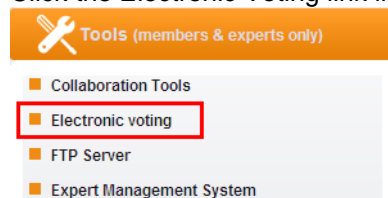


## CENELEC Online Voting Users Instructions

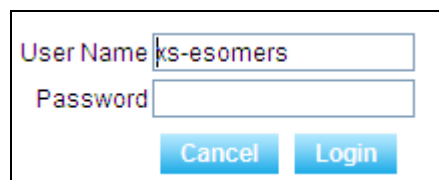
### 1. Logging in

Click the Electronic Voting link in the right frame of the CENELEC website ([www.cenelec.eu](http://www.cenelec.eu)).



Or via: Home > Members & Experts > Tools and Applications

The login screen will be displayed. Fill in your personal login and password.



User Name

Password

**Note:** since March 2011, access to the Online Voting is possible with your regular Collaboration Tool account, and the related password.

The main window will open.



Fast Search

Project number

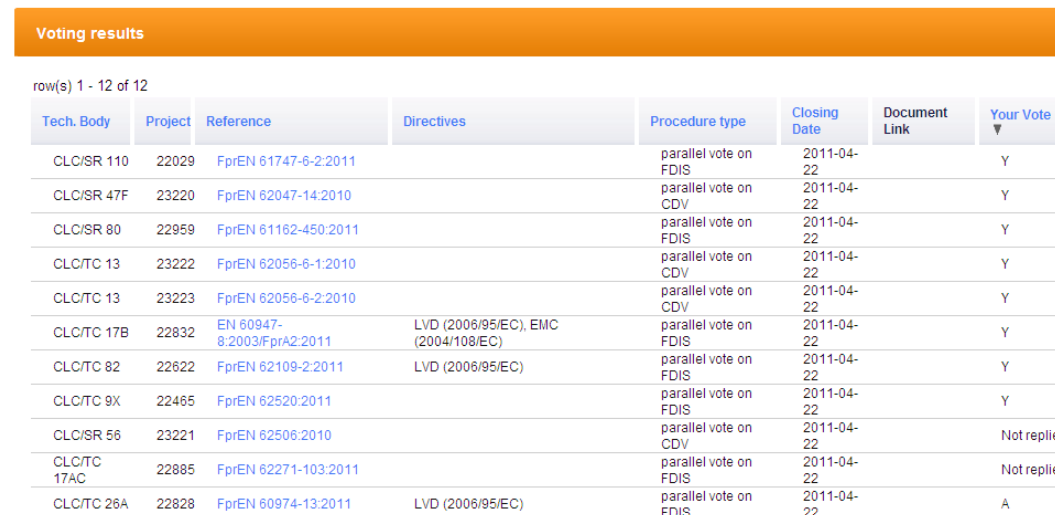
Reference

Closing date limit start

Closing date limit end

Procedures:

- PQ/UQ
- enquiry
- Vote



Voting results

row(s) 1 - 12 of 12

Tech. Body	Project	Reference	Directives	Procedure type	Closing Date	Document Link	Your Vote
CLC/SR 110	22029	FprEN 61747-6-2:2011		parallel vote on FDIS	2011-04-22		Y
CLC/SR 47F	23220	FprEN 62047-14:2010		parallel vote on CDV	2011-04-22		Y
CLC/SR 80	22959	FprEN 61162-450:2011		parallel vote on FDIS	2011-04-22		Y
CLC/TC 13	23222	FprEN 62056-6-1:2010		parallel vote on CDV	2011-04-22		Y
CLC/TC 13	23223	FprEN 62056-6-2:2010		parallel vote on CDV	2011-04-22		Y
CLC/TC 17B	22832	EN 60947-8:2003/FprA2:2011	LVD (2006/95/EC), EMC (2004/108/EC)	parallel vote on FDIS	2011-04-22		Y
CLC/TC 82	22622	FprEN 62109-2:2011	LVD (2006/95/EC)	parallel vote on FDIS	2011-04-22		Y
CLC/TC 9X	22465	FprEN 62520:2011		parallel vote on FDIS	2011-04-22		Y
CLC/SR 56	23221	FprEN 62506:2010		parallel vote on CDV	2011-04-22		Not replied
CLC/TC 17AC	22885	FprEN 62271-103:2011		parallel vote on FDIS	2011-04-22		Not replied
CLC/TC 26A	22828	FprEN 60974-13:2011	LVD (2006/95/EC)	parallel vote on FDIS	2011-04-22		A

By default, all the documents open for vote for the next week will be shown for the 3 different procedures. You are free to change the closing date limits, as required.

## 2. The Search Screen - Finding the projects

There are several ways to search for the list of projects.

### 2.1. Fast Search - if you're looking for a specific project

#### a) By project number

**Fast Search**

Project number

Reference

Closing date limit start

Closing date limit end

Procedures:  PQ/UQ  
 enquiry  
 Vote

#### b) By reference

**Fast Search**

Project number

Reference

Closing date limit start

Closing date limit end

Procedures:  PQ/UQ  
 enquiry  
 Vote

### 2.2. Searching for a series of projects

You can either search by type of vote. In that case, you need to select 1, 2 or all 3 procedure types. You can limit your list by entering the earliest or latest deadline in the "Closing date limit fields" already submitted.

### 2.3. The list of results

By default the list is sorted by project number, but you can also sort your projects by TC/SC, closing date, procedure type, etc. by clicking on the header of the column.

**Voting results**

row(s) 1 - 22 of 22

Tech. Body	Project	Reference	Directives ▲	Procedure type	Closing Date	Document Link	Your Vote
CLC/TC 26A	22818	<a href="#">FprEN 60974-12:2011</a>	LVD (2006/95/EC)	parallel vote on FDIS	2011-04-22		A
CLC/TC 26A	22828	<a href="#">FprEN 60974-13:2011</a>	LVD (2006/95/EC)	parallel vote on FDIS	2011-04-22		A
CLC/TC 61	23096	<a href="#">EN 60335-2-6:2003/FprAC:2010</a>	LVD (2006/95/EC)	unique acceptance procedure	2011-04-29	<a href="#">EN DE</a>	N (GB_cmts_EN_60335-2-6_2003_FprAC_CLC_PN_23096.doc)
CLC/TC 82	22622	<a href="#">FprEN 62109-2:2011</a>	LVD (2006/95/EC)	parallel vote on FDIS	2011-04-22		Y
CLC/TC 17B	22830	<a href="#">FprEN 60947-4-2:2011</a>	LVD (2006/95/EC), EMC (2004/108/EC)	parallel vote on FDIS	2011-04-29		Y
CLC/TC 17B	22832	<a href="#">EN 60947-8:2003/FprA2:2011</a>	LVD (2006/95/EC), EMC (2004/108/EC)	parallel vote on FDIS	2011-04-22		Y
CLC/SR 100	22800	<a href="#">FprEN 60268-16:2011</a>		parallel vote on FDIS	2011-04-29		Y

The last column indicates your vote, and in the case of reply, it will show both the reply and type of comments (if any).

Click on the "Reference Number" to open the reply screen to submit a first reply or update a reply.

Vote Detail - Windows Internet Explorer

### Parallel vote on FDIS

Name :	GB-SU-LA	Submission :	2011-02-18	doa :	dor + 3 months
Country :	United Kingdom	Deadline :	2011-04-22	dop :	dor + 9 months
Technical body :	CLEC/TC 17AC	Subsector :	W06	dow :	dor + 36 months
Directive(s) :	-	Mandate(s) :	-	Supersedes :	EN 60265-1:1998

Project n° : 22885

Reference : FprEN 62271-103:2011

Reference doc : IEC 62271-103:201X (17A/961/FDIS) (EQV)

Title (en) : High-voltage switchgear and controlgear - Part 103: Switches for rated voltages above 1 kV up to and including 52 kV

Title (fr) : Appareillage à haute tension - Partie 103: Interrupteurs pour tensions assignées supérieures à 1 kV et inférieures ou égales à 52 kV

Title (de) : Hochspannungs-Schaltgeräte und -Schaltanlagen - Teil 103: Lastschalter für Bemessungsspannungen über 1 kV bis einschließlich 52 kV

### Input Data

#### Your vote (Texts + Implementation Dates + Directives):

Reply :  In favour  Against  Abstain

- Program will only process type of comments selected with button on left (eg : if you select file attached and enter comments directly, the entered comments will be ignored
- Any previous comments for this vote will be overwritten/erased with that submitted now
- In case of an amendment circulated to withdraw special national conditions and/or A-deviations from a standard the National Committees are invited to check their national situation regarding the same standard and to inform the Central Secretariat of any change, with a copy to the Secretary of the relevant Technical Body. **There is no possibility to vote through the usual online voting system.**
- Voting against shall be justified by comments
- In the case where you have no industry, no experts or no interest in this field we invite you to choose *Abstain*

No comments

File attached

### 3. Replying

There is nothing new in the way you vote online compared to the former system.

You can choose to "Abstain" if you have no industry, experts or interest in the field covered by the draft. If you have comments, you need to choose "File attached" and upload the document including your comments.

After clicking "Reply" the screen will immediately display a confirmation, which will be followed by an email confirmation (to the person who voted and eventually to a general address when requested by the NC).

http://www.cenelec.eu/pls/ciccore.pck\_vote.prc\_vote\_confirm\_upload - Microsoft Internet Explorer provided by BSI

Your reply is registered.  
A confirmation E-mail will follow.

### Information

Project number:	22885
Reference:	FprEN 62271-103:2011
Reference document:	IEC 62271-103:201X (17A/961/FDIS) (EQV)
Procedure:	parallel vote on FDIS
Your reply was:	In favour
	You have not submitted any comments.

To **update your reply** simply click **Reply** on the Results screen, and reply the same way as the first time. . The new vote will overwrite the previous one.

#### **4. Friday dispatches and the CENELEC FTP server**

Each Friday an email will be sent to the relevant persons of each NC, notifying them of the new projects:

- under PQ/UQ
- under Enquiry
- under Vote

A readme file, attached to the email, will list all the projects under procedure along with related details.

The documents under procedure will be loaded on the FTP server (each file separately and in a ZIP file for the week) in the folders "**Procedures\_PQUQ**", "**Procedures\_Enquiry**" and "**Procedures\_Voting**".

The ascii delimited file covering the procedures launched during the week will be automatically loaded on the ftp site in the database folder of the FTP server.

#### **5. Support**

For any questions related to the CENELEC Online Voting system, you can contact the CENELEC Helpdesk: [clchelpdesk@cencenelec.eu](mailto:clchelpdesk@cencenelec.eu).