

INFORMATION FOR TECHNICAL BODY OFFICERS

# IT Tools in the CENELEC Environment

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# Agenda

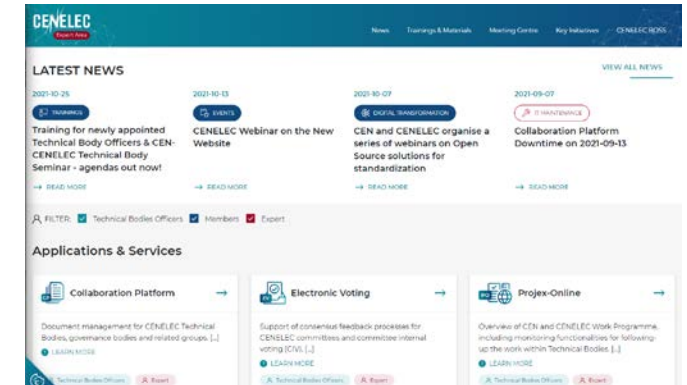


1. Expert Management System (EMS)
2. Collaboration Platform (CP)
3. Committee Internal Voting (CIV)

# 1. Expert Management System (EMS)

# Expert Management System (EMS) CENELEC

- Direct link: <https://experts.iec.ch/>
- Via the CENELEC expert area > Applications & Services:
- Login: IEC = CENELEC



- Central repository for managing committees, organizations, users and their roles
- Access:
  - National committees appoint experts and create profile
  - National Committees determine roles and permissions

IT tools in the CENELEC environment

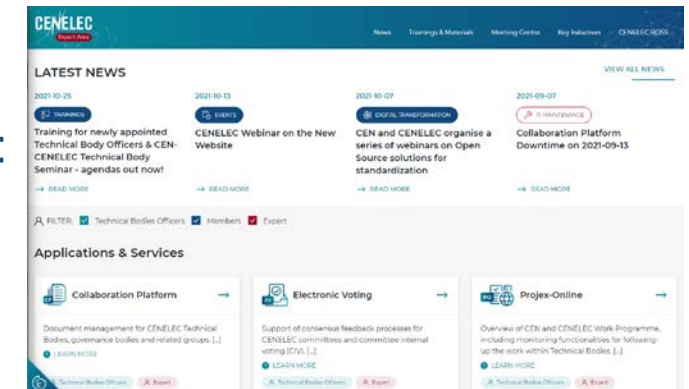


## 2. Collaboration Platform (CP)

# Collaboration Platform (CP)



- Direct link: <https://collaborate.iec.ch/>
- Via the 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

# Collaboration Platform (CP)



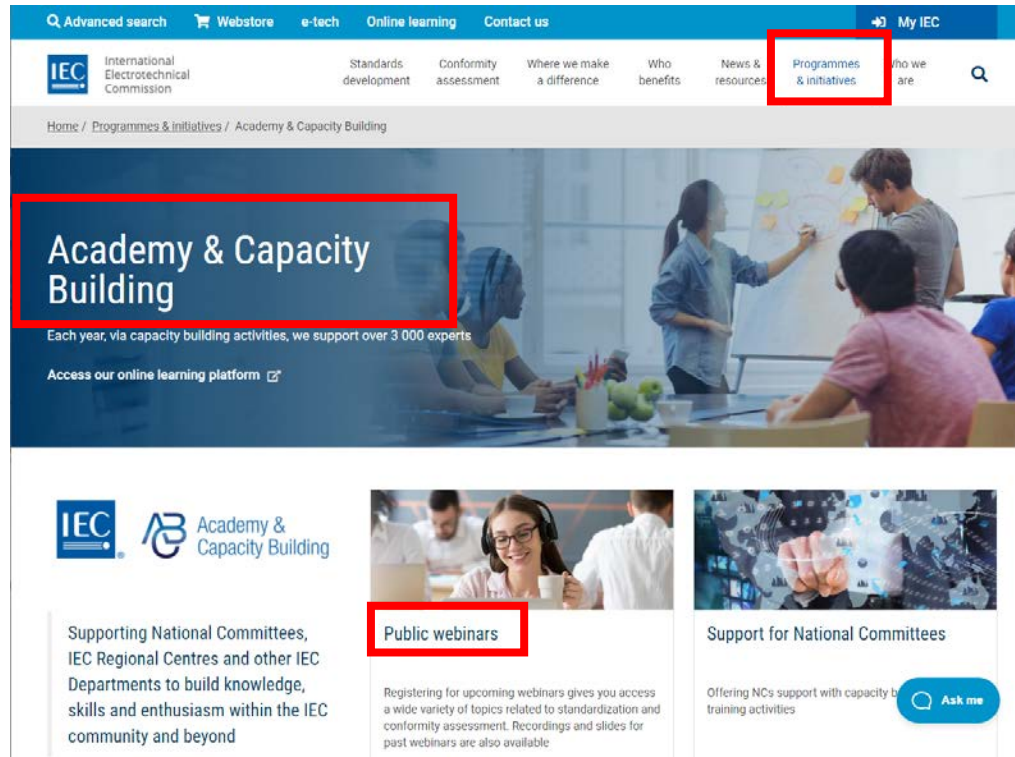
## Accesses

- 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)

# Collaboration Platform (CP)



## Information – Academy & Capacity Building



- 2018-06-06 The new IEC Collaboration Platform – Training for all users
- 2019-07-09 IEC Collaboration Platform (CP) – Update
- 2021-06-03 IEC NC Administrators Training
- CENELEC trainings available here.



# Collaboration Platform (CP)

## Information - CP



IEC Search groups ... Collaboration Platform Anna GAUGELER

### Information

- User guide
- FAQ
- Release notes
  - Release 2021-09-13
  - Release 2020-09-07
  - Release 2020-02-26
  - Release 2019-10-30
  - Release 2019-05-28
  - Release 2019-03-20

#### User guide

##### NAVIGATION

- IEC SSO Login
- My Dashboard
- Sidebar and Top bar

**i**  
Information  
Release notes / FAQ

## IEC COLLABORATION PLATFORM

### User guide

[Abstract](#)  
A step by step guide to using the new IEC Collaboration Platform  
Version 1.6 (2019-06-13)

For support contact  
[helpdesk@iec.ch](mailto:helpdesk@iec.ch)

# Collaboration Platform (CP)

## Main features – new releases

- Versioning

  - Management of document versions

  - Previous versions remain available

  - Summary of changes

  - Author users can upload new versions, whether or not being the owner



- Document move

  - Editors can move documents between workspaces

- Custom distribution lists

# 3. Committee Internal Voting (CIV)

# Committee Internal Voting (CIV)



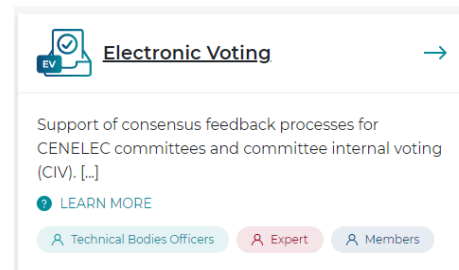
- Similar to the CIB = CEN Committee Internal Balloting



- 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

# Committee Internal Voting (CIV)

- Direct link: <http://www.iec.ch/clcvotes>
- Via the CENELEC homepage > Tools section: Electronic Voting



Vote N° Replies	Edit Vote	Reference	Management Body	End Date
All	All	All	9XA	All
		Confirmation EN 50XXX	9XA	2018-06-30
		Submission of EN XXX to FV	9XA	2018-06-30
		New convenor	9XA	2018-07-01
		New WI	9XA	2018-07-01
		New Convenor	9XA	2018-07-01

- Login: IEC = CENELEC = some National

# Committee Internal Voting (CIV)



# Committee Internal Voting (CIV)



## How to create a Vote

- Click on the Add button
- Your personal list shows all committees for which you have been granted access permissions (see EMS)

The screenshot displays the 'Committee Internal Voting' interface. At the top, there are navigation tabs: 'Technical Documents', 'Management Documents', 'Committee Internal Voting' (selected), 'Votes Statistics', and 'Parallel Votes'. Below the tabs, there are buttons for 'Open', 'Closed', and '+ Add'. The user's name 'Ms Mélanie Herfurth (xs-mherfurth)' and a 'Log out' button are visible in the top right. A 'Group by' dropdown is set to 'Autofilter' with a 'Reset' button. The main content is a table with the following columns: 'Vote N° Replies', 'Edit Vote', 'Reference', 'Management Body', and 'End Date'. The table contains six rows of data:

Vote N° Replies	Edit Vote	Reference	Management Body	End Date
All		All	9XA	All
		Confirmation EN 50XXX	9XA	2018-06-30
		Submission of EN XXX to FV	9XA	2018-06-30
		New convenor	9XA	2018-07-01
		New WI	9XA	2018-07-01
		New Convenor	9XA	2018-07-01
		Liaison with TC XX	9XA	2018-07-05

# Committee Internal Voting (CIV)

- Fill in the metadata

Ms Mélanie Herfurth (xs-mherfurth) Log out

**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\_F690283F75264DF9C125726500355619/5C7ACD19

Opening date: \* 2018-06-01 Closing date: \* 2018-07-01

Note:

Comment Type:  Online  File attachment

Save Reset Back to list

- Create the questions & answers

**Question**

Question No

Save Reset New

**Answers**

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



# Committee Internal Voting (CIV)



Download the results as a zip file

Open Closed + Add Ms Mélanie Herfurth (xs-mherfurth) Log out

Group by : Autofilter X Reset

Vote N° Replies	Edit Vote	Reference	Technical Body	End Date	Voting Result
All		All	All	All	
		Liaison	216	2018-07-27	
		TC 34/Sec/00109/CD	34	2018-08-29	
		TC216(Sec)251 Decision 06/2018	216	2018-09-02	
		TC62/Sec1161/Q - Acceptance of revised CLC/TC 62 Business Plan	62	2018-09-07	
		TC79/Sec1380/Q - Decision 03/2018 - NWI amendment of CLC/TS 50136-9:2017	79	2018-09-14	
		TC79/Sec1381/Q - Decision 04/2018 - NWI amendment of EN 50136-3:2013	79	2018-09-14	
		TC79/Sec1383/Q - Decision 06/2018 - NWI for a PWI - TS 50661-7	79	2018-09-25	
		TC79/Sec1384/Q - Decision 07/2018 - NWI for revision of EN 50134-5:2004	79	2018-09-28	

# Committee Internal Voting (CIV)



## Notifications

- Opening of the vote
- 4 weeks & 1 week before the deadline
- Closure of the vote

**CENELEC** This email has been generated from CENELEC Committee Internal Voting (CIV)

This is an automated message; do not reply to this e-mail.

Dear Madam, Dear Sir,

Dear Voter,

Votes for the documents in the following list are closing in the next week

Committee	Reference	Title	Link	Opening date	Closing date	Status
9XA	EN 50XXX - Review	Review on EN 50XXX	<a href="#">{Link to voting}</a>	2018-04-17	2018-05-24	active
9XA	BP	Draft revision of the Business Plan	<a href="#">{Link to voting}</a>	2018-04-19	2018-05-24	active
9XA	prEN 50XXX 1st working draft	prEN 50XXX 1st working draft for comments	<a href="#">{Link to voting}</a>	2018-04-23	2018-05-24	active

To cast a vote and/or submit a comment, please log-in on the Documents open for Vote page [www.iec.ch/clcvotes](http://www.iec.ch/clcvotes)

Note on your Comments:

Please note that comments will only be taken into account if:

the comment form has successfully been uploaded and you have received an e-mail notification, approximately 20 minutes after the file was uploaded, confirming that your file has been accepted by the system.

For content issues, please contact the responsible Secretary.

For technical/functional issues, please contact the CENELEC Helpdesk ([itsupport@cenelec.eu](mailto:itsupport@cenelec.eu)).

Thank you and best regards.



# Thank you!

IT Team [itsupport@cencenelec.eu](mailto:itsupport@cencenelec.eu)

[www.cencenelec.eu](http://www.cencenelec.eu)

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