



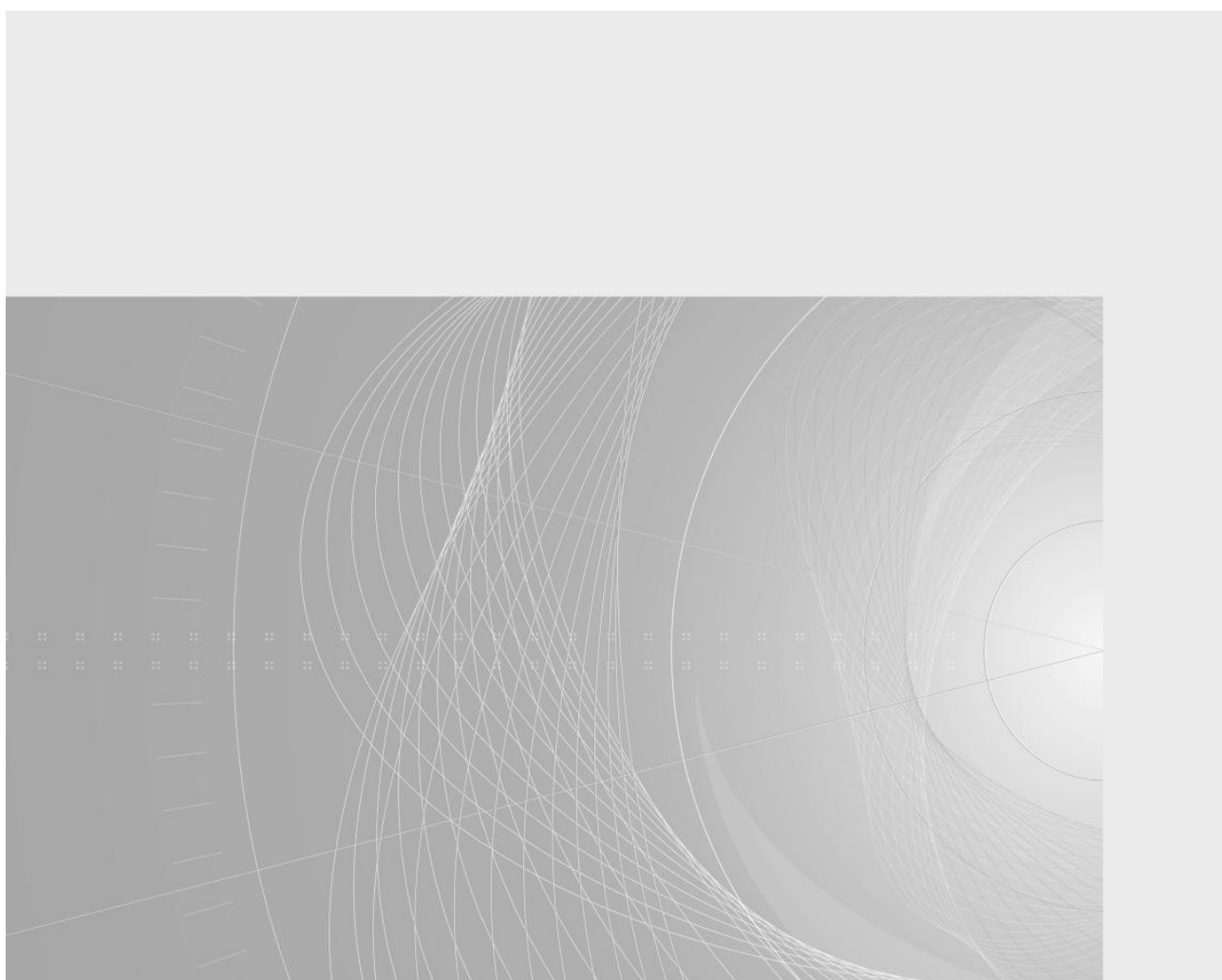
IECEX OD 050

Edition 1.1, 2019-04

IECEX OPERATIONAL DOCUMENT

IEC System for Certification to Standards relating to Equipment for
use in Explosive Atmospheres (IECEX System)

IECEX On-Line Voting System





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IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System)

IECEX On-Line Voting System

This IECEX Operational Document provides the introduction to and procedure for use of the IECEX On-Line Voting System.

Document History

| Date | Summary |
|---------------|--|
| November 2018 | Issue 1 Conversion of ExMC/1360/DV to this IECEX Operational Document |
| April 2019 | Issue 1.1 Addition of an alternate designated person per Member Body |

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INTRODUCTION

The IECEx Secretariat has been previously requested by various National Members Bodies of the ExMC to automate the IECEx manual voting system to an on-line voting system. The intent of the on-line voting system is to provide a ballot voting system that will enhance, simplify, and reduce the time and effort for members to vote while also reducing the IECEx Secretariat administrative process of compiling and posting the results.

This document serves as an introduction to, and procedure for use of, the IECEx On-line Voting System.

This Operational Document is based on the text of ExMC/1360/DV that was voted on and accepted by members in June 2018 (via the new on-line voting system explained herein). The results of voting of ExMC/1360/DV can be viewed by the processes explained herein.

At the request of numerous National Member Bodies, an enhancement to the IECEx On-Line Voting System was requested which allows an alternate designated person per Member Body the ability to vote in the absence of the primary voter. This enhancement has now been added and allows the alternate to submit a vote on behalf of the National Member Body and the designated primary voter. The rules of one vote per Member Body will still apply, as the IECEx On-Line Voting System will only accept one vote per Member Body.

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document OD 050

IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System) –

IECEX On-Line Voting System

1 IECEx ExMC Voting Processes and Evolution to an On-line Voting System

1.1 Original (manual) IECEx Voting Process

The existing manual IECEx voting process has served the IECEx community well over previous years but as communication technology has evolved it is evident that the current voting process is too manual and is not an efficient method for the voting membership of the IECEx. This is also compounded by the increasing number of issues that require ExMC voting, resulting from the overall growth of the IECEx System. The IECEx Secretariat has received numerous recommendations over the past year from its membership and during ExMC meetings to evolve the voting process by making it an on-line automated voting system with key features that permits flexibility for its membership.

The other IECEx Secretariat initiative in developing an on-line voting system is to reduce the administrative time associated with voting, which includes preparing and emailing voting documents, sending email reminders (sorting from those who and haven't responded), manually compiling results and generating a summary report (RV) of the voting results and then finally posting the summary report on the IECEx website.

1.2 New IECEx Online Voting Process

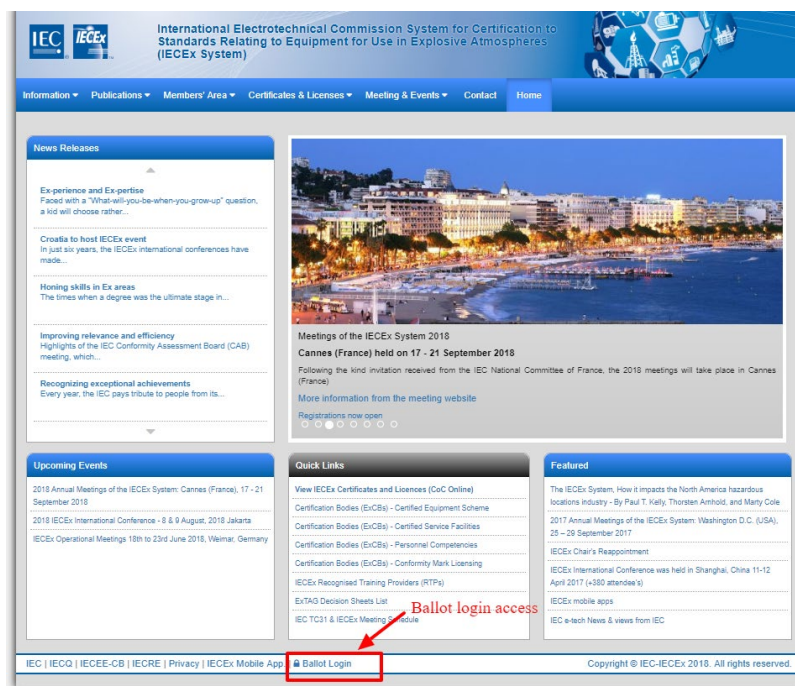
The IECEx Secretariat has worked closely with its web designer to develop an on-line voting system that achieves the following objectives:

- Automated email circulars issued to representatives of all IECEx Member Bodies according to IECEx 01-S (Supplement to the IEC Harmonised Basic Rules) and the representative designated alternate voter in case the primary voter representative is not available to submit a vote
- It is not a requirement that the IECEx Member Bodies have an alternate voter, this is an option designed for convenience should the primary voter be on leave or travelling
- Simple voting procedures for Member Bodies
- Comments can be submitted with Yes, No or Abstain votes
- No votes MUST be accompanied by comments or the No vote will not be accepted
- Voting timelines according to IEC Harmonised Basic Rules
- Automatic reminder emails issued prior to closing date, with reminders sent to only those who have not yet voted
- Should the primary voter wish to change the vote of the designated alternate voter, they must communicate with the alternate voter to change the vote, as once the primary or alternate have cast a vote, this will lock the other voting member out
- Voting and comments viewable by all Member Bodies even during the voting period to provide a requested fully transparent process
- Ability to change vote and comment during the voting period
- Tracking of Member Bodies voting comments (includes last comment only from each MB)
- Automated generation of the final report (RV) which is then reviewed by the IECEx Secretariat and posted on the IECEx website

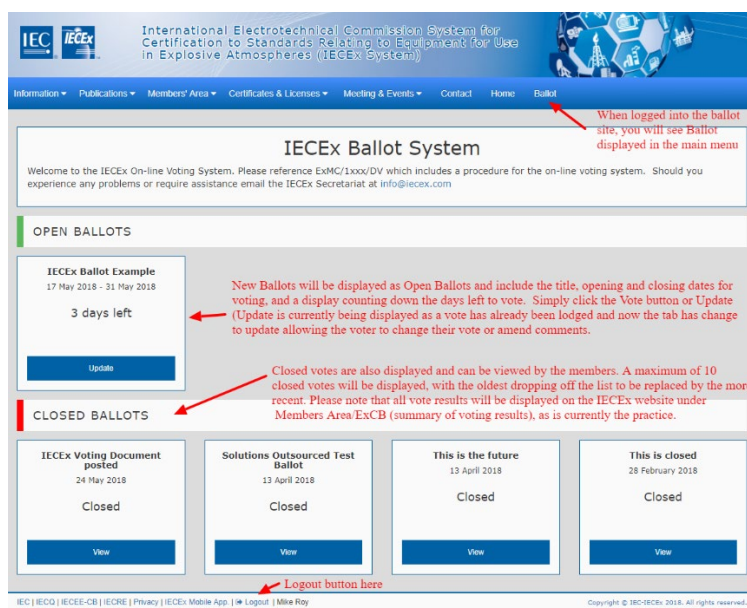
2 Procedure for use of IECEx On-Line Voting System

- a) All authorised voting members (primary and alternate) for each National Member Body will receive an automated email from the IECEx Secretariat. The email will contain a brief description of the voting topic, the voting close date and the link to the IECEx On-line Voting System webpage, which will then take the recipient to the Ballot login site.
- b) Member accounts have been created by IECEx Secretariat to access the IECEx On-line Voting System webpage, and the credentials sent to the user by email. This will include a unique password for the initial login to the IECEx On-line Voting System. The user has the ability to change the password or in the event that a password is lost, the Member Body will have the ability to re-issue a password by going to the log on page and selecting “I’ve lost my password” and confirming their email address as a security check.

- c) Should an authorised voting member delegate his or her authority to another member of their team, it is the responsibility of the authorised voting member to ensure the delegate has the password so a vote can be lodged by the delegate. Should any requests be required to change a voting member, please email the IECEx Secretariat via info@iecex.com.
- d) The IECEx On-line Voting System can be accessed by using the link in the email notification to vote with subject line of “IECEX Documents – Title – Ballot Opens xx/xx/2018”, or at any time by selecting the Ballot Login in the footer of the IECEx homepage (as shown in screenshot below). When the Ballot Login is selected or the link in the email, you will get the login screen (as shown in screenshot above) where you will need to put your email address and your member unique password to complete the login to the IECEx On-line Voting System.



- e) Once your email address and unique password are entered select the Login button and this will open the IECEx Ballot System.
- f) Once securely logged in, the main ballot page will be displayed (if logging in from the website ballot login) see screen shot below. This page displays Open Ballots, Future Ballots as well as Closed Ballots (last 12 Ballots). To vote, select the Vote button which will be displayed in Open Ballots. This will open the Voting Page (see screenshot below for detailed description). This screen is bypassed if using the link from the email notification to vote but can be assessed by selecting the Ballot button now located in the webpage header.



- g) Once a vote or an update to vote has been selected, the page shown in the following screenshot will be displayed. The page contains the ballot title, opening date of vote, closing date of the vote, the description, access to the voting document, and the ballot

question with voting buttons including an area for Comments. Select either the “Yes” or “No” or “Abstain” button to vote (see following screenshot for guidance).

IECEx Ballot Example
Created by Default Admin

Ballot Dates

Open: 17 May 2018 | Close: 31 May 2018

Description
This is a test.

Voting Document
ExMC/1299/DV
Download

Ballot Vote Form

Ballot Question
This is the ballot

Vote Options

| Option | Votes | Percentage |
|--------|-------|-----------------------|
| Yes | 2 | 13.33% of total votes |
| No | 3 | 20.00% of total votes |

10 voters of 15 haven't voted in this ballot.

Comment
I changed my mind.

Update Vote

Current Ballot Results

Show All | Comments

| Submitted | Submitted with comment | Vote |
|---|--|------|
| Default Admin Submitted: 21 May 2018 | Submitted with comment Test comment. This is gray. | No |
| John Wilson Submitted: 21 May 2018 | Submitted with comment I like it | Yes |

- h) The Ballot Vote will also display the number of votes lodged at that point of time by a percentage of total votes and by the number of votes for “Yes” or “No”.
- i) A field is available for ‘Comment’. Please note that should a “No” vote be selected, it is mandatory to insert a comment that provides the reason(s) why the member body has voted negatively. Please note that
 - a. you will not be able to confirm your “No” vote unless the comment field has text in it and a message alert will display indicating that the comment field **MUST** contain text before lodging the vote is permitted;
 - b. comments will be viewable by all member bodies during the voting period; and
 - c. you also have the option to comment if you vote “Yes” but this is not mandatory.
- j) The Comment field must contain text only. **Do not cut and paste** from Excel or Word as these formats are not compatible with HTML.

- k) Please note that at this point in time the system does NOT have the ability to attach or upload documents. If a MB wants to submit their comments via a letter or separate document these can be sent separately to the IECEX Secretariat via an email attachment to info@iecex.com.
 - l) Should you decide to change your vote, perhaps after you have reflected on comments from other Member Bodies, then you can do so by selecting the “Update Vote” button. You can then change your vote at any time prior to the voting “Closing Date”. The ‘Update Vote’ button will only appear after you have lodged your initial vote. Only the Member Body who cast the vote (Primary or Alternate) can change the vote, the other is locked out, ensuring one vote per country.
 - m) Below the shaded Ballot screen (see screenshot above), you will see the Ballot Results. You can view by “Show All” or “Comments Only”. If you view “Show All” you will see all of the Yes and No votes with comments by all Member Bodies. ***Please note that should a Member Body choose to change their vote within the prescribed voting period, the comments section will only display their last comment and not the history of comments.*** This feature is intentional so the on-line voting system is not used as a blog.
 - n) The IECEX On-Line Voting System will automatically send a reminder email notification one week prior to the closing date of the ballot to only those recipient voters who have not yet lodged their vote. A final notice email will be sent one day prior to the closing date to recipient voters who have not yet lodged their vote. These email reminders will not be sent to members who have already lodged their vote. Once the Closing Date has been reached, the ability to lodge a vote will end.
- NOTE: Only under special conditions will the Closing Date be extended for a Member who has missed the Closing Date and under this circumstance, the voting would remain open for all members until the late vote closing date has passed.
- o) The IECEX On-line Voting System will still be accessible for viewing only, after the voting on a particular ballot has closed in order to see all the ballots, as well as the history of previous ballots (maximum of ten are displayed).
 - p) The IECEX Secretariat can then download a summary report from the on-line voting system to generate the Report of Voting (RV) which will then be posted on the IECEX website, as is currently the practise. The on-line voting system does not replace the traditional IECEX website page “Members Area/ExMC” where the final results will also be displayed and will remain the controlled copy of past votes.

3 Assistance and further development

Although the voting system has been tested prior to going live should minor issues or questions arise or if you have feedback or suggestions for enhancements please contact the IECEX Secretariat via email to info@iecex.com.

OD 050 Ed.1.1 includes the voting enhancement, as requested by Member Bodies to allow a designated alternate voting member per Member Body, should the primary voter not be available.