



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



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



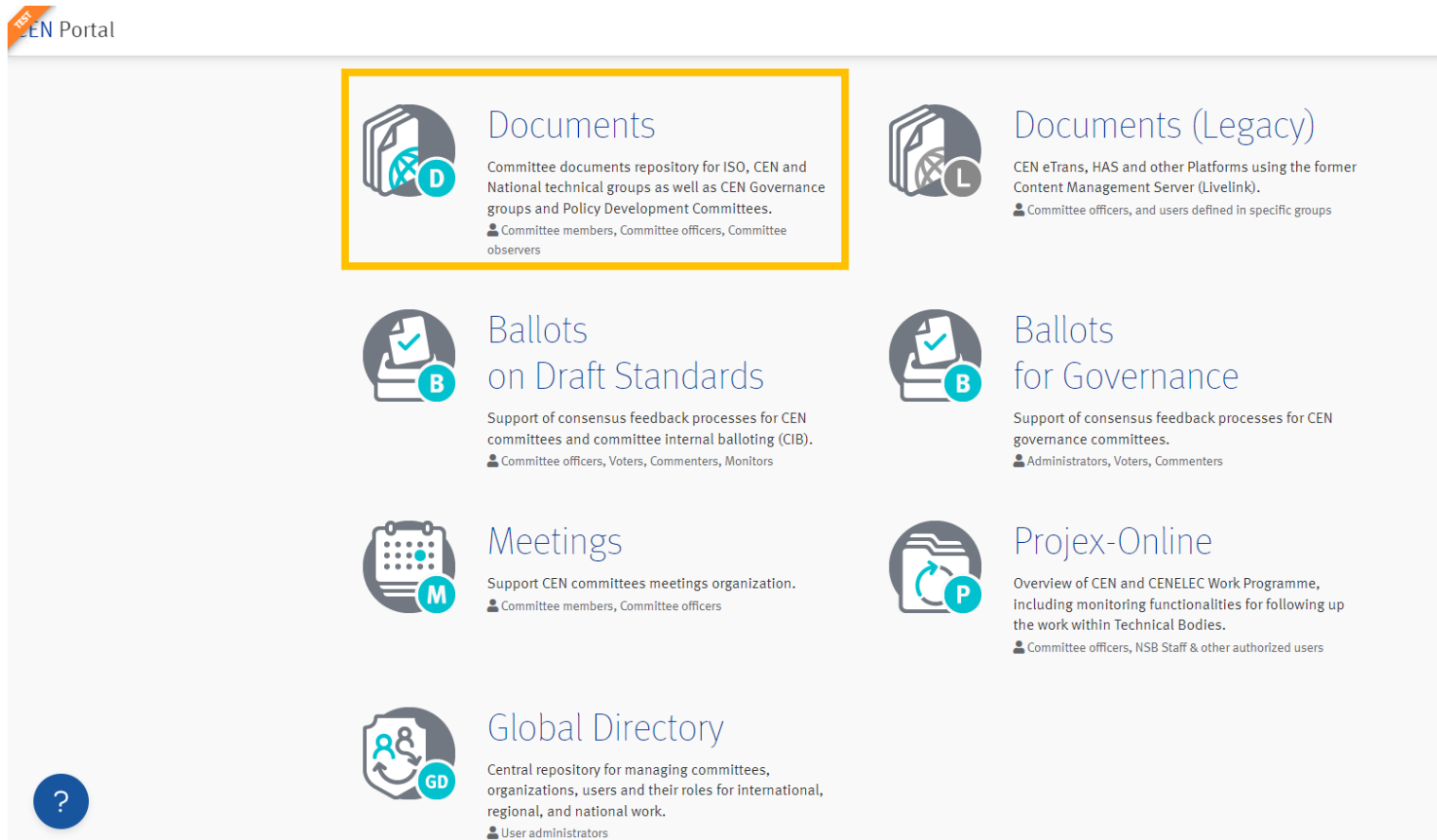
SD Documents - Main Benefits

- Common environment for all CEN, ISO and national committees
- Clear and transparent permission model (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>



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 (Livelihood).
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

Dashboard

tashling.lee@gmailsec....

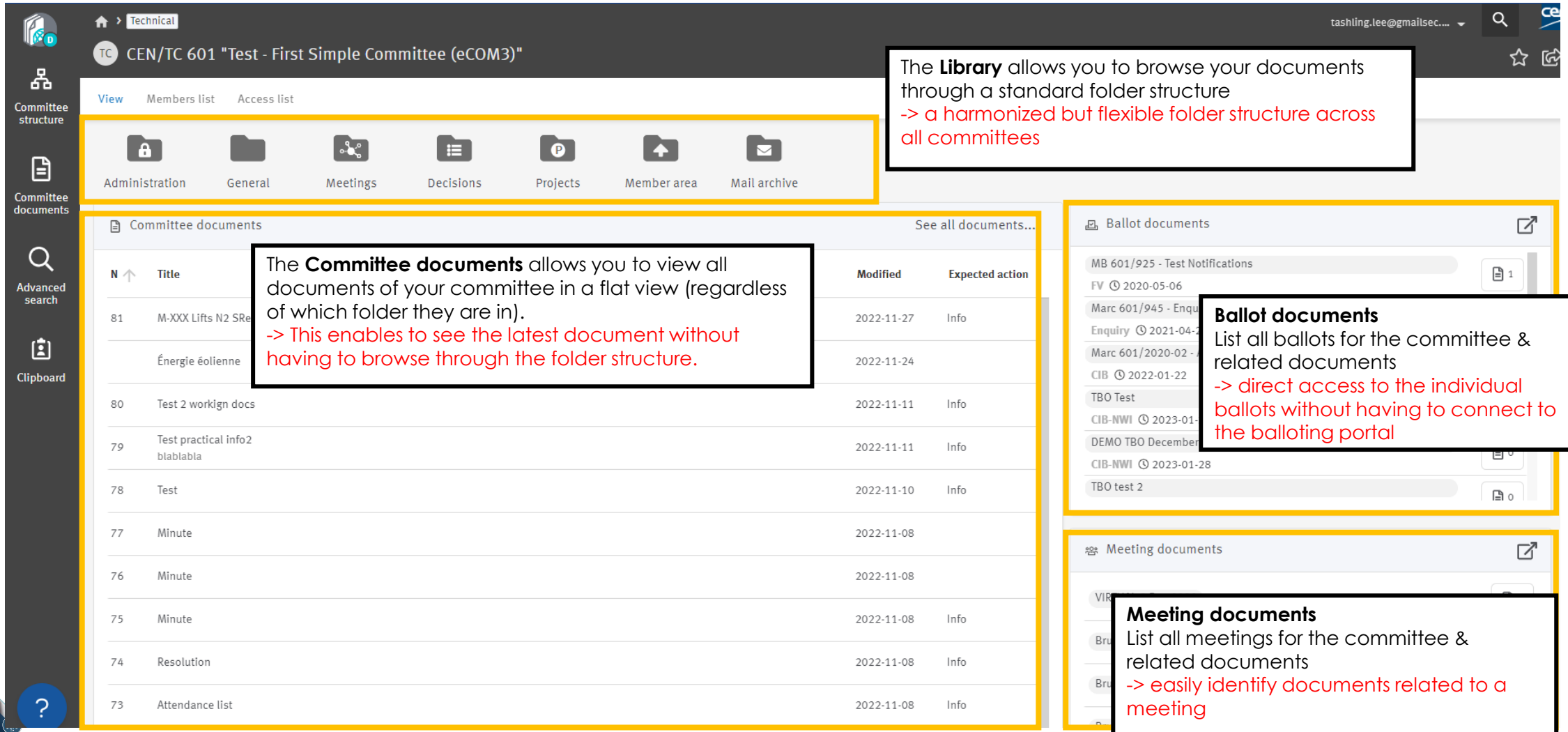
Advanced search

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" ⚙ Disbanded	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" ⚙ Disbanded	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

Technical

TC CEN/TC 601 "Test - First Simple Committee (eCOM3)"

View Members list Access list

Administration General Meetings Decisions Projects Member area Mail archive

Committee documents

N	Title	Modified	Expected action
81	M-XXX Lifts N2 SRe	2022-11-27	Info
	Énergie éolienne	2022-11-24	
80	Test 2 workign docs	2022-11-11	Info
79	Test practical info2 blablabla	2022-11-11	Info
78	Test	2022-11-10	Info
77	Minute	2022-11-08	
76	Minute	2022-11-08	
75	Minute	2022-11-08	Info
74	Resolution	2022-11-08	Info
73	Attendance list	2022-11-08	Info

See all documents...

Ballot documents

MB 601/925 - Test Notifications

FV 2020-05-06

Marc 601/945 - Enqu

Enquiry 2021-04-2

Marc 601/2020-02 -

CIB 2022-01-22

TBO Test

CIB-NWI 2023-01-

DEMO TBO December

CIB-NWI 2023-01-28

TBO test 2

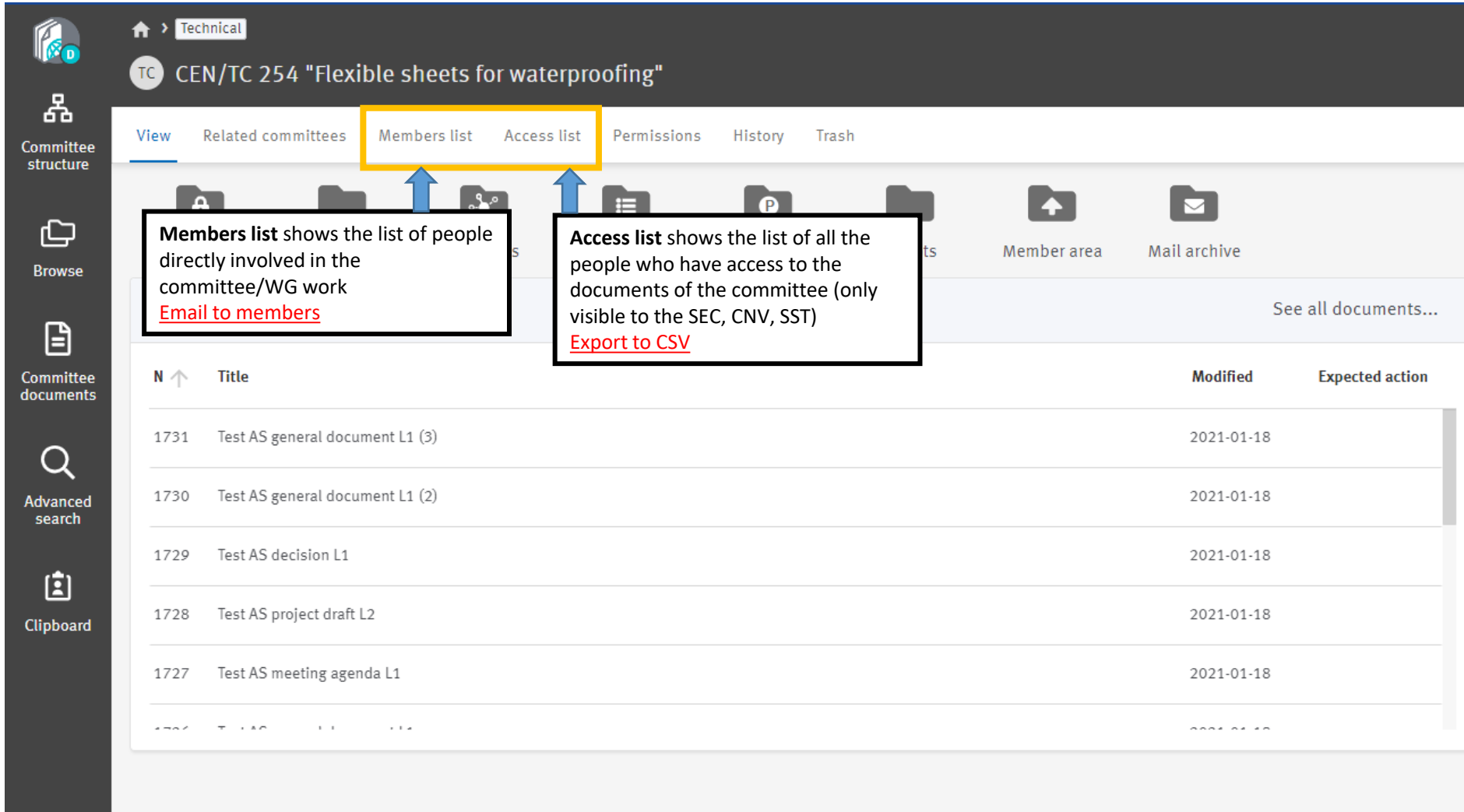
Meeting documents

VIR

Br

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SD Documents – Permission Model

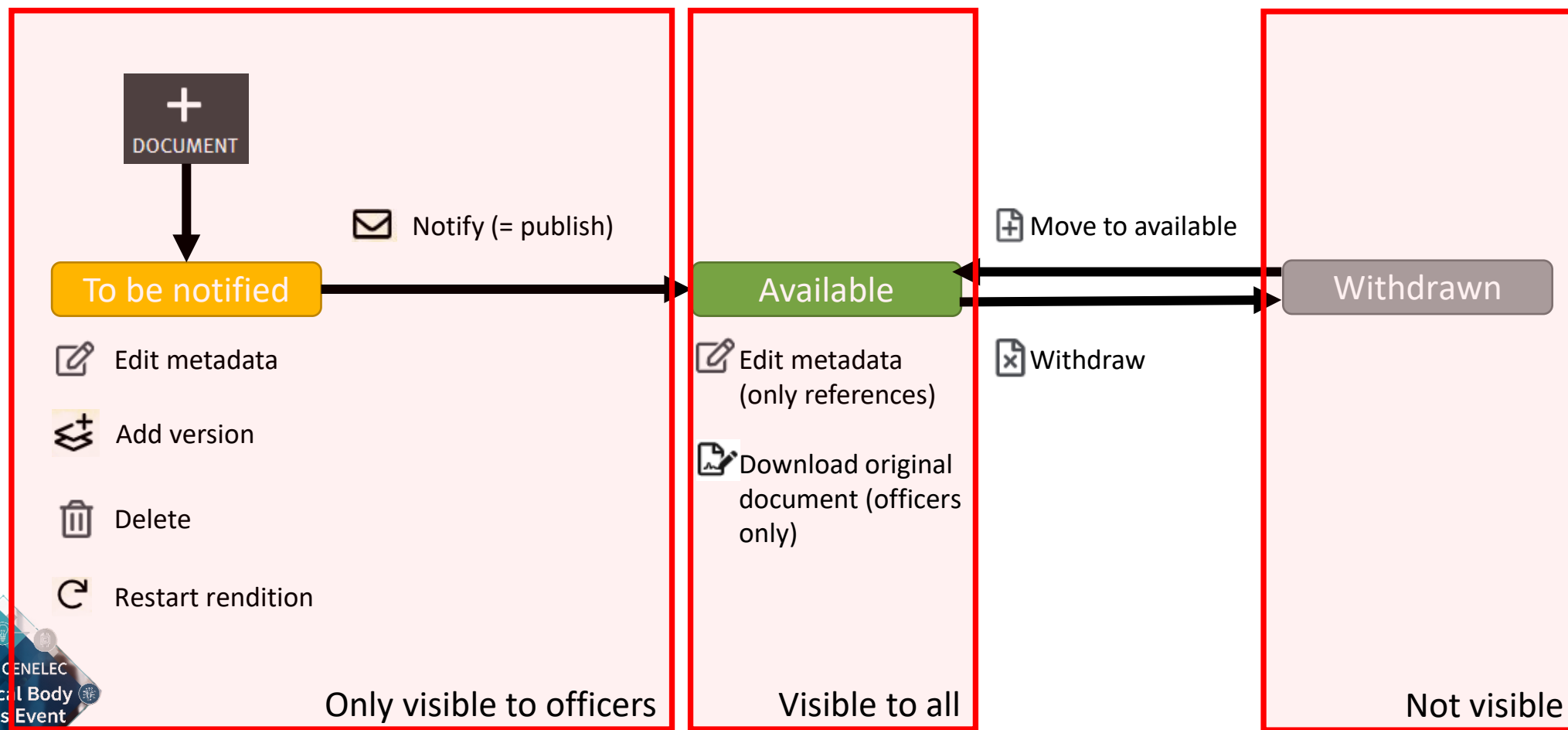


The screenshot displays the SD Documents interface for CEN/TC 254 "Flexible sheets for waterproofing". The interface includes a sidebar with navigation options: Committee structure, Browse, Committee documents, Advanced search, and Clipboard. The main content area shows a list of documents with columns for ID, Title, Modified, and Expected action. Two callout boxes provide additional information:

- 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	

Document lifecycle



SD Documents - Document numbering

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







2. Meeting Registration



Meeting Registration


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)

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





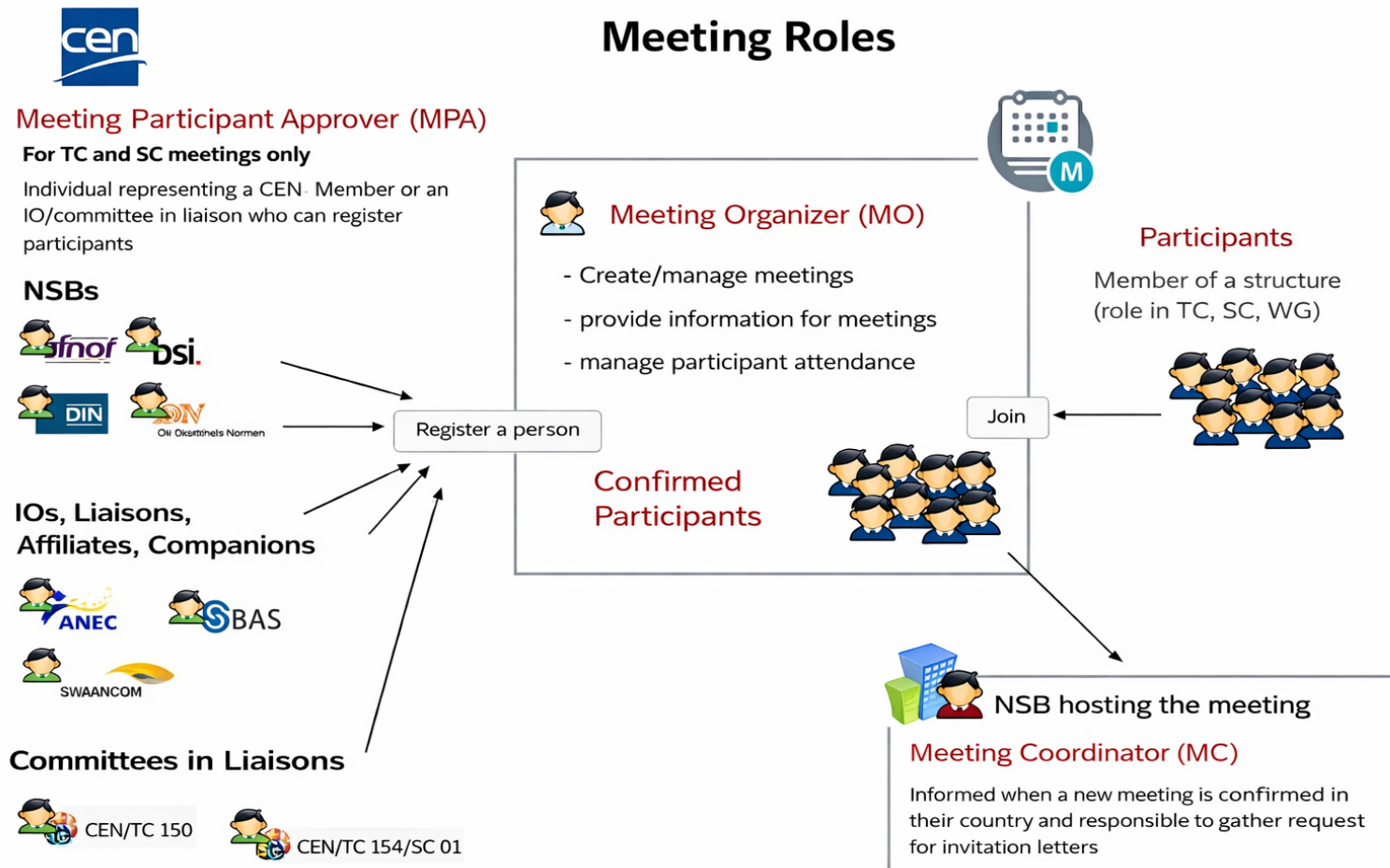
Meeting Registration

- **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)



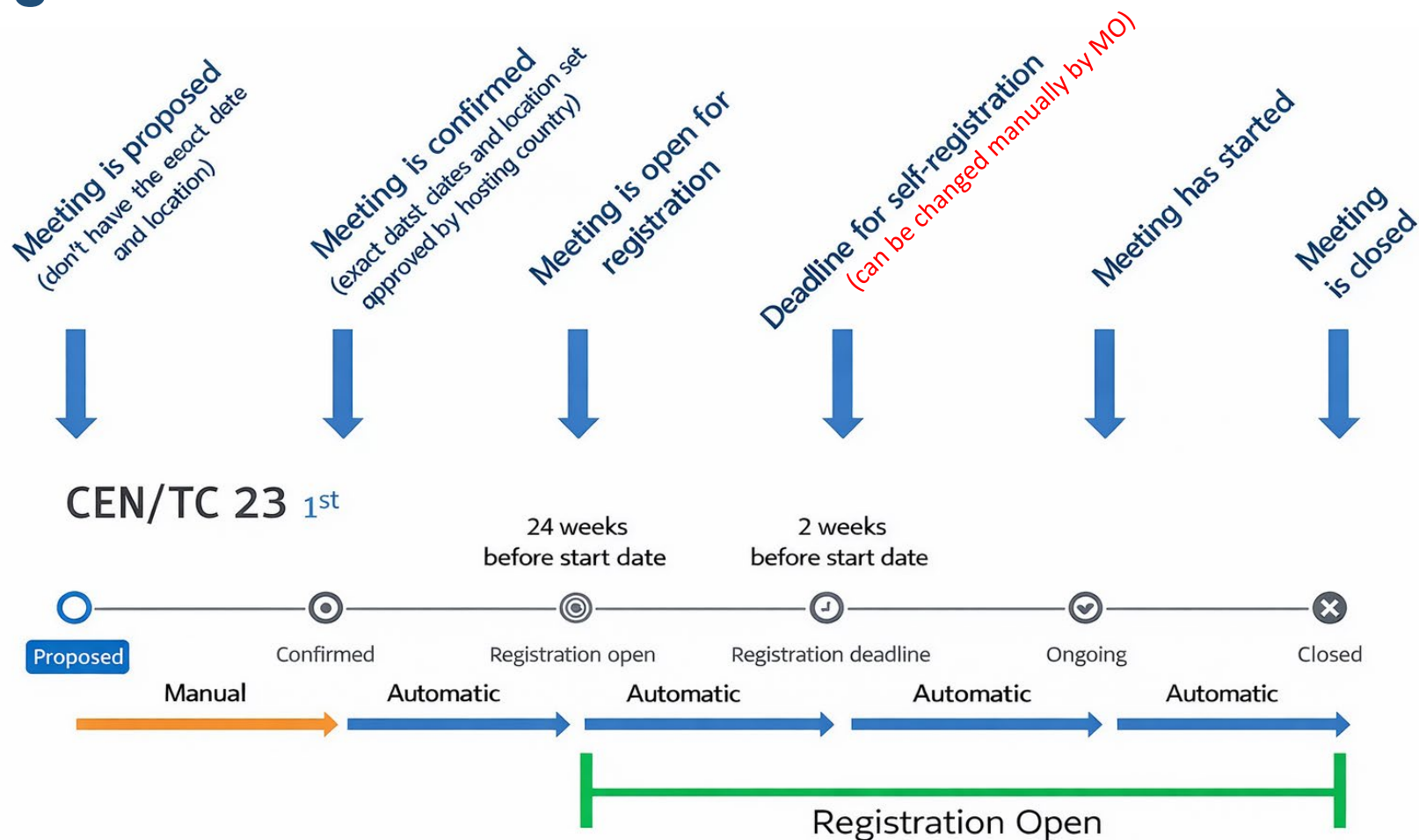
Meeting Registration

- Roles, permissions and responsibilities



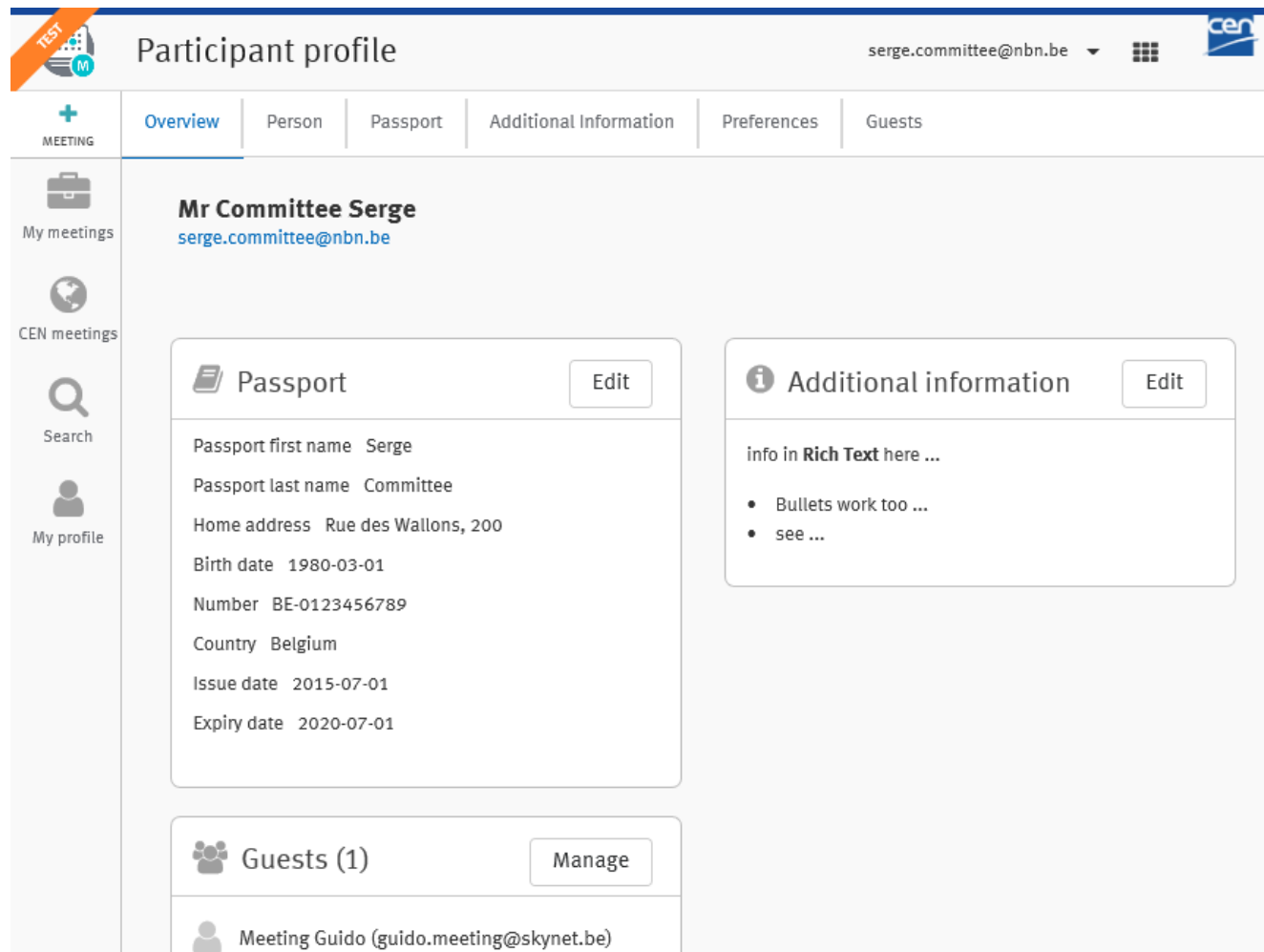
Meeting Registration

- Meeting timeline



Meeting Registration

- Your profile



The screenshot shows the 'Participant profile' page for a user named 'Mr Committee Serge' with email 'serge.committee@nbn.be'. The page has a sidebar with navigation options: MEETING, My meetings, CEN meetings, Search, and My profile. The main content area has tabs for Overview, Person, Passport, Additional Information, Preferences, and Guests. The 'Overview' tab is active, displaying the user's name and email. Below this, there are three main sections: 'Passport' (with fields for first name, last name, home address, birth date, number, country, issue date, and expiry date), 'Additional information' (with a rich text field), and 'Guests (1)' (with a list of guests, including 'Meeting Guido'). Each section has an 'Edit' button.

Participant profile serge.committee@nbn.be

Mr Committee Serge
serge.committee@nbn.be

Passport Edit

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 Edit

info in **Rich Text** here ...

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

Guests (1) Manage

Meeting Guido (guido.meeting@skynet.be)

Meeting Registration

- Meeting dashboard

TEST

My meetings (47)

serge.committee@nbn.be

Status: All Registration: All Type: All Sort by: Ascending date Map Grid

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

Meeting Registration

- Meeting details



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



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
- Contact: meetingcentre@cencenelec.eu



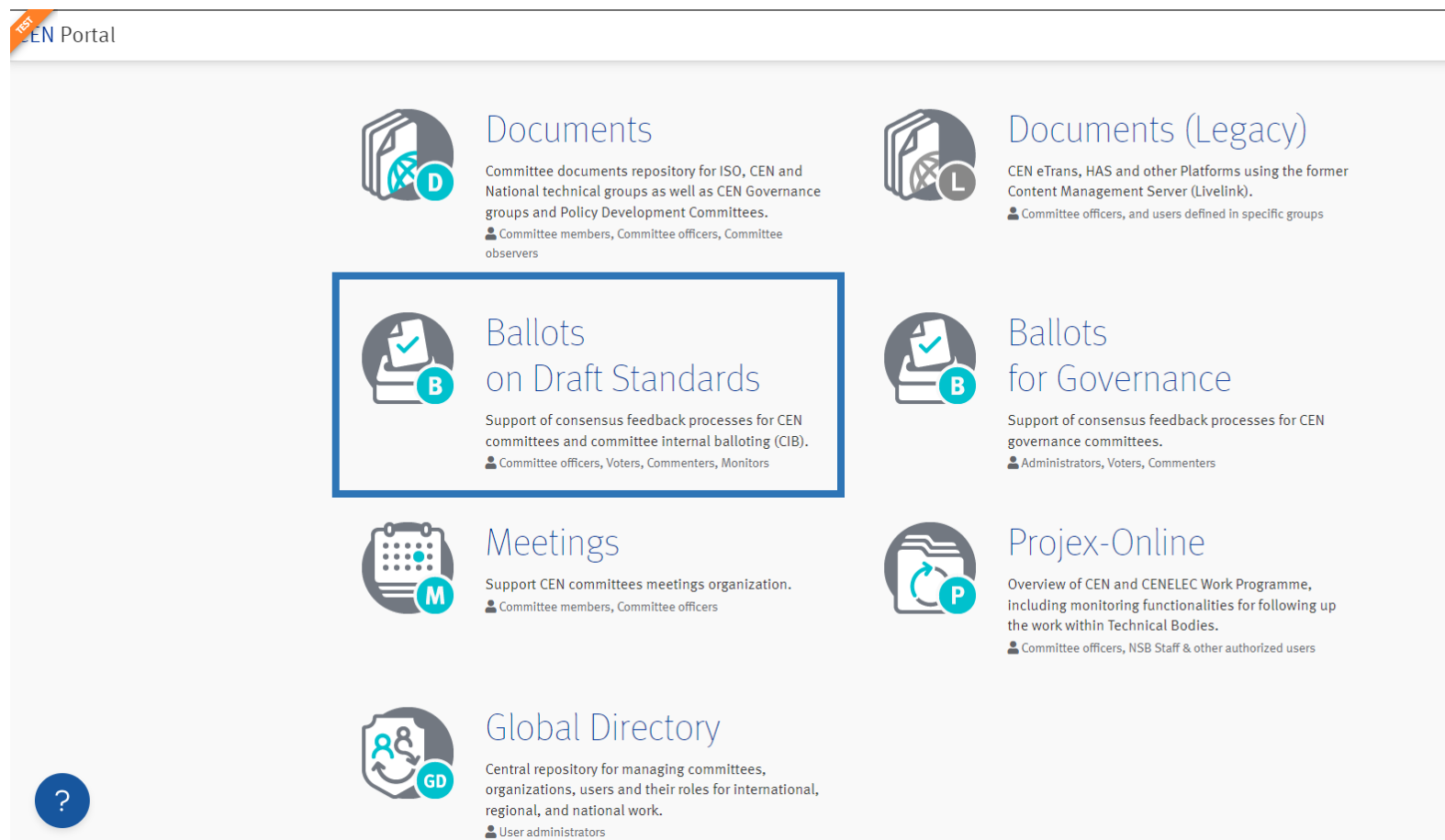


3. CEN Committee Internal Balloting (CEN CIB)



CIB: Access

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





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

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

Committee Internal Balloting

[All open](#)

ematarrese@cencenelec.eu
2017-11-29

Tools

Help

Click on the ballot reference
to see the ballot details

<div> <div>All open</div> <div>New last 2 weeks</div> <div>Closing in 2 weeks</div> <div>Closed last 2 weeks</div> <div>Search</div> </div>							
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

Reference: PD 036-2017 NWIP (WG1) ▾

Committee:

CEN/TC 278 

Status:

Open

Opening date:

2017-10-19

Opened on:

2017-10-19 00:02

Type:

CIB-NWI (Adoption of a New Work Item)

Closing date:

2017-11-29


Title:

Electronic fee collection - Pre-study of the potential use of ITS-G5 and LTE-V2X

Secretariat:

Netherlands (NEN)

Reference documents and links ▾

 PD 036-2017 NWIP (WG1) Pre-study of the potential use of ITS G5 and LTE V2X ▾



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		<div> <div>Template ▼</div> <div>New Ballot ▼</div> </div>
CIB	CEN/TC 399	Transfer WI 00399001 to the Vienna Agreement (ISO Lead) ▼	9	3 YTF for development EN, TR & TS - 9 mth Tolerance Request
CIB-AdopPWI	CEN/TC 156	CEN/TC 156 - Approval to adopt PWI ▼	3	Activation of a Preliminary Work Item
CIB-NWI	CEN/TC 602/SC 01	CEN TC 2016 SC1 TEST 1234 ▼	2	Ad hoc Committee Internal Ballot
CIB-AdopPWI	CEN/TC 442	PWI on Digital information exchange ▼		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



CEN Working Area - Access

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. [...]

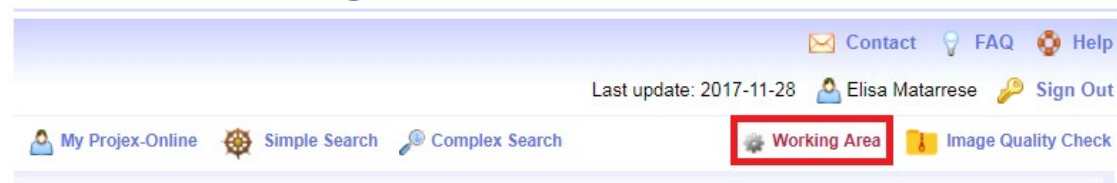
[LEARN MORE](#)

[Technical Bodies Officers](#)

[Expert](#)

[Members](#)

Access to Working Area:




CEN Working Area - Benefits

- 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:

 **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

Create a

2) Choose a decision group:

Create a new decision

Select decision group

Select decision type

Creation of a Work Item

Launching of a procedure or Tolerance request

Modification/Deletion of a Work Item

Maintenance/withdrawal of CEN deliverable

Other types of Decision

Decision reference CEN

3) Choose a decision type:

Select decision group

Creation of a Work Item

Select decision type

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

Decision reference CEN

Decision date

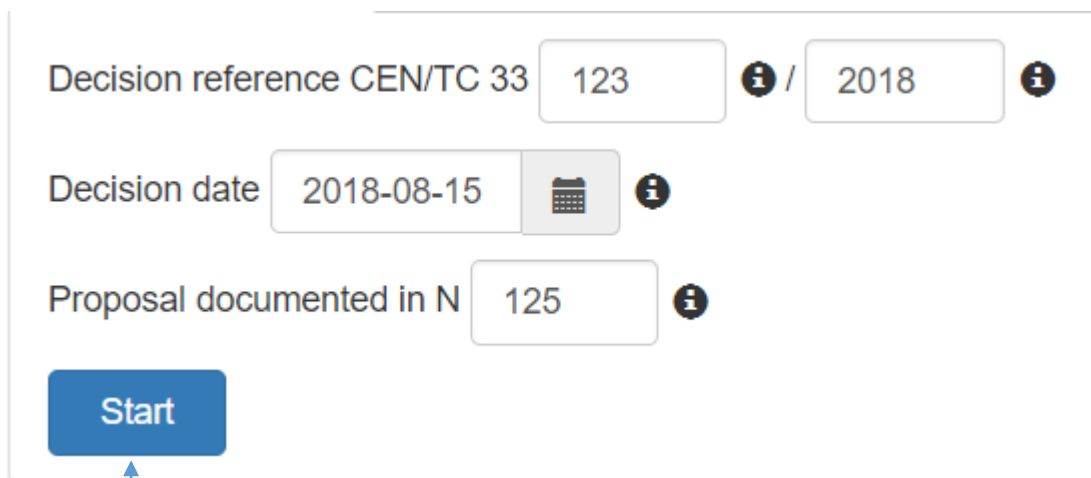
Proposal documented in N

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)



The screenshot shows a web form with three input fields and a 'Start' button. The first field is labeled 'Decision reference CEN/TC 33' and contains '123' followed by a slash and '2018'. The second field is labeled 'Decision date' and contains '2018-08-15' with a calendar icon. The third field is labeled 'Proposal documented in N' and contains '125'. Each input field has an information icon (i) to its right. A blue 'Start' button is located below the fields. A blue arrow points from the text '5) Click on Start' to the 'Start' button.

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 ⓘ

☐ The revision of an EN ⓘ Add Remove

☐ The conversion of a CEN/TS into an EN ⓘ

☐ The conversion of an ENV into an EN ⓘ

☐ The revision of a CEN/TS ⓘ Add Remove

☐ A new TR

☐ The revision of a CEN/TR ⓘ 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

CEN Working Area - Demo

At any moment, you can decide:

to save your decision
without submitting it

to generate the decision form in Word
or PDF format

Save

Exit

Word

PDF

Previous

Next

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

CEN Working Area - Demo

Last step: Submit your decision to CCMC

Review decision reference and submit to CCMC

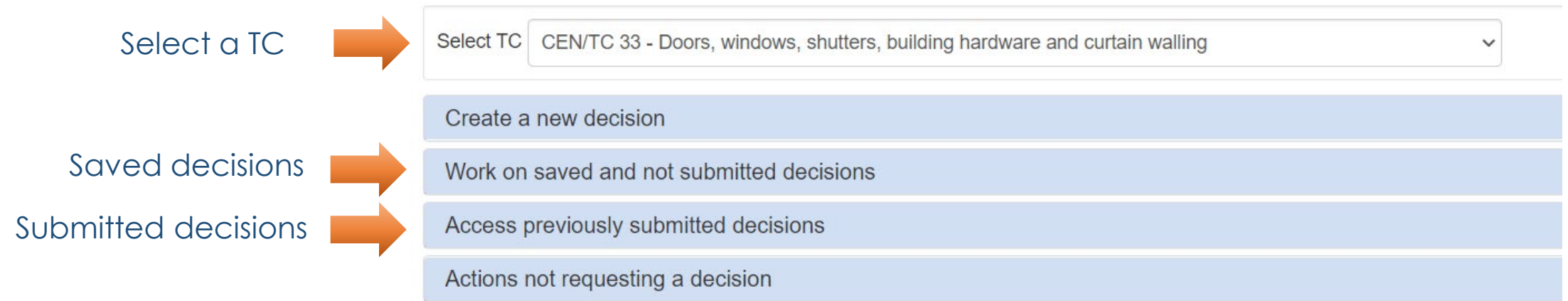
Please make a final check of the decision reference and date before submitting your decision to CCMC (compulsory fields)

Decision reference CEN/TC 33 / Date  OPTIONAL - proposal documented in N:

Submit to CCMC

CEN Working Area - Demo

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

Save

Cancel



Support

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

Data questions: dataservice@cencenelec.eu

All **functional & technical issues**: itsupport@cencenelec.eu





Thank you!

