



TRAINING CEN & CENELEC NEWLY APPOINTED TECHNICAL BODY OFFICERS

Submission interface (SI)



Mélanie HERFURTH

Project Manager – PMO



Sébastien SIMON

Project Manager – Production

▶ Application:

- ▶ Direct link: <https://submissioninterface.cencenelec.eu/>
- ▶ CEN & CENELEC Expert Areas > Applications & Services

▶ Login:

- ▶ ISO/CEN credentials
- ▶ IEC/CENELEC credentials

▶ Access roles:

- ▶ CEN: Secretary & Secretary Support
 - ▶ Allocated by CCMC or National Admin (GD)
- ▶ CENELEC: Secretary & Acting Secretary & Assistant Secretary (EMS)
 - ▶ Allocated by CCMC

SI: Homepage

Sort function

Filters

Clear grid filters

TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 256	00256764	prCEN/TS XXX	20.60.0979		TR/TS vote	2022/02/19	Accepted	View
CEN/TC 256	00256842	prEN 15085-3	40.60.0000		Draft for Formal Vote	2022/09/01	Accepted	View
CEN/TC 256	00256880	prEN 17495	40.60.0000		Draft for Formal Vote	2022/07/06	Submitted	View
CEN/TC 256	00256920	prEN 16843	40.60.0000		Draft for Formal Vote	2021/10/28	Submitted	View
CEN/TC 256	00256943	prEN 17149-3	40.60.0000		Draft for Formal Vote	2022/11/08	Rejected	View

Deadline

Match All

Starts with

Starts with

Contains

Not contains

Ends with

Equals

SI: Submitting files

Submission

Workitem number: 00293073 Standard reference: prEN ISO 10328 rev Technical body: CEN/TC 293 Submission Type: Draft for Enquiry

Related directives/policies

2017/745

Assessment method:	HAS assessment
Draft content:	Annex Z required
Referencing method:	02EU
Harmonization candidate:	<input checked="" type="checkbox"/>

Standardization requests

Reference(s) : M/575

I confirm I have reviewed the above data
[click here](#) if any of the above data needs correction

Review WI metadata

Confirm you've reviewed the data
Contact CCMC in case corrections are needed



- ✓ Fields marked with * are mandatory
- ✓ Clicking «Submit» will check completeness of the files and launch an analysis of your revisable format and associated graphics

Click on ? to get help on each file type

Choose Submission language (language of the submitted documents)

Submission language : ? English

* Revisable format : ? Drop files to attach, or browse.

* Graphics files : ? Drop files to attach, or browse.

* PDF Format : ? Drop files to attach, or browse.

Justification of normative references (unusual references) : ?

I confirm my document doesn't refer normatively to unusual references

My document refers normatively to unusual references and a TC decision is available to allow this

Submit Cancel

Finalize and submit your documents

SI: Status - Correction

View the status of a submission

From the *Home* screen, filter WIs based on submission status:

Submitted – files have been submitted to CCMC

Accepted – submitted files have been accepted by CCMC

Rejected – there was a problem with submitted files

TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 38	00038218	prEN 12404	40.60.0000	2018/07/06	Draft for Formal Vote		Not started	Start
CEN/TC 38	00038161	prEN 460	40.60.0000		Draft for Formal Vote		Accepted	Start
CEN/TC 23	00023209	prEN ISO 407 rev	10.99.0000	2018/09/13	Draft for Enquiry		Rejected	Start
							Submitted	Start

Click on *View* to see the details of your submission

TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 23	00023214	prEN 12245 rev	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View
CEN/TC 23	00023213	EN ISO 11439:2013/prA1	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View

← Back home

Status: Submitted on 2021/06/27

Next steps: Awaiting approval from CCMC

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Status, submission date and next steps

List of submitted documents

Correct a rejected submission

✓ When a submission has been rejected, all documents need to be re-submitted, not only the one causing a problem

← Back home

Workitem number: 00127416

Standard reference: prEN 1366-8 rev

Technical body: CEN/TC 127

Submission Type: Draft for Enquiry

Status: Rejected on 2023/11/09

Message(s) from CCMC:

The Annex Z is missing

The revisable standard text is not drafted in accordance with the template

The HAS comments resolution table is missing

Other - CCMC will contact you

Correct submission

- Revisable format :
- Graphics files :
- PDF Format :
- Justification of normative references (unusual references) :
- Identification of patents :
- Others :

Image Quality Check (IQC)

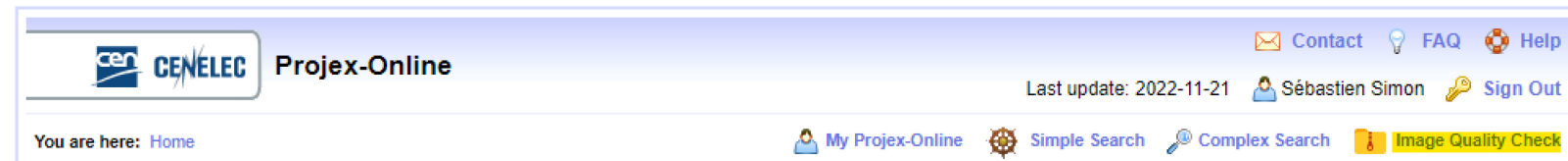


▶ Access

▶ <https://iqc.cencenelec.eu/>

▶ CEN & CENELEC Expert Areas > Applications & Services > More applications

▶ Projex-Online

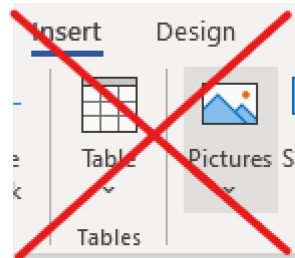


IQC – Requirements (CEN)

- ▶ Naming convention
 - ▶ 0001, 0001a, a001, tbl1_1, cl3_1
 - ▶ No spaces nor symbols
- ▶ Format
 - ▶ TIF only
 - ▶ Resolution of 600 dpi, scaling of 100%, no layers (lzw or CCITT4)
 - ▶ Size of maximum 170mm x 250mm (or 250mm x 170mm)
- ▶ Inserting/linking pictures
 - ▶ Insert>Picture>"0001">Insert and Link
 - ▶ This enables the figures to be viewed and processed on any computer
 - ▶ Do not rename the figures after having inserted them, otherwise the links will be broken
- ▶ Equations
 - ▶ MathType
 - ▶ Built-in Word Equation Tool

IQC – Requirements (CENELEC)

- ▶ Preferably the same as CEN
- ▶ When not possible
 - ▶ Copy/paste or drag/drop
 - ▶ “Insert – Picture” triggers IQC



Thank you! Need help?

▶ Guidance

▶ BOSS [CEN-CENELEC](#)

- ▶ Preparation and Submission of files

▶ Expert Area – Trainings & Materials

- ▶ [CEN-CENELEC Submission Interface User Guide](#)
- ▶ [CEN-CENELEC Image Quality Check Guidance](#)

▶ Helpdesk

▶ production@cencenelec.eu

- ▶ Feedback, questions & issues