



Administrative Circular

AC/2/2012

2012-01-13

**TO ALL NATIONAL COMMITTEES
TO TC/SC Secretaries and WG Convenors**

Use of IEC Central Office IT Tools

Dear Sir/Madam,

According to the **SMB Decision 142/19** (Use of IEC Central Office IT Tools at the WG level, SMB ahG 32 recommendation 7) we inform you that the TC/SC secretaries and WG convenors **shall ensure** that as a minimum all meeting notices, agendas and reports are posted on the IEC Collaboration Tools Server.

The IEC Collaboration Tools Suite enables officers and experts from IEC TC/SCs to connect with other experts around the world and share their standardization work on-line.

The IEC login is necessary to access the Collaboration Tools Suite, access is given by the [National Committees](#).

Functionalities include an upload and download of documents, setting meeting folders and discussion forums at TC/SC or WG/PT/MT level, sending group emails and task assignments.

There is a weekly newsletter available on subscription containing the summary of new documents, discussions and other issues.

Making available this information on the Collaboration Tools Suite is essential to ensure participation with the same level of knowledge among committee delegates and working group experts in your committees and working groups.

Please ensure that at least all future WG/PT/MT meeting notices, agendas and reports are available on the IEC Collaboration Tools Suite under the corresponding WG/PT/MT folder.

In case of any questions, please contact the IEC Technical Information and Services tiss@iec.ch.

Yours faithfully,

**A. AMIT
General Secretary & CEO**

JTI