



EUROPEAN COMMITTEE  
FOR ELECTROTECHNICAL STANDARDIZATION

# CENELEC Meeting Registration System (MRS)

## Webinar for CENELEC TC Officers

Yves Leboucher, Electrotechnology – Standardization & Digital Solutions, Product Owner

Tamara Lee, Requirements Change Management (PMO) - Technology and Project Excellence, Consultant

# Webinar moderator

---



**Els SOMERS**

Project Manager

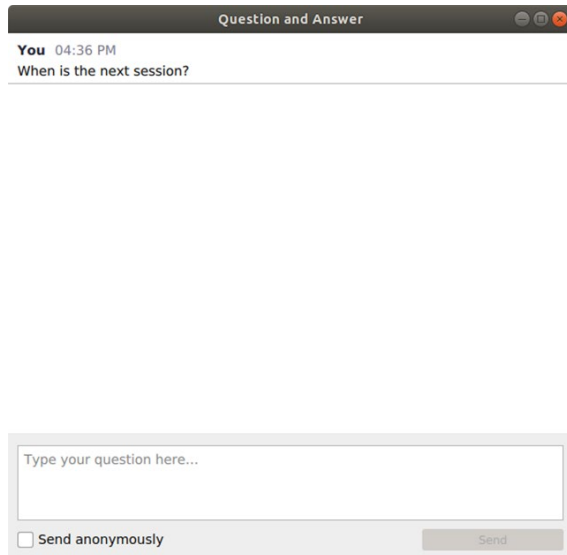
Public Relations

CEN-CENELEC

[esomers@cencenelec.eu](mailto:esomers@cencenelec.eu)

# Get the most out of the webinar today

- ▶ You are muted
- ▶ Use the Q&A panel to submit your questions



The screenshot shows a 'Question and Answer' panel. At the top, it says 'You 04:36 PM' followed by the question 'When is the next session?'. Below this is a text input field with the placeholder 'Type your question here...'. At the bottom left, there is a checkbox labeled 'Send anonymously' which is currently unchecked. At the bottom right, there is a 'Send' button.

- ▶ This webinar is recorded
- ▶ Talk about us on X with [#training4standards](#) [@Standards4EU](#)

# Your speakers

---



## **Yves LEBOUCHER**

Project Manager - Electrotechnology  
Standardization & Digital Solutions

[yleboucher@cencenelec.eu](mailto:yleboucher@cencenelec.eu)

## **Tamara LEE**

IT consultant

[tlee@cencenelec.eu](mailto:tlee@cencenelec.eu)

# Objectives of this webinar



- Introducing the CENELEC Meeting Registration System (MRS): an overview of the new features, functionalities and benefits
- Live Demo: step-by-step instructions and demonstration on how to navigate the system effectively
- Addressing questions about the system

# 1. CENELEC MEETING REGISTRATION SYSTEM (MRS)





# What is 'MRS'?

- **CENELEC Meeting Registration System (MRS) is a tool that:**
  - Enables TC Secretaries and Chairs, and Convenors to create and manage their meetings in a central place
  - Facilitates meeting preparation & organization (circulate documents...)
  - Ensures only authorized individuals register
  - Facilitates the registration of delegation by NCs
  - Enables secretaries and participants, as well as CCMC to easily extract reports

# Meeting types

## ➤ MRS can be used to create:

### CENELEC/TC,SC,BTTF and CEN-CLC/JTC meetings

- **Meeting creation by:** Secretaries/Chairs/Assistant Secretaries create and manage meetings

### WG Meetings (stand-alone)

- **Meeting creation by:** Convenors create and manage single WG meeting

### Series of WG Meetings

- **Meeting creation by:** Secretaries/Chairs/Assistant Secretaries create and manage multiple WG meetings



# MRS Roles and responsibilities

## NC Admin

Individuals within an NC who manages access, roles and permission within MRS. Name the NC Accreditor and HC Organizer for all meetings

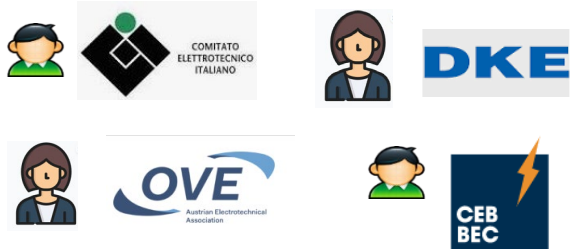
Names the NC Accreditor & HC Organizer

## NC Accreditor\* (NC staff member)

For TC and SC meetings only

Individual representing a CLC member who is responsible for the accreditation for specific meetings of Delegates and the Head of Delegation from his/her NC

### NCs

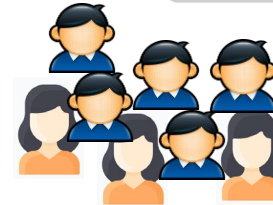


## TC/SC Secretary

- Create/manage meetings
- Provide appropriate information for meetings
- Decide which groups/subgroups should meet
- Can register participants

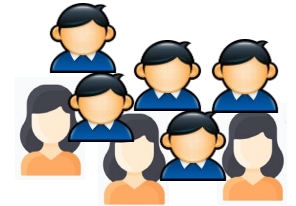
Accredits participant

Confirmed Participants



## Participants

Member of a structure



Register

NC hosting the meeting

## Host Committee Organizer (optional)

Informed when a new meeting is confirmed in their country.

Can register participants and send out invitation letters

\*Accreditation is only required for TC,SC,BTTF, JTCs meetings

# Role mapping (MRS – EMS)

MRS role	EMS role (Expert Management System)	Access in MRS
<b>NC Administrator</b>	NC Administrator	<ul style="list-style-type: none"> <li>Assigns the NC Accreditor (and HC Organizer if needed)</li> </ul>
<b>NC Accreditor</b>	Appointed NC Official for each country	<ul style="list-style-type: none"> <li>Approves/disapproves a participation to a TC/SC meeting</li> </ul>
<b>HC Organizer (optional)</b>	Appointed NC Official from the Host Committee	<ul style="list-style-type: none"> <li>Fills in meeting information</li> <li>registers participants</li> </ul>
<b>TC/SC Secretary</b>	Secretary Convenor Chair Assistant secretary	<ul style="list-style-type: none"> <li>Creates and manages meetings</li> <li>Decides which groups/subgroups should meet</li> <li>Registers participants and guests</li> </ul>
<b>Participant</b>	NC Officials National Participants WG Members Observers	<ul style="list-style-type: none"> <li>Registers to a meeting</li> <li>Users with other EMS roles will not have any access to MRS</li> </ul>

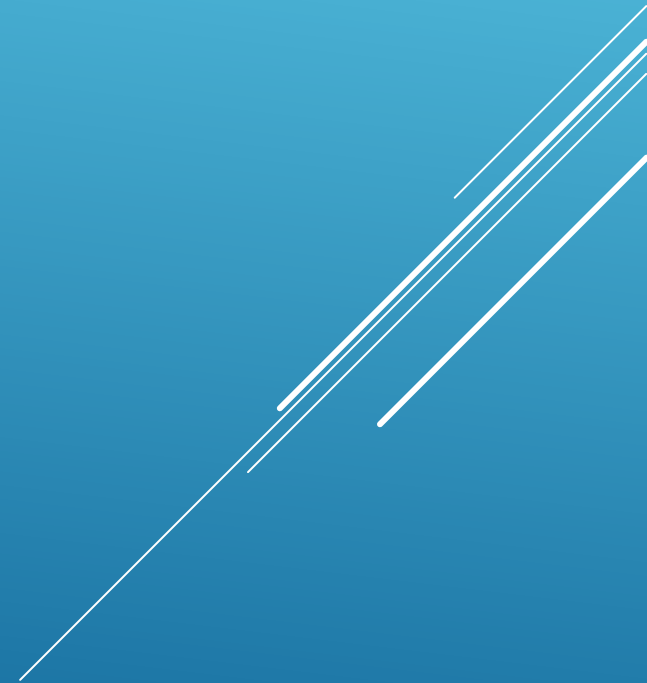
# MRS Access

- All users must have a CLC username and password to access CLC online Meeting Registration System at <https://meetings.iec.ch/>

- All information about CLC MRS can be found in [CENELEC Expert Area - Experts CENELEC](#)

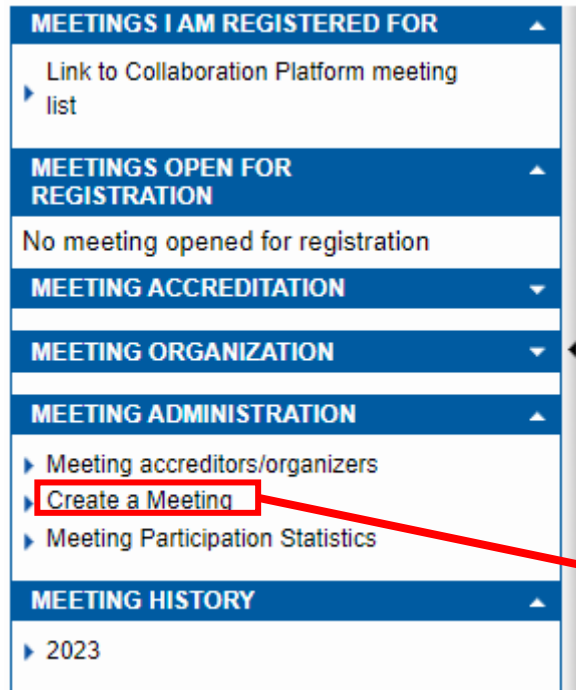
The screenshot displays the CENELEC website's 'Applications & Services' section. At the top, there is a navigation bar with links for 'Contact us' and 'Subscribe to news'. Below this, the 'LATEST NEWS' section features four news items with dates and categories like 'TRAININGS', 'OTHERS', and 'IT NEWS'. A filter bar indicates selected categories: 'Technical Bodies Officers', 'Members', and 'Expert'. The main content area is titled 'Applications & Services' and contains a grid of service cards. The 'Meeting Registration System' card is highlighted with a red border and a red arrow pointing from the text in the adjacent list. Other cards include 'Collaboration Platform', 'Submission Interface', 'Electronic Voting', 'Projex-Online', 'Expert Management System', and 'QuickSearch'. Each card provides a brief description and a 'LEARN MORE' link.

## 2. CREATE MEETINGS



# Create a meeting

## Main menu for the Officers



- ➔ **My meetings:** upcoming meetings you have registered for
  - ➔ **Meetings open for registration:** meetings of your technical body that you may register to
  - ➔ **Meetings Accreditation:** track accreditation status
  - ➔ **Meeting organization:** add details and/or change to your meetings
  - ➔ **Meeting administration:** first step to create a meeting click on 'Create a meeting' (step 1)
- Step 1**

# Create a meeting

Step 2: The Secretary/Chair/ Convenor must complete the following information to be able to create a meeting:

Home > Add a meeting

---

New Main Meeting Create

Meeting Type *	TC/SC/BTTF <span>▼</span>	→ Select the committee from the list: TC/SC/BTTF or multiple WGs
Meeting Presence *	<input type="radio"/> Face-to-face only <input type="radio"/> Virtual only <input checked="" type="radio"/> Face-to-face and Virtual	→ Select the type of presence needed for the meeting
TC/SC/BTTF *	TC 20 <span>▼</span>	→ Select the committee from the list
Host Committee *	Switzerland <span>▼</span>	→ Enter the name of the country hosting the meeting
Meeting Start Date *	2023-05-21 <span>📅</span>	→ Add the meeting start and end date
Meeting End Date *	2023-05-21 <span>📅</span>	

Click on Create when finished



# Meeting Details

Step 3: The Officer needs to add the meeting details such as:

> Manage meeting

IEC TC 20 (2023-09-14)  
Face-to-face and Virtual

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Postpone the whole meeting Edit

Meeting details

Host	Switzerland	Address	Rue du Maupas 14
TC/SC/BTTF	TC 20		
Meeting name	TC 20		
Description		Post code	1003
Meeting start date	2023-09-14	Town	Lausanne
Meeting end date	2023-09-15	State / Province	
Status	Active	Country	Switzerland
Meeting presence	Face-to-face and Virtual	Telephone	
Registration start date		Fax	
Registration end date	2023-09-13	E-mail address	
		URL (Host/Venue)	

## Meeting details:

- The TC Officer is responsible for filling in the necessary details of the meeting
- Before filling in the 'Registration start date, it is important to complete the **Meetings timetable** on the next tab
- The registration start date serves as a crucial trigger for the automatic creation of the meeting



Click on **Save** when finished. The meeting has now been created.

# Meeting timetable

The TC Officer completes the meeting structure by deciding which groups/subgroups should meet and when they should meet.

> Manage meeting > List meetings

IEC TC 20 (2024-07-01)  
Face-to-face and Virtual

Details **Meetings Timetable** Rooms Hotels Visas Events Practical info Admin Lists Documents

Meeting information Edit

None

Generate invitation View details View rooms Edit timetable Add a meeting

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 01 Jul		Tue 02 Jul	
	AM	PM	AM	PM
TC 20	H	H	H	
TC 20/WG 13	H	H	H	

This tab will generate the link to the registration to the meeting which can be sent via email to guests

This is a summary of the meetings and their schedule


Indicates if the meeting will take place in the morning (AM) or afternoon (PM)

Add meeting if required

# Guest invitation to a meeting

- The TC Officer and HC Organizer's role have the authority to invite guests (TB external experts)

Home > Manage meeting > List meetings Mr tc20\_secret

**IEC TC 20 (2023-11-01)**  
Face-to-face and Virtual 

Details **Meetings** Rooms Hotels Visas Events Practical info Admin Lists Documents

**Meeting information** Edit

None

**Generate invitation** View details View rooms Edit timetable Add a meeting

Codes in the timetable: **F** (Face-to-face), **V** (Virtual), **H** (Hybrid)



	Wed 01 Nov		Thu 02 Nov	
	AM	PM	AM	PM
TC 20	H		H	
TC 20/WG 11	H			H

- To invite guests, the TC Officer and HC Organizer use a unique link which may be sent via email as an invitation
- If the guest already has an EMS account (Expert Management System), they will automatically be accredited to the meeting.
- If the guest is not registered in EMS, they will need to create an account

# Alternative Registration of a participant

- The TC Officer and HC Organizer can register members of their respective Committee (or dependency) by using the 'Register participants' option.
- The participant's registration will be subject to accreditation by the NC Accreditor

Home > Accreditation > Administration

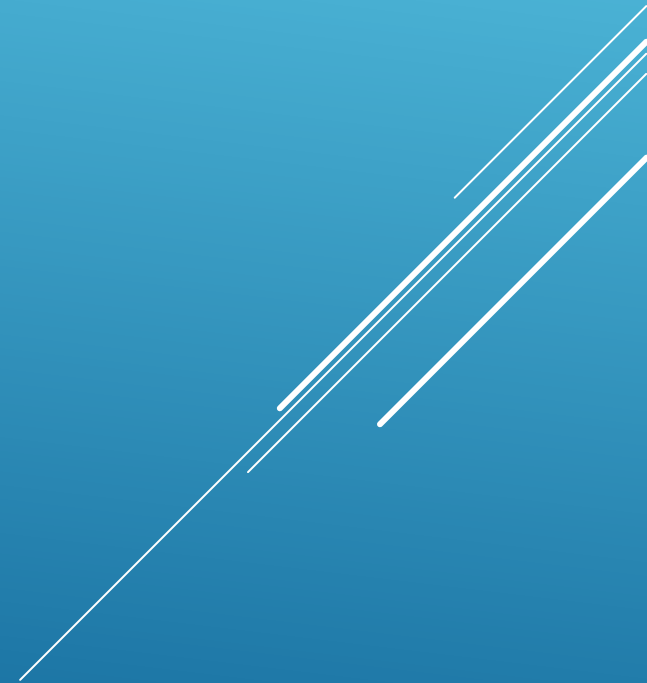
 **TC 20 (2023-09-14)**  
Face-to-face and Virtual 

Details Meetings Timetable Rooms Hotels Visas Events Practical info **Admin** Lists Documents

- [1. NC Accreditors & HC Organizers](#)
- [2. Accreditation](#)
- [3. Register participants](#)
- [4. Invitation letters](#)
- [5. Check-in](#)



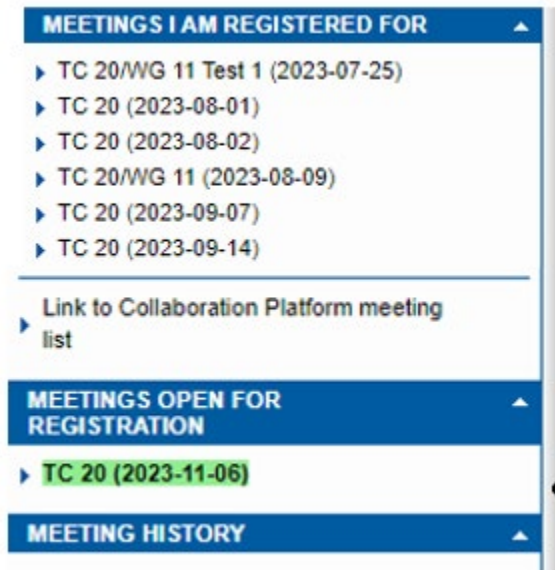
# 3. REGISTER TO A MEETING





# Registration to a meeting

## Main menu for the Participants



➔ **Meetings I am registered for:** your upcoming meetings

➔ **Meetings open for registration:** meetings of your Technical Body available for Registration on MRS

# Registration to a meeting

## Step 1: Participants locate the meeting under 'MEETING OPEN FOR REGISTRATION'

MEETINGS I AM REGISTERED FOR

- TC 20/WG 11 Test 1 (2023-07-25)
- TC 20 (2023-08-01)
- TC 20 (2023-08-02)
- TC 20/WG 11 (2023-08-09)
- TC 20 (2023-09-07)
- TC 20 (2023-09-14)
- TC 20 (2023-10-11)
- TC 20 (2023-10-18)
- TC 20/WG 11 (2023-10-19)
- TC 20 Plenary meeting (2023-11-01)
- TC 20 (2023-11-01)
- TC 20 Plenary #6 w/ WGs (2023-12-01)
- TC 20 Plenary (2024-06-03)
- TC 20 Nooshin (2024-06-03)
- TC 20 The big one (2024-06-03)
- TC 20 (2024-07-01)
- TC 20 (2024-07-18)

Link to Collaboration Platform meeting list

**MEETINGS OPEN FOR REGISTRATION**

- TC 20 (2023-11-06)**

MEETING HISTORY

Home > Register for a meeting

**IEC TC 20 (2023-11-06)**  
Face-to-face and Virtual

Any data submitted by you as part of the registration process will be held on a database solely for the purpose of assisting IEC and IEC Host Committees with the organisation of this event. Except where we are required by law to disclose your information, we will only pass your information to other parties with your consent. Furthermore, your data will be held in compliance with the [IEC privacy policy](#). By completing and submitting this registration, you consent to us holding and using your personal information in accordance with this notice.

Please note this meeting will be a "Face-to-face and Virtual" meeting.  
Location : Vienna (AT)  
Merkelstrasse 4

**Official Documents**

TC 20 AC Announcement <https://collaborate.stg.iec.ch/#/pages/workspaces/402641/documents/117277/details/740222?onlyWithPreview=false&fileId=740222>

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 06 Nov		Tue 07 Nov	
	AM	PM	AM	PM
TC 20	H	H	H	H
TC 20/WG 09	H	H		

Step 2: Clicking 'Start Registration' allows participants to begin their session and access the first registration page

# Registration to a meeting

Home > My meeting registration Ms tc20p\_tc20wg11 Olivia (at-olivia-tc20ptc20wg11) | Current Tenant: CENELEC [Switch Tenant](#) [Logout](#)

---

**MY MEETINGS**

- ▶ TC 20 Plenary #4 w/ WG (2023-06-28)
- ▶ TC 20 (2023-09-07)
- ▶ TC 20 (2023-11-01)
- ▶ TC 20 Plenary meeting (2023-11-01)
- ▶ TC 20 Plenary #6 w/ WGs (2023-12-01)

[Link to Collaboration Platform meeting list](#)

**MEETINGS OPEN FOR REGISTRATION**

- ▶ **TC 20 (2023-08-01)**

**MEETING HISTORY**

- ▶ 2023

**IEC TC 20 Plenary meeting (2023-11-01)**

Face-to-face and Virtual

Summary Accompanying persons Visa Meetings Hotels

[Cancel registration](#)

---

**Location**  
Paris (FR)

---

**Registration status**  
Not submitted

You must **SUBMIT** your registration to start the accreditation process!

[Submit registration](#)

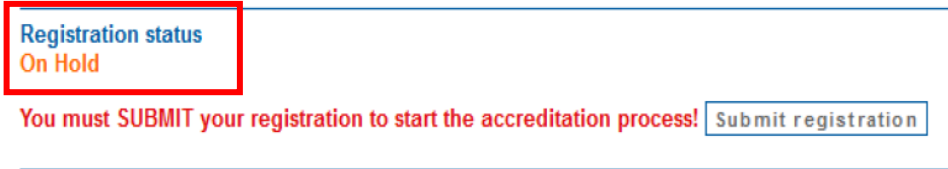
→ **Step 3:** to complete the registration process, the participant must 'submit registration'

Take the opportunity to update your contact details in the Expert Management System if necessary

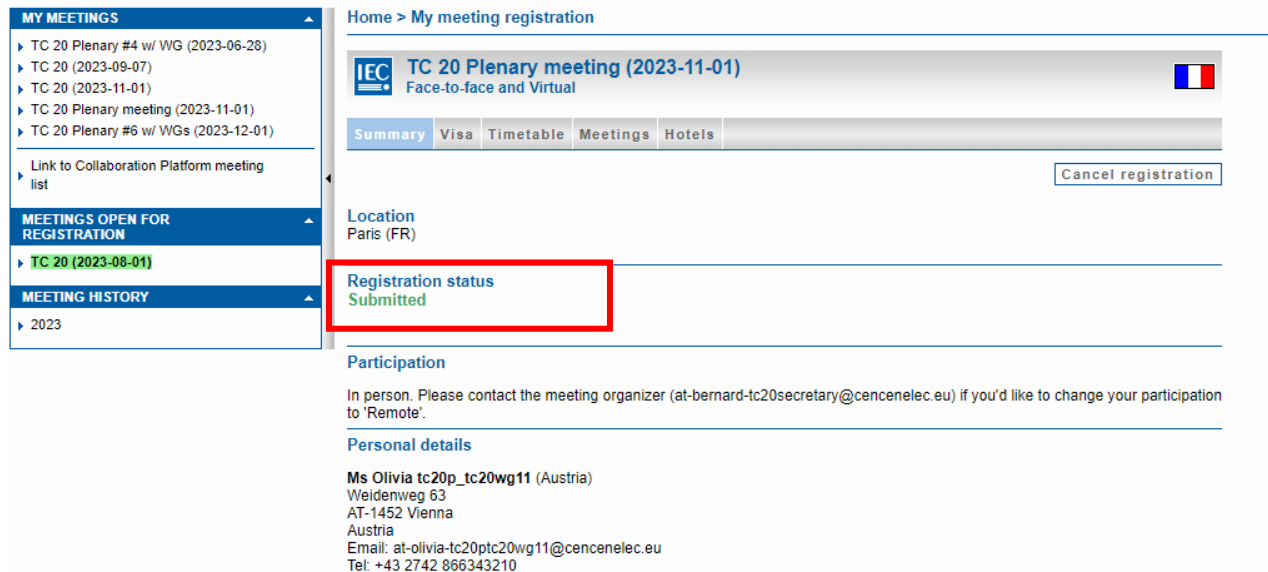
Relevant documents for the meeting (draft agenda...)

# Registration to a meeting

- If your application is 'On Hold', check that you have clicked the 'submit' button, and/or filled out the mandatory information fields.

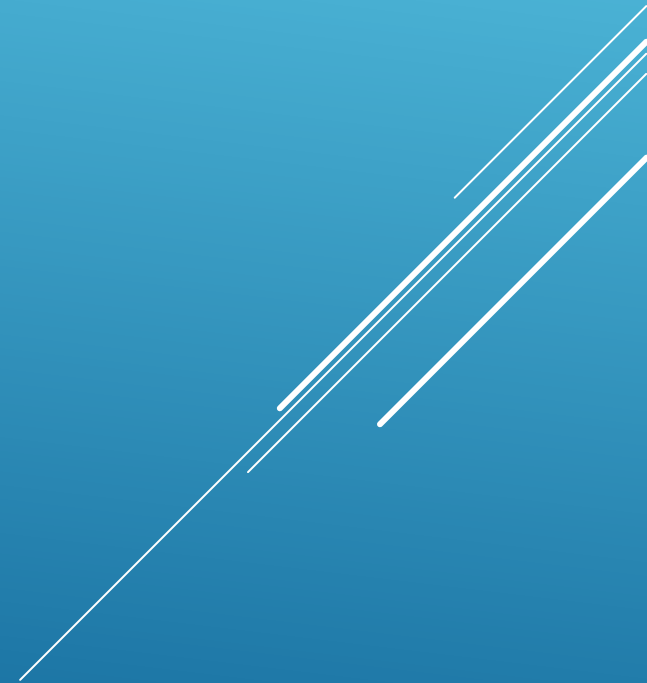


- Once your registration has been 'submitted', it will require approval. The meeting attendance status will be listed as 'Pending' until it has been approved or disapproved by the NC accreditor.





# 4. MEETING ACCREDITATION





# Meeting Accreditation

## Main menu for the Accreditors

MEETINGS I AM REGISTERED FOR
▶ TC 20 (2023-08-09)
▶ TC 20 (2023-09-07)
▶ TC 20 (2023-10-11)
▶ TC 20 Nooshin (2024-06-03)
▶ Link to Collaboration Platform meeting list
MEETINGS OPEN FOR REGISTRATION
▶ <b>TC 8X/WG 06 (2024-06-13)</b>
▶ TC 20 (2023-11-06)
▶ <b>TC 20 (2023-11-01)</b>
MEETING ACCREDITATION
▶ TC 20/WG 11 (2023-08-09)
▶ TC 20 (2023-08-09)
▶ TC 20 WG meetings (2023-10-02)
▶ TC 20 (2023-10-11)
▶ TC 20/WG 11 (2023-10-19)
▶ TC 20 Nooshin (2024-06-03)

➔ **Meetings I am registered for:** your upcoming meetings

➔ **Meetings open for registration:** meetings of your Technical Body available for Registration on MRS

➔ **Meeting accreditation:** lists the meetings which require accreditation from the NC Accrerator

# Meeting Accreditation

- Upon selecting a meeting from the 'meeting Accreditation' list, the NC Accreditor will be able to view the number of pending registrations.




The screenshot shows the 'Home > Accreditation' page. On the left sidebar, under 'MEETING ACCREDITATION', the meeting 'TC 20 (2023-10-11)' is highlighted with a red box. An arrow points from this box to a table in the main content area. The table has columns for 'Meeting', 'Nb. pending', 'Nb. approved', and 'Nb. disapproved'. The row for 'TC 20' shows 1 pending registration, 0 approved, and 0 disapproved. A red box highlights the '1' in the 'Nb. pending' column. Below the table, a text box with a black border contains the instruction: 'Click on the meeting to approve or disapprove the participants'.

Meeting	Nb. pending	Nb. approved	Nb. disapproved
TC 20	1	0	0

# Meeting Accreditation


- The NC Accreditor has the capability to modify the registration status and may change the participant's role when needed.

Home > Accreditation > Meeting > Modify registration



**TC 20 (2023-11-01)**

Face-to-face and Virtual



Details
Meetings Timetable
Rooms
Hotels
Visas
Events
Practical info
Admin
Lists
Documents
Participation by correspondence

**TC 20**  
 Wednesday 01 November AM, Thursday 02 November AM  
 Electric cables

Title	First name	Last name	Dependency	Role	Represented Organization	Status
	Patrick	Hostorganizer	Belgium			<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">                     Pending ▼                      Approved                      Disapproved  <span style="background-color: #0056b3; color: white; padding: 2px;">Pending</span> </div>

Cancel
Save
Change role

Remark:



# Help and support

---

➤ **Resource materials:**

- The recording of the webinar & a user guide are available on the [CENELEC Expert area](#)

➤ **Support:**

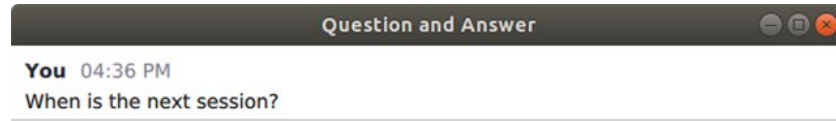
- Secretaries are advised to reach out to their respective CCMC Project Manager for any inquiries or assistance
- Convenors are advised to contact their secretaries for further guidance
- For any inquiries regarding permissions or access, we recommend following the standard procedure [here](#).

# Your feedback



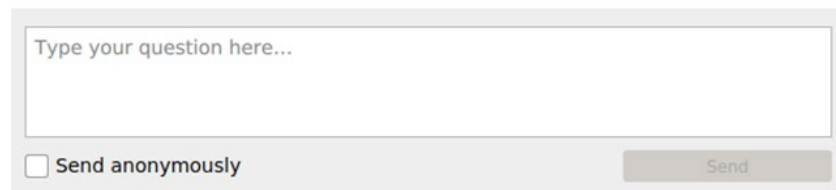
# Question time

▶ Use the Q&A panel to submit your questions



Question and Answer

**You** 04:36 PM  
When is the next session?



Type your question here...

Send anonymously

Send





# Thank you!

Upcoming webinars

2024-10-07 - [Mainstreaming Adaptation to Climate Change in Standards – Training on using “Tailored Guidance for Standardization Technical Committees”](#)

2024-10-07 - [Green Electricity Systems: End-to-End Solutions Leveraging Standards for Efficiency](#)

2024-11-12 - [Workshop on collaboration between standards users, writers and data providers to foster long term climate resilience](#)