CEN Applications Portal
CEN Meeting Participations

User guide

Version	Date	Author	Modifications description
1.0	2018-02-22	MB	First version

Table of Contents

1   Introduction

[All]

This document is written for the following users of the **CEN Meetings** software (see the definition of the different roles in *§ 1.2 Roles and Permissions*):

- ➢ **Meeting Organizer**
- ➢ **Meeting Participant Approver**
- ➢ **Participant**
- ➢ **Meeting Coordinator**

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

- ➢ **[All]** : these chapters concern all the roles
- ➢ **[Meeting Organizer]** : these chapters only concern the Meeting Organizer
- ➢ **[Meeting Participant Approver]** : only concerns the Meeting Participant Approver
- ➢ **[Participant]** : only concerns the Participant
- ➢ **[Meeting Coordinator]** : only concerns the Meeting Coordinator
- ➢ …

In summary :

- ➢ **Chapters 1 to 4** present general concepts of the application and are of interest to all users.
- ➢ **Chapter 5** (*Manage Meetings*) mainly describes the tasks of *Meeting Organizers*.
- ➢ **Chapter 6** describes the *Registration Process* for *Participants* and *Meeting Participant Approvers*
- ➢ **Chapter 7** (*Manage Attendees*) mainly targets *Meeting Participant Approvers*

1.1   Aim of CEN Meetings

CEN Meetings is a new software platform, similar to the ISO Meetings application deployed by ISO in 2017. The aim of CEN Meetings is to enable Committees and Working Groups officers to create and manage their meetings in a central place as well as to enable registration of participants to the meetings by their respective NSB/Liaisons MPAs or by the Participants themselves.

Main Features of the CEN Meetings application :

Management of meetings:

- Enable officers to create and manage their meetings and committee meetings
- Facilitate the meeting preparation and organization for the Secretaries

Participant registration:

- Ensure only authorized individuals register to the meeting
- Facilitate the registration of delegation/liaison representatives by NSB/Liaisons

Reports

- Enable Members, CCMC as well as officers to easily reports on CEN meetings

The CEN Meeting Participation process and its follow-up are characterized by the following main stages :

Each step is described in detail in the present document.
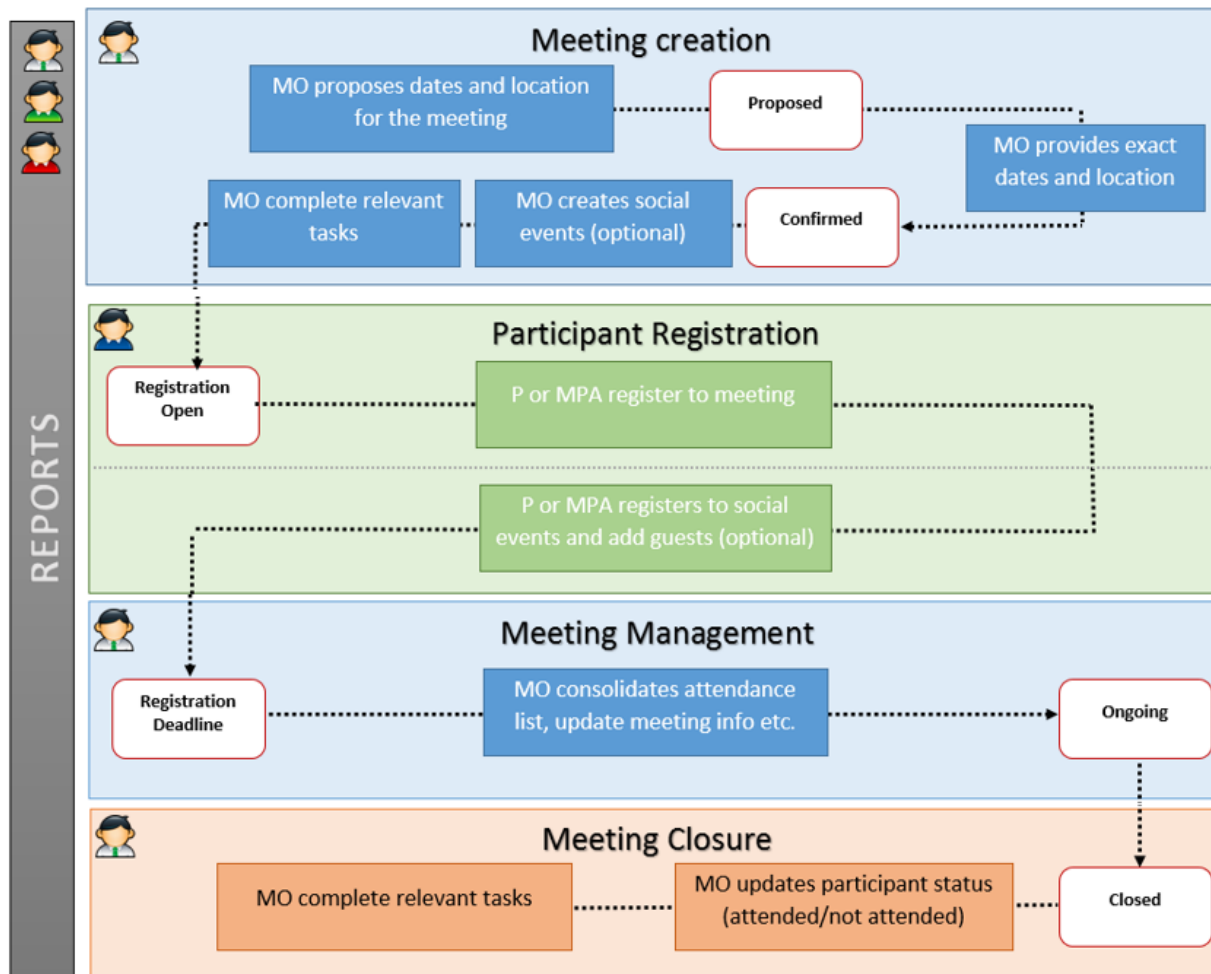
MO = Meeting Organizer

MPA = Meeting Participant Approver

MC = Meeting Coordinator

P = Participant

1.2 Roles and Permissions

Users are registered in the ISO/CEN Global Directory (GD). Depending on the role assigned in the GD, different permissions will be granted in the CEN Meetings platform.

Figure 1 – CEN Meeting Roles

The table below describes these roles in detail.

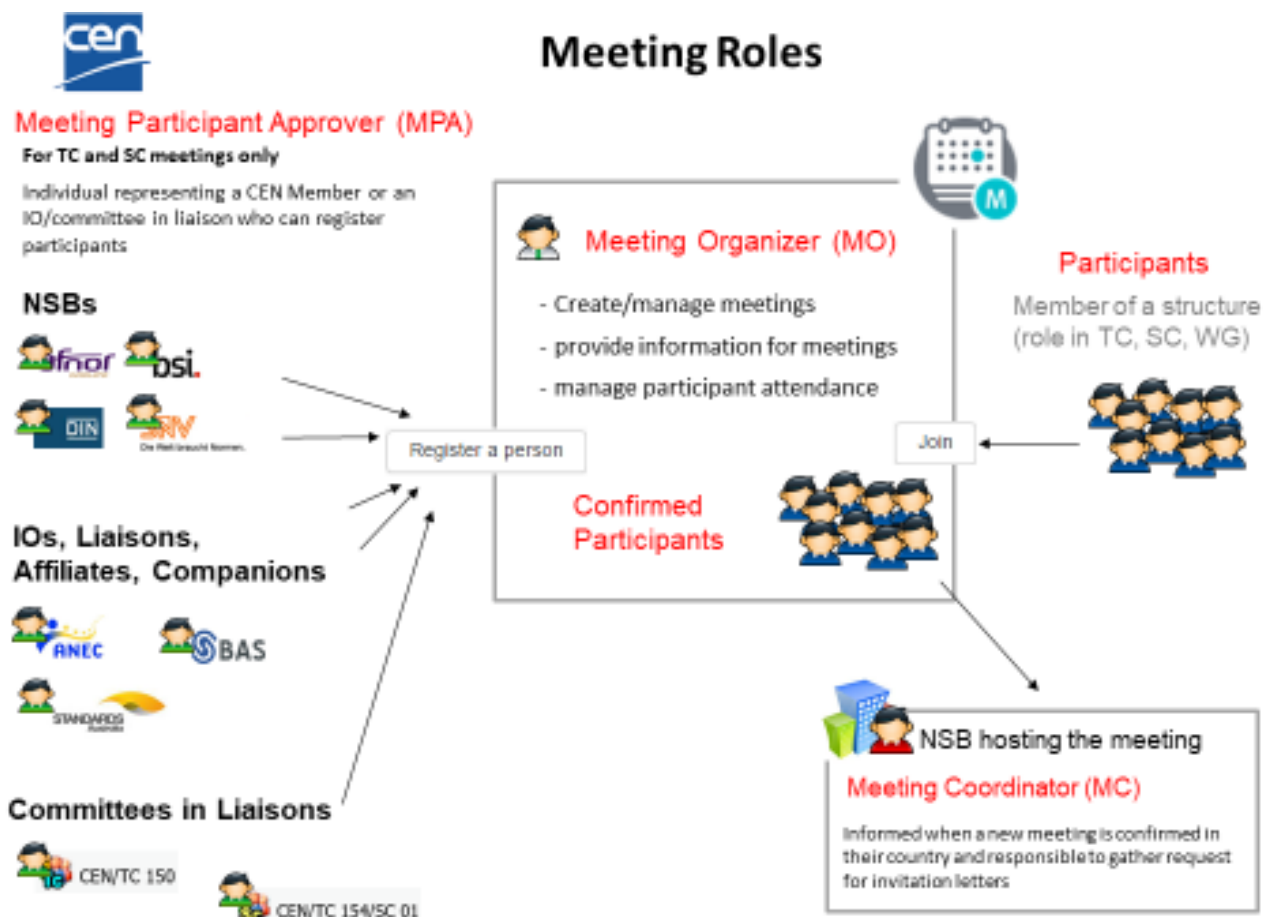| Role in Meetings	Description	Role in the GD	Permissions
Meeting Organizer (**MO**)	Responsible to create/manage meetings, provide appropriate information for meetings, manage participant attendance	**Committee officers (TC, SC and WG)** Secretary & Secretary Support Team, Convenor, Convenor Support team, Twinned Secretary, Twinned convenor, Chairperson, Vice Chairperson, Chairperson support team	• Create a meeting (simple or whole committee) • Confirm a meeting • Add meeting information • Create a social event • Update Task List • View attendance and participation to meeting • Cancel a registration • Download reports • Mark participant as "not attended" • Join a meeting
Meeting Participant Approver (**MPA**)	**For TC and SC meetings ONLY:** Individual representing a CEN Member or an IO/committee in liaison who can register participants for its delegation/liaison	**MPA for NSB :** New role (centralized or decentralized) **MPA for IO :** New role (centralized or decentralized, currently not used) **MPA for Liaison Committee :** Secretary (and SST) of Committee **CEN MPA :** able to manage CEN and IO participants	• View attendance and participation to meeting • Assign Head of Delegation • Disapprove a registration • Download reports • Register a participant/guest to social event
Meeting Coordinator (**MC**)	Individual(s) at the NSB hosting the meeting, informed when new meeting is created in their country, responsible to manage invitation letters	New function of the organization role "***Employee of Organization***" (Same role for CEN and ISO Meetings)	• View Meeting Information • Download reports
Participants (**P**)	Participate to CEN meetings	Committee Members, Observers, Liaison Representatives defined in the Global Directory (See **§ 6.1.2 *Registration rules*** below for detailed information)	• View attendance and participation to meeting • Join a meeting • Cancel own registration • Download reports • Register to a social event & add guests

1.3   Terms & Definitions

Terms	Definitions
Agenda	An agenda is a list of meeting activities (agenda item) in the order in which they will be addressed at the meeting.
Committee	In this document, the term Committee is used to refer to a TC or SC
Committee meeting	A committee meeting is a meeting for a TC or SC with or without its child structures
Delegate	A person representing a CEN NSB Member in a TC/SC meeting.
Delegation	All delegates participating in a meeting for a TC/SC for a particular member
Expert	A person representing his/her expertise in a WG meeting.
Guests	Person accompanying a participant. The accompanying person can participate to social events but cannot participate to the CEN meeting
Head of delegation (HoD)	The delegate that leads the delegation and that is holding the national position in a TC/SC meeting.
Liaison Representative (LR)	A person representing an International Organization (IO) or another CEN or ISO committee in a TC/SC meeting.
Meeting	A meeting is a gathering of experts/delegates of one structure at a specific date/time. The gathering may be physical or virtual. Example: Meeting of CEN/TC 23
Organizing	The meeting created by a parent TC/SC for itself and some/all its children in the structure is tagged as the "organizing" meeting.
Related	Meetings created by a parent TC/SC for its children SC/WG are tagged as 'related'
Social event	A social event is an activity associated to a meeting and usually organized by the NSB hosting the meeting. For example a dinner or a visit.

1.4   Meeting Timeline

The meeting timeline shows the different status of a meeting.
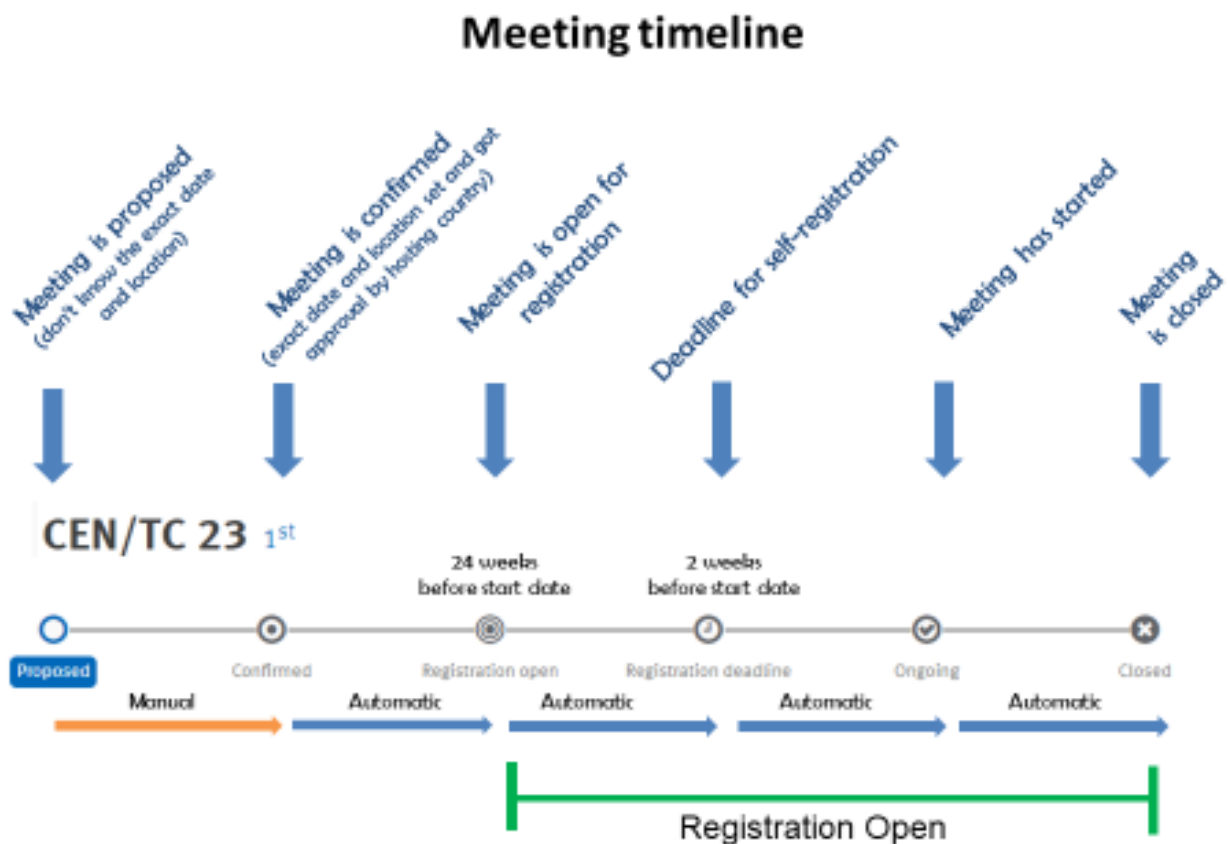
Status	Description
Proposed	Exact dates and location are not yet known
Confirmed	Date and location are defined and for TC/SC meetings approval is granted from NSB hosting the meeting
Registration Open	Participant can register to the meeting and/or MPA can register delegates/experts to the meeting
Registration Deadline	Indicative deadline for registration is reached. TC and SC meeting: registration is now only possible by MPA
Ongoing	The meeting has started and is currently taking place
Closed	The meeting is finished
Cancelled	Meeting is cancelled
Deleted	Meeting is deleted (no longer accessible)

## 1.4.1   Registration period

The Registration period is the time during which participants and/or MPA can register for a particular meeting. Registration can only open if the meeting status is **Confirmed.**

Registration opens automatically 24 weeks (6 months) before the meeting *start date* (M).
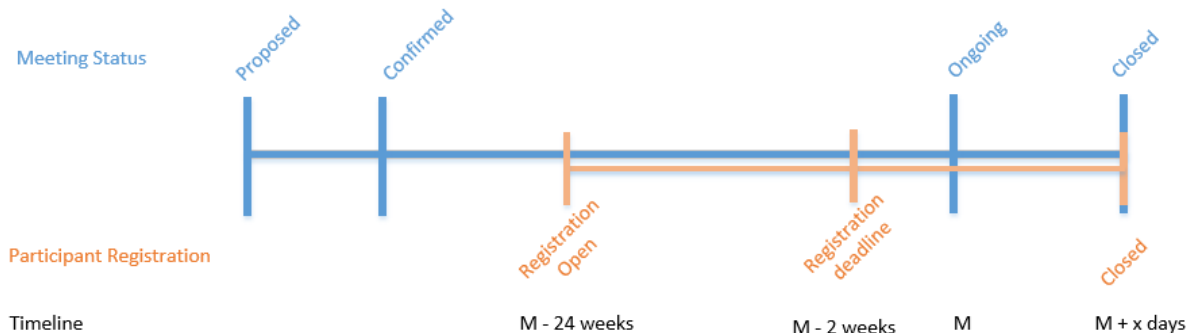
If a meeting is confirmed 24 weeks or less before the meeting *start date* (M), registration opens automatically when the meeting is set to **Confirmed.**

In the below example, the meeting is confirmed 20 weeks before the start date of the meeting, therefore registration opens at 20 weeks:
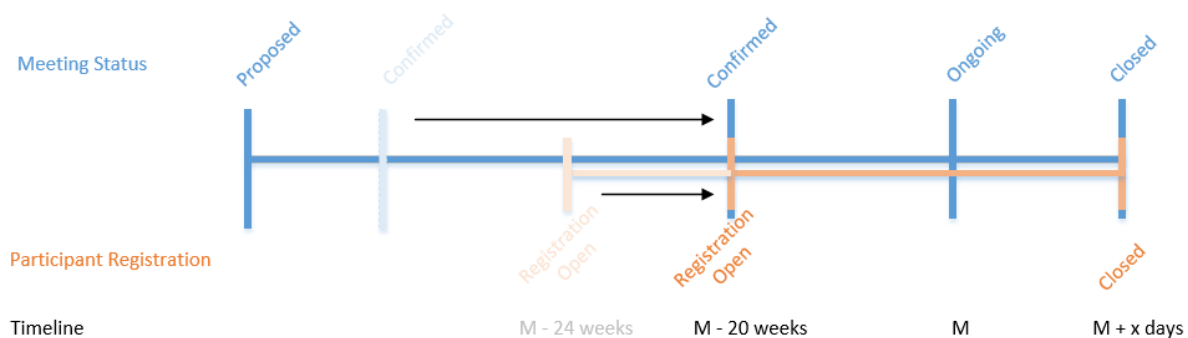
Registration always closes at the meeting *close date* (M+ x days) in order to allow last minutes registration to the meeting.

Registration Deadline

The registration deadline is aimed to give some indication to participants and/or MPA until when they can register to the meeting, however registration does not close. It is aimed to give some time to the Meeting Organizer for logistic arrangements.

After the registration deadline, participants of TC and SC meetings can no longer self-register to a meeting. They must be registered by their respective MPAs.

The registration deadline is set by default to 2 weeks before the meeting start date.

1.5   Notifications

At every step in the process, Notifications are automatically sent to specific users to inform them of Meeting status or to remind them to take some action. The tables below describe what triggers these Notifications and who receives them.

1.5.1   Meeting Timeline : Trigger = Status change

Meeting status	Secretariat	Secretariats of direct parent committees	MC	MPA	Members of structure authorized to self-register	Participants already registered to meeting
Proposed (new meeting created)	X^1	-	-	-	-	-
Deleted	X^1	-	-	-	-	-
Confirmed / Un-confirmed	-	X	X	-	-	-
Open for registration	X	-	-	X	X	-
Registration deadline	X	-	-	-	-	-
Ongoing	-	-	-	-	-	-
Closed	-	-	-	-	-	-
Cancelled	X^2	X	X	X^2	X^2	X^2

1 Only for Committee meetings (meeting with sub-structures). The notification is sent to the secretariat of each child structure for which a meeting has been created
2 Only if the meeting was in status *Open for Registration* and *Registration Deadline*

1.5.2 Meeting Management : Reminders

	Reminder deadline	Secretariat	
Meeting Timeline			
Reminder to confirm meeting	2 weeks before deadline	X	
Tasks			
Draft agenda uploaded on eCommittees	4 weeks before deadline At deadline	X	
Practical information uploaded on eCommittees	-	-	
Other Working documents uploaded on eCommittees	At deadline (4 weeks before start of meeting)	X	
Minutes uploaded on eCommittees	4 weeks after closing date of meeting	X	
Resolutions uploaded on eCommittees	At closing date of meeting	X	
Attendance list validated in CEN Meetings & uploaded on eCommittees	At closing date of meeting	X	

1 At deadline only

1.5.3 Meeting Information

	Secretariat	TPM	Participant to Social event
Meeting Information Update			
Update of meeting period and location in status proposed	X^2	-	N/A
Social events			
Social event cancelled	-	-	**X**
Social event's metadata updated	-	-	**X**

2 Only for meetings with sub-structures. The notification is sent to the secretariat of each child structure for which a meeting has been created

1.5.4 Meeting registration

	Reminder deadline	MPA	Members of structure authorized to self-register	Confirmed participants
Self-registration by participant		X		
Registration of participant by MPA		X		X
Registration cancelled		X		X^1
Registration disapproved/re-approved		X		X
Reminder to register	1 week before Regist. Deadline	X	X	
Reminder to assign HoD	At Registration Deadline	X		
Change of HoD				X

1 Only if registration has been cancelled by the Meeting Organizer

2   Logging in and logging out

[All]

2.1   Access through CEN Electronic Applications homepage.

You can access the CEN Meetings software through the CEN Electronic Applications homepage at :
http://login.cen.eu.

In the portal page, select the **Meetings** application :

2.2 Access from eCommittee homepage.

Alternatively, you can also directly access your committee meetings by clicking on a meeting reference under the **Meetings** frame of the eCommittee homepage:

2.3 Logging in

Your username and password will be sent to you by e-mail after your initial registration in the Global Directory and to the CEN eServices (e.g. eCommittees, Electronic Balloting). Please follow the steps 1-5 as described in the mail. You will be asked to change your temporary password by following the URL in the mail. After this:

a) Start your Internet browser and open the following URL: https://login.cen.eu.

b) Access the **Meetings** application.

c) Choose the account you want to use (CEN-CENELEC account, ISO account, AFNOR account or DIN account)

Figure 2 -Sign into applications

d) Enter your username and password (same username and password used to access the CENTC and Global Directory applications)

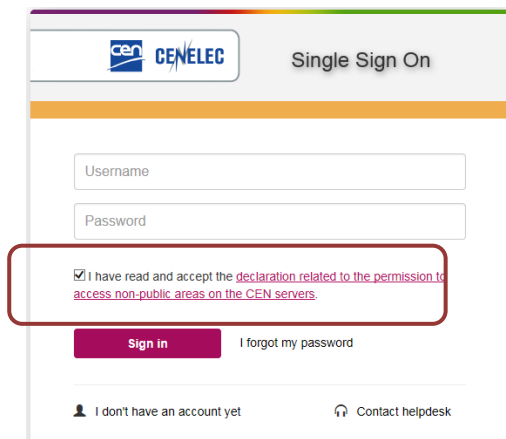e) Read the Data Access Declaration and tick the box to accept the conditions :

**Figure 3 - CEN Electronic Applications Log-in screen**

f) Click on **Sign in**

⚠️ *Please note that both username and password are case-sensitive, i.e. they have to be entered exactly as provided.*

Single Sign-On :
If you were already logged into another CEN Application (eCommittees, e-Balloting, …-), the above steps will be skipped and you will be directly forwarded to the Meetings software.

2.4 Logging out

a) Click on the Down arrow next to your Login name.

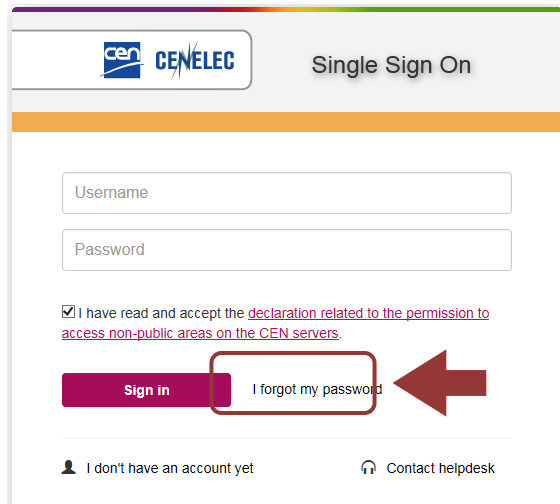b) Click on **Logout** in the drop-down menu to leave the Meetings application.
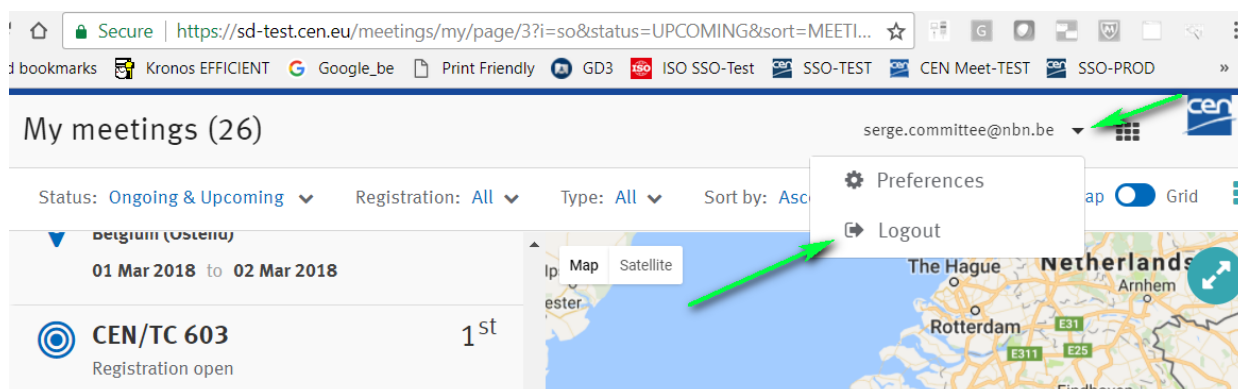
c) You will be forwarded to the CEN Applications Portal.

2.5 Password forgotten

If you have forgotten your password, you can request a new password on the log-in page.

Click on the link **I forgot my password** next to the Sign in button and follow the instructions on the screen. Within the next few minutes you will receive an e-mail with a link to reset your password. Follow the link and click the Reset Password button. This will send you an email with a new temporary password. Follow the steps in the mail exactly to change your temporary password.

Figure 4 – Password forgotten

3 Personal Information

[All]

3.1 My Profile

To manage your profile information such as passport and guest information, click on [**My Profile**] button in the left-hand Navigation Menu :

By default, the system shows the [**Overview**] of your profile
The other tabs available are :
- **Person** : Your Personal information is taken from the Global Directory (GD) and cannot be edited in the CEN Meeting platform. If you need to change this information please contact your National User Administrator (MBUA) or CCMC.
- **Passport** : Update your Passport information if needed. If you need an invitation letter to attend any of the CEN meetings, please ensure you fill in ALL fields otherwise it will not be possible to issue the invitation letter. This information is available to the committee officers organizing the meeting, the Meeting Coordinator as well as the Meeting Participant Approver for your organization.
- **Additional Information** : In this tab, you may add some additional information, such as dietary information. This information is useful for logistical reasons and is available to the committee officer

organizing the meeting, the Meeting Coordinator as well as the Meeting Participant Approver (MPA) of your country.

- **Preferences** : You may choose here the default behaviour of the main application screen : display meetings with maps, or as a grid, number of items per page, …
- **Guests** : In the guest section, you can view your guest list and add new guests.
  To add a new guest, click on [**Create a Guest**], accept the data protection declaration and complete all relevant information. If you need an invitation letter for your guest, please ensure you complete ALL fields in the guest passport section.
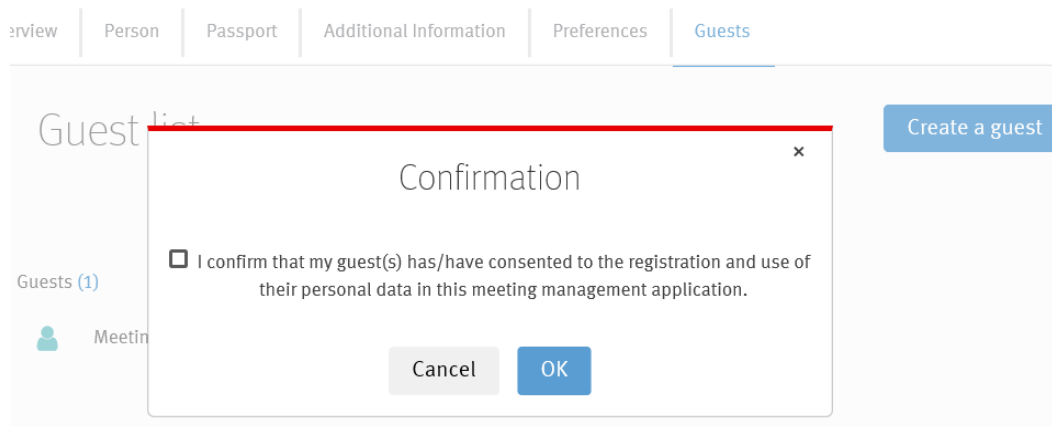
3.2 Managing Guests

To access the **Guests** section, click on [*Manage*] in the Guests frame, or select the [**Guests**] tab.

In the **Guests** section, you can view your guest list and add new guests.
To create a new guest, click on [**Create a guest**] :
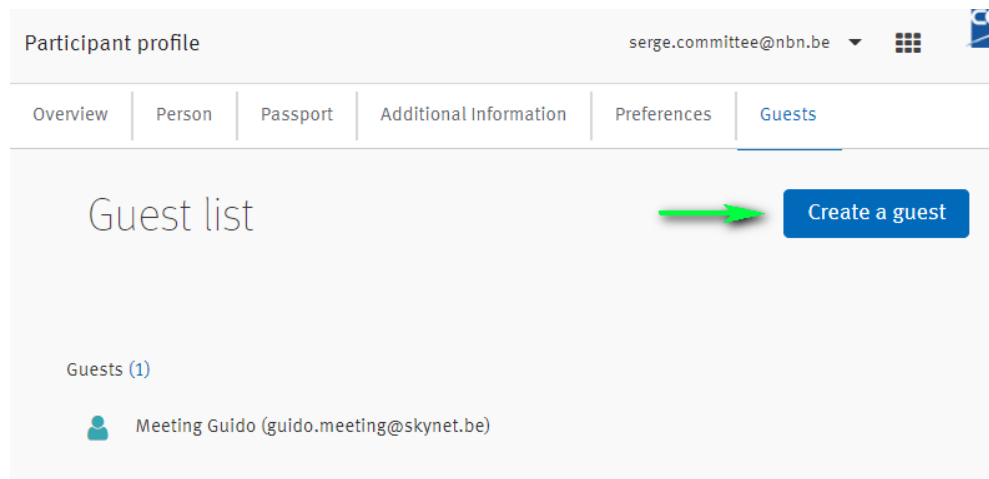
You should then accept the Data Protection Declaration :

You will then be able to complete all relevant information :

- Name and eMail
- Password information
- Additional Information if needed

If you need an invitation letter for your guest, please ensure you complete ALL fields in the passport section.

To edit the profile of one of your guests, click on the guest name :

4 User interface and navigation

[All]

4.1 CEN Meetings Dashboard

The default page of CEN Meetings shows all your ongoing and upcoming meetings:

The google map shows the location of the ten meetings displays in the list. To view more meetings, move to the next pages as appropriate.

Navigation Menu :

Menu Option	Description
My Meetings	Display meetings relevant to your role(s).
CEN Meetings	Show all CEN meetings
Search	Advanced search for meetings
My Profile	View/Manage your profile information (visa information etc…)

You may change this display to a simple list by using the [***Map/Grid***] slider :

4.2 Filtering and Searching

By default, ***My meetings*** and ***CEN meetings*** display all ongoing & upcoming meetings but you can add/remove filters and sort the meetings if needed.

Filters / Sort	Description
Status	Filter the list of meetings per meeting status The filter '***ongoing and upcoming***' displays all meetings in status proposed, confirmed, registration open, registration deadline and ongoing
Registration	***Registered*** : Displays the meetings in which you are already registered ***Not Registered*** : Displays the meetings in which you are not yet registered
Type	Filter the list of meetings by meeting types
Sort by	Ascending date Descending date Meeting status Committees

Advanced Search :

To perform more sophisticated searches, click on the [**Search**] button in the left-hand Navigation Menu :
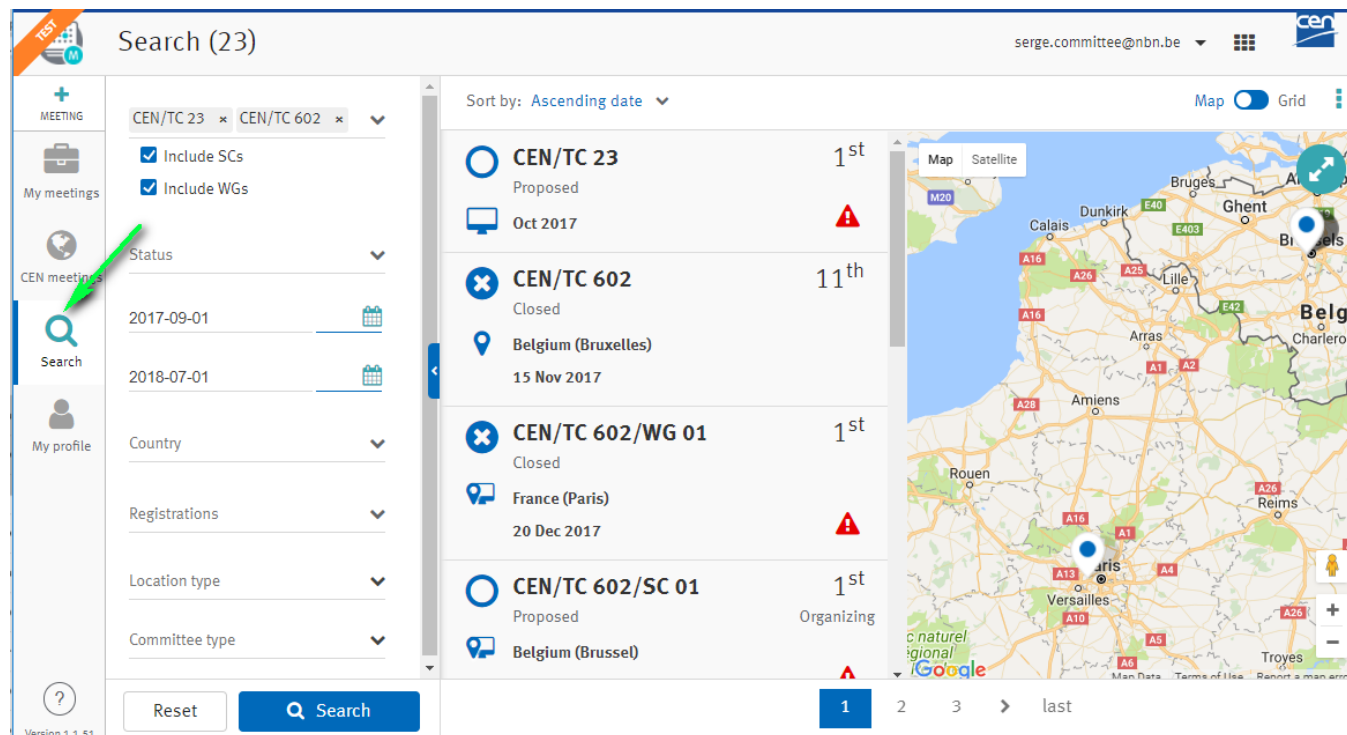
Selection Criteria :

Field / Sort	Description
Committees	List of all committees. You can search for meetings in more than one committee (*multivalued field*). If you select the tick boxes **Include SCs** and/or **Include WGs**, the system will search for meetings in the Committee you have selected as well as its sub-committees and/or Working Groups
Meeting status	List of meeting status. You can search for more than one status (*multivalued field*)
From/To	Search for all meetings within a range of dates
Country	Search meetings per country. You can search for more than one country (*multivalued field*)
Registrations	*Registered* : view meetings for which you have already registered *Not Registered* : view meetings for which you have not yet registered
Location type	Search meetings according to the type of location.
Committee type	Search meetings for a specific committee type (*not relevant for CEN*)
Sort by	By default, the search results will be displayed by **Descending date**, but you can change this using the Sort by field : • Ascending date • ***Descending date*** • Meeting status • Committees

Note ::

If you leave a field blank (without a value), the system will search for entries with all the values of the field.
(E.g. If you do not select a Committee, the system will search for meetings in all committees.)

4.3 Meeting Summary

The following summary information is displayed for meetings in the main application page :

4.4 Additional features

4.4.1 Export list of meetings

The "three dots" icon in the right part of the application ribbon is an additional menu. Opening this menu gives you the option to export the list of meetings to an Excel file.
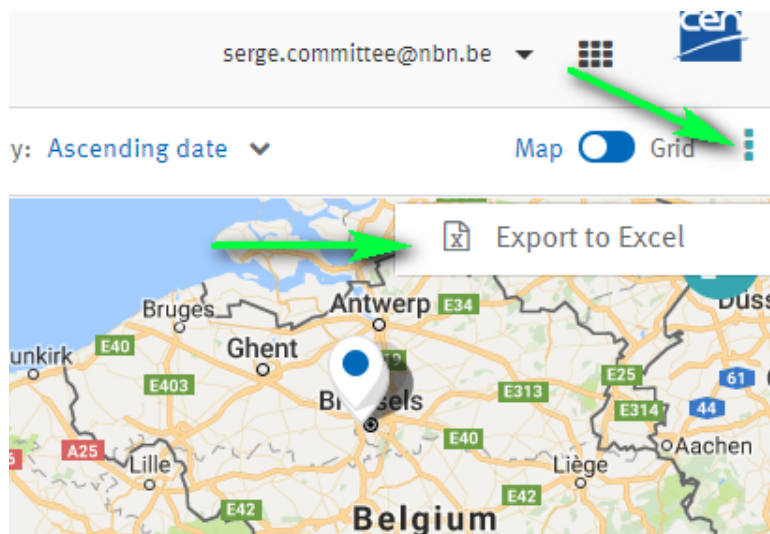
4.4.2 Extend the map

The double arrow icon in the upper-right corner of the map allows you to extend the map on your screen.
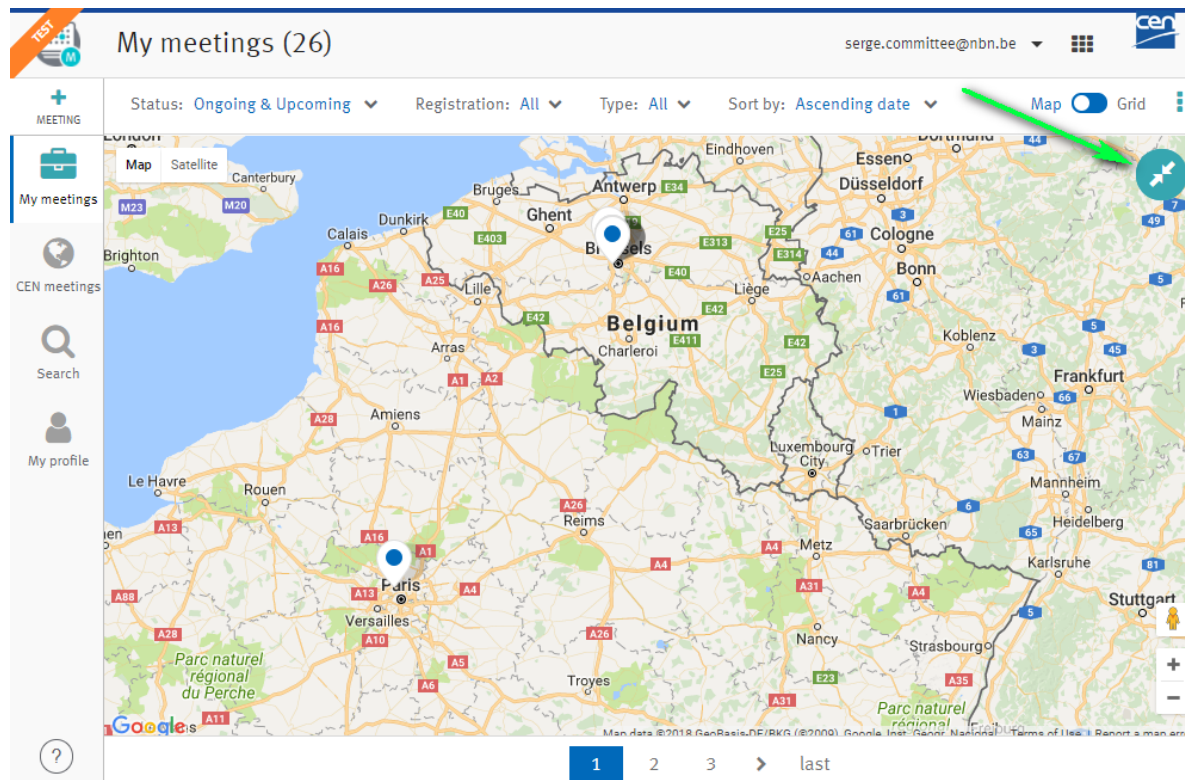
A new click on the same icon reverts the map to its normal size.

4.4.3 Access to other CEN applications

The grid-like icon in the upper-right corner of the screen give access to a table of links to other CEN applications (eCommittee, e-Balloting, …) :
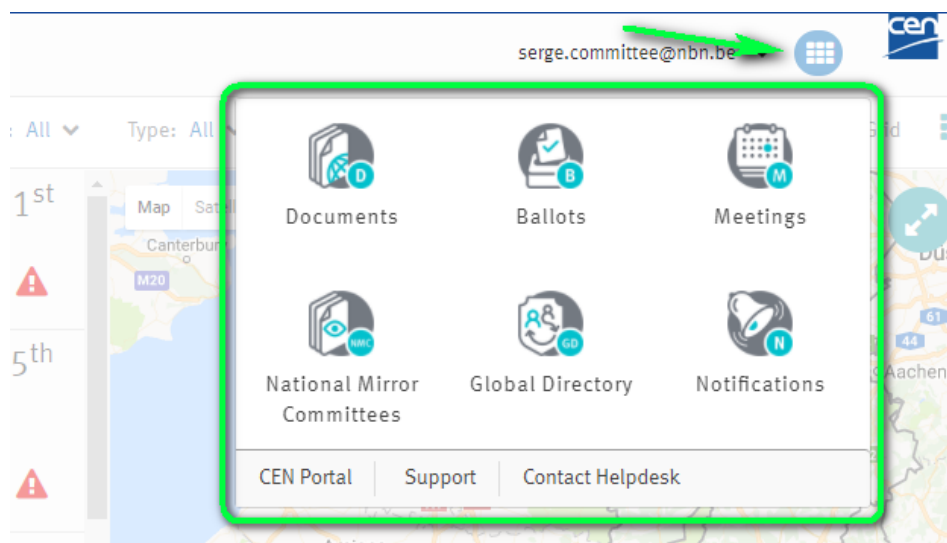
It also provides links to the CEN Portal and to the CEN Helpdesk.

4.5 Meeting Details

Clicking on a Meeting box shows detailed data for this Meeting. The [**Overview**] tab presents a summary :

Manage meeting information

Download

Meeting
Timeline:
shows
current
meeting
status

Actions to be taken for your meeting. This
may change according to your meeting status

Summary of the current participation
of NSBs and Liaisons to a meeting.

To go back to the search result, click on the little arrow [**<**] next to the **Meeting Details** title :
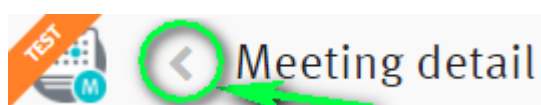
5 Manage Meetings

[MO = Meeting Organizers]

5.1 Business rules

Officers of each structure are responsible to create and manage meetings for their respective structure and officers of TC and SC are responsible to create committee meetings (meetings with sub-structures).

5.1.1 Top-down permissions in structures

The permissions of officers to create and manage meetings on other structures is top-down :Officers of parent committees can create and manage meetings for their child structures.

- TC Officers create and manage meetings for their own structure as well as for any structures under their TC :
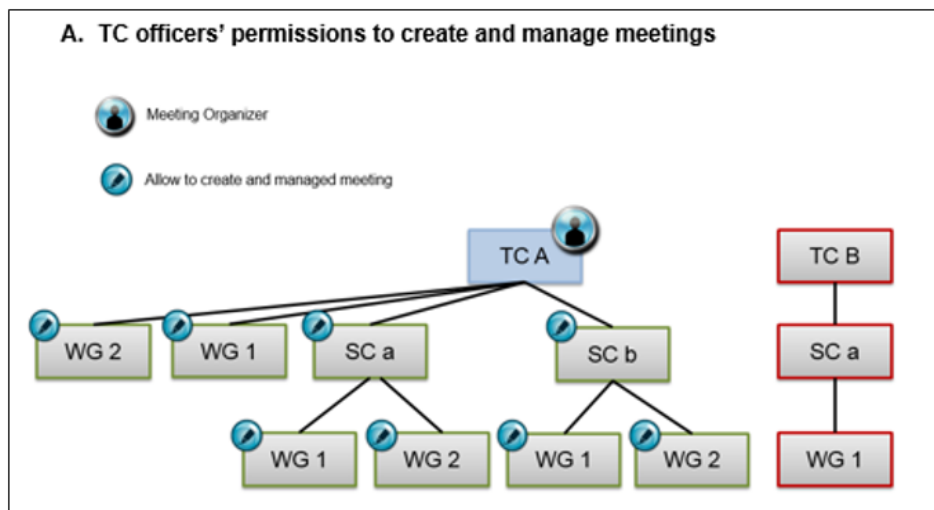
- SC Officers create and manage meetings for their own structure as well as for any structures under their SC :
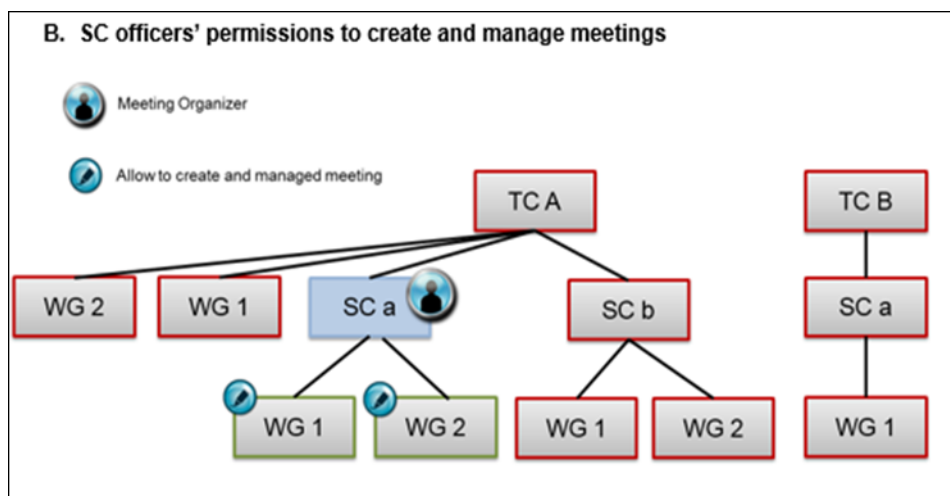
- WG Convenors create and manage meetings for their own working group :

C. WG officers' permissions to create and manage meetings
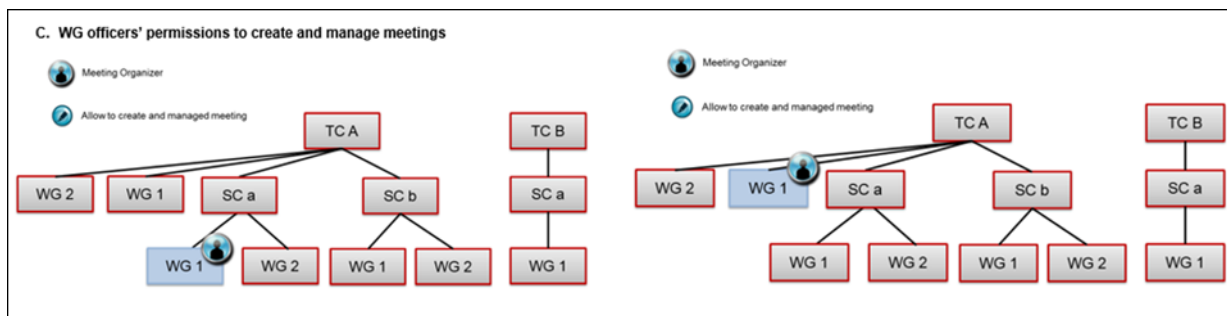
5.1.2 Permissions throughout the meeting timeline

Permissions to manage meeting information may depend on the meeting status. The below table indicates when an action can be taken for a meeting :

	MEETING STATUS						
	Proposed	**Confirmed**	**Reg. Open**	**Reg. deadline**	**Ongoing**	**Closed**	**Cancelled**
MEETINGS							
Update period	X	-	-	-	-	-	-
Select specific days within the meeting period	-	X	-	-	-	-	-
Update onsite location	X	-	-	-	-	-	-
Update virtual location	X	X	X	X	X	-	-
Add sub-structure to a committee meeting	X	X	-	-	-	-	-
Update Additional Information	X	X	X	X	X	-	-
Update tasks	X	X	X	X	X	X	-
Cancel	-	X	X	X	-	-	-

Delete	X	-	-	-	-	-	-
Un-confirm a meeting	-	X	-	-	-	-	-
SOCIAL EVENTS							
Create	-	X	X	-	-	-	-
Update metadata	-	X	X	X	X	-	-
Delete (only possible if there is no registrants)	-	X	X	X	X	-	-
Cancel	-	X	X	X	X	-	-

5.2 Create a Meeting
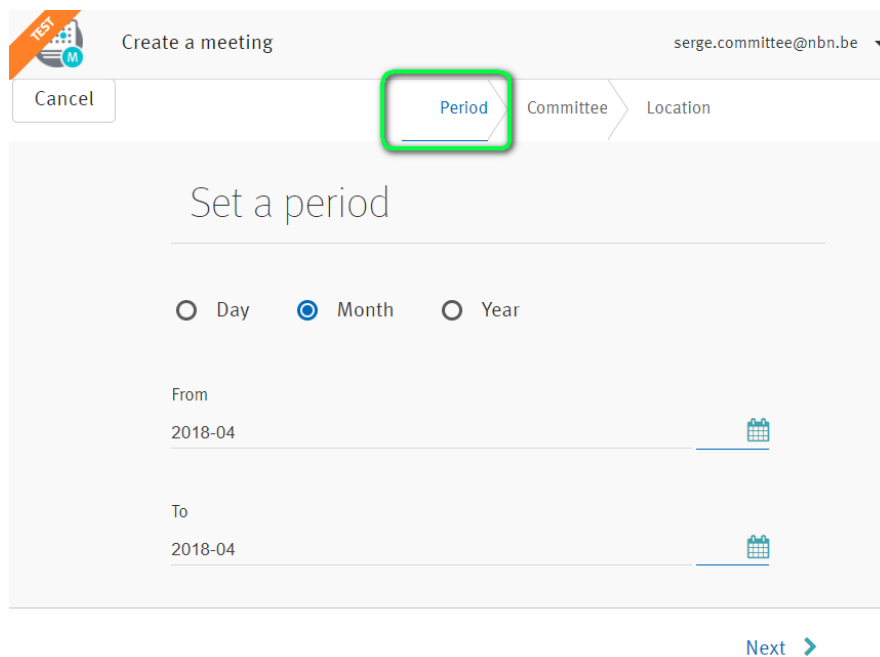
To create a meeting, click on the **+ Meeting** sign on the top left corner.
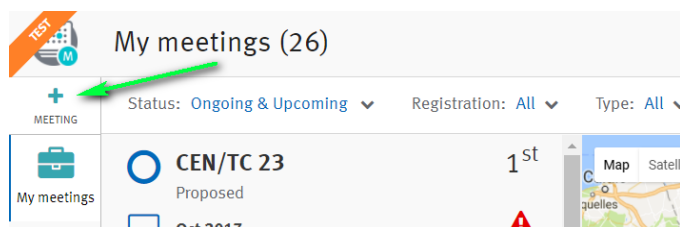
This will launch the 3 steps wizard to create a meeting :

Step 1: Select the period

This step allows you to select the period at which the meeting will take place. At this stage, you don't need to know the exact dates of the meeting. You can simply select a range of months or a year:
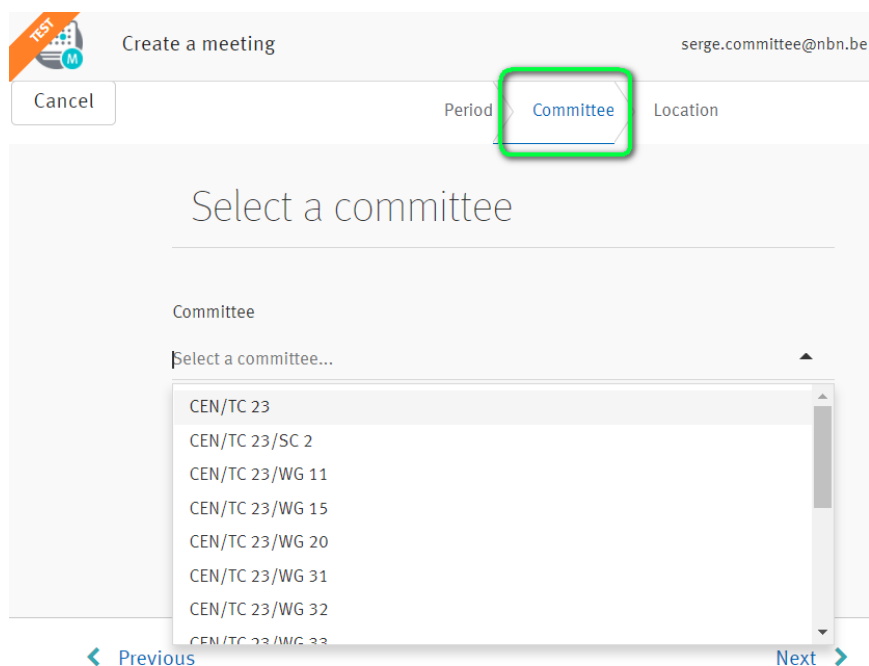
Click on **Next >**

Step 2: Select the Committee/Working Group

This step allows you to select the structure for which you wish to create the meeting. Select the structure from the drop-down list or type the reference:

The drop-down list only displays structures for which you are allowed to create/manage meetings.

Choose a Committee.

To create a Committee meeting with sub-structures, select **include SCs** and/or **include WGs** and click **Next >**

You will then be able to select the sub-structure(s) you would like to include to the committee meeting :

A meeting will be created for each of the sub-structure that you have selected and the officers of each structure will be notified.

Click on **Next >**

Step 3: Select the meeting type and location

This step allows you to select the meeting type as well as the location for the meeting

Meeting type :

Select the type of meeting that you would like to create.

Meeting Type	Description
On Site	The meeting is taking place in a physical location and all participants must be physically present at the meeting
Onsite/Virtual	The meeting is taking place in a physical location but participants can also participate virtually to the meeting via an online meeting provider service
Virtual	The meeting is purely virtual and all participant must join via an online meeting provider service (e.g. GoToMeeting) Note : A pure virtual meeting cannot have child meetings.

Meeting Location :

Depending on the meeting type selected, you can enter a physical location and/or virtual location. The selection of the onsite location is driven by Google Maps. While creating the meeting, you don't need an exact location but you will need to provide a precise location before confirming your meeting.

To complete the meeting creation, click on [**Create**] . The meeting is now created and it is in status '***Proposed'***. If you have created a committee structure meeting, a meeting is automatically created for each sub-structure that you have selected.

5.3 Change Initial Meeting Number

All meetings (virtual and onsite) are <u>automatically</u> numbered. This number is displayed as the title of the meeting.

In contrast with ISO, there was no previous software managing meetings at CEN. Therefore, there is no automatic method to take into account numbers of previous CEN meetings

Consequently, the first meeting created for a CEN Technical Body in the CEN Meeting Participation software will be defined as the First meeting ("**1ˢᵗ**").

If you wish to change this starting number in order to continue an existing numbering sequence, you may click on the small Edit icon next to the Meeting numeric title :

In the resulting window, change the initial meeting number and click [OK] to submit your change.

5.4 Confirm a Meeting

Once you know the exact date and location for your meeting, you can confirm your meeting.

5.4.1 Confirm a simple Committee or Working Group meeting

To confirm the meeting, you need to provide exact dates, that is, a start and an end date for your meeting.

You will also need to provide an exact location.

➢ For virtual meetings, you need to provide the virtual meeting provider (e.g. GoToMeeting) as well as the meeting URL.

➢ For Onsite meeting, you need to provide at least the city and country in which the meeting will be held :

Once the information is complete, you can click on [**Confirm**].

A pop-up window is displayed to give you a chance to check that all necessary actions have been taken before confirming the meeting. You may also check for approval from the National Standard Body of the country hosting the meeting.

Note that the Meeting Coordinator of the NSB will also receive a notification to inform them that a meeting will take place in their country.
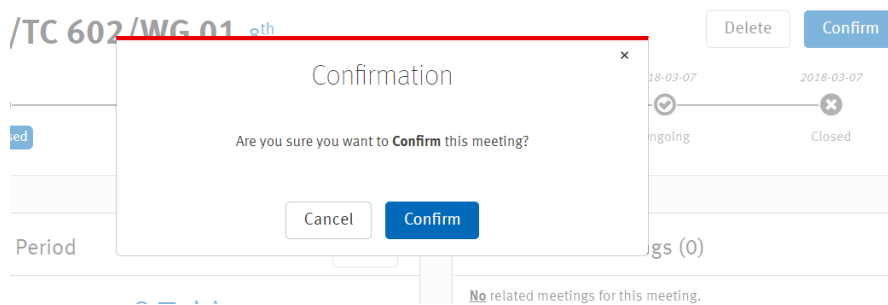
> You may only confirm the meeting for a TC/SC or WG if there is no other meeting organized for the same period.

5.4.2 Confirm a Committee meeting with Sub-structures

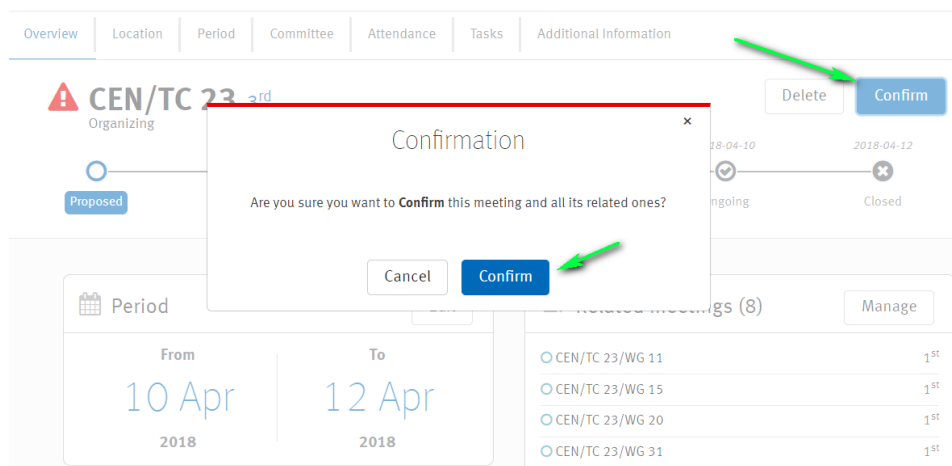To confirm a committee meeting, you need to provide exact dates and location for you meeting. You will need also to validate this confirmation in a pop-up window before it takes effect (see above section).

Once you have confirmed the meeting, all sub-structure meetings will also be automatically confirmed.

If one of the sub-structure of your committee meeting already has a meeting confirmed for this period you will not be able to include it into your Committee Meeting. When you confirm your meeting, a warning message will indicate which sub-structure will be removed :
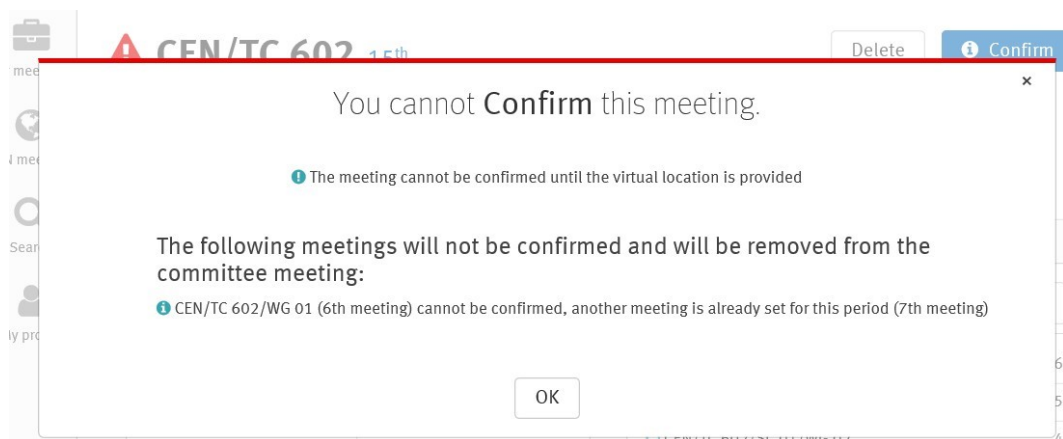
Note that in this example, another issue prevents the confirmation of the meeting : the Meeting Organizer must first define the settings for Virtual Participants to the meeting.
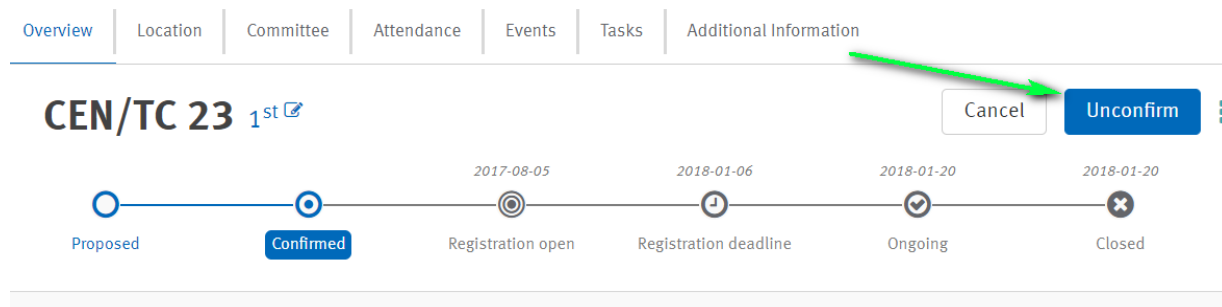
5.4.3 Un-Confirm a meeting

Once a meeting is confirmed, you can no longer change the meeting period and onsite location. To change this information, you need to un-confirm the meeting. The meeting will move back to status Proposed. Make your necessary changes and confirm the meeting again.

Note :

> When the Meeting status changes to '*Registration Open*', this option is not available anymore.

5.5 Manage Meeting Data

To manage Meeting Information, you may click on the relevant tab or the action button in the corresponding block in the Overview Tab :

5.5.1 Location

You may change the Meeting Location or Connection information for Virtual Participants :

5.5.2 Period

Once the meeting is confirmed, you can specify days within the period set for the meeting, at which the structure will meet :

The Overall planning of all TB meetings within the Committee is available in Excel format :
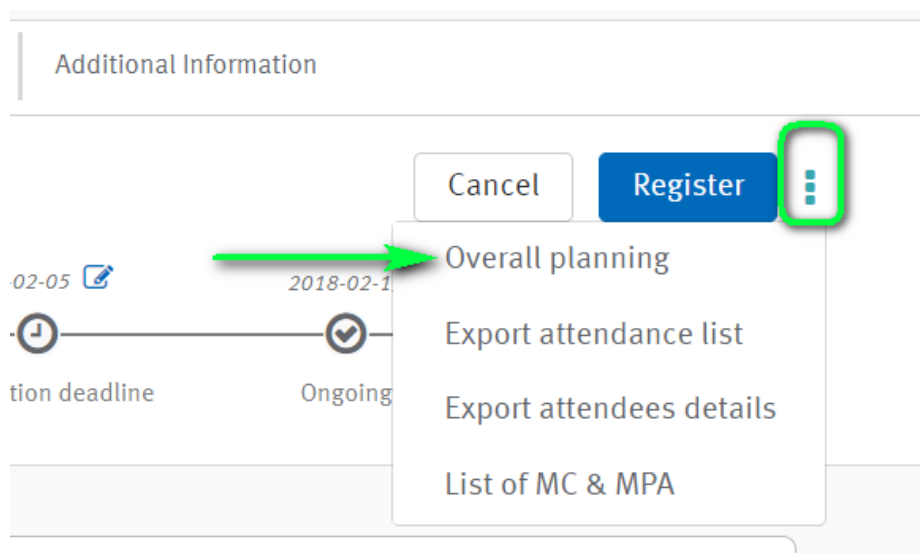
Clicking on '**Overall Planning**' generates the **planning.xls** file :

	A	B	C	D	E
1	Meeting	Committee	Dates	Mon. 2018-02-19	Tue. 2018-02-20
2	Organizer	CEN/TC 602	2018 February 19-20	X	X
3	Related meeting	CEN/TC 602/WG 01	2018 February 19	X	
4	Related meeting	CEN/TC 602/SC 01	2018 February 20		X
5	This meeting >>>	CEN/TC 602/SC 01/WG 02	2018 February 20		X
6					

5.5.3 Attendance

Depending on your role in the application, you may perform different actions in the Attendance tab.

For detailed information, look in **Chapter 7 *Manage Attendees* below**

5.5.4 Events

Social events can be created In the [**Events**] tab for Onsite and Onsite/Virtual meetings.

- **Create a Social Event**

In the Social event section, click on [***Add a social event***] :
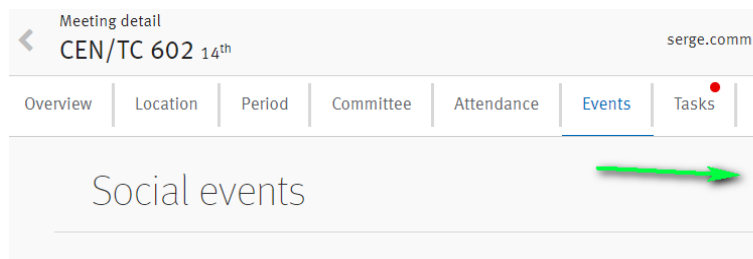
Enter all relevant information for your social event :

- **Title** :This is the title of the social event

- **Description** : quick description of the event

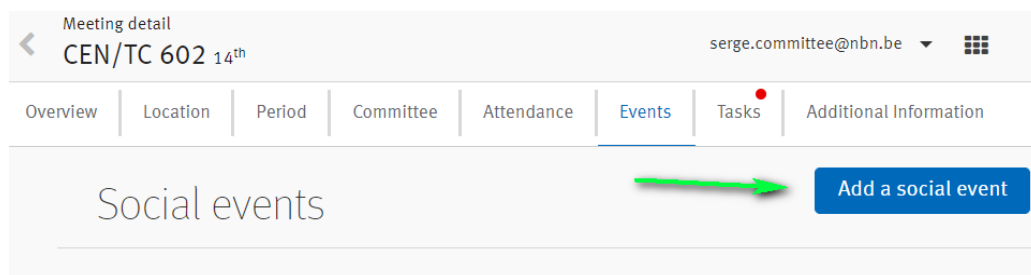- **Date** : Select the date at which the social event will be held. A social event can be created no more than 2 days before the start date of the meeting and 2 days after the end date of the meeting

- **Related Meetings** : You may decide if participants to related meetings may register to the event

- **Capacity** : If there is a limited number of space available for the social event, you can indicate it here. The capacity is just indicative : it does not limit the number of participant in the system.

To complete the creation of the social event, click on **Save**

- **Edit / Delete / Cancel a Social Event**
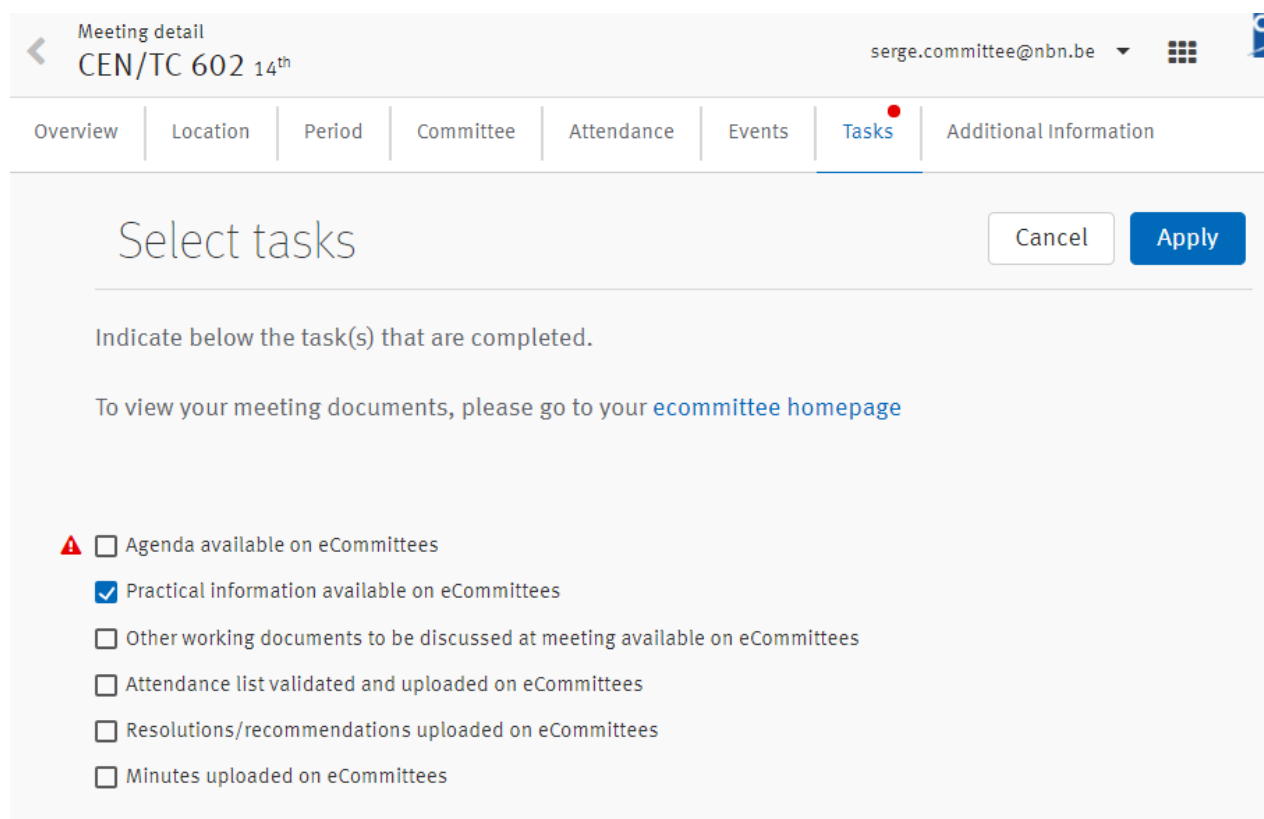
Select the social event you would like to update and choose the appropriate action :
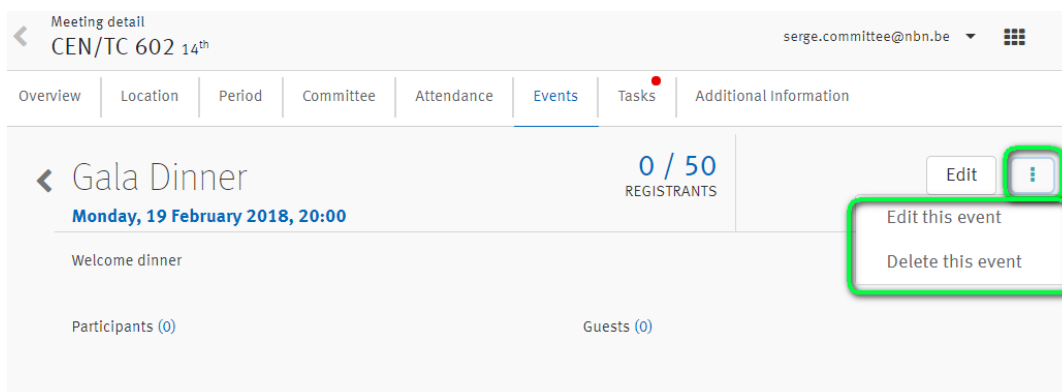
A social event may be deleted if no participants/guests are registered. Otherwise it can only be cancelled and a notification will be sent to the registrants.

5.5.5 Tasks

In the Tasks section, you will find a list of tasks to be performed during the organization of the meeting.

To mark a task as completed, tick the relevant task and **Apply** your change.

- **Task deadlines**

The Secretary and Secretary Support Team will receive reminders and notifications to complete the tasks for the meeting. If the task is not completed at the deadline, a warning icon is displayed.

Late tasks are tagged with a warning icon.

See schemas below for additional information on these deadlines.

- **Deadlines for CEN TC and SC meetings :**
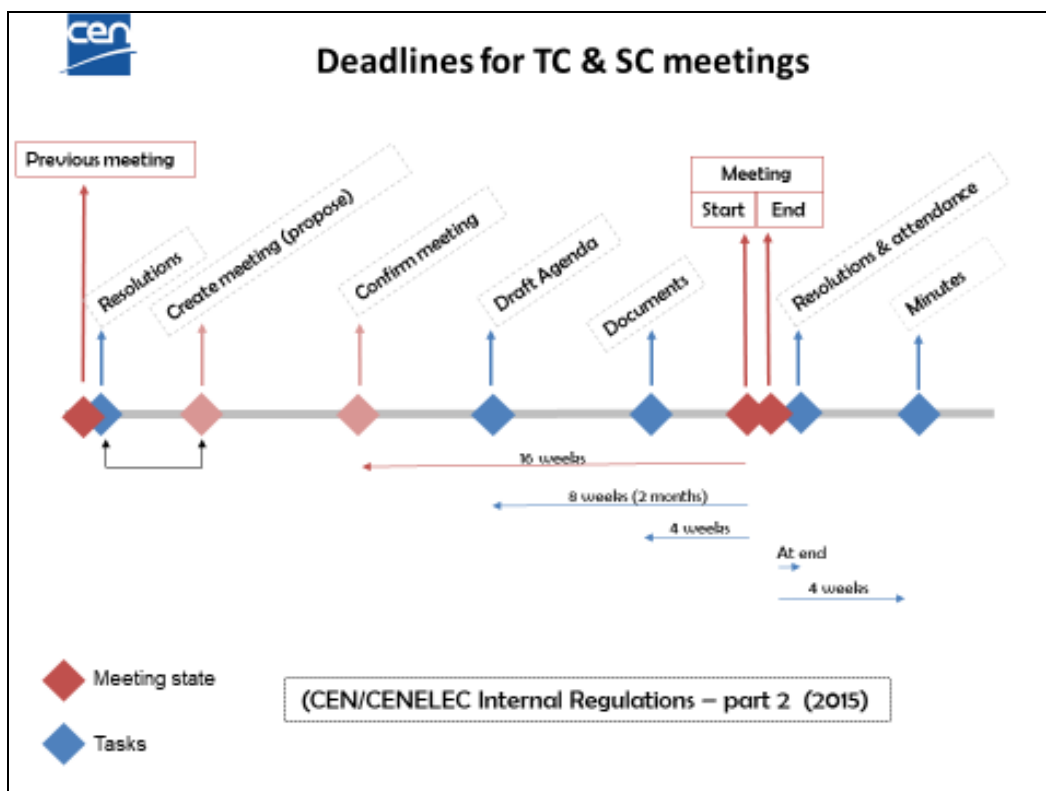
- **Deadlines for WG meetings :**
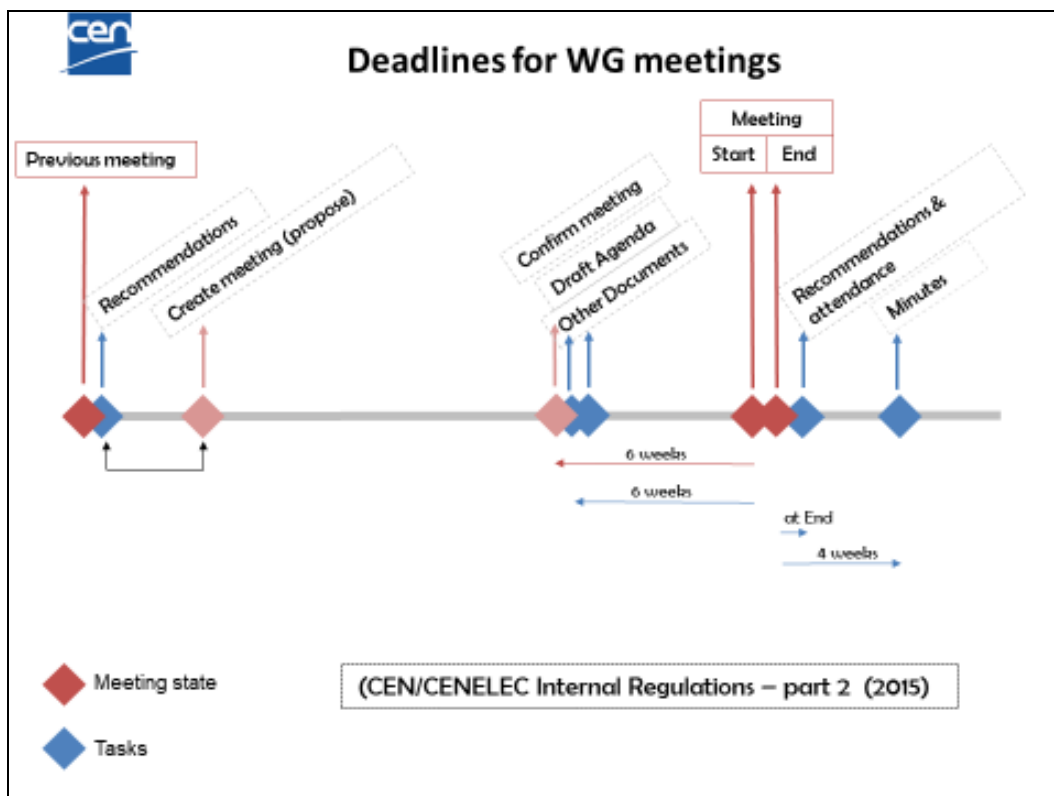
5.5.6 Committee : Manage Related Meetings

If you have created a committee meeting (meeting with sub-structure) you can add and remove structures to the meeting.

- **Add a sub-structure**

To add a sub-structure, go to the committee tab or click on **Manage** in the [**Related meetings**] section. Select the structure you want to add and click on **Apply.**

- **Remove a sub-structure**

To remove a sub-structure from the committee meeting, click on the sub-structure reference to access the meeting you want to remove and click on **Delete** or **Cancel** depending on the status of the meeting.

5.5.7 Additional Information

Here you can add any free text information you would like to share with the participants. Once you have entered the information click on **Apply.**

5.6 Delete / Cancel a meeting

Only proposed meetings can be deleted :

Once a meeting is confirmed it can only be cancelled :
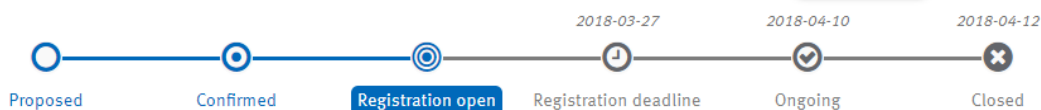
By cancelling the meeting of an organizing structure, all sub-structure meetings will also be cancelled:

6 Registration Process

[All]

6.1 Business Rules

6.1.1 Participant registration process

During the Registration process, the Participant may go through different states :
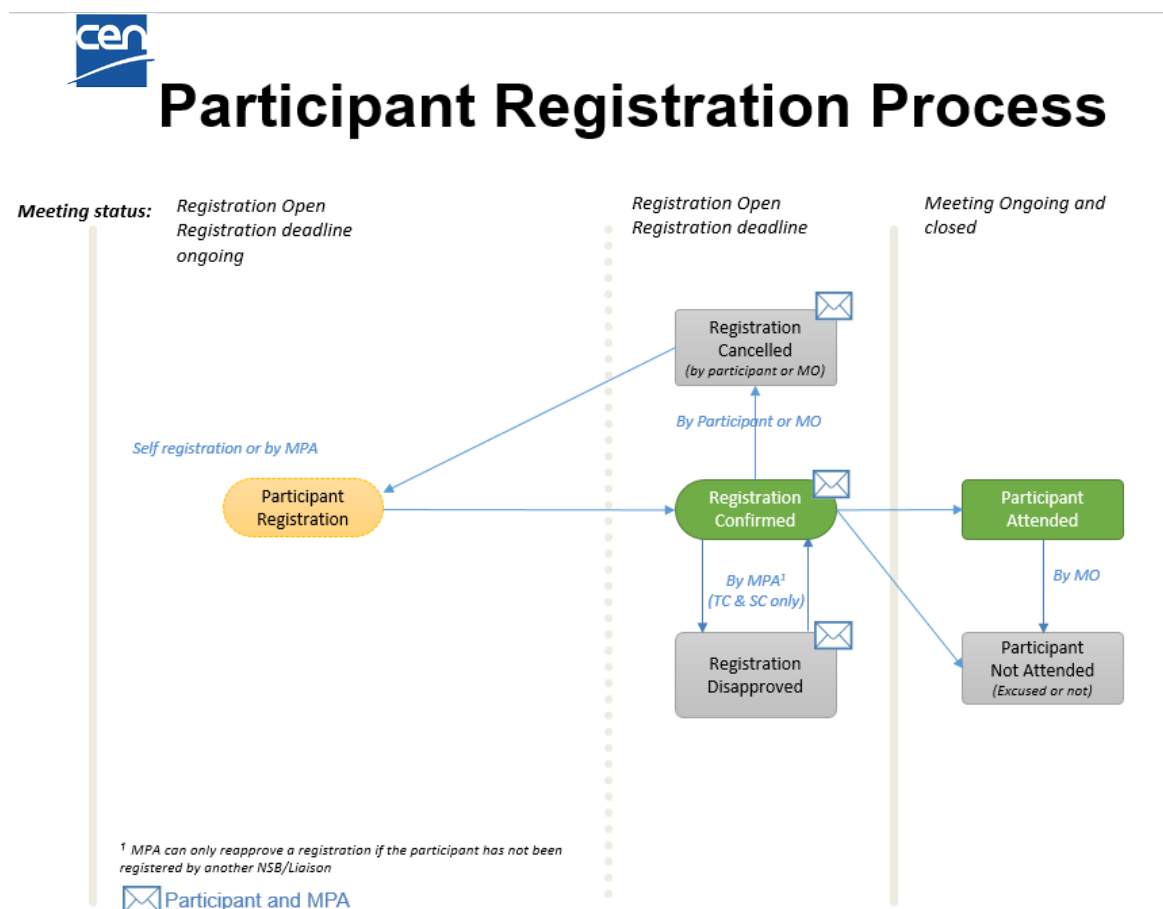
For more information on meeting status, see chapter **§ 1.4 *Meeting Timeline*** above.
For more information on permissions to update participant status, see chapter **§ 7.1 *Business rules*** above.

6.1.2 Registration rules

Participants must register themselves to a meeting or be registered by their Meeting Participant Approver (for TC and SC only). Officers are not allowed in any cases to register participants to meetings.

> Nobody is automatically registered to a meeting, including officers.

❖ **Registration to TC and SC meetings :**
- Delegates, Liaison Representatives and Observers can self-register to the meetings of the committee in which they have a role in the Global Directory
- Any other delegates and/or Liaisons representatives must be registered by their respective Meeting Participant Approver (MPA).
- Officers of child structures can register to meetings of their direct parent.

❖ **Registration to WG meetings :**
- Experts and Liaison Representatives can self-register to the meetings of their respective Working Group in which they have a role in Global Directory
- Officers of parents committees can register to Working Group meetings

Registration to WG meetings is strictly restricted to the experts and Liaison Representatives having a role in the Working Group in GD. Any other individual/observer are not allowed to participate to a Working Group meeting.

6.1.3 Registration period

The registration period starts when the meeting opens for registration and closes at the closing date of the meeting.

	MEETING STATUS						
	Proposed	Confirmed	Reg. Open	Reg. deadline	Ongoing	Closed	Cancelled
Registration to TC and SC meetings							
Registration by MPA	-	-	X	X	X	-	-
Self-registration	-	-	X	-	-	-	-
Registration to WG meetings							
Self-registration	-	-	X	X	X	-	-

6.2 Registration to a meeting

6.2.1 Self-registration to meeting

[Participant]

To self-register to a meeting, you need to search for the meeting you would like to register and access the meeting details page.

Step 1: Initiate the registration process

To register for a meeting, click on the [**Register**] button :
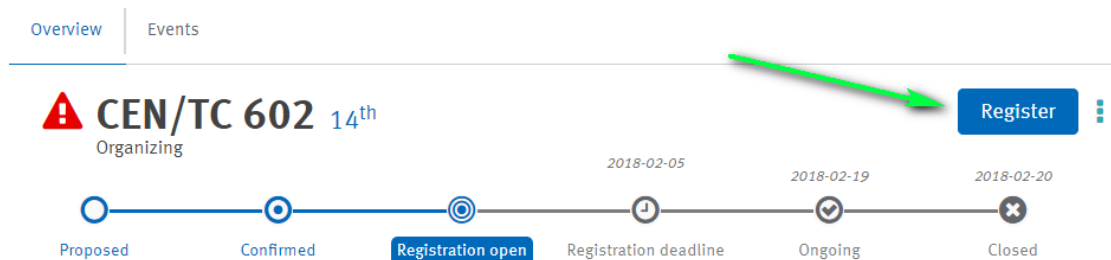
Step 2: Complete your registration details

The Registration form appears on the right of the screen. Some information is automatically retrieved from the Global Directory. You may fill other relevant fields in this form.

Field	Description	Comments
Participant	Your name as it appears in the Global Directory	To update this information please contact your National User Administrator
Meeting	This is the meeting reference	-
Representing	If you have more than one role in a committee or working group, you can select the organization or committee you will represent at the meeting.	It is only possible to represent one organization or committee to a meeting
Head of Delegation (HoD)	If you are Head of Delegation, please indicate this here. Otherwise, leave it blank	Only relevant for delegates representing a CEN Member at a TC or SC meeting
Attendance type	Indicate if you will attend the meeting onsite or virtually	Only applicable for hybrid meetings
Invitation letter required	Indicate if you need an invitation to enter the country in which the meeting is taking place	Only applicable for Onsite meetings
Arrival date	Enter your arrival date. This information is important for logistical reasons	Only applicable for Onsite meetings
Departure date	Enter your departure date.	Only applicable for Onsite meetings

The field "Representing" is mandatory. All other information may be completed at a later stage.

Step 3: Finish the registration process

Click on **Save** to complete your registration.

Each registration is displayed in the attendance list in a card format. You can easily identify your registration in the attendance list as it has a darker border. Each card shows the name of the participant, his/her role, the organization or committee he/she will represent at the meeting, as well as his/her status.

6.2.2 Register participant to a meeting (for MPA only)

[Meeting Participant Approver]

To register a participant who will represent your organization/committee to a meeting, you first need to search for the meeting and then access the meeting details page.

Step 1: Initiate the registration process

To register a participant for a meeting, go to the attendance list of the meeting and click on **Register a person :**
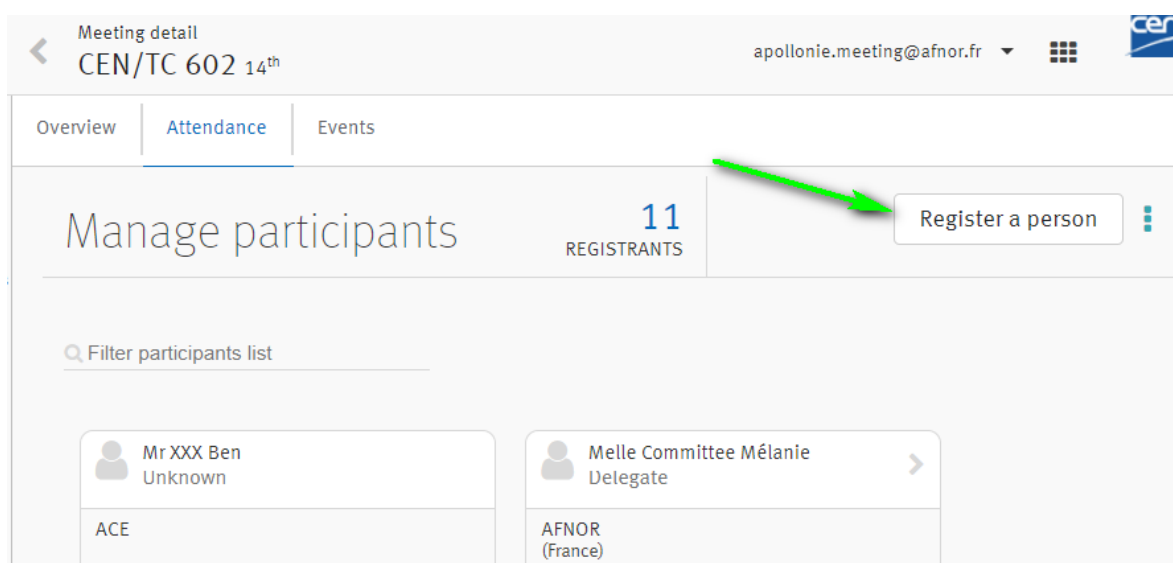
Step 2: Search and select the person you would like to register

Enter the name or the email address of the person you would like to register :
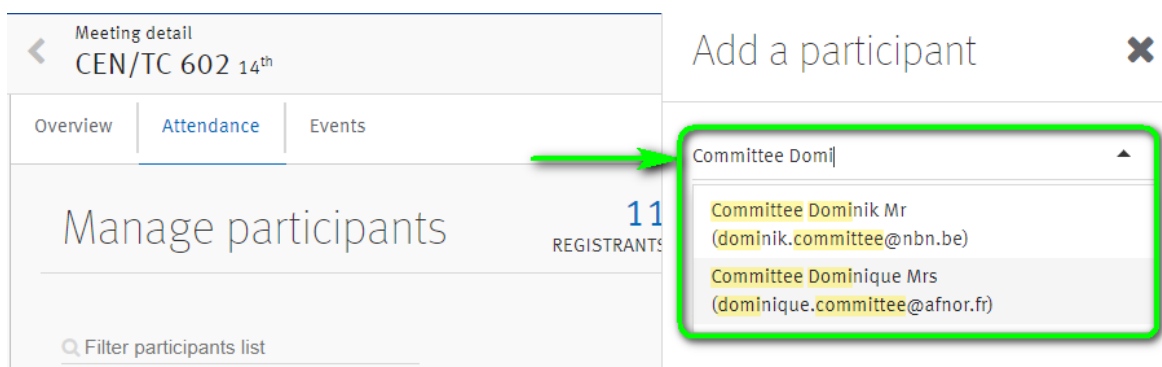
If you cannot find the person you are looking for, contact you National Standard Body (or CEN for Employees of International Organizations) and ask them to create an account for the person in the Global Directory or contact helpdesk@iso.org.

Once the person has been added to the Global Directory, restart the registration process and search for the person by entering his/her name or email address.

Alternately, if it is not appropriate to define the person in the Global Directory, it is possible to efie the person directly in the CEN Meetings database. (see **§ 6.2.3 *Create a participant (MPA only*)** below).

Step 3: Complete the registration details

Complete the registration form :

Field	Description	Comments
Participant	This is the name of the participant as it appears in the Global Directory	To update this information please contact the National User Administrator of the person
Meeting	This is the meeting reference	-
Representing	By default this will be the organization / committee which you represent as MPA. If you are MPA for two organization/committee, you can choose which entity the participant will represent.	A participant can only represent one organization or committee to a meeting
Head of Delegation (HoD)	If the participant is Head of Delegation, please indicate this here. Otherwise, live it blank.	The field Head of Delegation is only relevant for delegates representing a CEN Meeting at a TC and or SC meeting
Invitation letter required	Indicate if the participant needs an invitation letter to enter the country in which the meeting is taking place	Only applicable for Onsite meetings
Arrival date	Enter the participant arrival date. This information is important for logistical reasons	Only applicable for Onsite meetings
Departure date	Enter the participant departure date. This information is important for logistical reasons	Only applicable for Onsite meetings
Attendance type	Indicate if the participant will attend the meeting onsite or virtually	Only applicable for hybrid meetings

Step 4: Finish the registration process
Click on **Save** to complete the registration.

The registration appears in the attendance list in the card format described above
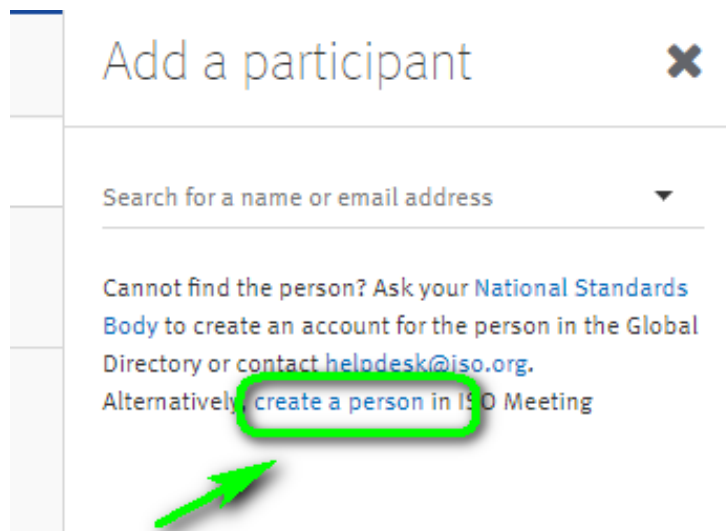
6.2.3 Create a participant (MPA only)

[Meeting Participant Approver]

If you do not want the participant to be in the Global Directory, you can create this person directly in CEN Meetings. However, please note that this person will have access to neither CEN Meetings nor to any of the CEN applications. Therefore, you will be responsible to provide all the necessary information about the meeting to this person as well as register this person to social events and create his/her guests if relevant.
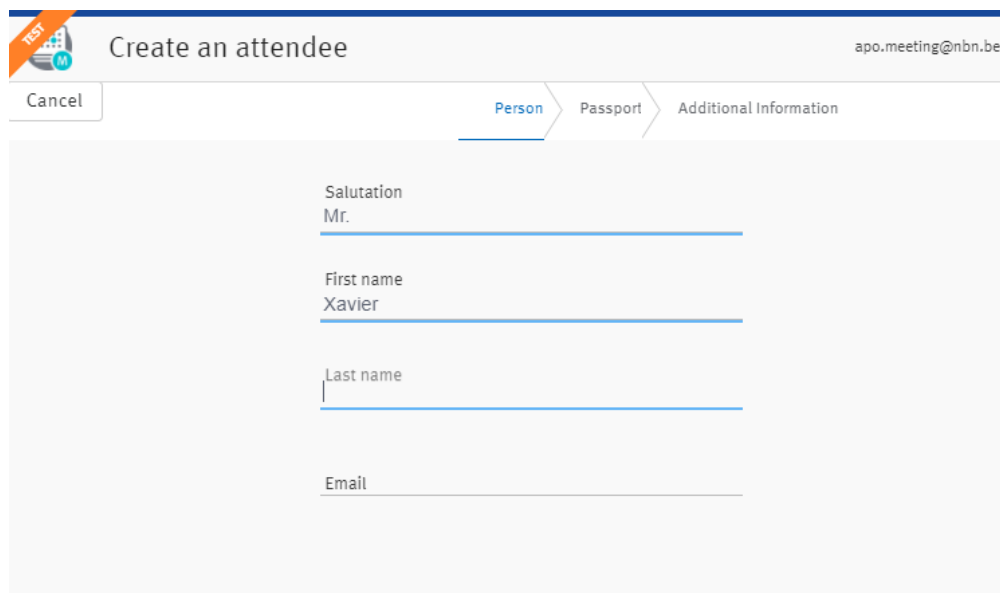
> Only MPAs of NSB can create a person in CEN Meetings.

To create a person in CEN Meetings, during the registration process click on **create a person**

Complete the attendee creation wizard :

Once the new Attendee information is filled, click on [**Create**]

The registration details screen for this person will appear.
Fill-in registration information and [**Save].**

7 Manage Attendees

[MPA = Meeting Participation Approvers]
[P = Participant]
[MO = Meting Organizer]
[MC = Meeting Coordinator]

7.1 Business rules

Permissions to manage attendees throughout the meeting timeline :

		MEETING STATUS						
	Role *	Proposed	Confirmed	Reg. Open	Reg. deadline	Ongoing	Closed	Cancelled
MANAGE ATTENDEES STATUS								
Cancel registration	P & MO	-	-	X	X	-	-	-
Disapprove/re-approve registration	MPA	-	-	X	X	-	-	-
Mark participants as "not attended"	MO	-	-	-	-	X	X	-
REGISTRATION TO SOCIAL EVENTS								
Register to social events	P & MPA	-	-	X	-	-	-	-
Register guest to social events	P & MPA	-	-	X	-	-	-	-

*Roles :
        P = Participants
        MO = Meeting Organizer
        MPA = Meeting Participant Approver

7.2 View attendance and participation to a meeting

The attendance is the list of participants registered for a meeting. The participation is the participation of members and liaisons to a specific meeting. The attendance and participation can be seen from the meeting details page.

> The attendance list is visible to Meeting Organizer, MPA having registered participants to the meeting, confirmed participants and Meeting Coordinator (MC) of the country hosting the meeting.

7.2.1 Attendance

From the meeting details page, you can view a summary of the number of participants registered so far for the meeting and their status :

To view the list of participants click on **Manage** or on the **Attendance** tab at the top of the page.

Each participant information is summarized as follows :

HoD: Head of Delegation

TC and SC:

Organization or committee that the participant represents at the meeting

WG:

Organization or committee who has appointed the role

M. Petit Claude
Delegate
HOD

BDS
(Bulgaria)

status
Confirmed

Name of the participant and its role at the meeting

Status of the participant
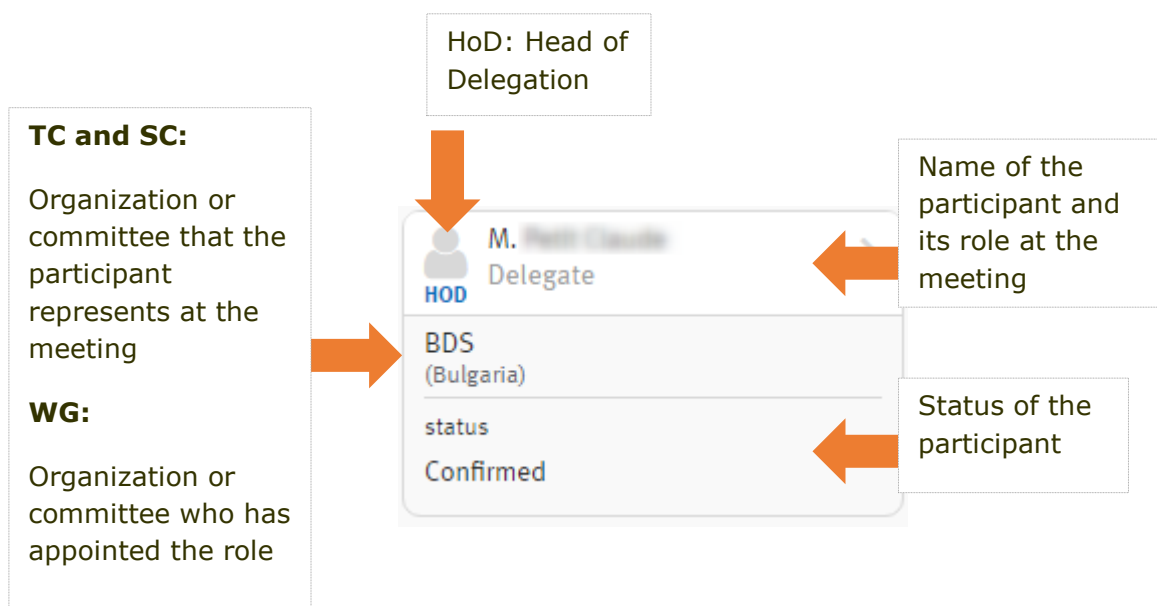
You can filter the attendance list using any criteria. For example you can search for a specific name, for all the HoD or for delegate(s) of a specific NSB or Liaison.

➢ HoD example :
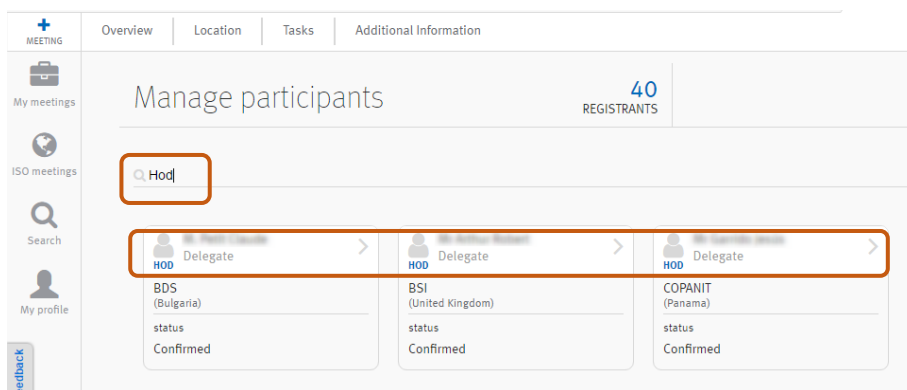
➢ NSB example :
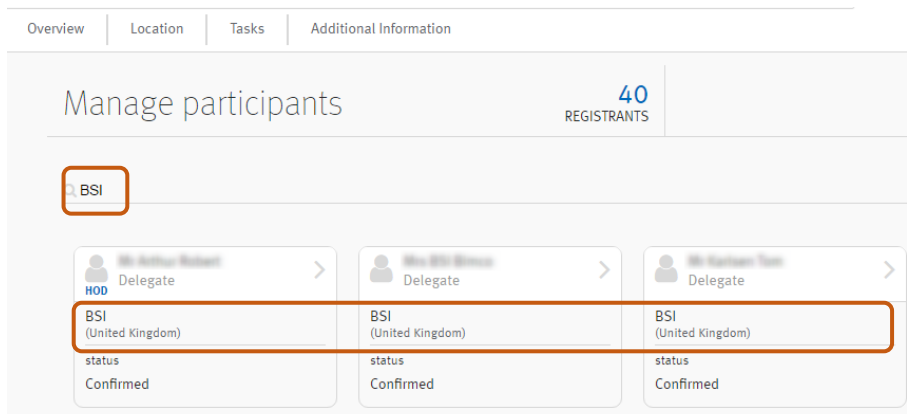
➢ Liaison example :

7.2.2 Participation

From the meeting details page, you can view a summary of the participation of National Standard Body and Liaisons of the committee.

- **TC and SC meetings:**

A liaison or organization is considered as confirmed if it has at least one confirmed participant representing the liaison or organization respectively.

- **WG meetings:**

The participation shows the number of experts and liaison representatives already registered to the WG meeting. The percentage is based on the total number of experts and/or LRs registered in the GD for the WG

Example :

If there are 10 Committee Members registered for the WG in GD and one Committee Member is registered for the meeting, the system will show that 10% of experts are confirmed.

7.3 Update Registration Details

Participants can update their own registration details.

Meeting Participant Approver (MPA) can update the registration details of their own delegate/liaison representative (e.g. MPA for AFNOR can update the registration details of any delegate representing AFNOR at the meeting).

Finally, Meeting Organizer can update the registration details of any participants.

To update the registration details of a participant, click on the name of the participant and update the information as required.

7.4 Cancel a Registration

[Meeting Organizer]

The Meeting Organizer may *Cancel* a Registration. This is different from Disapproval, performed by the MPA.
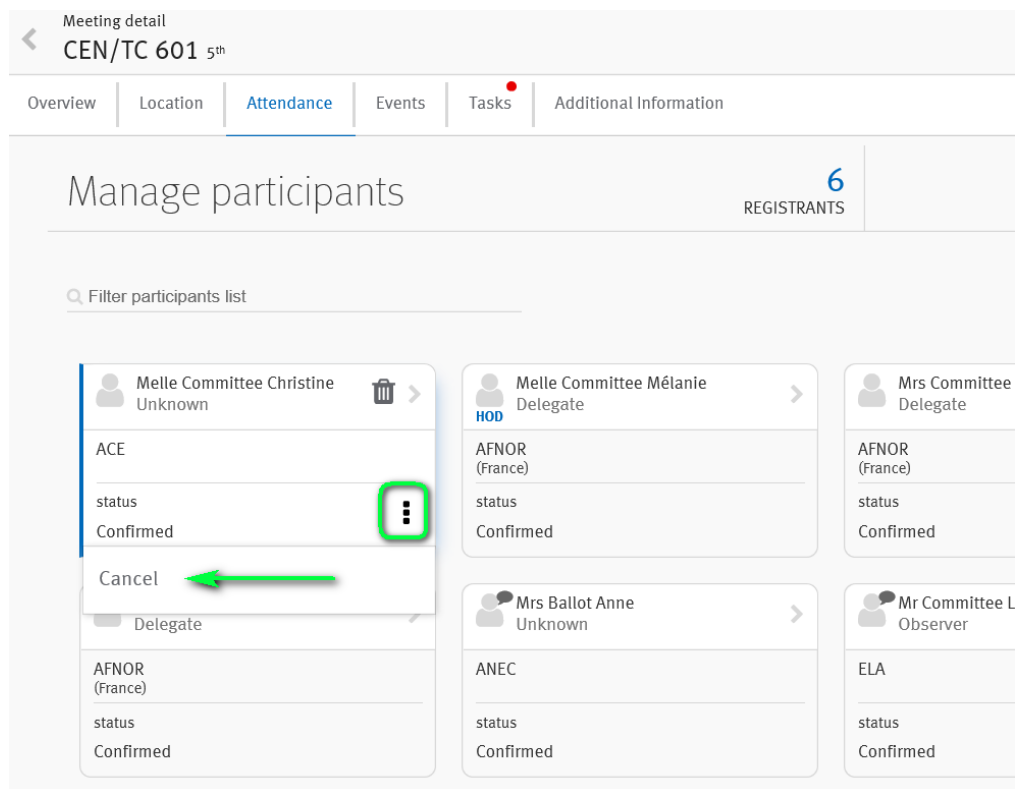
7.5 Disapprove / re-approve a registration

[Meeting Participation Approver]

A registration that is in *Confirmed* status can be disapproved by the **Meeting Participation Approver** (of same organization/committee). Disapproval can only be done by the MPA. The participant cannot re-approve neither register again for the same NSB/Liaison for which he has been disapproved. The participant and his/her associated guests can therefore not attend the meeting nor the social events.

A disapproved registration can be reapproved by the MPA only if the participant has not been registered by another NSB/Liaison. The registration will automatically go back to the *Confirmed* status.

To disapprove a registration, click on the status of the participant and select **Disapprove :**
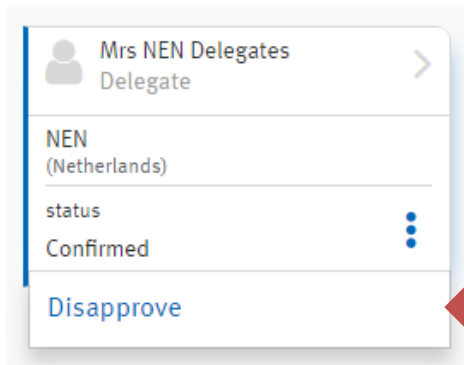
> A registration can only be disapproved/re-approved if the meeting has not yet started.

Once a registration has been disapproved, it will appear at such in the attendance list:
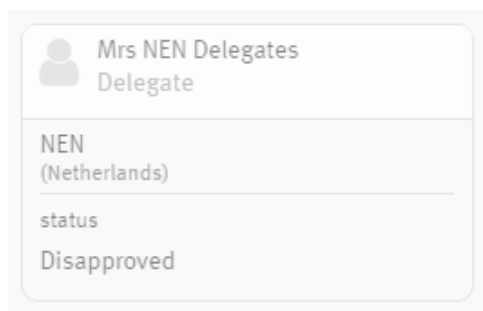
To re-approve a registration, click on the status and change it to **reapprove.**

7.6 Assign Head of Delegation (HoD)

The *Head of Delegation* (**HoD**) can be assigned by the participant himself or by the MPA. This role can be assigned during the registration of the person (registration details) or at a later stage by editing the registration.

A participant can assign himself the role of HoD only if the role is not already assigned to another person of the same delegation. However MPA of the delegation can change it and decide to assign this role to another delegate.

If at the registration deadline no HoD has been nominated for a delegation then a notification is sent to the MPA.
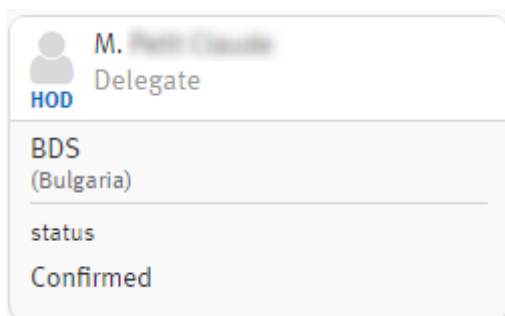
When the registration of a participant is cancelled or disapproved, the role of HoD is automatically removed and can therefore be assigned to another delegate.

> The role of HoD exists only for delegations of TC/SC meetings. There are no HoD liaisons and for WG meetings.

7.7 Register to a social event & add guests

A mandatory registration is required for participants (and their guests) wishing to participate to a social event (e.g. dinners or visits).

> Only <u>confirmed</u> participants can register to social events and/or register guests

7.7.1 Register to social event

From the *Meeting Details* page, click on **Manage** Social Events or click on the **Events** tab at the top of the page.

Step 1: Select the social event of your interest :

Step 2: Click on Register :

7.7.2 Register guest(s) to social event

Participants who are travelling with an accompanying person (spouse, partner etc.) wishing to participate to a social event, must register them as such to the meeting. A guest can be registered to a social event even if the associated participant is not registered.

> Guests are not allowed to participate to the meeting.

To register a guest to a social event, go to the social event section and click on **Add Guest :**

Choose the guest you want to register to the social event, enter the relevant information and click **Valid** :

If you have no guest in the list or cannot find the relevant guest, click on **Create a guest** and complete all relevant information about your guest.

The guests you create will be associated with your profile and therefore you can update the information about your guests directly via My Profile (see **§ 3.2 *Managing Guests***).

The information about guests is only visible by the participant to which the guest is associated to, the MPA of the participant and the meeting organizer (MO).

7.7.3   Cancel registration to social event

To cancel your registration or your guest registration to a social event, go the social event of your interest and click on the little bin symbol next to your name or your guest name :

7.8 Register a participant to social event & add guests

[**MPA only**]

MPA can also register participants (of same organization/committee) and their associated guests to social events.

> MPA are responsible to register all participants and their associated guests to social events if those participants have no GD account

7.8.1 Register participant to social events

From the Meeting details page, click on **Manage** Social Events or click on the **Events** tab at the top of the page. Select the social event of your interest and click on **Add Participant :**

You may then '**Pick a Person**' from the list of all participants with a status '**confirmed'** representing your organization or committee.

Click on [**Valid**] to confirm.

7.8.2 Register participant's guests to social events

As MPA you can also register participant's guests to a social event. A guest can be registered to a social event even if the associated participant is not registered.

In the Social Event section, click on **Add Guest:**

.

Select the participant and then choose the participant's guest who needs to be registered and click on [**Valid**].

If there is no guest associated with the participant selected, click on '**Create a guest'** and complete all relevant information about the guest. The guests you create will be associated with the participant profile.

7.9 Mark participant as "Not Attended"

[Meeting Organizer]

All confirmed participants will automatically have their status set to '**Attended'** when the meeting *start date* is reached (meeting status = '***Ongoing'***). The Meeting Organizer can then change the status (during or after the meeting) to *Not attended* according to the signed attendance list. The aim is to have a complete attendance list in CEN Meetings with the final attendance.

To mark a participant as no show, click on the status of the participant and select **Not Attended.**

The Meeting Organizer has then the option to add a comment to explain why a participant has not attended (e.g. excused or not excused).

7.10 Download reports & attendance list

[All]

Meeting and participants information is exportable in Excel format via the 3-dots menu on the upper right of the page :

Reports	Description	Available to:
Overall planning (XLS)	Overall planning of a Committee Meeting with all its sub-structures	All
Export attendance list (PDF)	Attendance list in PDF format used to gather signatures of attendees present at meeting.	MO
Export attendees details (XLS)	List of Participants registered to Meeting with all personal information	MO (full list) MC of country hosting the meeting MPA (only for own delegates/LRs)
Export guests details (XLS)	List of guests registered to Social Events with all personal information	MO (full list) MC of country hosting the meeting MPA (only for own delegates/LRs)
Export social events (XLS)	List of social events with registrants	MO
List of MC & MPA (link to XLS)	Link to '**Membership & Contacts**' section on CEN Portal where the List of all Meeting Coordinators and Meeting Participant Approvers may be downloaded.	All

7.10.1 Attendance List

ATTENDANCE LIST

Meeting   14th meeting of CEN/TC 602

Place and date Belgium (Brussel)
       19 Feb 2018 to 20 Feb 2018

Name and first name	Representing CEN Member Body or organization in liaison	Email address recorded	Signature & Confirmation of email
Mr. Bellier Marc	CEN	mbellier@cencenelec.eu	Onsite
Ms Committee Chloé	AFNOR (France)	chloe.committee@inrs.fr	Onsite
Melle Committee Mélanie	AFNOR (France)	melanie.committee@afnor.fr	-
Mrs Committee Melina	NQIS ELOT (Greece)	melina.committee@elot.gr	-
Mr Committee Serge HoD	AFNOR (France)	serge.committee@nbn.be	Onsite

ANNEX 1: