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
IAMG 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 IAMG 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)
A link to the Confluence environment is available here:
http://www2.unece.org/wiki/display/trans/Home+Vehicle+Regulations