CENELEC MEETING REGISTRATION SYSTEM

USER GUIDE

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1 Introduction

This document is written for the following users of the **CLC Meeting Registration System** (see the definition of the different roles in paragraph 1.2):

- ➢ **TC/SC Secretary**
- ➢ **HC Organizer**
- ➢ **NC Accreditor**
- ➢ **NC Administrator**
- ➢ **Participant**

1.1 Aim of the CLC Meetings Registration System

CENELEC's Meeting Registration System (MRS) is a software platform, resembling the IEC Meetings Registration System deployed by IEC in 2017. The aim of the CLC MRS is to enable Technical Committees (TC/SC/JTC), Working Groups (WG) and BT Task Force (BTTF) officers to create and manage their meetings in a central place as well as to enable registration of participants to the meetings by their respective NC Admins or by the participants themselves.

Management of meetings:
- Enable officers to create and manage TB meetings.
- Facilitate the preparation and organization for Secretaries and Convenors.
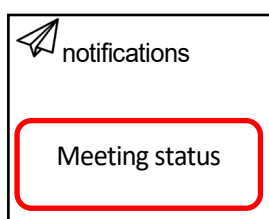
Participant registration:
- Ensure only authorized and accredited individuals register to a meeting.
- Facilitate the registration of representatives of other TBs and entities.

Reports:
- Enable officers to circulate documents via CLC MRS.
- Allow officers to extract information about meeting attendance.

The CLC Meeting Registration System process is characterized by the following main stages. Each step (box) is described in detail in the present document.

Meeting creation

Secretary/Assistant Sec proposes dates and location for the meeting

Host Committee confirms dates and location

Secretary/Assistant Sec creates the meeting in MRS

Secretary/HC Organizer fills in the meeting details and creates social events

NC Administrator names NC Accreditor & HC Organizer

Participant Registration

Registration opens on 'registration start date'

Participants and guests register to meeting

Participants and accompanying persons registers to social events

NC Accreditor approves or disapproves registration

Meeting Management

Registration deadline

Meeting takes place

Meeting Closure

TC/SC Secretary consolidates attendance list, Meeting minutes

Closed

notifications

Meeting status

1.2 Roles and Permissions

Any individual who wishes to use MRS must have an EMS username and valid password. Depending on the role assigned in EMS, different permissions will be granted on the MRS platform. Therefore, the correct allocation of roles within EMS is central for using MRS.

For logging in, the CEN-CENELEC-ISO-IEC common federation authentication single sign-on system may be used. Hence, users only need to authenticate once when accessing the different applications related to CCMC.

Roles in MRS	Description	Corresponding role in EMS	Permission
NC Administrator	Individuals within an NC who manages access, roles and permissions within EMS.	NC Admin	- Name the NC Accreditors & HC Organizers for all meetings (one person may take both roles) - View info about the NC Accreditor(s) and HC Organizer(s)
NC Accreditor	Person responsible for the accreditation for specific meetings of Delegates and the Head of delegation from his or her NC. (MRS sends weekly email notifications to the Accreditor as reminders of pending applications)	Appointed NC staff member from the structure for each country	- View attendance and participating to meeting - Approve and disapproves a participation in meetings - Assign Head of Delegation
TC/SC Secretary	Responsible to create meetings and fill in the appropriate information	Secretary Convenor Chair Assistant secretary	- Create and manage Meetings for their committee or meetings in children SCs or WGs - Decide which groups/subgroups should meet - Fill in the mandatory information such as registration start date, meeting timetable, participating countries, events + info about visas & hotels) - Register participants - Register guests (from external organizations) - Cancel registration - Register a participant/guest to a social event or meeting - Get automatic accreditation after registration in the committee structure
HC Organizer*	NC staff from the committee structure who provides the TC/SC meeting information and organization required to open the online registration for a meeting.	Appointed NC staff member from the structure	- Fill in the mandatory information such as registration start date, meeting timetable, participating countries, events + info about visas & hotels) - Register participants - Register guests - Sends out invitation letters

			- Can check in participants - Can register a participant/guest to a social event or meeting - Can accredit participants in stand-alone Working Groups and multiple Working Groups.
Participant	A person who wishes to participate to a CLC meeting using the MRS system	NC officials National Participants WG members Observers	- Register to a meeting - View meeting info (except for guests who need to be registered by someone else) - Cancel own registration - Download reports - Register to social events

> ***HC Organizer addendum**: Both a secretary and a convenor inherit the role of HC Organizer. However, if the secretary or the convenor is unavailable, they can assign another HC Organizer. The HC Organizer holds the same privileges as a secretary or convenor, except for the ability to create meetings.
>
> In stand-alone and multiple Working Groups, HC Organizers possess the authority to accredit experts or guests. Convenors can accredit experts or guests in stand-alone Working Group meetings, while secretaries can accredit participants in multiple Working Group meetings.
>
> However, it is important to note that in TC/SC/BTTF meetings, only the NC Accreditor has the authority to accredit participants. Secretaries do not have the accreditation privileges in TC/SC/BTTF meetings.

1.3 Terms and Definitions

Term	Definition
Structure	In this document, the term refers globally to a technical body. E.g., the structure of a TC includes all WGs whereas the structure of a WG only includes the WG.
Committee	In this document, the term is used to refer to TC, SC, BTTF and JTC.
Technical Body (TB)	A technical body includes Committees and Working Groups.
Meeting	A meeting is a gathering of experts of one structure at a specific date. The gathering may be physical, virtual or hybrid.
Social event	A social event is an activity associated to a meeting and usually organized by the NC hosting the meeting. For example, dinner and/or an organised visit.
Officers	Chairpersons and Secretaries of Committees, Convenors and Secretaries of WGs.
Delegate	A person representing a NC in a Committee meeting.

Expert	A person representing his/her expertise in a WG meeting who is nominated by his/her NC.
Head of delegation (HoD)	The delegate that leads the delegation and that is holding the national position in a Committee meeting. There can only be one head of delegation per Member per meeting.
CLC Meeting Registration Administrator (CLC MRA)	The Technical Program Manager (TPM) of the committee is responsible for overseeing the meeting and has all the necessary administrative privileges.
Observer	A person representing an organization falling in the following criteria (Internal regulations – part 2, 3.2.4): CENELEC Affiliates, partner Organizations, EU Commission and EFTA secretariat, associated Body, European Stakeholder, Organizations which have been granted liaisons, CLC Consultants, CLC Project Managers. Observers can be Liaisons representatives, Consultants and Technical Program Managers.
Accompanying persons	This implies only relatives. It is not applicable for colleagues or delegates.
Guest	A person who is not member of the TC/SC but invited by the Host Committee or Chairperson on ad hoc basis. All requests are managed by the Secretary or HC Organizer.

1.4 Abbreviations

Abbreviations	Description
NC	National Committee
HC	Hosting Committee
CCMC	CEN and CENELEC Management Centre
BTTF	BT Task Force
LR	Liaison Representative
P	Participant
IO	International Organisation
HoD	Head of Delegation
TPM	Technical Programme Manager

EMS	Expert Management System
CEN-CLC	Comité Européen de Normalisation – Comité Européen de Normalisation Électrotechnique
MRS	Meeting Registration System
TB	Technical Body
HoD	Head of Delegation
TPM	Technical Project Manager
TC	Technical Committee
SC	Sub-Committee
JTC	Joint Technical Committee
WG	Working Group
F	Face-to-face meeting
H	Hybrid meeting
V	Virtual meeting

1.5 Meeting Timeline

The following meeting timeline shows the different status of a meeting: green points describe actions between the TB and HC, red points elaborate on automatised actions by the MRS, blue points highlight documents to be extracted or circulated.

Meeting timeline

Status	Description
Meeting is proposed	Exact date and location may not be known yet.
Dates & location are confirmed	Dates and location are defined and coordinated between TB and HC via email. Relevant stakeholders have been included.
Meeting is created	Meeting is created once all the information has been added within MRS (e.g., location, dates & periods).
Registration opens	Participants can register to the meeting and/or the Secretary can register participants. The **Draft Agenda and supporting documents** should be made available. The 'registration deadline' within MRS is only an indicative date, not enforced by the system. The deadline gives the TC Secretary or NC Organizer time to arrange logistics and complete remaining tasks.
Meeting starts	Meeting starts and is currently taking place. Participants may find information about the meeting in MRS.
Meeting is closed	When the meeting is finished eventual reports for the **Minutes** may be extracted.

2 Meetings

Any National Committee may offer to host a TB meeting. The NC of the country where the meeting will be held is considered the HC and its approval of the meeting details provided by the TB officers is required.

For WG meetings, the NC of the country where the meeting will be held must be informed of the meeting before it is announced to the TB.

2.1 The MRS Main Menu

The main menu appears on the left-hand side once a user has signed onto MRS and displays available options which vary, depending on the user profile in EMS. The following screenshots illustrate how the main menu might look like.

Depending on the types of meetings taking place, it should be noted that Committee Officers may also see the 'Meeting Accreditation' menu.

Main menu for NC Admins
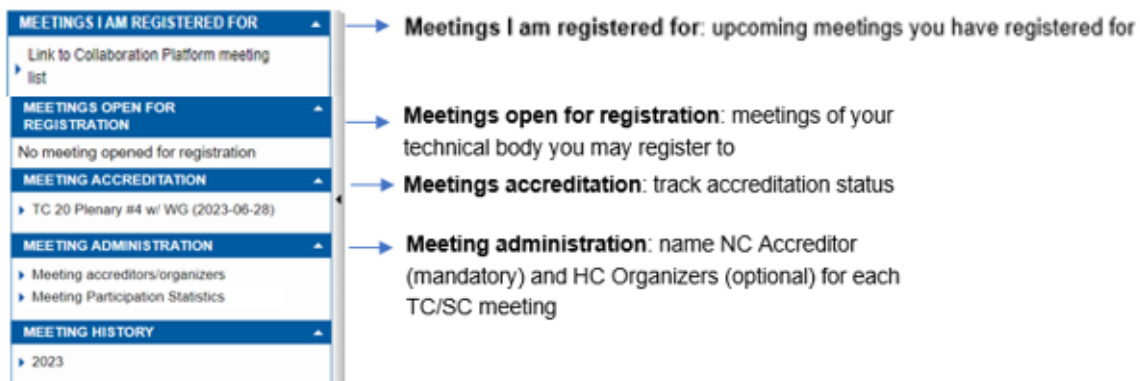
Main menu for TB Officers
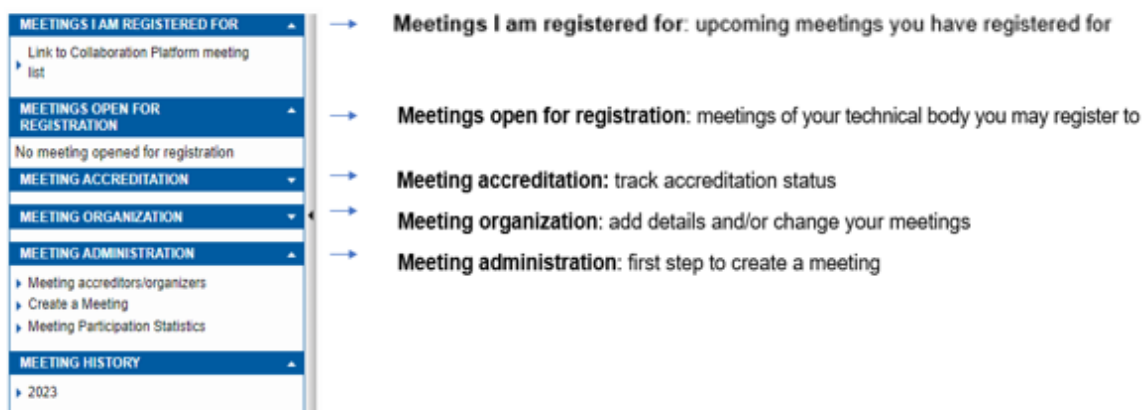
Main menu for NC Accreditors

Main menu for the participant

2.2 Committee meetings

The date and place of a meeting are subject to an agreement between the Chairperson and the Secretary of the Committee concerned. In the case of a SC meeting, the Secretary should first consult with the Secretary of the parent Committee to ensure the best coordination of meetings.

Deadlines for circulation of meeting documents:

- Face-to-face Meetings (F): Any meeting that is planned where either all or most participants are attending at the location designated by the host.

- Virtual Meetings (V): Any meeting that is planned where all participants are attending virtually.

- Hybrid Meetings (H): Any meeting that is planned with the combination of participants attending at the location designated by the host and participants attending virtually.

Kindly take note of the defined deadlines for the circulation of documents according to the Internal Regulations Part 2 Section 12.4.1. The table below should be used as guidance only:

	F & H TC/SC/BTTF	F & H WGs	V TC/SC/BTTF	V WGs
Draft Agenda	8 weeks before the date of the meeting	6 weeks before the date of the meeting	6 weeks before the date of the meeting	4-6 weeks before the date of the meeting
Proposal for new agenda items/documents for decisions/contributions on existing agenda items	6 weeks before the date of the meeting	4-6 weeks before the date of the meeting	6 weeks before the date of the meeting	4-6 weeks before the date of the meeting
Meeting Report	Within 4 weeks after the meeting closed	Within 4 weeks after the meeting closed	Within 4 weeks after the meeting closed	Within 4 weeks after the meeting closed

3   Create a meeting in MRS

3.1   Access the MRS platform

You can access the CENELEC Meeting Registration System software here: meetings.iec.ch

The users will use the CEN-CENELEC-ISO-IEC Common Federation Authentication single sign-on system and use the login details provided by their NC.

3.2   Meeting types & responsibilities

After agreeing on the date and location with the HC, the Technical Body Officer may create a meeting in MRS. There are 3 types of meeting in MRS:

Meeting Types in MRS

'TC/SC/BTTF' Meetings (+JTCs)

Secretaries / Chairs / Assistant Secretaries create and manage meetings.

'WG' Meetings (stand-alone)

Convenors create and manage single WG meetings.

Multiple **'WG Meetings'**

Secretaries / Chairs / Assistant Secretaries create and manage multiple WG meetings.
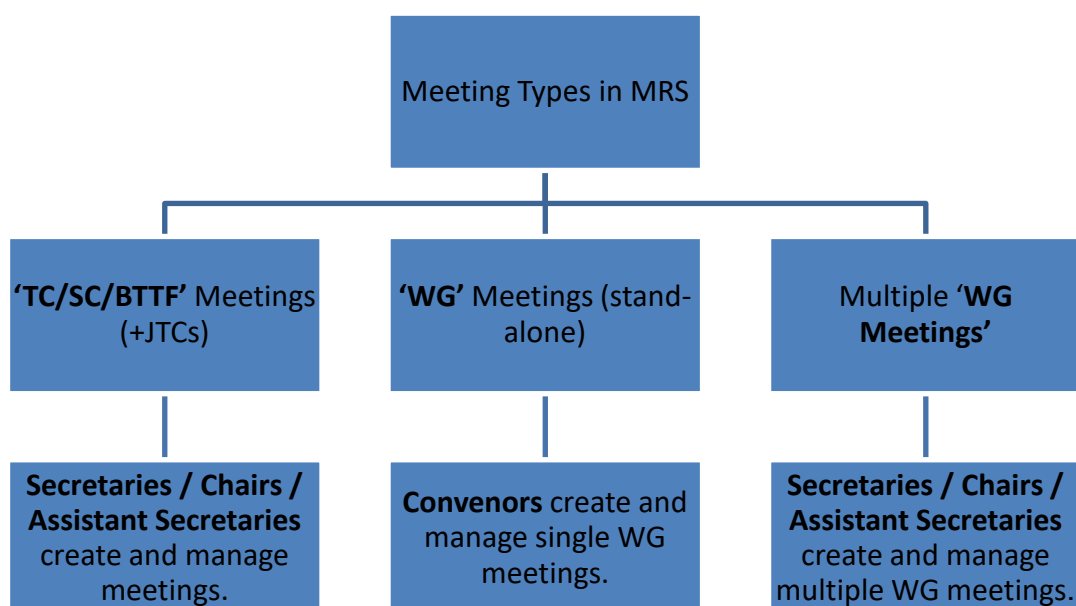
3.3 Create a TC/SC/BTTF meeting in MRS

Step 1: Under the 'Meeting Administration' box on the side panel on your landing page, you can click on '**Create a meeting**'
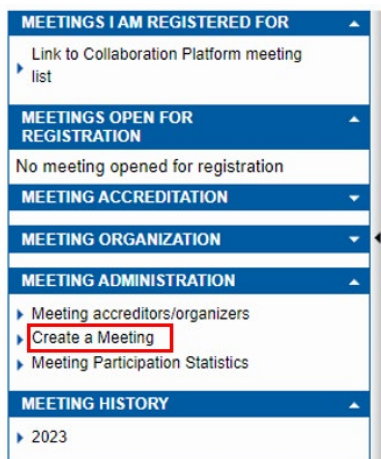
Step 2: You must complete the following information to be able to create a meeting:

For plenary meetings, there is an option to select which SC or WG is also invited.

Click on [Create] (top right) when finished.

Step 3 a: You need to fill in the necessary details of the meeting. Before filling in the 'Registration start date', it is important to complete the '**Meeting timetable**' on the next tab. The registration start date serves as a crucial trigger for the automatic creation of the meeting.

Host: same as previous page

Meeting name: indicates the TC and the type of meeting (e.g TC 96 and its WGs – plenary meeting)

Description: Can add number and/or location of meeting (e.g, 9th meeting)

Status: Select from the scroll-down Active, Cancelled, To be confirmed, Replaced (Deleted), Rescheduled, Draft

Meeting presence: Select from F, V, or H

Registration start date: to be added when all the other info (including on the 'meetings timetable' on the next tab)

Registration end date: it is added automatically by the system when the meeting is closed. It is set-up by default one day before the meeting start date, but it may be modified.

The location, address and the email of the meeting organiser needs to be filled in.

URL: add the URL of the venue if it is a physical meeting

   Note: The Zoom/MS Teams URL can be added in the Meeting information under the 'Meetings Timetable' tab for each separate meeting (as shown below).

Step 3 b: To complete the meeting creation process, it is essential to determine the groups/subgroups that will participate and establish their respective meeting schedule:

Once you have edited the timetable, you may return to the '**Details**' tab and add the '**Registration start date'.** Please make sure that the start date is set in the future so that the system takes this meeting into account and sends a notification to NC Accreditors to approve possible participants.

Click on **Save** when finished. **The meeting is now created**.

Once the registration start date is open, the meeting will appear to all NC Officials in the main menu, under "**Meetings Open for Registration**".

If you need to cancel, replace, or reschedule a meeting, please go back to 'status' on the main "Details" page which will allow you to select the corresponding option:

3.4 Create a stand-alone Working Group meeting

The Convenor creates a Working Group meeting in MRS. The process is the same as for the creation of a committee meeting, see below:

After creating the meeting, proceed to enter the meeting details on the '**Details**' tab, followed by editing the timetable on the '**Meetings timetable'** tab. Once these steps are completed, you can navigate back to the 'Details' tab to include the '**Registration start date'**. This will trigger for the automatic creation of the meeting.

Click on **Save** when finished.

3.5   For multiple WG Meeting(s)

The Secretary/ Chair creates the meeting, which follows the same procedure as for a stand-alone WG meeting (see previous chapter). However, with this specific type, multiple WG meetings from the same structure can be created. To do so, navigate to the 'Meetings' tab and select '**add meeting**':

Clicking on **'Edit timetable'** allows to schedule the meeting:

Select the time and the date of the meeting and click '**Done'** when finished.

3.6   Postpone a meeting

Only the Secretary, Convenor (for WG stand-alone) and MRS admin can postpone a meeting:

Go to the **MEETING ORGANIZATION** section and search the meeting you wish to postpone.

Click '**Postpone the whole meeting':**

Update the meeting date and click 'Move':

The meeting end date will be set-up by the system based on the duration of the previous dates.

The meeting structure (meetings, events, participants, registrations, etc…) will be kept, only dates will be updated.

The meeting start date, end date, registration date, and end date will also be updated.

Note: It is currently not possible to **delete a meeting** in MRS. To remove a meeting from appearing to participants, you need to set the meeting to 'replaced (deleted)'. This is the only way for anyone to delete a meeting.

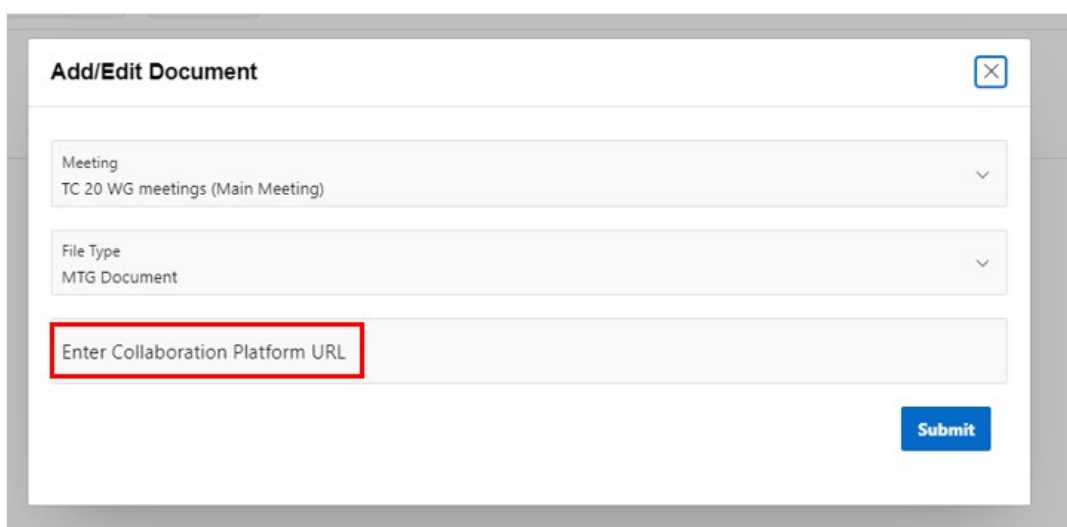## 3.7 Add a link from Collaboration Platform to MRS

To upload documents from Collaboration Platform to MRS, the Technical Body Officer may follow these steps:

1. Access the Collaboration Platform and locate the desired document, such as the Draft Agenda

2. Copy the document's link from the Collaboration Platform (show preview of document, use the respective button to copy the link)

3. Go to MRS and open the relevant meeting or section where the document needs to be uploaded

4. Navigate to the '**Documents'** tab within the meeting in MRS

5. Click on '**Add document'** button:

6. Enter the copied URL of the document from Collaboration platform into the provided field:

4 Meeting registration

4.1 Start registration

Nobody is automatically registered to a meeting. The registration process needs to be initiated by the participant or the Secretary/ Convenor.

It is only from the 'Registration start date' that the meeting is listed in MRS under '**MEETING OPEN FOR REGISTRATION'.**

Each user who sees the meeting under "**MEETING OPEN FOR REGISTRATION'** can register with the button

Start registration

Once they have registered, some participants (Technical Body officers, TPMs) are automatically accredited while other roles need to be accredited by the NC Accreditor. Please note:

- NC Officials and National Participants need to be accredited by the NC Accreditor for TC/SC/BTTF meetings.

- Members (experts) are automatically accredited to a WG meeting once they have registered.

4.2 Meeting Registration

Once you have started your registration, you must click on the '**submit registration'** button. You will receive a notification via email to confirm the submission. If your application is '**on hold'**, it means that you have not submitted it yet.

If you read '**Submitted'** (as in green above) the registration has been sent. Participants who are not automatically registered and approved for meetings, like delegates in a committee, will require accreditation. If this is the case, the meeting attendance status will be listed as **'Pending'**. The relevant NC Accreditor will be notified of such requests by email. The participant's meeting status will be automatically updated once the NC Accreditor has approved or disapproved the request via MRS.

As soon as you have submitted your registration, it will no longer be displayed in the '**MEETINGS OPEN FOR REGISTRATION**' menu but will appear under '**MEETINGS I AM REGISTERED FOR'**.

4.3 Alternative registration of a participant

The Technical Body Officer and the HC Organizer can register members of their respective committee (or children committees) by using the '**Registration participants'** option (see screenshot below):

1. Select the desired meeting by clicking on its name

2. Navigate to the '**Admin'** tab

3. Choose the '**Register participants'** option

4. Type the name of the person (**last name**) you wish to register in the designated field

5. Click on the '**Search'** button

The participant's registration will be subject to accreditation by the NC Accreditor.

4.4 Registration of a guest

A guest is an individual who typically originates from an external organization and is invited on a specific occasion to contribute or deliver an intervention. 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.

To invite a guest, the Technical Body Officer or HC Organizer utilizes a unique link (see image below) which may be sent via email as an invitation.

Then copy-paste the link and send it via email to allow the guest to register to the meeting:

4.5 Registration deadline

The registration deadline is aimed to give indication to participants and the NC Accreditor until when they can register to the meeting.

The registration deadline is set by default to the day before the meeting starts.

5 Meeting accreditation

Permissions:

NC Admins appoint an NC Accreditor per Committee who is responsible for approving or disapproving the participant's registration from their NC. One person may be responsible for several Committees. In cases where the appointed NC Accreditor is unable to perform the accreditation, the NC Admins possesses the privilege to accredit the participant's registration themselves.

Notifications:

Every morning an automatic process checks meetings with registration dates that just started and informs NC Admins who have not appointed anyone as NC Accreditor yet. Therefore, the system sends an email titled '**Nomination of an NC Accreditor**' to the NC Administrators of the NCs. Make sure that the registration start date of a meeting is not set in the past otherwise the daily automatic process will not take such a meeting into account and will not send the 'Nomination of an NC Accreditor' email.

Every Monday morning another automatic process checks on all appointed **NC Accreditors** that need to be notified with a '**Request for accreditation**' email to approve pending participations of experts of their NC, which have submitted their registration earlier.

5.1   Accreditation in TC/SC/BTTF meetings

Roles in the meeting	Accredited by (default)	Accreditation admin rights (backup)	Comments
Chair, Secretary, Assistant Secretary, Acting secretary	Automatically approved	-	-
Head of Delegation	NC Accreditor	NC Admin, CLC MRA	-
Delegate (NC Official, National Participant)	NC Accreditor	NC Admin, CLC MRA	-
Observer (liaisons, 3rd Parties, consultants)	Automatically approved	-	-
Guests	Automatically approved	-	They receive a unique link inviting them to register to the meeting.

5.2   Accreditation in WG Stand-alone meetings

Convenors and Members are automatically approved.

Only the experts will see the meeting but if a guest wants to participate, he/she will need to be registered by the secretary/convenor of the Working Group.

Roles in the WG	Accredited by	Accreditation admin rights (backup)	Comment
Convenor	Automatically approved	-	-
Secretaries (from parent committee)	Automatically approved	-	-
Members	Automatically approved	-	-
Members, Observers from other TBs or Working Groups	HC Organizer*	CLC MRA	*The role is automatically assigned to the person who created the meeting. However, the convenor can designate a second organizer who has the same rights.

Guests	Automatically approved	-	They receive a unique link from the Convenor inviting them to register to the meeting.

5.3 Accreditation in multiple WG meetings

Secretaries and Members are automatically approved.

Only the experts will see the meeting but if a guest wants to participate, he/she will need to be registered by the secretary who organized the WG meetings.

Roles in the WG	Accredited by	Accreditation admin rights (backup)	Comment
Secretary	Automatically approved	-	-
Convenor	HC Organizer*	CLC MRA	*HC Organizer role is automatically assigned to the person who created the meeting. However, the secretary can designate a second organizer who has the same rights.
Members	Automatically approved	-	-
Members and Observers from other TBs or Working Groups	HC Organizer	CLC MRA	*HC Organizer role is automatically assigned to the person who created the meeting. However, the secretary can designate a second organizer who has the same rights.
Guests	Automatically approved	-	They receive a unique link from the Convenor inviting them to register to the meeting.

6 Meeting participation report for National Committees

This function has been recently added to MRS. The default start date is set to **1984-01-01** so this equals as if there were no date range.

To get the list you need to go to the Meeting Administration section and:

1. Click on 'Meeting Participation Statistics'
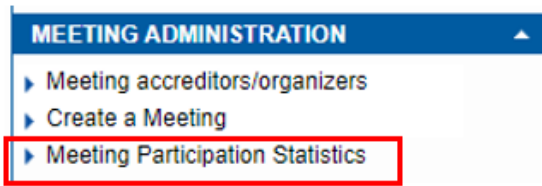
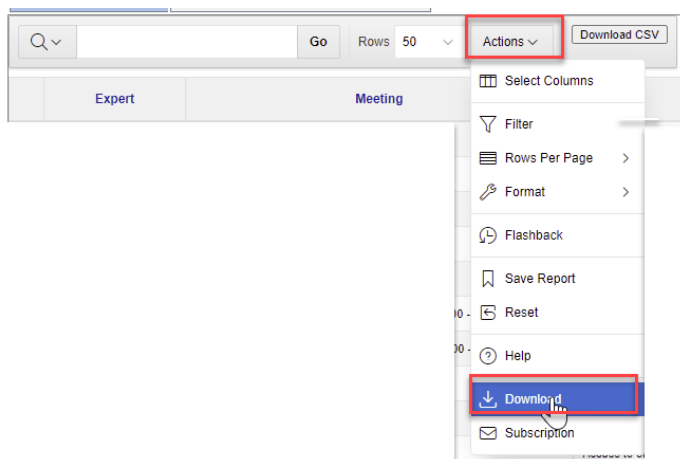2. Enter the date range, select the relevant NC:

3. Download the file:

4. Select Excel and click Download: