

CENELEC Committee Internal Voting (CIV)

User guide

Version	Date	Author	Modifications description
0.1	2018-06-25	MH	Initial version
1.0	2019-11-05	MH	SR and BTTF have now also the possibility to use the CIV

Table of Contents

TABLE OF CONTENTS	2
1 INTRODUCTION	3
1.1 COMMITTEE INTERNAL VOTING WORKFLOW	4
1.2 ELECTRONIC VOTING APPLICATION OVERVIEW.....	5
1.3 PRINCIPLES OF THE ELECTRONIC VOTING APPLICATION.....	5
1.3.1 <i>Permissions to vote and comment</i>	5
1.3.2 <i>Management of users and their voting roles</i>	5
1.3.3 <i>Voting rights on all Technical Bodies or on specific Technical Bodies</i>	5
1.3.4 <i>Committee Internal Voting roles</i>	6
1.4 ACCESS TO VOTING PORTAL	7
2 LOGGING IN AND LOGGING OUT.....	8
2.1 LOGGING IN	8
2.2 LOGGING OUT.....	9
2.3 PASSWORD FORGOTTEN.....	9
3 USER INTERFACE AND NAVIGATION	10
3.1 CIV NAVIGATION.....	10
3.2 ACCESSING CLOSED VOTES.....	11
3.3 VIEWING THE DETAILS OF A VOTE	11
4 CREATING A NEW VOTE.....	12
5 EDITING EXISTING VOTES	18
5.1 MODIFY THE METADATA	18
5.2 MODIFY QUESTIONS/ANSWERS.....	19
6 VOTING AND COMMENTING	20
6.1 CASTING A VOTE	20
6.2 SUBMITTING A COMMENT	22
6.3 MODIFYING A VOTE OR COMMENT	26
6.4 DELETING A VOTE OR COMMENT.....	27
6.5 VIEW THE VOTE AUDIENCE	29
6.6 CAST A VOTE ON BEHALF OF SOMEONE ELSE.....	30
6.7 SUBMIT A COMMENT ON BEHALF OF SOMEONE ELSE	31
6.8 ADD A VOTE AFTER THE VOTE HAS BEEN CLOSED	31
7 PROCESS VOTING RESULTS AND COMMENTS	31
8 NOTIFICATIONS	32
9 HELPDESK INFORMATION	32

1 Introduction

This document is written for the following users of the Committee Internal Voting system (see the definition of the different roles in **1.3.4**):

- **Vote Owner**
- **Voter**
- **Commenter**
- **Administrator**

For each chapter of this document, the roles concerned by the explanation will be indicated as follows:

- **[All]** : concern all the roles
- **[Vote Owner]** : only concern the Vote Owner
- **[Voter]** : only concern the Voter
- **[Commenter]** : only concerns the Commenter
- **[Administrators]** : only concerns the Administrators

1.1 Committee internal voting workflow

[All]

The CIV voting process and its follow-up are characterized by the following main stages:

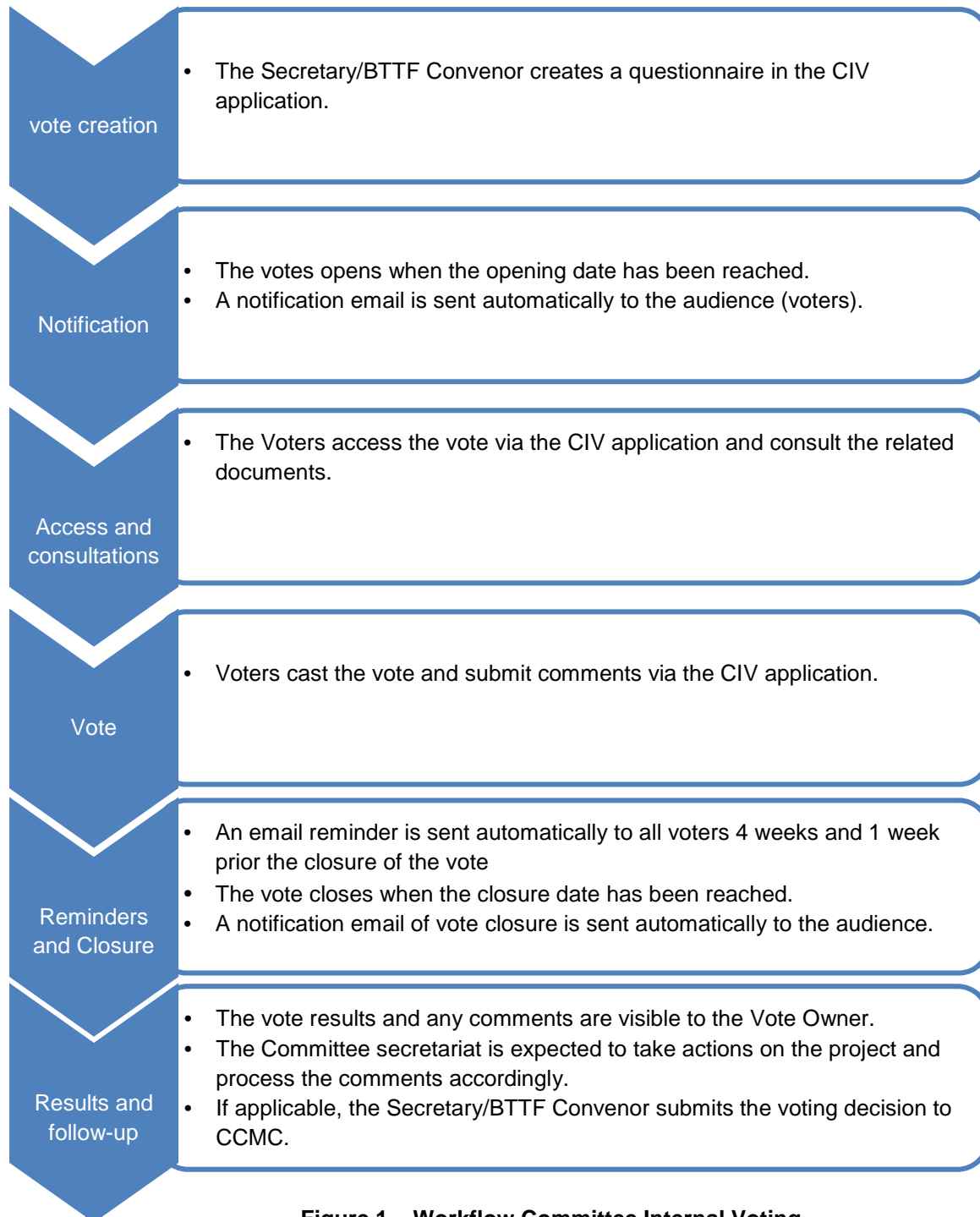


Figure 1 – Workflow Committee Internal Voting

1.2 Electronic voting application overview

[All]

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

Figure 2 – Electronic voting application overview

1.3 Principles of the Electronic voting application

[All]

1.3.1 Permissions to vote and comment

- Authorized to **cast votes** (with associated comments if needed) are the representatives of **CENELEC National Committees** in the Technical Body, defined as **CIV Voters** in the **Expert Management System (EMS)**. CENELEC National Committees can also define a person as **CIV Voter** for all the Technical Bodies (in such case this person will receive systematically the voting rights when a new TC is created).
- Authorized to **submit comments** are the representatives of **external liaison organizations** as well as CENELEC Consultants.

1.3.2 Management of users and their voting roles

Voters are registered in **EMS** in the roles of CIV voters. Users and their roles are registered and maintained by the user administrators of CENELEC National Committees in **EMS**.

Commenters are registered in **EMS** in the roles of CIV commenters. Users and their roles are registered and maintained by CCMC in EMS.

Any changes in user data and role assignments relevant for CIV voting are reflected the following day in the access permissions.

1.3.3 Voting rights on all Technical Bodies or on specific Technical Bodies

- **All Technical Bodies:** In this type of voting, one or more individuals vote on all votes issued by all Technical Bodies.

- **Specific Technical Bodies:** The responsibility to vote is decentralized for each Technical Body or sets of Bodies to different individuals, who can only vote on Technical Bodies for which they have been assigned the role of voters.

The assignment of users is done by the user administrators of each CENELEC National Committee.

1.3.4 Committee Internal Voting roles

On various screens and explanations some terms are used in relation to roles in the voting process with which you may not be familiar. The table below gives an overview and explanations of these terms and relates it to business functions in CENELEC. Note that each role can be assumed by more than one individual for any given vote.

voting roles	Role definitions	Permissions
Vote Owner	Responsible to initiate and run the voting process. This role is assumed by the Secretary (Technical Committee Secretary, SR Secretary, Subcommittee Secretary or BTTF Convenor) . The role of vote owner is not defined as such in EMS, access to the related permissions for the corresponding Technical Body will systematically be given to the relevant role	Can create CIV of the respective Technical Body(ies), has full access to the Technical Body internal voting environment. A Vote Owner has also the permission to register a vote in the voting application on behalf of a Voter (if required).
Voter	User authorized to vote on behalf of his/her national member organization.	Can vote inside a particular Technical Body.
Commenter	Person representing an organization who has no right to vote, but can submit a comment.	Can comment inside a particular Technical Body.
Administrator	This role will be covered by the CCMC EMS administrator.	The permissions is identical to the Vote Owner with the difference that it is extended to all Technical Bodies without restriction.

Figure 3 – CIV roles

1.4 Access to voting portal

[All]

You can access the CENELEC CIV application through the CENELEC homepage at <https://www.cenelec.eu>

Click on **Electronic Voting**.



Figure 4 – CENELEC homepage

From the electronic voting Portal page click on **Committee Internal Voting**.

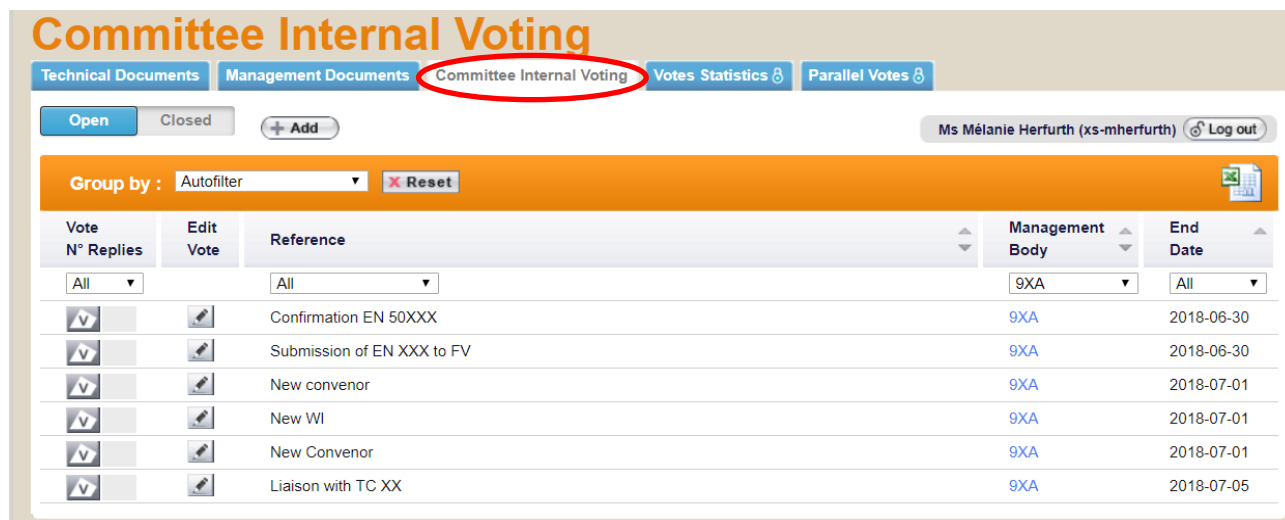


Figure 5 – Electronic Voting page

2 Logging in and logging out

[All]

2.1 Logging in

Your username and password will be sent to you by e-mail after your initial registration by your National Committee in **EMS** and to the CENELEC eServices (e.g. Committee Internal Voting).

- Navigate from the CENELEC Website to the Electronic Voting Portal
- Click on **LOG IN to VOTE/COMMENT** or click on the tab Committee Internal Voting

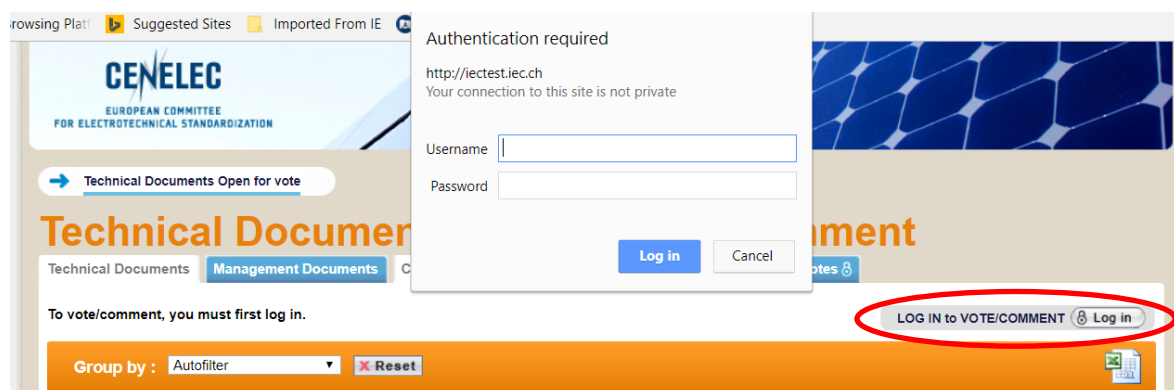


Figure 6 – Login screen in Google Chrome

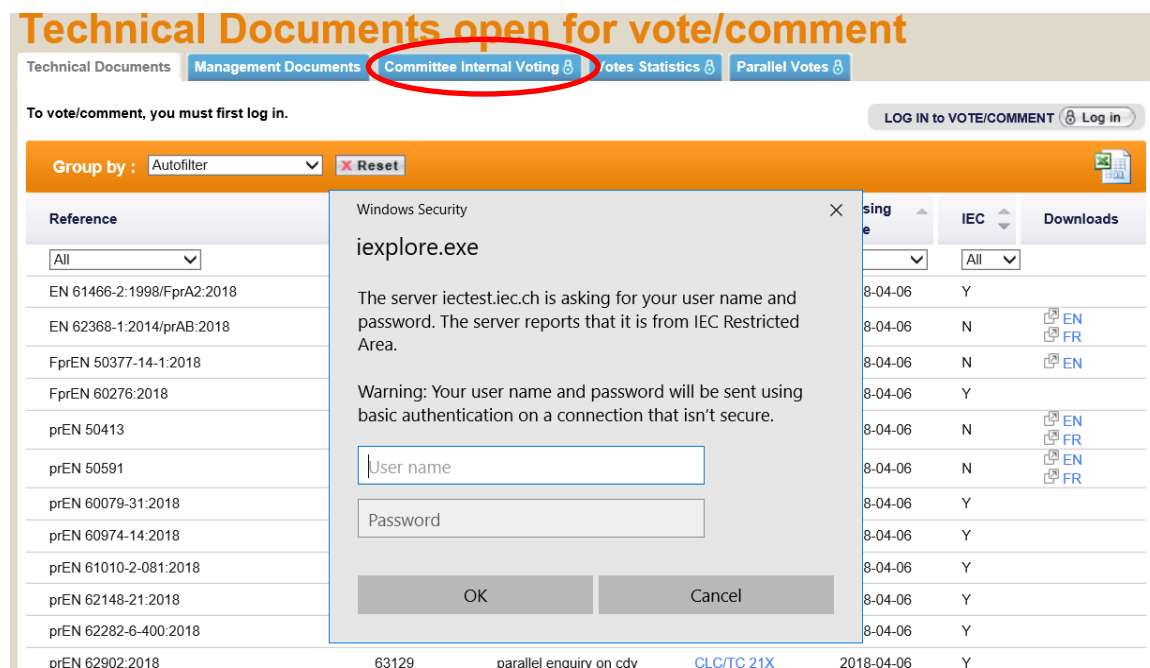


Figure 7 – Login screen in Internet Explorer

- Enter your username and password (same username and password used to access the Collaboration Tool)



Please note that both username and password are case-sensitive, i.e. they have to be entered exactly as provided.

2.2 Logging out

- Click on **Log out** on the **right side** of the screen.
- You will be forwarded to the CENELEC Website.

The screenshot shows the 'Committee Internal Voting' interface. At the top, there are tabs for 'Technical Documents', 'Management Documents', 'Committee Internal Voting', 'Votes Statistics', and 'Parallel Votes'. Below these, there are buttons for 'Open', 'Closed', and '+ Add'. On the right, the user's name 'Ms Mélanie Herfurth (xs-mhefurth)' is displayed next to a 'Log out' button, which is circled in red. Below this, there is a 'Group by' dropdown set to 'Autofilter' and a 'Reset' button. The main table has columns for 'Vote N° Replies', 'Edit Vote', 'Reference', 'Management Body', and 'End Date'. The table contains several rows of voting 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

Figure 8 – Committee internal voting Logout screen

2.3 Password forgotten

If you have forgotten your password, you have to request a new password on the Collaboration Tool.

Click on the link **Forgot my password** next to the log-in fields and follow the instructions on the screen.

The screenshot shows a 'LOG IN' form. It has two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot my password'. There is a 'Log in' button below the link. At the bottom, there is a note about password changes in the Expert Management System (EMS) and a link to the IEC Helpdesk.

When changing your password in the Expert Management System (EMS), please note that it may not be effective immediately. Password synchronization with the Collaboration Tools (CTS) may take up to 24h.

If you do not have a login, please contact your National Committee.

For technical support, please contact:
[IEC Helpdesk](#)

Figure 9 – Password forgotten

3 User interface and navigation

[All]

3.1 CIV Navigation

The **Committee Internal voting tab** displays a list of all currently open votes, which you are allowed to view depending on the roles assigned in EMS (note that the list is different for users performing different roles and/or representing different National Committees).

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

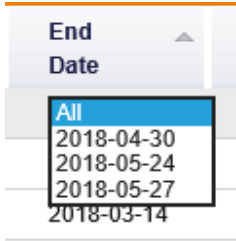
Figure 10 – Committee Internal voting tab



The columns **Reference**, **Management Body** and **End Date** are sortable. By clicking on the arrow at the right of the column heading, the column will be sorted. Clicking a second time will reverse the sort.

Several functions are available on the CIV page

Tab/button	Description
	Displays all the votes which are currently open and on which you can vote or submit a comment.
	Displays all the votes which are closed. This tab is only available to Vote Owners and Administrators.
	The Add button is used to create a new vote. The Add button is only available to Vote Owners and Administrators.
	The function Group by can be used to group votes by Technical Bodies or by End Date.

Tab/button	Description
	<p>The columns Reference, Management Body (= Technical Body) and End Date can be filtered.</p> <p>Filters can only be applied to one column at a time.</p>

3.2 Accessing closed votes

Closed votes are only accessible for Vote Owners and Administrators. They can be accessed via the “closed” tab.



Figure 11 – Closed votes

3.3 Viewing the details of a vote

From the search screen, it is possible to click either on the **voting button** or on the **editing button**. According to the roles, the view will be different:

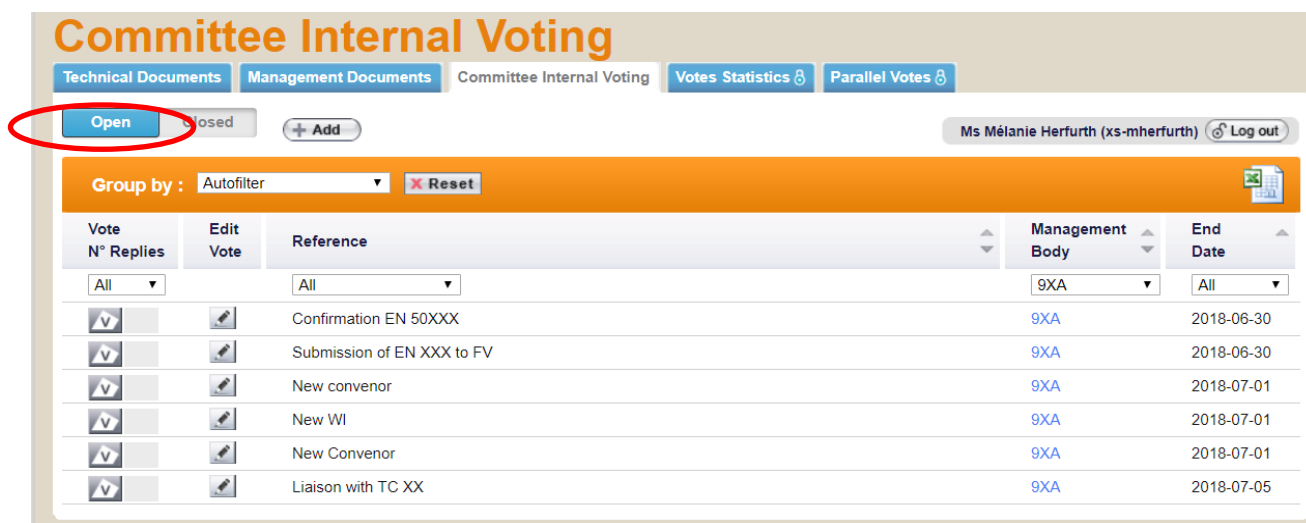


Figure 12 – Open vote details

Clicking on the **voting button** or on the **editing button** will open the vote details screen:

Voting / Commenting

Mr [Log out](#)

Name: Mr	Submission: 2018-04-27
Country: Italy	Closing date: 2018-04-30
Committee: SC 9XA - Communication, signalling and processing systems	Reference: New Convenor
Title (en): Appointment of TC YY/WG XX Convenor	Document Link:
Note: No other applications were received	

Question 1.

Do you approve the appointment of XXX as TC YY/WG XX Convenor for 3 years, starting on 1 May 2018?

☐ Yes ☐ No ☐ Abstain

Comment :

[Reply](#)
[Reset](#)
[Go to list](#)

Figure 13 – Vote details screen

4 Creating a new vote

[Vote Owner]

On the Committee Internal Voting page, click on the **Add** button.

Committee Internal Voting

Technical Documents
Management Documents
Committee Internal Voting
Votes Statistics
Parallel Votes

[Open](#)
[Closed](#)
[+ Add](#)

Ms Mélanie Herfurth (xs-mherfurth) [Log out](#)

Group by : Autofilter [Reset](#)

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

Figure 14 – Create a new vote

This will open the vote creation page where several fields can be filled in. Those field marked with an asterisk * are compulsory.

Committee Internal Voting

Ms Mélanie Herfurth (xs-mherfurth) Log out

Vote creation/management

Select a committee: * - Select -

Vote reference: *

Vote title: *

Document hyperlink:

Opening date: * 2018-04-27 Closing date: * 2018-05-27

Note:

Comment Type: ☒ Online ☐ File attachment

Save Reset Delete Back to list

Figure 15 – Vote creation page

Step 1 – Selection of Technical Body and Metadata

This screen allows you to fill in the vote information such as the Technical Body, the vote reference, the vote title and the opening and closing dates.

Committee Internal Voting

Ms Mélanie Herfurth (xs-mherfurth) Log out

Vote creation/management

Select a committee: * - Select -

Vote reference: *

Vote title: *

Document hyperlink:

Opening date: *

Note:

Comment Type:

Reset Delete Back to list

Figure 16 – Selection of the Technical Body



The drop-down list will only display Technical Bodies for which you are registered as Vote Owner in EMS.

The system proposes by default a 1-month duration for the vote, but you are free to modify it.

The fields marked with an asterisk * are mandatory and must be filled in.

There are no patterns or naming conventions imposed for any of these fields.

Note that you can edit the metadata at any time after the vote has been created.

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

Figure 17 – Vote Metadata

Fields	Description
Vote Reference	Vote reference or document title.
Vote Title	Title of the vote
Opening date	Vote opening date Note: When creating the vote, the opening date should always be in the future. If today's date is chosen, it will not be possible to configure the questionnaire as the status of the vote will be "Open".
Closing date	Vote closing date
Document hyperlink	Field that can be used to add a hyperlink to a document, e.g. on Collaboration Tool.
Notes	Any notes relevant to the vote.
Comment Type	Online comments are to be filled in directly in the vote whereas with the File attachment option the Voter/Commenter has to upload a comment file. Note: The comment type is chosen when entering the metadata and defines the type of comments for all the questions in one vote.

Figure 18 – Vote metadata fields

When you have filled in all compulsory metadata, click the **Save** button.



Click on the **save button** each time you modify/update the metadata (e.g. change of opening date).

Step 2 – Questions & Answers

This step is to define the set of questions and answers for the vote.

Note: When creating the vote, the opening date should always be in the future. If today's date is chosen, it will not be possible to configure the questionnaire as the status of the vote will be "Open". It is not possible to modify the questionnaire of a vote with a status "Open".

The screenshot shows the 'Vote creation/management' interface. At the top right, the user is logged in as 'Ms Mélanie Herfurth (xs-mherfurth)' with a 'Log out' button. The form has an orange header bar with the title 'Vote creation/management'. Below this, there are several input fields: 'Select a committee:' with a dropdown menu showing 'SC 9XA'; 'Vote reference:' with a text box containing 'New convenor'; 'Vote title:' with a text box containing 'Appointment of new convenor for WG XX'; 'Document hyperlink:' with a text box containing a long URL; 'Opening date:' and 'Closing date:' with date pickers showing '2018-06-01' and '2018-07-01' respectively; 'Note:' with a text box containing 'Document is available on CTS'; and 'Comment Type:' with radio buttons for 'Online' and 'File attachment' (which is selected). At the bottom of the form, there are five buttons: 'Save', 'Reset', 'Delete', 'Configure Questionnaire' (which is circled in red), and 'Back to list'.

Figure 19 – Vote saved and ready for the questionnaire configuration

❖ Define questions

- Define the question in the textbox.

Question

Question No

Define question
Type the number and the text of your question here

Save Reset New

Figure 20 – Define question



The numbering of questions is a free field. The system does not warn you if you use twice the same number or if you skip a number.

❖ Define answers

- Define a possible answer by selecting answers from the dropdown list.
- For each answer, you can select if no **comment** is allowed, if a comment is compulsory or if a comment is optional by selecting one of the option in the drop-down list at the right of the answer.
- To delete an answer, reset the dropdown list of the corresponding answer to **Select** (- Select -).

Answers

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

Figure 21 – Define answers

Some information about the different types of comment options available:

Comment options	Description
No comment allowed	Voter cannot add comment on selected answer.
Comment optional	Voter can add comment on selected answer.
Comment required (HTML window)	Voter must add a comment to selected answer. Comment option include HTML window only.
Comment required (using commenting template)	Voter must add a comment using the commenting template. Comment option include document upload only.

Figure 22 – Comment field options



The Vote Owner chooses in the screen with the vote metadata if the comments should be HTML window or using the commenting template.

Figure 23 – Define answers




It is possible to choose pre-selected answers, but there is also the possibility to choose "Free Response". The free response is an editable field in which the user can type or paste free text.

The free response field is limited to 4000 characters (more or less a word page).

When the questions and answers are defined, click on **Save**.

❖ Add more questions

- To add a new question, click on **New**
- To reset a question, click on **Reset**
- To delete a question, click on the cross () of the corresponding question.

Procedure Infos	
Committee:	SC 9XA - Communication, signalling and processing systems
Vote reference:	New Convenor
Vote title:	Appointment of new Convenor for WG XX
Document hyperlink:	
Opening date:	2018-04-30
Closing date:	2018-05-31
Note:	
Question No	Question Text
1	Do you agree with the appointment of ...

Figure 24 – Delete a question

After saving a question, it is possible to go back to the screen with the metadata of the vote using the button **Back**.

From the metadata screen, it is possible to go back to the list of votes, using the button **back to list**.

5 Editing existing Votes

[Vote Owner]

Existing votes can be modified by the Vote Owner at any time as long as the vote has not started.



A Voter can edit and/or delete a vote as long as a vote is open.

5.1 Modify the metadata

To update the vote metadata, i.e. vote reference, title, start date and end date, click on the button **edit vote** () next to the vote reference.

Open	Closed	+ Add	Ms Mélanie Herfurth (xs-mherfurth) Log out	
Group by : Autofilter ✖ Reset				
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

Figure 25 – Editing metadata

Modify any of the metadata as appropriate and click **Save** to finish editing:

Vote creation/management

Select a committee: * SC 9XA

Vote reference: * New Convenor

Vote title: * Appointment of new Convenor for WG XX

Document hyperlink:

Opening date: * 2018-04-30 Closing date: * 2018-05-31


Note:

Comment Type: ☒ Online ☐ File attachment

Save Reset Delete Back to list Configure Questionnaire

Figure 26 – Update vote metadata

5.2 Modify questions/answers

To update the questions/answers, click on the edit button () next to the question.

Procedure Infos

Committee: SC 9XA - Communication, signalling and processing systems

Vote reference: New Convenor

Vote title: Appointment of new Convenor for WG XX

Document hyperlink:

Opening date: 2018-04-30 Closing date: 2018-05-31

Note:

Question No	Question Text
1	Do you agree with the appointment of ...

Figure 27 – Edit questions and answers

The question and answers will show on the screen used to create new questions and answers. Once the question/answers are modified, click on **Save**.

Question

Question No 1

Do you agree with the appointment of ...

Answers

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

Save Delete Reset New


Figure 28 – Edit questions and answers

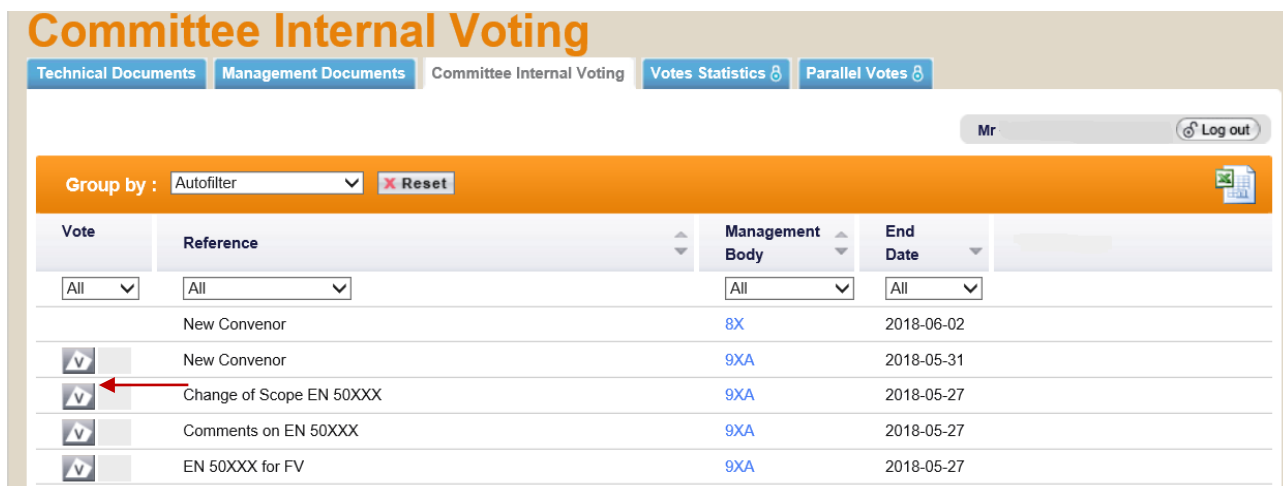
6 Voting and commenting

[Voters, Commenters]

6.1 Casting a vote

[Voter]

To cast a vote, select the **Committee Internal Voting** tab and click on the **voting button** (). The voting button is displayed only for those Technical Bodies for which the voter has been allocated the voting right.



Committee Internal Voting

Technical Documents Management Documents Committee Internal Voting Votes Statistics Parallel Votes

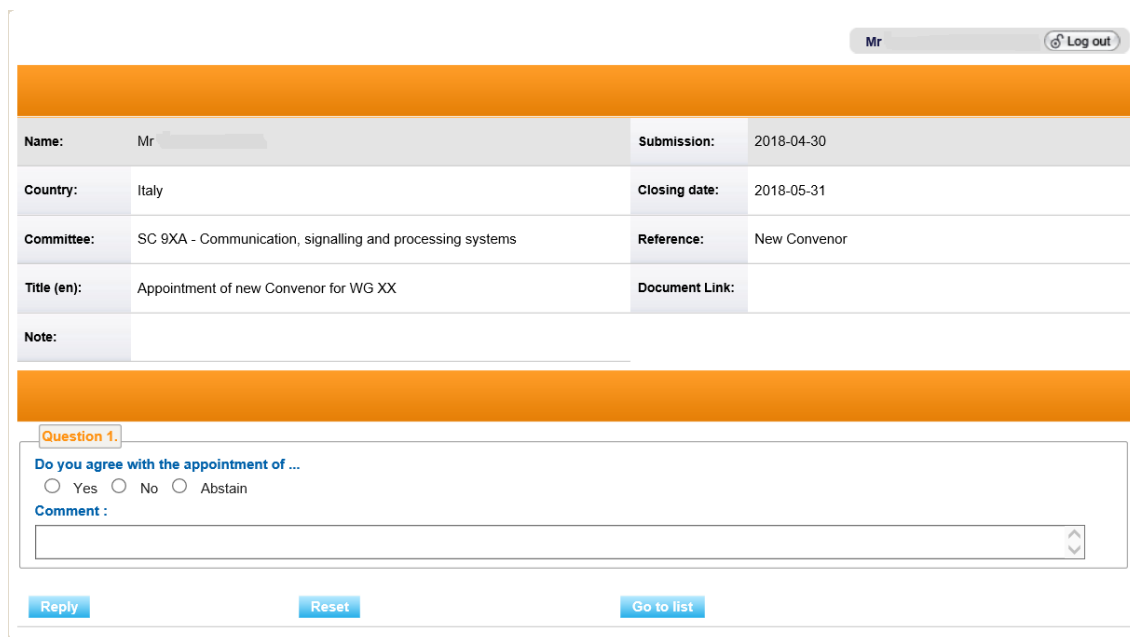
Mr [Log out](#)

Group by : Autofilter [Reset](#)

Vote	Reference	Management Body	End Date
All	All	All	All
	New Convenor	8X	2018-06-02
	New Convenor	9XA	2018-05-31
	Change of Scope EN 50XXX	9XA	2018-05-27
	Comments on EN 50XXX	9XA	2018-05-27
	EN 50XXX for FV	9XA	2018-05-27

Figure 29 – Select vote

The vote opens and the following screen with vote metadata is displayed. Below the metadata are the questions and possible answers.



Mr [Log out](#)

Name: Mr **Submission:** 2018-04-30

Country: Italy **Closing date:** 2018-05-31

Committee: SC 9XA - Communication, signalling and processing systems **Reference:** New Convenor

Title (en): Appointment of new Convenor for WG XX **Document Link:**

Note:

Question 1.

Do you agree with the appointment of ...

☐ Yes ☐ No ☐ Abstain

Comment :

[Reply](#) [Reset](#) [Go to list](#)

Figure 30 – Vote Screen

In order to cast a vote, select the answer and insert a comment if needed. If the comment is compulsory once the answer is selected the comment field turns yellow to draw the attention of the voter.

The screenshot displays the CIV voting interface. At the top right, there is a user profile section with 'Mr' and a 'Log out' button. Below this is a table with the following details:

Name:	Mr	Submission:	2018-04-30
Country:	Italy	Closing date:	2018-05-31
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	New Convenor
Title (en):	Appointment of new Convenor for WG XX	Document Link:	
Note:			

Below the table is a section for 'Question 1.' with the text 'Do you agree with the appointment of ...'. The options are 'Yes', 'No' (selected), and 'Abstain'. A red message states 'Comment : Comment required (HTML windows)'. The comment field is highlighted in yellow. At the bottom, there are buttons for 'Reply', 'Reset', and 'Go to list'.

Figure 31 – Cast vote

A vote can contain more than one question with associated answers. All the questions are showing in the voting screen.

Comments may be submitted directly in the comment field or a comment file may be required.

The screenshot displays the CIV voting interface for a different question. The user profile section at the top right shows 'Mr' and a 'Log out' button. The table below contains the following information:

Name:	Mr	Submission:	2018-04-27
Country:	Italy	Closing date:	2018-05-27
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	Comments on EN 50XXX
Title (en):	Comments on EN 50XXX prior to Formal Vote	Document Link:	
Note:	Please use the template circulated during the meeting		

Below the table is a section for 'Question 1.' with the text 'Do you agree with changes proposed during the meeting?'. The options are 'No', 'Yes' (selected), and 'Abstain'. A red message states 'Comment optional'. Below this, there is a 'Comments' section with radio buttons for 'No Comments' and 'File attached' (selected). A 'Browse...' button is next to the 'File attached' option. At the bottom, there are buttons for 'Reply', 'Reset', and 'Go to list'. The 'Reply' button is circled in red.

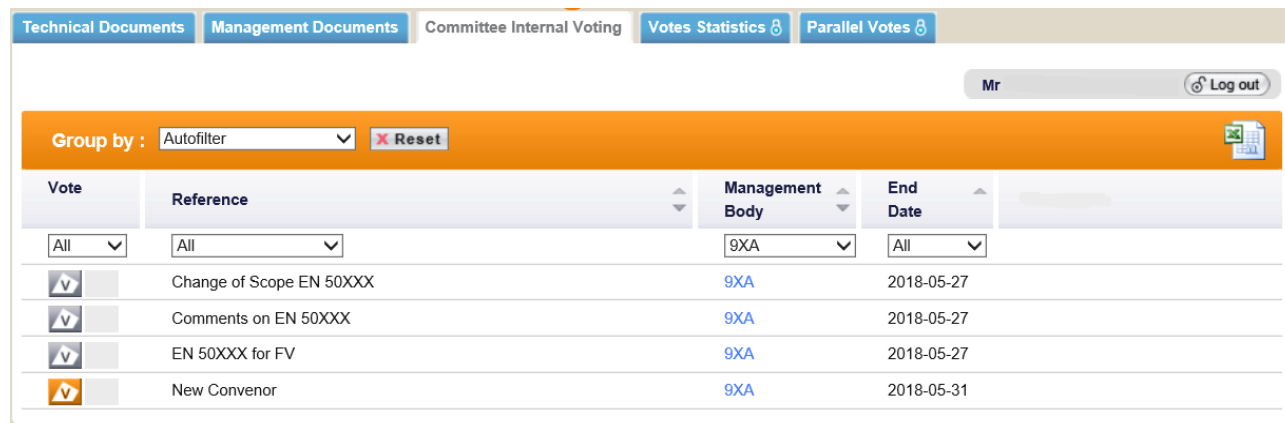
Figure 32 – Comment file

Once you have voted (+ added comments if required), click on **Reply** to confirm the vote.

If you click on **Reset**, the vote options you have just entered will be removed.

If you click on **Go to list**, you come back to the screen displaying the votes.

After having cast a vote, the colour of the voting button changes so that the voter can have an overview of votes still to be cast.




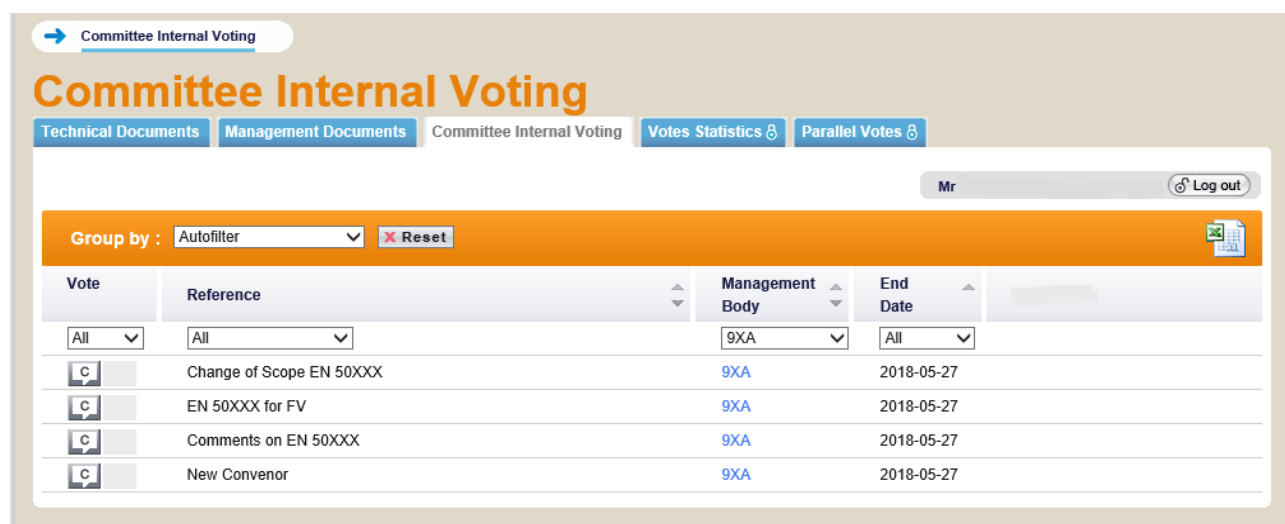
Vote	Reference	Management Body	End Date
All	All	9XA	All
	Change of Scope EN 50XXX	9XA	2018-05-27
	Comments on EN 50XXX	9XA	2018-05-27
	EN 50XXX for FV	9XA	2018-05-27
	New Convenor	9XA	2018-05-31

Figure 33 – Voting button after vote is cast

6.2 Submitting a comment

[Commenter]

To submit a comment, select the **Committee Internal Voting** tab and click on the **commenting button** (). The commenting button is displayed only for those Technical Bodies for which the Commenter has been allocated the voting right.



Vote	Reference	Management Body	End Date
All	All	9XA	All
	Change of Scope EN 50XXX	9XA	2018-05-27
	EN 50XXX for FV	9XA	2018-05-27
	Comments on EN 50XXX	9XA	2018-05-27
	New Convenor	9XA	2018-05-27

Figure 34 – Submit Comment

The vote opens and the following screen with vote metadata is displayed. Below the metadata are the questions and possible answers. Although the questions and answers are visible, only the comment field can be edited by Commenters.

The screenshot shows the 'Comment screen' in the CIV system. At the top right, there is a user profile 'Mr' and a 'Log out' button. Below this is a metadata table with the following information:

Name:	Mr	Submission:	2018-04-27
Country:		Closing date:	2018-05-27
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	EN 50XXX for FV
Title (en):	Decision to submit EN 50XXX to Formal Vote	Document Link:	
Note:	Please note that the commenting period is over		

Below the metadata table is a question section titled 'Question 1.' with the text 'Do you agree to submit EN 50XXX to Formal Vote with the changes proposed during the meeting?'. There are four radio button options: 'Yes', 'No', 'Defer', and 'Abstain'. Below the question is a 'Comment :' label and a text input field. At the bottom of the form are three buttons: 'Reply', 'Reset', and 'Go to list'.

Figure 35 – Comment screen

It is possible either to enter your comment directly on the screen or to upload a comment file. The way comments are submitted is decided by the Vote Owner when creating the vote.

To add a comment file, click on **Browse** and select your file.

The screenshot shows the 'Submit a comment file' screen in the CIV system. At the top right, there is a user profile 'Mr' and a 'Log out' button. Below this is a metadata table with the following information:

Name:	Mr	Submission:	2018-04-27
Country:		Closing date:	2018-05-27
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	Comments on EN 50XXX
Title (en):	Comments on EN 50XXX prior to Formal Vote	Document Link:	
Note:	Please use the template circulated during the meeting		

Below the metadata table is a question section titled 'Question 1.' with the text 'Do you agree with changes proposed during the meeting?'. There are three radio button options: 'No', 'Yes', and 'Abstain'. Below the question is a 'Comments' section with two radio button options: 'No Comments' and 'File attached'. To the right of the 'File attached' option is a 'Browse...' button, which is circled in red. At the bottom of the form are three buttons: 'Reply', 'Reset', and 'Go to list'.

Figure 36 – Submit a comment file

Once you have submitted your comment, click on **Reply** to confirm your comment.

If you click on **Reset**, the comment you have just entered will be removed.

If you click on **Go to list**, you come back to the screen displaying the votes.

Voting / Commenting

Mr Log out

Information

Name:	Mr	Submission:	2018-05-11
Country:	CLC Observer	Closing date:	2018-06-11
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	Comments on EN 50XXX
Title (en):	Comments on EN 50XXX prior to Formal Vote	Document Link:	
Note:	Please use the template circulated during the meeting		

Questions

Question 1.
Do you agree with changes proposed during the meeting?
☐ No ☐ Yes ☐ Abstain

Comments ☐ No Comments ☒ File attached

Previous vote was registered on 2018-05-17 by

Figure 37a – Comment submitted

Voting / Commenting

Mr [Log out](#)

Information

Name:	Mr	Submission:	2018-05-11
Country:	CLC Observer	Closing date:	2018-06-11
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	Comments on EN 50XXX
Title (en):	Comments on EN 50XXX prior to Formal Vote	Document Link:	
Note:	Please use the template circulated during the meeting		

Questions

Question 1.

Do you agree with changes proposed during the meeting?

☐ No
 ☐ Yes
 ☐ Abstain

Comments
☐ No Comments
 ☒ File attached

Browse...

comment.docx

[Reply](#)
[Reset](#)
[Delete](#)
[Go to list](#)

Previous vote was registered on 2018-05-17 by

Figure 37b – Comment submitted

After having submitted a comment, the Commenting button changes colour so that the Commenter can have an overview of comments to still be submitted.

Committee Internal Voting

[Technical Documents](#)
[Management Documents](#)
[Committee Internal Voting](#)
[Votes Statistics](#)
[Parallel Votes](#)

Mr [Log out](#)

Group by : Autofilter X Reset

Vote	Reference	Management Body	End Date
All	All	9XA	All
	EN 50XXX for FV	9XA	2018-05-27
	New Convenor	9XA	2018-05-31
	Change of Scope EN 50XXX	9XA	2018-06-11
	Comments on EN 60XXX	9XA	2018-06-11
	Comments on EN 50XXX	9XA	2018-06-11
	Submission to FV	9XA	2018-06-15

Figure 38 – Commenting button after a comment is submitted

6.3 Modifying a vote or comment

[Voter] / [Commenter]

A voter/commenter can edit a vote/comment as long as a vote is open.

From the **Committee Internal Voting tab**, click on the voting or on the commenting button of the vote you wish to modify.

The screenshot shows the 'Committee Internal Voting' tab with a table of votes. The table has columns for 'Vote', 'Reference', 'Management Body', and 'End Date'. There are filters for 'Group by' (Autofilter) and 'Reset'. The table lists four votes:

Vote	Reference	Management Body	End Date
<input type="radio"/>	Change of Scope EN 50XXX	9XA	2018-05-27
<input type="radio"/>	Comments on EN 50XXX	9XA	2018-05-27
<input type="radio"/>	EN 50XXX for FV	9XA	2018-05-27
<input checked="" type="radio"/>	New Convenor	9XA	2018-05-31

Figure 39 – Modification of a vote/Comment

This will display the **Vote/Comment screen** again and will allow you to choose another vote option, modify your comment and/or modify your comment file.



If the comment is a file uploaded in the commenting template, the only way to modify the file is to upload a new file.

In case the voter has uploaded a comment to a question where the comment is not compulsory, the comment can be removed by selecting “no comment”

The screenshot shows the 'Questions' section with 'Question 1.' selected. The question is 'Do you agree with changes proposed during the meeting?' with radio buttons for 'No', 'Yes' (selected), and 'Abstain'. Below the question, it says 'Comment optional'. At the bottom, there is a 'Comments' section with two radio buttons: 'No Comments' (selected and circled in red) and 'File attached'. There is also a 'Browse...' button and a link to 'Comments.docx'. At the bottom of the form are buttons for 'Reply', 'Reset', 'Delete', and 'Go to list'.

Figure 40 – Removal of a comment

Name:	Mr	Submission:	2018-04-30
Country:	Italy	Closing date:	2018-05-31
Committee:	SC 9XA - Communication, signalling and processing systems		Reference:
Title (en):	Appointment of new Convenor for WG XX		Document Link:
Note:			

Question 1.

Do you agree with the appointment of ...

☐ Yes ☐ No ☒ Abstain

Comment : Comment required (HTML windows)

Comment

[Reply](#) [Reset](#) [Delete](#) [Go to list](#)

Previous vote was registered on 2018-05-02 by

Figure 41 – Vote/Comment screen

Once you have modified your vote/comment, click on **Reply** to confirm the modification.

If you click on **Reset**, the options you have just entered will be removed.

If you click on **Go to list**, you come back to the screen displaying the votes.

6.4 Deleting a vote or comment

[Voter] / [Commenter]

A voter/commenter can delete a vote/comment as long as the vote is open.

From the **Committee Internal Voting tab**, click on the voting/commenting button of the vote for which you wish to delete your vote/comment. Click on the **delete** button at the bottom of the screen.

Name:	Mr	Submission:	2018-04-30
Country:	Italy	Closing date:	2018-05-31
Committee:	SC 9XA - Communication, signalling and processing systems		Reference:
Title (en):	Appointment of new Convenor for WG XX		Document Link:
Note:			

Question 1.

Do you agree with changes proposed during the meeting?

☒ No ☐ Yes ☐ Abstain

Comment : Comment required (Using CEN Commenting Template)

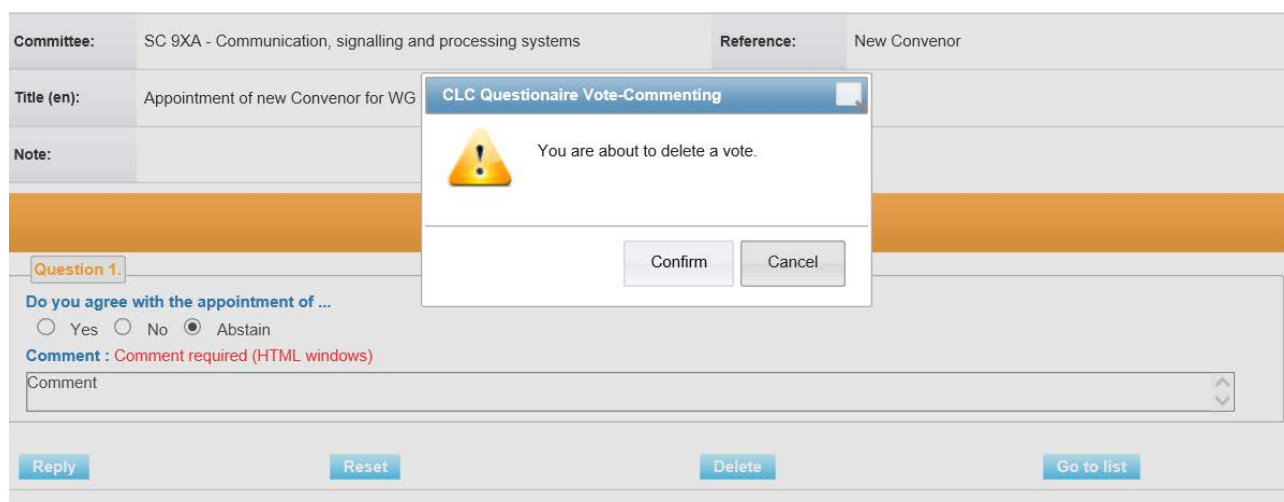
Comments ☐ No Comments ☒ File attached [Comments.docx](#)

[Reply](#) [Reset](#) [Delete](#) [Go to list](#)

Previous vote was registered on 2018-05-02 by

Figure 42 – Delete function

The system will ask you to confirm the deletion.



The screenshot displays the CIV system interface. At the top, the 'Committee' is 'SC 9XA - Communication, signalling and processing systems' and the 'Reference' is 'New Convenor'. The 'Title (en)' is 'Appointment of new Convenor for WG'. A 'Note' field is present but empty. A modal dialog box titled 'CLC Questionnaire Vote-Commenting' is centered on the screen, displaying a warning icon and the text 'You are about to delete a vote.' with 'Confirm' and 'Cancel' buttons. Below the dialog, the 'Question 1.' section is visible, asking 'Do you agree with the appointment of ...' with radio buttons for 'Yes', 'No', and 'Abstain' (selected). A 'Comment' field is also present, with a red note stating 'Comment : Comment required (HTML windows)'. At the bottom, there are buttons for 'Reply', 'Reset', 'Delete', and 'Go to list'.

Figure 43 – Deletion confirmation message

Click on **Confirm**.

6.5 View the vote audience

[Vote Owner]

Click on the **voting button**. This view of the vote shows:

- The summary of participation
- The metadata of the vote
- The result details of the vote

Change of Scope EN 50XXX

Ms Mélanie Herfurth (xs-mherfurth) Log out

Summary of Participation

Total responses received	No response
5	29

Members no response :CZ; DE; DK; EE; ES; FI; FR; GB; GR; HR; HU; IE; IS; IT; LT; LU; LV; MK; MT; NL; NO; PL; PT; RO; RS; SE; SI; SK; TR

Result of Voting

Reference Document:
Change of Scope EN 50XXX

Title:
WG 5 - Change of Scope of EN 50XXX and update to the title

Opening date	Closing date	Committee
2018-04-27	2018-05-27	9XA

Result Details

Country	Received	Q 1	Q 2	Update
Austria	2018-05-04	Y	Y	Update
Belgium	2018-05-04	Y	Y	Update
Bulgaria	2018-05-04	Y	Y	Update
Switzerland	2018-05-04	Y	Y	Update
Cyprus	2018-05-04	Y	Y*	Update

Figure 44 – Vote audience


Page | 29

6.6 Cast a vote on behalf of someone else

[Vote Owner]

A vote owner has the possibility to cast a vote on behalf of any participant.

Click on the **voting button** and open same view as the vote audience. In the Result Details, click on **Update** for the country for which you wish to cast a vote.



Ms Mélanie Herfurth (xs-mherfurth) [Log out](#)

Summary of Participation

Total responses received	No response
0	34

Members no response :AT; BE; BG; CH; CY; CZ; DE; DK; EE; ES; FI; FR; GB; GR; HR; HU; IE; IS; IT; LT; LU; LV; MK; MT; NL; NO; PL; PT; RO; RS; SE; SI; SK; TR

Result of Voting

Reference Document:
New Convenor

Title:
Appointment of new Convenor for WG XX

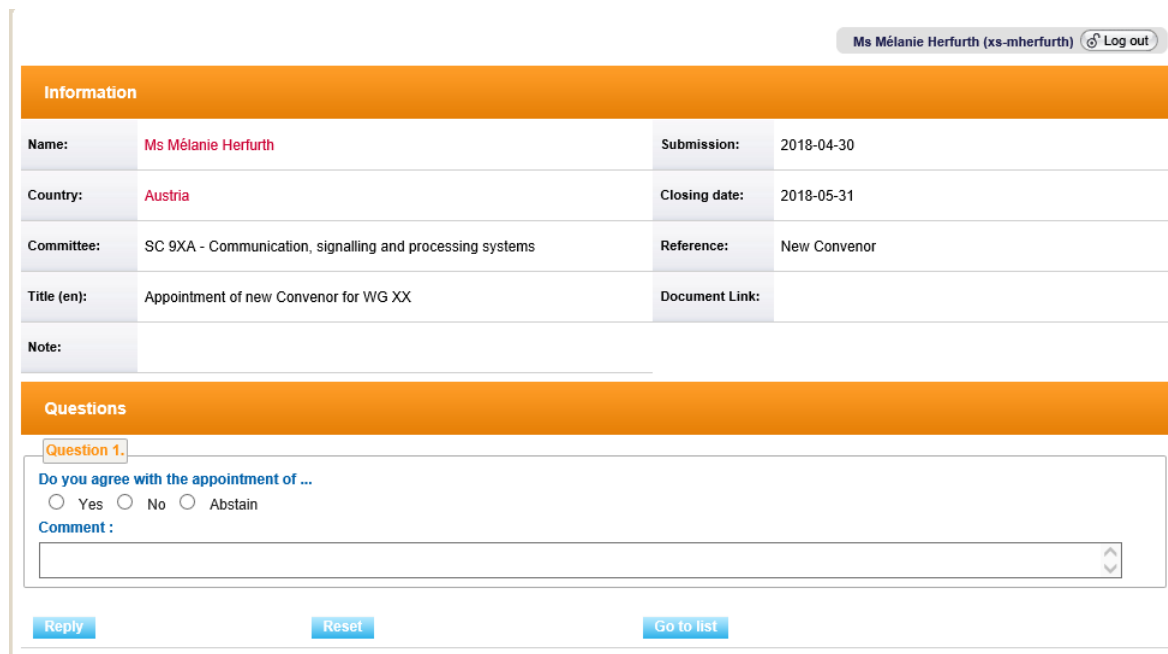
Opening date	Closing date	Committee
2018-04-30	2018-05-31	9XA

Result Details

Country	Received	Q 1	Update
Austria			Update
Belgium			Update
Bulgaria			Update
Switzerland			Update

Figure 45 – Cast a vote as

The next screen will allow you to vote for a country that particular country you have chosen in the list.



Ms Mélanie Herfurth (xs-mherfurth) [Log out](#)

Information

Name:	Ms Mélanie Herfurth	Submission:	2018-04-30
Country:	Austria	Closing date:	2018-05-31
Committee:	SC 9XA - Communication, signalling and processing systems	Reference:	New Convenor
Title (en):	Appointment of new Convenor for WG XX	Document Link:	
Note:			

Questions

Question 1.

Do you agree with the appointment of ...

☐ Yes ☐ No ☐ Abstain

Comment :

[Reply](#) [Reset](#) [Go to list](#)

Figure 46 – Enter voting information

6.7 Submit a comment on behalf of someone else

There is no possibility to submit a comment on behalf of someone else.

6.8 Add a vote after the vote has been closed

[Vote Owner]

A Vote Owner can re-open a vote that has closed in order to cast a last minute vote on behalf of a National Committee. This can be done from the list of closed votes by clicking on the **voting button**. There is then the possibility to cast a vote for one of the countries listed.

The screen opening is the same screen shown previously to cast a vote on behalf of someone else.

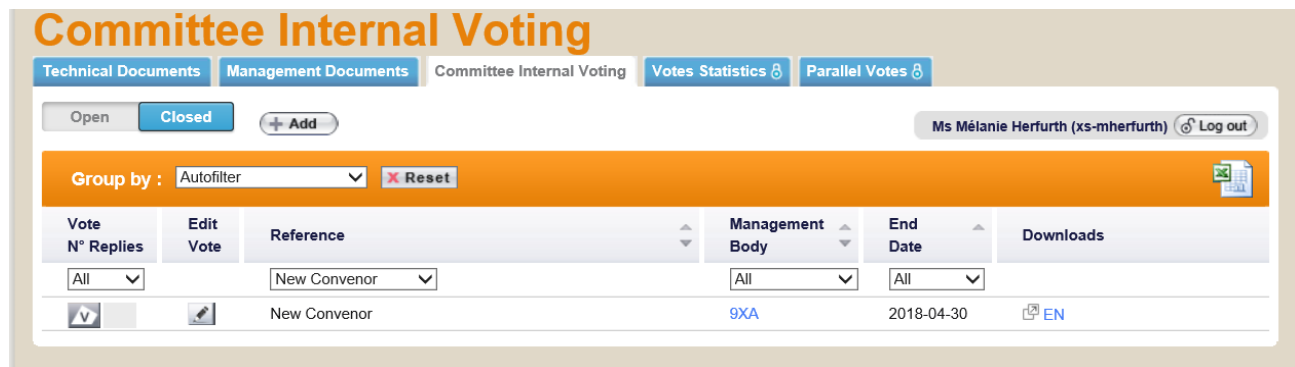


Figure 47 – List of closed votes

7 Process voting results and comments

[Vote Owner]

On the following day of the closure of the vote, the results of the vote and the compilation of all comments will be available to the Vote Owner.

The voting results and comments are available in the **Closed tab** via a link.



Figure 48 – Voting results

8 Notifications

E-mail notifications about newly opened and closed votes are sent on the open and close date to all voters for the votes they are registered for.

E-mail reminders are also sent to the voters 4 weeks and 1 week before the deadline. E-mail reminders are sent to all voters whether they have already voted or not.

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	(Link to voting)	2018-04-17	2018-05-24	active
9XA	BP	Draft revision of the Business Plan	(Link to voting)	2018-04-19	2018-05-24	active
9XA	prEN 50XXX 1st working draft	prEN 50XXX 1st working draft for comments	(Link to voting)	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/dcvotes

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).

Thank you and best regards.

Figure 49 – Example of notification

9 Helpdesk information

[All]

For online voting applications issues (e.g. technical issues, functionalities, support...), please contact our helpdesk: itsupport@cenelec.eu.

For queries related to the content of the vote, please contact the TC/SC Secretary.