# iPROJEX – National Implementation

## Data file structure and contents (XLS format)

| Version | Date | Author | Modifications description |
|---------|------|--------|---------------------------|
| **1.0** | 2012-05-22 | EDP/CC | Initial version |
| **1.1** | 2012-07-23 | EDP/CC | Description of field LANGCODE updated |
| **2.0** | 2013-07-25 | EDP/CC | Implementation of AC (& new Implementation process) added |

# Table of Contents

# 1    Purpose

This document is intended to complement the iPROJEX General User Guide which explains:
- how to use the iPROJEX tool
- the different steps to perform when using iPROJEX (common to all modules)

The aim of this documentation is to give you detailed information on the National Implementation module (XLS format):
- detailed information on the XLS file structure (field names, description…)
- explanation of all error and warning messages (displayed on the screen or included in the log files)
- reminder files criteria

# 2    Introduction to the business area

As CEN member, you are obliged to implement European standards (ENs) as national standards and to withdraw any conflicting national standards.

As CEN affiliate, you are obliged to implement European standards (ENs), developed by Technical Bodies in which you participate, as national standards and to withdraw any conflicting national standards.

In order to fulfil this obligation, you have to notify your national implementations (and conflicting national standards) to the CEN-CENELEC Management Centre (CCMC) by uploading data files using the iPROJEX tool (National Implementation module).

Following the decision BT 33/2012 taken by the CEN/BT on 2012-12-13, the national implementation of corrigenda on ENs is now also mandatory, when the national implementation of an EN is impacted.
If your national implementation of an EN is not impacted by a corrigendum, then it will be necessary to inform CCMC that the corrigendum has not been implemented as it is not impacted (a new value 'Not impacted' should be entered into the field 'Method of Implementation').

Note: this new process will have no retroactive effect on existing corrigenda.

For business-orientated information on the finalisation and implementation of European Standards, please consult the BOSS.

# 3   XLS file structure

The XLS file must be composed of two sheets :
-   the first sheet is named **'IMPL'** and concerns the national implementation data
-   the second sheet is named **'CNS'** and concerns the withdrawn conflicting national standards

**Important notices:**
-   Do not rename, move or remove any sheet or field!
-   The file type has to be .xls not .xlsx

**Hints:**
-   The easiest way to create an Excel file with the correct format is to use the **Generate Reminder file** facility of iPROJEX, selecting XLS as the required format.
-   Please use 'Delete' rather than 'Clear cells' in Excel to remove any unwanted rows.

## 3.1   Data fields

### 3.1.1 Header info (both tabs)

Each sheet has a header composed of the following fields:

| Name | Type | Description | Obligation |
|---|---|---|---|
| **NSB** | String | National member or affiliate name.<br>Examples: AFNOR, NEN, DPS… | Compulsory |
| **DATE** | Date | Date and time the file was generated<br>Example: 2012-04-27T11:49:17 | Compulsory |
| **VERSION** | Integer | Version number<br>= 1 | Compulsory |
| **EURKEY** | Integer | The identification of the European Standard is clearly critical for the exchange of data.<br>The data element **EURKEY** is used to indicate which key your organization is using.<br>Values:<br>1 = WIID<br>2 = WIN<br>3 = EURREF<br>**Note:** The Reminder file contains these 3 keys and the EURKEY is set by default to the WIID. | Compulsory |

## 3.1.2 National implementation information (tab 'IMPL')

This sheet contains information on the national implementation on European Standards.

| Name | Type | Description | Obligation |
|---|---|---|---|
| European standard reference | String | Examples: EN 15415-2:2012, EN ISO 28399:2011 | Compulsory if EURKEY = 3 |
| W.I. number | String | Work Item number<br>Examples: 00343064, EC111017, CST02101 | Compulsory if EURKEY = 2 |
| W.I. surrogate | String | Identifier of the European standard<br>CCMC database surrogate of the WI as provided in PROJEXDATA.<br>Examples: 32129, 28578 | Compulsory if EURKEY = 1 |
| Date of availability | Date | Date of availability (DAV) of the European Standard<br>This information does not need to be provided by the national member or affiliate. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| Date of publication | Date | Date of publication (DOP) of the European Standard<br>This information does not need to be provided by the national member or affiliate. It is included in this file structure to ensure compatibility with the reminder file. | Optional |
| DOW | Date | Date of withdrawal of the conflicting National Standards<br>This information does not need to be provided by the national member or affiliate. It is included in this file structure to ensure compatibility with the reminder file. | Optional |

| Name | Type | Description | Obligation |
|---|---|---|---|
| Method of implementation | String | 3 possible values:<br><br>• **Publication:** when the national member or affiliate publishes the European standard in one of the official languages or in their national language.<br><br>• **Endorsement:** endorsement of an EN as a national standard achieved by publication of an endorsement sheet.<br><br>• **Announcement:** announcement in the national member's or affiliate's official journal.<br><br>• **Not impacted** *(for Corrigenda only)*: to be used if your national implementation of an EN is not impacted by the corrigendum. | Compulsory |
| National standard reference | String | Reference of the national standard.<br><br>Examples: NEN-EN 779:2012, BS EN 779:2012, I.S. EN 779 :2012 | Compulsory |
| Date of publication NSR | Date | Date of publication of the national standard as indicated on the standard or considered as official publication date. | Compulsory |
| Legal status | String | Legal status of a national standard according to the national legislation of the implementing country. | Optional |
| Available language | String | Identifier of the language<br><br>Language code of the national standard in the national database (cf ISO 639).<br><br>Examples: de, nl, it, sq | Optional |
| Reference of national official journal | String | Name and issue number of the member's official journal announcing the publication of the national standard implementing the European Standard or the endorsement or availability of the European Standard. | Optional |
| Date of national official journal | Date | Issue date as indicated on the cover of the member's official journal. | Optional |
| National comment | String | National comment<br><br>Comment of the national member or affiliate explaining reasons for implementation delay, national legislative aspects conflicting with implementation obligation… | Optional |
| Existing conflicting standard | Integer | 2 possible values:<br><br>• **1** (Yes)<br><br>• **0** (No) | Compulsory |

| Name | Type | Description | Obligation |
|---|---|---|---|
| WJOUREF | String | Reference of national official journal announcing withdrawal<br><br>Name and issue number of the member's or affiliate's official journal announcing the withdrawal of the conflicting national standard. | Optional[1] |
| WJOUD | Date | Date of national official journal announcing withdrawal<br><br>Issue date as indicated on the cover of the member's or affiliate's official journal. | Optional[2] |

## 3.1.3 National conflicting standards information (tab 'CNS')

This sheet contains information on the withdrawal of national conflicting Standards.

This sheet remains empty if there are no conflicting national standards (only NSB, DATE, VERSION and EURKEY are to be filled in).

| Name | Type | Description | Obligation |
|---|---|---|---|
| European standard reference | String | European standard reference<br>Examples: EN 15415-2:2012, EN ISO 28399:2011 | Compulsory if EURKEY = 3 |
| W.I. number | String | Work Item number<br>Examples: 00343064, EC111017, CST02101 | Compulsory if EURKEY = 2 |
| W.I. surrogate | String | Identifier of the European standard<br>CCMC database surrogate of the WI as provided in PROJEXDATA.<br>Examples: 32129, 28578 | Compulsory if EURKEY = 1 |
| WREF | String | Reference of withdrawn standard(s)<br>Reference of the withdrawn national standard. | Optional[2] |
| WPUBD | Date | Date of publication of withdrawn standard(s)<br>Date of publication as indicated on the standard or considered as official publication date. | Optional |
| WCOM | String | National comment (on withdrawal)<br>Comment of the national member or affiliate explaining reasons for withdrawal delay, national legislative aspects conflicting with withdrawal obligation… | Optional |

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[1] This field should be completed if Existing conflicting standard =1 otherwise a warning is generated.
[2] If a conflicting national standard element is present in the file then the WREF is compulsory.

# 4   Errors and Warnings

An **Error** is a problem which will prevent the data record from being loaded into the CCMC database.

A **Warning** does not prevent the data record from being loaded but should be noted and possibly investigated by the user.

## 4.1   Error messages

| Error message | Explanation | Action to be taken |
|---|---|---|
| **This National Standardization Body does not exist in the CCMC database. Please give correct information.** | The national member or affiliate name contained in the file is not valid. This could potentially occur when your organization has recently changed name. | Re-check your organization name and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu) |
| **Error occurred (NSB not a CEN member/affiliate) - Please contact the CCMC Administrator.** | The national member or affiliate name contained in the file is not valid. This could potentially occur when your organization has recently changed status or name. | Re-check your organization name and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu) |
| **No data will be added. NSB indicated in the data file does not correspond to your user profile.** | The national member or affiliate name contained in the file is not valid. This could potentially occur when your organization has recently changed name. | Re-check your organization name and otherwise contact the CCMC Database Unit (dataservice@cencenelec.eu) |
| **This WI surrogate does not exist in the CEN Work Programme. Please give correct WI surrogate.** | Incorrect WI surrogate (EURKEY = 1) | Check and correct the field 'WIID' before uploading your file. |
| **This WI number does not exist in the CEN Work Programme. Please give correct WI number.** | Incorrect WI number (EURKEY = 2) | Check and correct the field 'WIN' before uploading your file. |
| **This European standard reference does not exist in the CEN Work Programme. Please give exact reference.** | Incorrect European standard reference (EURKEY = 3) | Check and correct the field 'EURREF' before uploading your file. |

| Error message | Explanation | Action to be taken |
|---|---|---|
| Incorrect Implementation process value. Please give correct value. | The compulsory field 'Method of implementation' contains an incorrect value. | Check and correct the field 'Method of implementation'.<br>The 4 possible values are:<br>• Publication<br>• Endorsement<br>• Announcement<br>• Not impacted |
| The implementation process value is missing or incorrect. Please give the information. | Missing or incorrect compulsory information 'Method of implementation' | Check or fill in the field 'Method of implementation' before uploading your file. |
| The National standard reference is missing. Please give the information. | Missing compulsory information 'National standard reference' | Fill in the field 'National standard reference' before uploading your file. |
| The publication date is missing. Please give the information. | Missing compulsory information 'Date of publication NSR' | Fill in the field 'Date of publication NSR' before uploading your file. |
| No National implementation data will be added. National implementation already available as… | The data is already registered in the CCMC central database. | No action needed. |
| No data will be added. Several National Implementations are already available for this European Standard. | There are already at least 2 national standard references for this European Standard in the CCMC central database. There is therefore a potential data issue with the National Implementation data for this European Standard. | Check the situation and then contact CCMC (dataservice@cencenelec.eu) to correct the database. |
| The value on existing conflicting standard(s) is missing. Please give the information. | Missing compulsory information 'Existing conflicting standard' | Fill in the field 'Existing conflicting standard' before uploading your file. |
| Incorrect existing conflicting standard(s) value. Please give correct value. | The compulsory field 'Existing conflicting standard' contains an incorrect value. | Check and correct the field 'Existing conflicting standard'.<br>The 2 possible values are:<br>• 0 (for No)<br>• 1 (for Yes) |
| Existing conflicting standard(s) = Y but the reference of national official journal announcing withdrawal is missing. | When the field 'Existing conflicting standard' = 1 the file should include the reference of the national official journal announcing withdrawal. | If there are conflicting national standards, please fill in the field 'WJOUREF' before uploading your file. |

| Error message | Explanation | Action to be taken |
|---|---|---|
| **Existing conflicting standard(s) = Y but the date of national official journal announcing withdrawal is missing.** | When the field 'Existing conflicting standard' = 1, it is expected that the file should include the date of the national official journal announcing withdrawal. | If there are conflicting national standards, please fill in the field 'WJOUD' before uploading your file. |
| **No data will be added. Please contact the CCMC Administrator - MIDAS substructure not created** | There is potentially a data issue within the CCMC central database. | This is an issue to be resolved on CCMC side. Please send these errors to the CCMC Database Unit (dataservice@cencenelec.eu) before performing the actual load. |
| **No data will be added. This European Standard has not yet been published or has been withdrawn. The data you are uploading should only relate to active and published standards.** | CCMC does not record information concerning not active and published standards. | In fact you do not really need to remove this information from the file, as it simply will not be loaded. However, it may be cleaner in the future if your program could be adjusted to exclude the withdrawn standards. |
| **Implementation process value 'Not impacted' is only allowed for corrigenda** | *(for Corrigenda only)*: to be used if your national implementation of an EN is not impacted by the corrigendum. | Select another method of Implementation: - Publication - Endorsement - Announcement |
| **SYSTEM ERROR** | An unexpected error has occurred. | Contact dataservice@cencenelec.eu. |

## 4.2   Warning messages

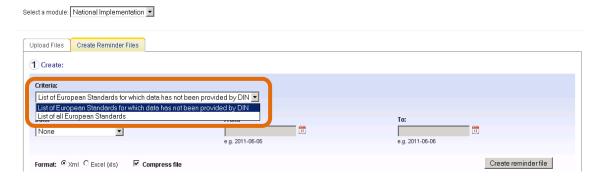| Warning message | Explanation | Action to be taken |
|---|---|---|
| **An additional national reference will be added. National implementation already available as…** | Another (non-identical) national standard reference exists in the CCMC central database for this European Standard. The new reference will be added. | Check if your Organization has in fact implemented the European Standard via two National Standards. If not, then there is a small problem. In fact the system compares the National Standard reference in the CCMC central database with the reference in your file and concludes that they are different National Standards and creates an additional National Standard, when in fact it should have just been an update of the publication date. The best thing to do in this case is to leave your data unchanged, load the data and send a mail to dataservice@cencenelec.eu asking them to clean away the old reference. |
| **An additional language will be added. National implementation already available as…** | An identical national standard reference exists in the CCMC central database but with a different language. It is therefore assumed that the National Standard has been issued in an additional language. | If this is not correct, please contact the CCMC Database Unit (dataservice@cencenelec.eu) asking them to correct the database. |
| **Invalid language code. No language will be taken.** | The language code provided does not correspond to the standard language code (ISO 639). | Re-check your language code (cf ISO 639) and then correct the field 'LANGCODE' before uploading your file. |
| **The publication date will be updated. National implementation already available as…** | An identical national standard reference exists in the CCMC central database but with a different publication date. It is assumed to be a data correction. | If this is not correct, please contact the CCMC Database Unit (dataservice@cencenelec.eu) asking them to correct the database. |
| **The publication date will be updated, a language will be added. National implementation already available as…** | An identical national standard reference exists in the CCMC central database but with a different publication date and no language registered. It is assumed to be a data correction/update. | If this is not correct, please contact the CCMC Database Unit (dataservice@cencenelec.eu) asking them to correct the database. |

| Warning message | Explanation | Action to be taken |
|---|---|---|
| An optional data field will be updated. National implementation already available as… | An identical national standard reference exists in the CCMC central database with some of the optional fields present in your file missing (e.g. 'Reference of national official journal', 'Date of national official journal '…). The new information will be simply added. | No action needed. |
| An additional conflicting standard will be added. Conflicting standard already available as… | Another (non-identical) conflicting national standard exists in the CCMC central database for this European Standard. The new reference will be added. | Check that your organization has indeed several National conflicting standards recorded for this European Standard. If this is not correct, please contact the CCMC Database Unit (dataservice@cencenelec.eu) asking them to correct the database. |
| No Conflicting National Standard data will be loaded. Conflicting National Standard data already available as… | The data is already registered in the CCMC central database. | No action needed. |
| No Conflicting National Standard data will be added. Withdrawal only concerns ENs. | CCMC does not record information concerning the withdrawal of conflicting national standards for non-EN standards. | In fact you do not really need to remove this information from the file, as it simply will not be loaded. However, it may be cleaner in the future if your program could be adjusted to output national conflicting standard withdrawal information for ENs only. |
| No conflicting standard data will be added as this information is not stored at CCMC for corrigendum. | CCMC does not record information concerning the withdrawal of conflicting national standards for Corrigenda. | In fact you do not really need to remove this information from the file, as it simply will not be loaded. However, it may be cleaner in the future if your program could be adjusted to exclude national conflicting standard withdrawal information on Corrigenda. |
| The publication date will be updated. Conflicting National Standard already available as | An identical conflicting national standard exists in the CCMC central database but with a different publication date. It is assumed to be a data correction. | If this is not correct, please contact the CCMC Database Unit (dataservice@cencenelec.eu) asking them to correct the database. |

| Warning message | Explanation | Action to be taken |
|---|---|---|
| **No Conflicting National Standard data will be loaded. The field CONFL = 'No' but you gave Conflicting National Standard information in your file** | You have put 'Existing conflicting standard' = 0 (i.e. 'No') but you gave information on conflicting national standard(s). | Re-check the situation and correct the appropriate fields before uploading your file. |
| **Conflicting standard information will not be loaded due to Affiliate Status at the time of publication.** | CCMC does not record information concerning the withdrawal of conflicting national standards for non CEN Members. | In fact you do not really need to remove this information from the file, as it simply will not be loaded. However, it may be cleaner in the future if your program could be adjusted to exclude national conflicting standard withdrawal information for standards published before you were CEN Member. |

# 5   Reminder file criteria

**Criteria**     You have first to select between generating a reminder file containing the **List of European Standards for which data has not been provided by your NSB** (default value), or **the List of all European Standards** irrespective of whether data has been received or not.
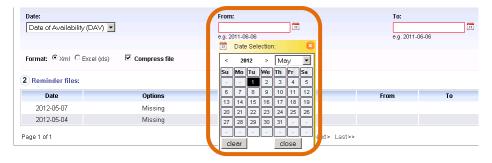


**Date**     Optional criteria.

You have the possibility to apply an additional criteria based on the **Date of Availability (DAV)** or on the **Date of Publication (DOP)**. By default, no date criteria is applied.



**From – To**     Once the Date criteria is selected, select the **From** and **To** dates by clicking on 📅. A calendar opens. Select the relevant date.



**Format**     The reminder file can be provided in **XML** (default value) or **XLS** format.

By default, the file will be compressed (zipped) but if you want, you can uncheck the **Compress file** option.

## ANNEX I – iPROJEX documentation per modules

Specific documentations are available for all the modules (per format):

| | |
|---|---|
| **National Implementation** | iPROJEX - National Implementation - Data file structure and contents (XML format) |
| | iPROJEX - National Implementation - Data file structure and contents (XLS format) |
| **ICS** | iPROJEX - ICS - Data file structure and contents (XML format) |
| **National Titles** | iPROJEX - National Titles - Data file structure and contents (XML format) |
| | iPROJEX - National Titles - Data file structure and contents (XLS format) |
| **Technical Body Titles and Scopes** | iPROJEX - TB Titles and Scopes - Data file structure and contents (XML format) |
| **Infopro** | iPROJEX - Infopro - Data file structure and contents (XML format) |
| | iPROJEX - Infopro - Data file structure and contents (XLS format) |
| **Keymark Certificates** | iPROJEX - Keymark - Data file structure and contents (XLS format) |