

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 |
| | | | |

Table of Contents

| | | |
|-------|---|----|
| 1 | Introduction | 3 |
| 2 | Accessing the Online Form..... | 3 |
| 2.1 | access | 3 |
| 2.2 | Login 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 you 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 | 6 |
| 5.4.2 | Section 2 – Horizontal information | 7 |
| 5.4.3 | Section 3 – Relation to other organizations or projects..... | 8 |
| 5.4.4 | Section 4 – Project Management | 9 |
| 5.4.5 | Section 5 – Relation to the European legislation and policy | 11 |
| 5.4.6 | Section 6 – Draft or outline | 12 |
| 5.5 | Possible actions on the form | 12 |

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 Login 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

| Work Items | | | | Actions | | | |
|------------|------------|---|---------------|----------------|------------|----------|-------------|
| TB T1 | WI num. T1 | Reference & Title T1 | Stage code T1 | 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:

- 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 you 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.

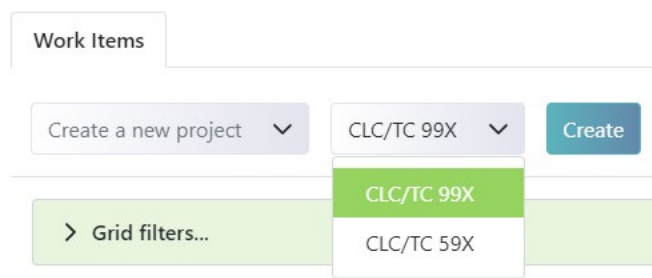


Figure 2 – Select a Technical Body

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.

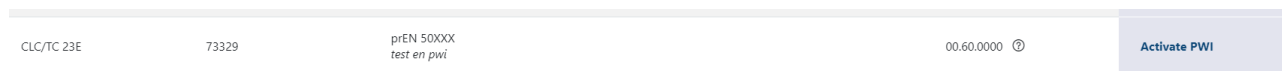


Figure 3 – PWI to activate

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.

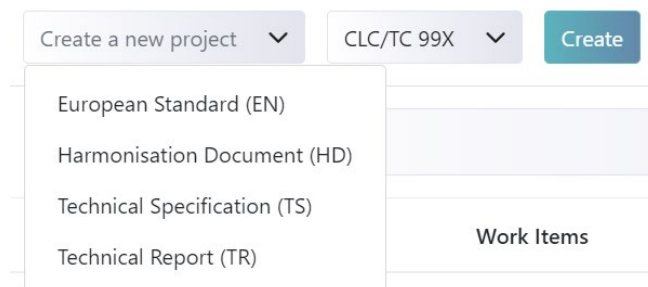


Figure 4 – Create Online Form choosing a deliverable

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.



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.

2024-03-07

5.4.1 Section 1 – Information of the work item

1. Choose whether your request concerns a preliminary work item or new work item

2. Standard title(s)

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.

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)

2024-03-07

Functions concerned:

| | | |
|---------------------------------|--|--|
| <input type="checkbox"/> EMC | <input type="checkbox"/> Environment | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Research & Innovation |

Specific Stakeholder Groups:

| | |
|--|------------------------------------|
| <input type="checkbox"/> SME | <input type="checkbox"/> Consumers |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> 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.

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

| | |
|--|--|
| <input type="checkbox"/> GOAL 1: No Poverty | <input type="checkbox"/> GOAL 10: Reduced Inequalities |
| <input type="checkbox"/> GOAL 2: Zero Hunger | <input type="checkbox"/> GOAL 11: Sustainable Cities and Communities |
| <input type="checkbox"/> GOAL 3: Good Health and Well-being | <input type="checkbox"/> GOAL 12: Responsible Consumption and Production |
| <input type="checkbox"/> GOAL 4: Quality Education | <input type="checkbox"/> GOAL 13: Climate Action |
| <input type="checkbox"/> GOAL 5: Gender Equality | <input checked="" type="checkbox"/> GOAL 14: Life Below Water |
| <input type="checkbox"/> GOAL 6: Clean Water and Sanitation | <input type="checkbox"/> GOAL 15: Life on Land |
| <input type="checkbox"/> GOAL 7: Affordable and Clean Energy | <input type="checkbox"/> GOAL 16: Peace, Justice and Strong Institutions |
| <input type="checkbox"/> GOAL 8: Decent Work and Economic Growth | <input type="checkbox"/> (N/A) GOAL 17: Partnerships to achieve the Goal |
| <input type="checkbox"/> GOAL 9: Industry, Innovation and Infrastructure | <input type="checkbox"/> 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: 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”.

2024-03-07

In case the project is based on an IEC (or ISO/IEC) document, the document reference can be search 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) IEC or ISO/IEC
 A document from (other than IEC or ISO/IEC) Other than IEC or ISO/IEC

Adoption
 Identical
 Non identical
This field is mandatory.

Document reference:
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

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) IEC or ISO/IEC
 A document from (other than 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 XX – Section 3 (part 3)

3. European Research and Innovation Project

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

Linked to European Research and Innovation Project:
 Yes No

Project code:
This field is mandatory.

Project acronym:
This field is mandatory.

Project title:
This field is mandatory.

Figure 15 – Section 3 (part 4)

5.4.4 Section 4 – Project Management

1. Flexible timeframe

The default timeframe is filled in when opening the form.

The top date and number of week 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

2024-03-07

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.

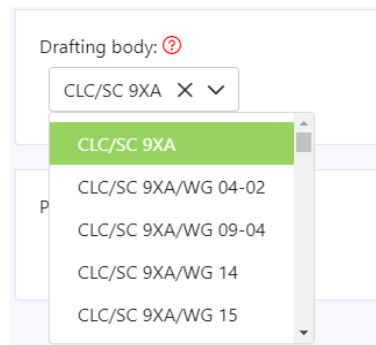
| Calculate or reset the default timeframe | Forecast dates: | Duration: |
|---|--|-----------|
| 2024-11-29  45 weeks  | | |
| Project start date (10.99): | 2024-04-05  | |
| Delivery of First Working Draft to CCMC (20.60): | 2024-08-02 | 17 Weeks |
| Delivery of Enquiry Draft to CCMC (30.99): | 2024-11-29  | 17 Weeks |
| Closure of Enquiry (40.60): | 2025-05-23 | 25 Weeks |
| Delivery of Formal Vote Draft to CCMC (45.99): | 2026-01-16  | 34 Weeks |


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



Figure 16 – Section 4 (part 1)

2. Drafting body

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



Drafting body: 

CLC/SC 9XA  

CLC/SC 9XA

CLC/SC 9XA/WG 04-02

CLC/SC 9XA/WG 09-04

CLC/SC 9XA/WG 14

CLC/SC 9XA/WG 15

Figure 17 – Section 4 (part 2)

3. 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.

2024-03-07

Proposed project Leader:
Project leader name:



Figure 18 – Section 4 (part 3)

5.4.5 Section 5 – Relation to the European legislation and policy

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

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

[Add entry](#)

| Standardization request | Legislation/Policy | OJEU |
|---------------------------------------|--------------------|--------------------------|
| M/450 - Measurement of electric power | 92/75/EEC - EL_92 | <input type="checkbox"/> |
| | 278/2009 - ECOPOCO | |
| | 92/75/EEC - EL_92 | |

Additional information/other legislation: [?](#)

optional

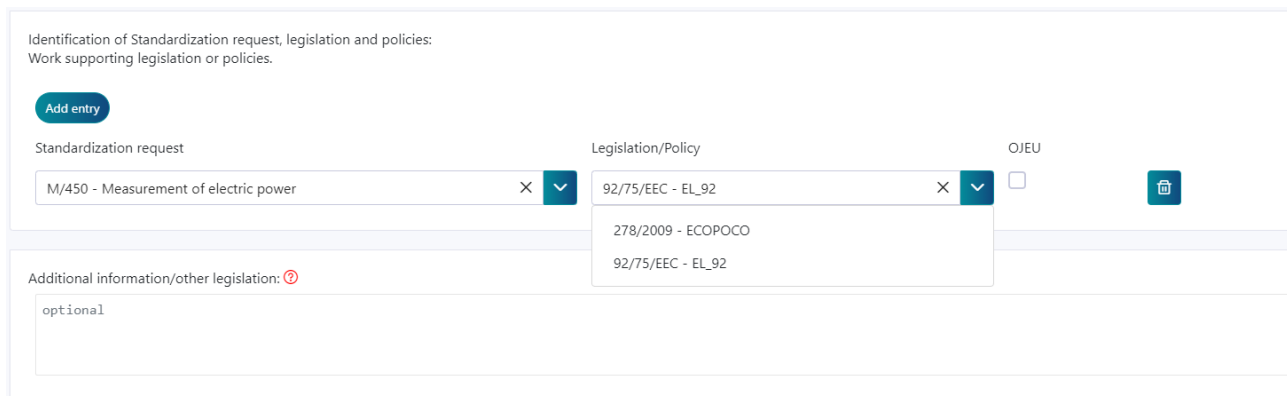


Figure 19 – Section 5

2024-03-07

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.

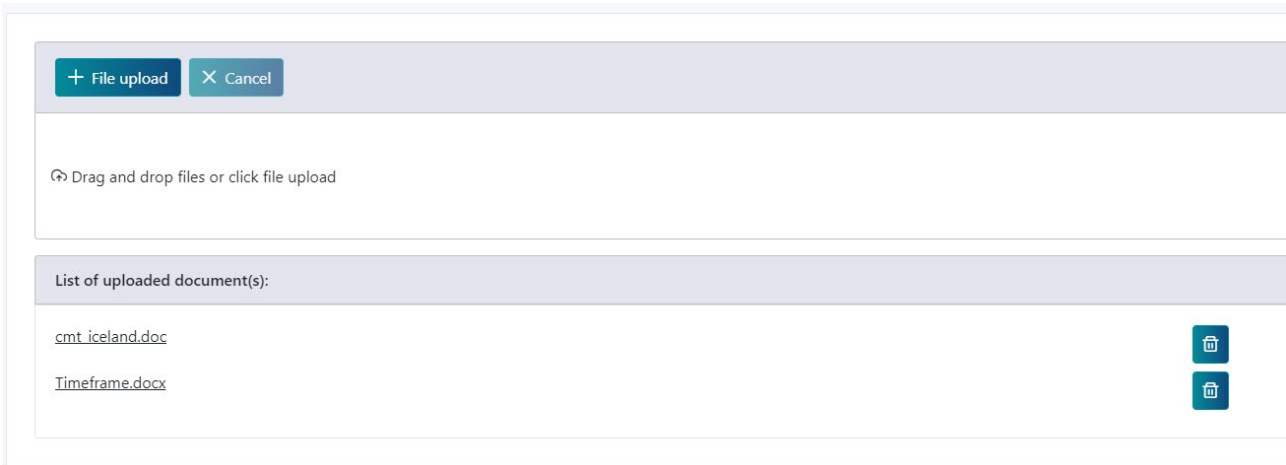


Figure 20 – Section 6

5.5 Possible actions on the form



Figure 21 – 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 always available 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.

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.