



# CEN and CENELEC Technical Body Officers Event

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

# Agenda

1. SD Documents
2. Meeting registration (ISO-based)
3. Committee Internal Balloting (CIB)
4. CEN Working Area



## 1. SD Documents



- ▶ 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 (GD role-based access control)
- Controlled numbering system for most committees (N-number)
- Greatly enhanced Document search tool
- SD Document is evolutive. ISO is constantly working on new features

# SD Documents – Access



Access: <https://sd.cen.eu/documents/ui/#!/home>

TEST CEN Portal



### Documents

Committee documents repository for ISO, CEN and National technical groups as well as CEN Governance groups and Policy Development Committees.

Committee members, Committee officers, Committee observers



### Documents (Legacy)

CEN eTrans, HAS and other Platforms using the former Content Management Server (Livelink).

Committee officers, and users defined in specific groups



### Ballots on Draft Standards

Support of consensus feedback processes for CEN committees and committee internal balloting (CIB).

Committee officers, Voters, Commenters, Monitors



### Ballots for Governance

Support of consensus feedback processes for CEN governance committees.

Administrators, Voters, Commenters



### Meetings

Support CEN committees meetings organization.

Committee members, Committee officers



### Projex-Online

Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following up the work within Technical Bodies.

Committee officers, NSB Staff & other authorized users



### Global Directory

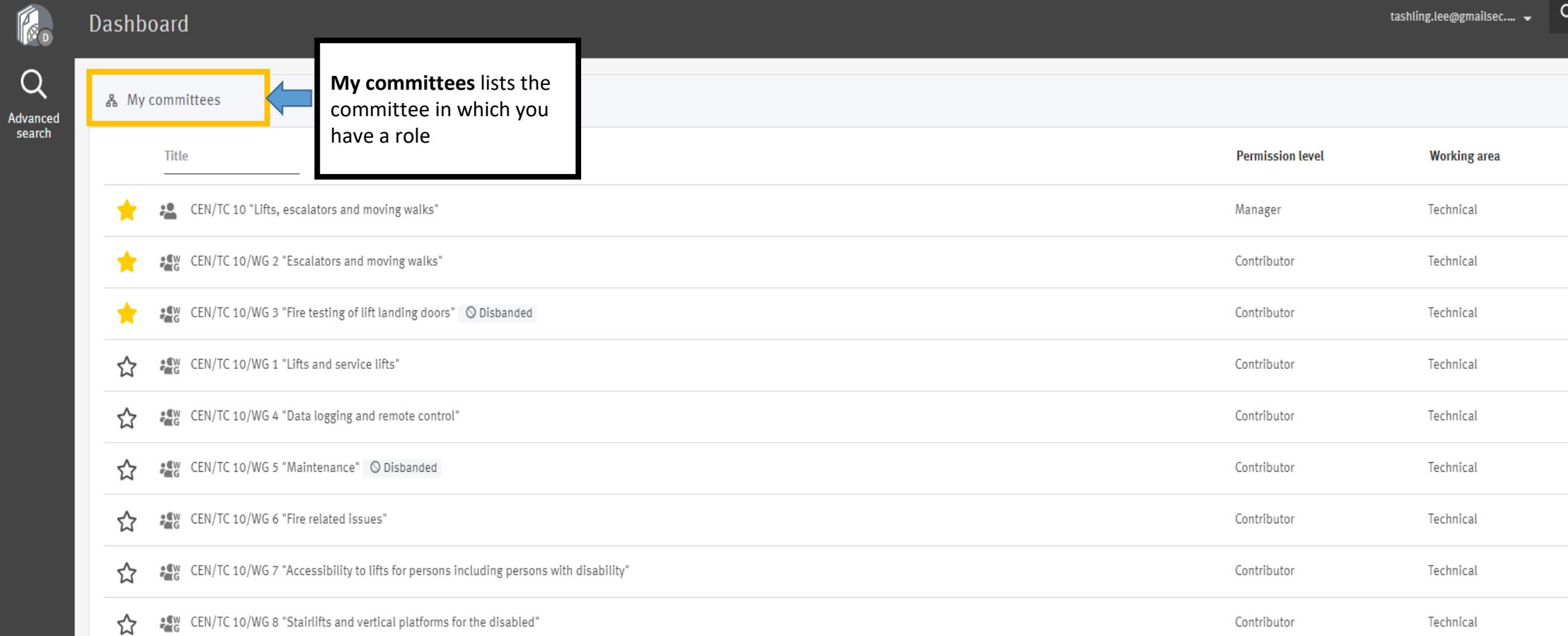
Central repository for managing committees, organizations, users and their roles for international, regional, and national work.

User administrators





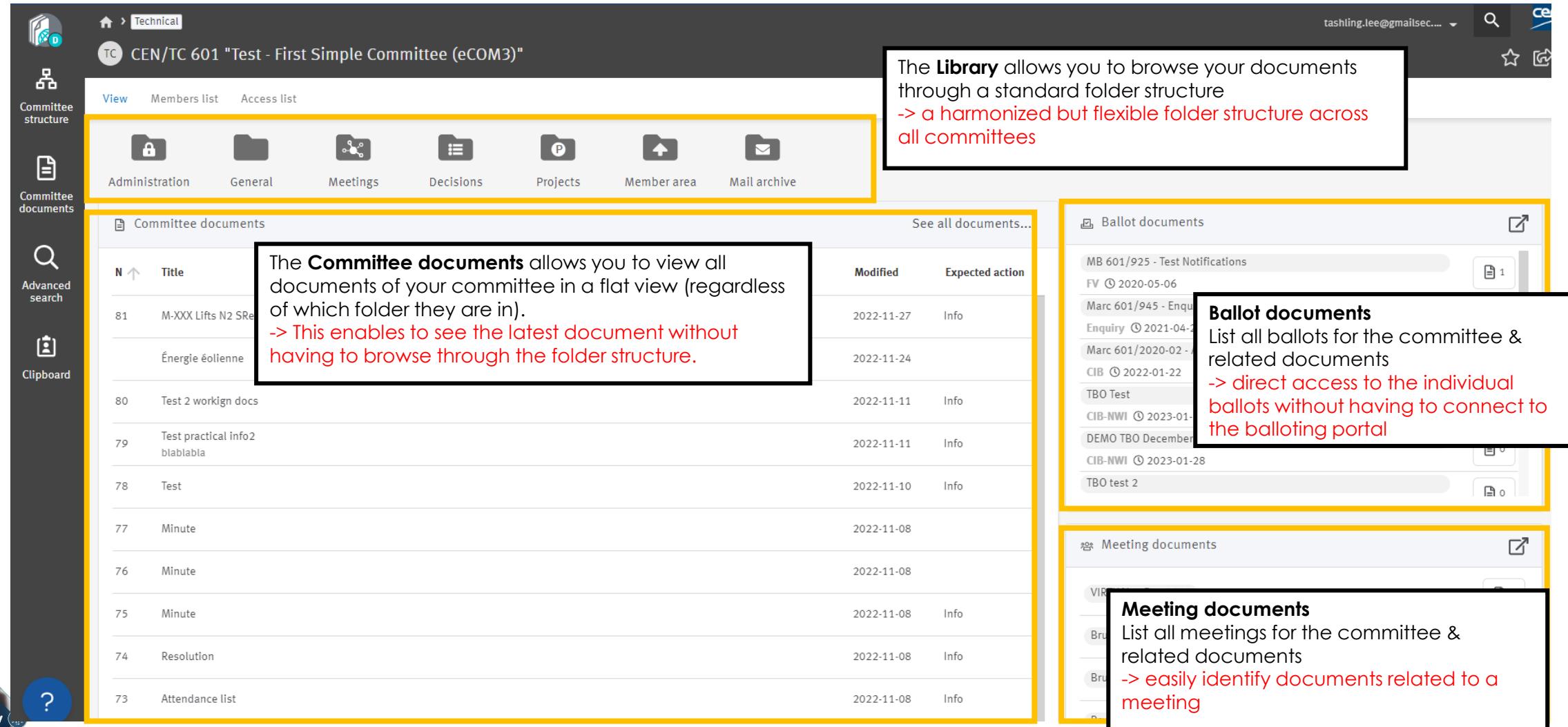
# SD Documents – Dashboard



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" 	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" 	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

# SD Documents – Permission Model



The screenshot shows the 'Members list' and 'Access list' tabs highlighted with yellow boxes and arrows pointing to their descriptions. The 'Members list' is described as showing the list of people directly involved in the committee/WG work, with a link to 'Email to members'. The 'Access list' is described as showing the list of all the people who have access to the documents of the committee (only visible to the SEC, CNV, SST), with a link to 'Export to CSV'.

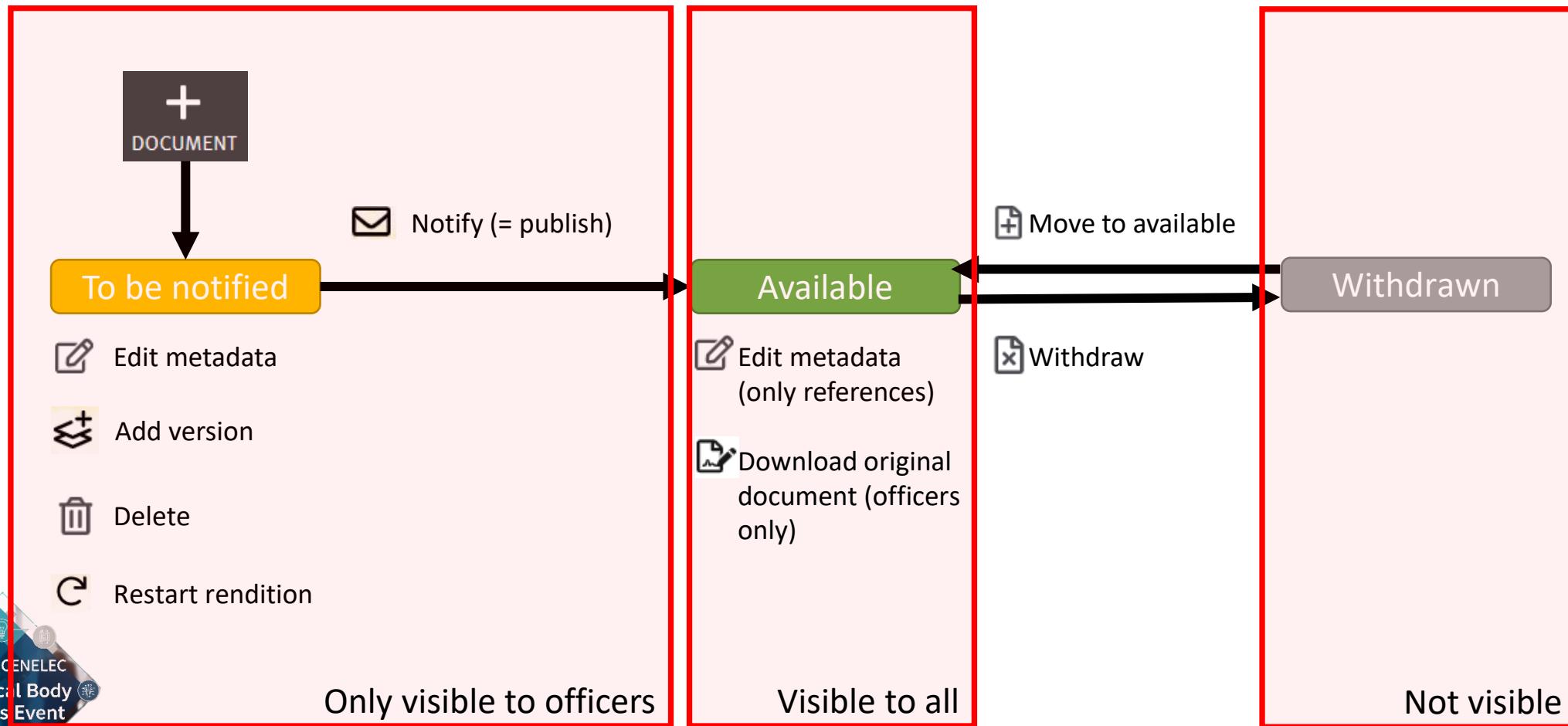
**Members list** shows the list of people directly involved in the committee/WG work  
[Email to members](#)

**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](#)

N	Title	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	
1726	Test AS	2021-01-18	



# Document lifecycle



- ▶ N-numbers are assigned automatically
- ▶ Possible to reserve a N-number
- ▶ Not possible to manually select a N-number
- ▶ When a document is deleted, its number is automatically reassigned to the next document uploaded



# 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 &amp; 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 the folders below.</li></ul>	Ballot, General, Meeting, Project, Decision documents
<b>Meetings</b>	<ul style="list-style-type: none"><li>▪ <u>Only</u> for meeting documents</li><li>▪ Document 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 decisions 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 and ballot documents</li><li>▪ Document can be linked to a ballot existing in the Balloting or Projects platform.</li></ul>	Ballot and Projects 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 document)
<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



## 2. Meeting Registration



# Meeting Registration



Access: <https://sd.cen.eu/documents/ui/#!/home>

**CEN Portal**



### Documents

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Committee members, Committee officers, Committee observers



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Committee members, Committee officers



### Projex-Online

Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following up the work within Technical Bodies.

Committee officers, NSB Staff & other authorized users



### Global Directory

Central repository for managing committees, organizations, users and their roles for international, regional, and national work.

User administrators

?



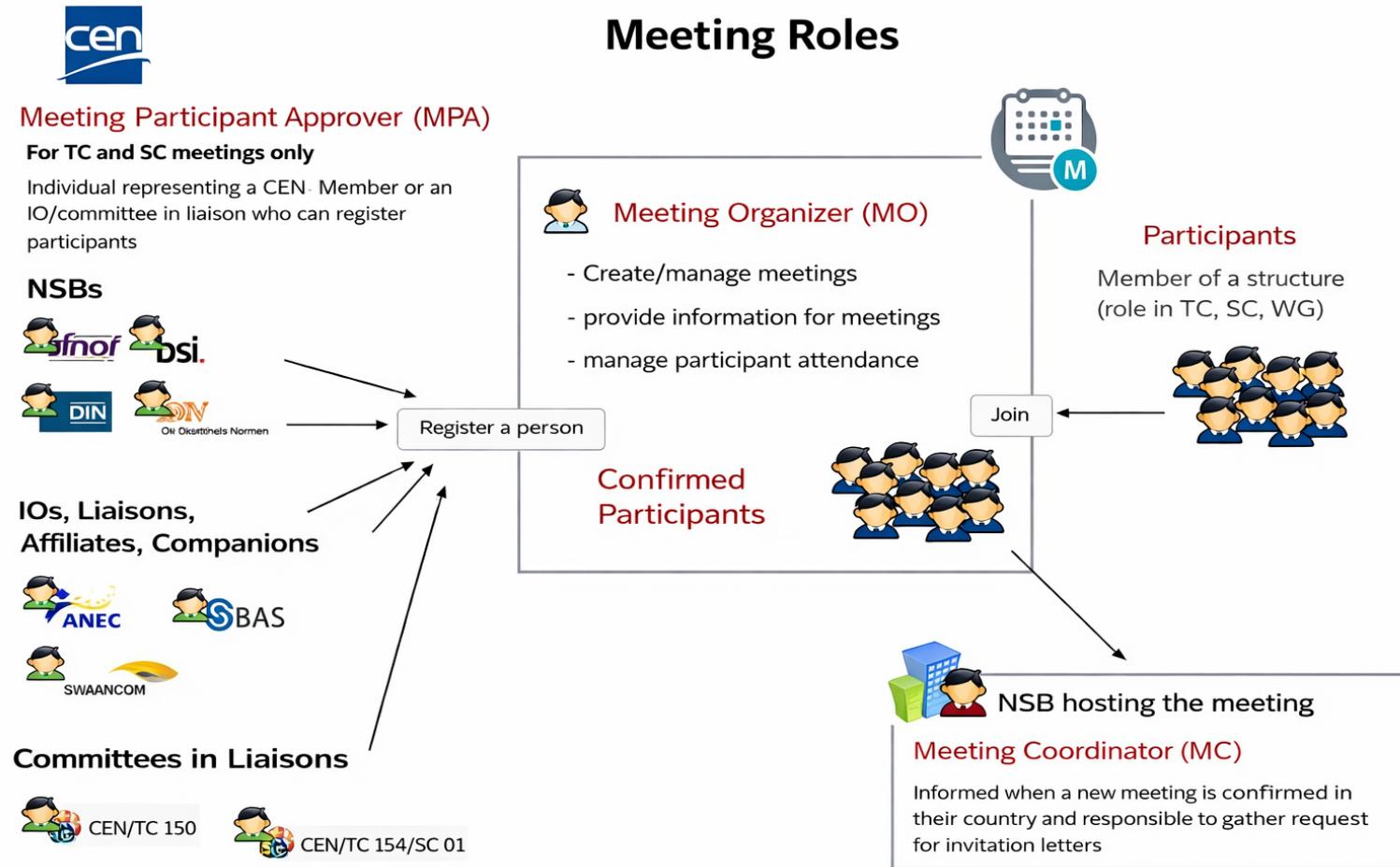
# Meeting Registration

- **What:**
  - Management of meetings
    - Enable officers to create & manage their meetings
    - Facilitate meeting preparation & organization
  - Participant registration
    - Ensure only authorized individuals register
    - Facilitate the registration of delegation by NSB/international organization/liaisons
  - Reports
    - Enable members, officers, as well as CCMC to easily extract reports
  - Permissions
    - Depend on the roles assigned in the Global Directory (GD)



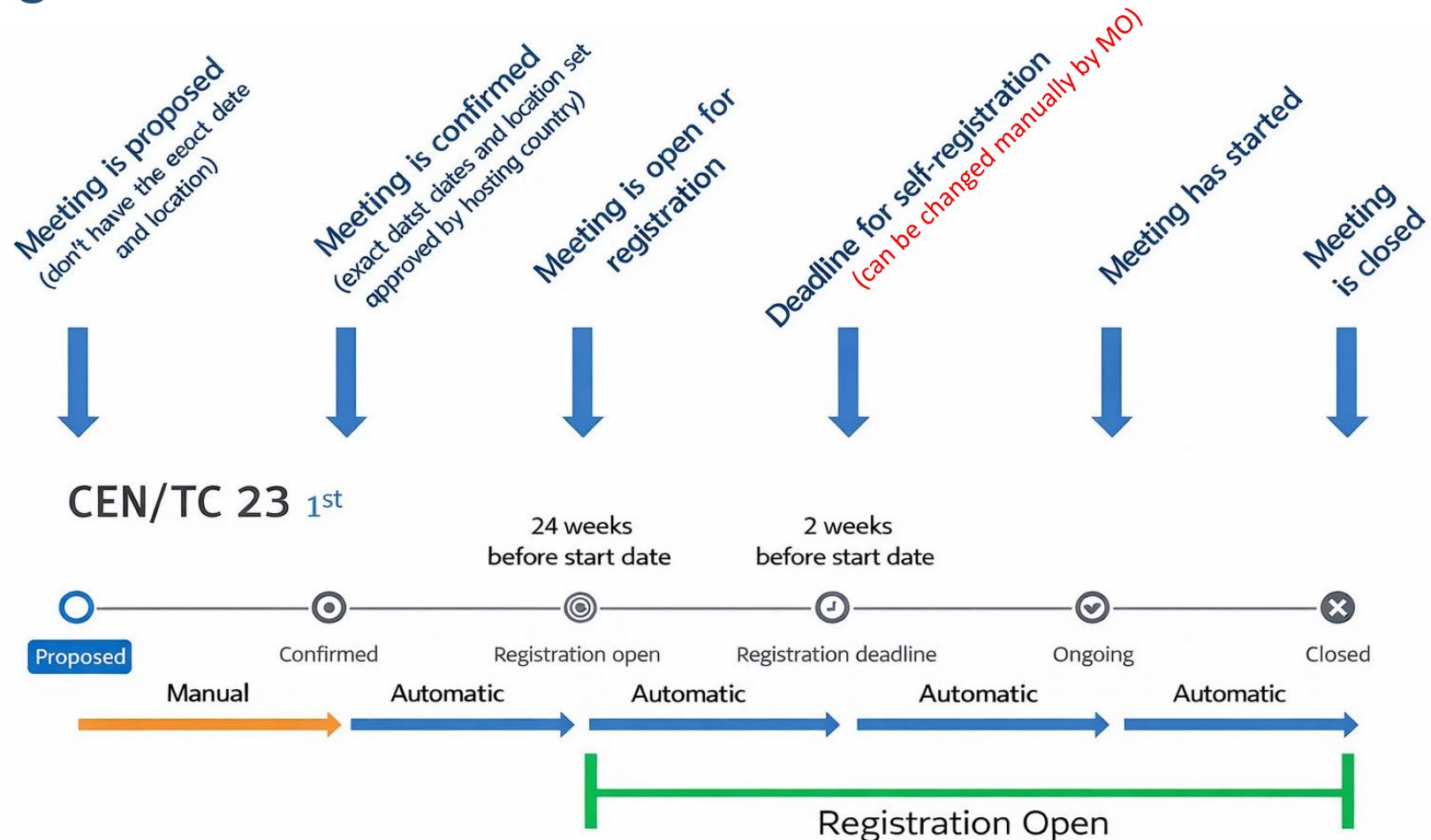
# Meeting Registration

- **Roles, permissions and responsibilities**



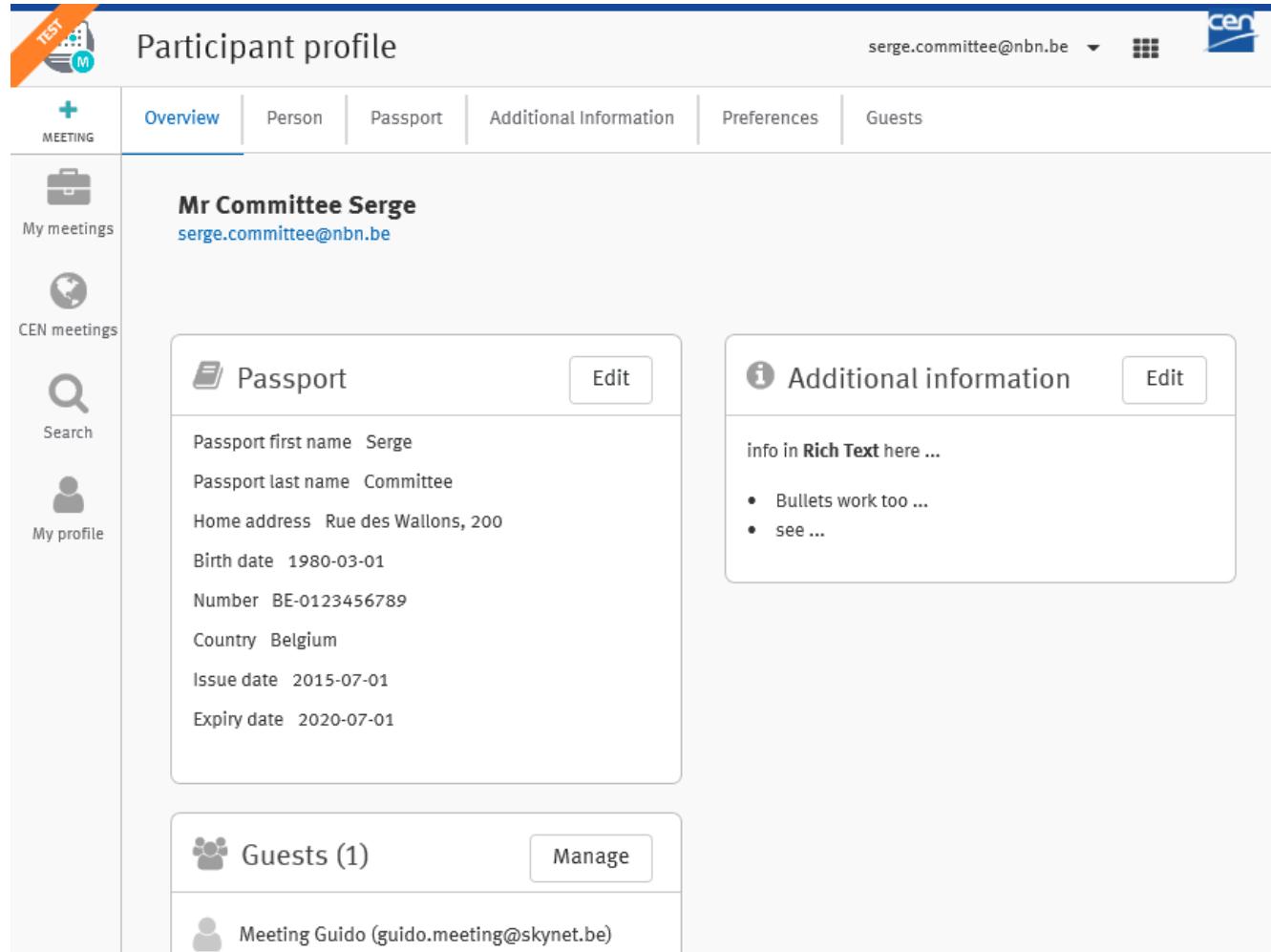
# Meeting Registration

- **Meeting timeline**



# Meeting Registration

- **Your profile**



Participant profile

serge.committee@nbn.be

MEETING

Overview Person Passport Additional Information Preferences Guests

My meetings

Mr Committee Serge  
serge.committee@nbn.be

Passport

Passport first name: Serge  
Passport last name: Committee  
Home address: Rue des Wallons, 200  
Birth date: 1980-03-01  
Number: BE-0123456789  
Country: Belgium  
Issue date: 2015-07-01  
Expiry date: 2020-07-01

Additional information

info in Rich Text here ...

- Bullets work too ...
- see ...

Guests (1)

Manage

Meeting Guido (guido.meeting@skynet.be)

# Meeting Registration



- **Meeting dashboard**

The screenshot shows a dashboard titled "My meetings (47)". The left sidebar has icons for "TEST" (with a "M" icon), "MEETING" (with a plus icon), "My meetings" (with a briefcase icon), "CEN meetings" (with a globe icon), "Search" (with a magnifying glass icon), and "My profile" (with a person icon). The main area has a header with filters: "Status: All", "Registration: All", "Type: All", "Sort by: Ascending date", "Map" (button), "Grid" (button), and a "More" button. The table has columns: Type, Committee, Number, Status, Location, and Date. The data is as follows:

Type	Committee	Number	Status	Location	Date
	CEN/TC 601	1 <sup>st</sup>	Closed	Belgium (Bruxelles)	26 Sep 2017
	CEN/TC 601	2 <sup>nd</sup>	Closed	Belgium (Bruxelles)	23 Oct 2017 to 24 Oct 2017
	CEN/TC 601	3 <sup>rd</sup>	Closed	Belgium (Bruxelles)	26 Oct 2017
	CEN/TC 602	11 <sup>th</sup>	Closed	Belgium (Bruxelles)	15 Nov 2017
	CEN/TC 601	4 <sup>th</sup>	Closed	Belgium (Liège)	27 Nov 2017 to 28 Nov 2017
	CEN/TC 602/WG 01	1 <sup>st</sup>	Closed	France (Paris)	20 Dec 2017
	CEN/TC 601	5 <sup>th</sup>	Registration deadline	Belgium (Brussels)	15 Jan 2018 to 16 Jan 2018



# Meeting Registration

- Meeting details

Meeting status	 <b>CEN/TC 601</b> Registration open	 5 <sup>th</sup>
Location Meeting dates,	 <b>Belgium (Brussels)</b> 15 Jan 2018 to 16 Jan 2018	
	 <b>CEN/TC 602/SC 01</b> Proposed	
Meeting Type OnSite / Virtual	 <b>Belgium (Brussel)</b> 15 Jan 2018 to 17 Jan 2018	 1 <sup>st</sup> Organizing
	 <b>CEN/TC 602/SC 01/WG 02</b> Proposed	
	 <b>Belgium (Brussel)</b> 15 Jan 2018 to 17 Jan 2018	

**A**  **Warning** indicates that a task is late

**A**  **Organizing :** Structure organizing the committee meeting

**A**  **Related :** This is a meeting part of a committee meeting

# Support

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)



## Important!

- There is no link with the reservation system for meeting rooms at the CEN-CENELEC Management Centre.
- The procedure remains the same, as explained on [cencenelec.eu](http://cencenelec.eu)
- Contact: [meetingcentre@cencenelec.eu](mailto:meetingcentre@cencenelec.eu)



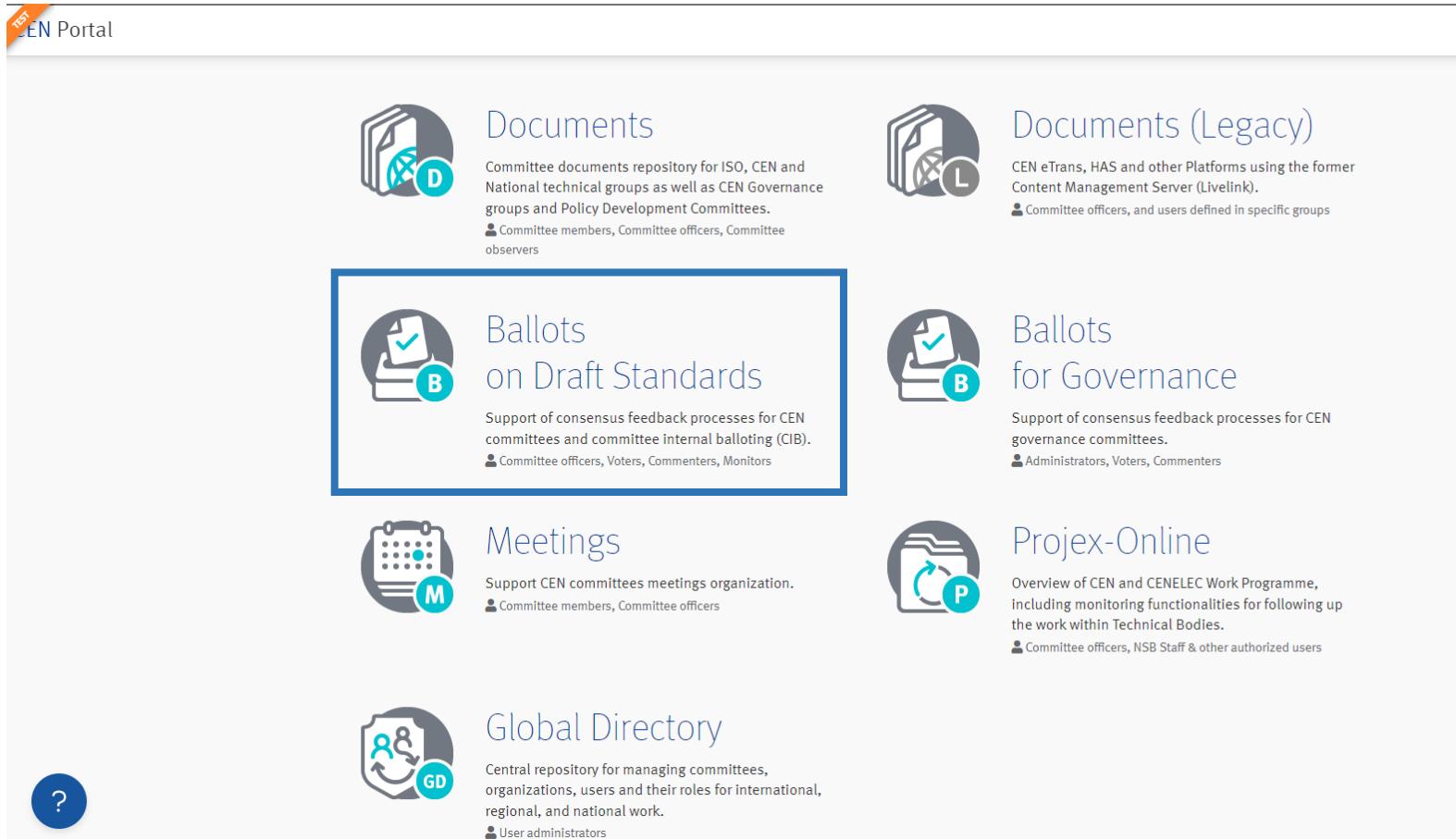


## 3. CEN Committee Internal Balloting (CEN CIB)



# CIB: Access

**Access:** <https://sd.cen.eu/documents/ui/#!/home>



**CEN Portal**

**Documents**  
Committee documents repository for ISO, CEN and National technical groups as well as CEN Governance groups and Policy Development Committees.  
• Committee members, Committee officers, Committee observers

**Documents (Legacy)**  
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**Ballots on Draft Standards**  
Support of consensus feedback processes for CEN committees and committee internal balloting (CIB).  
• Committee officers, Voters, Commenters, Monitors

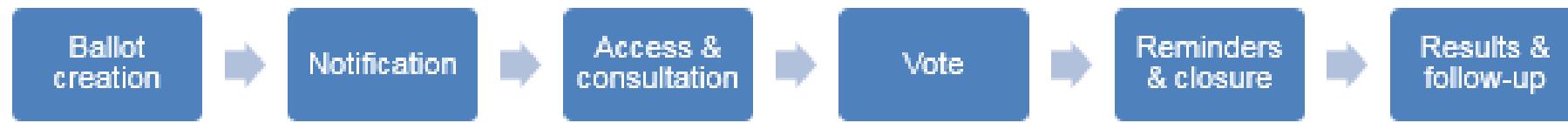
**Ballots for Governance**  
Support of consensus feedback processes for CEN governance committees.  
• Administrators, Voters, Commenters

**Meetings**  
Support CEN committees meetings organization.  
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**Projex-Online**  
Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following up the work within Technical Bodies.  
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**Global Directory**  
Central repository for managing committees, organizations, users and their roles for international, regional, and national work.  
• User administrators





- Use of the templates highly recommended
- Creation of ad hoc ballots still possible



Access: <https://login.cen.eu>

**Committee Internal Balloting**

ematarrese@cencenelec.eu  
2017-11-29

All open

Click on the ballot reference to see the ballot details

All open    New last 2 weeks    Closing in 2 weeks    Closed last 2 weeks    Search

309 ballots found    << < 1 - 20 > >>    Template    New Ballot

Type	Committee	Reference	Vote	Opening date	Closing date	Role
CIB-AdopPWI	CEN/TC 256	C63/2017 – WG19 Adoption of preWI EN 15016-1 rev	23 votes	2017-09-29	2017-11-29	Ballot owner
CIB-AdopPWI	CEN/TC 256	C64/2017 – WG19 Adoption of preWI EN 15016-2 rev	24 votes	2017-09-29	2017-11-29	Ballot owner
CIB-AdopPWI	CEN/TC 256	C65/2017 – WG19 Adoption of preWI EN 15016-3 rev	24 votes	2017-09-29	2017-11-29	Ballot owner
CIB-AdopPWI	CEN/TC 256	C66/2017 – WG19 Adoption of preWI EN 15016-4 rev	24 votes	2017-09-29	2017-11-29	Ballot owner
CIB-NWI	CEN/TC 278	PD 036-2017 NWIP (WG1)	20 votes	2017-10-19	2017-11-29	Ballot owner
CIB-AdopPWI	CEN/TC 442	NWIP Exchange structure for product data templates	22 votes	2017-09-29	2017-11-29	Ballot owner
CIB-NWI	CEN/TC 126	Amendment to EN 14366	19 votes	2017-10-26	2017-11-30	Ballot owner
CIB-NWI	CEN/TC 136	Draft Decision C28/2017 - EN ISO 20957-9/prA1	20 votes	2017-11-08	2017-11-30	Ballot owner
CIB-9mthTol	CEN/TC 146	N 308 Draft Dec. C194/2017 - 9 months tolerance on EN 415-3	14 votes	2017-11-10	2017-11-30	Ballot owner
CIB-9mthTol	CEN/TC 146	N 309 Draft Dec. C195/2017 - 9 months tolerance on EN 415-4	14 votes	2017-11-10	2017-11-30	Ballot owner
CIB	CEN/TC 146	N 310 Draft Dec. C196/2017 Modification of EN 415-3 title	14 votes	2017-11-10	2017-11-30	Ballot owner



## Ballot details screen

Information	Participation	Audience	Cast vote as	Submit Comment as
<b>Reference: PD 036-2017 NWIP (WG1)</b>				
<b>Committee:</b> CEN/TC 278 	<b>Type:</b> CIB-NWI (Adoption of a New Work Item)			
<b>Status:</b> Open				
<b>Opening date:</b> 2017-10-19	<b>Closing date:</b> 2017-11-29			
<b>Opened on:</b> 2017-10-19 00:02				
<b>Title:</b> Electronic fee collection - Pre-study of the potential use of ITS-G5 and LTE-V2X				
<b>Secretariat:</b> Netherlands (NEN)				
<b>Reference documents and links</b>				
 <a href="#">PD 036-2017 NWIP (WG1) Pre-study of the potential use of ITS G5 and LTE V2X</a>				



## Create new ballot:

**Committee Internal Balloting**

ematarrese@cencenelec.eu  
2017-12-05

All open Tools Help

All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks Search

9 ballots found

Type	Committee	Reference
CIB	CEN/TC 399	Transfer WI 00399001 to the Vienna Agreement (ISO Lead)
CIB-AdopPWI	CEN/TC 156	CEN/TC 156 - Approval to adopt PWI
CIB-NWI	CEN/TC 602/SC 01	CEN TC 2016 SC1 TEST 1234
CIB-AdopPWI	CEN/TC 442	PWI on Digital information exchange

Template New Ballot

- 3 YTF for development EN, TR & TS - 9 mth Tolerance Request
- Activation of a Preliminary Work Item
- Ad hoc Committee Internal Ballot
- Adoption of a New Work Item
- Adoption of a Preliminary Work Item
- Adoption of the final draft for Formal Vote
- Import



## See ballot results:

**Committee Internal Balloting**

ematarrese@cencenelec.eu  
2017-12-05

[Closed last 2 weeks](#) > [Draft Decision 19/2017 - Adoption...](#)

[Tools](#) [Help](#)

[Information](#) **Result** [Participation](#) [Audience](#)

**Reference: Draft Decision 19/2017 - Adoption of a New Work Item**

**Committee:** CEN/TC 298   
**Status:** Closed

**Opening date:** 2017-10-24  
**Closing date:** 2017-11-21

**Download**

**Ballot results:**  [as a Zip file](#)

Download ballot results in a zip file

**Result**

**Member responses**





## 4. CEN Working Area



## Tool:

Web application for submitting your Technical Committee decisions (related to one or several projects) to CCMC.

- For CEN/TC secretaries and Support Team

## Access via Projex-Online:

**Direct link:**

<https://projex.cencenelec.eu/>

### CEN Expert area

(section Applications & Services)



[Projex-Online](#)



Overview of CEN and CENELEC Work Programme, including monitoring functionalities for following-up the work within Technical Bodies. [...]

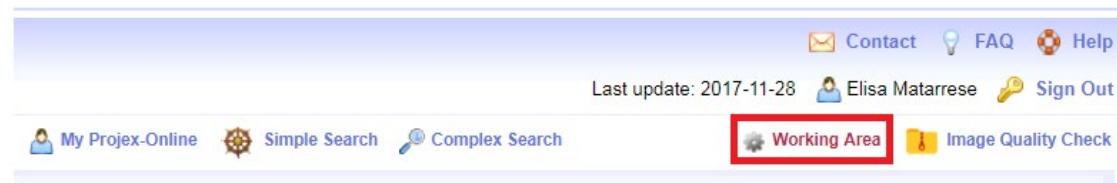
[LEARN MORE](#)

[!\[\]\(67378833851bb8c01a135466069b9636\_img.jpg\) Technical Bodies Officers](#)

[!\[\]\(590c33989bc1cd1fa34ea17aeb396734\_img.jpg\) Expert](#)

[!\[\]\(49d16ba3fbf8b6002ff14b303fd69be1\_img.jpg\) Members](#)

## Access to Working Area:



The screenshot shows the top navigation bar of the Projex-Online application. It includes links for Contact, FAQ, Help, and a sign-in status for 'Elisa Matarrese'. Below the bar, there are three search options: My Projex-Online, Simple Search, and Complex Search. The 'Working Area' button is highlighted with a red box. At the bottom of the interface, a footer bar displays the text 'Training for newly appointed TB Officers – January 2026'.

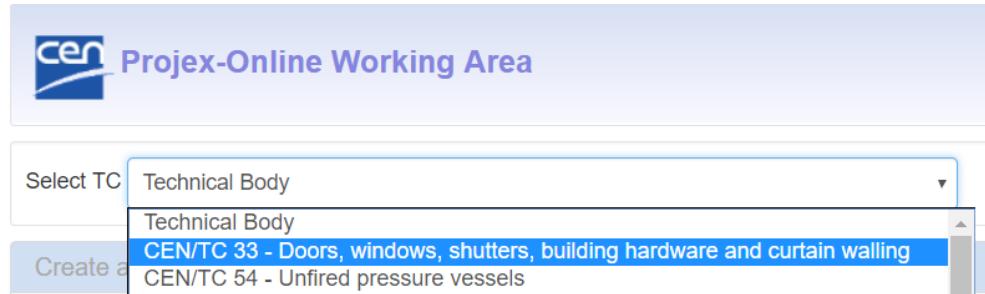


- Guides the CEN TC Secretary – business rules are enforced by the tool
- Possibility to prepare decision and generate the decision form automatically with all information
- Assurance that the decision is being treated: email confirmation next morning
- Quicker response: several types of decision will be processed automatically overnight



# CEN Working Area - Demo

## 1) Choose a TC:

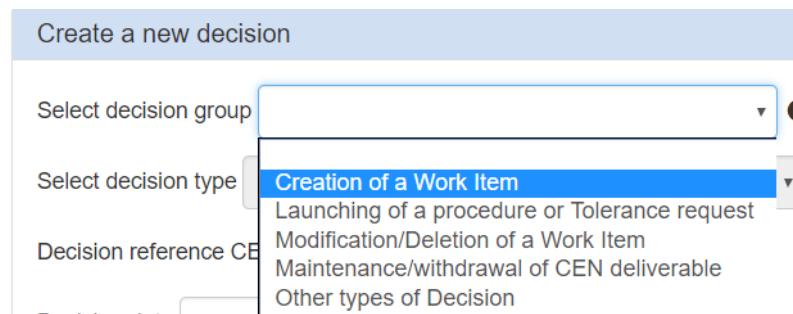


cen Projex-Online Working Area

Select TC **Technical Body**

Technical Body  
CEN/TC 33 - Doors, windows, shutters, building hardware and curtain walling  
CEN/TC 54 - Unfired pressure vessels

## 2) Choose a decision group:



Create a new decision

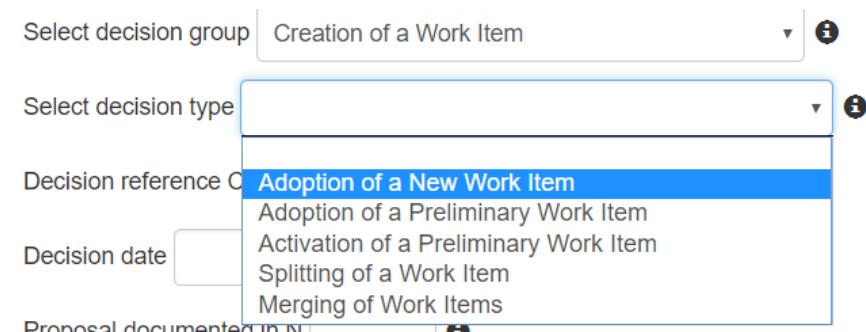
Select decision group

Select decision type **Creation of a Work Item**

Decision reference CEN/TC 33

- Launching of a procedure or Tolerance request
- Modification/Deletion of a Work Item
- Maintenance/withdrawal of CEN deliverable
- Other types of Decision

## 3) Choose a decision type:



Select decision group **Creation of a Work Item**

Select decision type

Decision reference CEN/TC 33

Decision date

Proposal documentation

- Adoption of a New Work Item
- Adoption of a Preliminary Work Item
- Activation of a Preliminary Work Item
- Splitting of a Work Item
- Merging of Work Items

## List of decisions available on Working Area:

Section

Help

# CEN Working Area - Demo



4) Enter decision reference, decision date and/or N document reference if relevant (optional at this stage)

Decision reference CEN/TC 33 123 / 2018

Decision date 2018-08-15

Proposal documented in N 125

**Start**

5) Click on Start



# CEN Working Area - Demo

6) Follow and fill in the questions step by step:

Section 1 - Complete type of deliverable and item description

**1. Deliverable**

EN  
 TS  
 TR

---

**2. This item corresponds to**

A new project  
 An amendment to an EN   i  
 The revision of an EN   i Add Remove  
 The conversion of a CEN/TS into an EN   i  
 The conversion of an ENV into an EN   i  
 The revision of a CEN/TS   i Add Remove  
 A new TR  
 The revision of a CEN/TR   i Add Remove

---

**3. Explain the purpose and give a justification for this proposal**

---

Section 2 - Affected Stakeholder Categories

Section 3 - Complete drafting body, title and scope

Section 4 - Complete Accessibility issues

Section 5 - Complete environmental issues

Section 6 - Complete Vienna Agreement or links with documents from other organizations

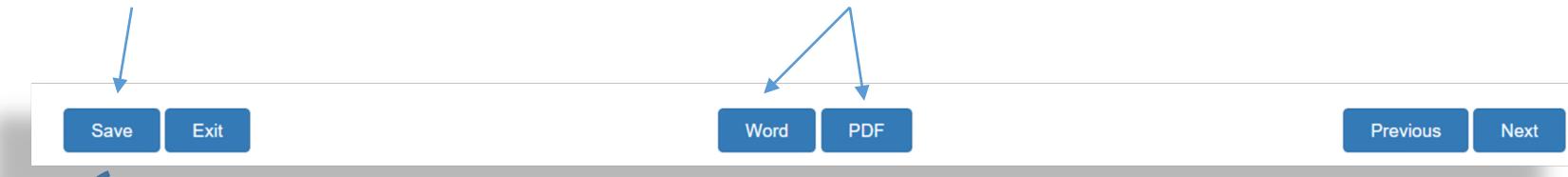
Section 7 - Link with European Research and/or Innovation Project



At any moment, you can decide:

to save your decision  
without submitting it

to generate the decision form in Word  
or PDF format



The decision is then available in the section  
**Work on saved and not submitted decisions**

**Last step:** Submit your decision to CCMC

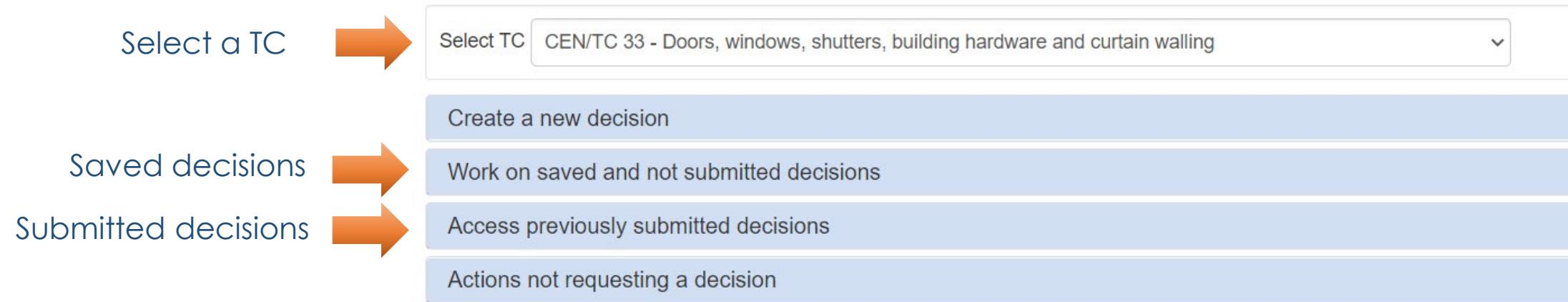
Review decision reference and submit to CCMC

Please make a final check of the decision reference and date before submitting your decision to CCMC (compulsory fields)

Decision reference **CEN/TC 33** 123 / 2018 Date 2018-08-15



## Access “Saved decisions” or “Submitted decisions”



# CEN Working Area - Demo



Use the “One change option”.

Actions not requesting a decision

Modification type: Change the planning of a Work Item ("one change" option) ?

Select the Work Item to update  
00033567 - prEN 16035 rev - Hardware performanc... ?

Stage Code	Stage	Target date	
10.99	Decision on WI Proposal	2021-08-25	+ 17 weeks
20.60	Circulation of 1st WD	2021-12-22	+ 17 weeks
30.99	Acceptance of ENQ draft	2022-04-20 <span>?</span>	+ 13 weeks
40.20	Submission to Enquiry	2022-07-20	+ 12 weeks
40.60	Closure of Enquiry	2022-10-12	+ 34 weeks
45.99	Acceptance of FV draft	2023-06-07 <span>?</span>	+ 10 weeks
50.20	Submission to Formal Vote	2023-08-16	+ 8 weeks
50.60	Closure of Formal Vote	2023-10-11	+ 4 weeks
60.55	DOR/Ratification	2023-11-08	+ 4 weeks
60.60	DAV/Definitive text available	2023-12-06	

Save Cancel



## Support

User guide available on the [CEN Expert area](#) (section Projex-Online)

**Data** questions: [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu)

**All functional & technical issues:** [itsupport@cencenelec.eu](mailto:itsupport@cencenelec.eu)





# Thank you!

