

iPROJEX – National Titles

Data file structure and contents (XLS format)

| Version | Date | Author | Modifications description |
|---------|------------|--------|---|
| 1.0 | 2012-05-22 | EDP/CC | Initial version |
| 1.1 | 2014-09-22 | EDP/CC | § 5.2 Automatic reminder files updated + Workflow added |
| 1.2 | 2017-10-11 | EDP/MH | Workflow, & 6.2 and Annex II updated |

Table of Contents

| | | |
|-------|--|----|
| 1 | Purpose | 3 |
| 2 | Introduction to the business area..... | 3 |
| 3 | Workflow | 3 |
| 4 | XLS file structure | 4 |
| 4.1 | Data fields..... | 4 |
| 4.1.1 | Header info | 4 |
| 4.1.2 | National titles information (tab 'EURTITLE') | 5 |
| 5 | Errors and Warnings | 6 |
| 5.1 | Error messages | 6 |
| 5.2 | Warning messages..... | 8 |
| 6 | Reminder file criteria | 9 |
| 6.1 | Reminder file criteria..... | 9 |
| 6.2 | Automatic reminder files..... | 10 |
| | ANNEX I – iPROJEX documentation per modules..... | 11 |
| | ANNEX II – Automatic reminder file | 12 |

1 Purpose

This document is intended to complement the [iPROJEX General User Guide](#) which explains:

- how to use the iPROJEX tool
- the different steps to perform when using iPROJEX (common to all modules)

The aim of this documentation is to give you detailed information on the National Titles module (XLS format):

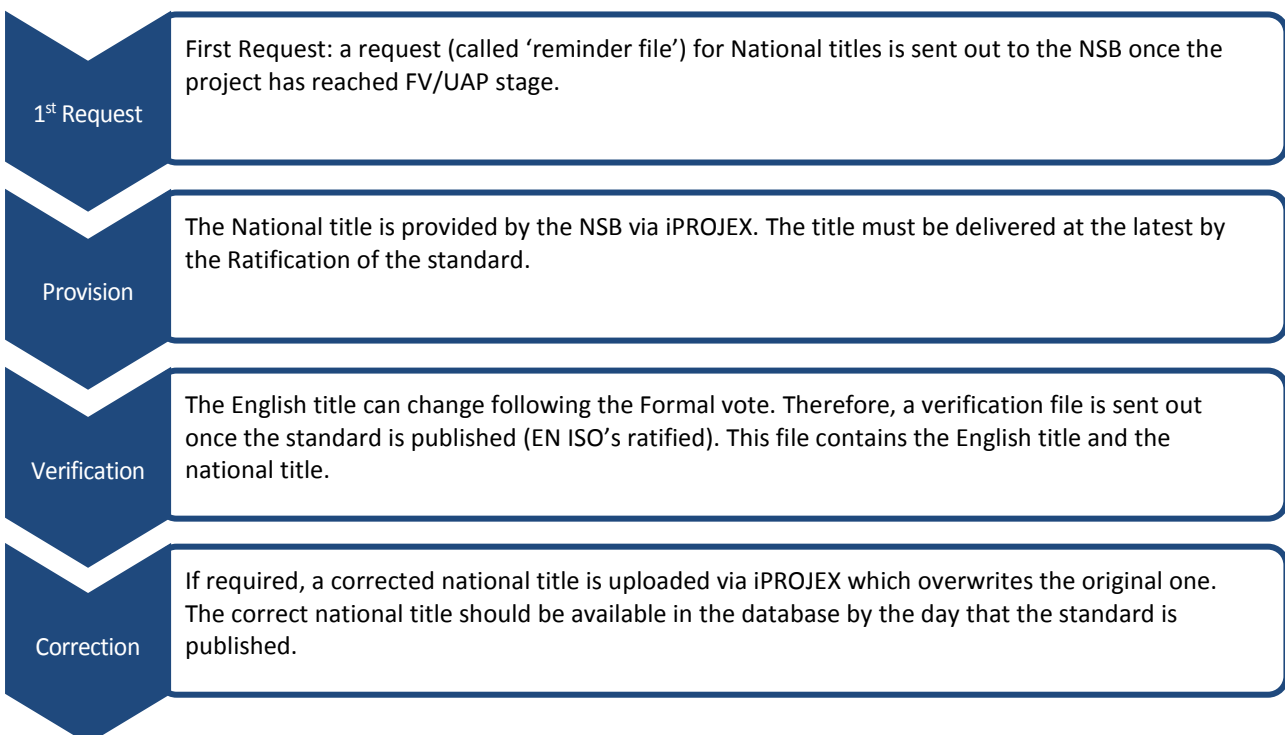
- detailed information on the XLS file structure (field names, description...)
- explanation of all error and warning messages (displayed on the screen or included in the log files)
- reminder files criteria
- automatic reminder files

2 Introduction to the business area

The titles of adopted CEN publications intended to be cited in the Official Journal must be translated in all official languages of the European Union (EU) and the European Free Trade Association (EFTA).

The NSB responsible for the provision of the titles of the European standards is requested to provide the national titles once the project reaches Formal Vote stage, and those titles must at the very latest be provided at ratification stage (see Section 6.2 on automatic reminder files).

3 Workflow



4 XLS file structure

The XLS file is composed of one sheet named 'EURTITLE' .

Important notices:

- Do not rename, move or remove any sheet or field!
- The file type has to be .xls not .xlsx

Hints:

- The easiest way to create an Excel file with the correct format is to use the **Generate Reminder file** facility of iPROJEX, selecting XLS as the required format.
- Please use 'Delete' rather than 'Clear cells' in Excel to remove any unwanted rows.

4.1 Data fields

4.1.1 Header info

The header is composed of the following fields:

| Name | Type | Description | Obligation |
|---------|---------|---|------------|
| NSB | String | National member name. Examples: AFNOR, NEN, UNI... | Compulsory |
| DATE | Date | Date and time the file was generated Example: 2012-04-27T11:49:17 | Compulsory |
| VERSION | Integer | Version number = 1 | Compulsory |
| EURKEY | Integer | The identification of the European Standard is clearly critical for the exchange of data. The data element EURKEY is used to indicate which key your organization is using. Values: 1 = WIID 2 = WIN 3 = EURREF Note: The Reminder file contains these 3 keys and the EURKEY is set by default to the WIID. | Compulsory |

4.1.2 National titles information (tab 'EURTITLE')

This sheet contains information on the national titles.

| Name | Type | Description | Obligation |
|------------------------------------|--------|---|--------------------------|
| European standard reference | String | Examples: EN 15415-2:2012, EN ISO 28399:2011 | Compulsory if EURKEY = 3 |
| W.I. number | String | Work Item number Examples: 00343064, EC111017, CST02101 | Compulsory if EURKEY = 2 |
| W.I. surrogate | String | Identifier of the European standard CCMC database surrogate of the WI as provided in PROJEXDATA. Examples: 32129, 28578 | Compulsory if EURKEY = 1 |
| English Title | String | For information only. | Optional |
| Language Code | String | Cf ISO 639 Examples: it, es, nl | Compulsory |
| Title | String | National title | Compulsory |
| Target | Date | Target date for the delivery of the national title information. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| Stage 40.20 | String | Realized or operational plan date for stage-code 40.20.0000. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| Type | String | R = realized or P = operational plan date. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| Stage 50.20 | String | Realized or operational plan date for stage-code 50.20.0000. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |

2017-10-11

| Name | Type | Description | Obligation |
|-------------|--------|--|------------|
| Type | String | R = realized or P = operational plan date. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| Stage 60.60 | String | Realized or operational plan date for stage-code 60.60.0000. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| Type | String | R = realized or P = operational plan date. For information only. This information does not need to be provided. It is included in this file structure to ensure compatibility with the reminder file. | Optional |

5 Errors and Warnings

Reminder:

An **Error** is a problem which will prevent the data record from being loaded into the CCMC database.

A **Warning** does not prevent the data record from being loaded but should be noted and possibly investigated by the user.

5.1 Error messages

| Error message | Explanation | Action to be taken |
|--|---|---|
| This National Standardization Body does not exist in the CCMC database. Please give correct information. | The national member name contained in the file is not valid. This could potentially occur when your organization has recently changed name. | Re-check your organization name and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu) |

2017-10-11

| Error message | Explanation | Action to be taken |
|---|---|---|
| No data will be added. NSB indicated in the data file does not correspond to your user profile. | The national member name contained in the file is not valid. This could potentially occur when your organization has recently changed name. | Re-check your organization name and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu) |
| Error occurred (NSB not in CMC_NSB_PERMITTED_LANG) - Please contact the CCMC Administrator. | The national member name contained in the file is not valid. This could potentially occur when your organization has recently changed name. | Re-check your organization name and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu) |
| This WI surrogate does not exist in the CEN Work Programme. Please give correct WI surrogate. | Incorrect WI surrogate (EURKEY = 1) | Check and correct the field 'WIID' before uploading your file. |
| This WI number does not exist in the CEN Work Programme. Please give correct WI number. | Incorrect WI number (EURKEY = 2) | Check and correct the field 'WIN' before uploading your file. |
| This European standard reference does not exist in the CEN Work Programme. Please give exact reference. | Incorrect European standard reference (EURKEY = 3) | Check and correct the field 'EURREF' before uploading your file. |
| The WI surrogate is missing. Please give the information. | Missing compulsory information (EURKEY = 1) | You need to provide the WIID as this is your selected key (EURKEY = 1). Complete this data and reload the file. |
| The WI number is missing. Please give the information. | Missing compulsory information (EURKEY = 2) | You need to provide the WIN as this is your selected key (EURKEY = 2). Complete this data and reload the file. |
| The European standard reference is missing. Please give the information. | Missing compulsory information (EURKEY = 3) | You need to provide the EURREF as this is your selected key (EURKEY = 3). Complete this data and reload the file. |
| No data loaded: Provision of this language does not correspond to your organization's profile. Please contact the CCMC Administrator. | The language code should correspond to the language that your organization has the right to update. | Check the language code in your file. |
| The title is missing. Please give the information. | Missing compulsory information | You need to provide the title. Complete this data and reload the file. |

2017-10-11

| Error message | Explanation | Action to be taken |
|---|---|--|
| The title cannot be updated since a ballot is currently underway. | For AFNOR and DIN only: the WI must be at a status that allows the French and German title to be updated. | No action needed. |
| No language code given. Please give a language code. | No language code was received. | Complete this data and re-load the file. |
| Invalid language code. Please give correct value for the language code. | The language code provided does not correspond to the standard language code (ISO 639). | Correct the data and re-load the file. |
| SYSTEM ERROR | An unexpected error has occurred. | Contact dataservice@cencenelec.eu . |

5.2 Warning messages

| Warning message | Explanation | Action to be taken |
|--|---|---|
| This title already exists in the CCMC database. The title will be updated. | There is already a title in this language for the specified WI. It will be replaced by the title in the file. | No action needed. The current title will be automatically replaced by the title in the file. |
| No planning data will be added. Planning structure is missing in MIDAS. Please contact the CCMC Administrator. | CCMC database warning. Please contact the CCMC Administrator. | Please send a mail to dataservice@cencenelec.eu in order they add the date of provision of your national title in the CCMC database. |

6 Reminder file criteria

6.1 Reminder file criteria

- Criteria** You have first to select between generating a reminder file containing
- the **List of Work Items for which the title has not been provided by your NSB** (default value)
 - or the **List of Work Items for which the title has been provided by your NSB (for validation)**
 - or the **List of all Work Items which fall within the other selection criteria.**

Select a module:

- Flag** By default, the reminder file will only be generated for the Work Items for which the titles are intended to be cited in the Official Journal (flag **Work Items for Official Journal only** checked). You can of course uncheck this flag if you want to generate a reminder for all the Work Items.


- Date** Optional criteria.

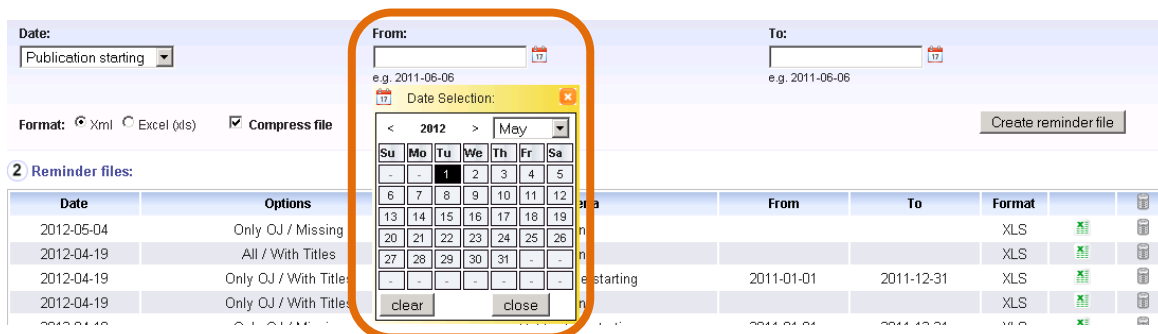
You have the possibility to apply an additional criteria based on the start date of

- the Enquiry/PQ (**Enquiry/PQ starting**)
- or the Formal Vote (**Formal Vote starting**)
- or the Ratification (**Ratification starting**)
- or the Publication (**Publication starting**)









By default, no date criteria is applied.

2017-10-11

From – To Once the Date criteria is selected, select the **From** and **To** dates by clicking on . A calendar opens. Select the relevant date.



The screenshot shows the 'Date' section of the iPROJEX interface. The 'From' and 'To' date fields are highlighted with an orange box. A 'Date Selection' calendar is open over the 'From' field, also highlighted with an orange box. The calendar shows the month of May 2012, with the 1st highlighted. Below the calendar, there is a table of reminder files.

| Date | Options | From | To | Format | | |
|------------|-----------------------|------------|------------|--------|---|---|
| 2012-05-04 | Only OJ / Missing | | | XLS |  |  |
| 2012-04-19 | All / With Titles | | | XLS |  |  |
| 2012-04-19 | Only OJ / With Titles | 2011-01-01 | 2011-12-31 | XLS |  |  |
| 2012-04-19 | Only OJ / With Titles | | | XLS |  |  |

Format The reminder file can be provided in **XML** (default value) or **XLS** format.

By default, the file will be compressed (zipped) but if you want, you can uncheck the **Compress file** option.



The screenshot shows the 'Format' section of the iPROJEX interface. The 'Format' section shows 'Xml' selected and 'Excel (xls)' unselected. The 'Compress file' checkbox is checked and highlighted with an orange box. A 'Create reminder file' button is visible on the right.

6.2 Automatic reminder files

Every month, CEN National Members automatically receive an electronic reminder file containing a list of all work items (having at least reached FV/UAP stage) for which the national titles have not yet been provided. The CEN National Members shall provide those missing translations to CCMC (through iProjex) at the latest by the date of ratification (DOR) of the identified standards.

The English title can change following the Formal vote, so an additional verification file is also provided containing the English titles and the national titles (already available in the CEN database) of those standards published the previous month. Those titles should be verified by the CEN National Members. If required, a corrected national title is uploaded via iPROJEX which overwrites the original one.

See example of automatic reminder file in Annex 2.

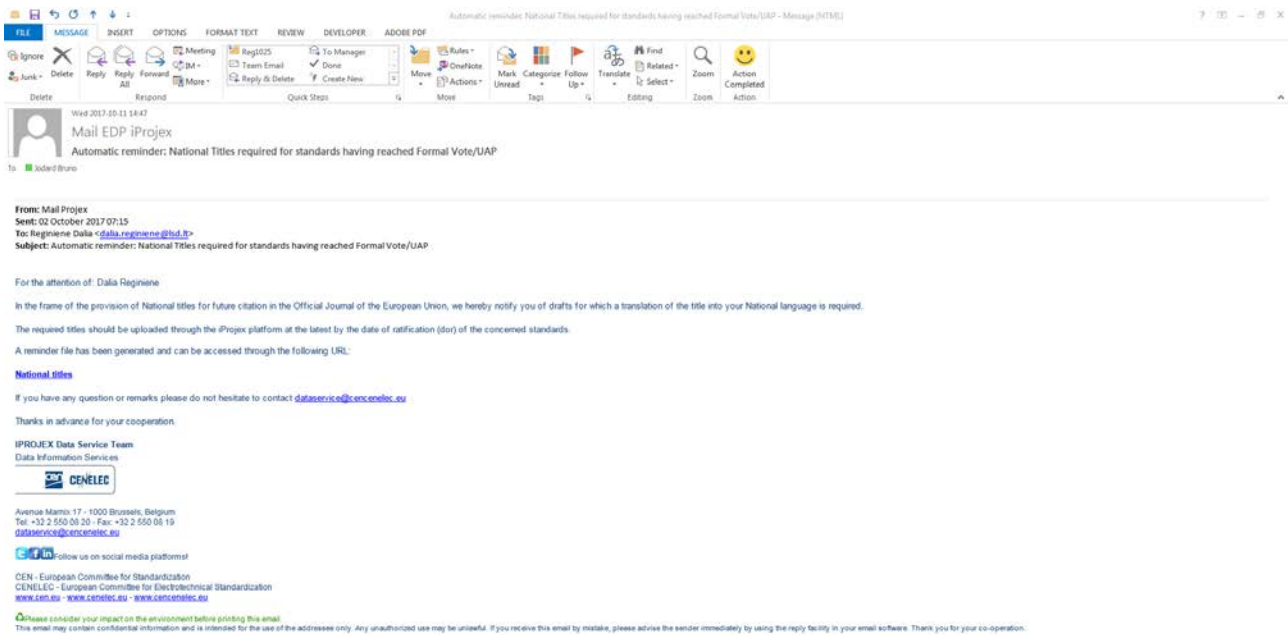
ANNEX I – iPROJEX documentation per modules

Specific documentations are available for all the modules (per format):

| | |
|---|--|
| National Implementation | iPROJEX - National Implementation - Data file structure and contents (XML format) iPROJEX - National Implementation - Data file structure and contents (XLS format) |
| ICS | iPROJEX - ICS - Data file structure and contents (XML format) |
| National Titles | iPROJEX - National Titles - Data file structure and contents (XML format) iPROJEX - National Titles - Data file structure and contents (XLS format) |
| Technical Body Titles and Scopes | iPROJEX - TB Titles and Scopes - Data file structure and contents (XML format) |
| Infopro | iPROJEX - Infopro - Data file structure and contents (XML format) iPROJEX - Infopro - Data file structure and contents (XLS format) |
| Keymark Certificates | iPROJEX - Keymark - Data file structure and contents (XLS format) |

2017-10-11

ANNEX II – Automatic reminder file



Automatic reminder: National Titles required for standards having reached Formal Vote/UAP - Message (HTML)

From: Mail Projex
Sent: 02 October 2017 07:15
To: Ragniene Dalia <dalia.ragniene@hdh.se>
Subject: Automatic reminder: National Titles required for standards having reached Formal Vote/UAP

For the attention of: Dalia Ragniene

In the frame of the provision of National titles for future citation in the Official Journal of the European Union, we hereby notify you of drafts for which a translation of the title into your National language is required.

The required titles should be uploaded through the iProjex platform at the latest by the date of ratification (due) of the concerned standards.


A reminder file has been generated and can be accessed through the following URL:

[National titles](#)

If you have any question or remarks please do not hesitate to contact datservice@cen-enelec.eu

Thanks in advance for your cooperation.

iPROJEX Data Service Team
Data Information Services



Avenue Marnix 17 - 1000 Brussels, Belgium
Tel: +32 2 550 08 20 - Fax: +32 2 550 08 19
datservice@cen-enelec.eu

Follow us on social media platforms!

CEN - European Committee for Standardization
CENELEC - European Committee for Electrotechnical Standardization
www.cen.eu - www.cenelec.eu - www.cenelec.eu

Please consider your impact on the environment before printing this email.
This email may contain confidential information and is intended for the use of the addressee only. Any unauthorized use may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your email software. Thank you for your co-operation.