



**TRAINING CEN & CENELEC NEWLY APPOINTED TECHNICAL BODY OFFICERS**

# SD Documents



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# SD Documents – Status + figures

## ▶ Technical Committees

- ▶ Migrated since May 2021
- ▶ 2063 committees (active and dormant)
- ▶ 845.000 documents

## ▶ Governance committees

- ▶ Migrated since April 2022
- ▶ 61 committees
- ▶ 55.000 documents

## ▶ Remaining committees:







- ▶ Currently finalizing the migration of the disbanded committees and some other remaining groups still hosted at DIN and AFNOR.

# SD Documents - Main Benefits

- Common environment for all CEN, ISO and national committees
- Clear and transparent permission model (Global Directory role-based access control)
- Controlled numbering system for most committees (N-number)
- Greatly enhanced Document search tool
- SD Document is ever-evolving, ISO is constantly working on new features

# SD Documents – Access

Hyperlink to CEN Portal: <https://login.cen.eu/portal/>

 <h2>Documents</h2> <p>Committee documents repository for ISO, CEN and National technical groups as well as CEN Governance groups and Policy Development Committees.</p> <p>👤 Committee members, Committee officers, Committee observers</p>	 <h2>Meetings</h2> <p>Support CEN committees meetings organization.</p> <p>👤 Committee members, Committee officers</p>
 <h2>Ballots on Draft Standards</h2> <p>Support of consensus feedback processes for CEN committees and committee internal balloting (CIB).</p> <p>👤 Committee officers, Voters, Commenters, Monitors</p>	 <h2>Ballots for Governance</h2> <p>Support of consensus feedback processes for CEN governance committees.</p> <p>👤 Administrators, Voters, Commenters</p>
 <h2>Projex-Online</h2> <p>Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following up the work within Technical Bodies.</p> <p>👤 Committee officers, NSB Staff &amp; other authorized users</p>	 <h2>Global Directory</h2> <p>Central repository for managing committees, organizations, users and their roles for international, regional, and national work.</p> <p>👤 User administrators</p>

# SD Documents – Dashboard



Dashboard tashling.lee@gmailsec...

Advanced search

**My committees**

**My committees** lists the committee in which you have a role

	Title	Permission level	Working area
★	CEN/TC 10 "Lifts, escalators and moving walks"	Manager	Technical
★	CEN/TC 10/WG 2 "Escalators and moving walks"	Contributor	Technical
★	CEN/TC 10/WG 3 "Fire testing of lift landing doors" <span>Disbanded</span>	Contributor	Technical
☆	CEN/TC 10/WG 1 "Lifts and service lifts"	Contributor	Technical
☆	CEN/TC 10/WG 4 "Data logging and remote control"	Contributor	Technical
☆	CEN/TC 10/WG 5 "Maintenance" <span>Disbanded</span>	Contributor	Technical
☆	CEN/TC 10/WG 6 "Fire related issues"	Contributor	Technical
☆	CEN/TC 10/WG 7 "Accessibility to lifts for persons including persons with disability"	Contributor	Technical
☆	CEN/TC 10/WG 8 "Stairlifts and vertical platforms for the disabled"	Contributor	Technical

# SD Documents - Homepage



The **Library** allows you to browse your documents through a standard folder structure  
-> a harmonized but flexible folder structure across all committees

The **Committee documents** allows you to view all documents of your committee in a flat view (regardless of which folder they are in).  
-> This enables to see the latest document without having to browse through the folder structure.

**Ballot documents**  
List all ballots for the committee & related documents  
-> direct access to the individual ballots without having to connect to the balloting portal

**Meeting documents**  
List all meetings for the committee & related documents  
-> easily identify documents related to a meeting

N	Title	Modified	Expected action
0	BT N14376 - Result of voting Test	2023-10-27	Vote
0	Test TL 2 - Result of voting Test	2023-10-26	Info
0	Test TL 2 - Result of voting Test	2023-10-25	Info
0	Test TL 2 - Result of voting Test	2023-10-25	Info
0	Reference document Test Test	2023-10-23	Vote
0	Reference document Test Test	2023-10-23	Vote
0	Test TL 1 - Result of voting Test	2023-10-11	Info
0	Test TL - Result of voting Test	2023-10-10	Info
0	TR - pending list - Result of voting test	2023-09-22	Info
0	EN ISO 66603 - Result of voting test	2023-09-07	Info

# SD Documents – Library structure

Folder name	Description	Document Type
<b>Administration</b>	<ul style="list-style-type: none"> <li>Can only be used by an Officer or Support team</li> <li>Can be used for documents in preparation</li> </ul>	File (non-N document)
<b>General</b>	<ul style="list-style-type: none"> <li>Accessible to all the users of the committee</li> <li>For general committee working documents which do not fall in the scope of folders below</li> </ul>	Ballot, General, Meeting, Projects, Decision documents
<b>Meetings</b>	<ul style="list-style-type: none"> <li><u>Only</u> for meeting documents</li> <li>Documents can be linked to a meeting registered in the Meetings Registration Platform</li> </ul>	Meeting documents
<b>Decisions</b>	<ul style="list-style-type: none"> <li><u>Only</u> for decision documents ( corresponds to business resolutions, recommendations &amp; decisions)</li> </ul>	Decision documents
<b>Projects</b>	<ul style="list-style-type: none"> <li><u>Only</u> for project documents</li> <li>Documents can be linked to a project on the Projex-Online platform</li> </ul>	Project documents
<b>Ballots</b>	<ul style="list-style-type: none"> <li><u>Only</u> for Ballot-related documents and those which are automatically synchronized by the Balloting application (eBalloting)</li> </ul>	Ballot documents
<b>Member area</b>	<ul style="list-style-type: none"> <li>Allows committee members to share documents with the rest of the committee</li> </ul>	File (non-N documents)
<b>Mail archive</b>	<ul style="list-style-type: none"> <li>All emails sent from SD Documents are automatically archived in this folder</li> </ul>	Mail

# SD Documents – Permission Model



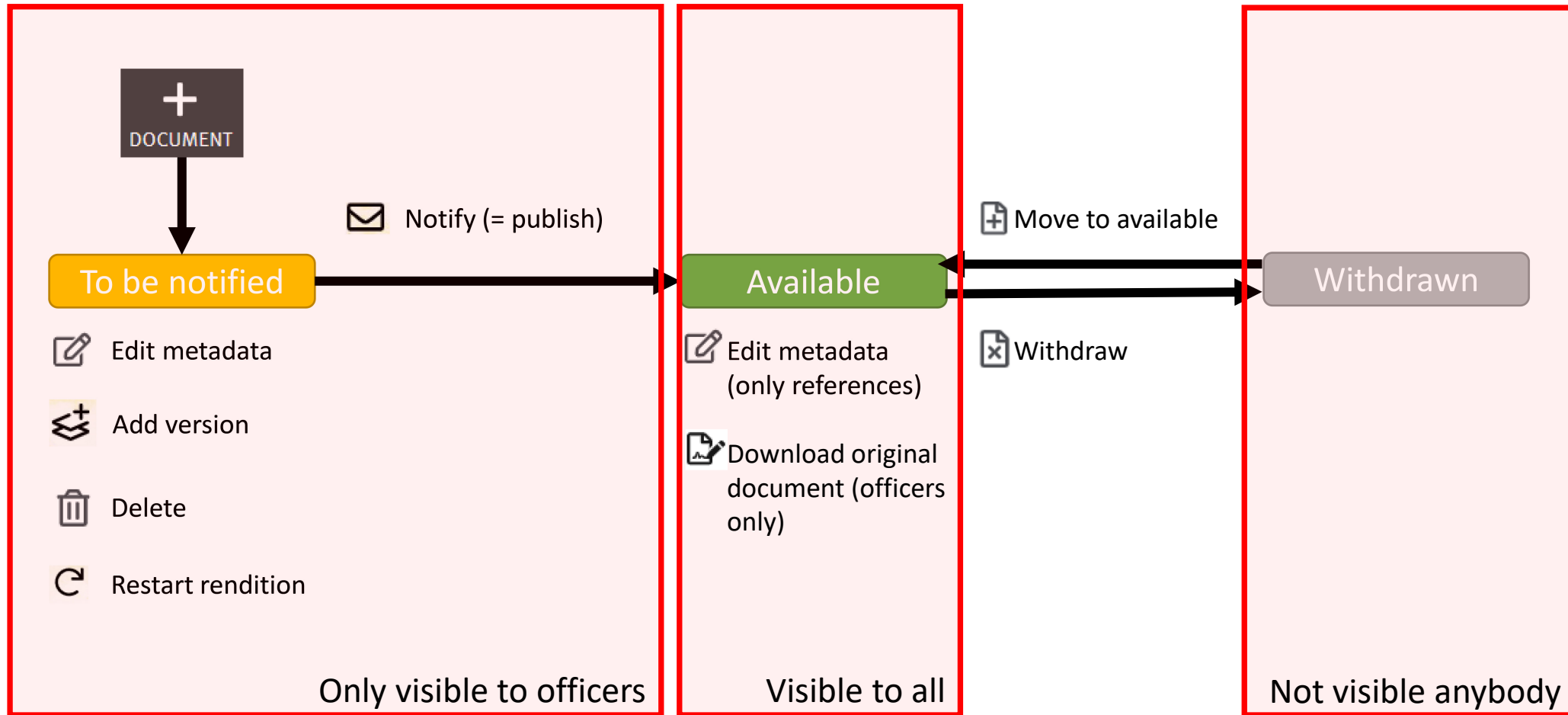
**Members list** shows the list of people directly involved in the committee/WG work  
[Email to members](#)

**Access list** shows the list of all the people who have access to the documents of the committee (only visible to the SEC, CNV, SST)  
[Export to CSV](#)

		Modified	Expected action
1731	Test AS general document L1 (3)	2021-01-18	
1730	Test AS general document L1 (2)	2021-01-18	
1729	Test AS decision L1	2021-01-18	
1728	Test AS project draft L2	2021-01-18	
1727	Test AS meeting agenda L1	2021-01-18	



# Document lifecycle



# SD Documents - Document numbering

- ▶ N-numbers are assigned automatically
- ▶ When a document is deleted, before it's notified, its number is automatically reassigned to the next document uploaded



# Thank you!

User guide available on the [CEN Expert area](#)

**Business** questions: your Project Manager at CCMC

All **functional & technical issues** can also be forwarded to  
the CEN Helpdesk at ISO:  
[helpdeskcentc@iso.org](mailto:helpdeskcentc@iso.org)