



# **IEC Electronic Vote & Comment**

## **Guide for IEC National Committees**

**NCAdmin**

**Voter**

**Commenter**

**Edition 2.7**  
**IEC Central Office - Geneva, Switzerland**  
**June 2016**

Contact support: [helpdesk@iec.ch](mailto:helpdesk@iec.ch)



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## 1 General Roles

### NCAdmin

The National Committee Administrator (NCAdmin) is responsible for **assigning voting/commenting rights** to national users through the Expert Management System (EMS). The voting is based on two different types of rights and roles, Voters and Commenters with the right to vote or to comment. For each TC, a person can have either or both rights. Each TC can have one or more Voter(s) and/or Commenter(s). For Council documents only NC Secretaries from full members are allowed to vote and Central Office grants this access.

### Voter

Voters **cast a vote** together with the uploaded comments files. They can also choose to submit a comment file.

### Commenter

Commenter can directly submit a comment file. They can view and download all other existing comments (related to the documents of the TCs they are accredited for) entered by other Commenters from their National Committee, but they can only edit their comments. They **cannot cast a vote**.

## 2 Which members can vote/comment?

- **Full Members** may submit votes and comments on all TC/SC and Council documents
- **Associate Members** may submit votes/comments on documents of 4 selected TC/SCs and comments on documents of all TC/SCs

### 3 Types of document open for vote

Type of document	Who is eligible to vote?	What can I vote? <sup>1</sup>	Can I submit comments?	How long is the vote/comment period (in months)?
Council RM/DC	Only the NC Secretaries of the "Full Members".	In favour / Against / Abstain	Full members: Yes Associate Members: e-mail them to <a href="mailto:mgmt@iec.ch">mgmt@iec.ch</a>	2
NP (new proposal)	<div style="border: 1px solid green; border-radius: 10px; padding: 5px; display: inline-block; background-color: #d9ead3;">Voter</div> These are accredited by NC Administrators (in the Expert Management System application).  The "Voting" right can be granted to any number of users.	In favour / Against / Abstain	Yes	4 <sup>2</sup> , 8 <sup>3</sup> or 12 weeks
CDV (committee draft for vote) CDTR / CDTS		In favour / Against / Abstain	Yes	12 weeks 8 <sup>4</sup> weeks
DTS (draft technical specification)		In favour / Against / Abstain	Yes	12 weeks
DTR (draft technical report)		In favour / Against / Abstain	Yes	8 weeks
PAS		In favour / Against / Abstain	Yes	8 weeks
FDIS (final draft international standard)		In favour / Against / Abstain	Only if my vote is "Against" will I be allowed and obliged to submit comments.	6 weeks
ISH (interpretation sheet)		In favour / Against / Abstain	Only if my vote is "Against" will I be allowed and obliged to submit comments.	8 weeks

<sup>1</sup> Abstention, while permitted, will not count when the votes are tallied but will count in P member participation statistics.

<sup>2</sup> 4 weeks : When there is only an outline to review and where an existing group is effectively making the proposal, the TC/SC officers, in consultation with the proposer and the Office of the CEO, may propose a 4-week NP vote

<sup>3</sup> The committee may decide on a case-by-case basis by way of a resolution to shorten the voting period for new work item proposals to 8 weeks.

<sup>4</sup> When the approval criteria of an Enquiry draft are not met; a revised enquiry draft will be circulated for a voting period of 8 weeks, which may be extended up to 12 weeks at the request of one or more P-members of the committee concerned.

#### 4 Type of documents open for comment

Type of document	Who is eligible to comment?	What can I comment?	How long is the vote/comment period (in months)?
CD	These are accredited by NC Admins	<ul style="list-style-type: none"> <li>• Upload comments</li> <li>• No Comment at this stage</li> </ul>	8, 12, 16 weeks
DC	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>Voter</b></div> <div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>Commenter</b></div> The “commenting” right can be granted to any number of users.		From 6 to 12 weeks



If you have no comments, use the “No Comments at this stage”.

#### 5 Voting/Commenting rights – what actions can be taken by each user?

There is one way of submitting comments:

- Upload a comment file -> the file based on the template needs to be accepted by the system in order to be taken into account. An e-mail notification informs the Voter/Commenter of the status of the file (i.e. accepted or rejected)

	Cast a vote?	Upload a comment file and receive an e-mail confirmation?	Read/download existing comments)?
<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;"><b>Voter</b></div>	Yes	Yes	Yes
<div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;"><b>Commenter</b></div>	No	Yes	Yes



If a Comment file is not valid, it won't disappear from the view and its access for modification will be available for a new submission.

## 6 How to grant Voting/Commenting rights in EMS

NCAdmin

The Voting and Commenting rights are granted by the IEC **National Committees**. The NC Admin(s) will manage the rights for their country through the Expert Management System (<http://www.iec.ch/dyn/expert>). Central Office is responsible to grant permission on Council documents to the NC Secretary of a Full Member Country.

For every TC, a person can have voting or/and commenting rights. Each TC can have one or more Voters and/or Commenters.

All TC/SC	TC 1	TC 2	TC 3	TC 4	TC 5	TC 6	TC 7	TC 8	TC 9	TC 10	TC 11	TC 12	TC 13	TC 14	TC 15	TC 16	TC 17	TC 18	TC 19	TC 20	TC 21	TC 22	TC 23	TC 24	TC 25	TC 26	TC 27	TC 28	TC 29
N	N	V	N	N	N	N	V	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	

**Caption**  
■ V : Permission to vote and comment  
■ C : Permission to comment only  
■ N : No permission

In EMS, go to a user's personal profile and click on "IEC Votes > Edit"  
For each TC: select the desired rights you wish to grant:

V (vote and comment)  
C (comment only)  
N (no rights)



## 7 How to access the IEC Electronic Voting

International Electrotechnical Commission  
International Standards and Conformity Assessment for all electrical, electronic and related technologies

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On the IEC homepage ([www.iec.ch](http://www.iec.ch)), log-in myIEC

myIEC Permissions	
Application(s)	Permission
Newdocs NC global download	Newdocs NC global download
MNet	Mnet
Graphical Symbols on Equipment Graphical Symbols for Diagrams	Graphical Symbols
IEC Votes	Voting - All TC/SC Documents

IEC Votes is linked to the Documents open for vote/comment

Italy Documents open for vote/comment

Documents NC Statistics TC Statistics

Form-Comments.dot [User] Log out En Fr

Group by: Autofilter [X] Reset

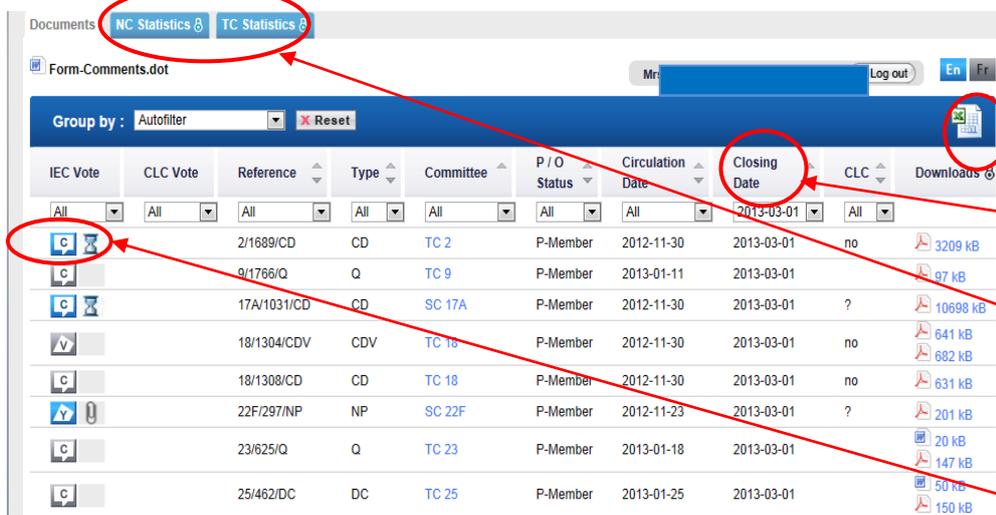
IEC Vote	CLC Vote	Reference	Type	Committee	P / O Status	Circulation Date	Closing Date	CLC	Downloads
All	All	All	All	All	All	All	2016-06-10	All	
		CAB/1511/DV	DV	CAB		2016-05-13	2016-06-10		
		SMB/5872/QP	QP	SMB		2016-04-29	2016-06-10		
		SMB/5877/QP	QP	SMB		2016-05-13	2016-06-10		
		SMB/5879/R	R	SMB		2016-05-13	2016-06-10		
		SMB/5882/INF	INF	SMB		2016-05-13	2016-06-10		
		SMB/5884/INF	INF	SMB		2016-05-13	2016-06-10		
		SMB/5885/INF	INF	SMB		2016-05-13	2016-06-10		
		SMB/5888/INF	INF	SMB		2016-05-13	2016-06-10		
		SMB/5889/INF	INF	SMB		2016-05-13	2016-06-10		
		SMB/5890/R	R	SMB		2016-05-13	2016-06-10		257 kB
		SMB/5892/R	R	SMB		2016-05-13	2016-06-10		331 kB
		SMB/5893/R	R	SMB		2016-05-13	2016-06-10		260 kB
		SMB/5894/R	R	SMB		2016-05-13	2016-06-10		411 kB
		SMB/5895/R	R	SMB		2016-05-13	2016-06-10		
		SMB/5896/QP	QP	SMB		2016-05-13	2016-06-10		127 kB
		SMB/5897/QP	QP	SMB		2016-05-13	2016-06-10		204 kB
C		1/2300/AC	AC	TC 1	P-Member	2016-03-18	2016-06-10		122 kB
C		8/1422/CD	CD	TC 8	P-Member	2016-03-18	2016-06-10	?	424 kB
C		8/1424/CD	CD	TC 8	P-Member	2016-03-18	2016-06-10	?	627 kB

The page will show the Documents open for vote/comment corresponding to the country logged-in

## 8 List of documents open for vote/comment - using filters and NC Statistics

You will see the documents open for vote/comment once you have successfully logged-in depending on your vote/comment rights (e.g. if you are a Voter, then you will be able to view the "Vote" and comment buttons on the left).

The Voting statistics are available for National Committees. Users who can access this feature within an NC are: the NC Secretary, NC President, NC Administrator(s), as well as the Voters.



IEC Vote	CLC Vote	Reference	Type	Committee	P / O Status	Circulation Date	Closing Date	CLC	Downloads
All	All	All	All	All	All	All	2013-03-01	All	
		2/1689/CD	CD	TC 2	P-Member	2012-11-30	2013-03-01	no	3209 kB
		9/1766/Q	Q	TC 9	P-Member	2013-01-11	2013-03-01		97 kB
		17A/1031/CD	CD	SC 17A	P-Member	2012-11-30	2013-03-01	?	10698 kB
		18/1304/CDV	CDV	TC 16	P-Member	2012-11-30	2013-03-01	no	641 kB 682 kB
		18/1308/CD	CD	TC 18	P-Member	2012-11-30	2013-03-01	no	631 kB
		22F/297/NP	NP	SC 22F	P-Member	2012-11-23	2013-03-01	?	201 kB
		23/625/Q	Q	TC 23	P-Member	2013-01-18	2013-03-01		20 kB 147 kB
		25/462/DC	DC	TC 25	P-Member	2013-01-25	2013-03-01		50 kB 150 kB

Click on "Export" to extract the data to Excel.

Click on "Closing date" to filter the list by closing date.

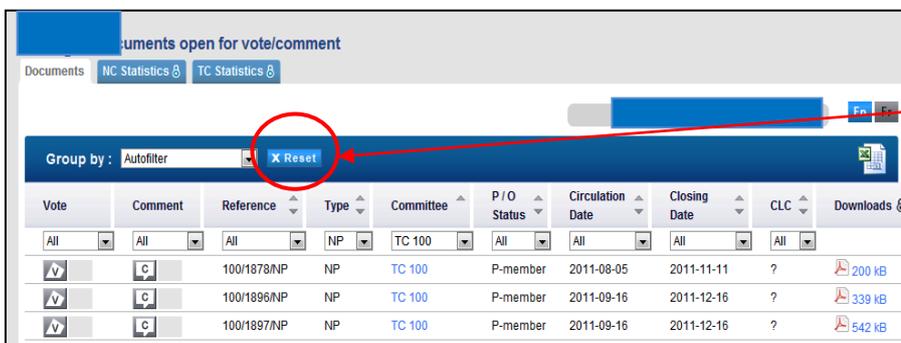
Click on "NC Statistics" to export the latest statistics.

The colour **blue** indicates a vote or comment has been registered.

The  shows that the comment is not processed yet.

The colour **grey** indicates no vote or comment has been registered.

Click on "Reset" to cancel all the filters.



Vote	Comment	Reference	Type	Committee	P / O Status	Circulation Date	Closing Date	CLC	Downloads
All	All	All	NP	TC 100	All	All	All	All	
		100/1878/NP	NP	TC 100	P-member	2011-08-05	2011-11-11	?	200 kB
		100/1896/NP	NP	TC 100	P-member	2011-09-16	2011-12-16	?	339 kB
		100/1897/NP	NP	TC 100	P-member	2011-09-16	2011-12-16	?	542 kB



Upload a comment file

**Voter**

NCs use the Comment Form available on:

**Commenter**

- the [IEC Vote Page http://www.iec.ch/members\\_experts/tools/vote](http://www.iec.ch/members_experts/tools/vote)

For documents with formal votes (NP, CDV...), Voter will be able to cast the vote together with the comments. Both actions need to be done by the same person.

**Comments will be taken into account only if:**

The comment file based on the template has successfully been uploaded and you have received an e-mail notification, approximately 30 minutes after the file was uploaded, confirming that your file has been accepted by the system.

If the comment file is valid and validated it will be shown with that icon  otherwise it will be shown crossed out and a notification will also be sent with the reason of non-acceptance.

This MS Word document based on the template can be edited off-line and resubmitted (i.e. reloaded) by an authorized Voter/Commenter only. In this case the previously uploaded comment files will be overwritten. **For Council Votes, any Word file will be accepted, no specific template is required.**



Here is what the new template looks like:

Template for comments and secretariat observations

MB/ NC <sup>1</sup>	Line number	Clause/ Subclause	Paragraph/ Figure/ Table/	Type of comment <sup>2</sup>	Comments	Proposed change	Observations of the secretariat

Date: Document: Project:

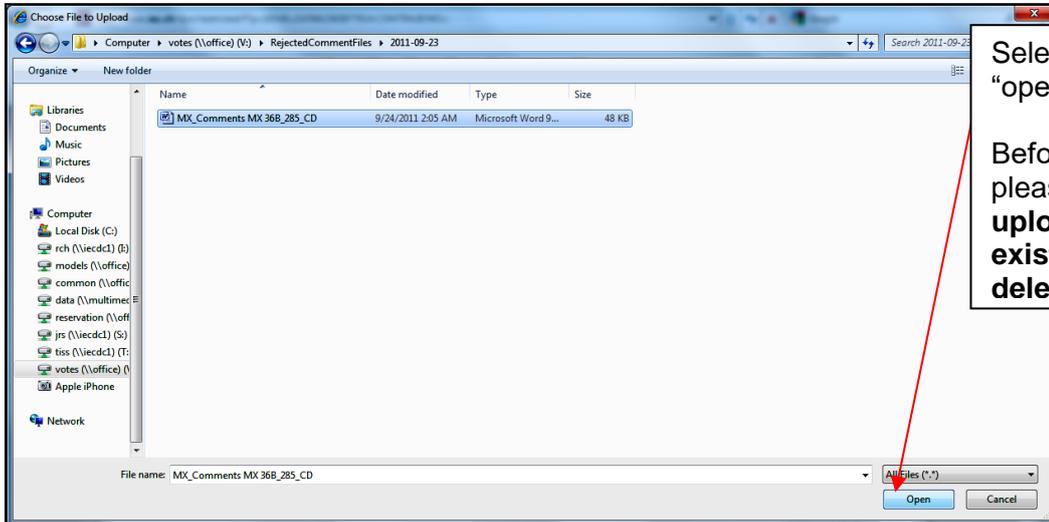
Comment:  No Comments  File attached

Confirm vote:

The Header (table 2) should never be modified. Add rows with the key Tab and never add a Page Break or New Table

To upload the file, click on: **File attached**

Click "Browse" to select the file you wish to upload

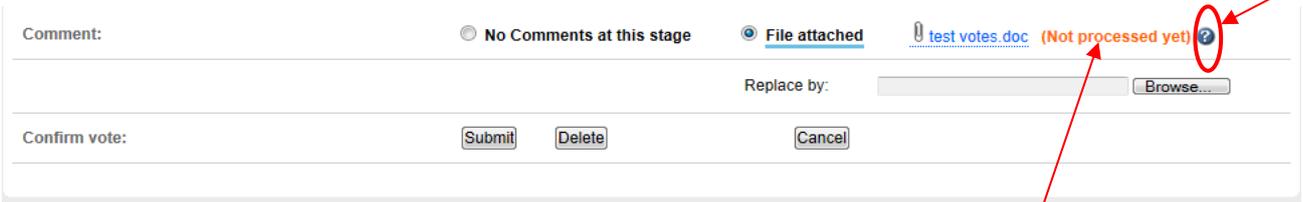


Select your file and click “open”.

Before clicking on “Submit”, please note: **when you upload a file, all previous existing comments will be deleted.**

When you click “Submit”, the file uploads and its name appears here.

Mouse over, to get a pop up message about the comment status.



**Not processed yet** means that the comment is under validation process.

## 9 Voting

### Voter

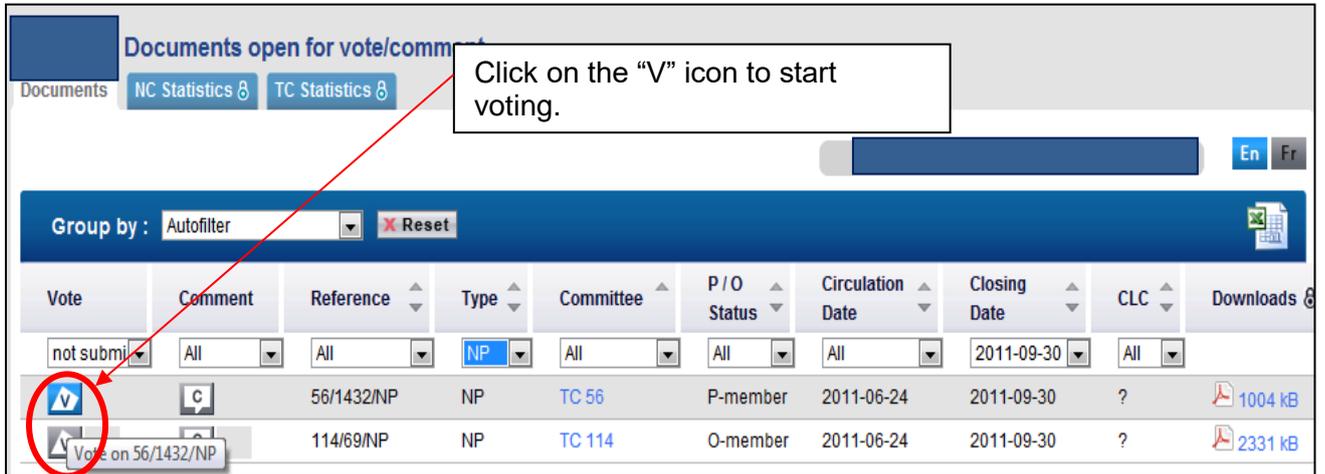
The latest vote for a document will be taken into account and overwrite any previously submitted vote.

For all documents with a formal vote (NP, CDV, DTR, DTS, FDIS and PAS ), the vote should be cast directly through the IEC Electronic Voting system using the "Vote" page.

The documents such as FDIS and PAS now have a **new option called "Delete"** located on the "Vote" form. If you wish to reset your vote and/or comment, you must click on this option which will clear all the previous voting/commenting activity on that document.

Votes requiring comments will be taken into consideration only if a comment file has been successfully uploaded.

- a comment file has successfully been uploaded and you have received an e-mail notification, approximately 30 minutes after the file was uploaded, confirming that your file has been accepted by the system

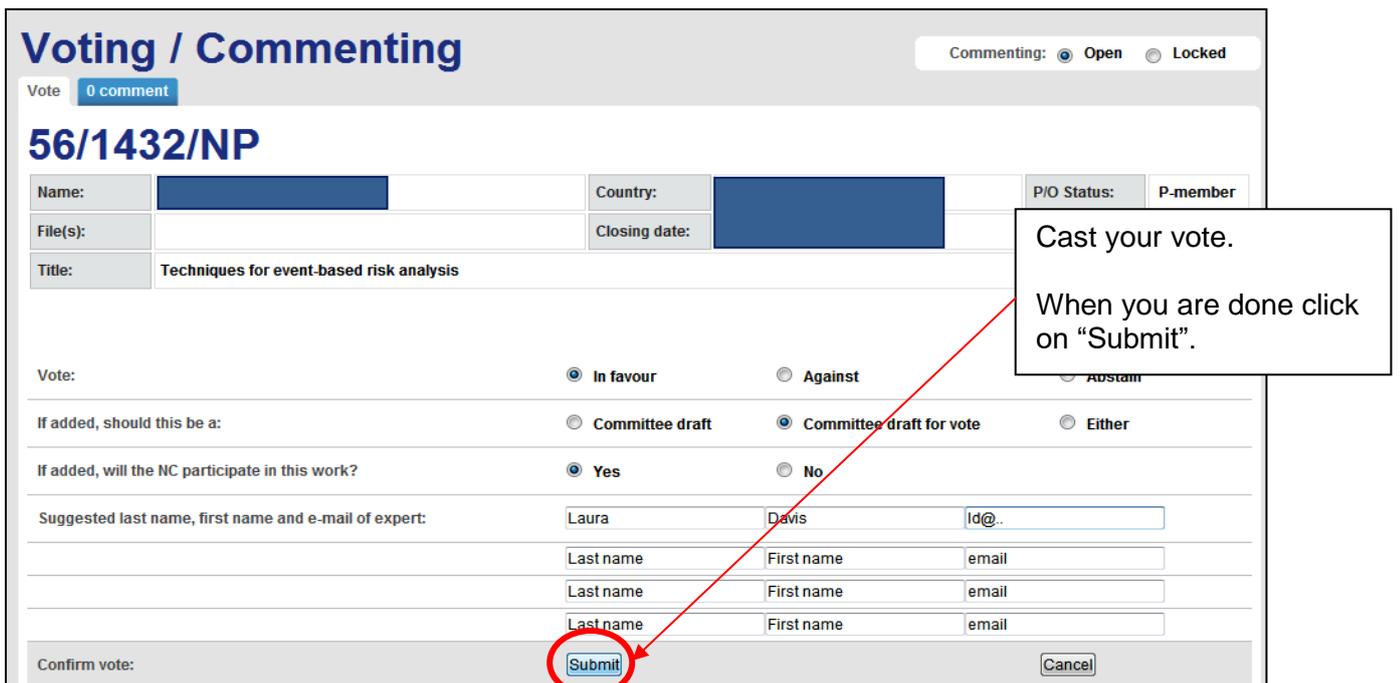


Documents open for vote/commenting

Documents [NC Statistics](#) [TC Statistics](#)

Group by : Autofilter [Reset](#)

Vote	Comment	Reference	Type	Committee	P/O Status	Circulation Date	Closing Date	CLC	Downloads
not submitted	All	All	NP	All	All	All	2011-09-30	All	
<b>V</b>	<b>C</b>	56/1432/NP	NP	TC 56	P-member	2011-06-24	2011-09-30	?	1004 kB
<b>V</b>	<b>C</b>	114/69/NP	NP	TC 114	O-member	2011-06-24	2011-09-30	?	2331 kB



Voting / Commenting

Commenting:  Open  Locked

Vote [0 comment](#)

### 56/1432/NP

Name:  Country:  P/O Status:  P-member

File(s):  Closing date:

Title: Techniques for event-based risk analysis

Vote:  In favour  Against

If added, should this be a:  Committee draft  Committee draft for vote  Either

If added, will the NC participate in this work?  Yes  No

Suggested last name, first name and e-mail of expert:

Laura	Davis	ld@.
Last name	First name	email
Last name	First name	email
Last name	First name	email

Confirm vote:



## 10 E-mail notifications sent out to the Voter

Voter

- a) Each time a vote is cast, an e-mail will be sent to the Voter who cast the vote.
- b) Each time a comment form is uploaded, an e-mail will be sent to the Voter who uploaded the file. Every 30 minutes, the voting system runs a check on the files which are uploaded. Once the system has checked the comment file, it sends one single e-mail to the Voter informing them whether the file has been accepted or rejected. Except for Council where notifications are sent immediately.

**Note: only those comment files which have been accepted by the closing date will be taken into consideration by the IEC.**

There is NO notification sent on Council votes.

- c) For document without formal vote, each time the commenting option called "No comment at this stage" is selected, an e-mail will be sent to the person who selected this option.
- d) For all the authorised persons having voting/commenting rights, there is a "Summary" e-mail. It will contain a list of all the "documents open for vote/comment" closing in the next 36 hours. It displays the vote and/or comment already cast by the NC. This notification is sent on Thursday mornings (before 6:00 CET).

## Annex 1: How to fill-in the comment form for the technical documents

Every 30 minutes, the IEC Voting application runs a check on all the files which have been uploaded into the system (for all the documents open for vote - except for “Q” documents).

This checking-system verifies the comments file based on the template to ensure that the layout has not been modified and that there is no content which cannot be handled, such as embedded files or a wrong template, cells merged...

As a Voter or a Commenter, you may download the “Comment Form template” and fill it in. Once the system has checked the comment file, it will send one single e-mail notification to the Voter/Commenter who uploaded the file, informing them whether their file has been accepted or rejected.



Only those comment files **which have been accepted** by the closing date will be taken into consideration by the IEC (i.e. the person has received an **e-mail notification**, approximately 30 minutes after the file was uploaded, confirming that the file has been accepted by the system).

A comment file is accepted by the system on the following conditions:

- 1) The Voter has used the “Comment Form” template. This template is available on:
  - the IEC Vote Page [http://www.iec.ch/members\\_experts/tools/vote](http://www.iec.ch/members_experts/tools/vote)
- 2) Two separate tables exist in this template:
  - 2.1) Table no. 1: located on the top right containing 3 columns called “Date”, “Document”, and “Project Nr.” It is not an obligation to fill in this table, but you must not change the headings.
  - 2.2) Table no. 2: located in the center containing 8 columns called “MB/NC”, “Line number”, “Clause/ Sub clause”, “Paragraph Figure/ Table”, “Type of comment”, “Comments”, “Proposed change” and “Observations of the Secretariat”.



This template **must be used as it is**, without changing its table headings, columns or structure. Otherwise, the system will reject the file which has been uploaded.

- 3) You may include the following embedded objects inside the file: Equations as well as images from the following programs: MS Word, MS Visio, Paintbrush (bmp, jpeg, gif). **Embedded objects such as PDF, Java applets or video files are not accepted. The objects must be embedded on the comment form. An object which is linked to an external source will not be accepted.**



- 4) Only files with a DOC or DOCX extension are accepted
  
- 5) You have the possibility of adding extra information or what is qualified as “Annexes” (i.e. text, tables, images) right below Table no. 2. In this case, both the content of Table no. 2 as well as the annexes provided will be taken into account and compiled in the final report of comments.
  
- 6) Unless you are adding “Annexes”, at least the first row of Table no. 2 should be filled in. The fields “Type” and “Comment” are mandatory.