

**WELCOME  
TO TODAY'S WEBINAR**



## CENELEC Collaboration Platform (CP)

*We start at  
10:00 CEST*

A yellow sticky note is pinned to the white background with a red pushpin. The text on the note is written in a red, cursive font.

# Your webinar moderator

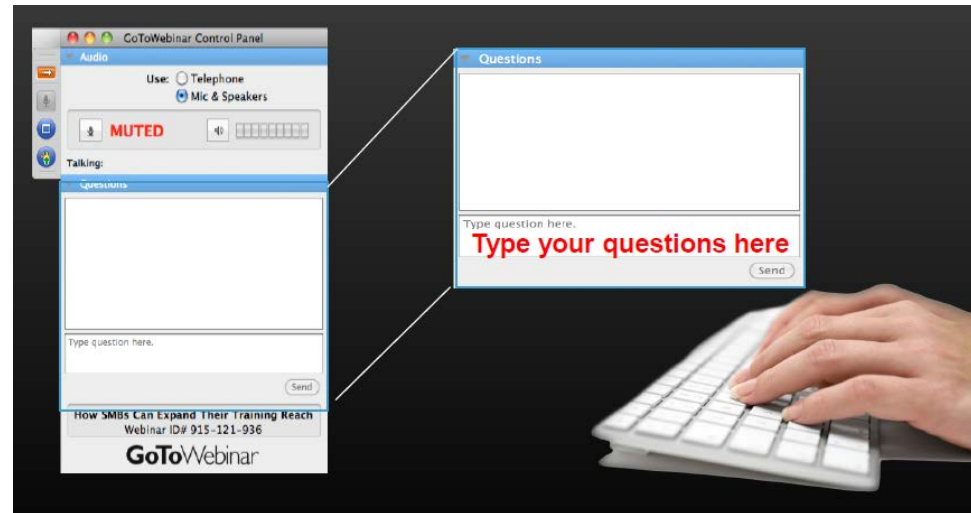


**Els Somers**  
Project Manager  
Strategy & Governance

# Get the most out of the webinar today



## Use the Q&A panel to submit your questions



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# Your speaker today



**Mélanie Herfurth**  
**Project Manager**  
**IT**

# Agenda



- Introduction
- Accesses
- My Dashboard
- Technical Committee Workspace
- Training Material & Documentation
- Support
- Question Time

# Introduction



- Access via CENELEC website > Tool Section
- Link: <https://collaborate.iec.ch>



- Login = IEC = CENELEC = Some National
- Your “Workspaces” depend on your access permissions given via the Expert Management System ([EMS](#))



- **Editor**: full write access (Officers, CCMC staff)
  - can create folders,
  - upload documents,
  - move or delete all folders or documents
- **Author**: limited write access (NC officials, Members, Observers)
  - can create folders,
  - upload documents,
  - move or delete own folder or documents
- **Reader**: reading access only (National Participants)

# Collaboration Platform





# My Dashboard




The screenshot displays the 'My Dashboard' interface of the CENELEC Collaboration Platform. At the top left, the IEC logo is visible. A red box highlights a menu icon (three horizontal lines) with a red arrow pointing to the word 'MENU'. To the right, a search bar contains the text 'Search groups ...' and is also highlighted with a red box and a red arrow pointing to the text 'Search on all groups'. The top right corner shows the text 'Collaboration Platform' and the user's name 'Mélanie HERFURTH' next to home, star, and notification icons. The dashboard is organized into a grid of eight tiles:

- CENELEC**: The main logo and name.
- My Workspaces**: Collaborative areas for groups you work with.
- My Favourites**: Your quicklinks to workspaces.
- My Documents**: Documents related to your projects.
- My Discussions**: Find all discussions you're participating in.
- My Tasks**: Tasks assigned to you.
- Information**: Release notes / FAQ.
- My Settings**: Pin your favourite features to your homepage.

A vertical blue sidebar on the left contains several icons: a home icon, a document icon, a star icon, a folder icon, a document with a checkmark icon, a checkmark icon, an information icon, and a settings icon. A red box highlights this sidebar, with a red arrow pointing from the 'MENU' label to it.


# My Dashboard – My Settings






## My Settings

Pin your favourite features to your homepage

  
**Mélanie HERFURTH**  
mherfurth@cencenelec.eu

  
XS

[Update picture](#)

[Remove picture](#)

[Dashboard Settings](#) [Workspace Subscriptions](#) [My Activity](#) [My Notifications](#)

---

**General Settings** : Select items to add to your dashboard.

<input checked="" type="checkbox"/> My Workspaces	<input checked="" type="checkbox"/> My Documents	<input checked="" type="checkbox"/> My Tasks	<input checked="" type="checkbox"/> Information
<input checked="" type="checkbox"/> My Favourites	<input checked="" type="checkbox"/> My Discussions	<input checked="" type="checkbox"/> My Web Meetings	<input checked="" type="checkbox"/> My Settings

**Column Settings** : Select items to add to your dashboard.

<input checked="" type="checkbox"/> CENELEC
---

# My Dashboard – My Favourites



## My Favourites

Your quicklinks to workspaces

SEND NOTIFICATIONS

FAVOURITE

### LIST OF FAVOURITES

Filter favourites by name

Type	Name	Date	
CENELEC	BTWG 154-1	2019-05-06	Remove a group from your Favourites
CENELEC	TC 9X/SC 9X8	2019-05-06	




# My Dashboard – My Documents



## My Documents

Documents related to your projects

### DOCUMENTS

Type	Name	Workspace	Size	Date
 PDF	Link_to_CEN-CLC-JTC2.pdf Link_to_CEN-CLC-JTC2	<b>CENELEC</b> CEN-CLC JTC 2	10.42 KB	2019-03-15
 PDF	Link_to_CEN-CLC-JTC15.pdf Link_to_CEN-CLC-JTC15	<b>CENELEC</b> CEN-CLC JTC 15	10.47 KB	2019-03-19
 PDF	Link_to_CEN-CLC-JTC6.pdf Link_to_CEN-CLC-JTC6	<b>CENELEC</b> CEN-CLC JTC 6	10.42 KB	2019-03-19



# My Dashboard – My Discussions



## My Discussions

Find all discussions you're participating in

### DISCUSSIONS

Name	Workspace	Tag	Post(s)	Date
Link_to_CEN-CLC-JTC6 <a href="#">Attachments</a> 1	<b>CENELEC</b> CEN-CLC JTC 6	<a href="#">documents</a>	0 Post	2019-03-15
Link_to_CEN-CLC-JTC15 <a href="#">Attachments</a> 1	<b>CENELEC</b> CEN-CLC JTC 15	<a href="#">documents</a>	0 Post	2019-03-15
Link_to_CEN-CLC-JTC2 <a href="#">Attachments</a> 1	<b>CENELEC</b> CEN-CLC JTC 2	<a href="#">documents</a>	0 Post	2019-03-15

# My Dashboard – My Workspace



**Card View**

**List View**

Show disbanded

Filter workspaces by name

Workspace	Count
CENELEC TC9X	39
CENELEC BTWG154-1	1
CENELEC CEN-CLCJTC10	8
CENELEC CENCLCETSL_SMOG	4
IEC CTS Next Gen	1
IEC TC 150	3

**To unfold sub-workspaces**

Workspace	Count
CENELEC TC9X/SC9XA	12
CENELEC TC9X/SC9XB	28
CENELEC TC9X/TC9X	
CENELEC TC9X/SC9XC	19
CENELEC TC9X/TC9X_WG12	
CENELEC TC9X/TC9X_WG15	
CENELEC TC9X/TC9X_WG15-02	
CENELEC TC9X/TC9X_WG16	
CENELEC TC9X/TC9X_WG17	
CENELEC TC9X/TC9X_WG15-05	
CENELEC TC9X/TC9X_WG18	
CENELEC TC9X/TC9X_WG19	
CENELEC TC9X/TC9X_WG21	
CENELEC TC9X/TC9X_WG25	
CENELEC TC9X/TC9X_WG26	

**Number of sub-workspaces**

CENELEC TC9X/SC9XA/SC9XA
CENELEC TC9X/SC9XA/SC9XA_WG04-02
CENELEC TC9X/SC9XA/SC9XA_WG14
CENELEC TC9X/SC9XA/SC9XA_WG15
CENELEC TC9X/SC9XA/SC9XA_WG16
CENELEC TC9X/SC9XA/SC9XA_WG18


**My Workspaces**  
Collaborative areas for groups you work with

# My Dashboard – Information




## Information

 Release notes

 User guide

 Navigation

 Workspaces

 Documents

 Discussions

 Tasks

 Members

Release notes

 Release 2019-03-20

### NEW FEATURES

#### Document versioning

A new HISTORY tab was added in the document details panel, enabling the management of DOCUMENT VERSIONS.

- Users can **UPLOAD NEW VERSIONS** of a document as either a **MINOR** or **MAJOR** version.
- Previous versions remain available for preview and download.
- **RESTORE** function allows users to rollback a previous version to the current version.
- **SUMMARY OF CHANGES** is required for both new versions and restored versions.
- [Not currently available for online content](#) (different workflow - requires check-in /check-out mechanism).

#### Information area and contextual help

A new INFORMATION area is now available from both the main landing page and the side bar. This area provides access to:

- Release notes, documenting what's new, improvements and bug fixes.
- **HELP MODULES** by topic, with direct links to the user guide.
- Dashboard tabs also now feature a link to **CONTEXTUAL HELP**, providing quick access to the relevant help module.

#### My Web Meetings (authorized users only)

A new **MY WEB MEETINGS** area is now available (authorized users only) from both the main landing page and the side bar, with integrated : (see [AC/26/2018](#)), a Zoom meeting can be set up directly.



## Information

Release notes / FAQ

# My Dashboard – Information




## Information

 Release notes

 User guide 


 Navigation

 Workspaces

 Documents

 Discussions

 Tasks

 Members

User guide

 MEMBERS

Find MEMBER(S)

Notify MEMBER(S)

Attach DOCUMENTS to notifications



# TC Workspace – Dashboard



**CENELEC** TC 11  
Workspaces / CENELEC / TC 11 / TC11

SEND NOTIFICATIONS FAVOURITE

Dashboard DOCUMENTS 1029 DISCUSSIONS 392 TASKS SUB-WORKSPACES MEMBERS 293

**TC11**

- DOCUMENTS 1029
- DISCUSSIONS 392
- SUB-WORKSPACES 0
- TASKS 0
- MEMBERS 293

**Sub-workspaces:** this tab is greyed because there is no sub-workspaces for this group

**Activities:** Last 5 Activities

- Last 5 Activities
- Last 5 Activities
- Most Recent Activities
- Last 7 Days Activities
- Last 30 Days Activities

**Activity 1:** Folder updated  
by A.K. HAVENITH 2019-03-06 3:21 PM  
Netherlands National Normative Aspects (NNA) based on EN 50341-1:2012  
From \*/Folders /All documents\*

**Activity 2:** File upload  
by A.K. HAVENITH 2019-03-06 3:10 PM  
NL\_NNA\_EN50341.docx  
EN 50341-2-15: Netherlands National Normative Aspects (NNA) based on EN 50341-1:2012  
To \*/Folders /All documents /TC11/NL/00004/NP\*

**Activity 3:** File upload  
by A.K. HAVENITH 2019-03-06 3:08 PM  
Checklist NL\_NNA\_EN50341.docx  
Checklist of the format for the Netherlands National Normative Aspects (NNA) for EN 50341-2-15  
To \*/Folders /All documents /TC11/NL/00004/NP\*

**Activity 4:** Folder created  
by A.K. HAVENITH 2019-03-06 3:04 PM  
Netherlands National Normative Aspects (NNA) based on EN 50341-1:2012  
To \*/Folders /All documents\*



# TC Workspace – Documents



**CENELEC** TC9X/SC9XA  
Workspaces / CENELEC / TC9X / SC9XA

SEND NOTIFICATIONS FAVOURITE

DASHBOARD DOCUMENTS 2503 DISCUSSIONS 636 TASKS SUB-WORKSPACES 1 MEMBERS 573

Folders / All documents 117 Folders 515 Files

DOCUMENTS New File New Folder Upload Download Notify Move Delete Filter Documents

To create a new document directly on the CP

Each column can be sorted

To select all documents at this level and not in a folder

Actions on the related folder only

Reference / Filename / Title	Deadline	Actions	Owner	Date
SC9XA/DE/0002/NCP Proposal of DE NC for extension of EN 50128-2001			Dke ZBI	2018-11-13
SC9XA/DE/0001/NCP Proposal of the DE NC for a New Work Item on Risk based Assessment of Potential Safety Def...			Melanie FEURRIEGEL	2018-11-13
SC9XA/Sec/00987/Q Questionnaire for the NCs – Request from BT a 9-month tolerance for prEN 50129			Daniel COINEAU	2018-11-13
SC9XA/Sec/0766/DC Call for a liaison officer between TC256/SC1/WG46 and SC9XA			Daniel COINEAU	2018-11-13
SC9XA/Sec/0830/Q Proposal for a convener for the Survey Group (SG A14) – Urban Rail "fiche" related to Sign...			Daniel COINEAU	2018-11-13
SC9XA/Sec/00994/DC NWIP proposal for the revision of CLC/TS 50238-3			Daniel COINEAU	2018-11-13



# TC Workspace – Documents



DASHBOARD DOCUMENTS 2503 DISCUSSIONS 636 TASKS SUB-WORKSPACES 1 MEMBERS 573

Folders / All documents / Proposal of the DE NC for a New Work Item on Risk based Assessment of Potential Safety Def...

0 Folders  
2 Files

DOCUMENTS

New File New Folder Upload Download (1) Notify (1) Move (1) Delete (1)

Possible actions on selected document(s) and number of documents selected

Filter Documents

	Reference / Filename / Title	Deadline	Actions	Owner	Date
<input checked="" type="checkbox"/>	<b>SC9XA/DE/0001/NCP</b> SC9XA_DE0001_NCP_German_Proposal_Potential_Safety_Deficiencies_2012_September.doc Proposal of the DE NC for a New Work Item on Risk based Assessment of Potential Safety Def...		 	Melanie FEURRIEGEL	2012-09-24
<input type="checkbox"/>	<b>SC9XA/DE/0001/NCP</b> SC9XA_DE0001_NCP_Preamble_NWIP.DOC Proposal of the DE NC for a New Work Item on Risk based Assessment of Potential Safety Def...		 	Melanie FEURRIEGEL	2012-09-24

Possible actions on the related document

1

# TC Workspace – Discussions



Navigation: [DASHBOARD](#) | [DOCUMENTS](#) 2605 | **DISCUSSIONS** 655 | [TASKS](#) | [SUB-WORKSPACES](#) | [MEMBERS](#) 573 | [WIKIS](#)

Showing 552 of 552 entries View: [ALL](#) | [DOCUMENTS](#) | [LEGACY](#) | [TASKS](#)

**DISCUSSIONS** New Topic Create a new discussion Search a specific discussion Filter Discussions

- Questionnaire results on SC9XA/Sec1147/Q – Corrected annexes ZZ of the EN 50128:2011 and E...  
Daniel COINEAU 14 days ago 0 Post  
legacy Discussions migrated from CTS
- Compilation of replies received on SC9XA/Sec1148/DC – Corrected annexes ZZ of the EN 50128...  
Daniel COINEAU 23 days ago 0 Post  
legacy @ Attachments (1)
- Compilation (version A) of replies received on SC9XA/Sec1146/DC:Call for experts and conve...  
Daniel COINEAU 1 month ago 0 Post  
legacy @ Attachments (1)
- Compilation of replies received on SC9XA/Sec1146/DC:Call for experts and convenor for a Wo...  
Daniel COINEAU 1 month ago 0 Post  
legacy @ Attachments (1)
- Questionnaire results on SC9XA/Sec1147/Q – Corrected annexes ZZ of the EN 50128:2011 and E...  
Daniel COINEAU 2 months ago 7 Posts  
legacy @ Attachments (1)

# TC Workspace – Discussions



Questionnaire results on SC9XA/Sec1147/Q – Corrected annexes ZZ of the EN 50128:2011 and E... Expand or shrink

Questionnaire results on SC9XA/Sec1147/Q – Corrected annexes ZZ of the EN 50128:2011 and E...  
Daniel COINEAU  
2018-11-24 09:11 (2 months ago)  
[@Attachments](#) 1 **Attachment to the main topic of the discussion**

Questionnaire results on SC9XA/Sec1147/Q – Corrected annexes ZZ of the EN 50128:2011 and EN 50159:2010 for approval by national committees

Silvia GENTIL  
2018-11-30 18:11 (2 months ago)  
SC9XA/Sec/01148/DC\_PT  
**Attachment to someone's reply to the discussion** [@Attachments](#) 1  
**Reply to someone's comment in the discussion** [REPLY](#)

Jessica Naomi SCHADEMAN  
2018-12-10 11:12 (a month ago)  
DE NC reply on SC9XA/Sec/01148/DC  
[@Attachments](#) 1  
[REPLY](#)

**Reply to the main topic of the discussion** [NOTIFY](#) [REPLY](#)

# TC Workspace - Members




**GENELEC** TC9X/SC9XA/SC9XA  
Workspaces / TC9X / SC9XA / SC9XA

SEND NOTIFICATIONS FAVOURITE











DASHBOARD DOCUMENTS 2605 DISCUSSIONS 656 TASKS SUB-WORKSPACES MEMBERS 573 WIKIS

Showing 572 of 573 members  
No filter applied

Total number of Members for all groups and sub-groups view ALL (573) SELECTED (0)

MEMBERS  Notify **Notify the selected persons**

Pre-set filters Filters: Groups Roles NC/Org Filter members

Members ▲	NC / Organization	Groups & Roles
 Lief AANENSEN	 Norway	TC 9X/SC 9XA <span>NC Official</span>
 Eugenia AGHINI	 Romania	TC 9X/SC 9XA <span>NC Official</span>
 Pieralessandro AISA	 Italy	TC 9X/SC 9XA <span>National Participant</span>
 Aziz AKINTAYO	 France	TC 9X/SC 9XA <span>National Participant</span>
 Davide AMATO	 Italy	TC 9X/SC 9XA <span>National Participant</span>

# Training material & Documentation



- CENELEC Webinars (CENELEC Website)
- Differences between CTS and the new CP (CENELEC Website)
- IEC Webinars: <https://www.iec.ch/academy/>
- User guide on the Collaboration Platform (  )

# Contact



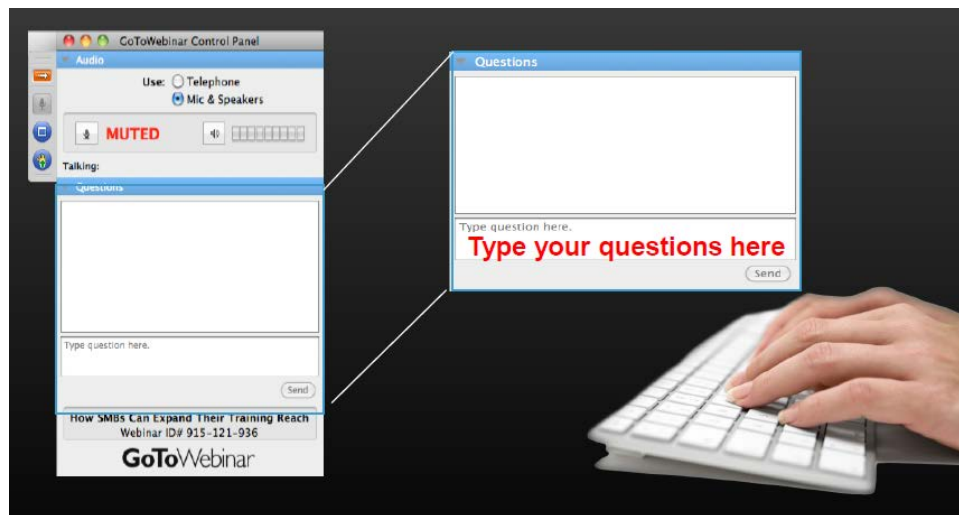
CEN-CENELEC Management Centre: [itsupport@cencenelec.eu](mailto:itsupport@cencenelec.eu)



# Question time



Use the Q&A panel to submit your questions



THANK YOU  
FOR YOUR PARTICIPATION



## New CENELEC Collaboration Platform (CP)

### Next webinars:

- This afternoon at 14:00 CEST: [CENELEC Committee Internal Voting \(CIV\)](#)
- 10-10 webinar of May on 2019-05-10: [Use and justification of normative references for harmonized standards](#)

[www.cencenelec.eu](http://www.cencenelec.eu)

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