

WELCOME
TO TODAY'S WEBINAR



CENELEC

CENELEC Committee Internal Voting (CIV)



Your webinar moderator

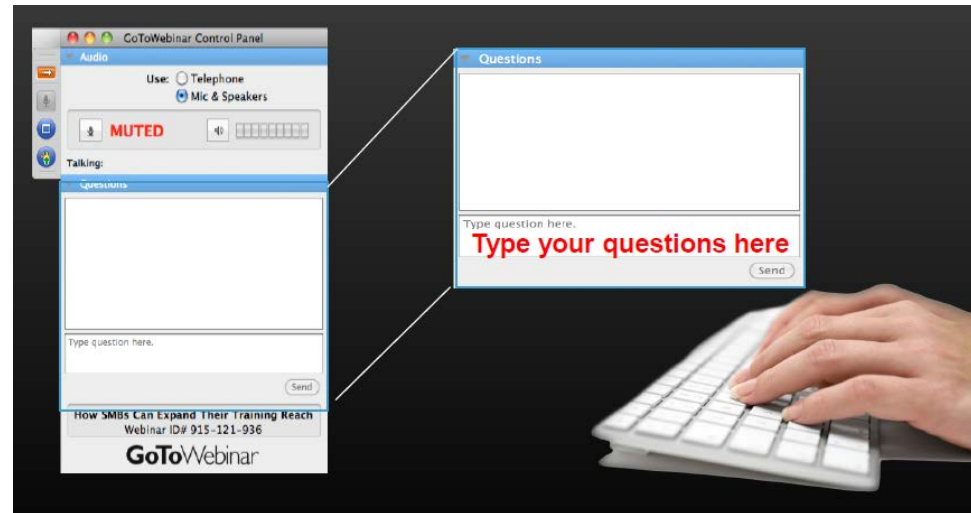


Els Somers
Project Manager
Strategy & Governance

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Use the Q&A panel to submit your questions



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Your speaker today



Mélanie Herfurth
Project Manager
IT

Agenda



- What is CIV?
- Accesses
- CIV Workflow
- Voting roles
- E-mail notifications
- CIV interface
- Vote creation & edition
- Consulting & processing votes
- Question time

What is the CIV?



- CIV = CENELEC Committee Internal Voting
- Similar to CIB = CEN Committee Internal Balloting
- Access permissions via the Expert Management System (EMS)
 - CIV Vote owners = CLC TC/SC Secretary and Assistant Secretary= automatic role
 - CIV Voters = representatives CENELEC National Committees
 - Access given by NC administrators via EMS
 - CIV commenters = external liaison organizations & CLC Consultants
 - Access given by CCMC
- Available since 25th June 2018.



- Access via CENELEC website > Tool Section

Committee Internal Voting

Technical Documents | Management Documents | **Committee Internal Voting** | Votes Statistics | Parallel Votes

Open | Closed | + Add

Ms Mélanie Herfurth (xs-mherfurth) | Log out

Group by : Autofilter | Reset

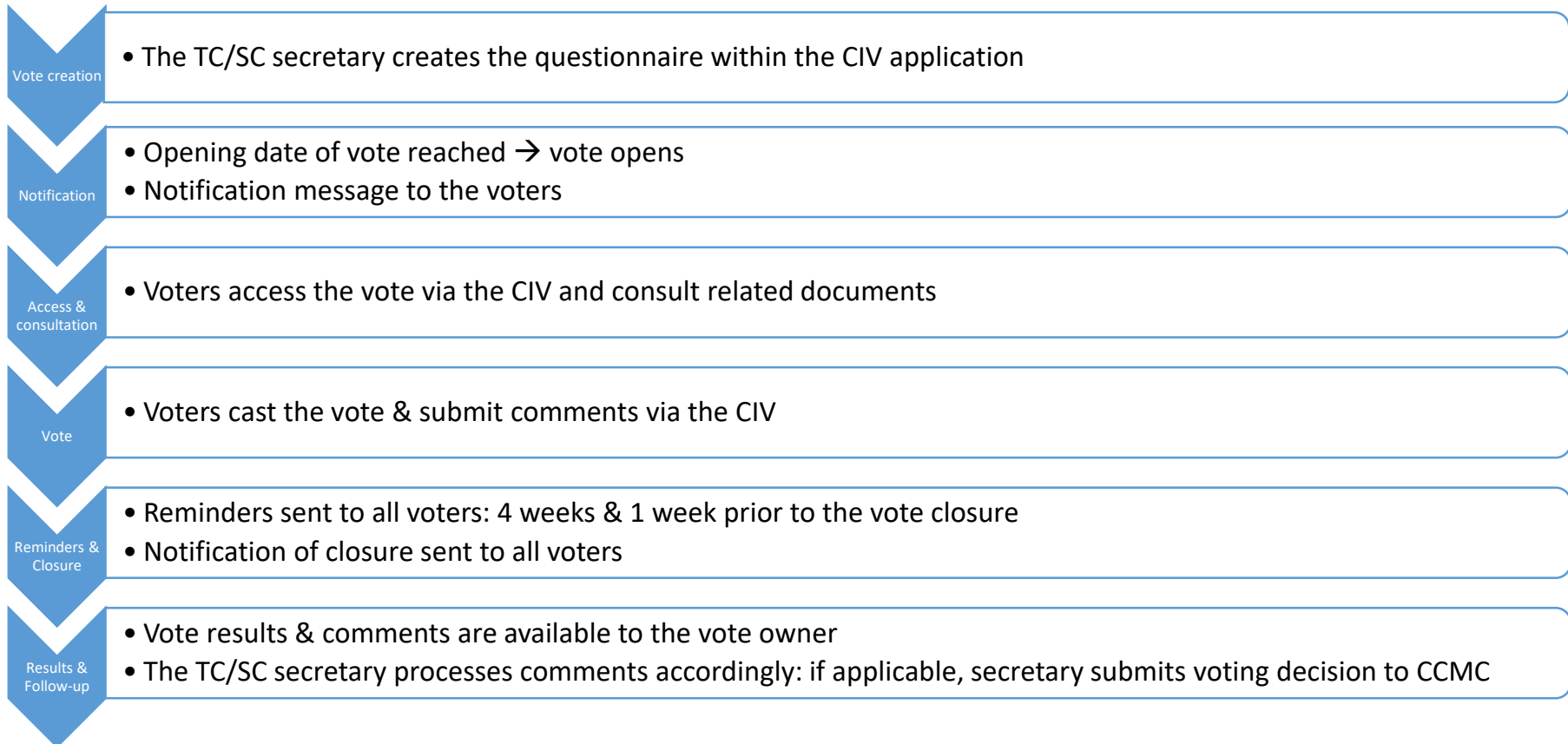
Vote N° Replies	Edit Vote	Reference	Management Body	End Date
All	All	All	9XA	All
▼	✎	Confirmation EN 50XXX	9XA	2018-06-30
▼	✎	Submission of EN XXX to FV	9XA	2018-06-30
▼	✎	New convenor	9XA	2018-07-01
▼	✎	New WI	9XA	2018-07-01
▼	✎	New Convenor	9XA	2018-07-01

Tools (members & experts only)

- Collaboration Tools
- Electronic voting
- FTP Server
- Expert Management System
- PROJEX Online
- CENELEC BOSS

- Login = IEC = CENELEC = Some National
- Login = EMS & CP

CIV Workflow



Voting roles - EMS



- Vote owner = systematic role = TC/SC secretary & Assistant Secretary
 - Initiates & runs the voting process
- Voter: person authorized to vote on behalf of National Member
 - Role given by NC admins
- Commenter: person representing organization without voter role, but can submit comments
 - 1 person per organization
 - granted by CCMC
- Administrator = CCMC EMS administrator
 - Identical to vote owner role, but extended to all Technical Bodies

E-mail notifications



Notifications sent

- Opening of the vote
- 4 weeks & 1 week before the deadline
- Closure of the vote

CENELEC This email has been generated from CENELEC Committee Internal Voting (CIV)

This is an automated message; do not reply to this e-mail.

Dear Madam, Dear Sir,

Dear Voter,

Votes for the documents in the following list are closing in the next week

Committee	Reference	Title	Link	Opening date	Closing date	Status
9XA	EN 50XXX - Review	Review on EN 50XXX	(Link to voting)	2018-04-17	2018-05-24	active
9XA	BP	Draft revision of the Business Plan	(Link to voting)	2018-04-19	2018-05-24	active
9XA	prEN 50XXX 1st working draft	prEN 50XXX 1st working draft for comments	(Link to voting)	2018-04-23	2018-05-24	active

To cast a vote and/or submit a comment, please log-in on the Documents open for Vote page www.iec.ch/clcvotes

Note on your Comments:

Please note that comments will only be taken into account if:

the comment form has successfully been uploaded and you have received an e-mail notification, approximately 20 minutes after the file was uploaded, confirming that your file has been accepted by the system.

For content issues, please contact the responsible Secretary.

For technical/functional issues, please contact the CENELEC Helpdesk (itsupport@cencenelec.eu).

Thank you and best regards.



Committee Internal Voting



CIV Interface



- You will see all open votes, for which you have the permission to vote/comment
- Columns “Reference”, “Management Body” & “End date” = sortable

Vote N° Replies	Edit Vote	Reference	Management Body	End Date
All		All	9XA	All
		Confirmation EN 50XXX	9XA	2018-06-30
		Submission of EN XXX to FV	9XA	2018-06-30
		New convenor	9XA	2018-07-01
		New WI	9XA	2018-07-01
		New Convenor	9XA	2018-07-01
		Liaison with TC XX	9XA	2018-07-05

CIV Interface



- All open votes



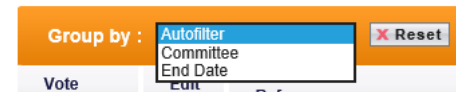
- All closed votes – only visible to Vote Owners & Admins



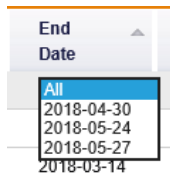
- Creation of votes by vote owners or admins



- Possibility to group votes by TC or End date



- Filters



Vote creation by vote owner



Step 1 – Filling in the vote template with metadata

Ms Mélanie Herfurth (xs-mherfurth) [Log out](#)

Vote creation/management

Select a committee: *	SC 9XA		
Vote reference: *	New Convenor		
Vote title: *	Appointment of new Convenor for WG XX		
Document hyperlink:	http://collaborationclc.iec.ch/LotusQuickr/clc_tc9x/PageLibraryC125734500757023.nsf/h_F690283F75264DF9C125726500355619/5C7ACD19		
Opening date: *	2018-06-01	Closing date: *	2018-07-01
Note:			
Comment Type:	<input checked="" type="radio"/> Online <input type="radio"/> File attachment		

[Save](#) [Reset](#) [Back to list](#)

- * = compulsory
- Committees = the ones for which you are registered in EMS.
- Default = 1 month duration

Vote creation by vote owner



Step 2 – Create questions & answers →

Configure Questionnaire

Question

Question No

Save Reset New

Answers	
Yes	Comment optional
No	Comment required (HTML windows)
Abstain	Comment required (HTML windows)
- Select -	- Select -
- Select -	- Select -

Different possibilities:

- No comment allowed
- Comment optional
- Comment required (HTML) = online option template
- Comment required (commenting template = file attachment)
- Download from CLC BOSS: https://boss.cenelec.eu/formtemp/Commenting_Form.doc

Vote creation by vote owner



Example: Vote on creation of NWI

Q1. We agree that a proposed CENELEC deliverable on this subject is feasible and therefore agree to the addition of the proposed new Work Item to the program of work of the committee.

- Yes, No, Abstain
- Comment optional

Q2. Standard(s), regulation(s), and other relevant documentation existing in our country, with any remarks concerning their application if necessary and consequences for global relevance, as well as copyright information on these documents, are attached.

- Yes, No
- Comment = template

Q3. Do you wish to add any additional comments?

- Yes, No
- Comment = template

Q4. We are committed to participate actively in the development of the project, at least by commenting on working drafts.

- Yes, No
- Comment = template

Editing existing votes



The vote owner can:

- Editing metadata
- Modifying questions & answers

You cannot add or modify questions anymore when the vote is open!

Voting & commenting



Casting a vote → use the V-button

Mr [Log out](#)

Name: Mr. Submission: 2018-04-30
Country: Italy Closing date: 2018-05-31
Committee: SC 9XA - Communication, signalling and processing systems Reference: New Convenor
Title (en): Appointment of new Convenor for WG XX Document Link:
Note:

Question 1
Do you agree with the appointment of ...
 Yes No Abstain
Comment : Comment required (HTML, windows)
Comment

[Reply](#) [Reset](#) [Go to list](#)

When voted, the V-button turns orange

Technical Documents Management Documents Committee Internal Voting **Votes Statistics** Parallel Votes

Mr [Log out](#)

Group by : Autofilter [Reset](#)

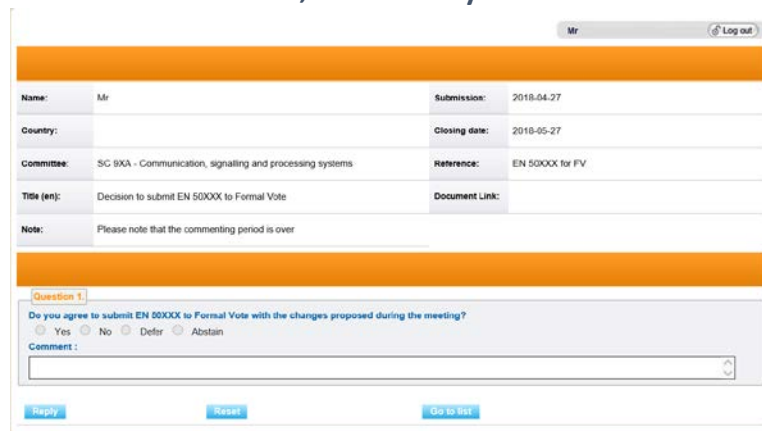
Vote	Reference	Management Body	End Date
All	All	9XA	All
	Change of Scope EN 50XXX	9XA	2018-05-27
	Comments on EN 50XXX	9XA	2018-05-27
	EN 50XXX for FV	9XA	2018-05-27
	New Convenor	9XA	2018-05-31

Voting & commenting



Submitting comments → use the C-button 

Questions = visible, but only comments can be given



The screenshot shows a user interface for submitting a comment. At the top, there is a user profile section with the name 'Mr' and a 'Logout' button. Below this is a table with the following information:

Name:	Mr	Submission:	2018-04-27
Country:		Closing date:	2018-05-27
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	EN 5000X for FV
Title (en):	Decision to submit EN 5000X to Formal Vote	Document Link:	
Note:	Please note that the commenting period is over		

Below the table is a 'Question 1' section with the text: 'Do you agree to submit EN 5000X to Formal Vote with the changes proposed during the meeting?'. There are four radio button options: 'Yes', 'No', 'Deter', and 'Abstain'. Below the options is a text input field labeled 'Comment:'. At the bottom of the form are three buttons: 'Reply', 'Reset', and 'Go to list'.

- The way comments are submitted = Vote Owner decision
- File format = template → extensions .doc or .docx
- Download from CLC BOSS: https://boss.cenelec.eu/formtemp/Commenting_Form.doc
- When voted, the C-button turns orange



Editing submitted votes/comments



Votes or comments can be edited via the V- or C-button

- Before the closure of the vote
- Use the 'Reset' button to undo

Questions

Question 1.

Do you agree to skip the formal vote on prEN 50XXX

Yes No Abstain

Comment : Comment optional

[Reply](#) [Reset](#) [Go to list](#)

Consulting votes



The vote owner can see:

- The vote metadata
- Participation summary
- Result details

And he/she can:

- Cast votes (not comments) on behalf of someone else (Update)
 - Add votes after closure
- in case this is necessary.

Processing results



- Results available day after closure, via
- Vote owner has an online overview:

Closed

Result Details



Country	Received	Q 1	Update
Austria	2018-05-29	N*	Update
Belgium	2018-05-29	Y*	Update
Bulgaria	2018-06-01	Y*	Update
Switzerland	2018-06-05	N*	Update



Questions?

User guide on CENELEC website: [here](#).

All functional & technical issues:
itsupport@cencenelec.eu

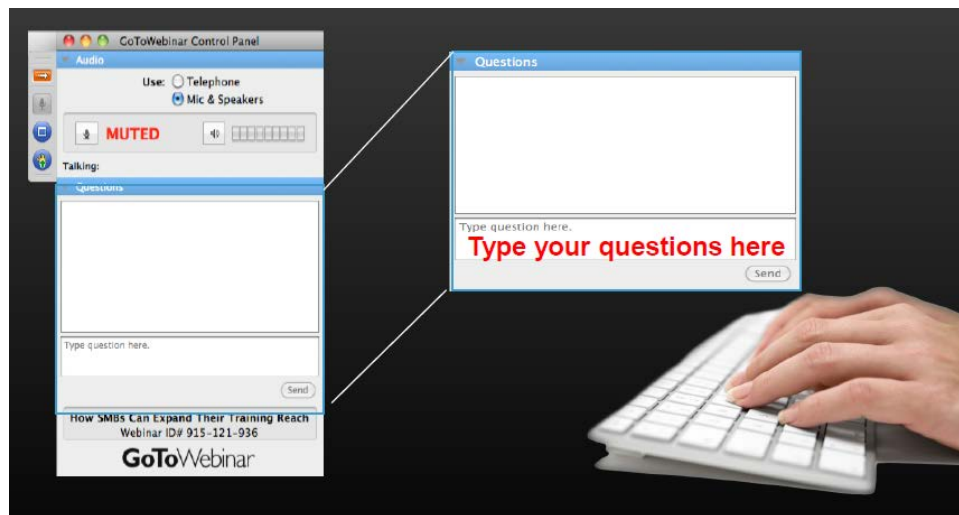
Business questions: your CCMC contact point

Content question: TC secretary concerned

Question time



Use the Q&A panel to submit your questions



THANK YOU
FOR YOUR PARTICIPATION



CENELEC

CENELEC Committee Internal Voting (CIV)

Next webinars:

10-10 webinar of May on 2019-05-10: [Use and justification of normative references for harmonized standards](#)

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