



AC/26/2016

Administrative Circular

2016-11-04

**TO ALL NATIONAL COMMITTEES**

**TO ALL IEC TECHNICAL COMMITTEES AND SUBCOMMITTEES**

**Management of Working Group meetings in the IEC Meeting Registration System**

Dear Sir/Madam,

As requested by some technical committees, the IEC Central Office has developed a web application designed at managing meetings of Working Groups, Project Teams and Maintenance Teams (WG/PT/MT).

This web application has the following features:

- On request from TC/SC secretaries, or convenors or project leaders, WG/PT/MT meetings will be created in the IEC Meeting Registration System (MRS) by the IEC Administrative Assistants at Central Office.
- Those WG/PT/MT meetings will be listed on the IEC website at [Meetings & Events](#).
- Members of the relevant WG/PT/MT wishing to participate in the meeting will have to register using MRS.
- When the registration is submitted online, the person is automatically registered and approved to the meeting.
- No accreditation process requested by the National Committees.

Any request to organize a WG/PT/MT meeting using the IEC Meeting Registration System should be sent to the Administrative Assistant of the relevant TC or SC, with the indication of date and information on the location of the meeting.

Yours faithfully,

F.W.P. Vreeswijk  
General Secretary & CEO

RB