



CENELEC MEETING REGISTRATION SYSTEM

USER GUIDE

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1 Introduction

This document is written for the following users of the **CLC Meeting Registration System** (see the definition of the different roles in paragraph 1.2):

- **TC/SC Secretary**
- **HC Organizer**
- **NC Accreditor**
- **NC Administrator**
- **Participant**

1.1 Aim of the CLC Meetings Registration System

CENELEC's Meeting Registration System (MRS) is a software platform, resembling the IEC Meetings Registration System deployed by IEC in 2017. The aim of the CLC MRS is to enable Technical Committees (TC/SC/JTC), Working Groups (WG) and BT Task Force (BTTF) officers to create and manage their meetings in a central place as well as to enable registration of participants to the meetings by their respective NC Admins or by the participants themselves.

Management of meetings:

- Enable officers to create and manage TB meetings.
- Facilitate the preparation and organization for Secretaries and Convenors.

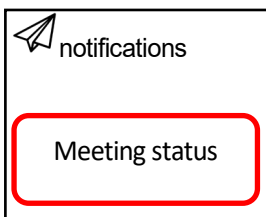
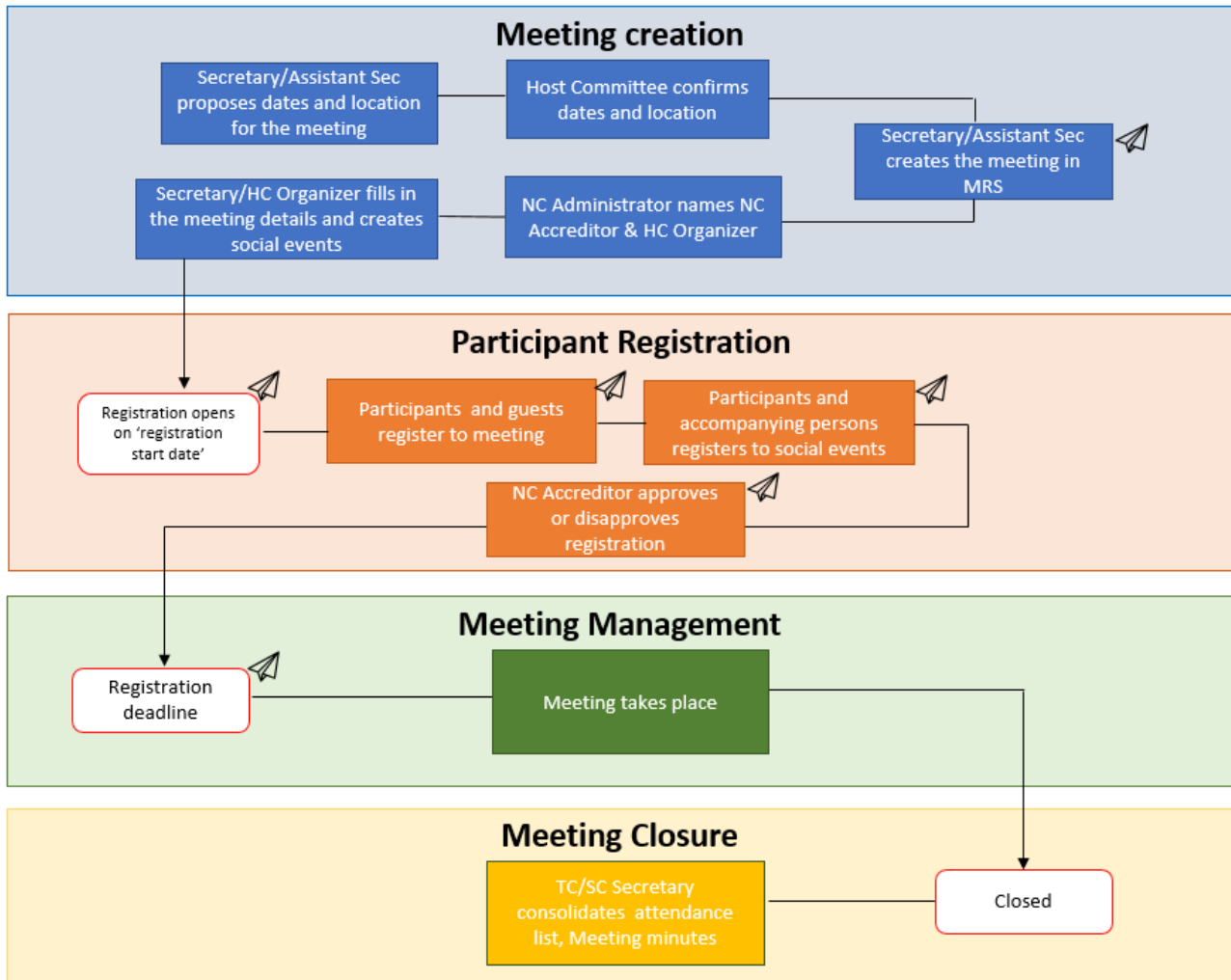
Participant registration:

- Ensure only authorized and accredited individuals register to a meeting.
- Facilitate the registration of representatives of other TBs and entities.

Reports:

- Enable officers to circulate documents via CLC MRS.
- Allow officers to extract information about meeting attendance.

The CLC Meeting Registration System process is characterized by the following main stages. Each step (box) is described in detail in the present document.



1.2 Roles and Permissions

Any individual who wishes to use MRS **must have an EMS username and valid password**. Depending on the role assigned in EMS, different permissions will be granted on the MRS platform. Therefore, the correct allocation of roles within EMS is central for using MRS.

For logging in, the CEN-CENELEC-ISO-IEC common federation authentication single sign-on system may be used. Hence, users only need to authenticate once when accessing the different applications related to CCMC.

EMS Role	MRS role	Access in MRS
NC Administrator	NC Administrator	<ul style="list-style-type: none"> • Assigns the NC Accreditor (and HC Organizer if needed)
Appointed NC Official/National Participant for each country	NC Accreditor	<ul style="list-style-type: none"> • View attendance and participation to meetings • Approve/disapprove a participation to a meeting • Assign the Head of Delegation
Appointed NC Official/National Participant for each country	HC Organizer (optional)	<ul style="list-style-type: none"> • Fill in meeting information • Register participants and guests to a meeting and social event • Accredite participants in stand-alone Working groups and multiple working groups
Secretary Convenor Chair Assistant secretary	TC/SC Secretary	<ul style="list-style-type: none"> • Create and manage meetings • Decide which groups or subgroups should meet • Fill in the mandatory information such as registration start date, meeting timetable, events... • Register participants and guests to meetings and social events
NC Official National Participant Members Observers	Participant	<ul style="list-style-type: none"> • Register to a meeting and social event • Change registration status (in person to remote and vice-versa) • Download reports

***HC Organizer addendum:** Both a secretary and a convenor inherit the role of HC Organizer. However, if the secretary or the convenor is unavailable, they can assign another HC Organizer. The HC Organizer holds the same privileges as a secretary or convenor, except for the ability to create meetings.

In stand-alone and multiple Working Groups, HC Organizers possess the authority to accredit experts or guests. Convenors can accredit experts or guests in stand-alone Working Group meetings, while secretaries can accredit participants in multiple Working Group meetings.

However, it is important to note that in TC/SC/BTTF meetings, only the NC Accreditor has the authority to accredit participants. Secretaries do not have the accreditation privileges in TC/SC/BTTF meetings.

1.3 Terms and Definitions

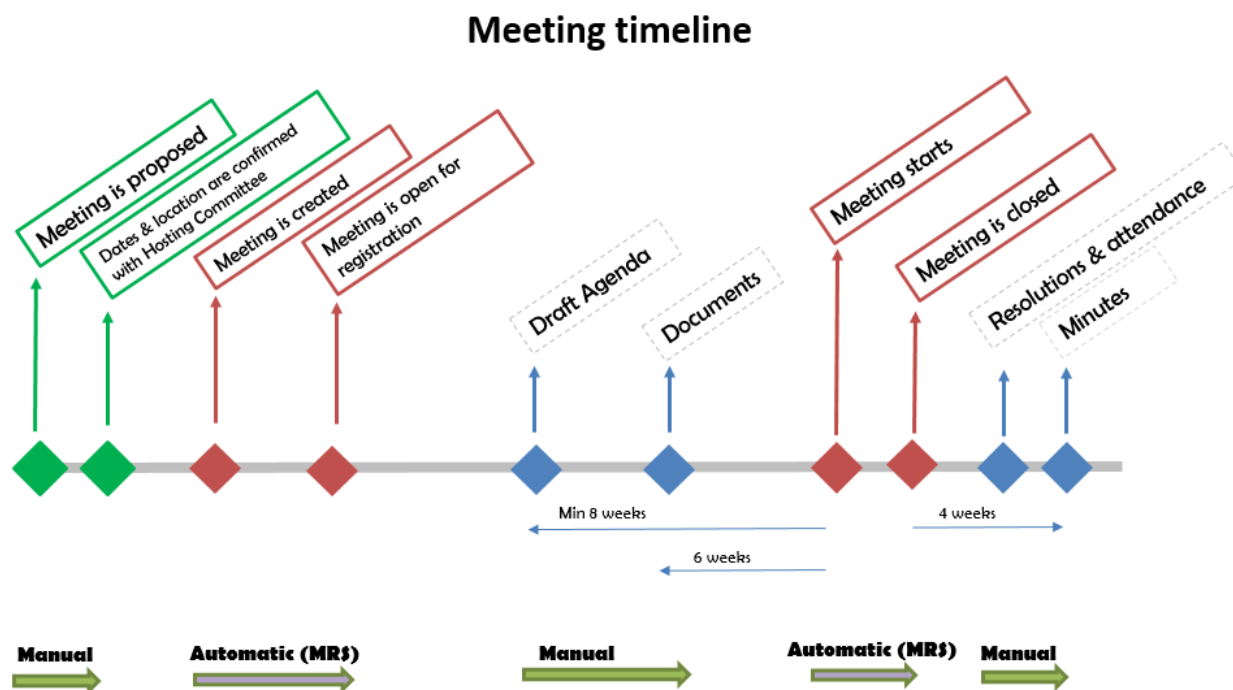
Term	Definition
Structure	In this document, the term refers globally to a technical body. E.g., the structure of a TC includes all WGs whereas the structure of a WG only includes the WG.
Committee	In this document, the term is used to refer to TC, SC, BTTF and JTC.
Technical Body (TB)	A technical body includes Committees and Working Groups.
Meeting	A meeting is a gathering of experts of one structure at a specific date. The gathering may be physical, virtual or hybrid.
Social event	A social event is an activity associated to a meeting and usually organized by the NC hosting the meeting. For example, dinner and/or an organised visit.
Officers	Chairpersons and Secretaries of Committees, Convenors and Secretaries of WGs.
Delegate	A person representing a NC in a Committee meeting.
Expert	A person representing his/her expertise in a WG meeting who is nominated by his/her NC.
Head of delegation (HoD)	The delegate that leads the delegation and that is holding the national position in a Committee meeting. There can only be one head of delegation per Member per meeting.
CLC Meeting Registration Administrator (CLC MRA)	The Technical Program Manager (TPM) of the committee is responsible for overseeing the meeting and has all the necessary administrative privileges.
Observer	A person representing an organization falling in the following criteria (Internal regulations – part 2, 3.2.4): CENELEC Affiliates, partner Organizations, EU Commission and EFTA secretariat, associated Body, European Stakeholder, Organizations which have been granted liaisons, CLC Consultants, CLC Project Managers. Observers can be Liaisons representatives, Consultants and Technical Program Managers.
Accompanying persons	This implies only relatives. It is not applicable for colleagues or delegates.
Guest	A person who is not member of the TC/SC but invited by the Host Committee or Chairperson on ad hoc basis. All requests are managed by the Secretary or HC Organizer. In order to access MRS, a Guest must be registered in EMS.

1.4 Abbreviations

Abbreviations	Description
NC	National Committee
HC	Hosting Committee
CCMC	CEN and CENELEC Management Centre
BTTF	BT Task Force
LR	Liaison Representative
P	Participant
IO	International Organisation
HoD	Head of Delegation
TPM	Technical Programme Manager
EMS	Expert Management System
CEN-CLC	Comité Européen de Normalisation – Comité Européen de Normalisation Électrotechnique
MRS	Meeting Registration System
TB	Technical Body
HoD	Head of Delegation
TC	Technical Committee
SC	Sub-Committee
JTC	Joint Technical Committee
WG	Working Group
F	Face-to-face meeting
H	Hybrid meeting
V	Virtual meeting

1.5 Meeting Timeline

The following meeting timeline shows the different status of a meeting: **green points** describe actions between the TB and HC, **red points** elaborate on automatised actions by the MRS, **blue points** highlight documents to be extracted or circulated.



Status	Description
Meeting is proposed	Exact date and location may not be known yet.
Dates & location are confirmed	Dates and location are defined and coordinated between TB and HC via email. Relevant stakeholders have been included.
Meeting is created	Meeting is created once all the information has been added within MRS (e.g., location, dates & periods).
Registration opens	Participants can register to the meeting and/or the Secretary can register participants. The Draft Agenda and supporting documents should be made available. The 'registration deadline' within MRS is only an indicative date, not enforced by the system. The deadline gives the TC Secretary or NC Organizer time to arrange logistics and complete remaining tasks.
Meeting starts	Meeting starts and is currently taking place. Participants may find information about the meeting in MRS.
Meeting is closed	When the meeting is finished eventual reports for the Minutes may be extracted.

2 Meetings

Any National Committee may offer to host a TB meeting. The NC of the country where the meeting will be held is considered the HC and its approval of the meeting details provided by the TB officers is required.

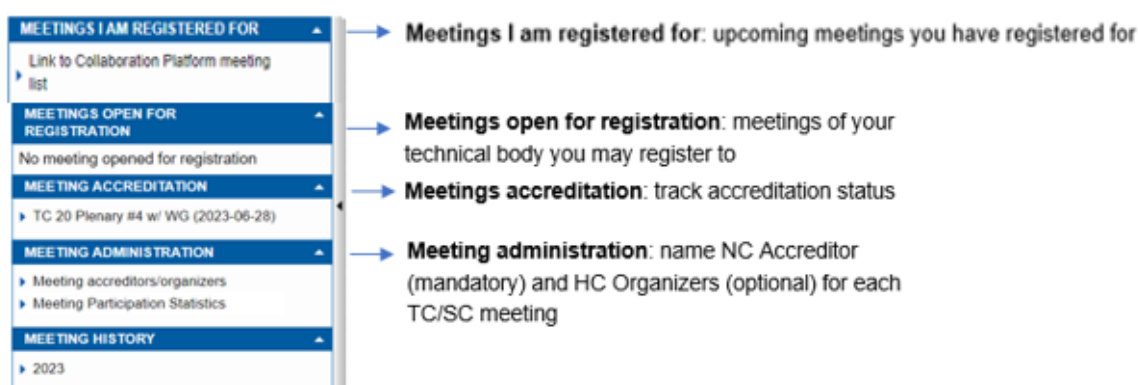
For WG meetings, the NC of the country where the meeting will be held must be informed of the meeting before it is announced to the TB.

2.1 The MRS Main Menu

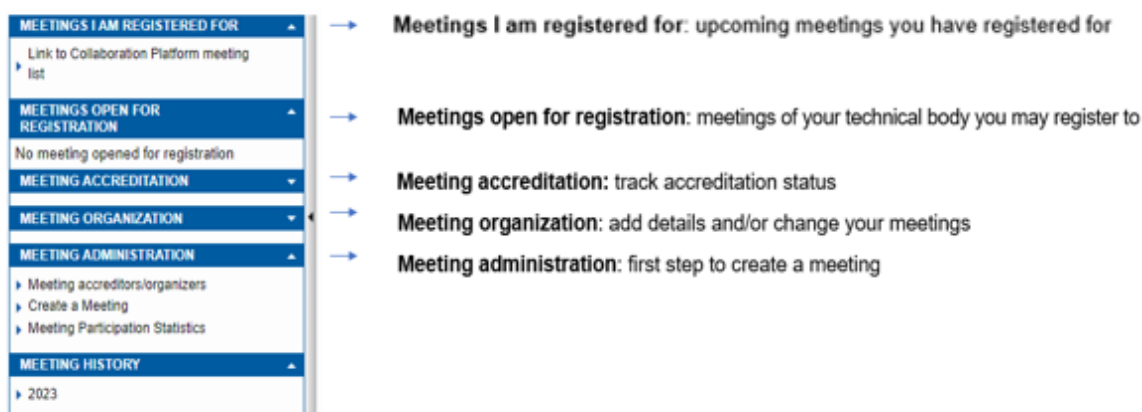
The main menu appears on the left-hand side once a user has signed onto MRS and displays available options which vary, depending on the user profile in EMS. The following screenshots illustrate how the main menu might look like.

Depending on the types of meetings taking place, it should be noted that Committee Officers may also see the 'Meeting Accreditation' menu.

Main menu for NC Admins



Main menu for TB Officers



Main menu for NC Accreditors

MEETINGS I AM REGISTERED FOR ▲ ▶ TC 20 (2023-08-09) ▶ TC 20 (2023-09-07) ▶ TC 20 (2023-10-11) ▶ TC 20 Nooshin (2024-06-03)	→ Meetings I am registered for: upcoming meetings you have registered for
▶ Link to Collaboration Platform meeting list	
MEETINGS OPEN FOR REGISTRATION ▲ ▶ TC 8X/WG 06 (2024-06-13) ▶ TC 20 (2023-11-06) ▶ TC 20 (2023-11-01)	→ Meetings open for registration: meetings of your technical body you may register to
MEETING ACCREDITATION ▲ ▶ TC 20/WG 11 (2023-08-09) ▶ TC 20 (2023-08-09) ▶ TC 20 WG meetings (2023-10-02) ▶ TC 20 (2023-10-11) ▶ TC 20/WG 11 (2023-10-19) ▶ TC 20 Nooshin (2024-06-03)	→ Meeting accreditation: the meetings require accreditation from the NC Accreditor

Main menu for the participant

MEETINGS I AM REGISTERED FOR ▲ ▶ TC 20/WG 11 Test 1 (2023-07-25) ▶ TC 20 (2023-08-01) ▶ TC 20 (2023-08-02) ▶ TC 20/WG 11 (2023-08-09) ▶ TC 20 (2023-09-07) ▶ TC 20 (2023-09-14)	→ Meetings I am registered for: your upcoming meetings
▶ Link to Collaboration Platform meeting list	
MEETINGS OPEN FOR REGISTRATION ▲ ▶ TC 20 (2023-11-06)	→ Meetings open for registration: meetings of your Technical Body available for Registration on MRS
MEETING HISTORY ▲	

2.2 Committee meetings

The date and place of a meeting are subject to an agreement between the Chairperson and the Secretary of the Committee concerned. In the case of a SC meeting, the Secretary should first consult with the Secretary of the parent Committee to ensure the best coordination of meetings.

Types of meetings:

- Face-to-face Meetings (F): Any meeting that is planned where either all or most participants are attending at the location designated by the host.
- Virtual Meetings (V): Any meeting that is planned where all participants are attending virtually.

- Hybrid Meetings (H): Any meeting that is planned with the combination of participants attending at the location designated by the host and participants attending virtually.

3 Create a meeting in MRS

3.1 Access the MRS platform

You can access the CENELEC Meeting Registration System software here: meetings.iec.ch

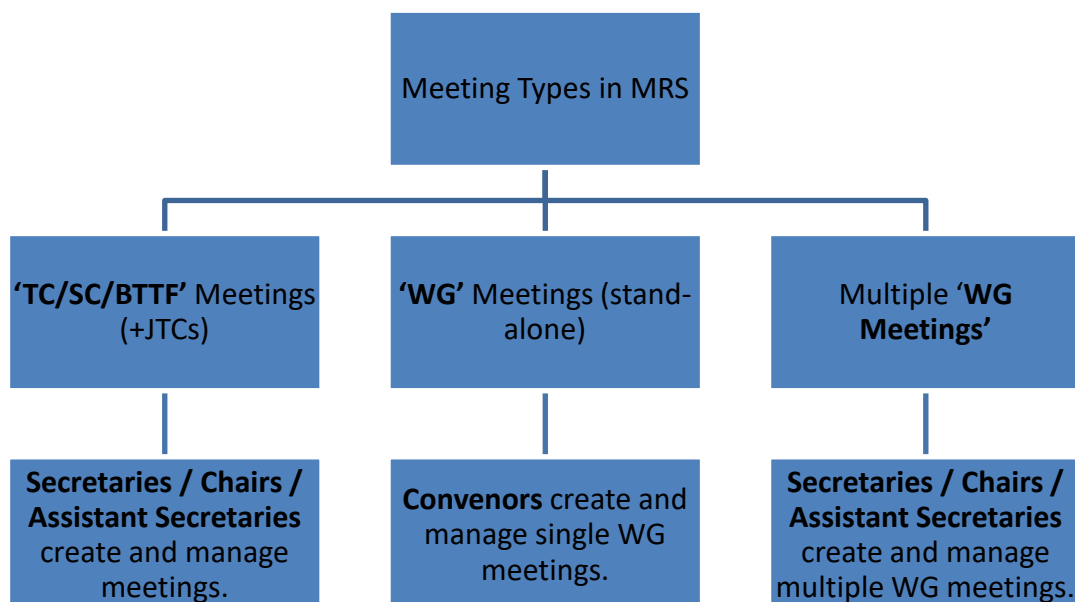
The users will use the CEN-CENELEC-ISO-IEC Common Federation Authentication single sign-on system and use the login details provided by their NC.

When transitioning between tenants, from IEC MRS to CLC MRS, please refrain from using the back arrow. Instead, use the 'Switch Tenant' tab located on the right side at the top of the page.



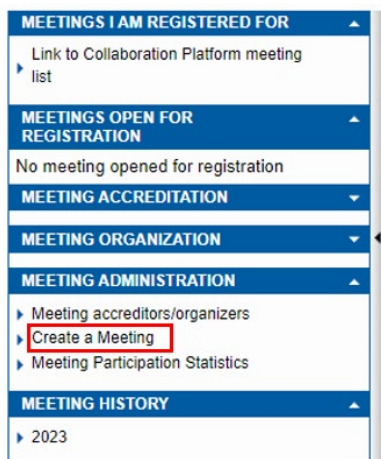
3.2 Meeting types & responsibilities

After agreeing on the date and location with the HC, the Technical Body Officer may create a meeting in MRS. There are 3 types of meeting in MRS:



3.3 Create a TC/SC/BTTF meeting in MRS

Step 1: Under the 'Meeting Administration' box on the side panel on your landing page, you can click on 'Create a meeting'



Step 2: You must complete the following information to be able to create a meeting:

Home > Add a meeting

New Main Meeting Create

Meeting Type *	TC/SC/BTTF	→ Select the committee from the list: TC/SC/BTTF or multiple WGs
Meeting Presence *	<input type="radio"/> Face-to-face only <input type="radio"/> Virtual only <input checked="" type="radio"/> Face-to-face and Virtual	→ Select the type of presence needed for the meeting
TC/SC/BTTF *	TC 20	→ Select the committee from the list
Host Committee *	Switzerland	→ Enter the name of the country hosting the meeting
Meeting Start Date *	2023-05-21	→ Add the meeting start and end date
Meeting End Date *	2023-05-21	

For plenary meetings, there is an option to select which SC or WG is also invited.

Click on Create (top right) when finished.

Step 3: You need to fill in the necessary details of the meeting on the 'Details' tab. Before filling in the 'Registration start date', it is important to complete the 'Meeting timetable' on the next tab. The registration start date serves as a crucial trigger for the automatic creation of the meeting.

> Manage meeting

IEC TC 20 (2023-09-14)
Face-to-face and Virtual +

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Postpone the whole meeting Edit

Meeting details

Host	Switzerland	Address	Rue du Maupas 14
TC/SC/BTTF	TC 20		
Meeting name	TC 20		
Description		Post code	1003
Meeting start date	2023-09-14	Town	Lausanne
Meeting end date	2023-09-15	State / Province	
Status	Active	Country	Switzerland
Meeting presence	Face-to-face and Virtual	Telephone	
Registration start date		Fax	
Registration end date	2023-09-13	E-mail address	
		URL (Host/Venue)	

Host: same as previous page

Meeting name: indicates the TC and the type of meeting (e.g TC 96 and its WGs – plenary meeting)

Description: Can add number and/or location of meeting (e.g, 9th meeting)

Status: Select from the scroll-down Active, Cancelled, To be confirmed, Replaced (Deleted), Rescheduled, Draft

Meeting presence: Select from F, V, or H

Registration start date: to be added when all the other info (including on the 'meetings timetable' on the next tab)

Registration end date: it is added automatically by the system when the meeting is closed. It is set-up by default one day before the meeting start date, but it may be modified.

The location, address and the email of the meeting organiser needs to be filled in.

URL: add the URL of the venue if it is a physical meeting

Note: The Zoom/MS Teams URL can be added in the Meeting information under the 'Meetings Timetable' tab for each separate meeting (as shown below).

2024-02-02

CENELEC TC 20 (2023-11-01)
Face-to-face and Virtual

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence

Back to list Add a meeting Edit

TC 20/WG 11

Meeting type	WG
Committee	TC 20/WG 11
Meeting name	TC 20/WG 11
Description	Harmonisation of joints, accessories and terminations of electric cables
Is full	<input type="checkbox"/>
Status	Active
Order just after	TC 20
Remark	
URL(s) for the virtual meeting	

Important note if using a Zoom link: to maintain consistency with the Zoom link for both morning and afternoon meetings, you can use the 'Recurrent Meeting' feature in Zoom. This feature ensures that each occurrence uses the same meeting ID and settings, making it ideal for scheduling meetings held over several days.

1. Click on Schedule a Meeting
2. Check Recurring Meeting option
3. Adjust the recurrence. This includes the number of times the meeting occurs and how often it occurs, start and end dates.
4. Click on Save
5. Finish selecting the meeting options and click Schedule

For any inquiries regarding Zoom, please access the Zoom [user guide](#) here:

<https://experts.cen.eu/media/Experts/Web-conference/cen-cenelec-quick-guide-to-zoom-meetings.pdf>

Step 4 : To complete the meeting creation process, it is essential to determine the groups/subgroups that will participate and establish their respective meeting schedule. You therefore need to navigate to the **'Meetings Timetable'** tab:

a. Overview of features in the 'Meetings Timetables' section

> Manage meeting > List meetings

IEC TC 20 (2024-07-01)
Face-to-face and Virtual

Details **Meetings Timetable** Rooms Hotels Visas Events Practical info Admin Lists Documents

Meeting information Edit

None

Generate invitation View details View rooms Edit timetable Add a meeting

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 01 Jul		Tue 02 Jul	
	AM	PM	AM	PM
TC 20	H	H	H	
TC 20/WG 13	H	H	H	

This tab will generate the link to the registration to the meeting which can be sent via email to guests

This is a summary of the meetings and their schedule

Indicates if the meeting will take place in the morning (AM) or afternoon (PM)

Add meeting if required

b. Customize the time frame of your meeting sessions (AM/PM)

This function will be set up at session level as shown below:

- The maximum time for the AM session is 13.00.
- The default value for the PM sessions will start at 14.00.

CENELEC TC 20/WG 11 (2024-05-01)
Face-to-face and Virtual

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence

Meeting information [Edit](#)

None [Done](#)

Note: The timezone is based on the location of the meeting.

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Wed 01 May		Thu 02 May	
	AM	PM	AM	PM
	TC 20/WG 11	08:00 H 13:00	14:00 H 18:00	08:00 H 12:00

As a Secretary or HC Organizer, when setting up the session, a default time value will be proposed. You can then customize the exact time and specify the presence type (face-to-face, hybrid or virtual).

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence

Meeting information [Edit](#)

None [Done](#)

Note: The timezone is based on the location of the meeting.

Edit session info [×](#)

Presence Type

Start
2024-05-01 14:00 [🗓️](#)

End
2024-05-01 18:00 [🗓️](#)

[Delete](#) [Update](#)

Important note: Please be aware that due to the setup at IEC impacting the CLC MRS, there is a scheduled one-hour break from 13:00 to 14:00. Consequently, it is not possible to schedule a meeting starting at 10:00 and concluding at 14:00. As a result of this break, meetings scheduled during this time frame will conclude by 13:00.

If you need to schedule a meeting that concludes after 13:00, we recommend including the specific timetable in the 'Meeting Information' section located at the top of the page as well as highlighting the detail in the Draft Agenda.

GENELEC TC 20 Zürich (2024-04-01)
Face-to-face and Virtual

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence

Meeting information Edit

None

Done

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 01 Apr		Tue 02 Apr	
	AM	PM	AM	PM
TC 20	<input type="text"/>	<input type="text"/>	<input type="text" value="H"/>	<input type="text" value="H"/>

As a Participant, the meeting times will also be displayed when registering for meetings as well as in the participant's summary:

Registration status
Submitted

Participation
Remote. Change to in person

Personal details
Ms Nadine Andrey (IEC Secretariat)
IEC Secretariat
3, rue de Varembe
P.O. Box 131
CH-1211 Geneva
Switzerland
Email: and@iec.ch
Tel: +41 22 919 03 09

Please, the full address (also postcode and town) is mandatory, click [here](#) to complete your personal details and refresh the page after your changes.

Meetings [Select the section Meetings above to modify your participation.]
Note: The offset for the start/end times shown in the timetable is UTC +01:00.

Role: Standards Project Administrator	Tuesday 19 September 13:00-16:00	TC 62 Virtual	Pending
Role: Standards Project Administrator	Friday 22 September 13:00-16:00	TC 62/SC 62D Virtual	Pending
	Saturday 23 September 13:00-16:00	Virtual	

If your participation is approved, you will receive a notification with the meeting link(s) the night before the meeting(s) and also if a new link is added or updated.

Once you have edited the timetable, you may return to the 'Details' tab and add the 'Registration start date'. Please make sure that the start date is set in the future so that the system takes this meeting into account and sends a notification to NC Accreditors to approve possible participants.

Click on Save when finished. **The meeting is now created.**

Once the registration start date is open, the meeting will appear to all Participants in the main menu, under “**Meetings Open for Registration**”.

If you need to cancel, replace, or reschedule a meeting, please go back to ‘status’ on the main “Details” page which will allow you to select the corresponding option:

Status	Active
Meeting presence	Active
Registration start date	Cancelled
Registration end date	To be confirmed
	Replaced (deleted)
	Rescheduled
	Draft

3.4 Create a stand-alone Working Group meeting

The Convenor creates a Working Group meeting in MRS. The process is the same as for the creation of a committee meeting, see below:

Home > Add a meeting

New Main Meeting Create

Meeting Type *	Please select... <input type="button" value="v"/>
Meeting Presence *	Please select... <input checked="" type="radio"/> WG <input type="radio"/> Virtual only <input type="radio"/> Face-to-face and Virtual
Meeting Start Date *	2023-07-05 <input type="button" value="c"/>
Meeting End Date *	2023-07-05 <input type="button" value="c"/>

After creating the meeting, proceed to enter the meeting details on the ‘**Details**’ tab, followed by editing the timetable on the ‘**Meetings timetable**’ tab. Once these steps are completed, you can navigate back to the ‘Details’ tab to include the ‘**Registration start date**’. This will trigger for the automatic creation of the meeting.

Home > Manage meeting

IEC TC 20/WG 11 (2023-08-09)
Face-to-face only

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Postpone the whole meeting Edit

Meeting details

Host	Austria	Address	Oberstr.4
WG	TC 20/WG 11	Post code	12345
Meeting name	TC 20/WG 11	Town	Vienna
Description		State / Province	
Meeting start date	2023-08-09	Country	Austria
Meeting end date	2023-08-10	Telephone	
Status	Active	Fax	
Meeting presence	Face-to-face only	E-mail address	
Registration start date	2023-06-25	URL (Host/Venue)	
Registration end date	2023-08-08		

Home > Manage meeting > List meetings

IEC TC 20/WG 11 (2023-08-09)
Face-to-face only

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Meeting information Edit

None

Generate invitation View details View rooms Edit timetable

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Wed 09 Aug		Thu 10 Aug	
	AM	PM	AM	PM
TC 20/WG 11	F	F	F	



Click on  when finished.

Note: For further guidance on using the 'session' in the 'Meeting timetable' tab, please consult Section 3.3 'Create a TC/SC/BTTF meeting in MRS Step 4b' on page 15 and 16 of the user guide.


3.5 For multiple WG Meeting(s)

The Secretary/ Chair creates the meeting, which follows the same procedure as for a stand-alone WG meeting (see previous chapter). However, with this specific type, multiple WG meetings from the same structure can be created. To do so, navigate to the 'Meetings' tab and select 'add meeting':



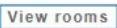

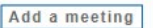
Home > Manage meeting > List meetings

 **TC 20 WG meetings (2023-10-02)** 
Face-to-face only

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Meeting information 

None



    

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)


	Mon 02 Oct	
	AM	PM
TC 20/WG 13	F	F
TC 20/WG 11	F	F

Clicking on 'Edit timetable' allows to schedule the meeting:


Home > Manage meeting > List meetings > Edit timetable

 **TC 20 WG meetings (2023-10-02)** 
Face-to-face only

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents

Meeting information 

None



Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Mon 02 Oct	
	AM	PM
TC 20/WG 13	F <input checked="" type="checkbox"/>	F <input checked="" type="checkbox"/>
TC 20/WG 11	F <input checked="" type="checkbox"/>	F <input checked="" type="checkbox"/>

Select the time and the date of the meeting and click 'Done' when finished.

Note: For further guidance on using the 'session' in the 'Meeting timetable' tab, please consult Section 3.3 'Create a TC/SC/BTTF meeting in MRS Step 4b' on page 15 of the user guide.


3.6 Postpone a meeting

Only the Secretary, Convenor (for WG stand-alone) and MRS admin can postpone a meeting:

Go to the **MEETING ORGANIZATION** section and search the meeting you wish to postpone.

Click '**Postpone the whole meeting**':

Home > Manage meeting

GENELEC TC 20 (2023-10-11)
Face-to-face only 

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence


Add TC/SC **Postpone the whole meeting** Edit

Meeting details

Host	Spain	Address	Malage 56
TC/SC/BTTF	TC 20		
Meeting name	TC 20		
Description		Post code	12345
Meeting start date	2023-10-11	Town	Madrid
Meeting end date	2023-10-12	State / Province	
Status	Active	Country	Spain
Meeting presence	Face-to-face only	Telephone	
Registration start date	2023-06-15	Fax	
Registration end date	2023-10-10	E-mail address	tlee@cencenelec.eu
GMT Offset		URL (Host/Venue)	


Update the meeting date and click 'Move':

Home > Manage meeting > Manage meeting

GENELEC TC 20 (2023-10-11)
Face-to-face only 

Details Meetings Timetable Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence

Current date 2023-10-11

Date to move to (future or past)* 2023-10-11  Move Cancel

The meeting end date will be set-up by the system based on the duration of the previous dates.

The meeting structure (meetings, events, participants, registrations, etc...) will be kept, only dates will be updated.

The meeting start date, end date, registration date, and end date will also be updated.

Note: It is currently not possible to **delete a meeting** in MRS. To remove a meeting from appearing to participants, you need to set the meeting to 'replaced (deleted)'. This is the only way for anyone to delete a meeting.

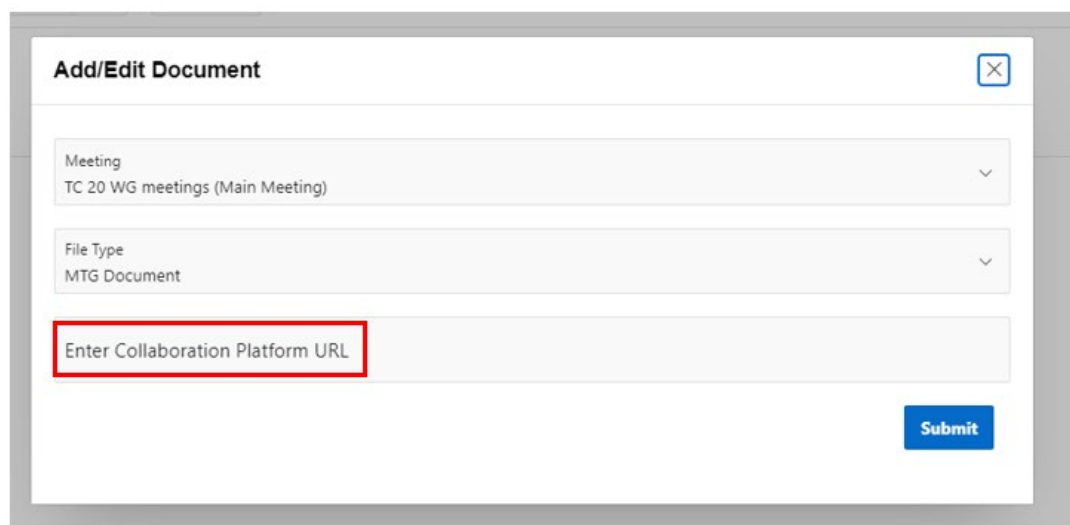
3.7 Add a link from Collaboration Platform to MRS

To upload documents from Collaboration Platform to MRS, the Technical Body Officer may follow these steps:

1. Access the Collaboration Platform and locate the desired document, such as the Draft Agenda
2. Copy the document's link from the Collaboration Platform (show preview of document, use the respective button to copy the link)
3. Go to MRS and open the relevant meeting or section where the document needs to be uploaded
4. Navigate to the '**Documents**' tab within the meeting in MRS
5. Click on '**Add document**' button:



6. Enter the copied URL of the document from Collaboration platform into the provided field:

A screenshot of the 'Add/Edit Document' modal form in MRS. The form has a title bar with 'Add/Edit Document' and a close button. It contains two dropdown menus: 'Meeting' with the selected value 'TC 20 WG meetings (Main Meeting)' and 'File Type' with the selected value 'MTG Document'. Below these is a text input field with the placeholder text 'Enter Collaboration Platform URL', which is highlighted with a red rectangular box. At the bottom right of the form is a blue 'Submit' button.

4 Meeting registration

4.1 Start registration

Nobody is automatically registered to a meeting. The registration process needs to be initiated by the participant or the Secretary/ Convenor.

It is only from the 'Registration start date' that the meeting is listed in MRS under '**MEETING OPEN FOR REGISTRATION**'.

Each user who sees the meeting under “**MEETING OPEN FOR REGISTRATION**’ can register with the button

Start registration

The screenshot shows the IEC registration interface. On the left, a sidebar lists meetings under 'MEETINGS I AM REGISTERED FOR' and 'MEETINGS OPEN FOR REGISTRATION'. The 'MEETINGS OPEN FOR REGISTRATION' section highlights 'TC 20 (2023-11-06)'. The main content area shows the registration page for 'TC 20 (2023-11-06) Face-to-face and Virtual'. It includes a disclaimer, a 'Start registration' button (highlighted with a red box), and a 'Start remote only registration' button. Below, it states the location is Vienna (AT) at Merkelstrasse 4. An 'Official Documents' section provides a link to an AC Announcement. A timetable table shows the meeting schedule for Monday, 06 Nov and Tuesday, 07 Nov, with sessions in AM and PM.

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)					
	Mon 06 Nov		Tue 07 Nov		
	AM	PM	AM	PM	
TC 20	H	H	H	H	
TC 20/WG 09	H	H			

Once they have registered, some participants (Technical Body officers, TPMs) are automatically accredited while other roles need to be accredited by the NC Accreditor. Please note:

- NC Officials and National Participants need to be accredited by the NC Accreditor for TC/SC/BTTF meetings.
- Members (experts) are automatically accredited to a WG meeting once they have registered.

4.2 Meeting Registration

Once you have started your registration, you must click on the ‘**submit registration**’ button. You will receive a notification via email to confirm the submission. If your application is ‘**on hold**’, it means that you have not submitted it yet.

The screenshot shows the 'My meeting registration' page for 'TC 20 Plenary meeting (2023-11-01) Face-to-face and Virtual'. The registration status is 'Submitted' (highlighted in green). The location is Paris (FR). A 'Cancel registration' button is visible. The participation section includes contact information for Ms Olivia tc20p_tc20wg11 (Austria) and personal details.

Personal details
 Ms Olivia tc20p_tc20wg11 (Austria)
 Weidenweg 53
 AT-1452 Vienna
 Austria
 Email: at-olivia-tc20ptc20wg11@cencenelec.eu
 Tel: +43 2742 866343210

If you read ‘**Submitted**’ (as in green above) the registration has been sent. Participants who are not automatically registered and approved for meetings, like delegates in a committee, will require accreditation. If this is the case, the

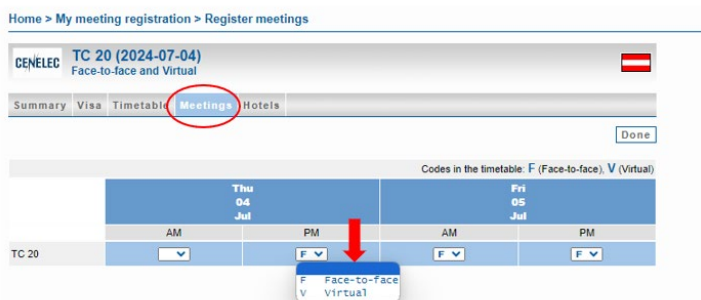
meeting attendance status will be listed as **'Pending'**. The relevant NC Accreditor will be notified of such requests by email. The participant's meeting status will be automatically updated once the NC Accreditor has approved or disapproved the request via MRS.

As soon as you have submitted your registration, it will no longer be displayed in the **'MEETINGS OPEN FOR REGISTRATION'** menu but will appear under **'MEETINGS I AM REGISTERED FOR'**.

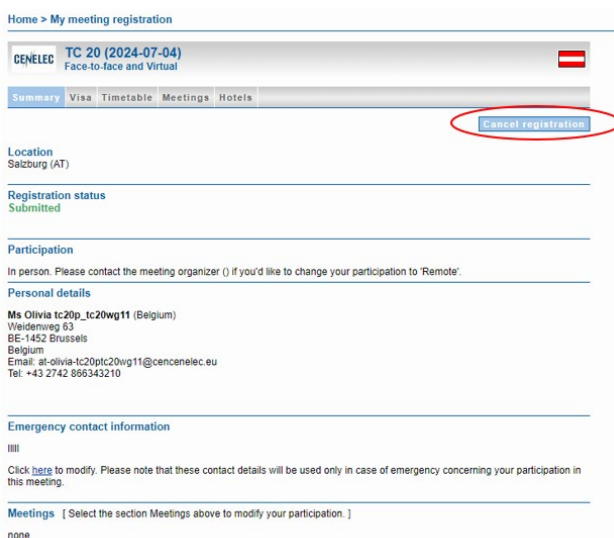
4.3 Changing participant status between 'in person' and 'remote'

To ensure smooth transitions between **in-person** and **remote participation**, participants are responsible for updating their registration status accordingly. However, in cases where participants encounter difficulties or are unable to do it themselves, the Secretary or HC Organizer possesses the authority to facilitate these changes on their behalf. Here's a detailed procedure to guide you through the process:

1. Navigate to the meeting's registration page which is under the **'Meetings I am registered for'** section.
2. Access the **'meetings'** tab and proceed to deregister from all the sessions.



3. Return to the **'Summary'** tab and select **'Cancel registration'**.



4. Allow a few moments for the system to reflect the change with a prominent **'cancelled'** indication.

Home > My meeting registration

CENELEC TC 20 (2024-07-04)
Face-to-face and Virtual

Summary Visa Hotels **Reactivate registration**

Location
Salzburg (AT)

Registration status
Cancelled

Participation
In person. Please contact the meeting organizer () if you'd like to change your participation preferences.

Personal details
Ms Olivia tc20p_tc20wg11 (Belgium)
Weidenweg 63
BE-1452 Brussels
Belgium
Email: olivia-tc20ptc20wg11@cencenelec.eu
Tel: +43 2742 866343210

Emergency contact information
III
Click [here](#) to modify. Please note that these contact details will be used only in case of emergency concerning your participation in this meeting.

Meetings [Select the section Meetings above to modify your participation.]
none

5. On the same page, locate and click 'Reactivate registration'.
6. Within the '**Participation**' section, click on 'change to remote'.

Home > My meeting registration

CENELEC TC 20 (2024-07-04)
Face-to-face and Virtual

Summary Accompanying persons Visa Meetings Hotels **Cancel registration**

Location
Salzburg (AT)

Registration status
Not submitted
You must **SUBMIT** your registration to start the accreditation process! **Submit registration**

Participation
In person. **Change to Remote**

Personal details
Ms Olivia tc20p_tc20wg11 (Belgium)
Weidenweg 63
BE-1452 Brussels
Belgium
Email: olivia-tc20ptc20wg11@cencenelec.eu
Tel: +43 2742 866343210

Emergency contact information
III
Click [here](#) to modify. Please note that these contact details will be used only in case of emergency concerning your participation in this meeting.

Meetings [Select the section Meetings above to modify your participation.]
none

7. Return to the 'meetings' tab and reconfirm your attendance preferences for the sessions. Please note that 'remote' is the appropriate selection for remote participation; face-to-face sessions cannot be attended remotely.

Home > My meeting registration > Register meetings

CENELEC TC 20 (2024-07-04)
Face-to-face and Virtual

Summary Accompanying persons Visa **Meetings** Hotels **Done**


Codes in the timetable: F (Face-to-face), V (Virtual)

	Thu 04 Jul		Fri 05 Jul	
	AM	PM	AM	PM
TC 20	<input type="button" value="F"/>	<input type="button" value="V"/>	<input type="button" value="F"/>	<input type="button" value="V"/>

F Face-to-face
V Virtual

8. Revisit the '**Summary**' tab and confirm your registration adjustments by clicking 'Submit registration'.

Home > My meeting registration

CENELEC TC 20 (2024-07-04) Face-to-face and Virtual 

Summary Accompanying persons Visa Meetings Hotels

Location
Salzburg (AT)

Registration status
Not submitted
You must **SUBMIT** your registration to start the accreditation process!

Participation
In person.

Personal details
Ms Olivia tc20p_tc20wpt11 (Belgium)
Weidenweg 63
BE-1452 Brussels
Belgium
Email: olivia-tc20ptc20wpt11@cencenelec.eu
Tel: +43 2742 866343210

9. Finally, notify the Secretary or HC Organizer via email about the modification made to your participation status.


4.4 Alternative registration of a participant

The Technical Body Officer and the HC Organizer can register members of their respective committee (or children committees) by using the **'Registration participants'** option (see screenshot below):

1. Select the desired meeting by clicking on its name
2. Navigate to the **'Admin'** tab
3. Choose the **'Register participants'** option
4. Type the name of the person (**last name**) you wish to register in the designated field
5. Click on the **'Search'** button

The participant's registration will be subject to accreditation by the NC Accreditor.

Home > Accreditation > Administration

IEC TC 20 (2023-09-14) Face-to-face and Virtual 

Details Meetings Timetable Rooms Hotels Visas Events Practical info **Admin** Lists Documents

1. [NC Accreditors & HC Organizers](#)
2. [Accreditation](#)
3. [Register participants](#)
4. [Invitation letters](#)
5. [Check-in](#)

4.5 Registration of a guest

A guest is an individual who typically originates from an external organization and is invited on a specific occasion to contribute or deliver an intervention. If the guest already has an EMS account (Expert Management System), they will automatically be accredited to the meeting. If the guest is not registered in EMS, they will need to create an account.

To invite a guest, the Technical Body Officer or HC Organizer utilizes a unique link (see image below) which may be sent via email as an invitation.

Home > Manage meeting > List meetings

GENELEC TC 20 (2023-11-01)
Face-to-face and Virtual

Details **Meetings Timetable** Rooms Hotels Visas Events Practical info Admin Lists Documents Participation by correspondence

Meeting information Edit

None

Generate invitation View details View rooms Edit timetable Add a meeting

Codes in the timetable: F (Face-to-face), V (Virtual), H (Hybrid)

	Wed 01 Nov		Thu 02 Nov	
	AM	PM	AM	PM
TC 20	H		H	
TC 20/WG 11	H			H

Then copy-paste the link and send it via email to allow the guest to register to the meeting:

Generate invitation View details View rooms Edit timetable Add a meeting

Generate invitation

Please copy/paste the text below and send it via email:

Dear Madam, Sir,

You have been invited to attend TC 20, TC 20/WG 11.

Please use the following link to register via the GENELEC Meeting Registration System:

https://meetings.stg.iec.ch/ords/f?p=302:500:::500:P500_TOKEN:PNIINGZPKTSLFEMBVWJHMPHUIHRBFMZHZBDAFETYLFNYKXRLKSBHAAKVAPLLPKK

Kind regards,
Tamara Lee

Close

4.6 Registration deadline

The registration deadline is aimed to give indication to participants and the NC Accreditor until when they can register to the meeting.

The registration deadline is set by default to the day before the meeting starts.

5 Meeting accreditation

Permissions:

NC Admins appoint an NC Accreditor per Committee who is responsible for approving or disapproving the participant's registration from their NC. One person may be responsible for several Committees. In cases where the appointed NC Accreditor is unable to perform the accreditation, the NC Admins possesses the privilege to accredit the participant's registration themselves.

Notifications:

Every morning an automatic process checks meetings with registration dates that just started and informs NC Admins who have not appointed anyone as NC Accreditor yet. Therefore, the system sends an email titled '**Nomination of an NC Accreditor**' to the NC Administrators of the NCs. Make sure that the registration start date of a meeting is not set in the past otherwise the daily automatic process will not take such a meeting into account and will not send the 'Nomination of an NC Accreditor' email.

Every Monday morning another automatic process checks on all appointed **NC Accreditors** that need to be notified with a '**Request for accreditation**' email to approve pending participations of experts of their NC, which have submitted their registration earlier.

5.1 Accreditation in TC/SC/BTTF meetings

Roles in the meeting	Accredited by (default)	Accreditation admin rights (backup)	Comments
Chair, Secretary, Assistant Secretary, Acting secretary	Automatically approved	-	-
Head of Delegation	NC Accreditor	NC Admin, CLC MRA	-
Delegate (NC Official, National Participant)	NC Accreditor	NC Admin, CLC MRA	-
Observer (liaisons, 3rd Parties, consultants)	Automatically approved	-	-
Guests	Automatically approved	-	They receive a unique link inviting them to register to the meeting.

5.2 Accreditation in WG Stand-alone meetings

Convenors and Members are automatically approved.

Only the experts will see the meeting but if a guest wants to participate, he/she will need to be registered by the secretary/convenor of the Working Group.

Roles in the WG	Accredited by	Accreditation admin rights (backup)	Comment
Convenor	Automatically approved	-	-

Secretaries (from parent committee)	Automatically approved	-	-
Members	Automatically approved	-	-
Members, Observers from other TBs or Working Groups	HC Organizer*	CLC MRA	*The role is automatically assigned to the person who created the meeting. However, the convenor can designate a second organizer who has the same rights.
Guests	Automatically approved	-	They receive a unique link from the Convenor inviting them to register to the meeting.

5.3 Accreditation in multiple WG meetings

Secretaries and Members are automatically approved.

Only the experts will see the meeting but if a guest wants to participate, he/she will need to be registered by the secretary who organized the WG meetings.

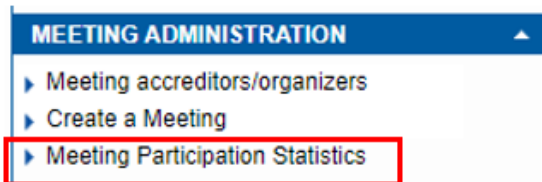
Roles in the WG	Accredited by	Accreditation admin rights (backup)	Comment
Secretary	Automatically approved	-	-
Convenor	HC Organizer*	CLC MRA	*HC Organizer role is automatically assigned to the person who created the meeting. However, the secretary can designate a second organizer who has the same rights.
Members	Automatically approved	-	-
Members and Observers from other TBs or Working Groups	HC Organizer	CLC MRA	*HC Organizer role is automatically assigned to the person who created the meeting. However, the secretary can designate a second organizer who has the same rights.
Guests	Automatically approved	-	They receive a unique link from the Convenor inviting them to register to the meeting.

6 Meeting participation report for National Committees

This function has been recently added to MRS. The default start date is set to **1984-01-01** so this equals as if there were no date range.

To get the list you need to go to the Meeting Administration section and:

1. Click on 'Meeting Participation Statistics'



2. Enter the date range, select the relevant NC:

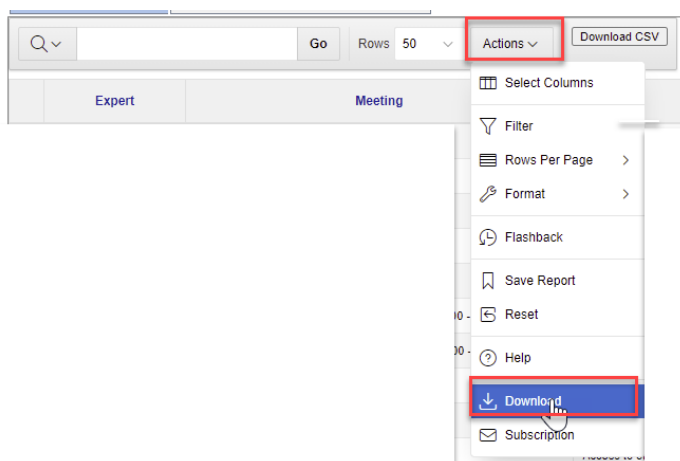
Home > Meeting Participation

Meeting Participation

Meeting Participation Show

Meetings started after *	1984-01-01	
Meetings ended before *	2022-01-01	
National Committee *	All National Committees	

3. Download the file:



4. Select Excel and click Download:

