

Online form for the creation of NWI/PWI and the activation of PWI

User Guide

Version	Date	Author	Modifications description
1.0	2024-03-07	IS/MH	Initial version
1.1	2026-09-23	TL	Vote duration: the user can choose a 4-week or an 8-week vote; related timeframe rules.

Contents

1 Introduction	3
2 Accessing the Online Form	3
2.1 Access	3
2.2 Logging in	3
3 Overview of the Technical Body Dashboard	3
4 General workflow for the creation/activation of NWI/PWI	4
5 Create a NWI or a PWI or activate a PWI	4
5.1 Select your Technical Body	4
5.2 Select PWI to activate from the TB dashboard	4
5.3 Create a new Online Form	5
5.4 Provide details of the work item	5
5.4.1 Section 1 – Information of the work item	5
5.4.2 Section 2 – Horizontal information	6
5.4.3 Section 3 – Relation to other organizations or projects	8
5.4.4 Section 4 – Relation to the European legislation and policies	9
5.4.5 Section 5 – Project Management	10
5.4.6 Section 6 – Draft or outline	12
5.5 Possible actions on the form	12
6 Questions/Issues	13

2026-10-06

1 Introduction

The NWI Online form is an application for Technical Body (TB) Secretaries to prepare and submit to CCMC New Work Items or Preliminary Work items (creation or activation).

The user interface incorporates the existing business rules and provides information helping the user to fill in the form. Data available in the CCMC database is provided to the user via drop-down lists combined with search boxes.

Once the form is submitted to CCMC, the CCMC contact person for the TB will double check the data and launch the vote or request further information from the TB Secretary.

2 Accessing the Online Form

2.1 Access

Online forms can be created using the Technical Body Dashboard via the Expert Portal.

2.2 Logging in

Login is done with an IEC/CENELEC account and is related to roles in EMS.

The following roles have access to the Online Form

- TC Secretaries,
- SR Secretaries,
- TC Assistant Secretaries,
- BTTF Convenors,
- BTTF Acting Secretaries.

Secretaries of Subcommittees do not have access to the tool because the creation of NWI is to be approved by its parent Technical Body, who in turn uploads the request on the tool. Convenors and/or Acting Secretaries of BTWG have no access to this tool since BTWGs do not prepare standards but instead provide information, advice, etc.

3 Overview of the Technical Body Dashboard

European Standard (EN) ▾		CLC/TC 9X ▾	Create	Select TB to monitor: CLC/TC 9X ⚙️ ▾			
Grid filters...							
Work Items				Actions			
TB TL	Wl num. TL	Reference & Title TL	Stage code TL	Type	Deadline	Status	Status Date
CLC/TC 9X	69343	Railway applications - Rolling stock - Testing of rolling stock for electromagnetic compatibility with track circuits		Create NWI/PWI		Drafting	21/12/2023
CLC/TC 9X	70196	CLC/prTS 5000X Technical Requirements for Current Collectors for ground-level feeding system on road vehicles in operation	00.60.0000 ⓘ	Activate PWI	26/07/2022 ⓘ		

Figure 1 – Technical Body Dashboard

A quick start guide to the TB Dashboard is available on the Expert Portal.

The following data related to the work item is displayed on the TB Dashboard:

- Technical Body name,
- Work item number,
- Standard reference and title (if any),
- Stage-code, currently only Preliminary Work Items (00.60.0000).

In the section “Action” are displayed:

2026-10-06

- The type of action,
- The deadline to perform the action (e.g. activation of a PWI),
- Status of the action,
- Date when the status was updated.

In addition to the options to create a new Online Form, several filtering functions on the data or the actions are available.

4 General workflow for the creation/activation of NWI/PWI

1. TB Secretary fills in the Online Form;
2. CCMC responsible person reviews the form;
3. The NWI/PWI is created in the CCMC database;
4. Ballots open on eVoting;
5. Ballot results processed.

5 Create a NWI or a PWI or activate a PWI

5.1 Select your Technical Body

If you are responsible for several Technical Bodies (TB), you need to choose for which TB you want to create a New Work Item (NWI), a Preliminary Work Item (PWI) or activate a PWI.

The screenshot shows a web interface for 'Work Items'. At the top, there's a tab labeled 'Work Items'. Below it, there's a form with a dropdown menu labeled 'Create a new project' which is currently set to 'CLC/TC 99X'. To the right of this dropdown is a 'Create' button. Below the dropdown, there's a list of options: 'CLC/TC 99X' (highlighted in green) and 'CLC/TC 59X'. To the left of this list is a button labeled '> Grid filters...'. The entire form is enclosed in a light gray border.

Figure 2 – Select a Technical Body

If you are responsible for one TB, any project created will be by default in that TB.

5.2 Select PWI to activate from the TB dashboard

To activate a PWI that was previously created, select the PWI from the Technical Body Dashboard and click on the hyperlink to open the form.

The form is pre-filled with the data stored in the CCMC database.

For information on providing remaining details or modifying details in the form, refer to 5.4.

The screenshot shows a table with one row of data. The first column contains 'CLC/TC 23E', the second '73329', the third 'prEN 50XXX test en pwI', and the fourth '00.60.0000'. To the right of the table is a button labeled 'Activate PWI'. The table has a light gray header and a light gray footer.

Figure 3 – PWI to activate

Points for attention when activating a PWI:

Since Preliminary Work items are already saved in the CCMC database, not all the same actions as for a creation of NWI/PWI are possible in order to avoid any data inconsistency.

- It is not possible to save without submitting to CCMC.
- If CCMC requests modifications, the database was not updated and you therefore need to modify the form again, including what was modified prior to the submission to CCMC.

5.3 Create a new Online Form

To create a new Online Form, first choose a deliverable from the drop-down list “Create a new project” and click on create.

The screenshot shows a web interface for creating a new project. There is a dropdown menu labeled 'Create a new project' with a downward arrow. Below the dropdown, a list of deliverables is shown: European Standard (EN), Harmonisation Document (HD), Technical Specification (TS), and Technical Report (TR). To the right of the dropdown is a 'Create' button. Below the dropdown list, there is a section labeled 'Work Items'.

Figure 4 – Create Online Form choosing a deliverable

5.4 Provide details of the work item

The Online Form header displays information related to the TB and the work item.

The form is divided in six sections to be filled and throughout the form, tooltips will guide you with additional information.

The screenshot shows the header of the 'CREATION OF PWI / NWI' form. It includes the following information:

- CLC/TC 99X - Power installations exceeding 1 kV a.c. (1,5 kV d.c.)
- Date of proposal: 2024-01-09 (with a red circle icon)
- Secretariat: DKE
- Deliverable: European Standard (EN)

 Below the header, there are two sections marked with a red plus icon:

- Section 1 - Information of the work item
- Section 2 - Horizontal information

Figure 5 – Online Form headers

Sections are marked in red if you still need to fill in information. The application displays a message for specific mandatory fields.

5.4.1 Section 1 – Information of the work item

1. Choose whether your request concerns a preliminary work item or new work item
When creating a preliminary work item, the vote duration is not displayed in Section 4 (see 5.4.5).
2. Standard title(s)

2026-10-06

Free text

only the English title is mandatory

3. Standard scope

Free text

Proposal relates to:

☒ the creation of a new Work Item in the committee's work programme (stage 10.99)

☐ the creation of a Preliminary Work Item in the committee's work programme (stage 00.60)

English: mandatory

This field is mandatory.

French: optional

German: optional

Scope: mandatory

This field is mandatory.

Figure 6 – Section 1 (part 1)

4. Standard relations

Only possible options can be chosen (e.g. no amendment on a TR)

Except for new projects, the related deliverables are chosen from the search box

In the search box, there is no need to search for the full standard reference. Search can be done on the reference, part of the reference, the year...

5. Justification

Free text

This project correspond to: ?

☒ New project ☐ Amendment ☐ New version (revision) ☐ Conversion of a TS to EN

This field is mandatory.

? Explain the purpose and give a justification for this proposal:

mandatory

This field is mandatory.

Figure 7 – Section 1 (part 2)

5.4.2 Section 2 – Horizontal information

1. Digital aspects

Fields displayed on the form are conditional. For example, if answering “yes” to the 2nd question on “Digital aspects”, the comment becomes mandatory.

2026-10-06

Digital aspects:

Would you like to develop your deliverable using the Online Collaborative Authoring platform?

☐ Yes ☐ No**This field is mandatory.**

Would you like to include any content that cannot be represented in Word/PDF with your deliverable (e.g. audio files, XML schemas, machine readable formats)?

☒ Yes ☐ No Comments:

mandatory

This field is mandatory.**Figure 8 – Section 2 (part 1)****2. TB of interest**

When searching for “TCs of interest”, it is possible to type part of the TC name.

 The following CEN and/or CENELEC (joint) technical bodies:

Other technical bodies are requested to indicate their interest, if any, in this work item to the TC/SC secretary.

This document could be of interest to:

59

CLC/TC 59X

Figure 9 – Section 2 (part 2)**3. Functions concerned**

Non-mandatory check box

4. Specific stakeholders' groups

Non-mandatory checkbox and comment field (free text)

Functions concerned:

☐ EMC☐ Environment☐ Quality Assurance☐ Safety☐ Accessibility☐ Research & Innovation

Specific Stakeholder Groups:

☐ SME☐ Consumers☐ Environmental☐ Labour How will these Stakeholders benefit from or be impacted by the proposed deliverable?

optional

Figure 10 – Section 2 (part 3)**5. Sustainable Development Goals (SDGs)**

At least one checkbox is mandatory and comment field (free text) is optional.

2026-10-06

Please select any United Nations Sustainable Development Goals (SDGs) that this document will support:

☐ GOAL 1: No Poverty	☐ GOAL 10: Reduced Inequalities
☐ GOAL 2: Zero Hunger	☐ GOAL 11: Sustainable Cities and Communities
☐ GOAL 3: Good Health and Well-being	☐ GOAL 12: Responsible Consumption and Production
☐ GOAL 4: Quality Education	☐ GOAL 13: Climate Action
☐ GOAL 5: Gender Equality	☒ GOAL 14: Life Below Water
☐ GOAL 6: Clean Water and Sanitation	☐ GOAL 15: Life on Land
☐ GOAL 7: Affordable and Clean Energy	☐ GOAL 16: Peace, Justice and Strong Institutions
☐ GOAL 8: Decent Work and Economic Growth	☐ (N/A) GOAL 17: Partnerships to achieve the Goal
☐ GOAL 9: Industry, Innovation and Infrastructure	☐ None of the above

Proposed rationale for the selected SDG(s)- (optional):

optional

Figure 11 – Section 2 (part 4)

6. Intellectual Property Rights (IPR)

Yes/No answer with a mandatory comment in case the answer chosen is “yes”. The comment field is a free text.

Intellectual Property Rights (IPR):
items covered by IPR(s), for instance patents, copyright, trademark, etc have been identified:

☒ Yes ☐ No

mandatory

This field is mandatory.

Figure 12 – Section 2 (part 5)

5.4.3 Section 3 – Relation to other organizations or projects

1. To be offered to IEC under the Frankfurt agreement

If the standard is not to be offered to IEC at this stage, a reason for not offering can be chosen from the drop-down list.

IEC Relations:
To be offered to IEC under the Frankfurt agreement at NWI stage?

☐ Yes ☒ No

Justification for not offering: Select a justification

This field is mandatory.

Amendment or revision of homegrown

Figure 13 – Section 3 (part 1)

2. Project based on

Yes/no answer with different options when selecting “yes”.

In case the project is based on an IEC (or ISO/IEC) document, the document reference can be searched by inputting at least 3 characters. Other data are automatically provided.

Project based on:

Is the project based on a document from another organization?

☒ Yes ☐ No

An IEC or ISO/IEC document (not covered by a parallel procedure)

A document from (other than IEC or ISO/IEC)

Adoption:

☐ Identical

☒ Non identical

This field is mandatory.

Document reference:

at least 3 characters

This field is mandatory.

Publication date:

Project reference:

Figure 14 – Section 3 (part 2)

In case of a project based on a document other than IEC (or ISO/IEC)

- Reference is a free text
- Provide publication date
- Provide source organization by choosing from the drop-down list

2026-10-06

Project based on:

Is the project based on a document from another organization?

An IEC or ISO/IEC document (not covered by a parallel procedure)

A document from (other than IEC or ISO/IEC)

☒ Yes ☐ No☐ IEC or ISO/IEC☒ Other than IEC or ISO/IEC

Adoption

☐ Identical☐ Non identical

This field is mandatory.

Document/Project reference:

This field is mandatory.

Publication date:

This field is mandatory.

Source organization:

This field is mandatory.

Figure 15 – Section 3 (part 3)

3. European Research and Innovation Project

Yes/no answer with free text to fill in if the answer is “yes”

Linked to European Research and Innovation Project:

☒ Yes☐ No

Add project

Project code:

This field is mandatory.

Project acronym:

This field is mandatory.

Remove project

Project title:

This field is mandatory.

Figure 16 – Section 3 (part 4)

5.4.4 Section 4 – Relation to the European legislation and policies

1. Standardization request (Mandate)

Drop-down list with a search function

2. Legislation/Policy

List can be limited if the mandate is selected first

Select ‘OJEU’ if the project is intended for citation in the OJEU

Drop-down list with a search function

3. Additional information/other legislation

Free text

Section 4 - Relation to the European legislation and policies

Identification of Standardization request, legislation and policies:
Work supporting legislation or policies.

Add entry

Standardization request

M/578 - ANPR

Legislation/Policy

2019/520

OJEU

Additional information/other legislation: ?

optional

Figure 17 – Section 4

5.4.5 Section 5 – Project Management

1. Vote duration

The vote duration is displayed above the flexible timeframe.

Drop-down list with two values: “4 weeks” and “8 weeks”.

The default value is “4 weeks”. You can change it to “8 weeks”.

The vote duration is displayed for all deliverables (EN, HD, TS and TR) when creating a NWI or activating a PWI.

The vote duration is not displayed when creating a PWI. In that case, the timeframe is calculated on the default 4-week vote.

The vote duration chosen is used to calculate the timeframe (see Flexible timeframe below).

Section 5 - Project management

Vote duration: 4 weeks (dropdown menu open showing 4 weeks and 8 weeks)

Proposed target: [text input]

Calculate or reset: [button]

Corresponding duration in weeks: [text input]

Calculate or reset: [button]

Timeframe: 2027-07-07 [calendar icon] 41 weeks [dropdown menu]

Figure 18 – Section 5 (part 1)

Points for attention when activating a PWI: vote duration and timeframe

When you open the Project Management section, the timeframe may not be calculated correctly. The number of weeks in "Calculate or reset the default timeframe" is wrong and the following error message is displayed: "The 'Project start date' must be at least 7 weeks after today's date."

To correct the calculation:

- In "Vote duration", select "8 weeks".
- If you want a 4-week vote, select "4 weeks" again.
- Check that the number of weeks is 41 and that the error message is no longer displayed.

2. Flexible timeframe

The default timeframe is filled in when opening the form.

The top date and number of weeks have a reset function and only calculate the default durations.

Other dates can be modified separately.

The system informs you if a business rule is not met:

With a 4-week vote (default value):

- The Project start date (10.99) is set to today's date + 7 weeks. The rest of the timeframe is calculated from this date.
- In the reset the default timeframe function, the number of weeks is 41 weeks, and the date is the same as the Delivery of Enquiry Draft to CCMC (30.99).

2026-10-06

- The Project start date (10.99) must be at least 7 weeks after today's date. An error message is displayed if:
 - a. the Project start date is changed to less than 7 weeks after today's date;
 - b. the number of weeks in the reset the default timeframe function is less than 41 weeks and the Project start date is not adjusted to at least 7 weeks after today's date;
 - c. the date in the reset default timeframe function is set to a date that moves the Project start date to less than 7 weeks after today's date.
- Error message: "The 'Project start date' must be at least 7 weeks after today's date."

With an 8-week vote, the existing rules and error messages apply.

The calculation linked to legislation flagged "OJEU" is not affected by the vote duration. It applies to ENs and HDs and does not exist for TSs and TRs.

Proposed target dates and corresponding duration in weeks:

Calculate or reset the default timeframe by choosing the date or number of weeks for the delivery of the Enquiry draft to CCMC.

Calculate or reset the default timeframe		2027-07-07		41 weeks		
		Forecast dates:			Duration:	
❓ Project start date (10.99):		2026-11-11				
						17 Weeks
❓ Delivery of First Working Draft to CCMC (20.60):		2027-03-10				17 Weeks
❓ Delivery of Enquiry Draft to CCMC (30.99):		2027-07-07				21 Weeks
❓ Closure of Enquiry (40.60):		2027-12-01				34 Weeks
❓ Delivery of Formal Vote Draft to CCMC (45.99):		2028-07-26				

For a complete overview of the plan, refer to the Flexible Timeframe Calculator: <https://standards.cencenelec.eu/FlexibleTimeFrameCalculator>

Figure 19 – Section 5 (part 2)

3. Drafting body

List of available drafting bodies under the TB, including the TB itself.

Figure 20 – Section 5 (part 3)

4. Project leader

The project leader is a search list connected to the Expert Management System (EMS).

The person needs to be registered in EMS to be displayed in the list.

2026-10-06

Proposed project Leader:

Project leader name:

The screenshot shows a form with a label 'Project leader name:' and a dropdown menu. The dropdown menu is open, displaying a list of names: Mrs [redacted], Ms [redacted], Mr [redacted], Mrs [redacted], and Mrs [redacted]. Each name is preceded by a small blue square icon. The dropdown menu has a close button (X) in the top right corner.

Figure 21 – Section 5 (part 4)

5.4.6 Section 6 – Draft or outline

In this section files can be attached if there is a need to circulate one or several, for example a draft, with the NWI form.

The screenshot shows a file upload interface. At the top, there are two buttons: '+ File upload' (blue) and 'X Cancel' (grey). Below these buttons is a text area with the instruction 'Drag and drop files or click file upload'. Underneath this is a section titled 'List of uploaded document(s):'. This section contains two entries: 'cmt_iceland.doc' and 'Timeframe.docx'. Each entry has a small blue trash icon to its right, indicating that the files can be removed from the list.

Figure 22 – Section 6

5.5 Possible actions on the form

The screenshot shows three buttons at the bottom of the form: 'Submit to CCMC' (blue), 'Save without submitting' (teal), and 'Cancel form' (dark blue).

Figure 23 – Actions

Submit to CCMC:

This action is only available once the form is completely filled in, i.e. when there is no more red text/questions visible.

Save without submitting:

This action is available when creating a NWI or a PWI and allows you to save the form without submitting it to CCMC.

This action is not available in case of activation of a PWI.

Cancel form:

To delete the content of a form.

2026-10-06

6 Questions/Issues

In case of data issues, e.g. missing working group under the TB, please contact dataservice@cencenelec.eu.

For any other queries, please contact your CCMC Project Manager.