

EMS OSD Permissions

NC Administrator Guide

Version: 1.0 | **Date:** June 2025 | **Audience:** NC Administrators

1. Purpose and Scope

On 26 May 2025, OSD (Online Standards Development) permissions were migrated to the Expert Management System (EMS). This guide explains:

- How existing permissions were migrated.
- What actions NC Administrators must take when managing experts.
- How the permission model works in EMS going forward.

2. Background: The Migration

Prior to 26 May 2025, OSD permissions were maintained in the legacy Symphony application. As of the migration date, all OSD permissions are now managed exclusively within EMS.

Note: No manual action was required from NC Administrators for the initial migration. Permissions were transferred automatically based on the rules described below.

2.1 OSD Commenter — Migration Rules

The OSD Commenter permission was automatically generated from existing EMS document permissions using two rules.

Rule 1 — Document Permission Mapping

Any user with access to the documents of a Technical Committee (TC) automatically received:

OSD Commenter – [TC] / All Projects

This permission was granted for the TC and all projects belonging to that TC. If the TC had one or more Subcommittees (SCs), the OSD Commenter permission was also automatically granted on each related SC and all their projects.

Example: A user with access to TC 3 documents automatically received: • OSD Commenter – TC 3 / All Projects • OSD Commenter – SC 3C / All Projects • OSD Commenter – SC 3D / All Projects

Rule 2 — All TC/SC Permission

Users holding the EMS “All TC/SC” permission automatically received:

OSD Commenter - All Committees / All Projects

2.2 OSD Voter and OSD Manager — Migration Rules

OSD Voter and OSD Manager permissions were not generated using document-permission rules. They were migrated unchanged from the legacy Symphony application. Each expert's existing Symphony permissions were transferred directly to EMS.

3. Permission Model Overview

The table below summarises all OSD permission types, their function, how they were migrated, and where they are managed in EMS.

Permission	What it allows	How it was migrated	Where to manage	
OSD Commenter	View and comment on OSD projects	Auto-migrated from EMS document permissions (Rule 1 & 2)	OSD Permissions tab	
OSD Voter	Vote on ballots in OSD projects	Migrated unchanged from Symphony	OSD Permissions tab	
OSD Manager	Manage and administer OSD projects	Migrated unchanged from Symphony	OSD Permissions tab	
Reader	View OSD projects (read-only)	Automatically assigned when document permission exists but no OSD permission	Automatic — no action needed	

3.1 Reader Access

Reader access is not a manually assignable permission. It is automatically granted when:

- A user holds a TC/SC document permission, AND
- No explicit OSD permission (Commenter, Voter, or Manager) has been assigned.

A Reader can view OSD projects but cannot comment, vote, or manage any activity. No action is required from the NC Administrator to grant Reader access.

3.2 Interested TC/SC Rule

When a TC or SC is designated as an “Interested TC/SC” on a project, users belonging to that committee automatically have their existing OSD permissions extended to the relevant project.

This rule applies to all three assignable permission levels:

- OSD Commenter
- OSD Voter
- OSD Manager

Example: Project managed by TC 3. TC 45 is designated as Interested TC. A user holding OSD Voter – TC 45 / All Projects automatically receives OSD Voter rights on the TC 3 project. No manual action is required from the NC Administrator.

4. Managing Permissions in EMS

Since 26 May 2025, NC Administrators must manage two separate permission models in EMS when creating or updating an expert profile.

4.1 Document Permissions

- Location: Expert profile → Permissions tab
- Purpose: Controls access to TC/SC documents in EMS.
- Effect on OSD: Users with document permissions automatically receive Reader access to related OSD projects (unless a higher OSD permission is assigned).

4.2 OSD Permissions

- Location: Expert profile → OSD Permissions tab
- Purpose: Controls whether a user can act as OSD Commenter, OSD Voter, or OSD Manager.
- Scope: OSD permissions are independent of document permissions and must be assigned separately.

Important: Assigning a document permission does NOT automatically grant an OSD Commenter, Voter, or Manager permission. These must be assigned explicitly in the OSD Permissions tab.

4.3 Step-by-Step: Assigning OSD Permissions to a New Expert

1. Open the expert profile in EMS.
2. Navigate to the Permissions tab and assign the relevant TC/SC document permissions.
3. Navigate to the OSD Permissions tab.
4. Select the appropriate permission level: Commenter, Voter, or Manager.
5. Define the scope: specify the TC/SC and project(s), or select All Projects.
6. Save the profile.

5. Frequently Asked Questions

Q1 — Do I need to migrate anything manually?

No. The initial migration was fully automated. All existing permissions from Symphony and EMS have been transferred. You only need to take action when creating new experts or updating existing permission assignments.

Q2 — A user can view TC documents but cannot access OSD projects. Why?

Document permissions and OSD permissions are separate. Having a document permission grants Reader access to OSD projects (view-only). To allow commenting, voting, or managing, you must also assign the corresponding OSD permission in the OSD Permissions tab.

Q3 — A user needs to vote on a project managed by a different TC. Do I need to add an OSD Voter permission for that TC?

Not necessarily. If the user's TC is designated as an Interested TC/SC on that project, their existing OSD Voter permission is automatically extended. Check the Interested TC/SC designation on the project before creating a new permission.

Q4 — What happened to OSD Voter and Manager permissions that were in Symphony?

They were migrated unchanged. No data was lost. If a user had OSD Voter or Manager rights in Symphony, they now have the equivalent permission in EMS.

Q5 — Where can I verify what OSD permissions an expert currently holds?

Open the expert profile in EMS and navigate to the OSD Permissions tab. All assigned permissions are listed there.

Q6 — Can I remove an OSD permission that was automatically migrated?

Yes. Migrated permissions can be modified or removed at any time via the OSD Permissions tab, following your normal permission management procedures.

6. Common Mistakes to Avoid

Mistake 1 — Assuming document permissions grant OSD action rights

Document permissions only grant Reader access to OSD projects. Always assign OSD permissions explicitly in the OSD Permissions tab when commenting, voting, or managing rights are required.

Mistake 2 — Manually assigning OSD permissions for Interested TC/SC projects

If a user's TC is an Interested TC/SC on a project, their OSD permissions are automatically extended. Manually adding a redundant permission is unnecessary and may cause confusion during audits.

Mistake 3 — Looking for OSD permissions in the Permissions tab

OSD permissions are managed in a separate tab called OSD Permissions. Do not confuse this with the standard Permissions tab, which controls document access only.

Mistake 4 — Believing Reader access must be manually assigned

Reader access is granted automatically when a user has a document permission. It does not appear in the OSD Permissions tab and does not require any manual action.

Mistake 5 — Expecting OSD Voter or Manager permissions to follow document-mapping rules

Only OSD Commenter was generated from document permissions. OSD Voter and Manager were migrated from Symphony. If a user is missing Voter or Manager rights, check their Symphony history or assign the permissions manually.

7. Support

For questions or issues related to OSD permissions in EMS, please contact:

- IEC IT Helpdesk via the [ITSM support portal](#) or via email (helpdesk@iec.ch)

Full documentation is also available in the IEC Confluence space:

<https://knowledge.iec.ch/ems-osd-permission-mapping>