

Committee Expert Training - Module 3B

National level, CENELEC website and accessing information

The use of the term Next Slide is to indicate the transition of slides for those with a visual impairment.

Slide 1

Hello and welcome to the CENELEC technical expert presentation.

This presentation is designed for NSAI technical experts who are following the work of CENELEC technical committees.

This presentation will identify how to find the documents you need to take part in the NSAI technical committee. **Next slide**

Slide 2

Today you will learn

- How to navigate and use the CENELEC Website
- How to download documents from the CENELEC website
- How to find your way around the Projex-online website to access documents
- How to complete the commenting template. **Next slide**

Slide 3

The CENELEC website is accessed on www.cencenelec.eu

This will bring you to the CENELEC homepage shown here.

Along the top of this page is a menu where one of the options to select is "About CENELEC".

When you hover the mouse pointer on “about CENELEC” you will get you a drop-down menu and within this menu you should click to select “Technical Work”. **Next slide**

Slide 4

This will bring you to a new webpage.

Scroll down on this page to see the list of CENELEC Technical Committees.

From here you can find your way to any CENELEC technical committee and subcommittee homepage.

On this home page you are able to see the number of publications which each committee have produced

You can see the number of work programs which each committee is involved in and if the committee has produced a strategic business plan you will be able to open a PDF version of the strategic business plan here.

If you click on the committee number, you will be brought to the homepage for that committee. **Next slide**

Slide 5

Here is an example of a Committee home page where you can see 4 more tabs providing more information on the committee.

The “General” tab, is where you will find the scope of the committee

The “Structure” tab shows the subcommittees and working groups that form the committee.

The “Work Programme” tab shows the list of work items that are currently active in the work programme.

The “Published standards” tab shows the list of standards published by the TC to date. **Next slide**

Slide 6 Structure

The structures tab can be very useful to understand the structure of the technical committee.

It is within the structures tab that you can see what subcommittees and or working groups have been formed and by clicking on the Working group name you will be brought to that working groups home page. **Next slide**

Slide 7 Work programme

The Work Programme tab will show you what work is being carried out within the committee.

If you select the project reference you will be brought to the detailed work programme for that project. **Next slide**

Slide 8 Published standards

The Published Standards tab give you the list of standards which the committee has published and provides the publication date. **Next slide**

Slide 9 Voting documents

To access documents which are open for vote you need to go to the CENELEC Expert area.

This is done by selecting the “My Expert Area” on the top right of the page

This will give you a drop down menu where you can select the CENELEC Expert area. **Next slide**

Slide 10 Expert area

In the CENELEC Expert area you have access to a number of different platforms.

The Collaboration Platform used to distribute committee documents.

The Electronic voting platform shows lists of open ballots for CENELEC TC's.

The PROJEX on-line platform which is the CENELEC database for all work items developed by Technical Committees.

The Expert Management System which is the expert database for all nominated experts setting them up with access for Technical committee documents.

In the next few slides we will look at two of these platforms, the Electronic voting system and the Projex-online platform. **Next slide**

Slide 11

When you select the electronic voting page you will be asked for Login-in details where you must re-enter your username and password. These are provided when you signed up as an NSAI expert. **Next slide**

Slide 12

This area shows the full list of open votes per Technical Committee, which you can filter by clicking on the drop-down arrow and selecting the committee of interest to you.

If there are no open votes, then the committee will not be listed. **Next slide**

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It is important to note that it is up to the individual expert to monitor open vote documents and to notify the standards officer if you wish to make a submission on a vote. As an expert you must inform NSAI of any inputs on votes well in advance of any closing date deadlines. NSAI has a default voting position that is used, which is "abstain" unless otherwise advised.

For more information on the default voting procedure check with your standard officer. **Next slide**

Slide 14

Once you have located your committee you will have two options for accessing voting documents.

The first option is that there will be a PDF document in the “Downloads” column on the right, allowing you to click and download – this is the simplest way to access documents.

The second option is a link that will bring you to Projex-online database to access the documents. This is the work item database for every standard developed by CENELEC. Accessing the documents from this involves a few more steps.

You should take note of the Project number at this stage as you will need this to be able to access the necessary documents in the Projex-online database.

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The Projex-online database can be accessed from the CENELEC Expert area. When you select Projex-Online you should have access with single sign in but you may be asked to log in with you usual log in details. **Next slide**

Slide 16

Once logged into the Projex-online platform you will see the area to enter your project number or the work item number under “quick search”. This is the number you noted on previous slides.

Enter this number in the box shown and select Submit. **Next slide**

Slide 17

This will bring up current information on the database for this project.

There is a lot of information on this project in this area but for now we are interested solely in accessing the relevant documents open for vote.

To access the relevant documents, you will see a prompt on the top right of the screen “Access to current documents”. Click this box. **Next slide**

Slide 18

Here we select the relevant PDF document to review from the list.

This platform has multi language versions, but the English version is usually indicated by an “e” at the end of the document name for example enq1e.

Word and PDF versions are available on this platform for download.

If you wish to vote or comment on a document then you need to complete the commenting template. **Next slide**

Slide 19

This slide shows the commenting template which you can access as part of the ballot, or you can request the form from your standards officer.

It is important not to edit or change the format of this table in anyway as it can cause problems in uploading the template on the balloting system.

Please ensure you use the default fonts and leave the columns at their defined widths. We will now cover how to complete this template. **Next slide**

Slide 20

This slide shows how to fill in the comment template.

Start by filling in the date, the document and project in known.

This helps identify what document you are commenting on.

Next is the Member Body or National Committee column. For international votes Ireland is indicated by the two-letter code I E. At national level you may wish to include your initials or company name, so your standard officer knows who made the submission.

The next three columns help to track where in the document you are making a comment. If line numbers are in the document, please refer to them in the line number column. The clause or subclause and paragraph number or table reference should be listed to help track and trace your comment.

The next column is the type of comment and there are only three categories, general, technical or editorial. A footnote at the end of the comment table provides further information.

The next two columns are very important and must be completed. The “comments column” is where you outline the issue you may have with the wording of a standard and the “proposed change column” is where you suggest new wording. If no new wording is provided, then the drafters may choose to ignore the comment, so it is important to provide a suggested change.

The last column is left blank for the secretariat of the Technical committee.

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Slide 21

In this slide we highlight good practices to consider when completing the template.

That is to:

- Make sure you comment on the correct draft.
- Make sure you comment on the correct draft, and include the correct documents reference. You can check this in the open ballot platform.
- Use line number references if included in the draft.
- Be specific regarding clause numbers, figure and Table references etc that you are commenting on.
- Provide alternative text for “proposed change” if you want something considered for change.
- Classify your comment type as follows: General - GE, Technical - TE, Editorial - ED)
- If you are not satisfied with the contents then consider voting against the draft and provide rational in comments. **Next slide**

Slide 22

When submitting a vote or ballot there are a number of stages that NSAI have to perform. Your comments may be one of many, so it is important that the National Secretary or NSAI Standard reviews all the inputs received and resolves any conflicting input. National committees should work towards consensus on ballot inputs. NSAI will then submit the ballot/vote in line with the agreed position of the committee. If no input is received a default position is taken by NSAI which is generally Abstain, depending on the stage of development.

At the international level, all comments submitted as part of a vote are collated and distributed as a committee document. These are reviewed and considered for inclusion in the development of the next draft. Experts to attend international meeting should ensure IE comments are considered as part of any redrafting. This process continues until consensus is agreed before progressing to the next stage. **Next slide**

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Thank you for completing this module on navigating the CENELEC technical committee website and accessing documents.

For more information on standards and for other modules on standardization please see our Learning Centre on the NSAI website NSAI.ie.