

CEN-CENELEC Submission Interface (SI)

User Manual

Version	Date	Author	Modifications description
1.0	2022-11-21	IT/MH	Initial version
2.0	2023-06-08	PROD/SS	Addition of following subclauses: 5.7 and 5.8 Submission of FWD (figures and HAS) 5.9 Submission for CLC (figures)

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1 Welcome to CEN-CENELEC Submission Interface (SI)

Submission Interface is a password-protected application allowing Technical Body Officers (as well as supporting roles) to deliver the necessary files for a procedure to CCMC. It is possible to deliver a full set of files (e.g. for home-grown standards) or to deliver additional files where CCMC is not processing the full text (e.g. Frankfurt or Vienna Agreement procedures).

Integrated with the delivery of files, Submission Interface includes for both CEN and CENELEC:

- A selection on the work items for which it is possible to deliver files (e.g. conditions for delivering a 2nd Enquiry);
- Direct information on the status of the files delivered under a work item;
- History of past submissions;
- Guidance for the user.

For CEN users, Submission Interface is integrated with Image Quality Check (also available on PROJEX ONLINE) to ensure better quality delivery reducing the rejection cases.

2 Accessing Submission Interface

2.1 Where to access SI?

Submission Interface is accessible via the CEN or the CENELEC Experts Portal under "Applications & Services" or directly via the URL: <https://submissioninterface.cencenelec.eu/>

2.2 How to log in to SI?

Accesses are managed in the Global Directory (GD) for in the Expert Management System (EMS) and it is subjected to roles in those directories:

Expert Management System:

- Secretary
- Acting Secretary
- Assistant Secretary

Global Directory:

- CEN Secretary
- CEN Secretary Support Team

A user with at least one of the above roles can connect to SI via the SIF using their CEN/ISO account or their CENELEC/IEC account.

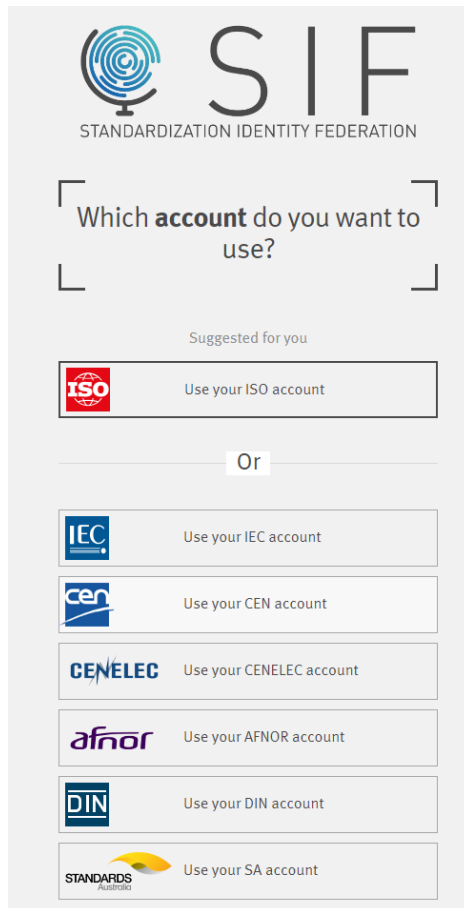


Figure 1 – Standardization Identity Federation

3 Helpdesk

- Feedback to the CCMC Production Team at production@cencenelec.eu
- Questions on the use of SI to the CCMC Production Team at production@cencenelec.eu
 - Why is my work item not showing in SI?
 - There seem to be missing fields on my form.
 - I have difficulties passing the IQC validation
- For queries on accesses, contact production@cencenelec.eu
- For technical issues, contact itsupport@cencenelec.eu

4 Getting started

4.1 Home page

On the home page, work items under the Technical Body you are responsible of are displayed.

SUBMISSION INTERFACE

Clear grid filters	TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
	CEN/TC 10	00010131	FprEN 12015	40.60.0000		Draft for Formal Vote		Not started	Start
	CEN/TC 10	00010132	FprEN 12016	40.60.0000		Draft for Formal Vote	2022/07/08	Submitted	View
	CEN/TC 10	00010134	prEN 81-70 rev	10.99.0000	2018/04/05	1st Working draft OR Draft for Enquiry		Not started	Start
	CEN/TC 10	00010135	prEN 81-76	40.60.0000		Draft for Formal Vote		Not started	Start

Figure 2 – Submission Interface home page

Each column can be sorted or filtered with specific information.

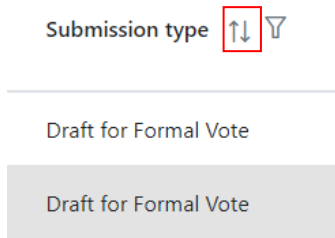


Figure 3 – Sort function

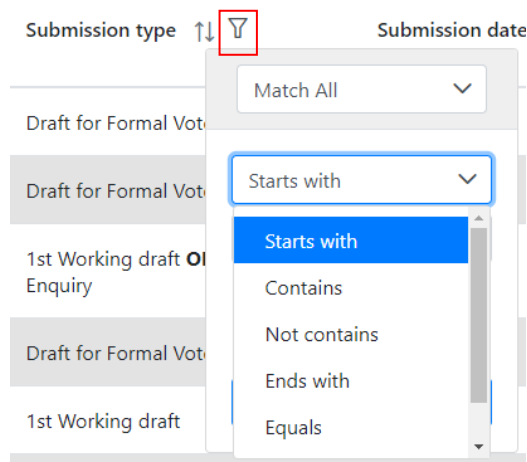


Figure 4 – Filter function with different options available

In addition to the buttons to clear each filter, there is a button to clear all filters.

SUBMISSION INTERFACE

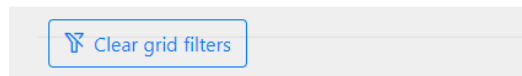


Figure 5 – Button to clear all filters

And a different number of work items can be displayed on the screen, according to preferences.

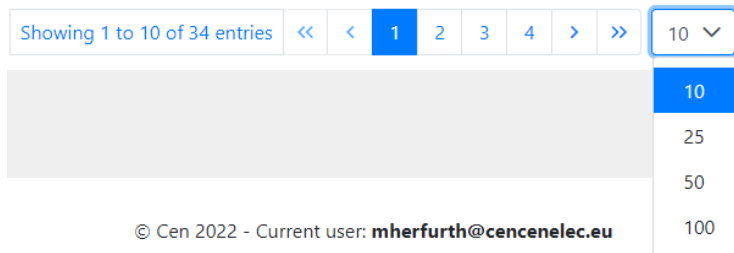


Figure 6 – Pagination with possibility to display up to 100 results

4.2 Filters

The different filters can help with the management of submissions:

- TC – Technical Body
- WI number – Work item number (may be different from ID)
- Reference – Standard reference if any is registered in the CCMC database
- Stage-code – it is the last realised milestone
- Deadline –
- Submission Type – the procedure for which you can submit files for the corresponding work item
- Submission date – date when the latest action happened (Submitted, rejected, accepted)
- Status – Current status of the work item
 - Not started – no files have been submitted
 - Submitted – files were submitted but have not yet been processed by CCMC
 - Accepted – files were submitted and processed by CCMC. No issue was found and there is no further action for the submission.
 - Rejected – files were submitted and processed by CCMC. CCMC found an issue with the files and registered the rejection and the reasons.

5 Submitting files

5.1 Display & select work items

When connecting to Submission Interface, Technical Bodies corresponding to the user's access are displayed.

It is possible to filter on Technical Bodies for those responsible for several TBs.

TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 10	00010131	FprEN 12015	40.60.0000		Draft for Formal Vote		Not started	Start
CEN/TC 10	00010132	FprEN 12016	40.60.0000		Draft for Formal Vote	2022/07/08	Submitted	View
CEN/TC 10	00010134	prEN 81-70 rev	10.99.0000	2018/04/05	1st Working draft OR Draft for Enquiry		Not started	Start

Figure 7 – Display of work items available for submission

The work item for which files will be submitted can be displayed on the screen using the sorting function or the filters.

Click on **Start** to open the submission form or click on **Start** and select the submission form in the drop-down list.

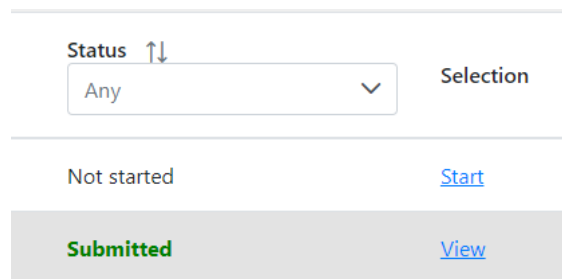


Figure 8 – "Start" function to open a form

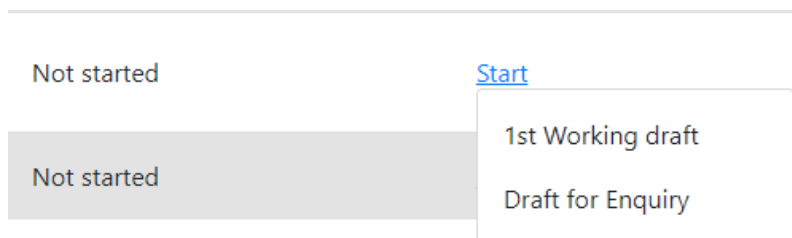


Figure 9 – "Start" function with drop-down list

5.2 Review work item data

On the top part of the form, information related to the work item are available.

The data related to directives/policies and Standardization requests needs to be confirmed for the form to be submitted.

The screenshot shows a 'Submission' form with the following details:

- Workitem number:** 00010134
- Standard reference:** prEN 81-70 rev
- Technical body:** CEN/TC 10
- Submission Type:** Draft for Enquiry

Under the 'Related directives/policies' section, a light blue box displays the following information for '2014/33/EU':

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

Under the 'Standardization requests' section, the 'Reference(s)' field contains 'M/549'.

At the bottom, there is a confirmation checkbox: I confirm I have reviewed the above data. Below it, a link reads: [Contact us](#) if any of the above data needs correction.

Figure 10 – Data displayed to check in SI

If the data is incorrect, contact production@cencenelec.eu to request corrections.

Note 1: the purpose of SI is the submission of files and not the update/modification of data.

5.3 Choose submission language

The default language for submission is English but it is possible for CEN Technical Bodies to submit their files in French or in German as well.


Submission language : 

Figure 11 – Field for submission language

Note 2: Trilingual files are submitted in one of the languages available since it will be the reference version CCMC is working on (CEN documents).

5.4 Upload files

The form is custom according to the type of submission and if the work item is a CEN lead or a CENELEC lead.

Business rules have been integrated so that it is not possible to submit a file without following those rules, e.g. Quality check on image files for CEN.

2022-11-21

Figure 12 – Example of fields available in a form

According to the type of submission, mandatory and optional fields are available on the form. If a field is optional, the user needs to either upload a file or check a box to confirm that there is no need for a file.

To upload a file, either drag and drop the file in the box or click on the hyperlink to browse

Drop file to attach, or [browse](#).

Figure 13 – File box with hyperlink to browse

Explanations are available on all fields if you hover your mouse on the question mark.

Figure 14 – Example of additional explanatory text

5.5 Leave a comment to CCMC Production Team

If you need to leave a comment to the CCMC Production Team, it is possible to enter it at the bottom of the form in a text box.

Figure 15 – Comment field

5.6 Submit the files

Once all mandatory fields have been completed and the data reviewed, click on "Submit" at the bottom of the form.

Figure 16 – "Submit/Cancel" buttons

If any error is raised and it is not possible to submit your files, refer to the section helpdesk above.

5.7 Submitting a FWD with figures

It is understandable that when drafting a FWD that contains figures, said figures might not meet the requirements yet. There are, therefore, two ways of submitting:

- 1) Figures meet the (CEN) requirements and are inserted and linked as set in CEN-BOSS '[Preparation and Submission of files](#)' (Clause 4): submit the zip with separate figure files in the "Graphics files" field
- 2) Figures do not meet the requirements: ensure that figures are only inserted/embedded, or copied/pasted (not "inserted and linked" nor "Linked to file"). Submit the zip with separate figure files in the "Others" field (optional) and tick the box "There are no graphic files to provide" next to the "Graphics files" field.

5.8 Request a HAS assessment on a FWD

Ensure that the information displayed on the top part of the submission screen (see Figure 10) is correct. If the data is incorrect, contact production@cencenelec.eu to request corrections.

Ensure to leave the comment "HAS assessment required" in the "Comments to CCMC" field (see Figure 15).

5.9 Submitting a CENELEC document with figures

There are two ways to submit a CENELEC document that contains figures:

- 1) Figures meet the (CEN) requirements and are inserted and linked as set in CEN-BOSS '[Preparation and Submission of files](#)' (Clause 4): submit the zip with separate figure files in the "Graphics files" field
- 2) Figures do not meet the requirements: ensure that figures are only inserted/embedded or copied/pasted (not "inserted and linked" nor "Linked to file"). Submit the zip with separate figure files in the "Others" field (optional) and tick the box "There are no graphic files to provide" next to the "Graphics files" field.

6 Follow-up after submission

6.1 Submission status

Once files have been submitted, you can easily track the status of your submission.

CEN/TC 256	00256983	prCEN ISO/TR 23244	10.99.0000	1st Working draft	2021/08/18	Rejected	View
CEN/TC 256	00256983	prCEN ISO/TR 23244	20.60.0979	TR/TS vote		Not started	Start
CEN/TC 256	00256984	prCEN ISO/TS 23031	10.99.0000	TR/TS vote	2021/08/20	Submitted	View
CEN/TC 256	00256986	prCEN ISO/TR 21959-1	10.99.0000	1st Working draft	2021/08/18	Accepted	View

Figure 17 – Homepage displaying submission status

If the status is **Rejected** by clicking on the **View** button, it is possible to resubmit the files.

← Back home
Workitem number:
00256943
Standard reference:
prEN 17149-3
Technical body:
CEN/TC 256
Submission Type:
Draft for Formal Vote

Status: Rejected on 2022/11/08

Message(s) from CCMC:

The checklist is missing

The equations are not created with the Math Type tool or the Word equations tool

Correct submission

Figure 18 – Form with button to correct submission

6.2 History

The history of submission of a work item is displayed if the files were submitted using Submission Interface.

CEN/TC 10	00010139	prEN 81-44	10.99.0000	1st Working draft	2022/07/08	Accepted	View
CEN/TC 10	00010139	prEN 81-44	20.60.0979	Draft for Enquiry	2022/07/08	Accepted	View
CEN/TC 10	00010139	prEN 81-44	40.60.0000	Draft for Formal Vote	2022/07/08	Accepted	View
CEN/TC 10	00010139	prEN 81-44	45.99.0979	Resubmission of Draft for Formal Vote		Not started	Start

Figure 19 – Display of history of submissions for a work item