WP.29 Informal Working Groups

Changes to the distribution of documents

UNECE secretariat

Geneva, 26 June 2012

Informal documents
New distribution procedure

- Since 15 July 2012, Chairs and/or secretaries of Informal Working Groups (IWGs) are invited to upload their informal documents

- In order to accommodate this change and facilitate this task, the UNECE secretariat is providing a specific working environment, developed on the ***Confluence*** platform

The *Confluence* platform
What is it?

- ***Confluence*** is a software allowing to create and collaboratively edit web pages via a web browser
- The web pages created in this environment will be:
    - accessible from the conventional page of the UNECE web site on vehicle regulations
    - visible by any external user
- IWG Chairs and secretaries will have the right (limited to the IWGs in relevant GRs) to:
    - edit existing pages
    - create pages concerning new meetings (and remove pages, e.g. if created by mistake)
    - upload relevant documents and include a description for each document uploaded

Username and password
Chairs and secretaries only

- IWG Chairs and secretaries will need a username (login) and a password to edit the web site

- How to obtain them?
  - Contact the secretary of the Working Party under which the group has been established
  - for IWG reporting directly to WP.29, contact the GRPE secretary

- Usernames and passwords will be revoked once a Chair or secretary resigns, or when the mandate of the informal working group expires (even if the documents will remain on-line)

How to edit the webpages?
Chairs and secretaries only

- The UNECE secretariat prepared a quick guide for the use of the working environment developed on the **_Confluence_** platform

- It contains information on:
  - How to navigate in the working environment (all users)
  - How to add/edit session's documents (IWG Chairs and secretaries only)
  - How to create a new session page (IWG Chairs and secretaries only)

Link to start page

- A link to the ***Confluence*** environment is available here:

  http://www2.unece.org/wiki/display/trans/Home+Vehicle+Regulations

Guidelines for editors
3 pages (WP29-157-15-Rev.1)

UNITED NATIONS
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Confluence Quick Guide

Editors

Chairs & secretaries of the Informal Working Groups (IWGs)

How to add new documents in existing session pages

- Log in by clicking "Log In" on the top-right of the page: Browse ▾ | Log In
- Using the tree on the left, select the Working Party (GR) and the Informal Group (IG) you are interested in (GRPE and EVE, 1st session, in the example below)
- Upload files directly from your computer to the page of the IG session selected:
  a) drag and drop your files from Windows Explorer
  b) browse the folders in your computer

EVE 1st session

Geneva, 8 June 2012

Informal Documents

Name	Size	Creator	Creation Da...
EVE-01-01e.pdf	64 kB	dagan	about 5 hour...
EVE-01-02e.ppt	346 kB	dagan	
EVE-01-03e.doc	34 kB	dagan	about 5 hours ago

Drag and drop files
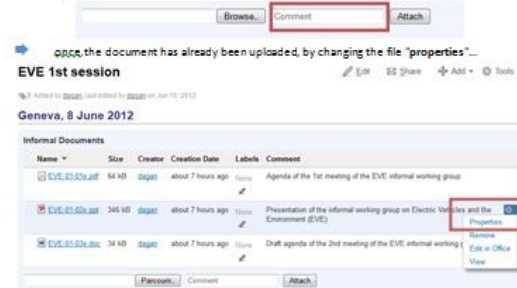*or browse your folders*

Browse... | Attach

⚠ For coherence across all IGs and GRs, use the following format for the file name:
IWG ACRONYM + SESSION NUMBER + DOCUMENT NUMBER + LANGUAGE LETTER ("e" for English, "f" for French, "r" for Russian...) + FILE EXTENSION
Example: EVE-01-01e.pdf

How to change/enter information about the documents

Editors can add information about their documents (such as author and title/content)...

- directly in the "Comment" text box, when using the "browse" option for the document upload...

  Browse... | Comment | Attach

- once the document has already been uploaded, by changing the file "properties"...

EVE 1st session

Geneva, 8 June 2012

Informal Documents

Name ▾	Size	Creator	Creation Date	Labels	Comment
EVE-01-01e.pdf	64 kB	dagan	about 7 hours ago	None	Agenda of the 1st meeting of the EVE informal working group
EVE-01-02e.ppt	346 kB	dagan	about 7 hours ago	None	Presentation of the informal working group on Electric Vehicles and the Environment (EVE)
EVE-01-03e.doc	34 kB	dagan	about 7 hours ago	None	Draft agenda of the 2nd meeting of the EVE informal working...

Properties
Remove
Edit in Office
View

Parcourir... | Comment | Attach

- ... and by editing the field "New Comment" (making sure to save the changes)...

Properties: EVE-01-02e.ppt

Added on Jun 15, 2012 10:26 by dagan, last edited on Jun 15, 2012 10:21

File Name
EVE-01-02e.ppt

Labels
None

New Comment
Presentation of the informal working group on Electric Vehicles and the Environment (EVE)

New Content Type
application/vnd.ms-powerpoint

Page
Specify the page you want to move the attachment to:

Save | Cancel
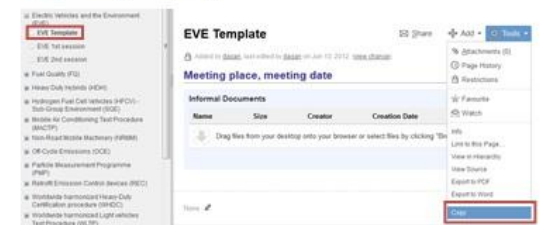
- The edits can be checked in the resulting web page.
  To see the page in its final appearance, click on the view icon: 👁 View

⚠ For coherence across all IGs and GRs, please use the following format (including the brackets) for the document properties:
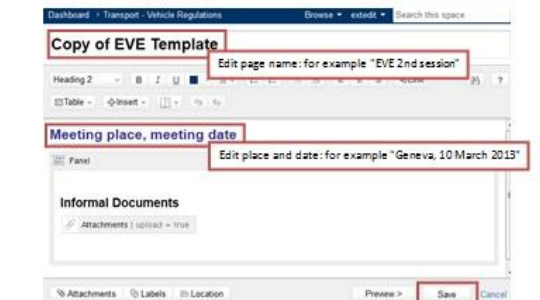(Author) Document title and/or content

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How to create a new session page in 2 steps

- Log in by clicking "Log In" on the top-right of the page: Browse ▾ | Log In
- Create a new page from the template present in the Informal Group menu:

STEP 1 — Copy the template page

- Electric Vehicles and the Environment
  - EVE Template
    - EVE 1st session
    - EVE 2nd session
- Fuel Quality (FQ)
- Heavy Duty Hybrids (HDH)
- Hydrogen Fuel Cell Vehicles (HFCV) – Sub-Group Environment (SGE)
- Mobile Air Conditioning Test Procedures (MACTP)
- Non-Road Mobile Machinery (NRMM)
- Off-Cycle Emissions (OCE)
- Particle Measurement Programme (PMP)
- Retrofit Emission Control devices (REC)
- Worldwide harmonized Heavy-Duty Certification procedure (WHDC)
- Worldwide harmonized Light duty Test Procedure (WLTP)

EVE Template

Meeting place, meeting date

Informal Documents

Name	Size	Creator	Creation Date

Add ▾ | Tools ▾
Attachments
Page History
Restrictions
Favourite
Watch
Info
Link to this Page...
View in Hierarchy
View Source
Export to PDF
Export to Word
Copy

STEP 2 — Edit the page name, meeting place and date, and save your modifications

Dashboard › Transport › Vehicle Regulations   Browse ▾ extedit ▾

Copy of EVE Template

Edit page name: for example "EVE 2nd session"

Meeting place, meeting date

Edit place and date: for example "Geneva, 10 March 2013"

Informal Documents

Attachments | upload = true

Attachments | Labels | Location   Preview > | Save | Cancel

⚠ For coherence across IGs and GRs, please use the following format for the page name:
INFORMAL GROUP ACRONYM + SESSION NUMBER (ordinal) + "session"

- Your session page is ready for documents upload (please refer to the section on *How to add/edit session's documents* for information)