



ISO/TC 85/WG 4 – Management Systems and Conformity Assessment – Quick Guide to Using Livelink

Welcome!

TC 85 - Secretary Team

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TC 85

WG 4

Purpose of Presentation

- To give an overview of Livelink and the benefits of using the system
- To demonstrate the use of the ISO applications including Project Portal and Electronic Balloting
- To define the responsibilities and expectations of the members of WG 4
- To take steps towards a more efficient process for progressing standards in WG 4

Introduction

Livelink is the document management system used by ISO to facilitate the progression of standards across all Technical Committees and their Sub-Committees.

Livelink provides the interface between the Convenors of specific Working Groups and the Secretary of the Technical Committee. In order to achieve a more efficient process for the production of standards, the following is required:

- Well defined 'Roles and Responsibilities' for members of WG 4
- Good understanding and consistent use of Livelink



ISO/TC 85/WG 4 – Management Systems and Conformity Assessment – Quick Guide to Using Livelink

Contacts / Helpdesk

Contact the ISO International Helpdesk at helpdesk@iso.org for help with ISO's electronic applications.

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TC 85

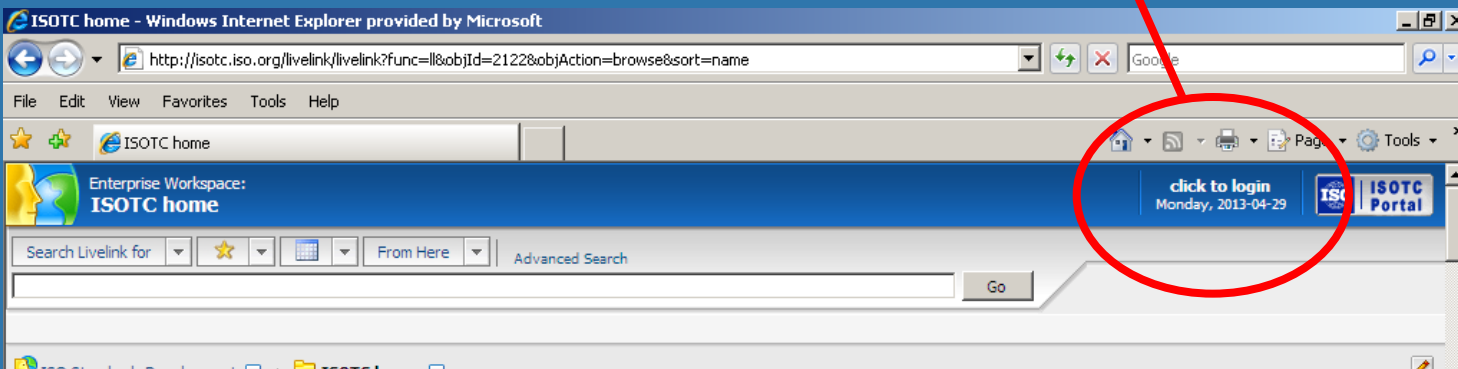
WG 4

Logging in to Livelink

Your username and password to Livelink will be sent to you by email after your initial registration by your National Member Body in the ISO Global Directory and to the ISO eServices.

Open your internet browser and open the following URL: *www.iso.org/isotc*

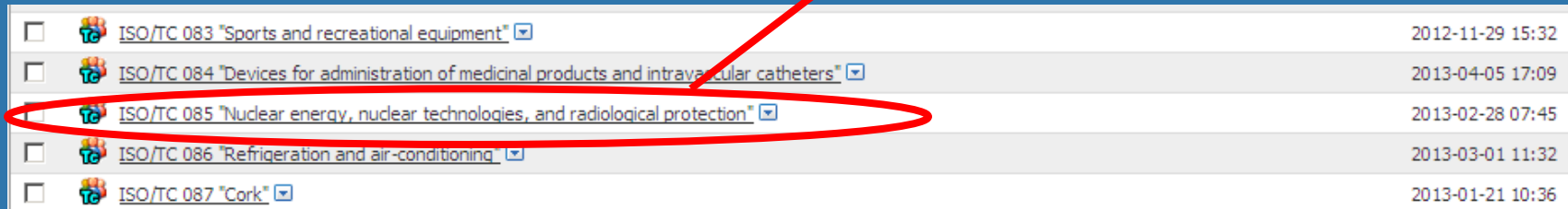
In the top right of the screen, press ‘Click to Login’








Navigating Livelink

This should bring up the ISOTC Home screen with a number of folders and links to the Technical Committees.

To navigate to ISO/TC 85 Home Page, scroll down through the list of Technical Committees in numerical order and click on ISO/TC 85 ‘Nuclear energy, nuclear technologies and radiological protection’

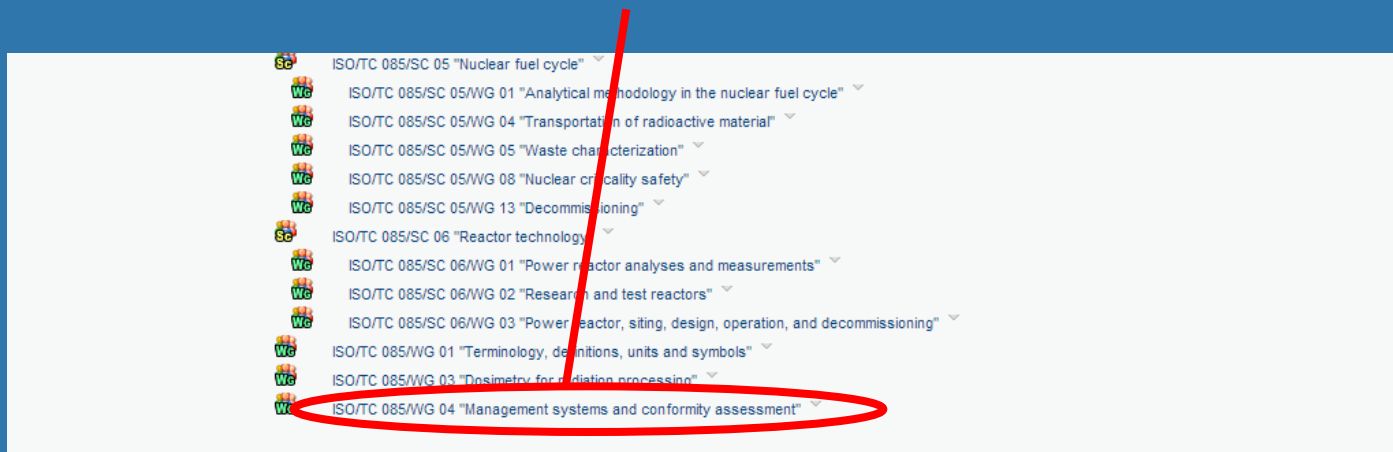


<input type="checkbox"/>	 ISO/TC 083 "Sports and recreational equipment"	2012-11-29 15:32
<input type="checkbox"/>	 ISO/TC 084 "Devices for administration of medicinal products and intravascular catheters"	2013-04-05 17:09
<input type="checkbox"/>	 ISO/TC 085 "Nuclear energy, nuclear technologies, and radiological protection"	2013-02-28 07:45
<input type="checkbox"/>	 ISO/TC 086 "Refrigeration and air-conditioning"	2013-03-01 11:32
<input type="checkbox"/>	 ISO/TC 087 "Cork"	2013-01-21 10:36

Navigating Livelink

Finally to navigate to ISO/TC 85/WG 4 Home Page:

- Locate the WG 4 at the bottom of the page
- Click on ISO/TC 85/WG 4 ‘Management systems and conformity assessment’



WG 4

Navigating Livelink

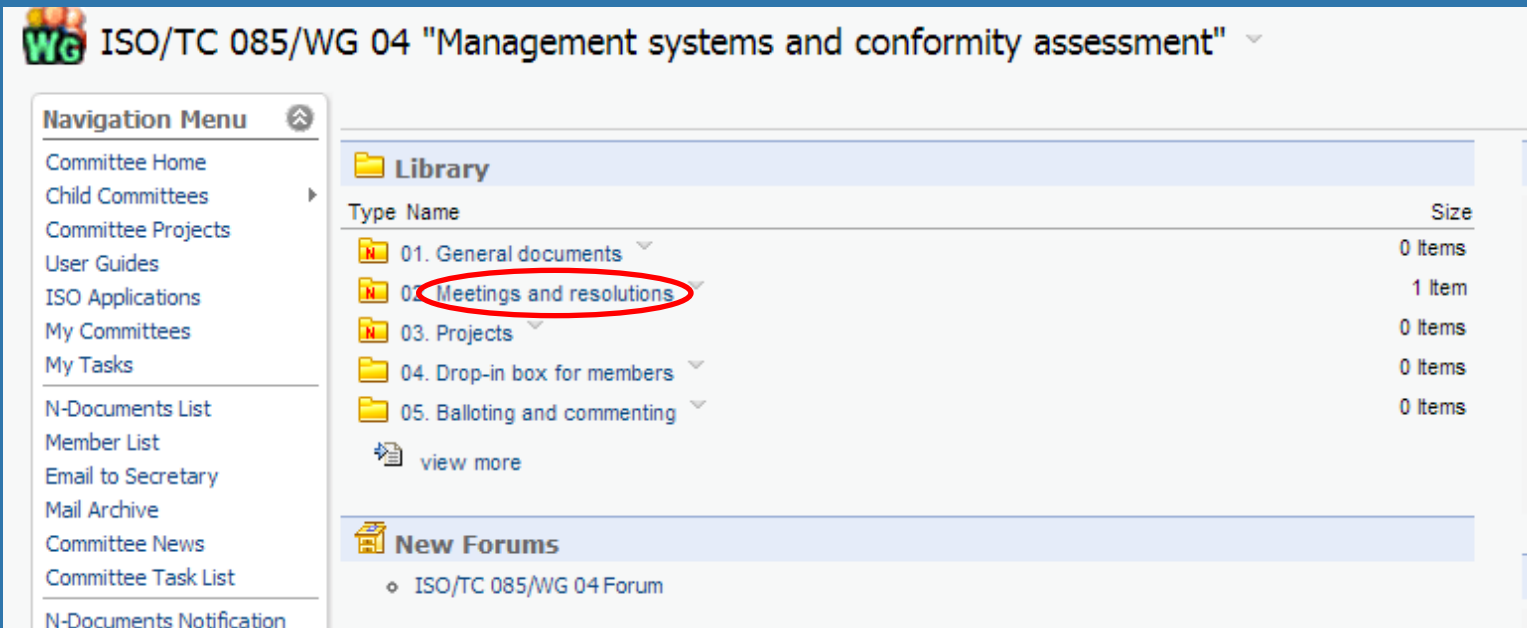
The following links can be found on the TC 85/WG 4 Home Page:

- General documents
- Meetings and resolutions
- Projects
- Drop-in box for members
- Balloting and comments
- **N-Documents List** : lists all numbered documents of the WG irrespective of their position in the folder structure
- Member list and ‘Email To Secretary’
- **User Guides**

Navigating Livelink

Example : the present WG 4 first meeting

- Go to the folder “02. Meetings and resolutions “



WG ISO/TC 085/WG 04 "Management systems and conformity assessment" ▾

Navigation Menu ⌵

- Committee Home
- Child Committees ▶
- Committee Projects
- User Guides
- ISO Applications
- My Committees
- My Tasks
- N-Documents List
- Member List
- Email to Secretary
- Mail Archive
- Committee News
- Committee Task List
- N-Documents Notification

Library

Type	Name	Size
Folder	01. General documents ▾	0 Items
Folder	02. Meetings and resolutions ▾	1 Item
Folder	03. Projects ▾	0 Items
Folder	04. Drop-in box for members ▾	0 Items
Folder	05. Balloting and commenting ▾	0 Items

view more

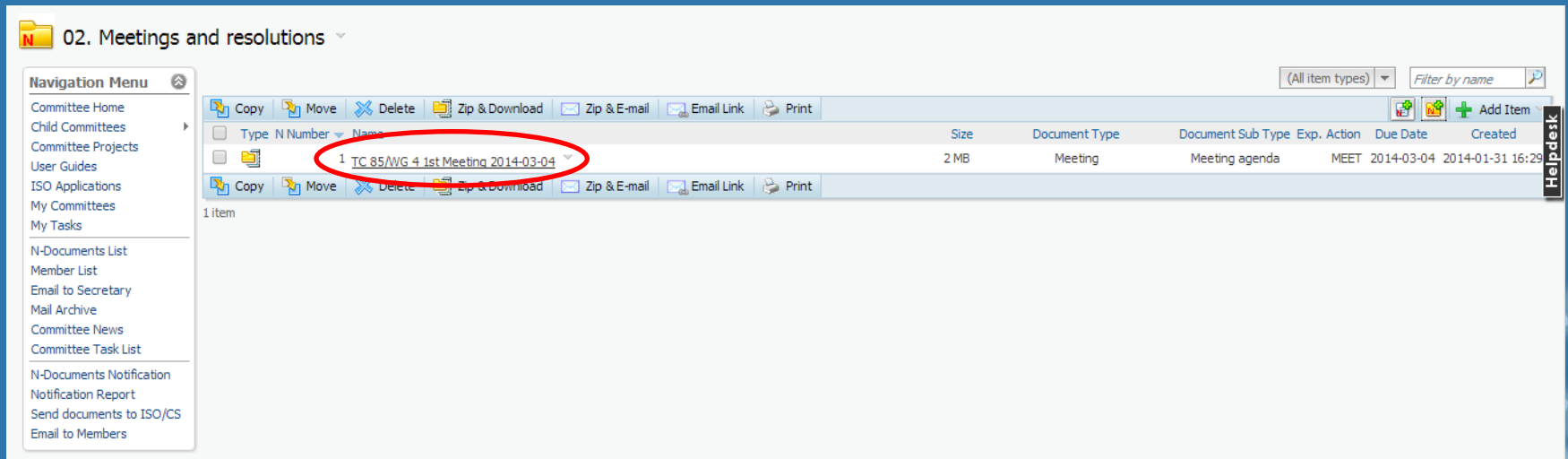
New Forums

- ISO/TC 085/WG 04 Forum

Navigating Livelink

Example : the present WG 4 first meeting

- “TC 85/WG 4_1st Meeting 2014-03-04”



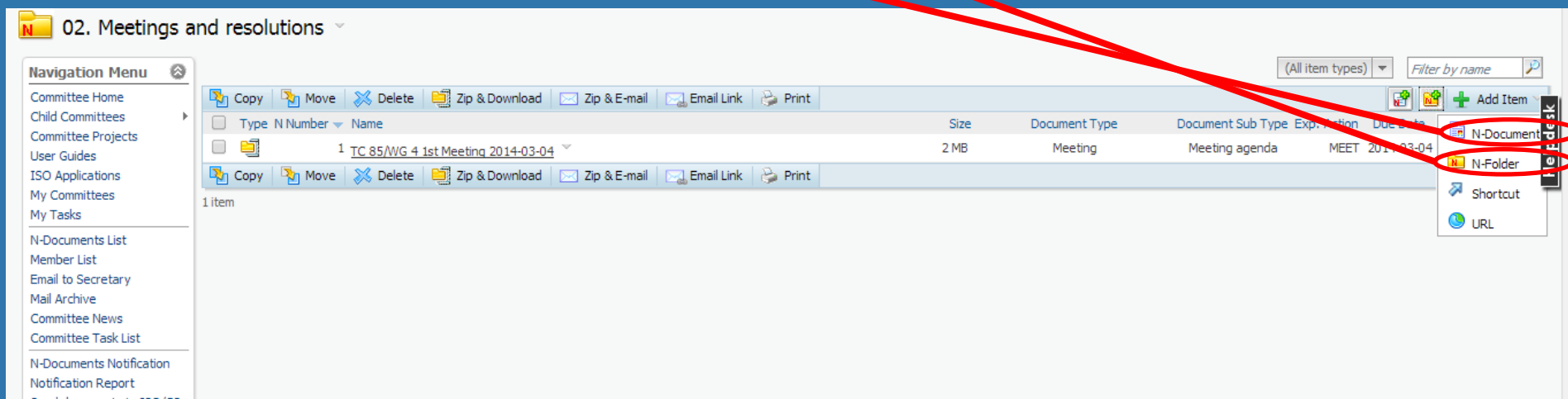
The screenshot shows the Livelink interface for the folder "02. Meetings and resolutions". A navigation menu is visible on the left, and a table of documents is displayed in the main area. The document "TC 85/WG 4 1st Meeting 2014-03-04" is highlighted with a red circle.

Type	N Number	Name	Size	Document Type	Document Sub Type	Exp. Action	Due Date	Created
	1	TC 85/WG 4 1st Meeting 2014-03-04	2 MB	Meeting	Meeting agenda	MEET	2014-03-04	2014-01-31 16:29

Navigating Livelink

Example : the present WG 4 first meeting

- You can share N-document or N-Folder



The screenshot shows the Livelink interface for a folder named "02. Meetings and resolutions". The main content area displays a table with one item:

Type	N Number	Name	Size	Document Type	Document Sub Type	Expiration	Due Date
	1	TC 85/WG 4 1st Meeting 2014-03-04	2 MB	Meeting	Meeting agenda	MEET	2014-03-04

Below the table, a context menu is open, showing options: "Add Item", "N-Document", "N-Folder", "Shortcut", and "URL". The "N-Document" and "N-Folder" options are circled in red. Two red arrows originate from the text "You can share N-document or N-Folder" and point to these two options in the menu.



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Project Portal

To access the Project Portal, click on ‘Committee Projects’ in the Navigation Menu at the left hand side of the home page – this will open a new browser

ISO Project Portal CUNY, GUILHEM M.

Tools ▾ Help ▾

Simple search | Search by stages

Committee: Doc. No. Part No. Project ID

Include SCs

Status: Title

1 project found [Export](#) [Print](#) [ISOTC working area](#) [ISO Online committee area](#)

Alert	Reference	Document title	Reg. date	Crnt stage	Stage date	Limit date	VA	Time frame	Committee
<input type="checkbox"/>	ISO/NP 19443	Quality management systems -- Specific requirements for the application of ISO 9001 and IAEA GS-R requirements by organizations in the Supply Chain of the Nuclear Energy sector	10.20		2013-12-10	-	-	36	ISO/TC 85

Pending decision (0)

Alert	Reference	Document title	Crnt stage	Stage date	Committee	VA	Decision deadline	Post-voting decision
No projects found.								

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TC 85

WG 4

Project Portal

This lists all of the Projects that are currently **preliminary** in WG 4 and gives the corresponding ‘current stage’ and ‘limit date’

The tab at the bottom of the page shows Projects that are Critical, Warning, Cancelled or Pending Decision and this identifies that a required action is nearing a limit date

Searches can be performed for a specific standard by entering the Reference number for the Project in the ‘Doc. No.’ section (e.g. 19443)

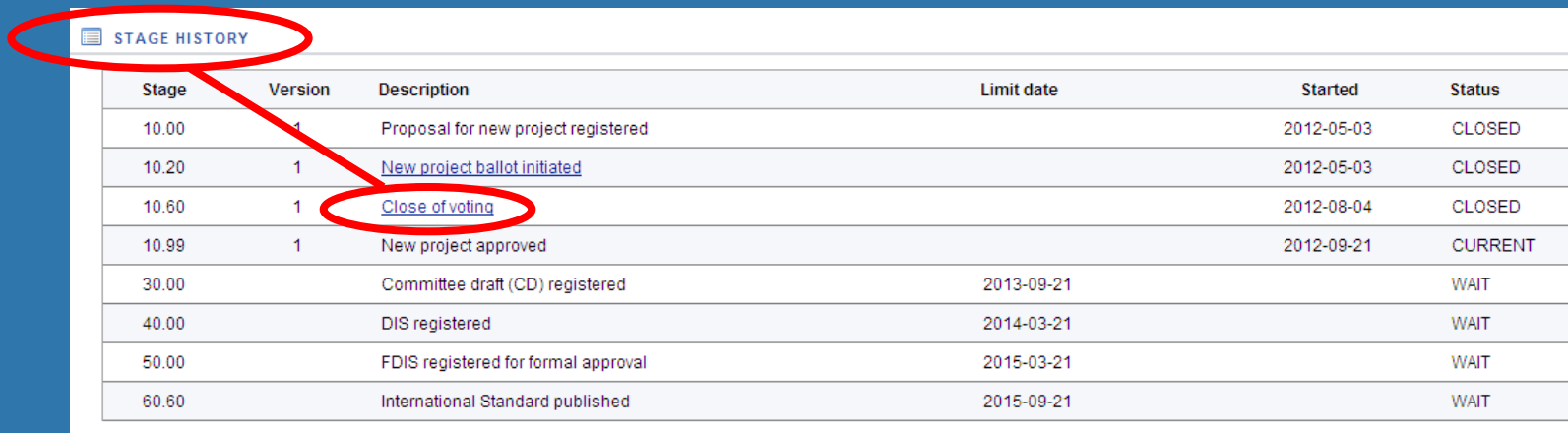
To see further details about a certain Project, click on the Reference, for example ISO/NP 19443

Project Portal

A summary of the Project and the Stage History is given

In the Stage History, ballot results can be accessed by clicking on ‘Close of Voting’ – opens a new browser called ‘Committee Internal Balloting’

The result of the ballot, the countries that participated and comments can be viewed



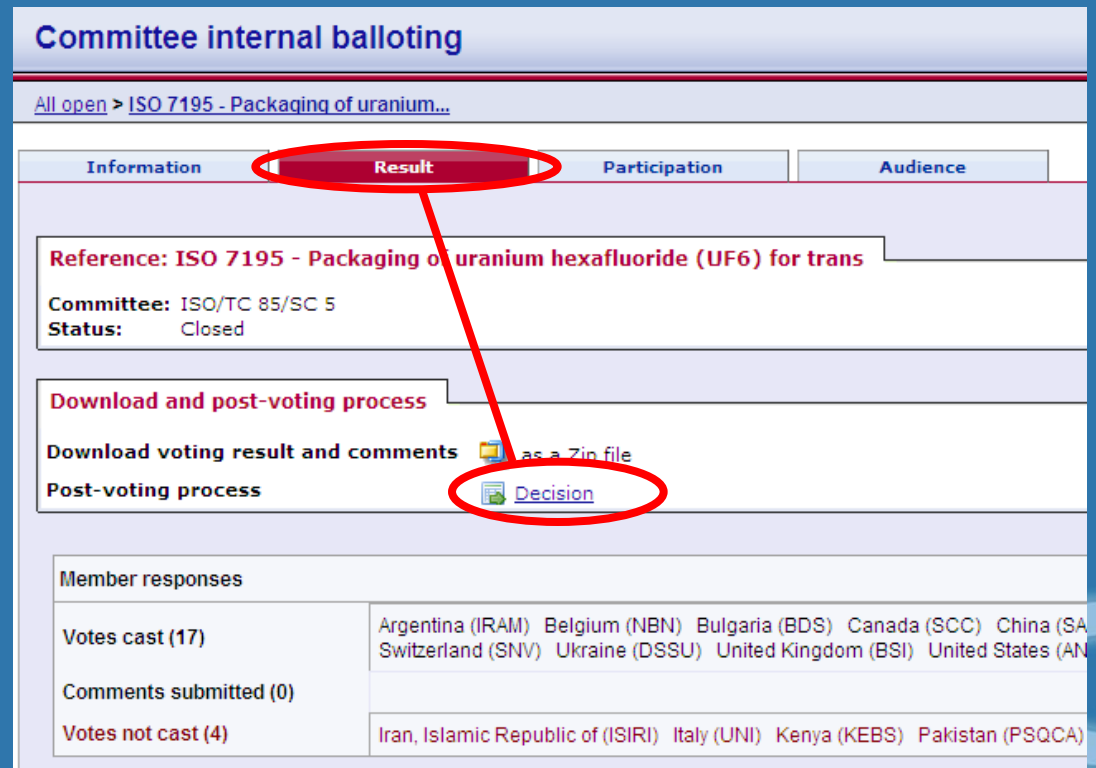
Stage	Version	Description	Limit date	Started	Status
10.00	1	Proposal for new project registered		2012-05-03	CLOSED
10.20	1	New project ballot initiated		2012-05-03	CLOSED
10.60	1	Close of voting		2012-08-04	CLOSED
10.99	1	New project approved		2012-09-21	CURRENT
30.00		Committee draft (CD) registered	2013-09-21		WAIT
40.00		DIS registered	2014-03-21		WAIT
50.00		FDIS registered for formal approval	2015-03-21		WAIT
60.60		International Standard published	2015-09-21		WAIT

WG 4

Project Portal

To view the decision that was made, click on the 'Decision' link found under the 'Result' tab

If a decision has already been made, the option is given to 'Download Decision Form'



Committee internal balloting


All open > [ISO 7195 - Packaging of uranium...](#)


Information | **Result** | Participation | Audience

Reference: ISO 7195 - Packaging of uranium hexafluoride (UF6) for trans

Committee: ISO/TC 85/SC 5
Status: Closed

Download and post-voting process

Download voting result and comments  as a Zip file

Post-voting process  [Decision](#)

Member responses

Votes cast (17)	Argentina (IRAM) Belgium (NBN) Bulgaria (BDS) Canada (SCC) China (SA) Switzerland (SNV) Ukraine (DSSU) United Kingdom (BSI) United States (AN)
Comments submitted (0)	
Votes not cast (4)	Iran, Islamic Republic of (ISIRI) Italy (UNI) Kenya (KEBS) Pakistan (PSQCA)

Ballots

A ballot is launched by the Secretary at the NP, WD, CD, DIS and FDIS stages in order to progress towards a published standard

Certain criteria have to be met in order for a standard to be progressed to the next stage:

- Proposal stage (NP) :
 - a) approval of the work item by a simple majority of the P-members of the technical committees voting and
 - b) a commitment **to participate actively in the development of the project**, i.e. to make an effective contribution at the preparatory stage, **by nominating technical experts** and by commenting on working drafts, **by at least 5 P-members**; only P-members having also approved the inclusion of the work item in the programme of work [see a)] will be taken into account making this tally. If experts are not nominated on the form accompanying an approval vote, then the national body's commitment to active participation will not be registered and considered when determining if the approval criteria have been met on this ballot.

Ballots

A ballot is launched by the Secretary at the NP, WD, CD, DIS and FDIS stages in order to progress towards a published standard

Certain criteria have to be met in order for a standard to be progressed to the next stage:

- Preparatory stage (WD) :
 - The preparatory stage covers the preparation of a working draft (WD) conforming to the ISO/IEC Directives, Part 2.
 - When a new project is accepted the project leader shall work with the experts nominated by the P-members during the approval
 - The preparatory stage ends when a working draft is available for circulation to the members of the technical committee or subcommittee as a first committee draft (CD) and is registered by the office of the CEO..
 - **If the committee has opted to skip the CD the preparatory stage ends when the enquiry draft (DIS) is available for circulation**

Ballots

A ballot is launched by the Secretary at the NP, WD, CD, DIS and FDIS stages in order to progress towards a published standard

Certain criteria have to be met in order for a standard to be progressed to the next stage:

- **Committee stage (CD) :**

- The committee stage is the principal stage at which comments from national bodies are taken into consideration, with a view to reaching consensus on the technical content. National bodies shall therefore carefully study the texts of committee drafts and submit all pertinent comments at this stage.

Committees may decide to skip the CD stage

Ballots

A ballot is launched by the Secretary at the NP, WD, CD, DIS and FDIS stages in order to progress towards a published standard

Certain criteria have to be met in order for a standard to be progressed to the next stage:

- Enquiry stage (DIS) :

- At the enquiry stage, the enquiry draft shall be circulated by the office of the CEO to all national bodies for a 3-month vote.

Votes submitted by national bodies shall be explicit: positive, negative, or abstention.

- A positive vote may be accompanied by editorial or technical comments, on the understanding that the secretary, in consultation with the chair of the technical committee or subcommittee and project leader, will decide how to deal with them.

Ballots

A ballot is launched by the Secretary at the NP, WD, CD, DIS and FDIS stages in order to progress towards a published standard

Certain criteria have to be met in order for a standard to be progressed to the next stage:

- Enquiry stage (DIS) :

An enquiry draft is approved if

a) a two-thirds majority of the votes cast by the P-members of the technical committee or subcommittee are in favour, and

b) not more than one-quarter of the total number of votes cast are negative.

Roles and Responsibilities

Responsibilities of the Secretary

- To advise the working group and any subsidiary bodies on any point of procedure or drafting
- To receive draft documents and associated Forms (completed) and ensuring that they have been filled out correctly
- To launch ballots with the required documentation attached
- To notify convenors that a ballot has been launched and reminders as the limit date is approaching
- To process the results of the ballot and assessing any comments made
- To make the decision as to how to progress the standard
- It is *not* the responsibility of the Secretary to make changes to draft documents or complete associated Forms

Roles and Responsibilities

Responsibilities of the Convenors

- To produce the written draft documents and complete the necessary Forms associated with the current stage of the Project
- To send the necessary document and Form to the Secretary
- To participate in required ballots within the given timeframe
- To make necessary changes to the draft document following comments and suggestions
- To monitor the progress of Projects and adhere to time-frames for each stage

Looking Forward

The current system works well and standards are successfully published every year, but we should always look to improve.

- Define a clear set of responsibilities for each role in the working group
- Define the required interfaces between the Secretary and Convenor and the expectations at each interface
- Develop a more efficient filing method on Livelink for each Project so that the latest drafts and Forms can be found easily and the document history can be accessed by anyone who needs information about the Project
- Maintain a consistent approach to each Project so that good practice is reinforced

Looking Forward

Livelink needs to be the interface between all members of the working group

- **More efficient**
- **Less time-consuming**
- **Easier for everyone**



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Thank you for listening

Any questions ??

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