



Global Directory

User guide for CEN Members' User Administrators –
CEN supplement

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1 Introduction

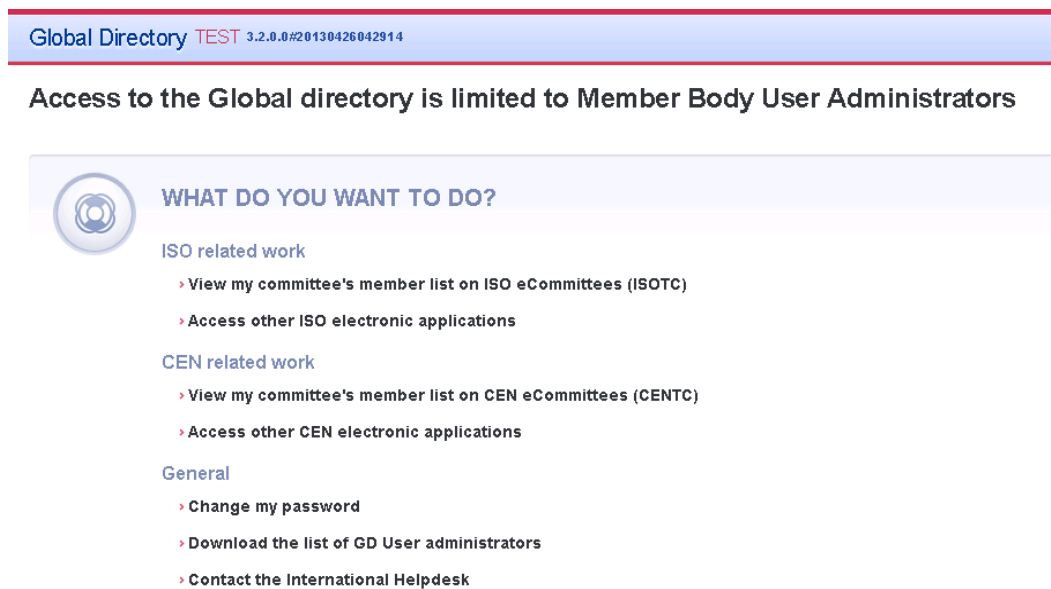
This **CEN supplement** to the Global Directory user guide is provided for CEN Members to guide you through any CEN specific procedures. You can download the full user guide at this URL: <http://isotc.iso.org/livelink/livelink?func=ll&objId=4580113&objAction=Open&nexturl=%2Flivelink%2Flivelink%3Ffunc%3Dll%26objId%3D5157776%26objAction%3Dbrowse%26viewType%3D1>

Only CEN Members can view the CEN data and its related menus.

1.1 Access to the GD restricted to User Administrators

(Refer to section 1.1.4 of the Full user guide)

Secretaries that try to access the Global Directory will get the following message:



Global Directory TEST 3.2.0.0#20130426042914

Access to the Global directory is limited to Member Body User Administrators

WHAT DO YOU WANT TO DO?

ISO related work

- › View my committee's member list on ISO eCommittees (ISOTC)
- › Access other ISO electronic applications

CEN related work

- › View my committee's member list on CEN eCommittees (CENTC)
- › Access other CEN electronic applications

General

- › Change my password
- › Download the list of GD User administrators
- › Contact the International Helpdesk

Figure 1 – Access to the GD limited to User Administrators

1.2 My role as User administrator in the GD

(Refer to section 1.2 of the Full user guide)

| CEN roles maintained by User Administrators | CEN roles maintained by CCMC |
|--|---|
| <ul style="list-style-type: none"> • Committee Member • Secretary Support Team (if your NSB holds the secretariat of the TC or SC) • Convenor/Secretary Support team (at WG level, if your NSB holds the WG secretariat) • Chairperson Support Team (if your NSB holds the secretariat of the TC or SC) • Balloting roles : Voter, Voter Support Team and Monitor • Document Monitor • Translator • Employee of organization • Roles in National committees | <ul style="list-style-type: none"> • Committee Secretariat (TC/SC) • WG Secretariat • Liaisons • Committee officers (e.g. Secretary, Convenors) • Committee observers (TC/SC) • Liaison Representatives • Sector Rapporteurs • Consultants • Ballot Owners, Commenters • Translator • Employee of organization • All roles on "closed group" Committees (e.g. CEN/BT, CEN/CA) |

2 Logging in and logging out

(Refer to section 2 of the Full user guide)

You may access the Global Directory through the ISO Electronic Applications homepage, as described in the ISO User Manual, or you may access it through the CEN Electronic Applications homepage at <https://login.cen.eu> :

CEN Electronic Applications

List of protected applications

| Welcome to CEN Electronic Applications portal page. | |
|---|---|
| This page lists web-based applications that can be securely accessed with a single login. You can find more information about CEN applications on the official CEN website. | |
| Event Notifications | Manage notification reports on changes in the CEN system. |
| CENTC Server | Document management systems for the collaborative development of standards. |
| Electronic Balloting on Draft Standards | Support of consensus feedback processes for committees in CEN standardization. |
| Electronic Balloting for Governance | Support of consensus feedback processes for governance in CEN standardization. |
| Global Directory | Central repository for managing committees, organizations, users and their roles for international, regional, and national work. |
| National Mirror Committee Server | Dissemination of CEN documents to National Mirror Committees. |

Home

- List of applications
- Help
- Contact helpdesk

Actions

- Sign into applications

2.2.0-#?

Figure 2 – CEN Electronic Applications homepage

When you select the **Global Directory option**, you will need to first authenticate to CEN single-sign-on, then you will need to be authenticated to ISO single-sign-on (same username and password).

The authentication to ISO single-sign-on is required, even if you are already logged in one of the CEN Electronic Applications, since the Global Directory is hosted on ISO servers.

ISO Electronic Applications - Login

Sign in to Global Directory

Username

Password

I have read the declaration, and I accept the conditions set forth therein

Sign In

Help

I have lost my password...

I don't have an account yet...

Contact helpdesk

Declaration related to the use of information, including participants' personal information

Show

Figure 3 – ISO login

3 Persons management

3.1 Roles Metadata

(Refer to section 4.5.2 of the Full user guide)

| Roles Metadata | metadata | Description |
|--|----------|---|
| Ballot type <i>(mandatory metadata)</i> | | When assigning balloting roles, you will be asked to indicate for which ballot (CIB, ENQ, FV/UAP, PQ/UQ). |

TC 67 Additional information AENOR CIB, ENQ, FV/UQ

New assignment
CEN Voter - Malaga Veronica Ms. - CEN/TC 104

Appointed by*
AENOR

Notification email for the role
email...

Ballot type*
 CIB ENQ FV/UAP PQ/UQ

Comment

Cancel Add

Figure 4 – Roles metadata

3.2 Multiple assignments

(Refer to section 4.5.3 of the Full user guide)

List of CEN specific roles supported by the multiple role assignments feature:

- Voter support Team

4 Organizations management

4.1 Centralized roles

(Refer to section 5.5.3 of the Full user guide)

For CEN, centralized roles only apply to:

- CEN Committees for balloting roles
 - Voter
 - Voter Support Team
 - Ballot Monitor
 - Commenter (managed by CCMC)
 - Ballot Owner (managed by CCMC)

- CEN Committees and subcommittees for other roles
 - Committee observer (managed by CCMC)
 - Document monitor
 - Translator

Menu Options for CEN roles managed by NSB Administrators :

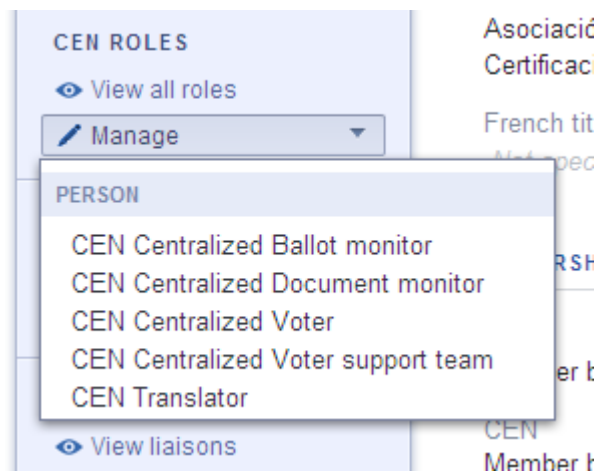


Figure 5 – CEN Roles managed by NSB Administrators

5 Annex 1 – Roles, their definitions and associated permission settings


5.1 Roles in Committees or Working Groups

5.1.1 Organization roles in European committees

| Roles in the GD | Administered by | Role definitions |
|------------------------------|-----------------|--|
| Secretariat | CCMC | Official secretariat role (TC, SC). |
| WG Secretariat | CCMC | The member body through which the convenor can be contacted. |
| Secretariat administrated by | CCMC | Delegated Secretariat appointed by the official Secretariat. |
| Twinned secretariat | CCMC | Only applicable to TC and SC. |
| Liaison organization | CCMC | Liaison between an organization and a committee (TC or SC). |
| Liaison committee | CCMC | Liaison between committees (one way): Secretary of one committee can see documents in the other committee. This role includes: Liaisons between CEN committees, and in the future, ISO and IEC committees, and cooperations between ISO and CEN committees. |

5.1.2 Person roles in European committees

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application c) others |
|-----------------------------------|--|--|--|
| Secretary (TC or SC) | CCMC | Person appointed as Secretary by the NSB holding the Secretariat, i.e. providing management and administrative services for the work of a technical committee or sub-committee. Mandatory role for all TCs and SCs. | a) In own Committee : add Documents in folders, Forum management In children committees/WGs: same rights as committee secretary or convenor b) Full access to CIB ballots of the committee, read access to ENQ, PQ/UQ open ballots (= Surveyor), read access to ENQ, FV/UAP, PQ/UQ closed ballots c) - |
| Twinned Secretary (TC or SC) | CCMC | Individual appointed by another member body, who supports the main member body in providing the functions of secretary. One individual only. | Same as Secretary |
| Secretary support team (TC or SC) | User Administrators of NSB holding Secretariat or CCMC (for closed groups) | Any person who can act on behalf of the Secretary on the TC Working Area. One or more individuals. | Same as Secretary |
| Convenor (WG) | CCMC | Person appointed as Convenor by the parent body. One individual only. Mandatory role. | a) In own WG : add Documents in folders Note: WG Convenors can be registered as Observers of the parent TC and inherit the access rights of this role. |

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application c) others |
|--|--|--|---|
| Secretary (WG) | CCMC | Person appointed as WG Secretary. One individual only. This role is optional for WGs. | Same as Convenor |
| Secretary / Convenor support team (WG) | User Administrators of NSB holding Secretariat or CCMC (for closed groups) | Any person who can act on behalf of the WG Secretary on the TC Working Area. One or more individuals. This role is optional for WGs. | Same as Convenor |
| Chairperson | CCMC | Person appointed as Chairperson according to delegated TC decision. One individual only. | a) In own Committee: Read Documents, drop-in, participate in Forum b) Can see open & closed ballots c) - |
| Vice-Chairperson | CCMC | Chairperson appointed by another member body, who supports the main member body in providing the functions of chair. One individual only. | Same as chairperson |
| Chairperson support team | User Administrators | Assistant(s) or support staff of the chair of a committee  At ISO: role administrated by ISO/CS. | Same as chairperson |
| Committee member | User Administrators or ISO/CS (for closed groups) | Representative appointed by a CEN national Member and involved in the work of a technical committee or subcommittee. | a) In own Committee: Read Documents, drop-in, participate in Forum b) - |

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application c) others |
|--|-----------------|--|---|
| Committee observer (TC, SC) Centralized Committee Observer | CCMC | Observer representing an organization falling in the following criteria according to Internal Regulations - Part 2, 3.2.4: <ul style="list-style-type: none"> • Associates, Affiliates, European Commission and EFTA secretariat, on request • Organizations that have been granted liaison • Specific PSBs, having indicated that they want and been granted the right to participate in the Technical Committee • Chairpersons and Secretaries of children SCs • Convenors and Secretaries of children WGs • Delegated representatives of related ISO/TC s in case of VA cooperation | a) Same as committee members |
| CEN Consultant | CCMC | CEN Consultant for a given Domain | a) Same as Committee Observers |
| Sector Rapporteur | CCMC | CEN/BT Rapporteur for a given Sector | a) Same as Committee Observers |
| Technical Programme Manager | CCMC | CEN Programme Managers | a) Same as Committee Observers |
| Liaison representative | CCMC | An individual representing : <ul style="list-style-type: none"> - a liaison between two committees. - an Organization in Liaison | a) Same as Committee Observers |

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application c) others |
|---|---------------------|---|---|
| Document Monitor Centralized document Monitor | User Administrators | <p>Person entitled to monitor document activity on a committee for National dissemination purpose. This role should be reserved to NSB or CCMC staff members.</p> <p><u>Document monitors are not participating to committee's work.</u></p> <p>Note 1: centralized roles only apply to committees and sub-committees.</p> <p>Note 2: document monitors registered at a TC (or SC) level can only access the specific documents of the TC (or SC). He won't be granted access to WG documents.</p> | <p>a) Read access to all committee documents</p> <p>b) -</p> <p>c) -</p> |

5.1.3 Person roles in National Committees

| Roles in the GD | Administered by | Role definitions |
|---------------------------------|---------------------|--|
| National Secretary | User administrators | Individual providing day-to-day management and administrative services for the work of a National Committee. |
| National Secretary Support team | User administrators | Assistant(s) or support staff of the Secretary of a committee |
| National Chairperson | User administrators | The chairman of a committee is responsible for the overall management of that committee, including any subcommittees and working groups. |
| National Committee member | User Administrators | Experts of the committees. |
| National Observer | User Administrators | Person entitled to follow the activity of a committee. |

5.2 Balloting Roles

Note that each role can be assumed by more than one individual for any ballot.

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application |
|---|--|--|---|
| CIB Voter Centralized CIB Voter + CIB Voter Support Team Centralized CIB Voter Support Team | User Administrators or CCMC (for closed groups) | An individual representing an organization (a member body), who is authorized and has an obligation to vote on ballots submitted to the members in a committee (such as New Work Item, Proposals, Committee Drafts etc.). There may be more than one individual with this role in a particular committee. For individuals from O-members in a committee, comments can be cast on the ballots. | a) - b) Can vote on CIB ballots of a particular committee (on behalf of a Member) |
| ENQ Voter Centralized ENQ Voter + ENQ Voter Support Team Centralized ENQ Voter Support Team | User Administrators or CCMC (for closed groups) | User authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her. | a) - b) Can see open ENQ ballots, cast a vote (with or without comments) and see results of closed ENQ ballots <u>Note:</u> a <i>centralized</i> ENQ voter can access all ENQ ballots. A <i>decentralized</i> voter can only access the ones for the committees he/she has been assigned. |

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application |
|---|--|---|---|
| FV/UAP Voter Centralized FV/UAP Voter + FV/UAP Voter Support Team Centralized FV/UAP Voter Support Team | User Administrators or CCMC (for closed groups) | User authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her. | a) - b) Can see open FV/UAP ballots, cast a vote (with or without comments) and see results of closed FV/UAP ballots <u>Note:</u> a <i>centralized</i> FV/UAP voter can access all FV/UAP ballots. A <i>decentralized</i> voter can only access the ones for the committees he/she has been assigned. |
| PQ/UQ Voter Centralized PQ/UQ Voter + PQ/UQ Voter Support Team Centralized PQ/UQ Voter Support Team | User Administrators or CCMC (for closed groups) | User authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her. | a) - b) Can see open PQ/UQ ballots, cast a vote (with or without comments) and see results of closed PQ/UQ ballots <u>Note:</u> a <i>centralized</i> PQ/UQ voter can access all PQ/UQ ballots. A <i>decentralized</i> voter can only access the ones for the committees he/she has been assigned. |
| Ballot monitor Centralized Ballot monitor | User Administrators or CCMC (for closed groups) | Person representing a CEN member who has read/viewer 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. | a) - b) Can see all open ballots (CIB, ENQ, FV/UAP, PQ/UQ) and view the votes cast by his/her organization, but cannot cast a vote or submit a comment him/herself. |


| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application |
|---|--|---|---|
| Commenter Centralized Commenter | User Administrators or CCMC (for closed groups) | Person representing an organization who has no right to vote on a ballot, but can, if needed, submit a comment on a ballot document and see Ballot Results after Ballot closure. Examples: - A representative of a liaison organization, - A representative of another committee of CEN, in liaison with the committee which has originated the ballot | a) - b) Can see all open ballots (CIB, ENQ, FV/UAP, PQ/UQ), submit a comment and see results of closed PQ/UQ ballots <u>Note:</u> a <i>centralized</i> commenter can access all ballots. A <i>decentralized</i> commenter can only access the ones for the committees he/she has been assigned. |

5.3 Roles in CCMC

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) access to committee documents b) access to the balloting application c) others |
|-----------------------------|-----------------|--|---|
| Technical programme manager | CCMC | Individual who monitors the development of standards and provides management and procedural support to committees (usually employee of CCMC) | a) Same as Committee Observers b) If given a CEN Ballot Monitor role, can see all committee's ballots (CIB, ENQ, FV/UAP, PQ/UQ) and view the votes, but cannot cast a vote or submit any comment c) - |

5.4 Other Roles

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) Access to committee documents b) access to the balloting application** c) others |
|--------------------------|-----------------------------|--|---|
| Employee of Organization | User Administrators or CCMC | Organization where the registered person works. A Function and an alternate title can be added. Included functions are: <ul style="list-style-type: none"> • CEO • CEO Assistant • Head of International Relations • Head of Standards Development Policy • Head of Marketing • Head of Communication • Head of Training and Development | a) - b) - c) - |

| Roles in the GD | Administered by | Role definitions | Permissions resulting from the role: a) Access to committee documents b) access to the balloting application c) others |
|--------------------|-----------------------------|---|---|
| | | <ul style="list-style-type: none"> • Head of IT Policy • CASCO Contact • COPOLCO Contact • ISO Financial Matters Contact • Legal Adviser • Marketing data officer | |
| Translator | User Administrators | Individual with the right to submit translations of texts to CCMC (through e-Trans) | a) - b) - c) Can submit files with translations of documents to CCMC (via e-Trans) |
| User Administrator | User Administrators or CCMC | Individuals who are responsible for the management of National representatives, experts, organization, committees and their roles.  <i>A User administrator must be first registered as Employee of the NSB.</i> | a) - b) - c) - |

6 Helpdesk information

For further questions and assistance on the Global Directory and other CEN IT applications, please contact the CEN helpdesk at ISO helpdeskcentc@iso.org.

For assistance with registration of users to CEN official roles (e.g. Secretary, Convenor, chairperson...), and Committee/WG status changes please contact the CCMC Database Unit at dataservice@cencenelec.eu.

You will find the user guides for all CEN applications under [Guides to CEN IT applications](#) (on the CENTC server).