



European Standardization Organizations

Webinar 'Submission Interface - submission of documents from TCs'.

*We start at  
11:30 CET*

**CENELEC** Presentation for CENELEC Technical Body Officers.



**Els SOMERS**

Project Manager

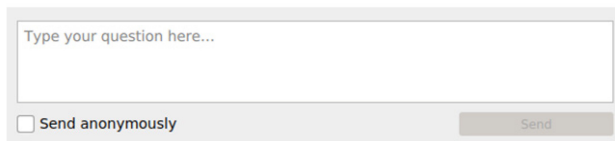
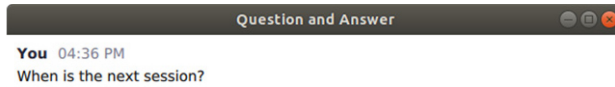
Policy & Partnerships

CEN-CENELEC

[esomers@cencenelec.eu](mailto:esomers@cencenelec.eu)

# Get the most out of the webinar today

- ▶ You are muted
- ▶ Use the Q&A panel to submit your questions



Type your question here...

Send anonymously

Send

- ▶ Talk about us on Twitter [#training4standards](#)  
[@Standards4EU](#)

# Your speakers today



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## “Submission Interface”

▶ **Replacing the way of providing documents to CCMC → e-mail**



▶ **Aiming at reducing weak points of the system:**

- ▶ Fully manual process (resource consuming, prone to errors)
- ▶ No possibility to capture relevant metadata (e.g. language)
- ▶ Low transparency on the process status
- ▶ Difficult traceability, monitoring and follow-up (email based)
- ▶ Transfer of large document problematic.

## “Submission Interface”

### Allowing

- Selection of WI and associate the related document unambiguously
- Connection with WI metadata
- Automatic validation upstream
- Follow the status of the submission

### Expected Benefits

- User friendliness
- Reduce errors
- Efficiency and transparency
- Improve traceability, monitoring and follow-up

*Available since 28 November  
only way to submit documents to CCMC  
after 1 March 2023*

# Agenda

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1. Access to Submission Interface
2. Submission Interface Homepage
3. Submitting files
4. Image Quality Check
5. Helpdesk

# Submission Interface – Access

- Direct link: <https://submissioninterface.cencenelec.eu/>
- Via the CENELEC Expert Area > Applications & Services
- With your IEC/ CENELEC login & password
- Access: Secretary & Acting Secretary & Assistant Secretary in EMS
- Roles allocated by CCMC



# Submission Interface – Homepage



Sort function

Filters

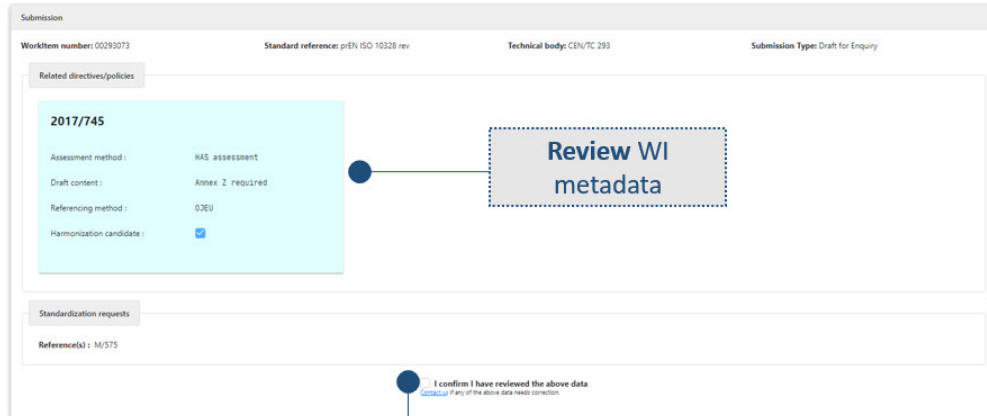
Clear grid filters

TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 256	00256764	prCEN/TS XXX	20.60.0979		TR/TS vote	2022/02/19	Accepted	<a href="#">View</a>
CEN/TC 256	00256842	prEN 15085-3	40.60.0000		Draft for Formal Vote	2022/09/01	Accepted	<a href="#">View</a>
CEN/TC 256	00256880	prEN 17495	40.60.0000		Draft for Formal Vote	2022/07/06	Submitted	<a href="#">View</a>
CEN/TC 256	00256920	prEN 16843	40.60.0000		Draft for Formal Vote	2021/10/28	Submitted	<a href="#">View</a>
CEN/TC 256	00256943	prEN 17149-3	40.60.0000		Draft for Formal Vote	2022/11/08	Rejected	<a href="#">View</a>

Deadline filter dropdown menu:

- Match All
- Starts with
- Contains
- Not contains
- Ends with
- Equals

# SI – Submitting files



Submission

Workitem number: 00293073    Standard references: prEN ISO 10328 rev    Technical body: CEN/TC 293    Submission Type: Draft for Enquiry

Related directives/policies

**2017/745**

Assessment method :	HAS assessment
Draft content :	Annex Z required
Referencing method :	OZEU
Harmonization candidate :	<input checked="" type="checkbox"/>

Standardization requests

Reference(s) : M/ST5

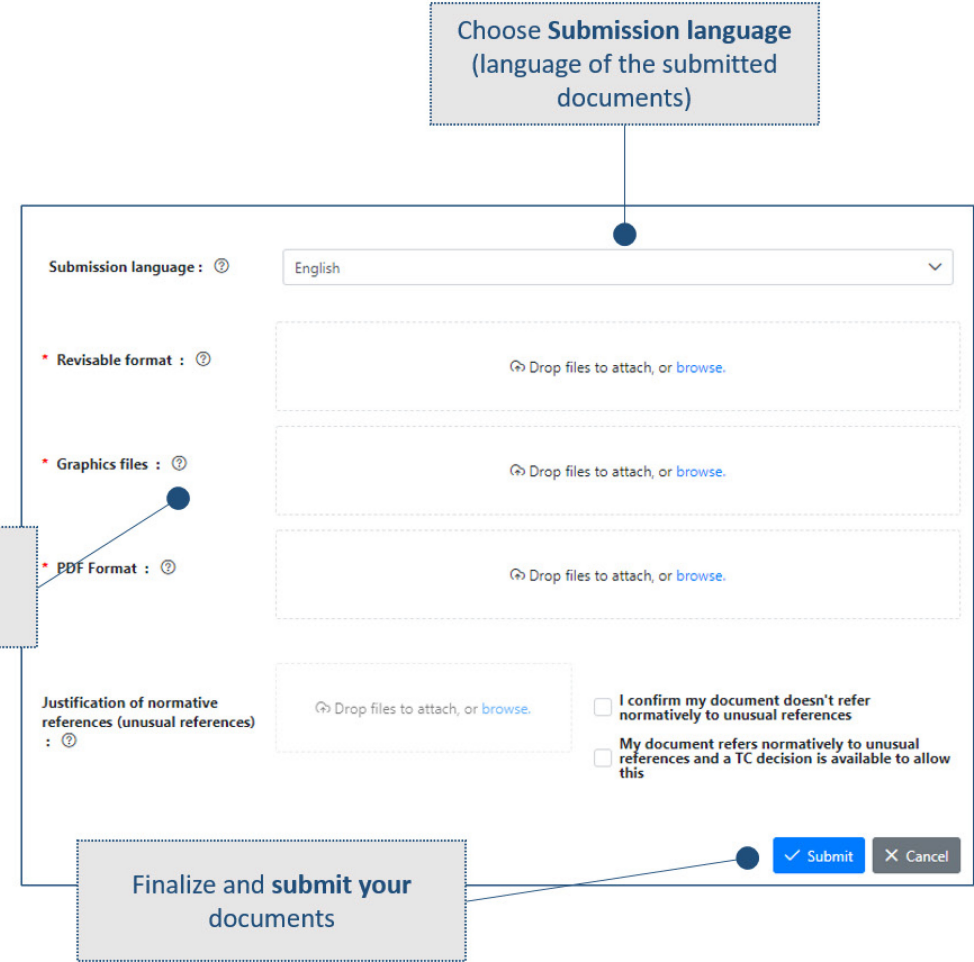
I confirm I have reviewed the above data  
[Click here if any of the above data needs correction.](#)

Confirm you've reviewed the data  
Contact CCMC in case corrections  
are needed



- ✓ Fields marked with \* are mandatory
- ✓ Clicking «Submit» will check completeness of the files and launch an analysis of your revisable format and associated graphics

Click on ? to get help on  
each file type



Submission language : ? English

\* Revisable format : ? Drop files to attach, or browse.

\* Graphics files : ? Drop files to attach, or browse.

\* PDF Format : ? Drop files to attach, or browse.

Justification of normative references (unusual references) : ?

I confirm my document doesn't refer normatively to unusual references

My document refers normatively to unusual references and a TC decision is available to allow this

Submit Cancel

# SI – View status or correct submission

## View the status of a submission

From the *Home* screen, filter WIs based on submission status:

**Submitted** – files have been submitted to CCMC

**Accepted** – submitted files have been accepted by CCMC

**Rejected** – there was a problem with submitted files

TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 38	00038218	prEN 12404	40.60.0000	2018/07/06	Draft for Formal Vote		Not started	Start
CEN/TC 38	00038161	prEN 460	40.60.0000		Draft for Formal Vote		Accepted	Start
CEN/TC 23	00023209	prEN ISO 407 rev	10.99.0000	2018/09/13	Draft for Enquiry		Rejected	Start
CEN/TC 23	00023209	prEN ISO 407 rev	10.99.0000	2018/09/13	Draft for Enquiry		Submitted	Start

Click on *View* to see the details of your submission

TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 23	00023214	prEN 12245 rev	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View
CEN/TC 23	00023213	EN ISO 11439:2013/prA1	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View

← Back home

Status: Submitted on 2021/06/27

Next steps: Awaiting approval from CCMC

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Status, submission date and next steps

List of submitted documents

## Correct a rejected submission

✓ When a submission has been rejected, all documents need to be re-submitted, not only the one causing a problem

Click on *View* to see the details of the rejected submission.

← Back home

Status: Rejected on 2021/07/09

Message from CCMC:

Correct submission

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Correct the submission by starting over

# Submission Interface – Demo

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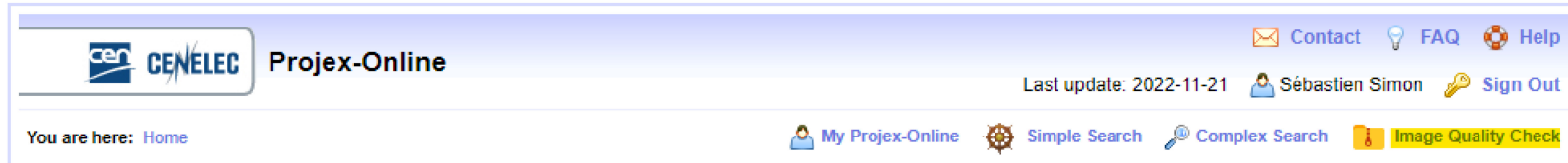
# Image Quality Check

- ▶ Improve the quality of images for XML conversion
  - ▶ TIF format, resolution of 600 dpi, scaling of 100%, no layers (compression lzw)
  - ▶ Insertion of images
    - ▶ Linked: allows automated update within the Word document when images require modification
    - ▶ Embedded: requires manual update
- ▶ Providing the image files via SI
  - ▶ If linked, use the “Graphic files” field
  - ▶ If embedded, use the “Others” field
- ▶ Guidance
  - ▶ “Image Quality Check – tips” soon available on CENELEC-BOSS
    - ▶ Reference Material > guidance documents > Drafting guidance
    - ▶ Homegrown Deliverables > European Standards

# Image Quality Check - Access



- Direct link: <https://iqc.cencenelec.eu/>
- Via the CENELEC Expert Area > Applications & Services (Projex-Online)



- With your IEC/CENELEC login & password
- Access: Secretary & Acting Secretary & Assistant Secretary in EMS
- Roles allocated by CCMC or National Admin

## IMAGE QUALITY CHECK

To start the analysis, either drag-and drop a zip file below, or select a zip file by clicking on "+ Choose", then click "Submit"

Note: A zip file must contain the Word document and the figure files. Figure files can be in a separate folder, but cannot be zipped within the main zip file.

+ Choose

× Cancel

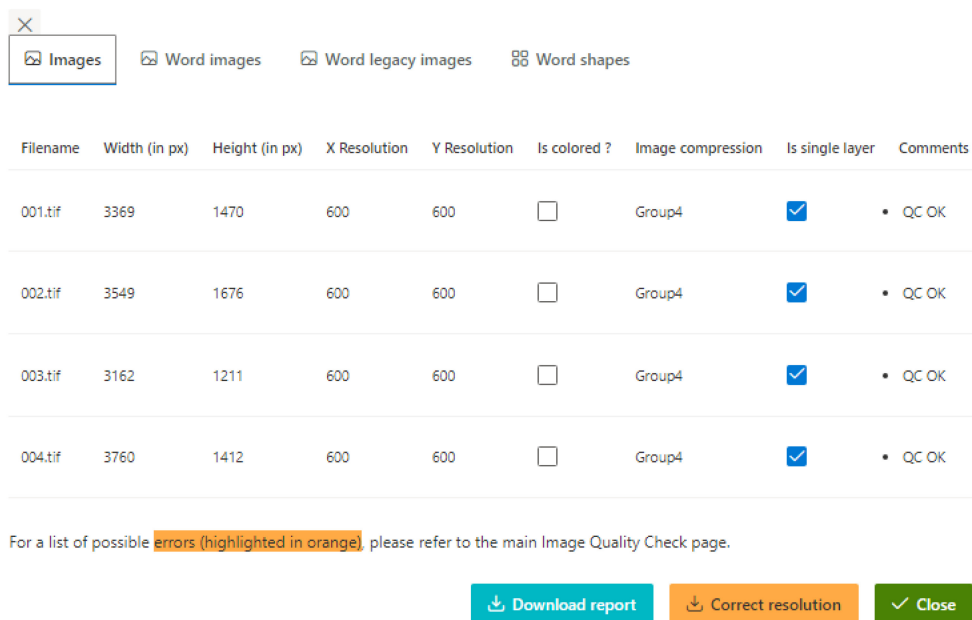
- For guidance, requirements, and more information on figures, see [4. Providing figure/image files](#)
- Ensure to follow [4.2 Naming of Figure Files](#), before inserting and linking the figures within the Word document
- Ensure that equations are in an accepted format (MathTtype, Word Equation Tool)
- Note that the button "Correct Resolution" will only attempt to correct the resolution of the figure files and nothing else.
- Please contact [production@cencenelec.eu](mailto:production@cencenelec.eu) should you need any further information or assistance

Submit

© Cen 2022 - Current user: [ssimon@cencenelec.eu](mailto:ssimon@cencenelec.eu)

# IQC – Report - Images

### Pop-up window



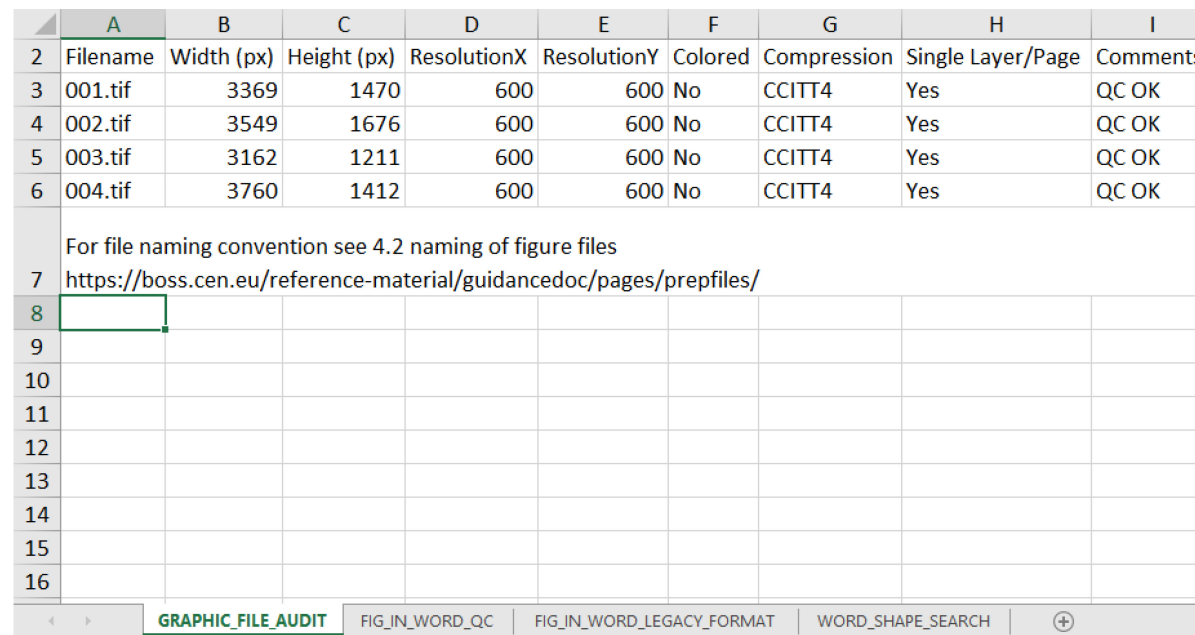
The pop-up window displays a table with the following columns: Filename, Width (in px), Height (in px), X Resolution, Y Resolution, Is colored?, Image compression, Is single layer, and Comments. The data is as follows:

Filename	Width (in px)	Height (in px)	X Resolution	Y Resolution	Is colored ?	Image compression	Is single layer	Comments
001.tif	3369	1470	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
002.tif	3549	1676	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
003.tif	3162	1211	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
004.tif	3760	1412	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

Buttons: Download report, Correct resolution, Close

### Excel file



The Excel file contains the same data as the pop-up window, with columns A through I. Row 7 contains a note: "For file naming convention see 4.2 naming of figure files" and a URL: "https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/".

	A	B	C	D	E	F	G	H	I
2	Filename	Width (px)	Height (px)	ResolutionX	ResolutionY	Colored	Compression	Single Layer/Page	Comments
3	001.tif	3369	1470	600	600	No	CCITT4	Yes	QC OK
4	002.tif	3549	1676	600	600	No	CCITT4	Yes	QC OK
5	003.tif	3162	1211	600	600	No	CCITT4	Yes	QC OK
6	004.tif	3760	1412	600	600	No	CCITT4	Yes	QC OK
7	For file naming convention see 4.2 naming of figure files <a href="https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/">https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/</a>								
8									
9									
10									
11									
12									
13									
14									
15									
16									

Excel tabs: GRAPHIC\_FILE\_AUDIT, FIG\_IN\_WORD\_QC, FIG\_IN\_WORD\_LEGACY\_FORMAT, WORD\_SHAPE\_SEARCH

- ✓ Checks the figure files contained within the uploaded zip-file:
  - ✓ File naming
  - ✓ Resolution
  - ✓ Compression and layers



# IQC – Report – Word Images



Pop-up window

Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exists ?	Is link absolute ?	Comments
001.tif	143	62	100	100	0 0 0 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QC OK
002.tif	150	71	100	100	0 0 0 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QC OK
Image not linked	134	51	100	100	0 0 0 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Extension is not .tif nor .tiff</li> <li>The image should be linked</li> <li>The link to the physical image is broken</li> </ul>

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

[Download report](#)
[Correct resolution](#)
[Close](#)

“Is link absolute”: checked and highlighted when correct

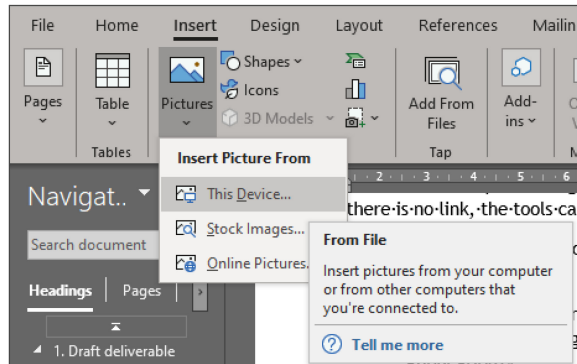
- ✓ Checks the figures within the Word document:
  - ✓ Links to the figure files
  - ✓ Size
  - ✓ Scaling/Cropping

Excel file

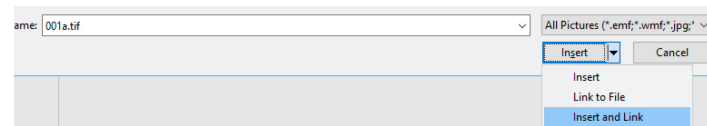
	A	B	C	D	E	F	G	H	I	J	K	L
	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exists ?
2	001.tif	100%	100%	143	62	N/A	QC OK	3369	1470	Yes	Yes	Yes
3	002.tif	100%	100%	150	71	N/A	QC OK	3549	1676	Yes	Yes	Yes
4	Image not linked	100%	100%	134	51	N/A	The image should be linked; The link to the physical image is broken	3162	1211	No	No	No
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

# IQC – Report – Insert & Link

- ▶ To insert and link the figures within Word:
  - ▶ Go to “Insert” tab on the top ribbon > “Picture” > “This Device”
  - ▶ Choose the figure file to be inserted
  - ▶ From the drop-down menu under “Insert” > “Insert and Link”



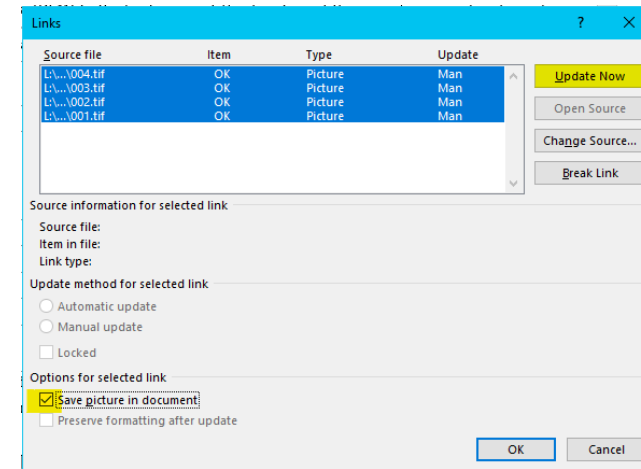
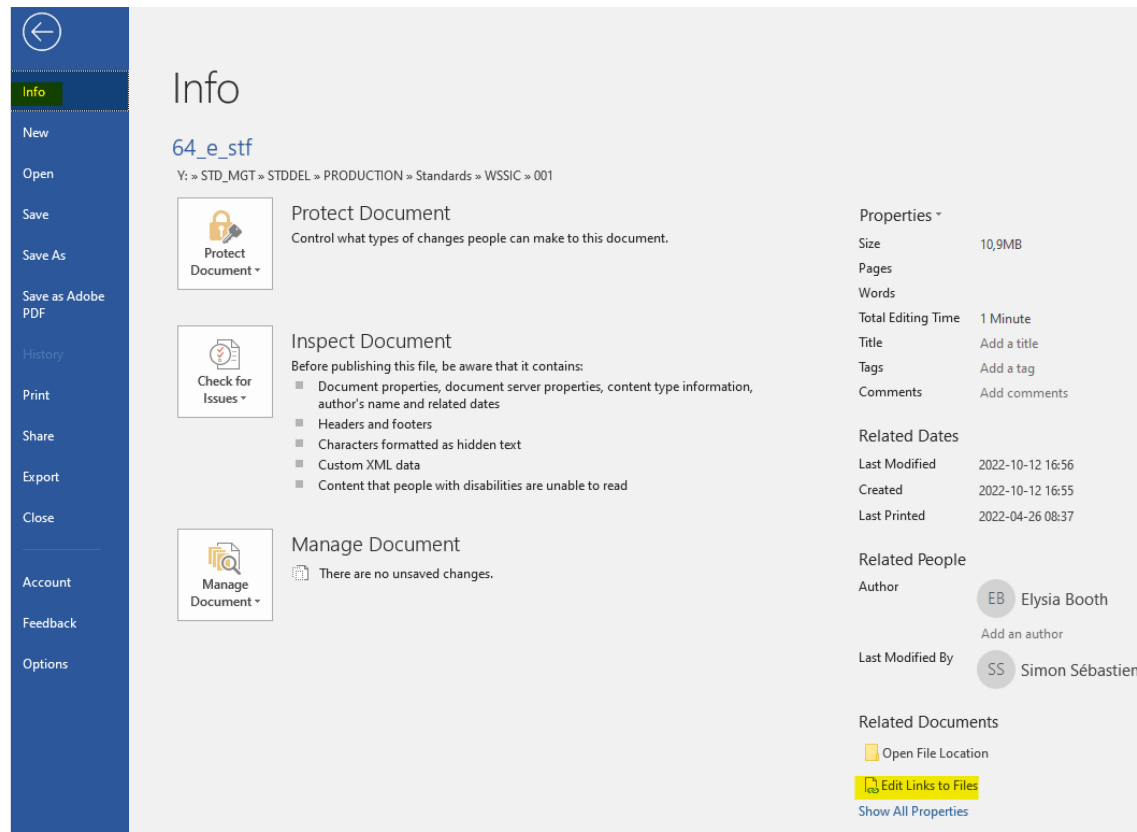
Name	Date	Type	Size	Tags
001a.tif	2021-12-17 08:17	TIF File	13 KB	
001b.tif	2021-12-17 08:17	TIF File	11 KB	



# IQC – Report – Insert & Link



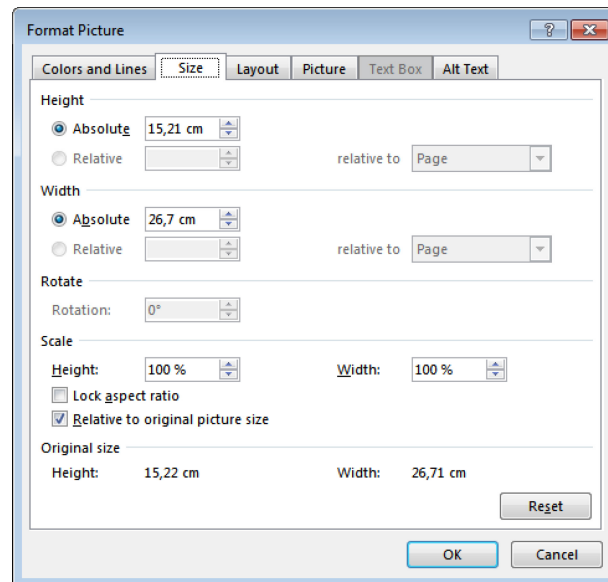
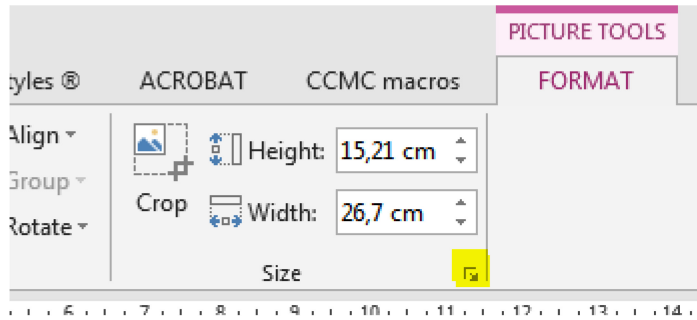
- ▶ To check if figures are linked:
  - ▶ Go to “File” tab on the top ribbon > “Info”



- ✓ Many figures?
  - ✓ Untick “Save picture in document”
  - ✓ Continue drafting
  - ✓ Ensure to repeat this operation backwards before submitting to CCMC

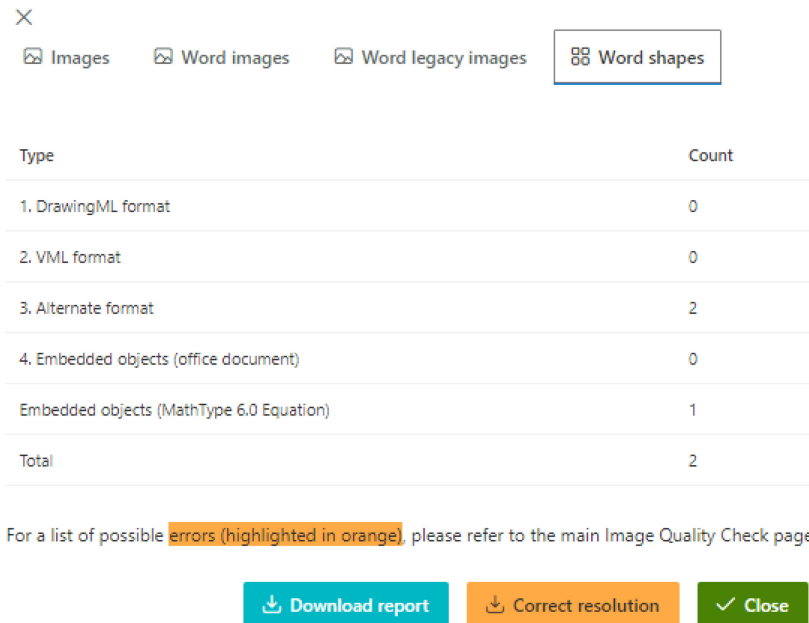
# IQC – Report – Scaling in Word

- ▶ To check the output size of the figures in Word:
  - ▶ Select the image in Word
  - ▶ From the top ribbon, choose “PICTURE TOOL”, then “FORMAT”  
(This can also be accessed by double clicking on the image)
  - ▶ Click on the pop-up square



# IQC – Report – Word Shapes

## Pop-up window

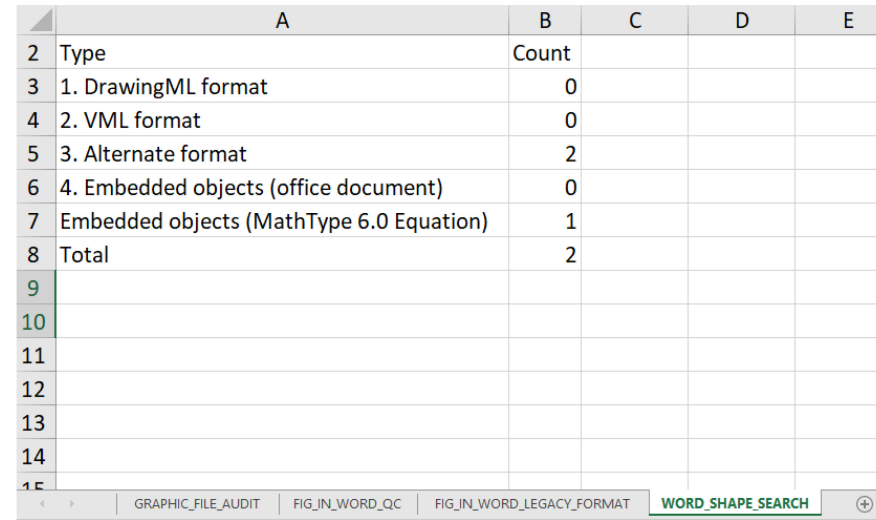


Type	Count
1. DrawingML format	0
2. VML format	0
3. Alternate format	2
4. Embedded objects (office document)	0
Embedded objects (MathType 6.0 Equation)	1
Total	2

For a list of possible **errors (highlighted in orange)**, please refer to the main Image Quality Check page.

[Download report](#) [Correct resolution](#) [Close](#)

## Excel file

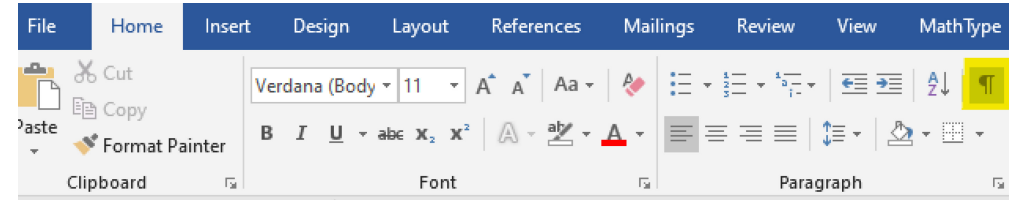


	A	B	C	D	E
2	Type	Count			
3	1. DrawingML format	0			
4	2. VML format	0			
5	3. Alternate format	2			
6	4. Embedded objects (office document)	0			
7	Embedded objects (MathType 6.0 Equation)	1			
8	Total	2			
9					
10					
11					
12					
13					
14					
15					

- ✓ Checks the Word document for “shapes”:
  - ✓ Autoshapes, shapes, textboxes > to be removed
  - ✓ “Embedded objects (MathType 6,0 Equation)” > Equations drawn using “MathType” are not blocking and are therefore not taken into account in the “Total”

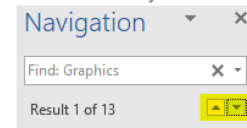
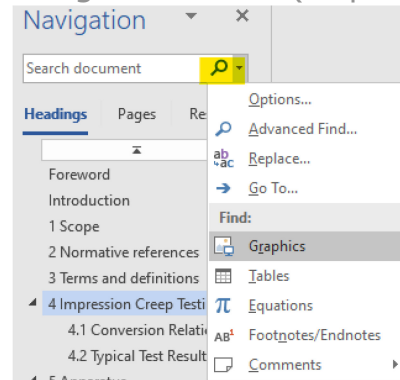
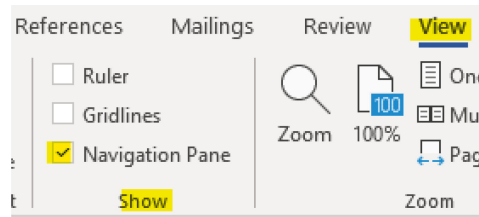
# IQC – Report – Word Shapes

- ▶ Find figures/equations/shapes/objects
  - ▶ Enable the paragraph mark for a better visibility



- ▶ Open the Navigation pane

▶ Go to "View" > "Show" > "Navigation Pane" (or press CTRL+F)



example: → here the 22 incremental samples to the combined sample.¶

## E.6 → Procedure for sampling bulk material: Step 6¶

▶ If necessary, reduce the combined sample representatively to produce the needed number of final samples (3.7 and 6.5) of the required sizes.¶

Example: → In this example three final samples are produced from the combined sample.¶

- ▶ Remove a shape

▶ right click on the blue anchor and click "cut"

<https://submissioninterface.cencenelec.eu/>  
<https://iqc.cencenelec.eu/>

## Feedback, questions & issues

Guidance on CENELEC Expert Area and on CENELEC BOSS

→ [production@cencenelec.eu](mailto:production@cencenelec.eu)

## Nothing works

→ [itsupport@cencenelec.eu](mailto:itsupport@cencenelec.eu)



European Standardization Organizations

# Thank you for your participation!

Next webinars

2023-01-24 - [Webinar 'Harmonized Healthcare Standards'](#)