TO ALL NATIONAL COMMITTEES
Copy (for information only) to chairmen and secretaries of technical committees and subcommittees

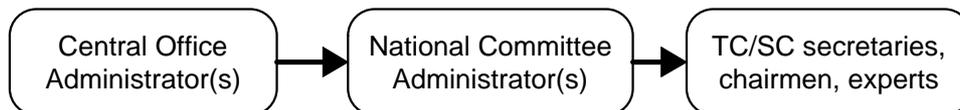### Decentralized authorization system for access to the IEC web site

Dear Sir/Madam,

Further to decisions taken by the Committee of Action at its meeting in Delhi, endorsed by the Council Board, concerning access to the IEC web site and document server, the Central Office is pleased to announce the availability of a system allowing National Committees to control access of their experts to the restricted areas of the IEC web site and document server. At the same time Central Office will also start making available CDVs and FDISs in Acrobat PDF format on the document server.

The sole requirements for using the IEC Central Office permissions system are access to a JavaScript enabled web browser and an e-mail address. Access to the system is available from any PC connected to the Internet and no particular software arrangements, other than the enabling of JavaScript are needed.

In accordance with the Committee of Action decisions, access to electronic versions of CDVs and FDISs should be restricted to those who are required to contribute to the process of determining a national position on the documents.

The permission system is hierarchically arranged as below:

Central Office Administrator(s) → National Committee Administrator(s) → TC/SC secretaries, chairmen, experts

Central Office will assign national administration rights to personnel within each National Committee to be designated by the National Committee concerned. National Committee Administrators will have the right to manage access rights to experts within their own country.

National Committees should therefore request national administration rights for the individuals within the National Committee who will be responsible for assigning rights to the national experts. A suitable form has been annexed. This form is available in Word format on the IEC document server and should be returned by electronic mail to Mr. Jack Sheldon at the Central Office (jrs@iec.ch).

Everyone who is assigned an access right will have access to the restricted area of the IEC web site and the document server. However, access to CDVs and FDISs will be limited to those who have been given specific rights to access those documents.

In order to understand how this works, it is perhaps best to see how the access rights are granted. Using the system comprises two steps:

- creating and managing the users;

- creating and managing their access rights.

The permissions system is accessed through the URL:

http://www.iec.ch/cgi-bin/restpw/rpprocgi.pl/www/iecwww.p?wwwlang=e&wwwprog=perms.p&wwwtest=no&subp=mainmenu

which is also linked from the Document and Resource area. As an NC administrator, after having identified yourself to the system, you will be presented with the following menu:
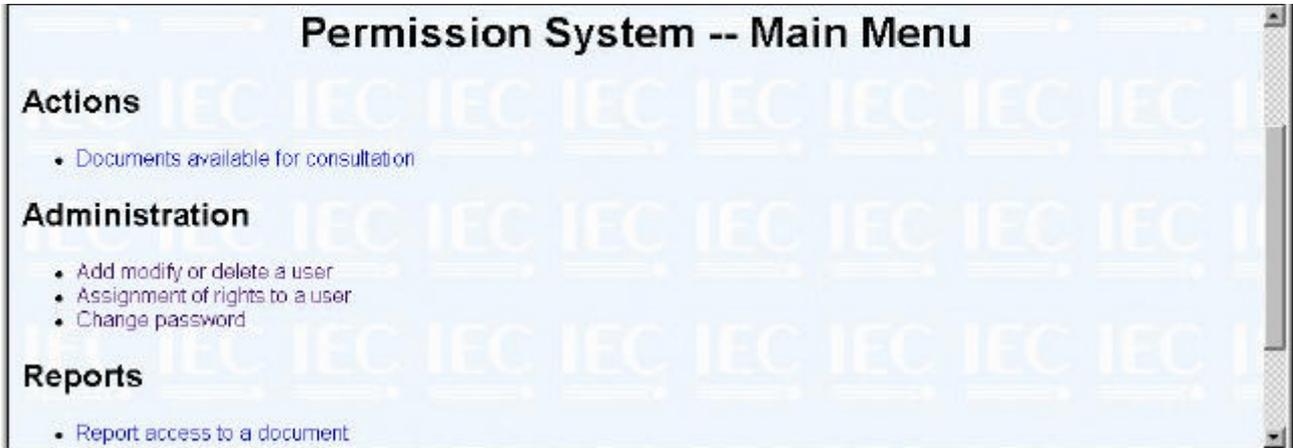
If you select *Add, modify or delete a user*, you will reach the following menu:

You will notice that by default, the *User* box is set to *(add new user)*. If you open the User list, by clicking on the arrow to the right of the *User* box, you will see a scrollable list of all users whose parameters your are allowed to manage. If you are adding a new user, leave the User selection to *(add new user)* and type in a new user name in the *Username* box. The username will always automatically be prefixed by the two-letter code for your National Committee. You should then enter the name of the new user, enter his/her e-mail address and click on *Add*.

You will also need to use this menu to reset the password of users who have forgotten their passwords. In this case, simply select the user concerned in the drop-down box. The other details relating to the user will automatically be filled in. Unless these need to be changed, leave them as they are. Check the box *Reset* password, and click on *Add or Modify*.

```
User:          Jim, Test3 [AL]    Username:       al-test3
                                  (name used for logon)
Name:  Last name: Jim  First name:  Test3
E-mail address:  ▨▨▨▨▨▨▨▨
Country:       Albania
Password:      rkxjigzd

Assign permissions to Jim, Test3 [AL]

Return to the permission system Main Menu.
```

The new user will be generated and a screen similar to the above will appear. **It is essential that you record the information on the screen**, for example by printing it out. The password is a randomly generated sequence of letters. The essential information to record is the **username** and the **password**. **You will not be able to retrieve the password if you do not record it at this stage and will be obliged to reset it** as described above. You may also with most web browsers, directly e-mail the page (though only in HTML or web format) to the user concerned, using *File*, *Send* … If you do not e-mail it directly, you will have to communicate the username and password to the user.

Individual users have the possibility of changing their passwords from the Permission Systems area of the IEC web site.

http://www.iec.ch/cgi-bin/restpw/rpprocgi.pl/www/iecwww.p?wwwlang=e&wwwprog=perms.p&wwwtest=no&subp=mainmenu

Indeed this is the only action which will be offered to individual users.

All users will automatically be assigned a permission right "*Global Access*". This will give access to all documents on the IEC electronic document server other than CDVs and FDISs. It will also give access to the statistical information on the performance of IEC committees.

Assignment of permission rights to users

User: Jim, Test3 [AL] **Representing:** Albania

Permission type and group:	Start date: (yyyy-mm-dd)	End date: (yyyy-mm-dd or "No expiration")
Access to documents -- Global Access	1998-09-21	No expiration

Existing permissions, if any, are shown above, and may be modified as appropriate. Permissions for additional group(s) may be selected from the list below; multiple permission groups may be selected in a single operation, in which case each permission group will be assigned the same starting and expiration date.

Note: The permission group "All TCs and SCs" is a group to which documents may or may not be assigned. Having access to this group does NOT automatically grant access comparable to that granted specifically for any specific TC or SC.

Grant new **Access to documents** ⦿ No ○ Yes

```
All TCs and SCs
TC 1 [committee only]
TC 2 [committee only]
TC 2 [committee plus all subcommittees]
SC 2G [subcommittee only]
SC 2G [subcommittee plus parent]
SC 2J [subcommittee only]
SC 2J [subcommittee plus parent]
```
| 1998-09-21 | No expiration |

[RECORD PERMISSIONS]   [RETURN TO MENU]   [CLEAR FORM]

If you wish to give access to CDVs and FDISs, you will have to complete the screen above. The top section of the screen shows the user's existing permissions; the bottom section is used to add new permissions. The date fields determine the period of validity of the specific permission; when entering new permissions, the starting date proposed is set to the current date, and "*No*

expiration" is set for the ending period. If you wish to limit in time the access period, simply enter the appropriate expiry date.

If you wish to assign permissions further than the "*Global Access*" permission, check the radio-button requesting access to documents. The box below contains a list of all committees and groupings of committees. You will need to select groups within the list. To select several items in the list, hold down the [Ctrl] key whilst selecting each item. Selecting the item, *All TCs and SCs* will give access to the documents of all committees. There is therefore no need to select any further items if you grant this particular permission.

For each technical committee having subcommittees, you will find a variety of combinations allowing you to simplify the entry in this list. For example, granting access to a TC and all its subcommittees, means that you do not need to also select the individual subcommittees. It is also possible to select an individual subcommittee and its parent.

In order to cancel permission rights for a user, you should change the *End* date of the permission rights to yesterday's date.

When you are happy with the changes, click on "*Record Permissions*". A final page summarizing the rights of the user concerned will be displayed.

Users who wish to access documents will simply search for them in the usual way on the IEC web site. If they decide to download a document, they will be asked for a user name and password. The user name and password will remain valid for the current session for which the web browser remains open. All users have the right to change their own passwords. However, only National Committee administrators have the right to reset them. It is not possible to retrieve passwords from the system if they have been forgotten. It will be necessary to ask a National Administrator to reset a new password.

If you have any problems, questions or suggestions relating to the use of the system, please do not hesitate to contact Mr. Jack Sheldon at IEC Central Office (e-mail: jrs@iec.ch, phone +41 22 919 0250)

Yours sincerely,

A.M. RAEBURN
General Secretary

Request for authorizations as national administrators
(Annex to AC 134/1998)

National Committee: Name or signature of secretary of National Committee

....

I request that the following people are designated as national administrators for the purposes of managing access to the IEC's web site.

For users who already have access to the restricted area of the IEC web site/electronic document server (not the IEC management server)

Existing User-ID (not the password)	Name (First name and surname)	E-mail

For users who currently have no access to the restricted area of the IEC web site

Full Name (First name and surname)	E-mail

Please return this form when completed to:

Mr. Jack Sheldon, IEC Central Office

E-mail: jrs@iec.ch
Fax: +41 22 919 0300