



EUROPEAN COMMITTEE
FOR ELECTROTECHNICAL STANDARDIZATION

CENELEC Meeting Registration System (MRS)

Webinar for CENELEC Technical Body Officers

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Webinar moderator



Els SOMERS

Project Manager

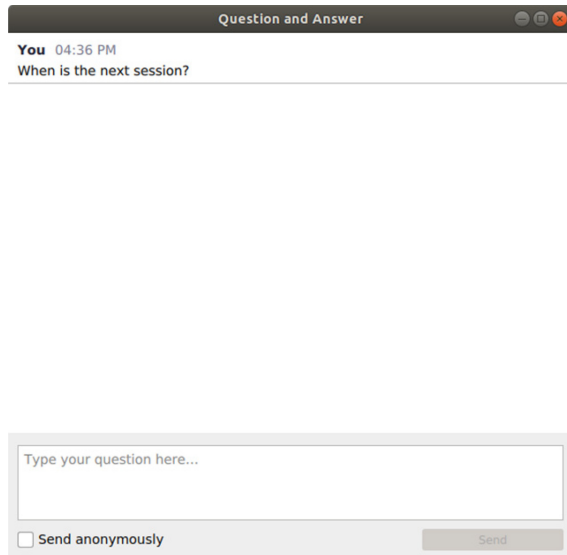
Policy & Partnerships

CEN-CENELEC

esomers@cencenelec.eu

Get the most out of the webinar today

- ▶ You are muted
- ▶ Use the Q&A panel to submit your questions



The screenshot shows a 'Question and Answer' window. At the top, it says 'You 04:36 PM' and 'When is the next session?'. Below this is a text input field with the placeholder 'Type your question here...'. At the bottom left, there is a checkbox labeled 'Send anonymously' which is currently unchecked. At the bottom right, there is a 'Send' button.

- ▶ This webinar is recorded
- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

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

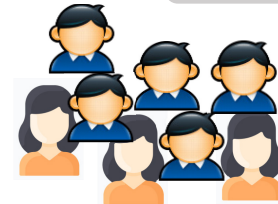


TC/SC Secretary

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

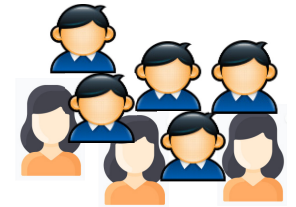
Accredits participant

Confirmed Participants

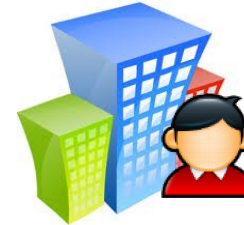


Participants

Member of a structure



Register



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

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

Role mapping (MRS – EMS)

MRS role	EMS role (Expert Management System)	Access in MRS
NC Administrator	NC Administrator	<ul style="list-style-type: none"> Assigns the NC Accreditor (and HC Organizer if needed)
NC Accreditor	Appointed NC Official for each country	<ul style="list-style-type: none"> Approves/disapproves a participation to a TC/SC meeting
HC Organizer (optional)	Appointed NC Official from the Host Committee	<ul style="list-style-type: none"> Fills in meeting information registers participants
TC/SC Secretary	Secretary Convenor Chair Assistant secretary	<ul style="list-style-type: none"> Creates and manages meetings Decides which groups/subgroups should meet Registers participants and guests
Participant	NC Officials WG Members Observers	<ul style="list-style-type: none"> Registers to a meeting Users with other EMS roles will not have any access to MRS



National participants will not have access to MRS

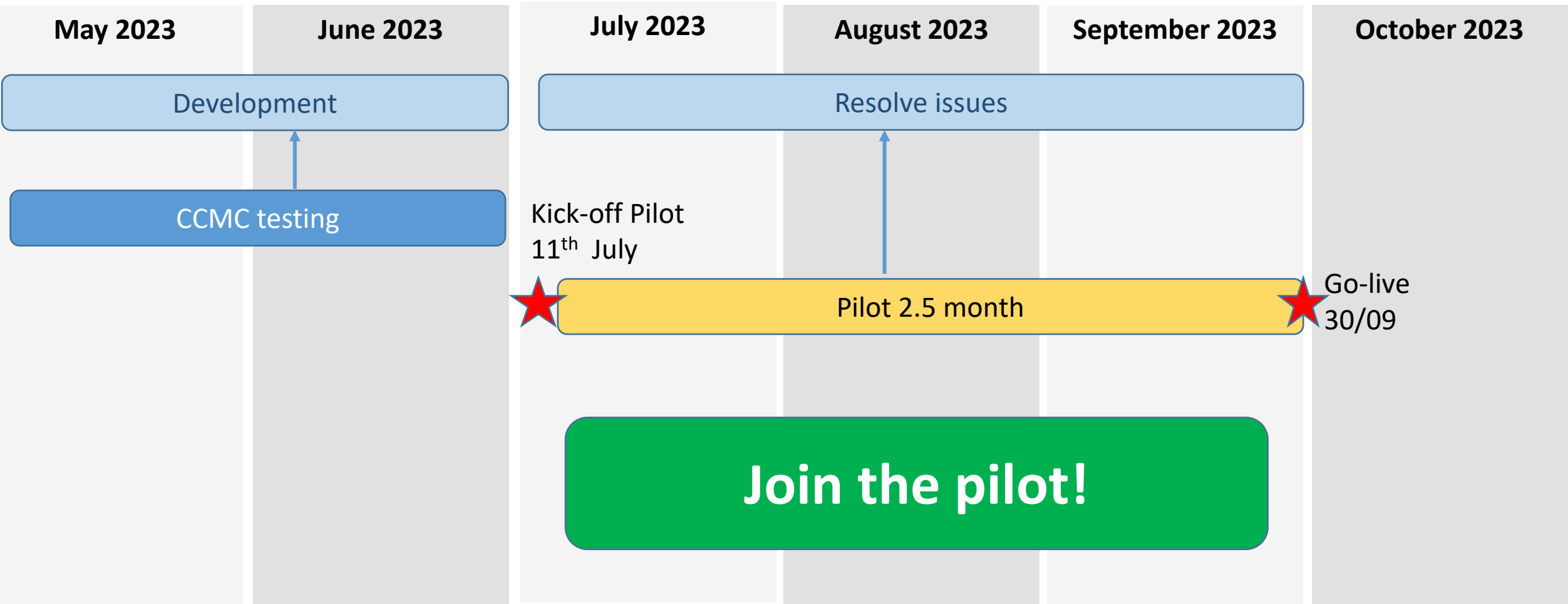
MRS Access

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

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

The screenshot displays the CENELEC Expert Area website. At the top, there is a navigation bar with links for 'Contact us', 'Subscribe to news', and a search icon. Below this, the 'CENELEC Expert Area' logo is visible. The main content area is divided into sections. The 'LATEST NEWS' section features four news items with dates and category tags (TRAININGS, OTHERS, IT NEWS). Below this is a 'FILTER' section with checkboxes for 'Technical Bodies Officers', 'Members', and 'Expert'. The 'Applications & Services' section contains a grid of service cards, each with an icon, title, description, and a 'LEARN MORE' link. The 'Meeting Registration System' card is highlighted with a red box and has a red arrow pointing to it from the text in the previous slide. The date '2023-07-11' is shown in the bottom right corner.

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

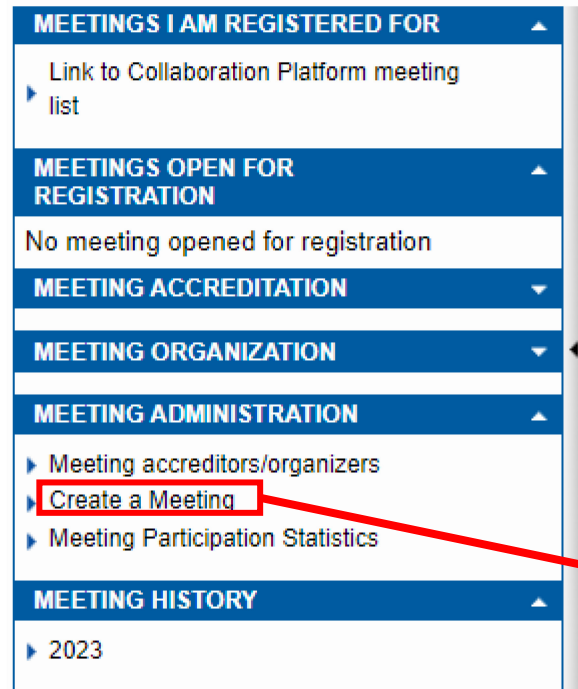


2. CREATE MEETINGS



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:

Home > Add a meeting

New Main Meeting Create

Meeting Type *	TC/SC/BTTF ▼	→ Select the committee from the list: TC/SC/BTTF or multiple WGs
Meeting Presence *	<input type="radio"/> Face-to-face only <input type="radio"/> Virtual only <input checked="" type="radio"/> Face-to-face and Virtual	→ Select the type of presence needed for the meeting
TC/SC/BTTF *	TC 20 ▼	→ Select the committee from the list
Host Committee *	Switzerland ▼	→ Enter the name of the country hosting the meeting
Meeting Start Date *	2023-05-21 📅	→ Add the meeting start and end date
Meeting End Date *	2023-05-21 📅	

 Click on Create when finished

Meeting Details

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

> Manage meeting

IEC TC 20 (2023-09-14)
Face-to-face and Virtual

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Postpone the whole meeting Edit

Meeting details

Host	Switzerland	Address	Rue du Maupas 14
TC/SC/BTTF	TC 20		
Meeting name	TC 20		
Description		Post code	1003
Meeting start date	2023-09-14	Town	Lausanne
Meeting end date	2023-09-15	State / Province	
Status	Active	Country	Switzerland
Meeting presence	Face-to-face and Virtual	Telephone	
Registration start date		Fax	
Registration end date	2023-09-13	E-mail address	
		URL (Host/Venue)	

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.

> Manage meeting > List meetings

IEC TC 20 (2024-07-01)
Face-to-face and Virtual

Details **Meetings Timetable** Rooms Hotels Visas Events Practical info Admin Lists Documents

Meeting information Edit

None

Generate invitation View details View rooms Edit timetable Add a meeting

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 01 Jul		Tue 02 Jul	
	AM	PM	AM	PM
TC 20	H	H	H	
TC 20/WG 13	H	H	H	

This tab will generate the link to the registration to the meeting which can be sent via email to guests

This is a summary of the meetings and their schedule

Indicates if the meeting will take place in the morning (AM) or afternoon (PM)

Add meeting if required

Guest invitation to a meeting

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

Home > Manage meeting > List meetings Mr tc20_secret

TC 20 (2023-11-01)
Face-to-face and Virtual

Meetings
Rooms
Hotels
Visas
Events
Practical info
Admin
Lists
Documents

Meeting information Edit

None

Generate invitation
View details
View rooms
Edit timetable
Add a meeting

Codes in the timetable: **F** (Face-to-face), **V** (Virtual), **H** (Hybrid)



	Wed 01 Nov		Thu 02 Nov	
	AM	PM	AM	PM
TC 20	H		H	
TC 20/WG 11	H			H

- 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

Home > Accreditation > Administration

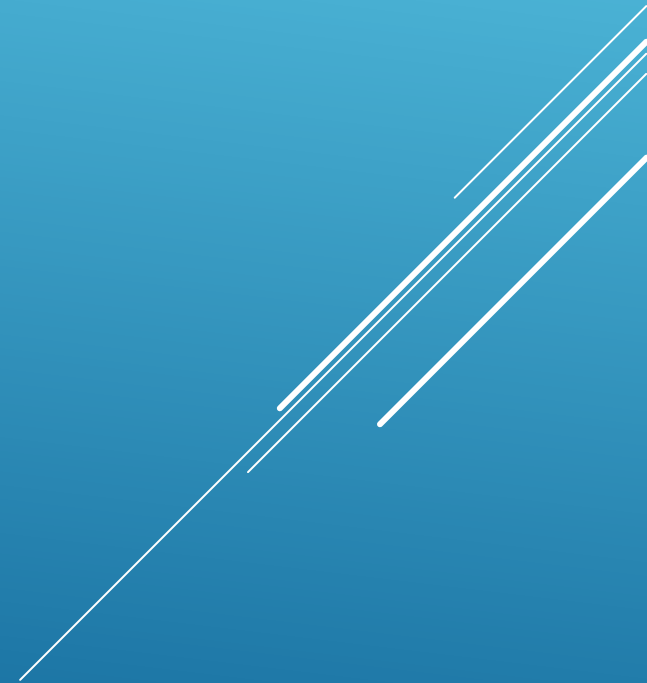
 **TC 20 (2023-09-14)**
Face-to-face and Virtual 

Details Meetings Timetable Rooms Hotels Visas Events Practical info **Admin** Lists Documents

- [1. NC Accreditors & HC Organizers](#)
- [2. Accreditation](#)
- [3. Register participants](#)
- [4. Invitation letters](#)
- [5. Check-in](#)

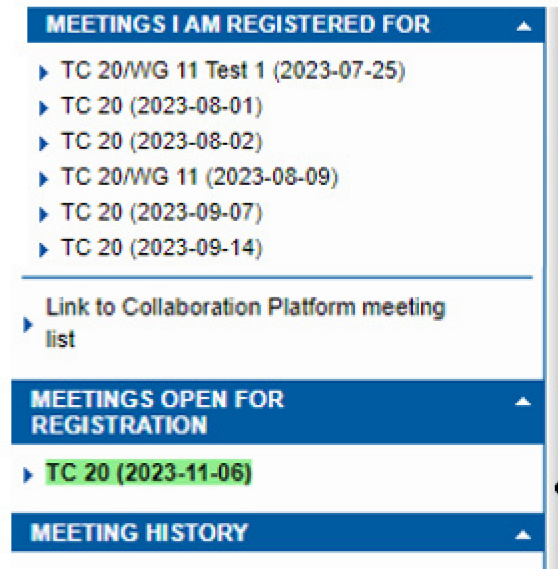


3. REGISTER TO A MEETING



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'

Home > Register for a meeting

TC 20 (2023-11-06)
Face-to-face and Virtual

Any data submitted by you as part of the registration process will be held on a database solely for the purpose of assisting IEC and IEC Host Committees with the organisation of this event. Except where we are required by law to disclose your information, we will only pass your information to other parties with your consent. Furthermore, your data will be held in compliance with the [IEC privacy policy](#). By completing and submitting this registration, you consent to us holding and using your personal information in accordance with this notice.

Start remote only registration **Start registration**

Please note this meeting will be a "Face-to-face and Virtual" meeting.
Location : Vienna (AT)
Merkelstrasse 4

Official Documents
TC 20 AC Announcement <https://collaborate.stg.iec.ch/#/pages/workspaces/402641/documents/117277/details/740222?onlyWithPreview=false&fileId=740222>

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 06 Nov		Tue 07 Nov	
	AM	PM	AM	PM
TC 20	H	H	H	H
TC 20/WG 09	H	H		

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

Registration to a meeting

Home > My meeting registration Ms tc20p_tc20wg11 Olivia (at-olivia-tc20ptc20wg11) | Current Tenant: CENELEC [Switch Tenant](#) [Logout](#)

MY MEETINGS

- TC 20 Plenary #4 w/ WG (2023-06-28)
- TC 20 (2023-09-07)
- TC 20 (2023-11-01)
- TC 20 Plenary meeting (2023-11-01)
- TC 20 Plenary #6 w/ WGs (2023-12-01)

[Link to Collaboration Platform meeting list](#)

MEETINGS OPEN FOR REGISTRATION

- TC 20 (2023-08-01)

MEETING HISTORY

- 2023

TC 20 Plenary meeting (2023-11-01)
Face-to-face and Virtual

Summary | Accompanying persons | Visa | Meetings | Hotels

[Cancel registration](#)

Location
Paris (FR)

Registration status
Not submitted

You must **SUBMIT** your registration to start the accreditation process! [Submit registration](#)

Participation

In person. [Change to Remote](#)

Personal details

Ms Olivia tc20p_tc20wg11 (Austria)
Weidenweg 63
AT-1452 Vienna
Austria
Email: at-olivia-tc20ptc20wg11@cenelec.eu
Tel: +43 2742 866343210

Emergency contact information

|||||

Click [here](#) to modify. Please note that these contact details will be used only in case of emergency concerning your participation in this meeting.

Meetings [Select the section Meetings above to modify your participation.]

Role: Delegate		TC 20	Pending
Represents:			
Belgium	Wednesday 01 November AM	Face-to-face	
	Wednesday 01 November PM	Face-to-face	
	Thursday 02 November AM	Face-to-face	
	Thursday 02 November PM	Face-to-face	

Official Documents

TC 20 Plenary meeting	AC Announcement	https://collaborate.stg.iec.ch/#/pages/workspaces/402641/documents/185084/details/740194?onlyWithPreview=false&fileId=740194
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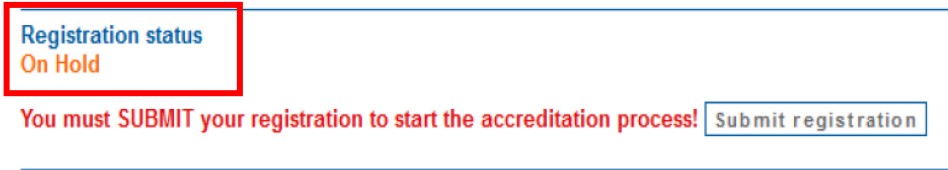
Step 3: to complete the registration process, the participant must 'submit registration'

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

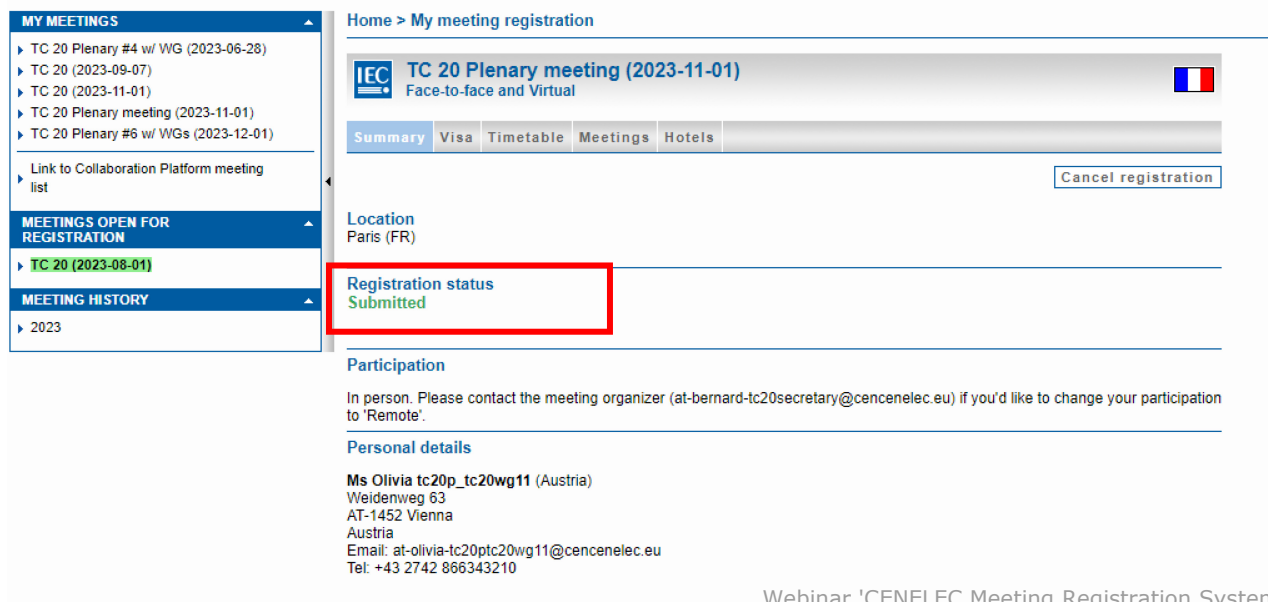
Relevant documents for the meeting (draft agenda...)

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.

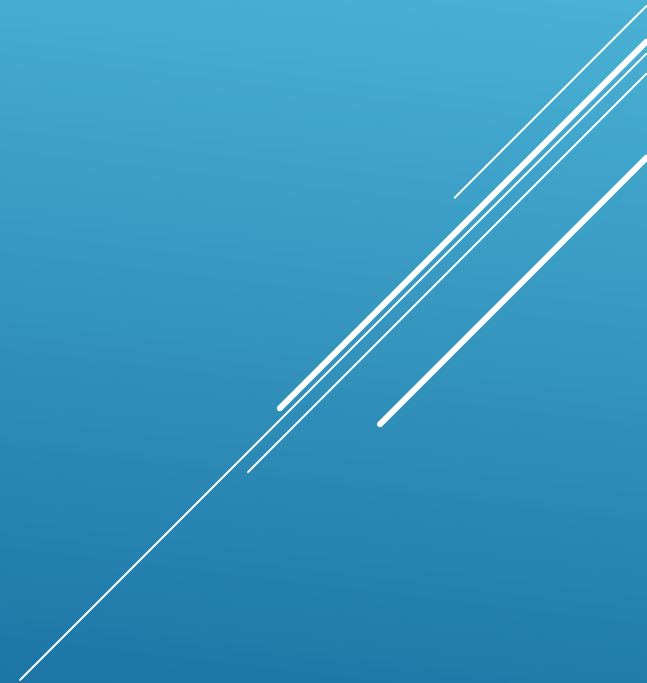


- Once your registration has been 'submitted', it will require approval. The meeting attendance status will be listed as 'Pending' until it has been approved or disapproved by the NC accreditor.



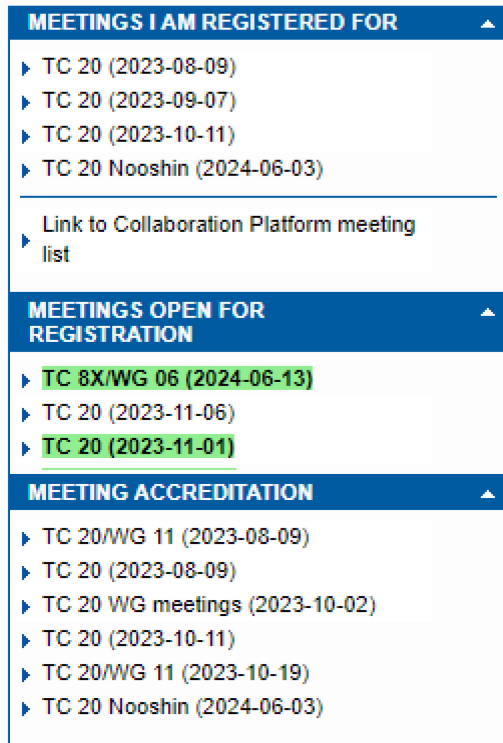


4. MEETING ACCREDITATION



Meeting Accreditation

Main menu for the Accreditors



The screenshot shows a web interface with three main menu sections:

- MEETINGS I AM REGISTERED FOR** (with an upward arrow):
 - TC 20 (2023-08-09)
 - TC 20 (2023-09-07)
 - TC 20 (2023-10-11)
 - TC 20 Nooshin (2024-06-03)
 - Link to Collaboration Platform meeting list
- MEETINGS OPEN FOR REGISTRATION** (with an upward arrow):
 - TC 8X/WG 06 (2024-06-13)
 - TC 20 (2023-11-06)
 - TC 20 (2023-11-01)
- MEETING ACCREDITATION** (with an upward arrow):
 - TC 20/WG 11 (2023-08-09)
 - TC 20 (2023-08-09)
 - TC 20 WG meetings (2023-10-02)
 - TC 20 (2023-10-11)
 - TC 20/WG 11 (2023-10-19)
 - TC 20 Nooshin (2024-06-03)

➔ **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.



The screenshot displays the 'Meeting Accreditation' page for a specific meeting. On the left sidebar, under 'MEETING ACCREDITATION', the meeting 'TC 20 (2023-10-11)' is highlighted with a red box. The main content area shows the meeting details: 'IEC TC 20 (2023-10-11) Face-to-face only' with a Spanish flag icon. Below this is a navigation bar with tabs for 'Admin', 'Accreditation', 'Register', and 'Lists'. A table displays the registration statistics:

Meeting	Nb. pending	Nb. approved	Nb. disapproved
TC 20	1	0	0

The number '1' in the 'Nb. pending' column is highlighted with a red box. A blue arrow points from a text box below to this cell. The text box contains the instruction: 'Click on the meeting to approve or disapprove the participants'.

Meeting Accreditation

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

Home > Accreditation > Meeting > Modify registration

TC 20 (2023-11-01)
Face-to-face and Virtual

Details
Meetings
Timetable
Rooms
Hotels
Visas
Events
Practical
info
Admin
Lists
Documents
Participation by
correspondence

TC 20
Wednesday 01 November AM, Thursday 02 November AM
Electric cables

Title	First name	Last name	Dependency	Role	Represented Organization	Status
	Patrick	Hostorganizer	Belgium			<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Pending ▼ Approved Disapproved Pending </div>

Cancel
Save
Change role

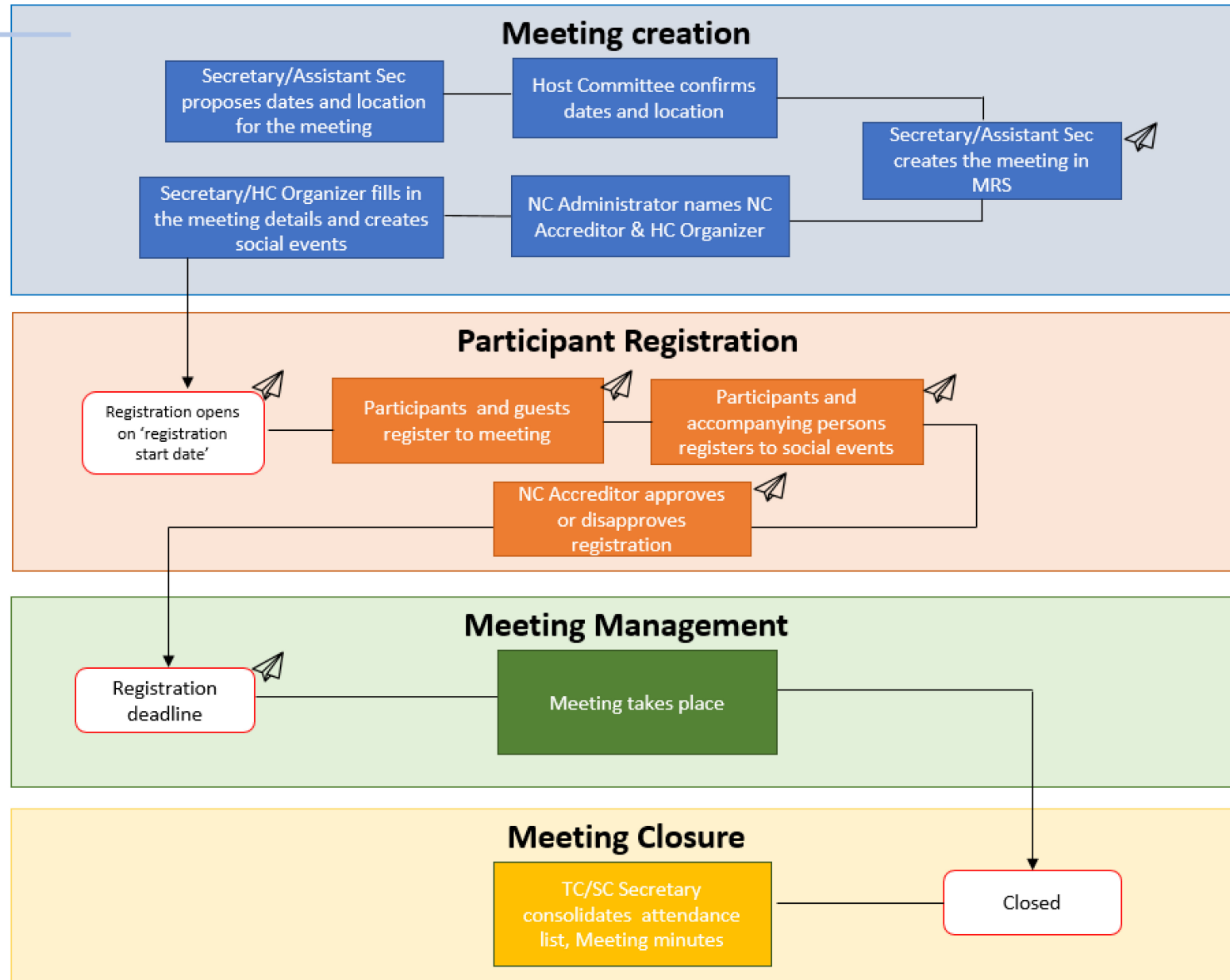
Remark:



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





Thank you!