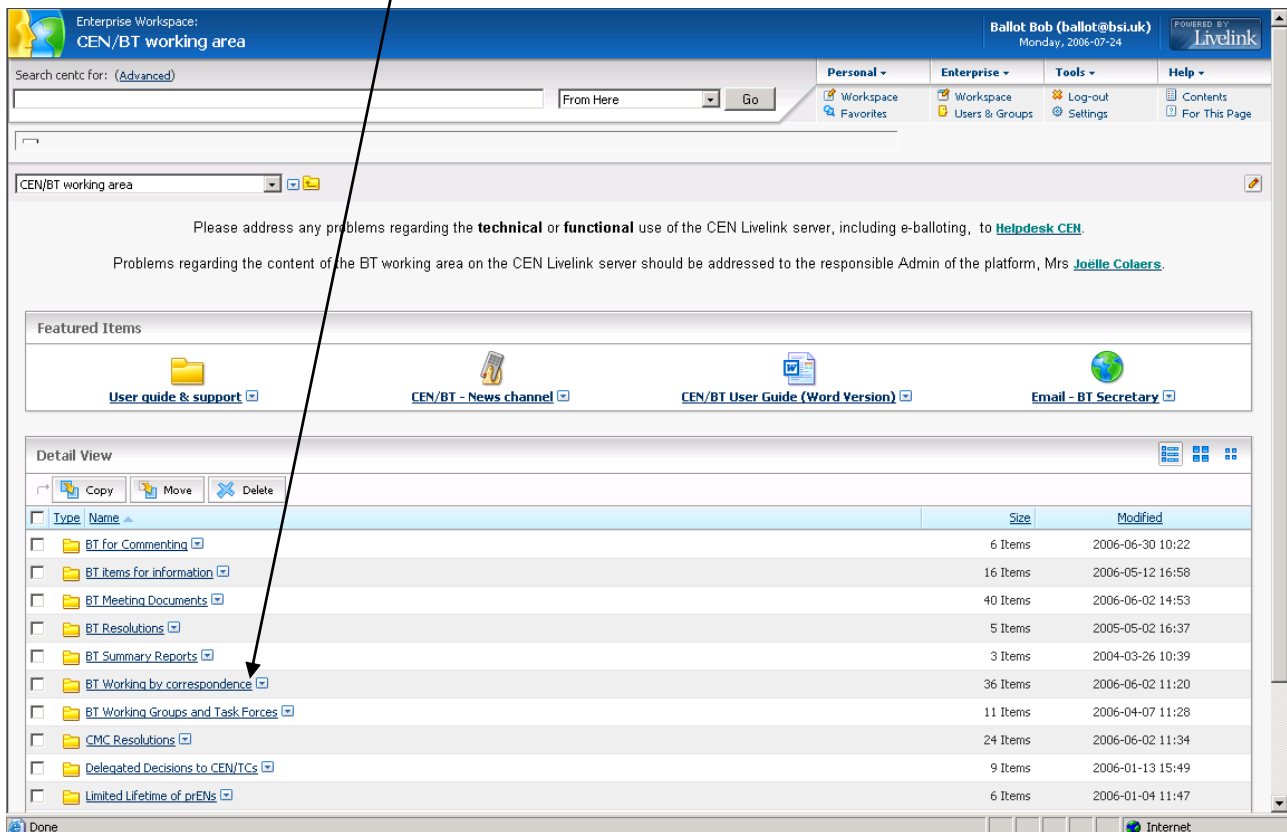
After having logged onto the server, click on '**CEN Management – CA and BT working areas**'.



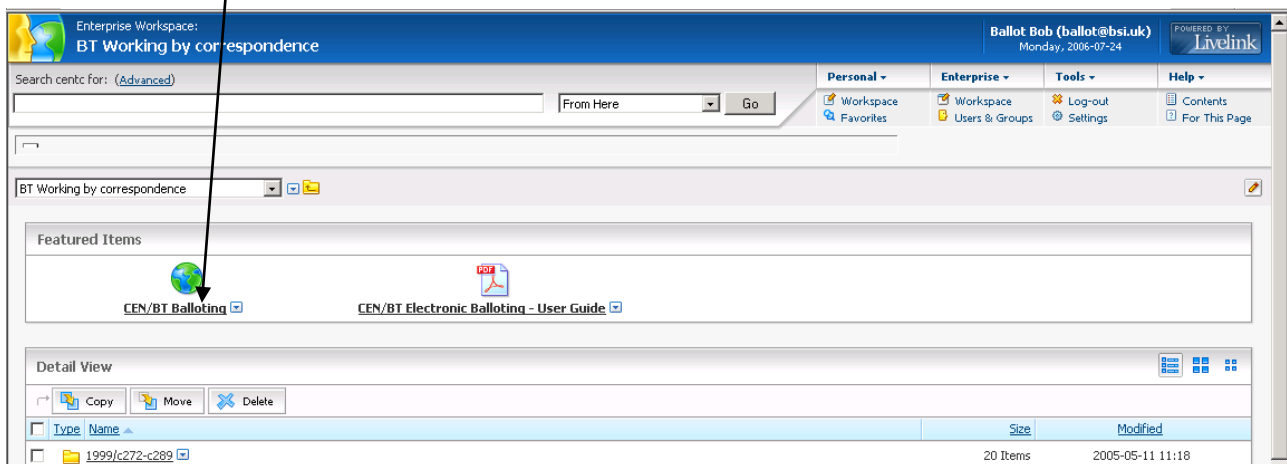
Then click on '**CEN/BT working area**'.



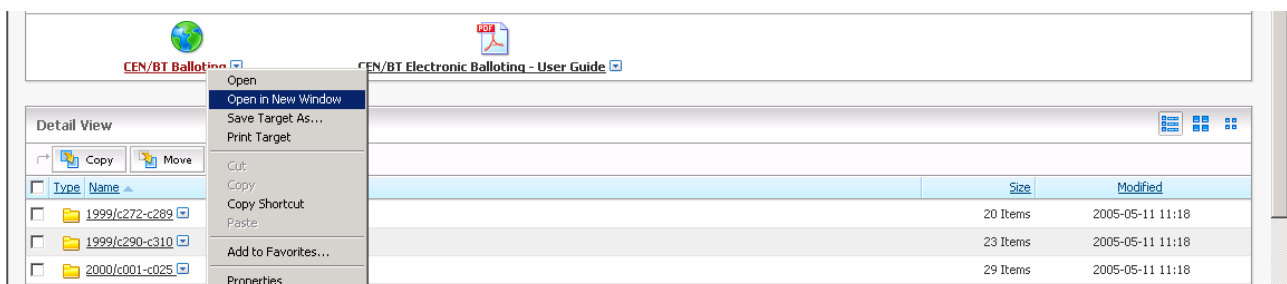
Click on '**BT Working by correspondence**'.



Click on '**CEN-BT Balloting**' to access the electronic balloting application.



Tip: If you want to be able to keep an open window for information on the Livelink platform, you may open the balloting application in a new window (by right-clicking on the link and choosing the "**Open in New Window**" option).



The BT electronic balloting application is opened.

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c008	Voted	2005-09-01	2006-04-15	Obligated Voter
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Monitor
CEN/AG	CEN/AG	Marc AG test-1		2006-06-12	2006-07-26	Obligated Voter
CEN/AG	CEN/AG	04/2005		2006-06-19	2006-08-01	Obligated Voter
CEN/AG	CEN/AG	03/2005		2006-06-21	2006-08-03	Obligated Voter
CEN/AG	CEN/AG	01/2005		2006-06-27	2006-08-09	Obligated Voter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Monitor
CEN/BT	CEN/BT	2005/c001		2006-05-25	2006-08-25	Obligated Voter
CEN/BT	CEN/BT	TEST Cécile		2006-06-01	2006-09-10	Obligated Voter
Enquiry	CEN/TC 10	Marc ENQ Test-1		2006-06-19	2006-09-21	Monitor

Note: If you also have another role for another ballot type in the same “Vote Group” (e.g., CEN/CA or AG...), you will also have access to these ballots from this screen. You can use the **Search** option to select on ballot type (see § 8), or temporarily disable the other roles (see the **Manage my roles** option in § 7.1.1) in order to only display the CEN/BT ballots.

Alternative access to the balloting application

You can also use the following link to directly access the balloting application (please take notice that this link is different from the link used in the previous version of the software) :

<http://cen.iso.org/livelink/eb32/part/viewMyBallots.do?method=doAllOpen&ballotTypes=typeGroupBT>

Attention: If you are not yet logged on the CENTC server, the system will ask you to log in first. After logging in, you will directly access the eB3 balloting application.

7. Selecting ballots (Ballot Selection screen)

[All]

7.1 Main Menu

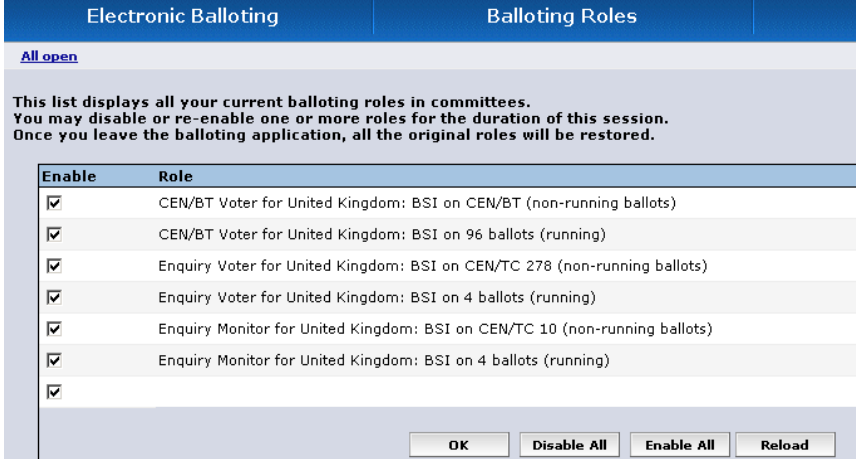
The main menu on top of the page is available on most screens and contains the following elements:

7.1.1 Tools

Tools	Help
Open Ballots	
Search	
Go to CEN/TC Working Areas	
Go to BT Working Areas	
Logout	
Manage my roles	

Contains the following sub-items:

Option	Explanation
Open Ballots	Same as selecting the " All Open " Tab of the screen.
Search	Same as choosing " Search " from the Search menu.

Option	Explanation
Go to CEN/TC Working Areas	Moves back to Committee Tools platform on LiveLink.
Go to BT Working Areas	Moves back to the BT platform on LiveLink, in the BT Vote by Correspondence folder.
Logout	Allows the user to Logout from the balloting system <u>and</u> 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>  <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

Tools ▾ Help ▾
Help on Electronic Balloting
Helpdesk
Contact my local administrator
About Electronic Balloting

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"> • <i>User Guide for CEN BT Vote by Correspondence,</i> • <i>Frequently Asked Questions</i> • <i>Contact CEN Administrator</i> • <i>CEN Helpdesk</i> • <i>About Electronic Balloting</i>

Option	Explanation
Helpdesk	An email link to the CEN International Helpdesk at ISO
Contact my local administrator	A link to the local administrator of the local Global Directory (currently points to CMC administrator)
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 first Tab, i.e. **All open**, is active by default and a list of ballots is generated.

The system only displays ballots for which the user has a role giving him 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 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 BT members.

Tab	Explanation
All pending	This Tab displays all ballots for which the closing date has been reached but which are still in a pending stage awaiting for the ballot result (entered manually by the Ballot Owner) which will close the ballot.
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 most of these columns, 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.

more than 20 ballots, use the different arrows to navigate from one page to the other.

All open

New last 2 weeks

Closing in 2 weeks

Closed last 2 weeks

All pending

Search

24 ballots found

<< < 1 - 20 > >>

Add New Item... ▾

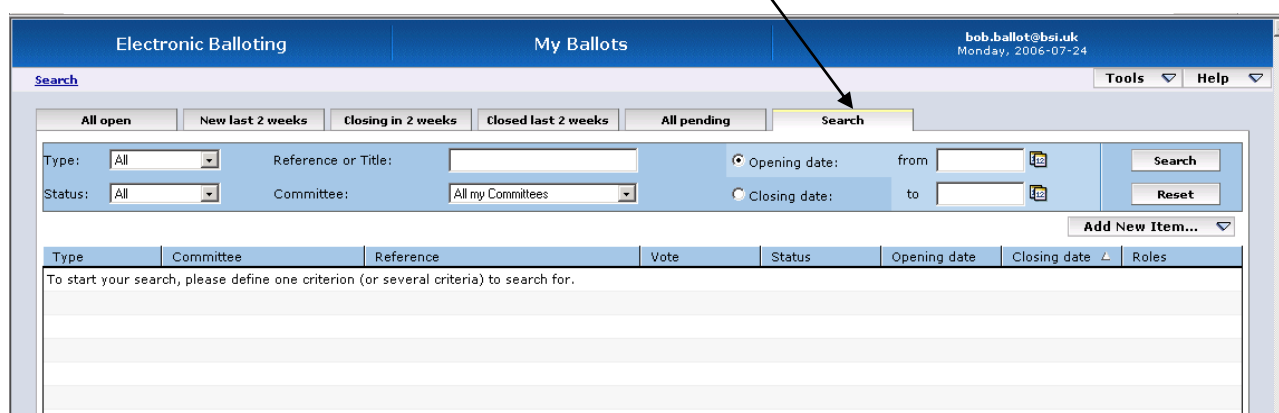
Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	Miq2: 2005/c056	Voted	2005-10-11	2005-11-22	Obligated Voter
CEN/BT	CEN/BT	2005/c061	Voted	2005-11-09	2005-12-21	Obligated Voter
CEN/BT	CEN/BT	Miq2: 2005/c069		2005-11-24	2006-01-05	Obligated Voter

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 **Search** tab to open the **Ballot Search screen**. You may also use the '**Search**' option in the '**Tools**' menu.



Electronic Balloting		My Ballots		bob.ballot@bsi.uk Monday, 2006-07-24			
Search							
Tools Help							
All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks All pending Search							
Type: All	Reference or Title:	Opening date: from	Search				
Status: All	Committee: All my Committees	Closing date: to	Reset				
Add New Item...							
Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles
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 (currently, only CEN-BT and Enquiry are available) 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 , Pending , Closed) 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. Then click on ' Search ' to have the result. (Note: this is not case-sensitive).
Committee	Selecting a ballot committee (in this case, only CEN-BT is available) will automatically 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 1: Unlike the previous version of the eB3 software, you have to click on the '**Search**' button to have the result. The screen is not updated automatically anymore.

Note 2: 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.

The screenshot shows the 'Electronic Balloting' software interface. At the top, there's a header with 'Electronic Balloting', 'My Ballots', and user information 'bob.ballot@bsi.uk Monday, 2006-07-24'. Below the header is a 'Search' tab selected among others like 'All open', 'New last 2 weeks', etc. The search filters include: Type (CEN/BT), Status (All), Reference or Title (empty), Committee (All my Committees), Opening date (from 2005-01-01 to 2006-06-01), and Closing date (empty). A 'Search' button is visible. Below the filters, it says '133 ballots found' and shows a table of results. The table has columns: Type, Committee, Reference, Vote, Status, Opening date, Closing date, and Roles. The results list various ballots with references like 'Miq2: 2004/c003' and 'MIG3: 2004/c003', showing vote counts and status (Closed).

Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles
CEN/BT	CEN/BT	Miq2: 2004/c003	21 votes, 3 comments	Closed	2005-01-02	2005-01-05	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2004/c003	21 votes, 3 comments	Closed	2005-01-02	2005-01-05	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2004/c002	14 votes, 3 comments	Closed	2005-01-06	2005-01-06	Obligated Voter
CEN/BT	CEN/BT	Miq2: 2004/c002	14 votes, 3 comments	Closed	2005-01-06	2005-01-06	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2004/c004	8 votes, 2 comments	Closed	2005-01-10	2005-01-11	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c001	23 votes, no comment	Closed	2005-01-13	2005-02-24	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c003	20 votes, no comment	Closed	2005-01-13	2005-02-24	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c002	21 votes, no comment	Closed	2005-01-13	2005-02-24	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c004	21 votes, 1 comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c005	22 votes, no comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c006	21 votes, no comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	Miq2: 2005/c004	21 votes, 1 comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c007	21 votes, no comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c008	21 votes, no comment	Closed	2005-02-17	2005-03-31	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c009	19 votes, no comment	Closed	2005-03-10	2005-04-21	Obligated Voter

9. Ballot screen description

[All]

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'**.

All open	New last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	All pending	Search	Add New Item...	
10 ballots found							
Type	Committee	Reference	Vote	Opening date	Closing date	Roles	
CEN/BT	CEN/BT	2005/c008	Voted	2005-09-01	2006-04-15	Obligated Voter	
Enquiry	CEN/TC 10	prEN Test 12		2006-02-01	2006-07-24	Monitor	

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

Ballot metadata **Ballot document(s)** **Ballot question and answers** **Voting and commenting**

The screenshot shows the 'Ballot Information Tab' for reference 2005/c001. It includes sections for Information, Reference documents and links, and Questions and Answers. Arrows from the labels above point to specific parts of the interface: 'Ballot metadata' points to the 'Information' section, 'Ballot document(s)' points to the 'Reference documents and links' section, 'Ballot question and answers' points to the 'Questions and Answers' section, and 'Voting and commenting' points to the 'Tools' and 'Help' buttons in the top right corner.

A ballot contains the following metadata:

Metadata	Explanation
Reference	Reference of the draft BT resolution by correspondence (e.g. 2005/c001)
Committee	Body originator of the ballot (in this case: CEN-BT)
Status	Ballot status e.g. Open, Pending, Closed...
Opening date	Issue date of the draft BT resolution by correspondence
Opened on	Date and time of the opening of the ballot by the system
Initial closing date	Closing date initially assigned for the ballot (in case of extension) (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 by the BallotOwner: this is when the Ballot goes from Pending to Closed stage.
Title	English title of the draft BT resolution by correspondence
BT Number	Reference number of the draft BT resolution by correspondence (e.g. BT N 7006)
Note	Ad hoc information to balloters
Reference documents and links	Documents and/or links related to this ballot (e.g. draft BT Resolution, URL...) (see § 10)

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.

Information

Reference: 2005/c001

Committee: CEN/BT

Status: Open

Opening date: 2006-05-25

Opened on: 2006-05-25 00:00

Initial closing date: 2006-08-25

Closing date: 2006-08-25

Closed on:

Title: CEN/TC 205 - Reallocation of TC Secretariat

BT number: 7265

Note: Test after new eB3int deployment of Tue 23-May-2006 (+ database conversion)

Reference documents and links

7265 [Go View](#)

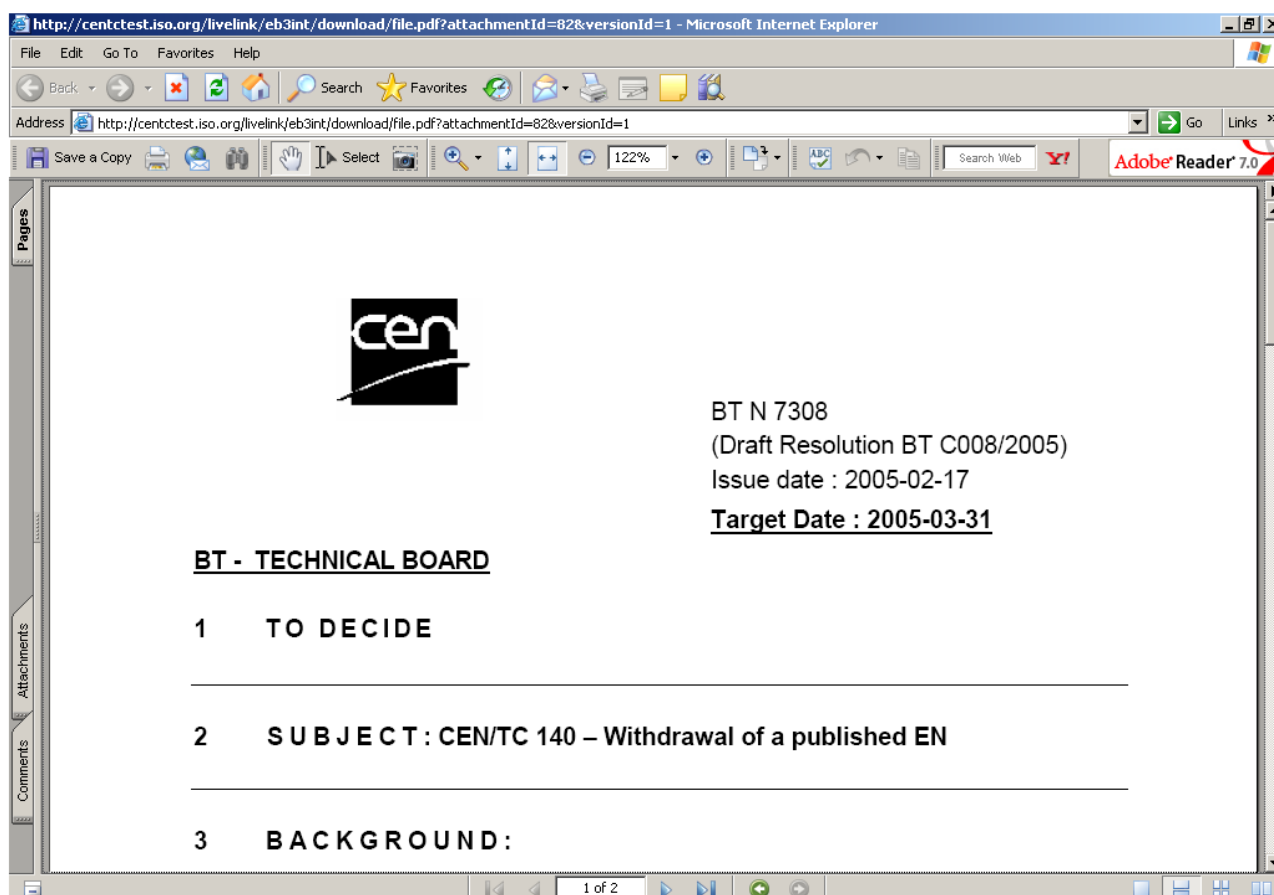
Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

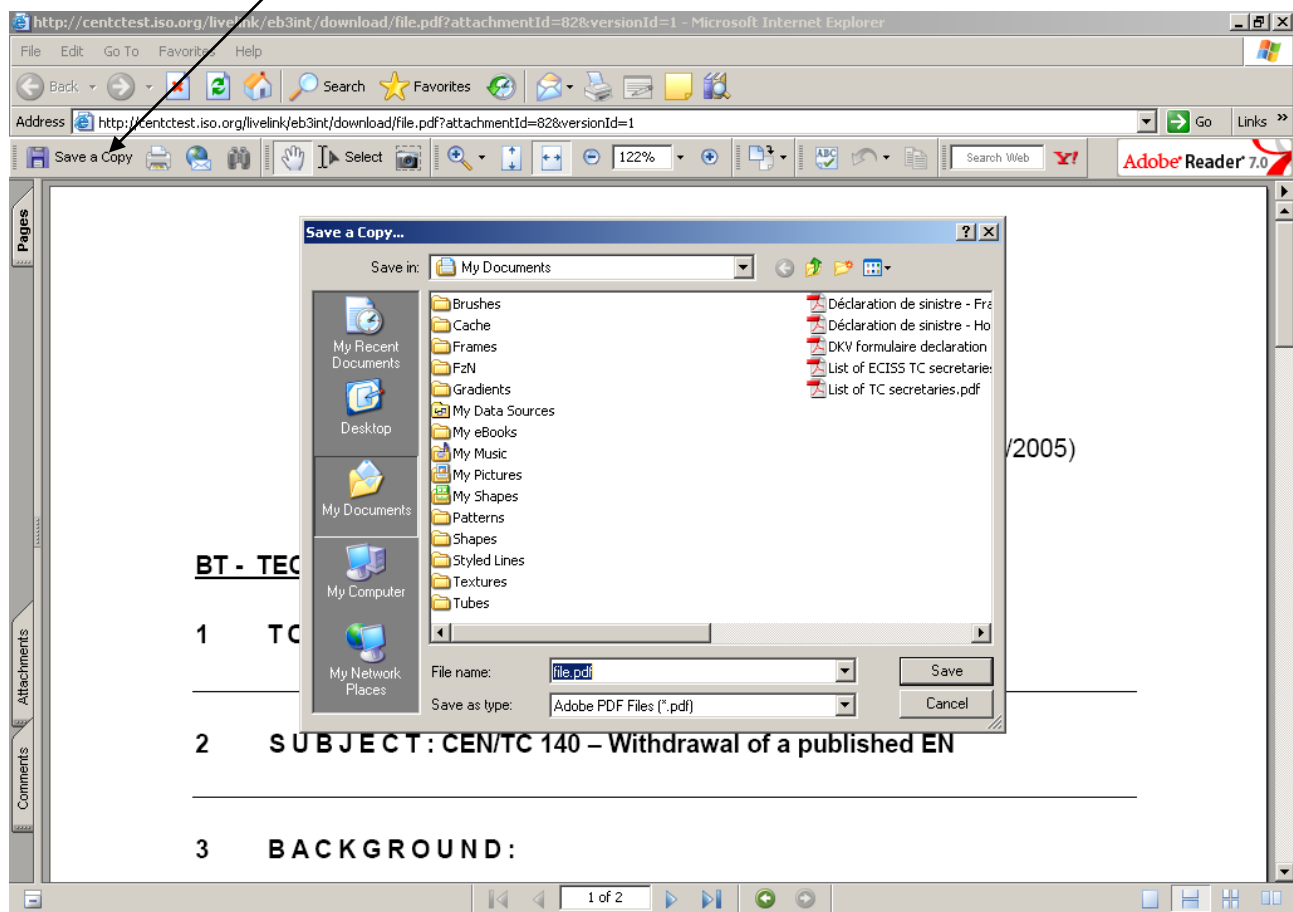
(*) A Comment is required for this answer value.

The document is then opened.

Note: This document is normally a copy of the Resolution document held in the corresponding folder in the **BT Vote by Correspondence** area on the LiveLink platform.



Click on the icon '**Save a Copy**' if you want to save a copy of the document on your PC.



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).

Electronic Balloting

My Ballots

bob.ballot@bsi.uk
Monday, 2006-07-24

All open

Tools

Help

All open

New last 2 weeks

Closing in 2 weeks

Closed last 2 weeks

All pending

Search

12 ballots found

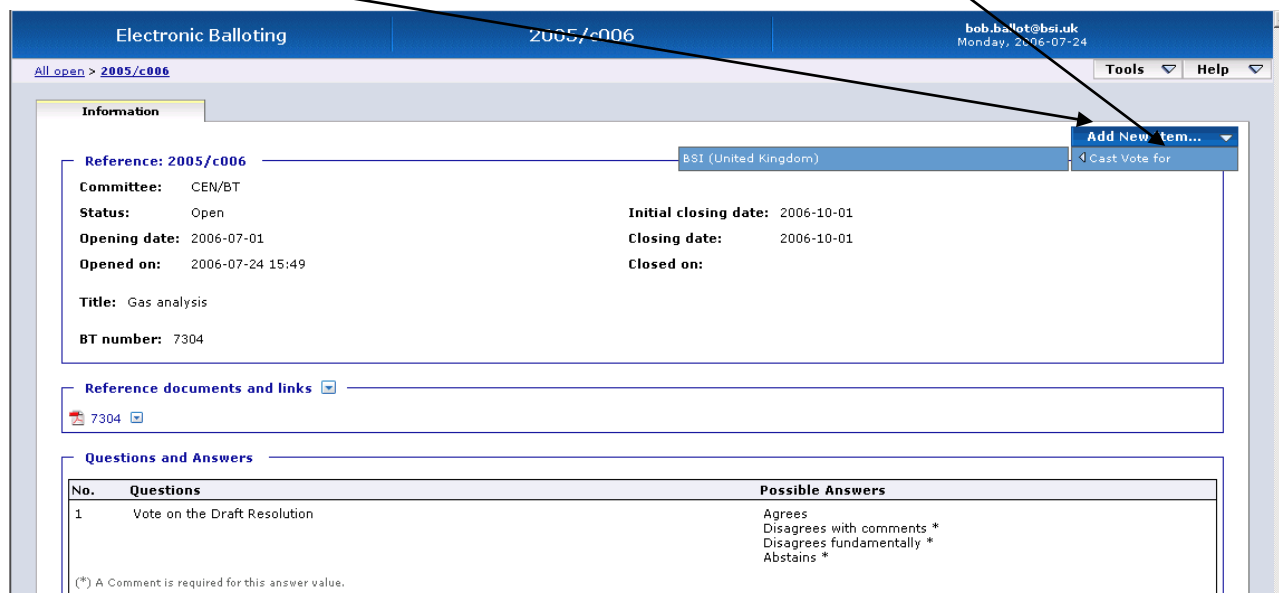
Add New Item...

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c008	Voted	2005-09-01	2006-04-15	Obligated Voter
Enquiry	CEN/TC 10	prEN Test 1234		2006-02-01	2006-07-24	Monitor
CEN/AG	CEN/AG	Marc AG test-1		2006-06-12	2006-07-26	Obligated Voter
CEN/AG	CEN/AG	04/2005		2006-06-19	2006-08-01	Obligated Voter
CEN/AG	CEN/AG	03/2005		2006-06-21	2006-08-03	Obligated Voter
CEN/AG	CEN/AG	01/2005		2006-06-27	2006-08-09	Obligated Voter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Monitor
CEN/BT	CEN/BT	2005/c001		2006-05-25	2006-08-25	Obligated Voter
CEN/BT	CEN/BT	TEST Cécile		2006-06-01	2006-09-10	Obligated Voter
Enquiry	CEN/TC 10	Marc ENQ Test-1		2006-06-19	2006-09-21	Monitor
CEN/BT	CEN/BT	2005/c015		2006-07-01	2006-10-01	Obligated Voter
CEN/BT	CEN/BT	2005/c006		2006-07-01	2006-10-01	Obligated Voter

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

11.2 Vote on the draft Resolution

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



The screenshot shows the 'Electronic Balloting' interface for ballot 2005/c006. The 'Add New Item...' dropdown menu is open, showing the option '4 Cast Vote for'. The interface includes sections for 'Information', 'Reference documents and links', and 'Questions and Answers'.

Information

Reference: 2005/c006
Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Opened on: 2006-07-24 15:49
Title: Gas analysis
BT number: 7304

Reference documents and links

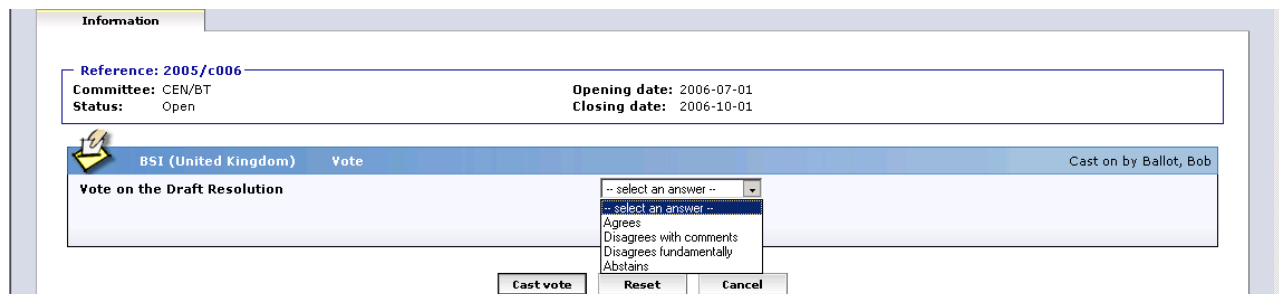
7304

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

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

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



The screenshot shows the 'Vote screen' for BSI (United Kingdom). The interface includes a 'Vote on the Draft Resolution' section with a dropdown menu for selecting an answer. The dropdown menu is open, showing options: 'Agrees', 'Disagrees with comments', 'Disagrees fundamentally', and 'Abstains'. Below the dropdown menu are buttons for 'Cast vote', 'Reset', and 'Cancel'.

Information

Reference: 2005/c006
Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-01

BSI (United Kingdom) Vote

Vote on the Draft Resolution

-- select an answer --
Agrees
Disagrees with comments
Disagrees fundamentally
Abstains

Cast on by Ballot, Bob

Cast vote Reset Cancel

For each type of ballot, a number of defined vote options exist. Choosing a certain vote option may require that you submit comments in conjunction with your vote.

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

Selecting an answer will give the possibility to add a comment (text and/or file):

If you want to add a comment text for an answer not necessarily requesting one (e.g. 'Agrees'), you first have to click on [Add a comment](#) in order to be able to introduce your comment.

Information Participation Audience

Reference: 2005/c006
Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-01

ASRO (Romania) Vote Cast on by Colinia, Cécile Ms.

Vote on the Draft Resolution Agrees

[Add a comment](#)

Comment file:
Please select the file to upload: Browse...

Cast vote Reset Cancel

For options requesting one comment (or comment file), the comment box is automatically opened once you have selected one of these options.

Information

Reference: 2005/c006
Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-01

BSI (United Kingdom) Vote Cast on by Ballot, Bob

Vote on the Draft Resolution Disagrees fundamentally

* The vote value requires one comment or one comment file

Comment:
Size **B** *I* U

Comment file:
Please select the file to upload: Browse...

Cast vote Reset Cancel

You have the possibility to either enter a comment text and/or add a comment file (there is only one comment file per vote and ballot).

➤ **Comment text (preferred method to use)**

Enter your text in the box. This method is preferred because comments input in this field are automatically collated by the system when generating the Results file at ballot closure. 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.

Information

Reference: 2005/c006
 Committee: CEN/BT
 Status: Open
 Opening date: 2006-07-01
 Closing date: 2006-10-01

BSI (United Kingdom) Vote Cast on by Ballot, Bob

Vote on the Draft Resolution

Disagrees fundamentally ▼

* The vote value requires one comment or one comment file

Comment:

BSI disagrees because:

- Reason 1
- Reason 2
- Reason 3

Comment file:

Please select the file to upload:

➤ **Comment file (use this option for complex or long documents)**

To add a comment file, click on **Browse...** and select your file (the preferred format for these files is Microsoft Word .DOC).

Information

Reference: 2005/c006
 Committee: CEN/BT
 Status: Open
 Opening date: 2006-07-01
 Closing date: 2006-10-01

BSI (United Kingdom) Vote Cast on by Ballot, Bob

Vote on the Draft Resolution

Disagrees fundamentally ▼

* The vote value requires one comment or one comment file

Comment:

BSI disagrees because:

- Reason 1
- Reason 2
- Reason 3

Comment file:

Please select the file to upload:

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

After having cast a vote, the “*Ballot questions and possible Answers*” box displayed in the list of the *Ballot Information Tab* is replaced by vote information : name of the balloter who cast the vote, vote value, together with the date and time of this action.

Electronic Balloting 2005/c006 bob.ballot@bsi.uk Monday, 2006-07-24

Tools Help

Information

Reference: 2005/c006

Committee: CEN/BT
 Status: Open
 Opening date: 2006-07-01
 Opened on: 2006-07-24 15:49
 Title: Gas analysis
 BT number: 7304

Initial closing date: 2006-10-01
 Closing date: 2006-10-01
 Closed on:

Reference documents and links

7304

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Disagrees fundamentally	Ballot, Bob	2006-07-24 15:58

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

View comments

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

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Disagrees fundamentally	Ballot, Bob	2006-07-24 15:58

BSI disagrees because:

- Reason 1
- Reason 2
- Reason 3

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 :

Information

Reference: 2005/c006

Committee: CEN/BT
 Status: Open
 Opening date: 2006-07-01
 Closing date: 2006-10-01

BSI (United Kingdom) Vote Cast on by Ballot, Bob

Vote on the Draft Resolution

-- select an answer --

You need to answer this question

Cast vote Reset Cancel

- Missing comment :

Information

Reference: 2005/c006
 Committee: CEN/BT
 Status: Open
 Opening date: 2006-07-01
 Closing date: 2006-10-01

BSI (United Kingdom) Vote Cast on by Ballot, Bob

Vote on the Draft Resolution

Disagrees with comments

* The vote value requires one comment or one comment file

Comment: **The answer requires an inline comment or a comment file**

Size **B** *I* U

Comment file:

Please select the file to upload:

The answer requires an inline comment or a comment file

- Formatting errors :

When pasting text from other applications, the following messages warn the user of conversion problems :

- **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- **Input contains formatting errors - please modify your input**

DIN (Germany) Vote Cast on by Colinia, Cécile Ms.

Vote on the Draft Resolution

Agrees

Comment: **Input contains disallowed formatting (i.e tables or images) - please modify your input**

Size **B** *I* U

Table with visible borders : (not detected à no error message)

Aaaa	Bbb	Ccc	Ddd	Eee
Fff	Ggg	Hhh	Iii	Jjj
sqdfg				Last cell

Table with borders hidden : (not detected à no error message)

See **Annex 3: How to use Rich text input fields** for information on these messages and the handling of Rich Text fields.

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** and you can choose another vote option and/or you can modify your comment (text and/or file).

All open > 2005/c006 Tools Help

Information Add New Item...

Reference: 2005/c006

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-24 15:49

Title: Gas analysis

BT number: 7304

Initial closing date: 2006-10-01

Closing date: 2006-10-01

Closed on:

Reference documents and links

7304

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-07-24 16:07

Add version
Delete
Versions

The **Vote screen** is displayed and you are able to modify the vote.

Information

Reference: 2005/c006

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Closing date: 2006-10-01

BSI (United Kingdom) Vote Cast on 2006-07-24 by Ballot, Bob

Vote on the Draft Resolution Agrees

[Add a comment](#)

Comment file:

Please select the file to upload: Browse...

Cast vote Reset Cancel

If there was not yet a comment text before, click on **Add a comment** to add one now.
If there was already a comment text, you will be able to modify it directly.

Click on **Cast vote** to confirm your modifications.
Click on **Reset** to restore the initial value.
Click on **Cancel** to come back to the ballot screen.

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

BSI (United Kingdom) Vote Cast on 2006-07-25 by Ballot, Bob

Vote on the Draft Resolution Agrees

[Add a comment](#)

Comment file:

Current Comment File: TestCommentFormatting

Please select the file to upload: Browse...

Cast vote Reset Cancel

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

Electronic Balloting | 2005/c006 | bob.ballot@bsi.uk
Tuesday, 2006-07-25

All open > 2005/c006 | Tools | Help

Information

Reference: 2005/c006
Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-01

BSI (United Kingdom) Vote | Cast on 2006-07-25 by Ballot, Bob

Vote on the Draft Resolution | Agrees

[Add a comment](#)

Comment file:

Current Comment File: TestCommentformatting

Please select the file to upload:

The following message will be displayed:

Comment file:

Current Comment File: TestCommentformatting ⚠ 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:

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.

Electronic Balloting | 2005/c006 | bob.ballot@bsi.uk
Tuesday, 2006-07-25

Tools | Help

Information | Add New Item...

Reference: 2005/c006

Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Opened on: 2006-07-24 15:49
Title: Gas analysis
BT number: 7304

Initial closing date: 2006-10-01
Closing date: 2006-10-01
Closed on:

Reference documents and links

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-07-25 08:33

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:

BSI (United Kingdom) Vote

Cast on 2006-07-25 by Ballot, Bob

Abstains

Vote on the Draft Resolution

Comment: **The answer requires an inline comment or a comment file**

Size B I U

Comment file:

Current Comment File: TestCommentformatting ☒ **⚠ 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:

The answer requires an inline comment or a comment file

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.

Electronic Balloting 2005/c006 bob.ballot@bsi.uk Tuesday, 2006-07-25

All open > 2005/c006 Tools Help

Information Add New Item...

Reference: 2005/c006

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opening date: 2006-07-24 15:49

Title: Gas analysis

BT number: 7304

Initial closing date: 2006-10-01

Closing date: 2006-10-01

Closed on:

Reference documents and links

7304

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-07-25 08:36

Add version
Delete
Versions

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

Information

Add New Item... ▾

Reference: 2005/c006

Committee: CEN/BT **Opening date:** 2006-07-01
Status: Open **Closing date:** 2006-10-01

Version	Date	Cast by	Participant	Agrees
1	2006-07-24 16:07	Ballot, Bob	BSI (United Kingdom)	Agrees
2	2006-07-25 08:33	Ballot, Bob	BSI (United Kingdom)	Agrees
3	2006-07-25 08:33	Ballot, Bob	BSI (United Kingdom)	Agrees
4	2006-07-25 08:36	Ballot, Bob	BSI (United Kingdom)	Agrees
5	2006-07-25 08:36	Ballot, Bob	BSI (United Kingdom)	Agrees

Cancel

11.5 Deletion of votes

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

Type	Participant	Agrees	Cast by	Date
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-07-24 16:07

Add version
 Delete
 Versions

The system will ask you to confirm the deletion.

Microsoft Internet Explorer

The Vote or Comment will be deleted from the system. Do you want to proceed?

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 Submitting comments

[Commenter]

12.1 Ballot selection

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

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c008	Commented	2005-09-01	2006-04-15	Commenter
Enquiry	CEN/TC 10	prEN 81-22		2006-05-25	2006-08-25	Commenter
CEN/BT	CEN/BT	2005/c001		2006-05-25	2006-08-25	Commenter
CEN/BT	CEN/BT	TEST Cécile		2006-06-01	2006-09-10	Commenter
Enquiry	CEN/TC 10	Marc ENQ Test-1		2006-06-19	2006-09-21	Commenter
CEN/BT	CEN/BT	2005/c015		2006-07-01	2006-10-01	Commenter
CEN/BT	CEN/BT	2005/c006		2006-07-01	2006-10-01	Commenter

Note: for open and pending ballots the info displayed under the column **'Vote'** is only the vote/comment of your own member body and not the total of votes/comments received.

12.2 Submit a comment on the draft Resolution

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**.

Information

Reference: **2005/c006**

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-24 15:49

Title: Gas analysis

BT number: 7304

Initial closing date: 2006-10-01

Closing date: 2006-10-01

Closed on:

Reference documents and links

7304

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

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

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

➤ **Comment text (preferred method to use)**

Enter your text in the box. This method is preferred because comments input in this field are automatically collated by the system when generating the Results file at ballot closure. 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.

The screenshot shows a web application window titled 'All open > 2005/c006'. It has a menu bar with 'Tools' and 'Help'. The main content area is divided into two tabs: 'Information' and 'Comment'. The 'Information' tab is active, displaying the following details:

Reference: 2005/c006	Opening date: 2006-07-01
Committee: CEN/BT	Closing date: 2006-10-01
Status: Open	

Below the information, there is a blue header bar for the 'Comment' section, labeled 'CEN/SECT-ICT' and 'Comment'. It also shows 'Cast on by Ballot, Isa Melle.'. The main area contains a large text input field with a rich text editor toolbar above it. The toolbar includes options for font size, bold (B), italic (I), underline (U), cut, copy, paste, and list creation. Below the text field, there is a 'Comment file:' section with a text box and a 'Browse...' button. At the bottom, there are three buttons: 'Submit comment', 'Reset', and 'Cancel'.

➤ **Comment file (use this option for complex or long documents)**

To add a comment file, click on **Browse...** and select your file (the preferred format for these files is Microsoft Word .DOC).

This screenshot shows the same web application window as the previous one, but with the 'Comment' tab active. The 'Information' tab details remain the same. The 'Comment' section header is still 'CEN/SECT-ICT' and 'Comment', with 'Cast on by Ballot, Isa Melle.' displayed. The large text input field now contains the text 'See attached **Comment** file.' The 'Comment file:' section at the bottom shows a text box containing the file path 'Y:\FIT\TCC\GROUP3 - DECISION MAKING' and a 'Browse...' button. The 'Submit comment', 'Reset', and 'Cancel' buttons are still present at the bottom.

Once you have submitted your comment, click on **Submit comment** 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 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. Organization name) will open the comment file (in HTML-format).

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

12.3 Error messages

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

- **Missing comment :**

- **Formatting errors :**

When pasting text from other applications, the following messages warn the user of conversion problems :

- **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- **Input contains formatting errors - please modify your input**

See **Annex 3: How to use Rich text input fields** for information on these messages and the handling of Rich Text fields.

12.4 Modification of Comments

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

Electronic Balloting 2005/c006 isa.ballot@ibn.be
Tuesday, 2006-07-25

All open > 2005/c006 Tools Help

Information Add New Item...

Reference: 2005/c006

Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Opened on: 2006-07-24 15:49
Title: Gas analysis
BT number: 7304

Initial closing date: 2006-10-01
Closing date: 2006-10-01
Closed on:

Reference documents and links 7304

Type	Participant	Agrees	Cast by	Date
	CEN/SECT-ICT		Ballot, Isa Melle.	2006-07-25 08:00

Context menu options: Add version, Delete, Versions

This will display the **Comment screen** where you can modify your comment (text and/or file).

Reference: 2005/c006
Committee: CEN/BT
Status: Open

Opening date: 2006-07-01
Closing date: 2006-10-01

CEN/SECT-ICT
Comment
Cast on 2006-07-25by Ballot, Isa Melle.

Size
B
I
U
Cut
Copy
Paste
Print
List
List
List

See attached **Comment** file.

Comment file:

Current Comment File:
 TestCommentformatting

Please select the file to upload:
Browse...

Submit comment
Reset
Cancel

Click on **Submit comment** in order to confirm your modifications.
Click on **Reset** to restore the initial value.
Click on **Cancel** to come back to the ballot screen.

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.

CEN/SECT-ICT
Comment
Cast on 2006-07-25by Ballot, Isa Melle.

Size
B
I
U
Cut
Copy
Paste
Print
List
List
List

See attached **Comment** file.

Comment file:

Current Comment File:
 TestCommentformatting

Please select the file to upload:
Browse...

Submit comment
Reset
Cancel

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

CEN/SECT-ICT Comment Cast on 2006-07-25 by Ballot, Isa Melle.

Size B I U

See attached **Comment** file.

Comment file:

Current Comment File: TestCommentformatting Delete Undelete

Please select the file to upload: Browse...

Submit comment Reset Cancel

The following message will be displayed:

Comment file:

Current Comment File: TestCommentformatting will be deleted when you submit comment! (If you want to save the document, please download it using the given link)

Please select the file to upload: Browse...

Submit comment Reset Cancel

Click on **Submit comment** 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.

Electronic Balloting 2005/c006 isa.ballot@ibn.be Tuesday, 2006-07-25

Vote / Comment successfully saved Tools Help

Information Add New Item...

Reference: 2005/c006

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-24 15:49

Title: Gas analysis

BT number: 7304

Initial closing date: 2006-10-01

Closing date: 2006-10-01

Closed on:

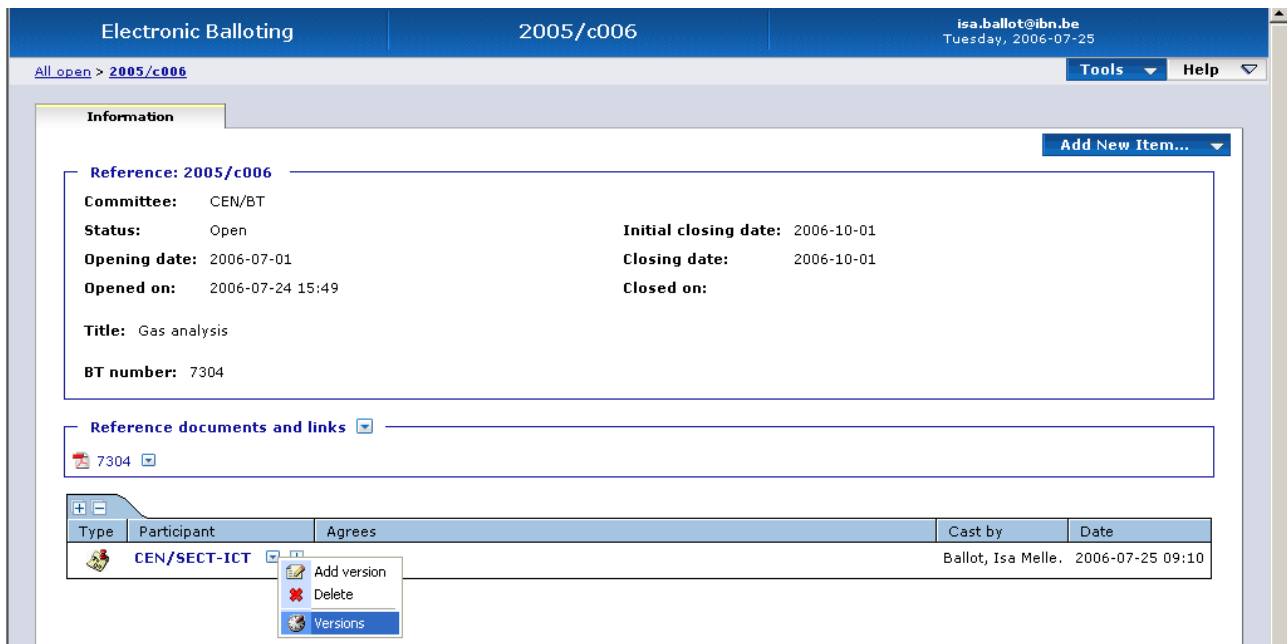
Reference documents and links

7304

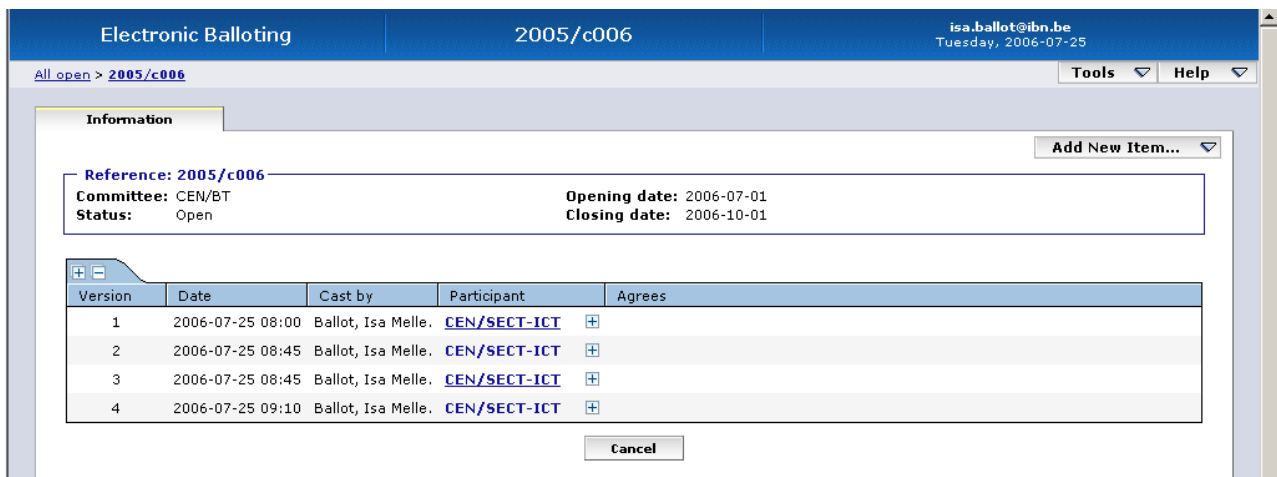
Type	Participant	Agrees	Cast by	Date
	CEN/SECT-ICT		Ballot, Isa Melle.	2006-07-25 09:10

Note :

To browse the different versions of a comment, select the “**Versions**” option in the function menu of the comment.

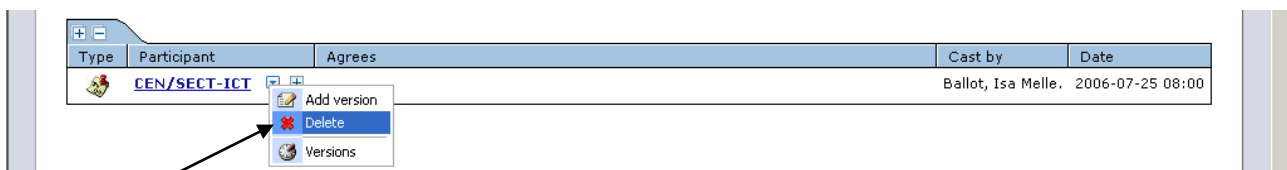


The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot **"Information"** tab: clicking on the name of the country opens the Comment file, if it exists.

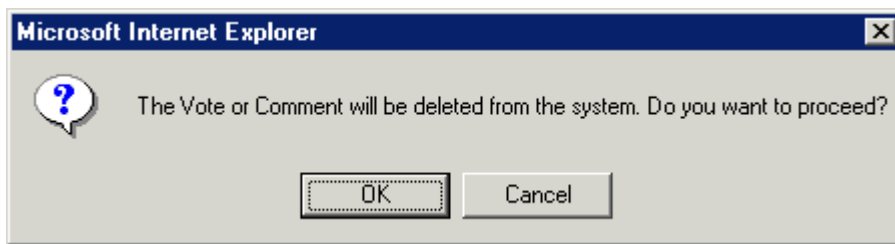


12.5 Deletion of Comments

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.

13 Pending stage

[All]

In this stage, only the **BallotOwner** can modify a vote and/or comment on behalf of a balloter.

Other users (**Voters**, **Commenters** and **Monitors**) are only able to see the votes or comments cast by their own organization, but not those cast by other CEN members.

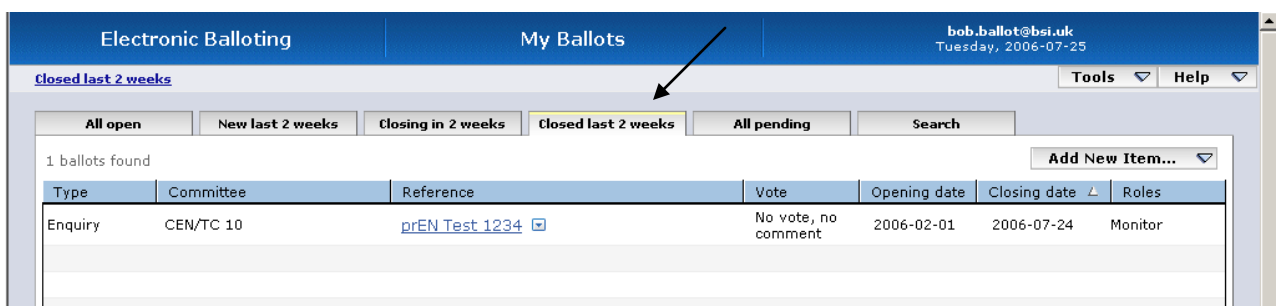
Only the **BallotOwner** will be able to decide the final outcome of the ballot by manually entering the final result value. This operation will trigger the transition to the next stage (i.e. **Closed** stage).

14 Accessing the results of closed ballots and comments

[All]

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

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



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

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

The screenshot shows the 'Electronic Balloting' interface. At the top, there's a header with 'Electronic Balloting', 'My Ballots', and a user profile 'bob.ballot@bsi.uk' dated 'Tuesday, 2006-07-25'. Below the header is a search bar with 'Search' and 'Tools' 'Help' dropdowns. The main area has tabs for 'All open', 'New last 2 weeks', 'Closing in 2 weeks', 'Closed last 2 weeks', and 'All pending'. The 'Closed last 2 weeks' tab is selected. Below the tabs is a search form with fields for 'Type' (CEN/BT), 'Reference or Title' (empty), 'Status' (Closed), 'Committee' (All my Committees), 'Opening date' (from 2005-01-01), and 'Closing date' (to 2006-01-01). There are 'Search' and 'Reset' buttons. Below the search form, it says '88 ballots found' and shows a pagination control '« < 1 - 20 > »'. A table of ballots is displayed with columns: Type, Committee, Reference, Vote, Status, Opening date, Closing date, and Roles. The table lists 12 ballots, all with status 'Closed'. The fourth row is highlighted in yellow. At the bottom, there's a 'Done' button and a 'Local intranet' link.

Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles
CEN/BT	CEN/BT	Mig2: 2004/c003	21 votes, 3 comments	Closed	2005-01-02	2005-01-05	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2004/c003	21 votes, 3 comments	Closed	2005-01-02	2005-01-05	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2004/c002	14 votes, 3 comments	Closed	2005-01-06	2005-01-06	Obligated Voter
CEN/BT	CEN/BT	Mig2: 2004/c002	14 votes, 3 comments	Closed	2005-01-06	2005-01-06	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2004/c004	8 votes, 2 comments	Closed	2005-01-10	2005-01-11	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c001	23 votes, no comment	Closed	2005-01-13	2005-02-24	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c003	20 votes, no comment	Closed	2005-01-13	2005-02-24	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c002	21 votes, no comment	Closed	2005-01-13	2005-02-24	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c004	21 votes, 1 comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c005	22 votes, no comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	MIG3: 2005/c006	21 votes, no comment	Closed	2005-01-31	2005-03-14	Obligated Voter
CEN/BT	CEN/BT	Mig2: 2005/c004	21 votes, 1 comment	Closed	2005-01-31	2005-03-14	Obligated Voter

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

14.1 The Vote result screen

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

Information

Result

Add New Item...

Reference: 2005/c009

Committee: CEN/BT

Status: Closed

Voting results: go to CEN/BT results folder

Opening date: 2005-11-01

Closing date: 2005-11-20

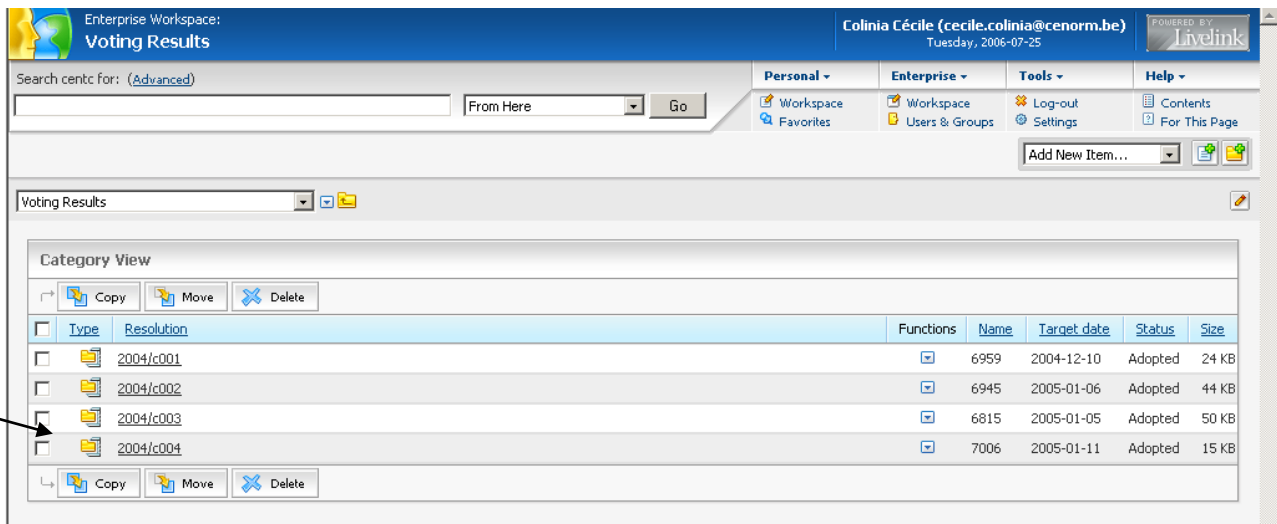
Results of voting:

Member		Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	2005-11-21 15:14:04				X
France	AFNOR	2005-11-21 15:06:41		X		
United Kingdom	BSI		X			
Czech Republic	CNI	2005-11-21 15:05:04		X		
Cyprus	CYS	2005-11-21 15:04:46	X			
Germany	DIN	2005-11-21 15:07:35	X			
Denmark	DS	2005-11-21 15:06:01			X	
Greece	ELOT	2005-11-21 15:07:50	X			
Estonia	EVS	2005-11-21 15:06:58	X			
Belgium	IBN	2005-11-21 15:04:24		X		
Portugal	IPQ	2005-11-21 15:12:57	X			
Iceland	IST	2005-11-21 15:09:15	X			
Lithuania	LST	2005-11-21 15:14:40	X			
Latvia	LVS	2005-11-21 15:13:17	X			
Malta	MSA	2005-11-21 15:12:20	X			
Hungary	MSZT	2005-11-21 15:08:54				X
Netherlands	NEN	2005-11-21 15:15:14	X			
Ireland	NSAI	2005-11-21 15:10:15		X		
Austria	ON	2005-11-21 15:02:35	X			
Poland	PKN		X			
Luxembourg	SEE		X			
Finland	SFS	2005-11-21 15:07:22	X			
Sweden	SIS		X			
Slovenia	SIST		X			
Norway	SN	2005-11-21 15:13:32	X			
Switzerland	SNV		X			
Slovakia	SUTN		X			
Italy	UNI	2005-11-21 15:11:58	X			

Ballot results:

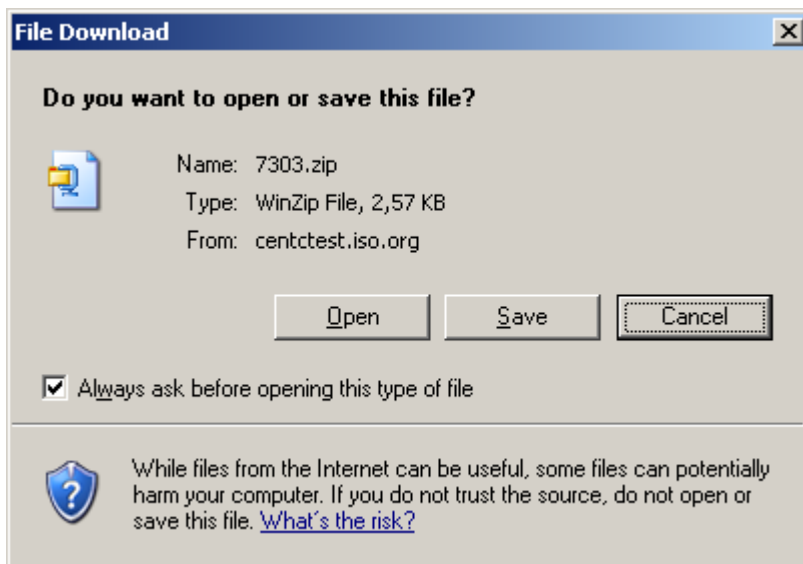
Total votes cast:	21
Agreeing:	14
Agreeing without voting:	7
Total of positive votes:	21
Disagreeing with comments:	4
Disagreeing fundamentally:	1
Abstaining:	2
Ballot result:	Approved

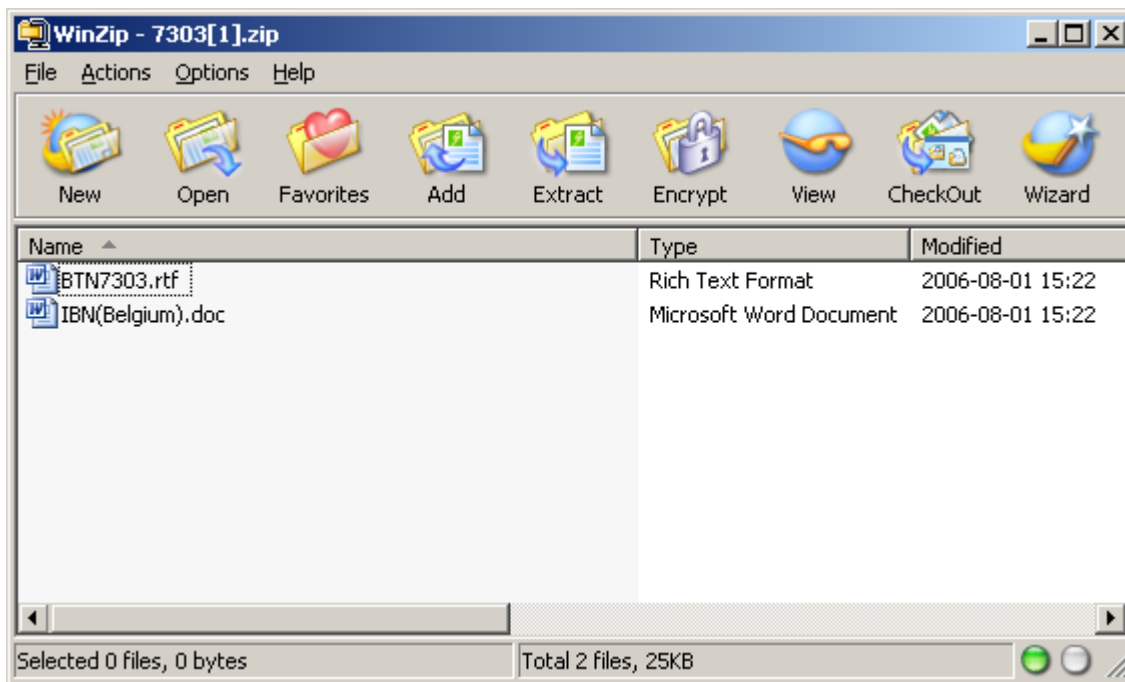
Comments from Commenters:		
Commenter	Comment	Date
CECIMO	<i>Short comment</i>	2005-11-21 15:11:36
Test comment + comment file from commenter		
CECIMO	<i>Comment File</i> CECIMO.doc	2005-11-21 15:11:36
CEN/SECT-CONST	<i>Short comment</i>	2005-11-21 15:10:46
Test Comment from Commenter (CC/2005-11-21)		
EFTA	<i>Comment File</i> EFTA.pdf	2005-11-21 15:11:10



Results from balloting are combined in a Zip file (e.g. **2005/c005**) containing the different comment files as well as the ballot result document in RTF format (see example in Annex 3).

By clicking on the **Resolution** reference, you have the possibility to open or save the zip file.

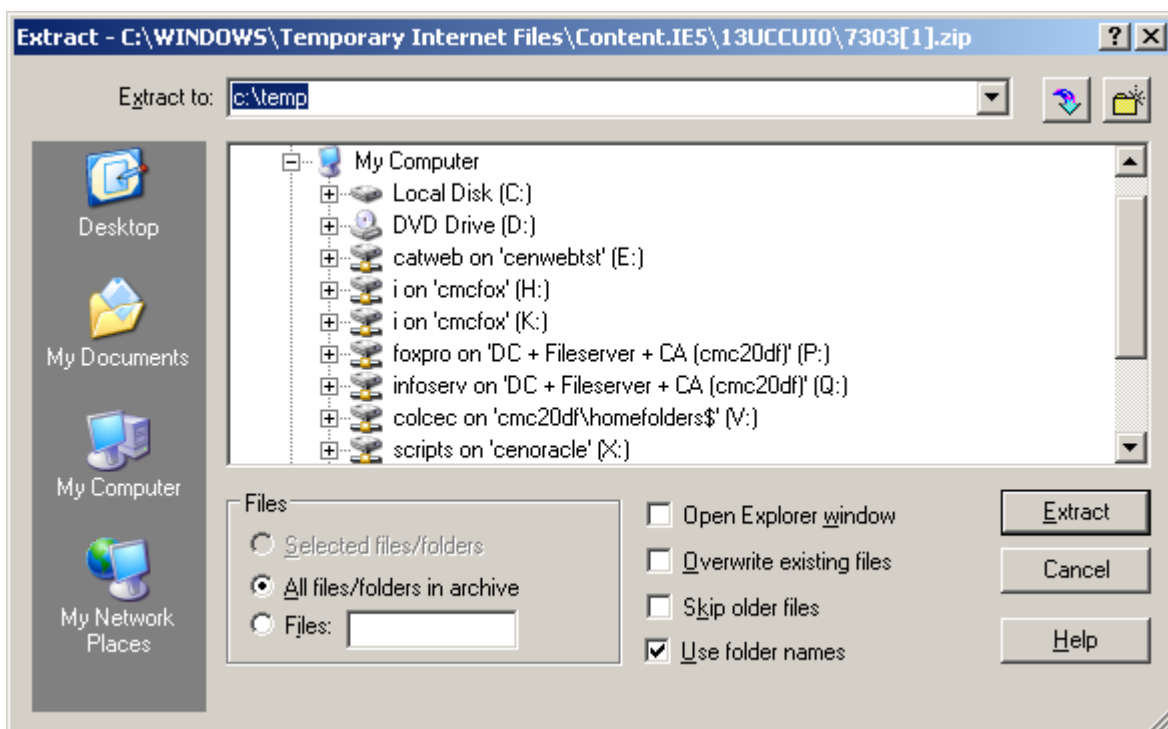




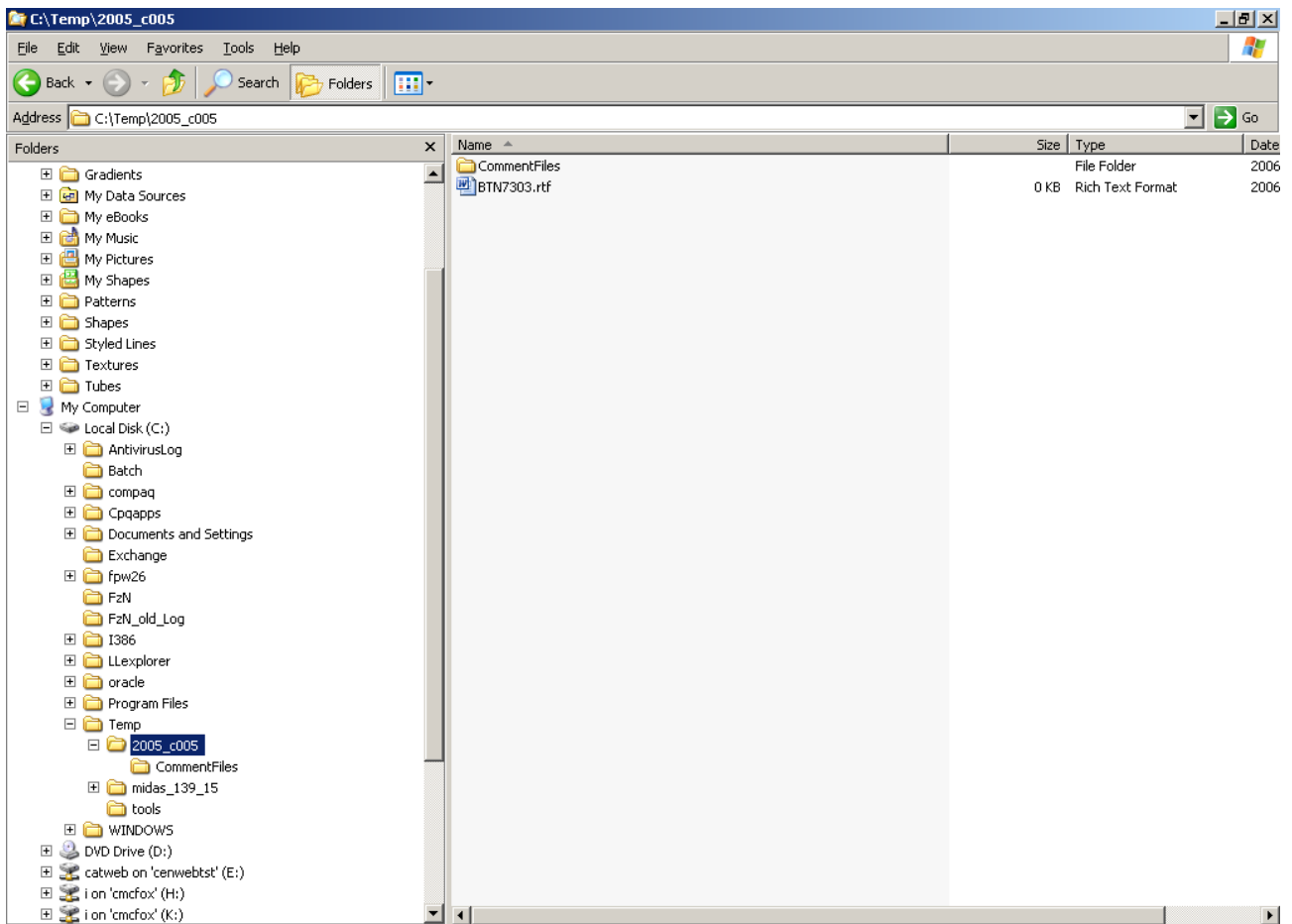
The zip file contains:

- A document called “BTNxxxx.rtf” containing the ballot result (same content as the ballot result page in the balloting environment).
- The different comment files.

Extract the content of the zip file to your local environment.



The system will save the **.rtf** document on that drive (e.g. c:\temp) and will create a folder (named e.g. 2005/c005) containing 1 sub-folder: **CommentFiles**.



Open the .rtf results file in Word. The associated documents will appear as links and it will be easy to navigate to the text of every comment from this page.

15 Notifications

[All]

15.1 Opening and closing notifications

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

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

15.2 Important notice

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

ANNEX 1: Vote options and comments required

Ballot type = CEN-BT

Vote options	Comments required	Communication of comments
Agrees	May comment	Text field (preferred) or Word file
Disagrees with comments	Must comment	Text field (preferred) or Word file
Disagrees fundamentally	Must comment	Text field (preferred) or Word file
Abstains	Must comment	Text field (preferred) or Word file

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

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

Terms related to balloting roles	Explanations of the roles & Corresponding business function in CEN
BallotOwner	Responsible to initiate and run the balloting process. This role is assumed by CMC for CEN-BT ballots.
Voter	Member of the CEN BT, authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.
Monitor	Person representing a CEN member who has <i>read/viewer</i> access to the ballots and votes of his/her organization without having the permission to cast, modify or delete a vote/comment him/herself. This role may also be used to give access to the results when voting is closed (example: for the BT Chair).
Commenter	Observers and Rapporteurs: some external Organizations (other than NSB members) may be allowed to post comments on BT resolutions and to see Ballot Results after Ballot closure.

ANNEX 3: How to use Rich text input fields.







A3.1 Rich Text features

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











- Resolution **Title**
- Resolution 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- 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

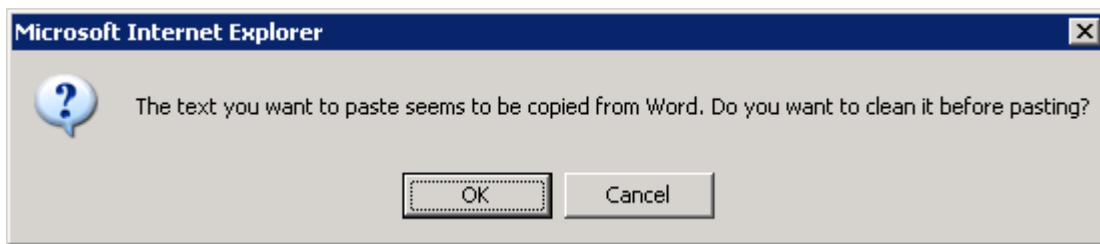
A3.2 Copy / Paste Limitations

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 :

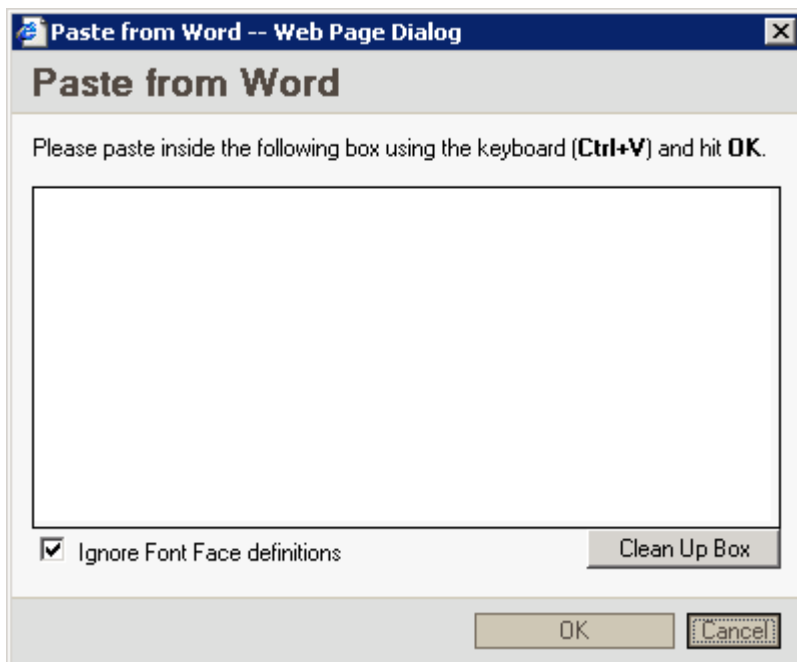
- **Tables and images** are not authorized.
When the system detects a table or an image in the text pasted in, it issues the following error message : **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- Due to the non-standard way different software programs manage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

Electronic Balloting 2005/c002 cecile.colinia@cenorm.be Friday, 2006-07-28

Search > 2005/c002 Tools Help

Information Participation Audience

Reference: 2005/c002
Committee: CEN/BT
Status: Open
Opening date: 2006-07-01
Closing date: 2006-10-29

DIN (Germany) Vote Cast on by Colinia, Cécile Ms.

Disagrees fundamentally
* The vote value requires one comment or one comment file

Vote on the Draft Resolution

Comment:

Size B I U

Test comment formatting.
Bold: Test comment formatting.
Italic: Test comment formatting.
Underlined: Test comment formatting.
Bold + italic + underlined: Test comment formatting.
Bold + underlined: Test comment formatting.
Italic + underlined: Test comment formatting.
Bold + italic + underlined: Test comment formatting.

Comment file:

Please select the file to upload: Browse...

Cast vote Reset Cancel

Done Local intranet

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

eBalloting - Voting Results:

Ballot Information:

Ballot reference: 2004/c043
Ballot type: CENBT
Ballot title: CEN/TC 196 - Reallocation of TC secretariat
BT number: 7082
Opening date: 2004-11-01
Closing date: 2004-12-01
Note: Complete test after new deployment (CC/2004-12-03)

Votes:

Member		Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Austria	ON	2004-12-03			X	
Belgium	IBN	2004-12-03			X	
Cyprus	CYS	2004-12-03		X		
Czech Republic	CNI	2004-12-03	X			
Denmark	DS	2004-12-03	X			
Estonia	EVS	2004-12-03	X			
Finland	SFS	2004-12-03	X			
France	AFNOR	2004-12-03	X			
Germany	DIN	2004-12-03	X			
Greece	ELOT		X			
Hungary	MSZT	2004-12-03	X			
Iceland	IST	2004-12-03	X			
Ireland	NSAI	2004-12-03				X
Italy	UNI	2004-12-03	X			
Latvia	LVS	2004-12-03	X			
Lithuania	LST	2004-12-03	X			
Luxembourg	SEE	2004-12-03	X			
Malta	MSA	2004-12-03	X			
Netherlands	NEN	2004-12-03	X			
Norway	SN	2004-12-03				X
Poland	PKN		X			
Portugal	IPQ	2004-12-03		X		
Slovakia	SUTN	2004-12-03	X			
Slovenia	SIST	2004-12-03		X		
Spain	AENOR	2004-12-03		X		
Sweden	SIS	2004-12-03	X			
Switzerland	SNV		X			
United Kingdom	BSI	2004-12-03	X			

CEN-BT Ballot Results:

Total votes cast:	25
Agreeing:	17
Agreeing without voting:	3
Total of positive votes:	20
Disagreeing with comments:	4
Disagreeing fundamentally:	2
Abstaining:	2
Ballot result:	Approved

Comments from Voters:

Member	Comment	Date
Austria (ON)	Short comment	2004-12-03
	Nein, das is nicht gut!	
Belgium (IBN)	Short comment	2004-12-03
	Modifying vote values during 'Pending stage' and checking if ballot result is updated (CC/2004-12-03)	
Belgium (IBN)	Comment Document	2004-12-03
	2004_c043/VoterComments/Belgium_IBN.doc	
Cyprus (CYS)	Short comment	2004-12-03
	Cyprus does not agree for the following reasons: Reason 1Reason 2Reason 3We would suggest the following modifications: Modification 1Modification 2Modification 3	
France (AFNOR)	Short comment	2004-12-03
	AFNOR agrees to the draft resolution BT C058/2004, subject to : - avoid, when it is possible, the duplication of work between OIML and CEN, CENELEC and ETSI ; - better specify the CEN/TCs directly concerned in the list on annex 1 of the draft resolution. In our opinion, they are : CEN/TC 92, 176, 237 (and perhaps the CLC/TC 13 for the electricity meters, which is not mentioned : to be confirmed by CENELEC). In this context, we wonder about what we can expect from CEN/TC 123, 279, 290 and 314 and also from more general structures such as CEN/CLC/WG CMI and CEN/SS F05, which could be less adapted than a TC for publishing the standards concerning, if necessary, some annexes of the Measuring Instruments Directive (MID). > In conclusion, it seems that the priority consists in developing standards in the following fields : - annex MI-002 of the MID : gas meters and volume conversion devices ; - annex MI-003 : electrical energy meters (to be confirmed by CENELEC) ; - annex MI-007 : taximeters ; - annex MI-008, at a lowest level of priority : capacity measures to be serve (beer glasses). It seems that this matter is still under a process of standardization. Some prENs are already in preparation or revision for : - water meters ; - gas meters, gas-volume electronic conversion devices ; - thermic energy meters. We expect that these referential documents could become harmonized standards in the future.	
Ireland (NSAI)	Comment Document	2004-12-03
	2004_c043/VoterComments/Ireland_NSAI.pdf	

Netherlands (NEN)	Short comment	2004-12-03
	I agree but I have comments...	
Norway (SN)	Comment Document	2004-12-03
	2004_c043/VoterComments/Norway_ SN.doc	
Portugal (IPQ)	Short comment	2004-12-03
	No!	
Portugal (IPQ)	Comment Document	2004-12-03
	2004_c043/VoterComments/Portugal_ IPQ.doc	
Slovakia (SUTN)	Comment Document	2004-12-03
	2004_c043/VoterComments/Slovakia_ SUTN.pdf	
Slovenia (SIST)	Short comment	2004-12-03
	I do not agree!	
Spain (AENOR)	Comment Document	2004-12-03
	2004_c043/VoterComments/Spain_ AENOR.doc	

Comments from Commenters:

Commenter	Comment	Date
UN	Comment Document	2004-12-03
	2004_c043/CommenterComments/UN.doc	