CENELEC

EUROPEAN COMMITTEE
FOR ELECTROTECHNICAL STANDARDIZATION

# CENELEC Meeting Registration System (MRS)

## Webinar for CENELEC Technical Body Officers

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# Webinar moderator

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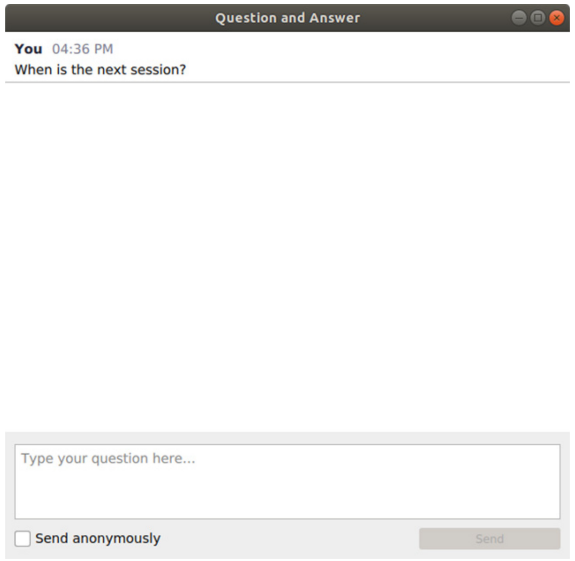


- This webinar is recorded
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# Your speakers

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# Objectives of this webinar

- Introducing the new CENELEC Meeting Registration System: an overview of the features, functionalities and benefits
- Live Demo: step-by-step instructions and demonstration on how to navigate the system effectively
- Addressing questions to ensure a smooth transition to 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**

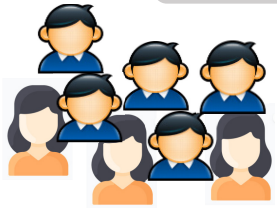
*Accreditation is only required for TC,SC,BTTF, JTCs meetings

## TC/SC Secretary

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

Accredits participant

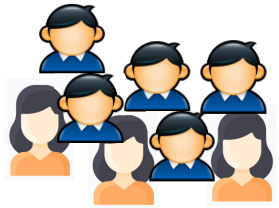
Confirmed Participants



Register

## Participants

Member of a structure



## 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

# Role mapping (MRS – EMS)

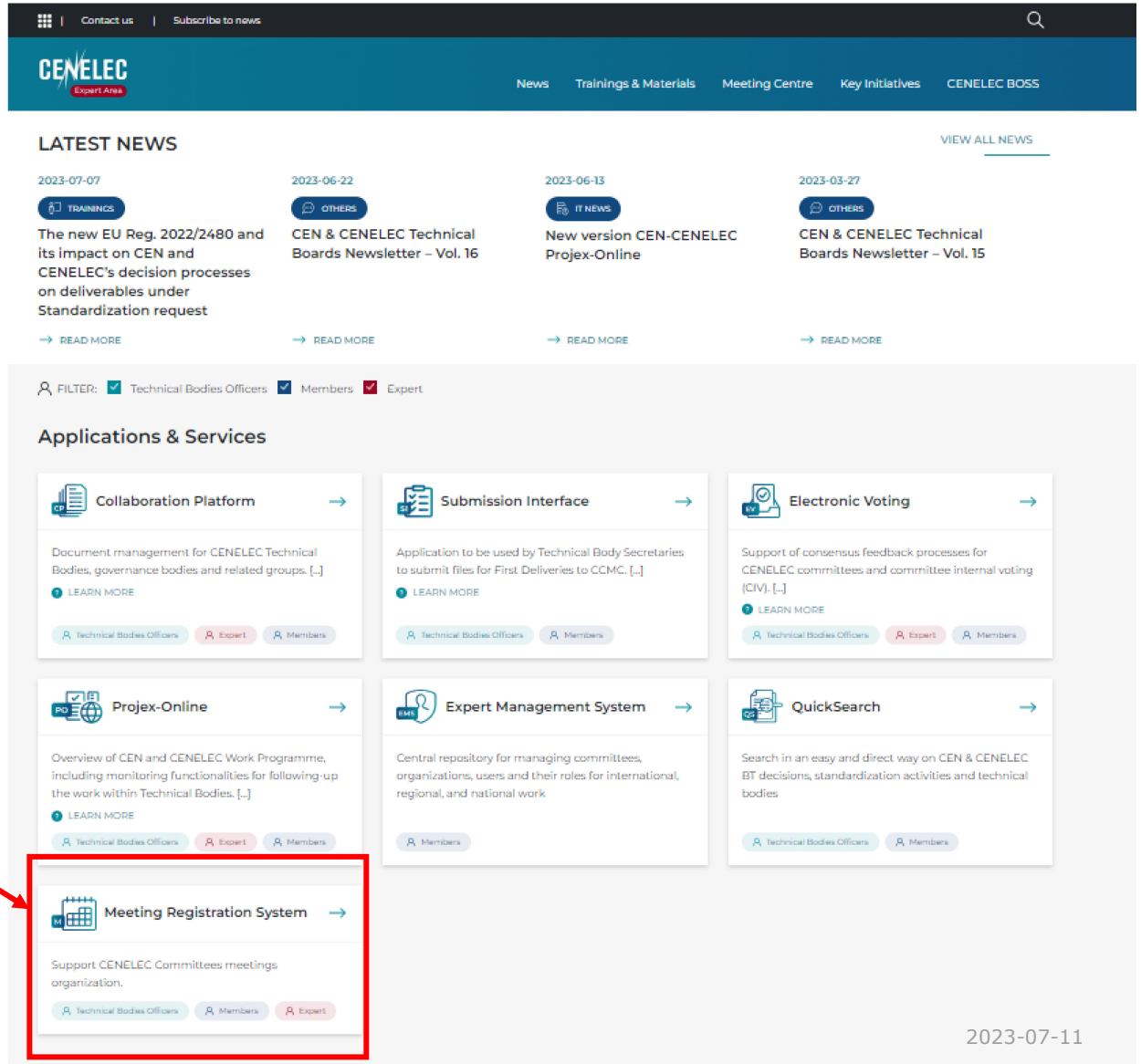
| MRS role | EMS role (Expert Management System) | Access in MRS |
|---|---|---|
| **NC Administrator** | NC Administrator | • Assigns the NC Accreditor (and HC Organizer if needed) |
| **NC Accreditor** | Appointed NC Official for each country | • Approves/disapproves a participation to a TC/SC meeting |
| **HC Organizer (optional)** | Appointed NC Official from the Host Committee | • Fills in meeting information<br>• registers participants |
| **TC/SC Secretary** | Secretary<br>Convenor<br>Chair<br>Assistant secretary | • Creates and manages meetings<br>• Decides which groups/subgroups should meet<br>• Registers participants and guests |
| **Participant** | NC Officials<br>WG Members<br>Observers | • Registers to a meeting<br>• Users with other EMS roles will not have any access to MRS |

National participants will not have access to MRS

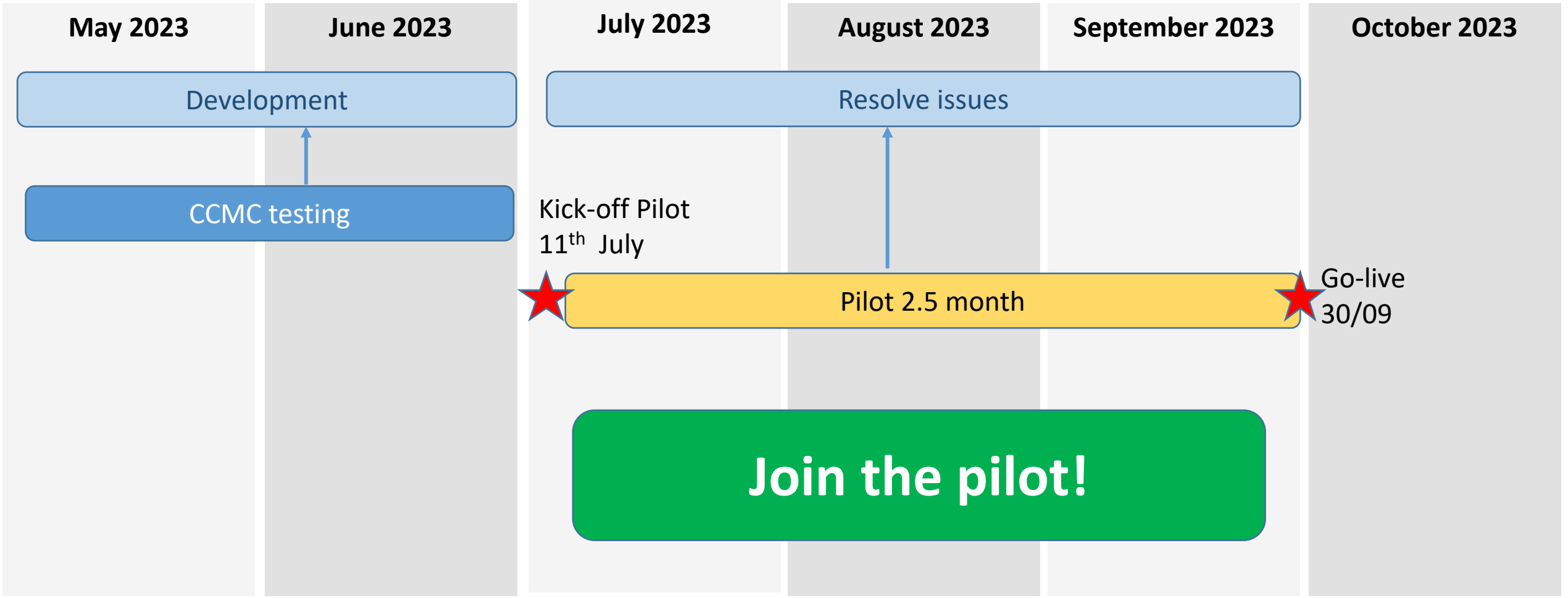
# MRS Access

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

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



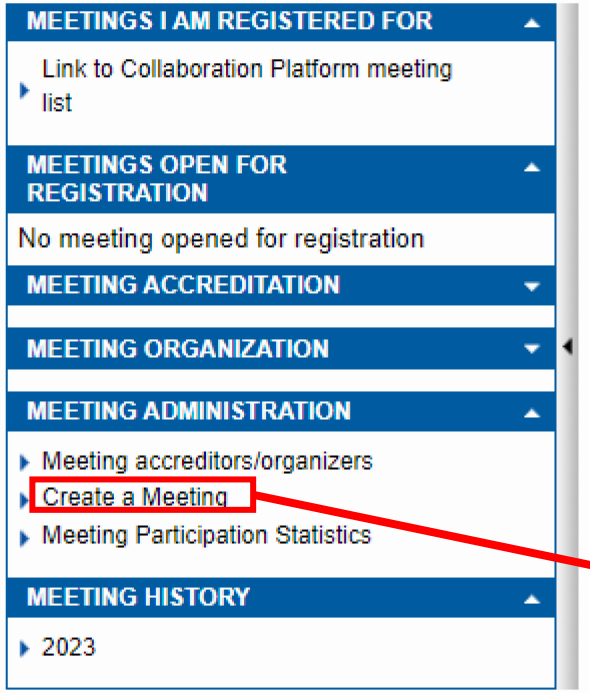
# High-level project plan (2023-07-11)



# 2. CREATE MEETINGS

# Create a meeting

## Main menu for the Officers

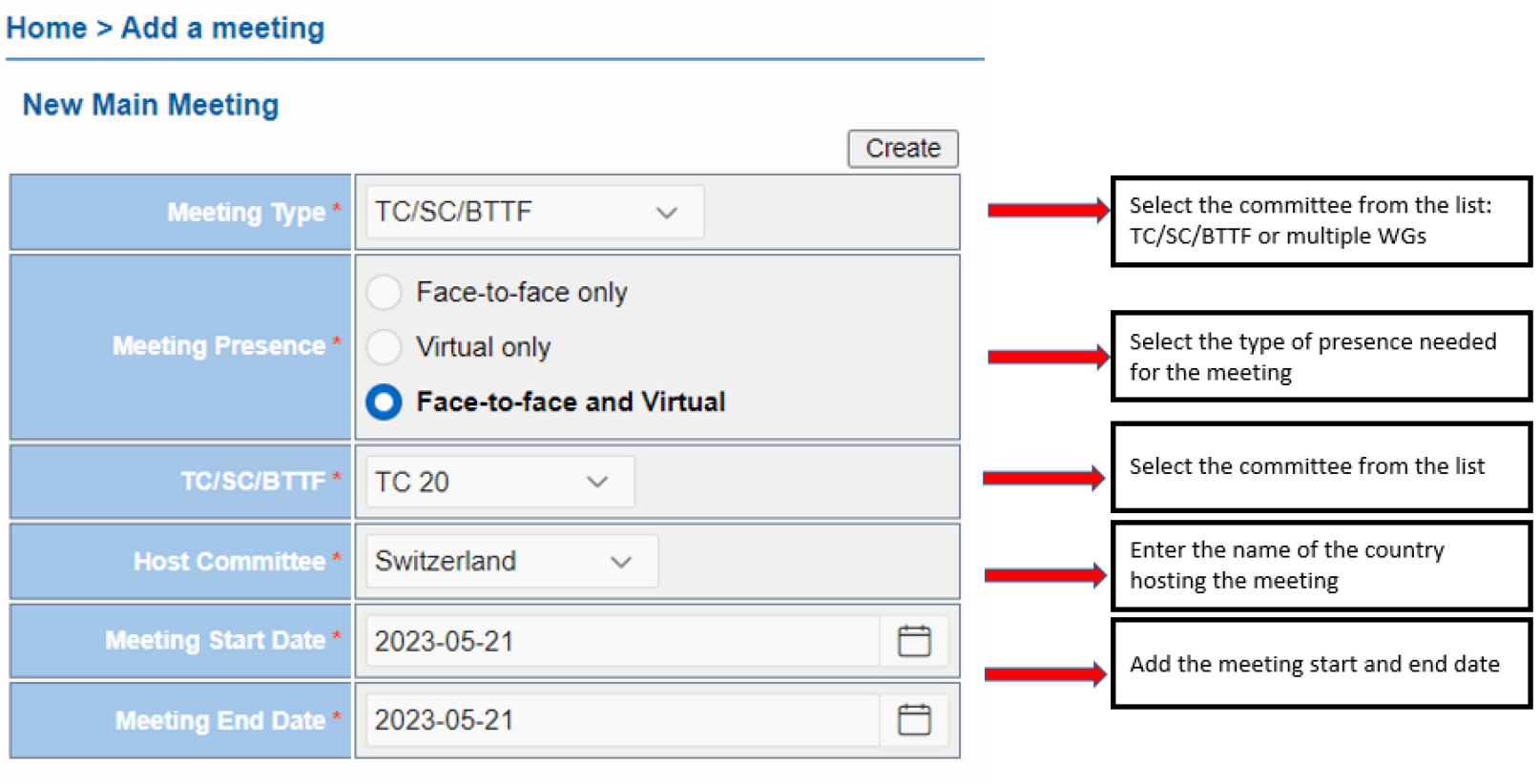



- **My meetings**: upcoming meetings you have registered for
- **Meetings open for registration**: meetings of your technical body that you may register to
- **Meetings Accreditation**: track accreditation status
- **Meeting organization**: add details and/or change to your meetings
- **Meeting administration**: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

**Step 1**

# Create a meeting

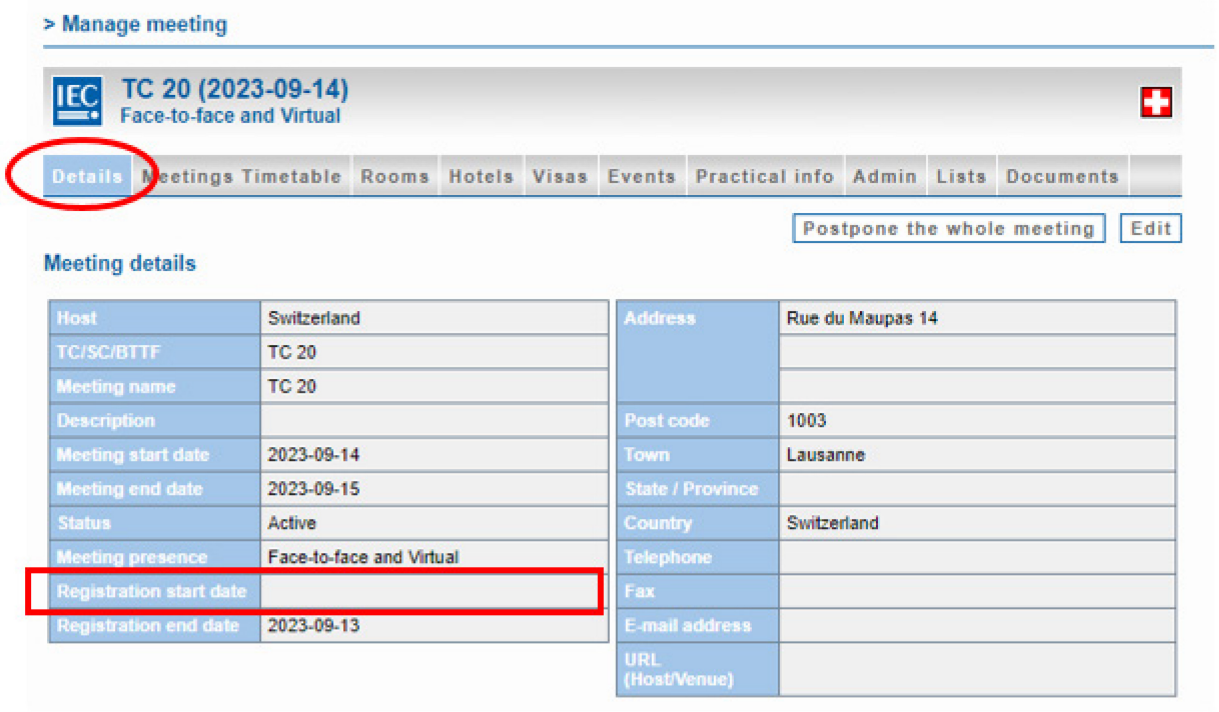
Step 2: The Secretary/Chair/ Convenor must complete the following information to be able to create a meeting:




Click on Create when finished

# Meeting Details

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



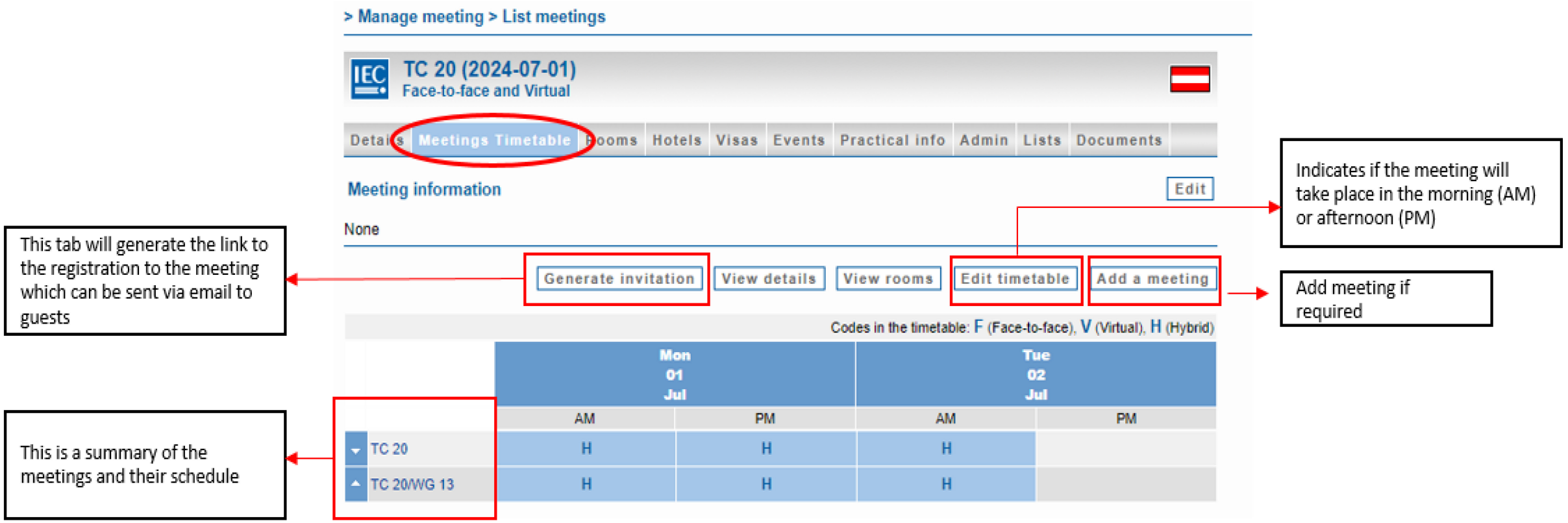

**Meeting details:**

- 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.

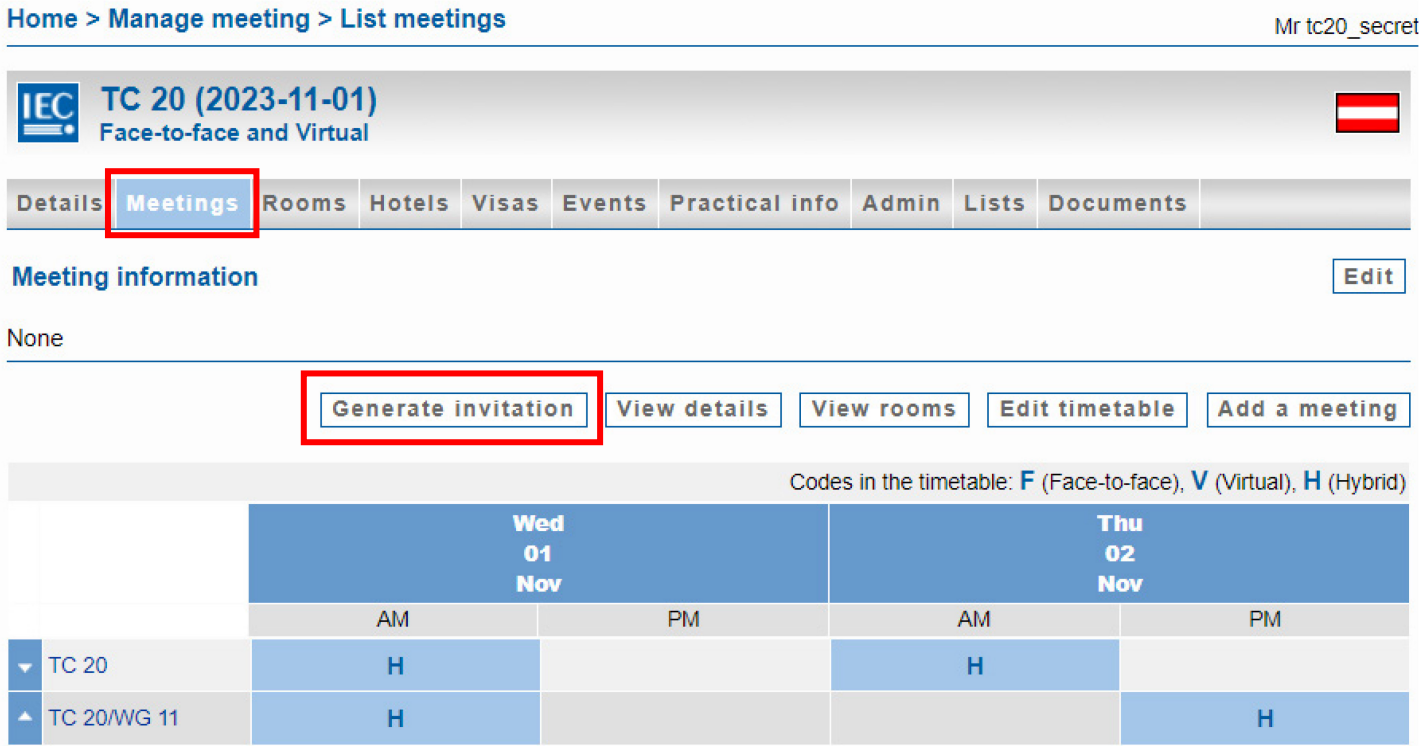
# Meeting timetable

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



# Guest invitation to a meeting

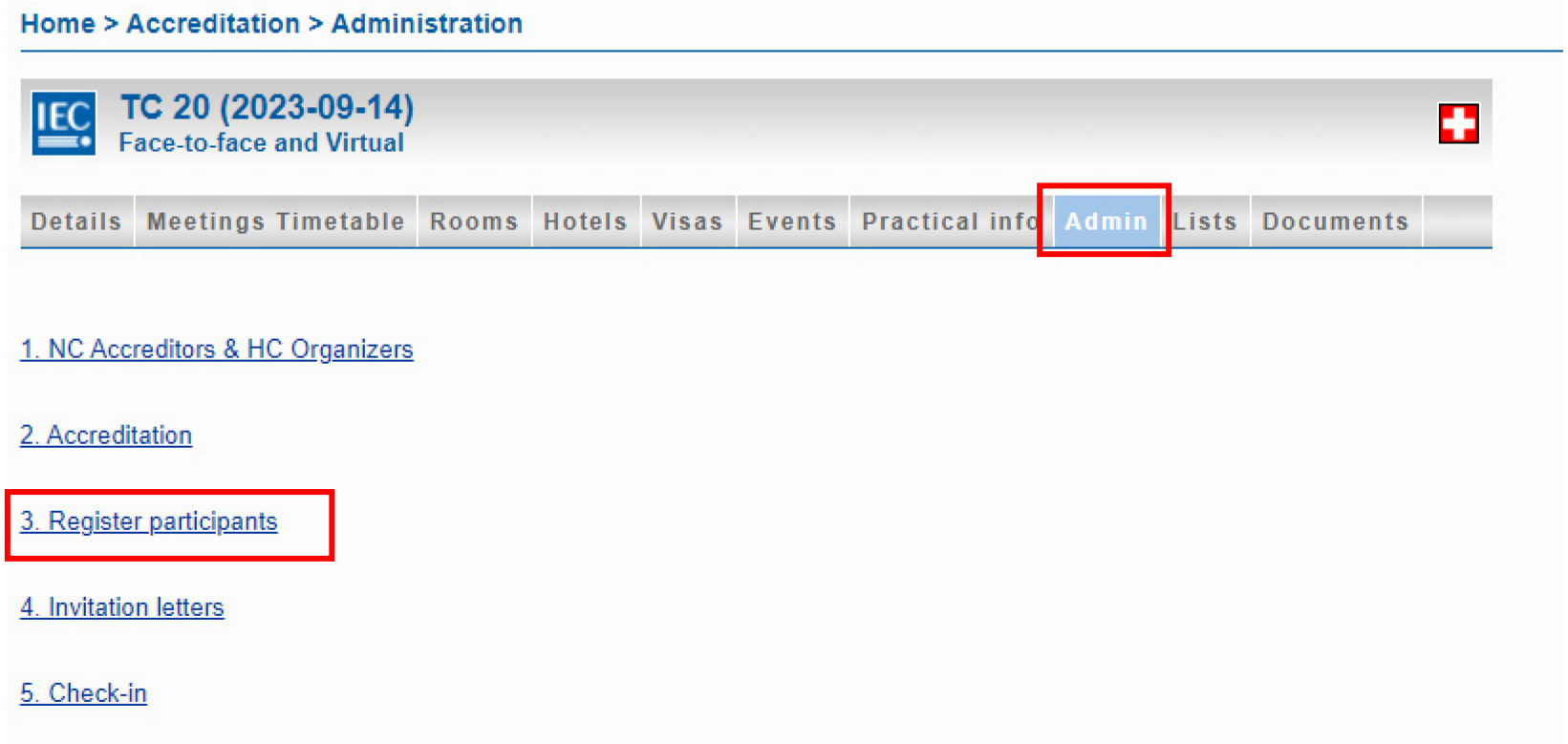
- The TC Officer and HC Organizer's role have the authority to invite guests (TB external experts)




- 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

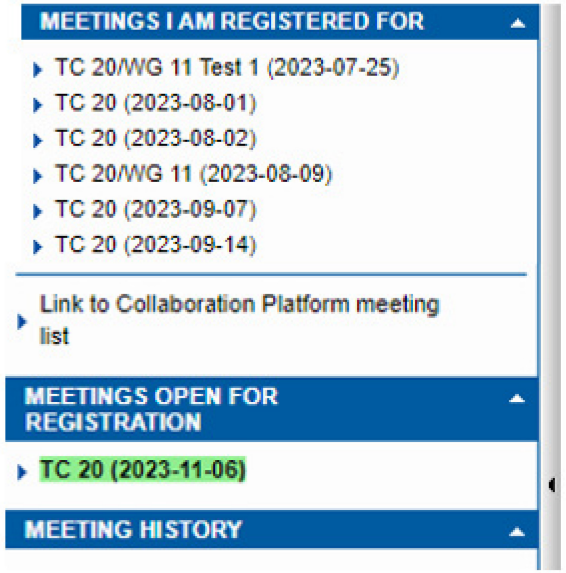


LIVE DEMO

# 3. REGISTER TO A MEETING

# Registration to a meeting

## Main menu for the Participants

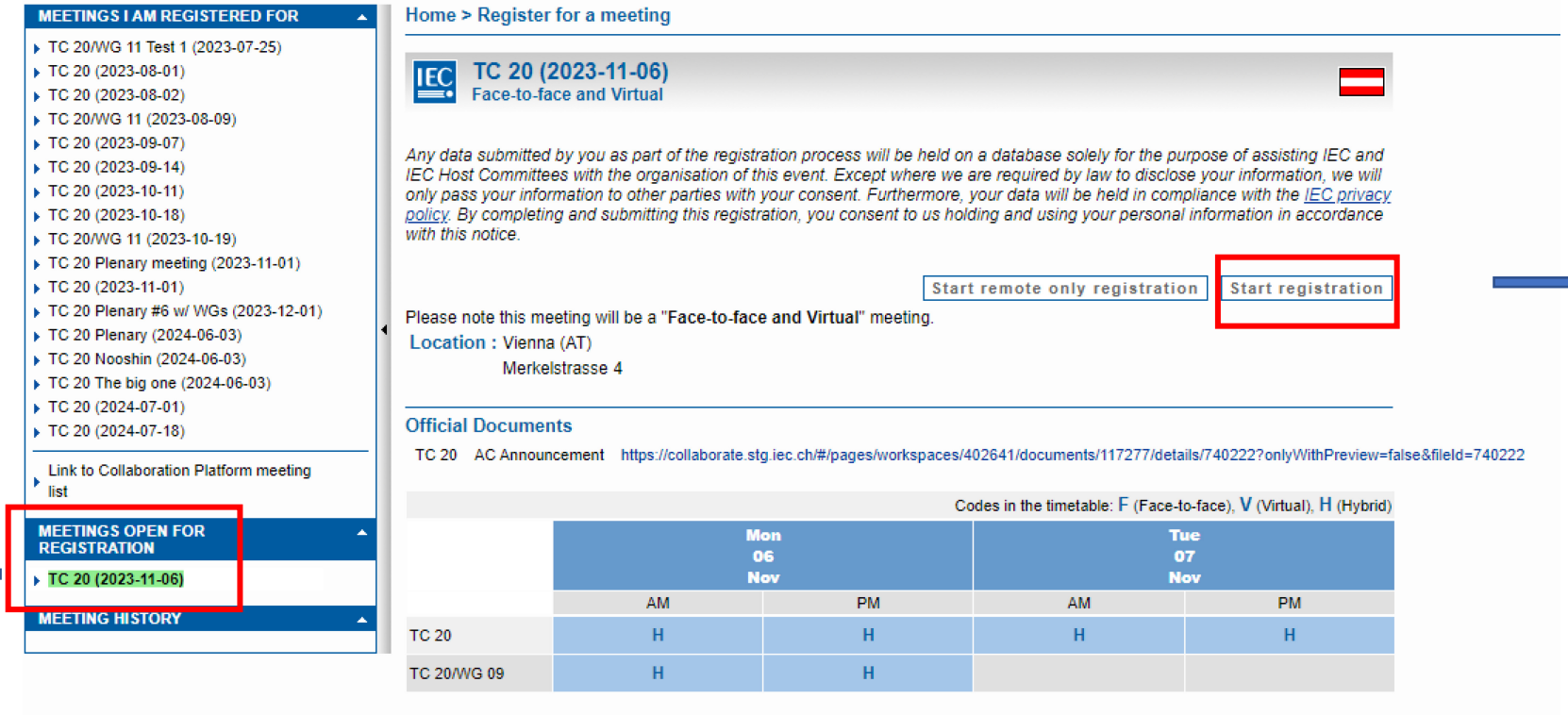



- **Meetings I am registered for**: your upcoming meetings

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

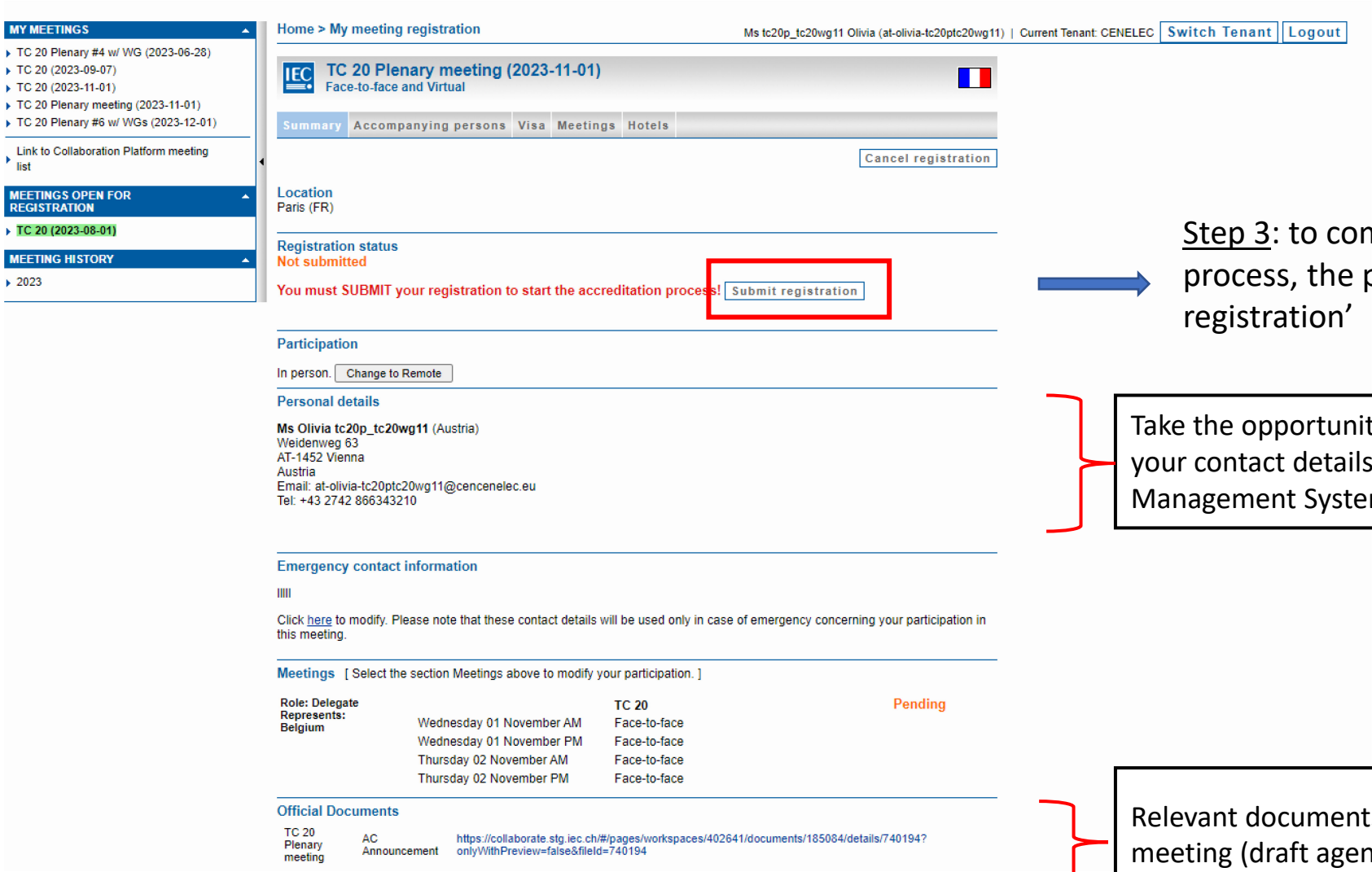
# Registration to a meeting

Step 1: Participants locate the meeting under ‘MEETING OPEN FOR REGISTRATION’




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

# Registration to a meeting



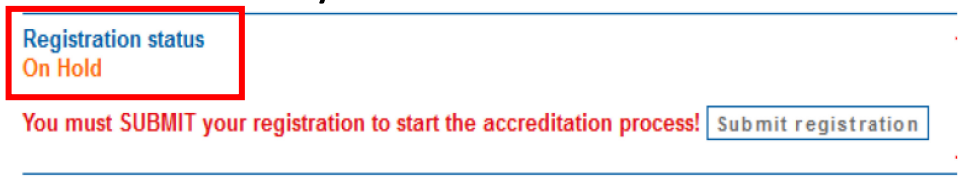

Step 3: to complete the registration process, the participant must 'submit registration'

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

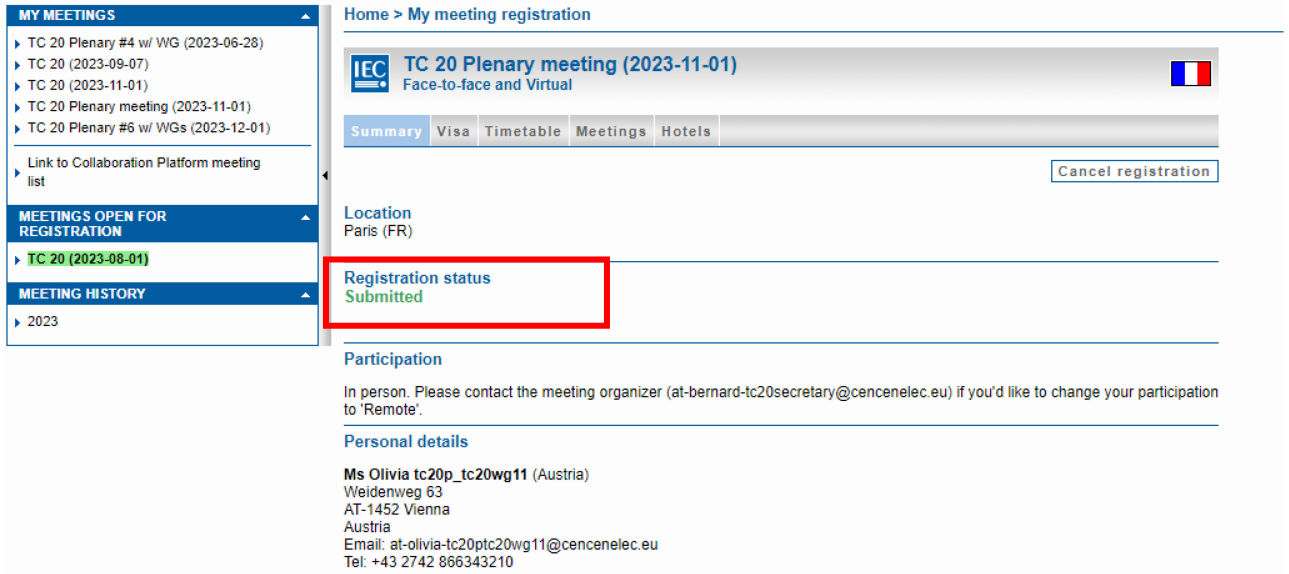
Relevant documents for the meeting (draft agenda…)

# 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.

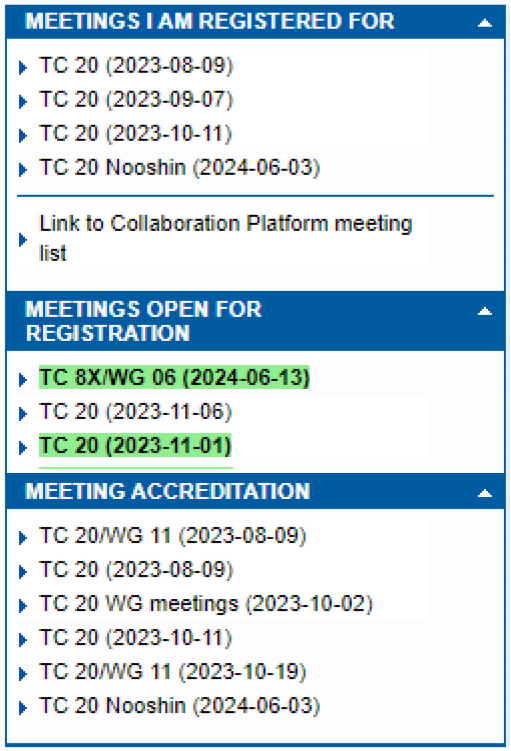


LIVE DEMO

# 4. MEETING ACCREDITATION

# Meeting Accreditation

## Main menu for the Accreditors




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

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

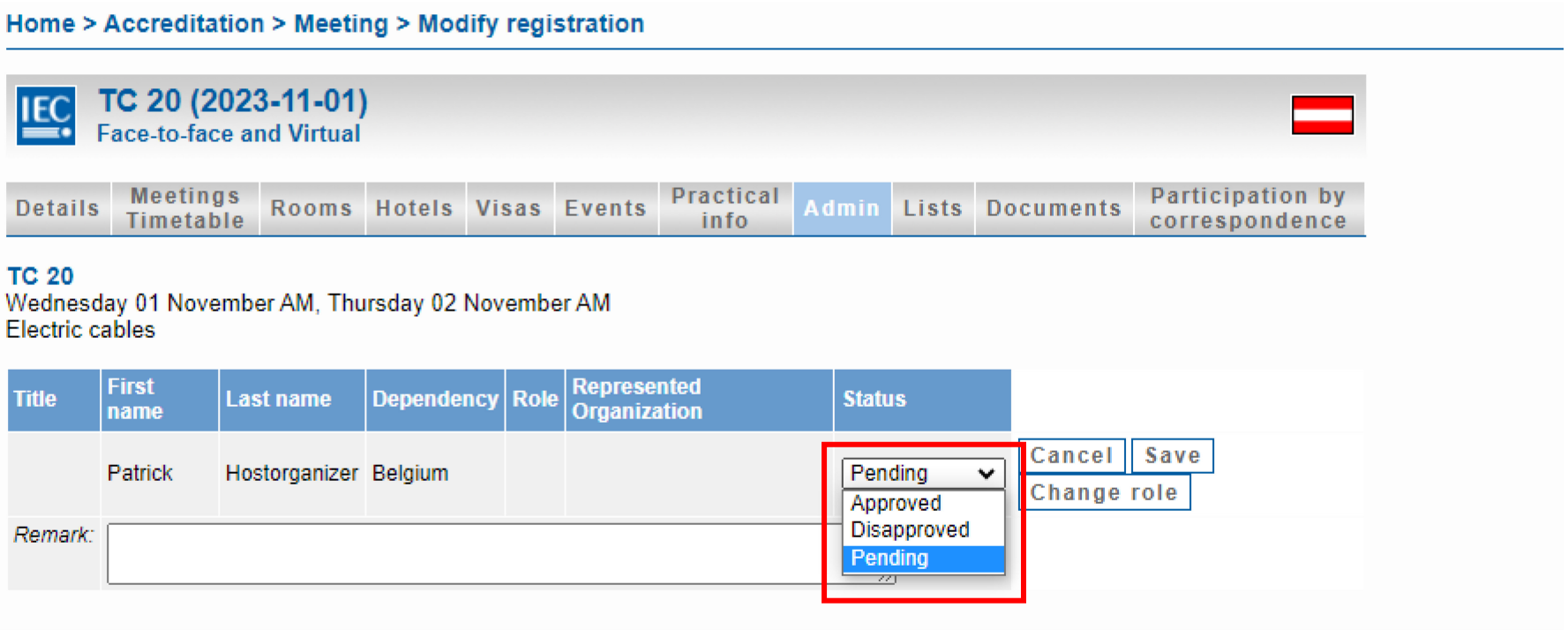
**Meeting accreditation:** lists the meetings which require accreditation from the NC Accreditor

# Meeting Accreditation

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

# Meeting Accreditation

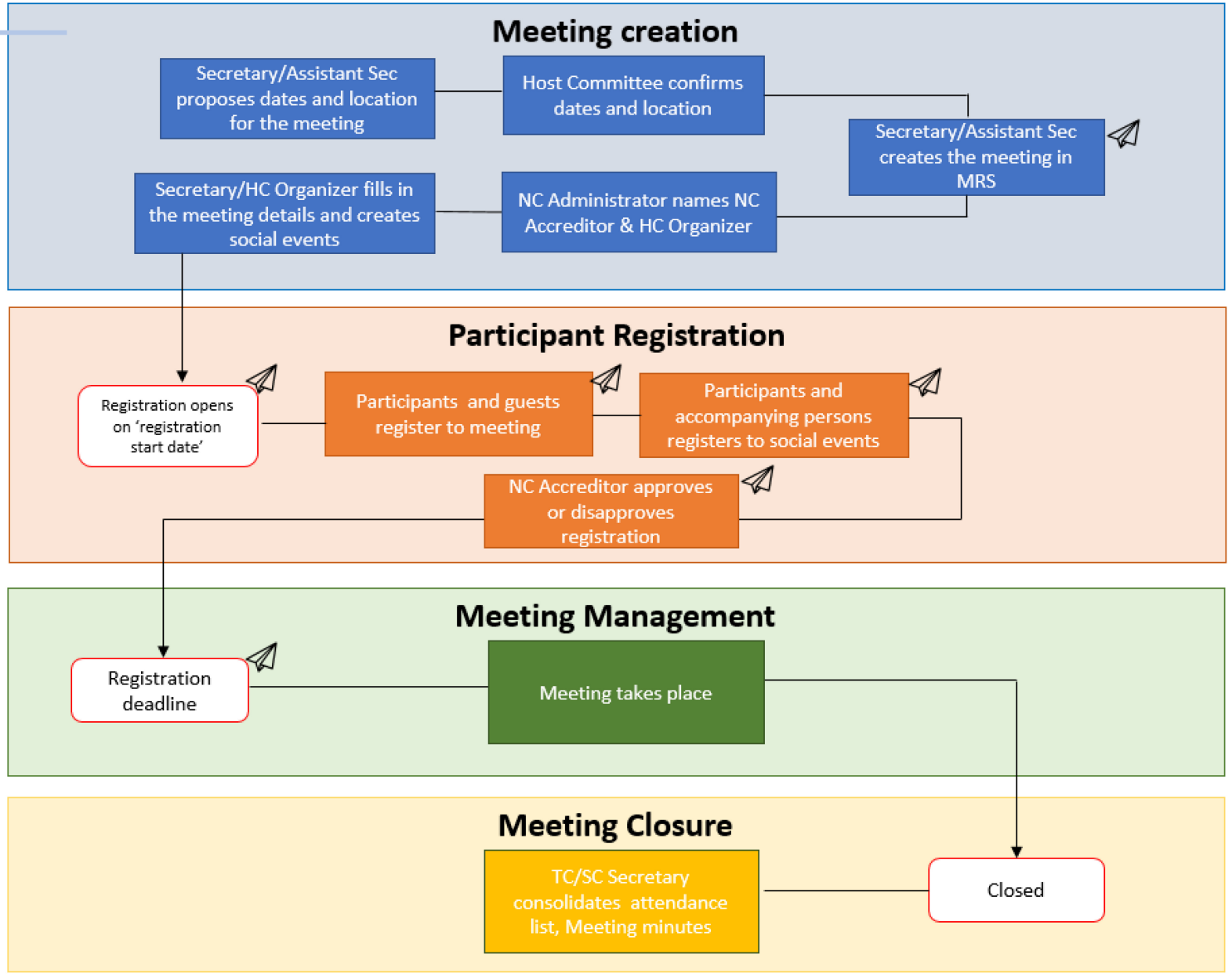
- The NC Accreditor has the capability to modify the registration status and may change the participant's role when needed.



LIVE DEMO

# 5. MEETING LIFECYCLE

# Meeting lifecycle



# Help and support

- **Resource materials:**
  - The recording of the webinar & a user guide are available on the CENELEC Expert area
    - MRS user guide
    - Quick start manual for NC admins

- **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

# Your feedback

# QUESTIONS / ANSWERS

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# Thank you!