



Guidelines for CEN meeting management tool

I. BACKGROUND

The CEN Meeting management tool (CEN Meetings) is an IT application available on the CEN portal since January 2018. The aim of CEN Meetings is to enable CEN Technical Committee and Working Group officers to create and manage their physical and virtual meetings in a central place as well as to enable the registration of participants to the meetings by their respective NSBs or Liaison organizations or by the Participants themselves.

The use of CEN Meetings is mandatory as of 1 July 2020 following decision BT 59/2019 (see the decision in Annex).

II. ACCESS

Access is possible:

- through CEN Electronic Applications homepage:
<https://sd.cen.eu/meetings/>
- from the eCommittee homepage. Possible to access your committee meetings directly by clicking on a meeting reference under the Meetings frame of the eCommittee homepage.

III. BENEFITS

The main benefits of the application are:

- creation, management and follow-up of meetings (organization and preparation) and related meetings
- easy follow-up of registrations of all participants for meetings;
- full control over attendance as only persons entitled to do so (Global Directory) can register;

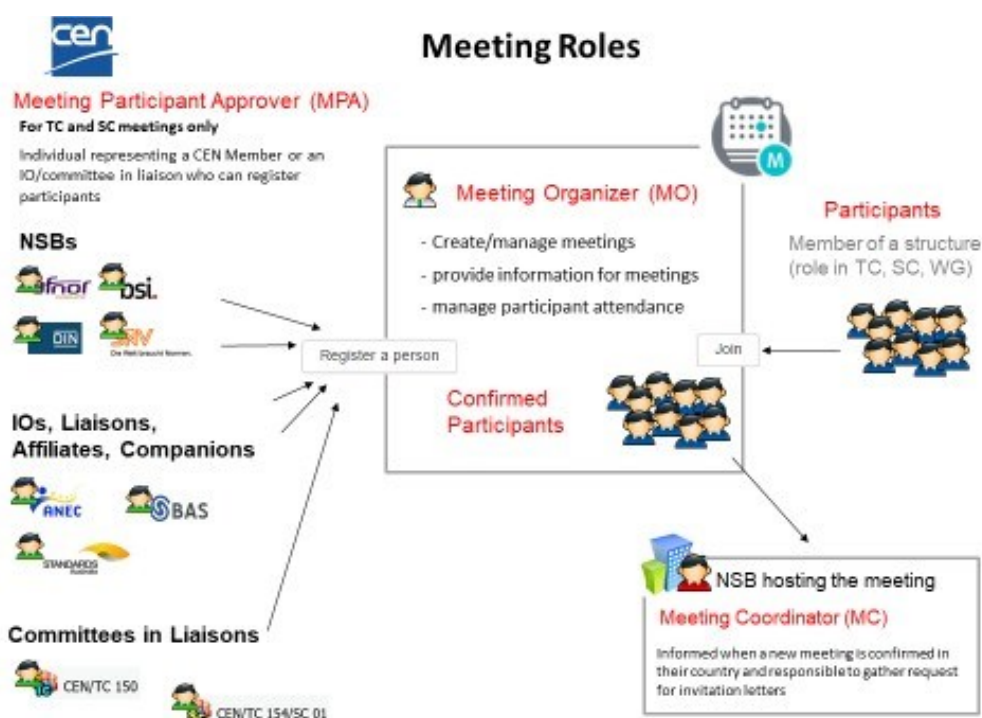
IV. MAIN FEATURES

Management of meetings & roles

With this application CEN Technical Committees can create and manage TC and WG meetings. The application is designed to facilitate the organization and preparation of the meetings: information for meetings, type of meetings, events, automatic generation of attendance lists, access information for online meetings, tracking of the tasks related to the meeting e.g. availability of agenda, upload of minutes etc.

Users must be registered in the ISO/CEN Global Directory (GD). Depending on the role assigned in the GD, different permissions will be granted for CEN Meetings.

Figure 1. CEN Meeting Roles



GD Role	Rights and registration
Meeting Participant Approver MPA (Typically NSB staff, by TC or as a centralized role)	Can register delegates and HoD (Head of Delegation) till the meeting starts. Can disapprove the registration of delegates and HoD.
Secretary and Support	Can create and manage TC- and WG-meetings. Have to self-register (till the meeting starts).
Chair	Has to self-register (till the meeting starts).
Convenor and Support	Can create and manage WG-meetings. Have to self-register (till the meeting starts).
CEN Committee Member	Can self-register as delegate or HoD till the registration deadline.
Liaison representative	Can self-register till the registration deadline. After the deadline the registration has to be done by the secretary of the TC in liaison.
Liaison secretariat	Can register liaison representatives (till the meeting starts).
Expert (of a WG)	Has to self-register (till the meeting starts).
Meeting coordinator MC	Informed when a new meeting is created in their country. Responsible to manage invitation letters for visa purposes.

NOTE: The principle of national delegation shall continue to be respected as the Meeting Participant Approver (MPA) of the NSB has the final word: he/she may register additional people and/or disapprove registrations performed by some users.

V. REGISTRATION PERIOD AND DEADLINE

The *Registration period* is the time during which participants can register for a particular meeting. Registration can only be opened if the meeting status is Confirmed. Registration of confirmed meetings opens automatically 24 weeks (6 months) before the meeting start date.

The purpose of the *registration deadline* is to indicate to participants until when they can register to the meeting , not when registration closes. The aim is to give the Meeting Organizer some time for logistic arrangements. The registration deadline is set by default 2 weeks before the meeting start date.

NOTE: After the *registration deadline*, people given the role of CEN committee members of a TC and SC can no longer self-register as delegate or HoD to a meeting. They must be registered by their respective *Meeting Participant Approver* (e.g.: NSB).

VI. Reports

Meeting and participants information is easily exportable in Excel format.

NOTE: Secretaries and Convenors are invited to share an attendance list after the meeting, which includes the exploitation rights assignment statement.

VII. SUPPORT

CEN Meetings User Guide: <https://cen.iso.org/livelink/livelink/open/8694233>

Need help? Please contact CEN helpdesk: helpdeskcentc@iso.org

DECISION BT 059/2019

BT/TCMG, on behalf of BT,

- noting
 - the rationale provided by SNV (Annex 1 to BT N 11823) for making the meeting management application mandatory in CEN, including
 - the benefits related to the registration of participants to CEN/TC and WG meetings;
 - the need to continue to respect the principle of national delegation and for all experts to be registered in the Global Directory;
- considering that the application has been mandatory in ISO since 2017 and is currently in use by a number of TCs and WGs in CEN;
- **decides to make the use of the meeting management application mandatory by all CEN/TCs, SCs and WGs, for meetings for which registration opens as from 1 July 2020;**
- requests CCMC to ensure that the exploitation rights assignment statement is included in the meeting management tool;
- asks the CEN BOSS Maintenance Team with the support of CCMC to provide short guidance in CEN BOSS on roles, deadlines for registrations, registration after deadlines, registration of experts and liaison officers, monitoring for NSBs, etc.;
- invites secretaries and convenors to share the attendance list after the meeting.