



AC/28/2016

Administrative Circular

2016-11-18

TO ALL NATIONAL COMMITTEES

TO ALL TECHNICAL COMMITTEES AND SUBCOMMITTEES

New IEC Standardization Project Management system

Dear Sir/Madam,

The IEC Central Office is pleased to announce the release of a new information system for IEC standardization project management. By removing the dependencies on email exchange of documents, and by providing online access to current project status information, this system will provide the IEC with greater levels of efficiency in the standards development process, as well as a solid foundation on top of which future innovative services will be delivered. This new system includes a Projects Dashboard through which:

- TC/SC/SyC Secretaries will be able to manage projects. Furthermore, they will be able to submit working documents related to the standards development process using online submission forms.
- The French National Committee will receive English drafts and submit French translations.
- National Committees will be able to submit New Work Item Proposals (this functionality will be introduced at a later stage).

In addition, there are several enhanced features such as:

- Display of current and next stages for each project;
- Clear indication of the expected actions and associated time limits;
- Identification of late projects for which an immediate action is required, by highlighting them in red;
- Each action has its own associated submission form, preventing issues with inappropriate form usage;
- Submission forms are prefilled with information retrieved from the database, thus saving time and avoiding typing errors;
- The system validates the data submitted, preventing inappropriate data entry
- Online contextual help is available in the forms;

The following additional stage codes have been introduced, in order to improve the accuracy of the TC/SC work programmes on the IEC website, and clearly inform the IEC community on the exact status of each project:

- TCDV, TFDIS, TPUB for the translation phases;
- PRVN, PCC, PRVC, PRVD for the preparation of compilation of comments and voting reports;
- DECFDIS and DECPUB (previously DEC) for the entry control at IEC Central Office;
- ADTR, TDTR, PRVDTR, NDTR, DTRM for Technical Reports;
- ADTS, TDTS, PRVDTS, NDTS, DTSM for Technical Specifications.

These new stage codes have been designed in accordance with ISO/IEC Directives Part 1.

A table showing the correspondence between old and new stage codes, is attached to this AC. The full list of stage codes is available at: [IEC Stage Codes](#).

Workflow diagrams illustrating the sequence of stage codes for the IEC deliverables (IS, TS, TR and PAS) are available at: [IEC Workflows](#).

Furthermore, for consistency, new cover pages have been introduced as follows:

- DPAS and RVDPAS respectively replace PAS and RVD for the Publicly Available Specifications.
- RVDTR and RVDTS replace RVC for Draft Technical Reports and Draft Technical Specifications respectively.

The launch of this new system was also used as an opportunity to revise and harmonize the layout of all cover pages.

The new system will be launched on 2016-11-21.

TCs/SCs/SyCs will be brought online using a phased approach. As of the launch date the Technical Department will start reaching out to individual TC/SC/SyC Secretaries in order to coordinate their transition to the new way of working. Until then, committee work shall continue to use existing processes, and the Technical Department will ensure that submitted information is entered into the new system. TC/SC/SyC Secretaries interested in being 'early adopters' of the new system are invited to contact their Technical Officer or Administrative Assistant in IEC Central Office. IEC Central Office staff will also be available to support Committees during the transition phase.

As soon as a TC/SC/SyC is notified of the transition, access to the new system, as well as detailed documentation and help, will be available via myIEC.

Following the transition period leading to full adoption of the system, an official announcement will be made to inform the TC/SC/SyC Secretaries when IEC Central Office will no longer accept working documents submitted via email.

Yours faithfully,

F.W.P. Vreeswijk
General Secretary & CEO

Annex: New stage codes



Annex to AC/28/2016: New stage codes

Old stage code	Meaning	New stage code	Meaning
ANW	Approved New Work	ACD or ACDV	Approved for CD or Approved for CDV
AMW	Approved Maintenance Work	ACD or ACDV	Approved for CD or Approved for CDV
ACDV	Approved for Committee Draft for Vote	ADTR	Approved for DTR
		ADTS	Approved for DTS
		TCDV	Translation of CDV
		TDTR	Translation of DTR
		TDTS	Translation of DTS
NCD	Committee Draft for Vote not approved	NCDV	CDV rejected
		NDTR	DTR rejected
		NDTS	DTS rejected
CDVM	Committee draft for vote to be discussed at meeting	DTRM	Rejected DTR to be discussed at meeting
		DTSM	Rejected DTS to be discussed at meeting
		PCC	Preparation of CC
		PRVC	Preparation of RVC
		PRVD	Preparation of RVD
		PRVDTR	Preparation of RVDTR
		PRVDTS	Preparation of RVDTS
		PRVN	Preparation of RVN
		PRVDPAS	Preparation of RVPAS
DEC	Draft at Editing Check	DECFDIS	FDIS at editing check
		DECPUB	Publication at editing check
RDIS	Text for FDIS received and registered	RFDIS	FDIS received and registered
		RPUB	Publication received and registered
		TFDIS	Translation of FDIS
CDIS		CFDIS	Draft circulated as FDIS
		TPUB	Translation of publication
NADIS	FDIS not approved	NFDIS	FDIS rejected