



# CEN and CENELEC Technical Body Officers Event

**IT tools, Expert skills: Learning Lab**

# CENELEC Expert Area

It is an Entry Area where you will find links to news, trainings & materials, BOSS, etc.



# CENELEC Expert Area

1/2

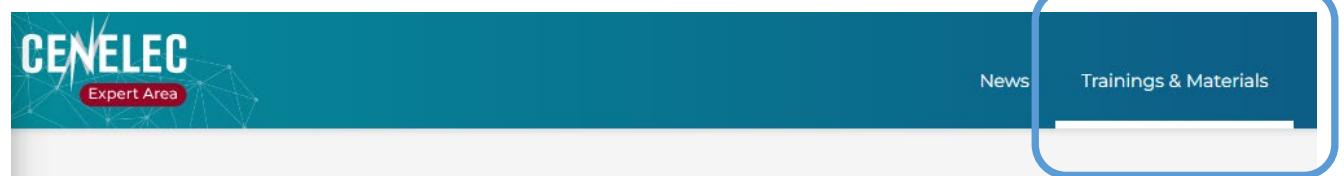


- Direct link: <https://experts.cenelec.eu/>
- For TB Officers, members, and experts
- Links to news, trainings & materials, BOSS, etc.
- Links to all tools such as:  
Collaboration Platform, Submission Interface, Electronic Voting (CIV), Projex-Online, EMS, QuickSearch, MRS, TB Dashboard...  
....and other applications
- Access: PUBLIC



The screenshot shows the 'CENELEC Expert Area' homepage. At the top, there is a navigation bar with links for 'News', 'Trainings &amp; Materials', 'Meeting Centre', 'Key Initiatives', and 'CENELEC BOSS'. The 'Trainings &amp; Materials' and 'CENELEC BOSS' links are circled in red. Below the navigation bar, there is a section for 'LATEST NEWS' with four items: 'CEN &amp; CENELEC Technical Boards Newsletter – Vol. 20' (2024-11-22), 'CEN and CENELEC web sites down 2024-10-26 from 9h00 to 17h00' (2024-10-23), '2024-09-03 - Projex Online downtime' (2024-08-29), and 'CEN and CENELEC web sites down 2024-08-29 from 12h00 to 15h00' (2024-08-21). A 'FILTER' button is present with checkboxes for 'Technical Bodies Officers', 'Members', and 'Expert'. Below the news section is a 'Applications &amp; Services' section featuring eight tools: 'Collaboration Platform', 'Submission Interface', 'Electronic Voting', 'Projex-Online', 'Expert Management System', 'QuickSearch', 'Meeting Registration System', and 'TB Dashboard'. Each tool has a brief description, a 'LEARN MORE' link, and buttons for 'Technical Bodies Officers', 'Expert', and 'Members'.

- User Guides:  
<https://experts.cenelec.eu/trainings-materials/user-guides-templates/>
- Via  
Expert Area >> **Trainings & Materials**



## User Guides & Templates

User Guides & Templates    Events & Trainings    Web Conference Services

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### Collaboration Platform

[CENELEC Collaboration Platform User Guide](#)

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### CENELEC eTrans

[CENELEC etrans Translators Users Guide \(NUXEO\)](#)

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### Technical Body Dashboard

[TB Dashboard - Demo](#)  
[TB Dashboard - Quick Start Guide](#)  
[NWI Online Form - User Guide](#)



# CENELEC Business Operations Support System (**BOSS**)

To find useful **information, templates and forms**



# Collaboration Platform (CP)



- Direct link: <https://boss.cenelec.eu/>
- Public website for all
- CLC regulations, procedures and guidelines, etc.
- Hub for **forms** and **templates**



The Business Operations Support System (BOSS) aims at providing practical information to those actively contributing to the development of deliverables within the CENELEC system. It clearly describes processes and gives access to instructions and guidance for their day-to-day work.

Enter key words or phrase



❖ demonstration of **Expert Site, BOSS Page**

<https://experts.cenelec.eu/> | <https://boss.cenelec.eu/>



# Collaboration Platform (CP)

The Collaboration Platform is meant to upload and share documents with the TC. E.g.: the draft agenda before the plenary meeting should be uploaded here, the meeting minutes or any other useful document.

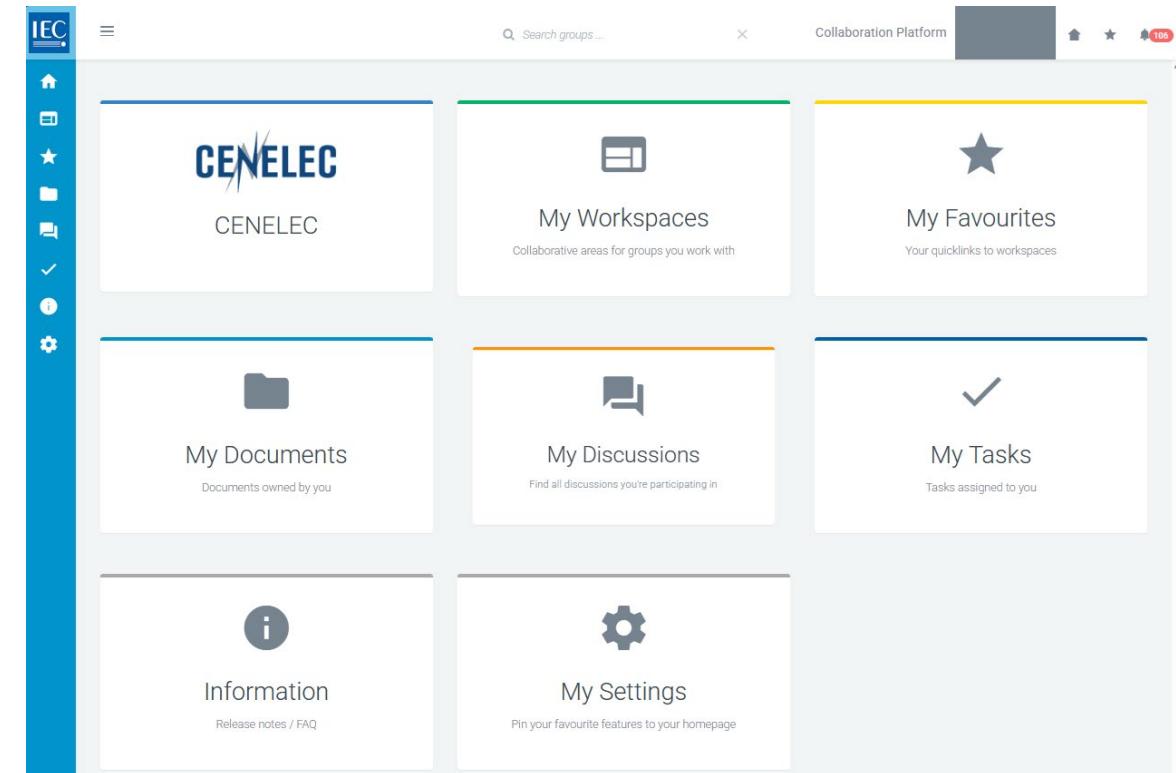
When creating a CIV, a supporting document needs to be uploaded here. This helps the TC members to understand the topic and background of the consultation.



# Collaboration Platform (CP)



- Direct link: <https://collaborate.iec.ch/>
- Via: CENELEC Expert Area >>> Applications & Services
- Login: IEC = CENELEC
- Your personal lists depends on your access permissions given via Expert Management System (EMS)
- Access:
  - CCMC: Technical Body Officers & observers (Affiliates, Partners, EC, ...)
  - National Committee (NC) admins: national experts



## Accesses

- 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)



❖ demonstration of **Collaboration Platform**

<https://collaborate.iec.ch/>



# Technical Body Dashboard (TB Dashboard)

The Technical Body Dashboard (TB Dashboard) is an application used to access other applications such as the **NWI/PWI Online Form or Submission Interface**.

Its purpose is to **gather the different applications** used by CEN and CENELEC TB Officers under **one dashboard**.

Since 2024, CENELEC Officers have been using it to access the application to create **New Work Items**.

In the end of 2025, we have integrated the Submission Interface to the TB Dashboard. In the future, further integrations are possible both for CEN and CENELEC applications.



# Technical Body Dashboard



- Direct link: <https://tbdashboard.cencenelec.eu>
- Via the CENELEC Expert Area >> Tools Section: **Technical Body Dashboard**
- TB Dashboard is available: Secretaries | Assistant Secretaries | Acting Secretaries | BTF Convenors BUT **no accesses** for Sub-committees (SC) and Working Groups.
- Login: IEC = CENELEC = some National
- In the future, more functions to be predicted...

TB ↑	WI Number ↑	Reference ↑	Stage code ↑ ↓	Type ↑ ↓	Deadline ↑ ↓
CLC/TC 61	78617	prEN IEC 60335-2-3:2024/prAA:2024	40.60.0000 ⓘ	Draft for Formal Vote	2024/06/05
CLC/TC 61	78620	prEN IEC 60335-2-8	10.99.0000	1st Working draft OR Draft for Enquiry	2024/06/05



# CEN & CLC TB Dashboard



**DASHBOARD**

NWI/PWI Creation/Activation      Documents Submissions

Create a new project      CLC/TC 61      Create

- ❖ **CENELEC:** 2 functions (NWI/PWI Online Form + SI)
- ❖ **CEN:** 1 function (SI)

**DASHBOARD**

Documents Submissions

Clear grid filters

TB ↑↓	WI Number ↑↓	Reference ↑↓	Stage code ↑↓
CEN/TC 256	00256764	CEN/TS 17843:2022	20.60.0979
CEN/TC 256	00256920	EN 16843:2024	40.60.0000

In the future, more functions to be predicted under the TB Dashboard with integration.



# Background of NWI/PWI creation

- Since March 2024, the manual submissions have been replaced by **NWI/PWI Online Form** and **eVoting** for New/Preliminary Work Item approvals. Meaning, NWI/PWI approvals are not requiring any longer the formal approval of CLC/BT (**delegated**).  
Since 2025-02-04, same process applies by CLC-lead JTCs (delegated BT decisions). (By CEN-lead JTCs, different tools apply, but the NWI/PWI approvals are also delegated.)
- The Online Form tool is available from the TB Dashboard.
- That process simplifies the PWI and NWI (also Common Mods) procedure by **replacement the manual form with automation**, controlled by the (J)TC Secretariats.
- BT decisions are replaced with NWI Form creation/validation and eVoting procedure:  
11 weeks = 1w creation by TB + 2w PM validation + 8w vote

Via the eVoting tool, **weighted vote** will apply for the approval of NWIs intended to become EN, TS and HD, while TRs will be approved via **simple majority**, in line with corresponding voting criteria in Clause 6 of IR2 (CLC BT D175/005).

# Step-by-step of NWI/PWI creation



Step (1) TC secretariat fill-out the PWI/NWI Online Form (**creation phase**)

Step (2) CCMC PM ensures the correctness of data (**validation phase**) or push back to TC Secretariat the Online Form for correction | special attention on the indication of 'mandated'

Step (3) The IT system pre-registers the form in the database and creates NWI Ballot on Voting System Platform (similar to CDV or FDIS Ballot) (**voting registration**)

Step (4) CLC NC Voters, as identified in the EMS receive notification via email of NWI. The vote is cast on Voting System Platform (8 weeks). Outcome to be automatically sent to Data Service and TB Secretariat (**voting** and **outcome generation**)

Step (5) **NWI activation** if certain conditions are met in the voting outcomes in line with actual BT decisions (e.g.: 5 Member rule, etc.)

Remark: the Voting outcomes in line with of EU Reg. 2480/2022:

- double counting &
- approved, disapproved and pending outcomes



- ❖ Demonstration of **TB Dashboard** and **NWI/PWI Online form** (creation phase)



# Accesses to eVoting



- Direct link:  
<https://experts.cenelec.eu/>
- Via the CENELEC Expert Area >> Tools: **Electronic Voting**
- Login: IEC = CENELEC = some National
- EMS allocates the access to NCs for the voting rights
- Same access “Voting” on NWIs and “Commenting (Enquiry)”

The screenshot shows the CENELEC Expert Area homepage. At the top, there is a navigation bar with links to News, Trainings & Materials, Meeting Centre, Key Initiatives, and CENELEC BOSS. Below the navigation bar, there is a section for LATEST NEWS with four news items. The first news item is about the CEN & CENELEC Technical Boards Newsletter – Vol. 17. The second news item is about the new EU Reg. 2022/2480 and its impact on CEN and CENELEC's decision processes on deliverables under Standardization request. The third news item is about the CEN & CENELEC Technical Boards Newsletter – Vol. 16. The fourth news item is about the New version CEN-CENELEC Projex-Online. Below the news section, there is a FILTER section with checkboxes for Technical Bodies Officers, Members, and Expert. Under the Applications & Services section, there are three services: Collaboration Platform, Submission Interface, and Electronic Voting. The Electronic Voting service is highlighted with a blue rounded rectangle around its icon and text. The Collaboration Platform and Submission Interface are also described with their respective functions and 'LEARN MORE' links.

LATEST NEWS

2023-11-07 **OTHERS** CEN & CENELEC Technical Boards Newsletter – Vol. 17 [READ MORE](#)

2023-07-07 **TRAININGS** The new EU Reg. 2022/2480 and its impact on CEN and CENELEC's decision processes on deliverables under Standardization request [READ MORE](#)

2023-06-22 **OTHERS** CEN & CENELEC Technical Boards Newsletter – Vol. 16 [READ MORE](#)

2023-06-13 **IT NEWS** New version CEN-CENELEC Projex-Online [READ MORE](#)

FILTER:  Technical Bodies Officers  Members  Expert

Applications & Services

**Collaboration Platform** → Document management for CENELEC Technical Bodies, governance bodies and related groups. [...] [LEARN MORE](#)

**Submission Interface** → Application to be used by Technical Body Secretaries to submit files for First Deliveries to CCMC. [...] [LEARN MORE](#)

**Electronic Voting** → Support of consensus feedback processes for CENELEC committees and committee internal voting (CIV). [...] [LEARN MORE](#)



# eVoting – Technical Documents



Technical Documents Open for vote

## Technical Documents open for vote/comment

Technical Documents Management Documents Committee Internal Voting Votes Statistics Parallel Votes

Form-Comments.dotx Ms Tamara Lee (xs-lee) Log out

Group by : Autofilter Reset

CLC Vote	IEC Vote	Reference	Project Number	Type	Technical Body	Closing Date	IEC	Downloads
All	All	All	All	All	All	All	All	EN FR DE
CLC/IEC FprTS 62443-6-2:2025		81375	vote for ts/tr	CLC/TC 65X	2025-09-05	N		
EN 50110-1:2023/prA1		82282	<b>vote on new work item</b>	CLC/BTF 62-3	2025-09-05	N	EN	
EN 60317-0-1:2014/prA2:2025		78321	parallel vote on cdv	CLC/TC 55	2025-09-05	Y	153 kB 155 kB	
EN 60743:2013/prA1:2025		81441	parallel vote on cdv	CLC/TC 78	2025-09-05	Y	165 kB 156 kB	
EN IEC 63129:2020/FprA1:2025		79649	parallel vote on fdis	CLC/TC 34	2025-09-05	Y	504 kB	
FprEN IEC 60601-2-64:2025		76577	parallel vote on fdis	CLC/TC 62	2025-09-05	Y	2980 kB	



## Your vote (Texts + Flexible Timeframe Dates (if applicable) + Directives):

Vote :

In favour

Against

Abstain

Participation :

We are committed to participating actively in the development of the project.

Yes

No

Suggested last name, first name and e-mail of expert:

Last name  First name  email

Additional information :

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 and IPR information on these documents, are attached.

Yes (references provided in commenting template)  No



## Your vote (Texts + Flexible Timeframe Dates (if applicable) + Directives):

Vote :

In favour

Against

Abstain

Additional information :

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 and IPR information on these documents, are attached.

Yes (references provided in commenting template)  No

- Program will only process type of comments selected with button on left (eg : if you select file attached and enter comments directly, the entered comments will be ignored)
- Any previous comments for this vote will be overwritten/erased with that submitted now
- In case there is not five National Committees committed to participate actively in the development of the project, the result will be set to "Pending (Five Members rule)" and the proposal will be escalated to BT.
- Voting against shall be justified by comments
- In the case where you have no industry, no experts or no interest in this field we invite you to choose Abstain

### DISCLAIMER

This voting result is calculated based on IR2, Clause 6.4 'Decisions concerning Standardization Requests and related mandated work'. The counting of the votes of Blue-Type Members (Members from EEA countries) is by default displayed on this voting report. If the voting result is 'pending', the item has to escalate to the Technical Board for final decision in line with CEN-CENELEC Internal Regulations Part.2, clause 6.4. TCs are expected to carry out a preliminary assessment of the voting result so that to provide advice to BTs for an informed decision.

Comment:

No comments

File attached

Choose File No file chosen

 Form-Comments

Reception date:

2024-02-15



Confirm vote :

Reply

Reset

Go to list



# Electronic Voting Committee Internal Voting (CIV)

The CIV is useful for professional consultation of a certain topic within the TC. It is a helpful tool for decision making. The TC secretary can for example create a consultation about potential liaisons, potential revision of a standard or even a call for experts (e.g. when creating a WG).



# Committee Internal Voting (CIV)



- Direct link: <http://www.iec.ch/clcvotes>
- Via the CENELEC homepage > Tools section: **Electronic Voting**
- Login: IEC = CENELEC = some National

**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	Confirmation EN 50XXX	9XA	2018-06-30
All	All	Submission of EN XXX to FV	9XA	2018-06-30
All	All	New convenor	9XA	2018-07-01
All	All	New WI	9XA	2018-07-01
All	All	New Convenor	9XA	2018-07-01
All	All	Liaison with TC XX	9XA	2018-07-05

**CEN and CENELEC Technical Body Officers Event**

# Committee Internal Voting (CIV)

- Similar to the CIB = CEN Committee Internal Balloting



- Login: IEC = CENELEC = some National
- **Access:**
  - Default: **Vote Owner** = TC/SC Secretaries, Assistant Secretaries, BTTF Convenors
  - **National Committee (NC) admins:**  
Voter = representatives of CENELEC National Committees
  - **CCMC: Commenter** = Partners, **external liaison organizations**, CLC Consultants
- **Three email notifications** are being generated from CENELEC Voting System by [votesclc@iec.ch](mailto:votesclc@iec.ch) throughout the CIV process.

# CIV Notification – New Vote



## CENELEC Voting System

International Electrotechnical Commission

### CENELEC CIV - New vote notification

- the day after the opening date

Please follow the link below to access the voting form and documentation for the following vote by correspondence:

Committee	Reference	Title	Link	Opening date	Closing date	Status
TC 64	64_0803_Q_establishment of liaison with JTC 11 WG 2	64_0803_Q_establishment of liaison with JTC 11 WG 2	<a href="#">Link to voting</a>	2025-10-27	2025-12-19	active





## CENELEC Voting System

International Electrotechnical Commission

CENELEC CIV : Summary of votes/comments closing on 2025-10-24

- Summary of votes/comments closing on [Date], a week before closing date

Votes for the documents in the following list are closing on 2025-10-24.

Committee	Reference	Title	Link	Opening date	Closing date	Status
TC 64	64/Sec/0802/Q/TC64/call/for/experts/WG29	CALL FOR EXPERTS for TC 64 WG 29 – Energy Efficiency	{Link to voting}	2025-08-28	2025-10-24	active



# CIV Notification – Vote Closed



- Vote closed on [Date], a day after closing date – that email includes a link to the results

 **CENELEC Voting System**  
International Electrotechnical Commission

CENELEC CIV - vote closed on 2025-10-24

Please follow the link below to access the voting result for the following vote by correspondence:

Committee	Reference	Title	Opening date	Closing date	Voting Result
TC 64	64/Sec/0802/Q/TC64/call/for/experts/WG29	CALL FOR EXPERTS for TC 64 WG 29 – Energy Efficiency	2025-08-28	2025-10-24	<a href="#">Link to voting result</a>



**Vote creation/management**

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

**'Save'** button to be used after compulsory metadata fulfillment...

Note: Opening Date should be in the future | same day is NOK



# CIV – Questionnaire selection



## 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\\_F690283F75264DF9C125726500355619/1B52D414](http://collaborationclc.iec.ch/LotusQuickr/clc_tc9x/PageLibraryC125734500757023.nsf/h_F690283F75264DF9C125726500355619/1B52D414)

Opening date: \*

2018-06-01



Closing date: \*

2018-07-01



Note:

Document is available on CTS

Comment Type:

Online

File attachment

Save

Reset

Delete

Configure Questionnaire

Back to list



# CIV – Define the question and criteria

**Question**

Question No

Save Reset New

**Procedure Infos**

**Committee:** SC 9XA - Communication, signalling and processing systems

**Vote reference:** New Convenor

**Vote title:** Appointment of new Convenor for WG XX

**Document hyperlink:**

**Opening date:** 2018-04-30      **Closing date:** 2018-05-31

**Note:**

Question No	Question Text
 1	Do you agree with the appointment of ...

**Answers**

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

❖ Demonstration of **CIV Tool**



# Links & Hints & Contacts



- **CENELEC Expert Area** (to whom? for TB Officers, members and experts; for what? to find News, Trainings&Materials, BOSS, and ALL Tools/Applications linked)
- **CENELEC BOSS** (Encyclopedia, Guidelines, Templates, Forms, etc.)
- **Collaboration Platform** (Sharing & Uploading documents e.g. meeting agenda, plenary minutes)
- **TB Dashboard** (creation of NWI/PWI items / Online Form; Submission Interface)
- **Submission Interface (SI)** (e.g.: uploading draft documents for Production Team)
- **Electronic Voting (CIV)** (e.g. consult TC on potential liaisons, call for experts, revision of standards etc.)
- **Projex-Online** (e.g. status of standards, alerts, useful information about standards)
- **Expert Management System** (to check/find experts in IEC/CLC Database)
- **Meeting Registration System**  
(for TB Secretariats: to register the upcoming meetings; for TB Officers: to register to join meetings)
- **Meeting Room Manager** (to check the Brussels Office Rooms availability)



## Hints

- Have close and frequent contact with TC responsible persons: Chair, Secretary and CCMC PM
- In case you have any questions, please do not hesitate to contact your NC or the CCMC PM
- Start organizing the plenary meeting in advance, earliest as possible:
  - book meeting room at least 6 months in advance | in Brussels office ~1 year ahead is suggested
  - have the draft agenda at least 2 months before and circulate it to the TC via Collaboration Platform

## Contacts

- Question on the creation of a CENELEC NWI/PWI: related CCMC Project Manager
- Question/problems on Submission Interface: [production@cencenelec.eu](mailto:production@cencenelec.eu)
- TB Dashboard or linked application is broken: [itsupport@cencenelec.eu](mailto:itsupport@cencenelec.eu)



# Thank you for your attention!

