Regional Entities – User Guide

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Introduction

Regional Entities manages who can access the IEC Collaboration Platform (CP) for regional entities that are not managed in the Expert Management System (EMS).

It covers three regional entities:

- **COPANT**: Pan American Standards Commission (copant.org)
- **AFSEC**: African Electrotechnical Standardization Commission (afsec-africa.org)
- **FINCA**: Forum of IEC National Committees of the Americas (fincainfo.org)

With it, each entity's administrators can:

- maintain the entity's member countries
- create the entity's committees, which appear automatically as CP workspaces
- grant users permissions on those committees, which give the matching access in CP
- grant administrator privileges for CP and Regional Entities

Access and roles

Open https://regionalentities.iec.ch and sign in with your IEC account (IEC SSO).

Role	Menu available
Regional entity administrator	Home, Members, Persons, Committees, Administrators
IEC administrator	The above, plus Change organization, Organizations, Committee type dependency

Three rules apply to regional entity administrators:

- You can only grant rights to users who belong to one of your entity's member countries, meaning users of IEC National Committees or IEC Affiliates.
- You can grant and remove rights, but you can't change users' personal information. IEC maintains it.
- Changes are saved only when you click **Submit changes**.

Home page

The home page shows which regional entity you are working on and links to the related IEC platforms.

Area	What it shows
Header	Name of the regional entity, for example *FINCA (Forum of IEC National Committees of the Americas)*
Quick links (top right)	IEC Website, the entity's website, EMS, IEC Collaboration Platform
User menu (top right)	Your IEC login (the user ID you signed in with)
Left menu	The screens described in this guide, labeled with the entity name (for example *FINCA members*)

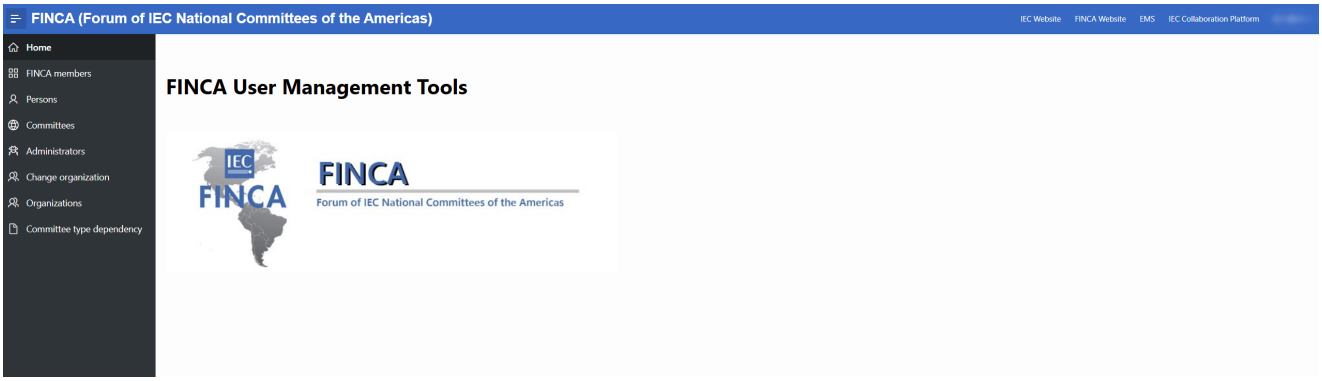


Figure 1. Home page

Members

Each regional entity maintains its list of member countries. That list decides which users you can grant rights to.

The screen has two lists. The left list holds all countries; the right list holds the entity's members.

1 Open **<Entity> members** from the left menu.

2 Select one or more countries.

3 Move them with the buttons between the lists:

- **>** adds the selected countries, **>>** adds all
- **<** removes the selected members, **<<** removes all
- the top icon resets both lists

4 Optionally, reorder members with the arrows on the right: top, up, down, bottom.

5 Click **Submit changes**.

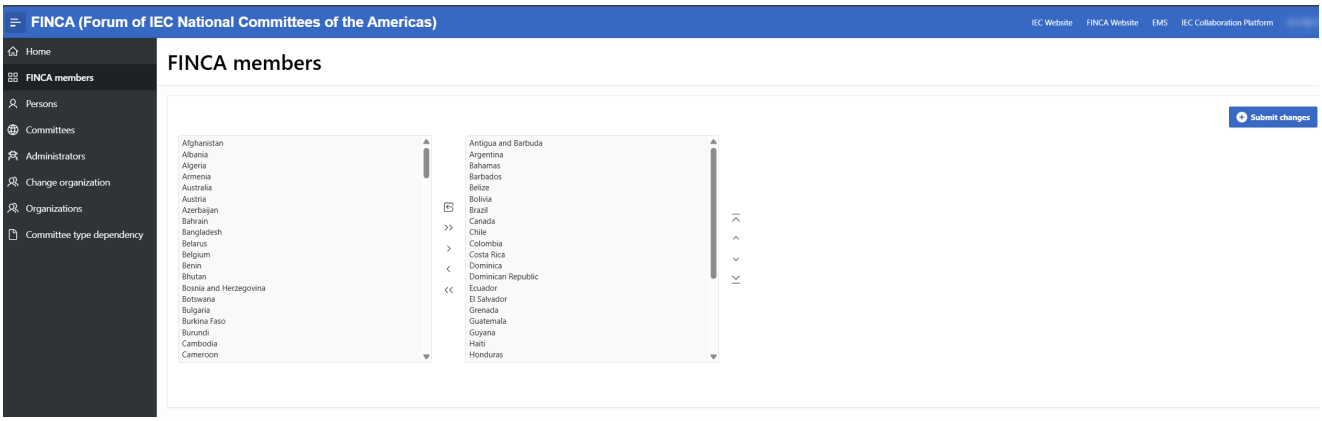


Figure 2. Members screen: all countries (left) and member countries (right)

Persons

Use **Persons** to find a user before managing their rights.

1 In the left panel, enter a **First name**, **Last name**, **Login** or **Email**. Partial values work, for example `br-` in Login.

2 Click **Search**. Click **Reset** to clear the filters.

3 In the results, click the person's **Last name** to open their page.

The results show Title, First name, Last name, Login, Email, Status and NC/Affiliates. Use the toolbar to search within the results, change rows per page, or open **Actions** to filter, sort and download.

The last name is a link only when the person belongs to one of the entity's member countries.

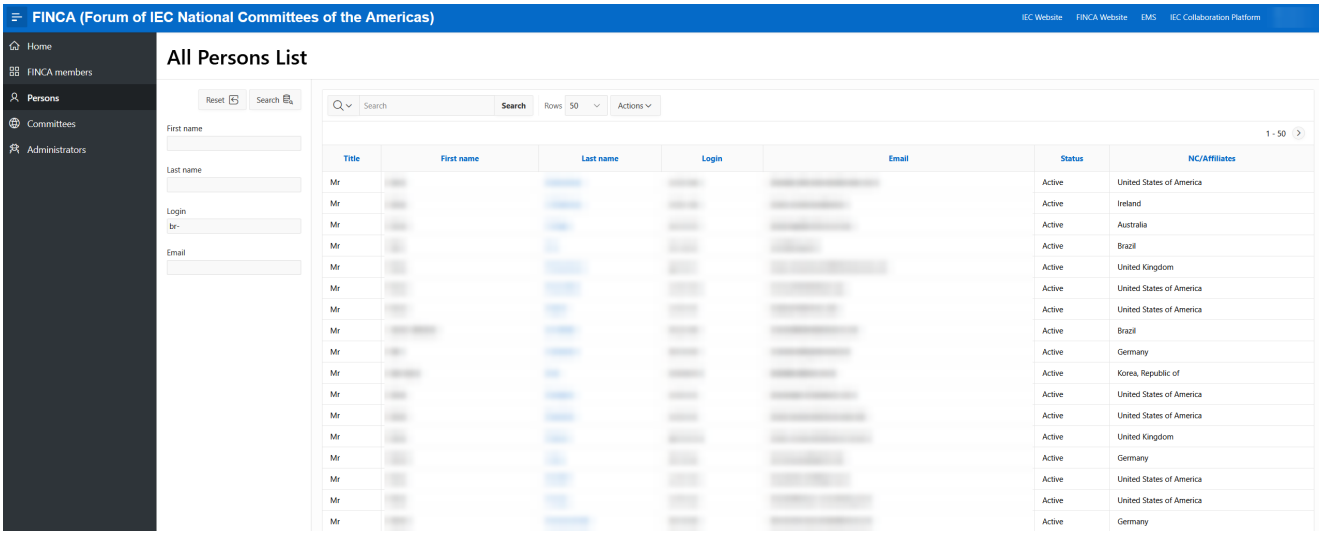


Figure 3. Persons search and results (personal data blurred)

Person page

A person's page has three tabs: **Details**, **Permissions** and **Privileges**. Click **Back** to return to the list.

Details

This tab is read-only. It shows the person's identity (Title, Name, Status, Committee, Login, e-mail, Company) and contact details (address, Country, Phone, Mobile, Fax). Here, **Committee** means the person's IEC National Committee or Affiliate.

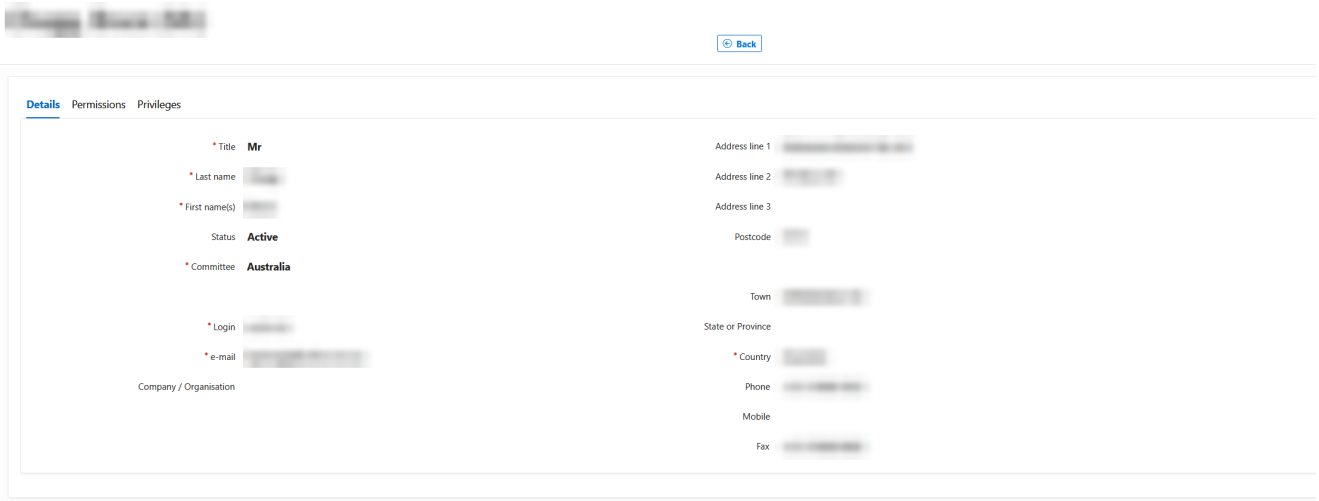


Figure 4. Details tab (personal data blurred)

Permissions

This tab lists every committee of the regional entity with the person's permissions on it. A dash (-) means no permission.

1 Click the **pencil icon** on the committee's row.

2 In **Permissions on a committee**, move roles from the left list (available) to the right list (granted).

3 Click **Submit changes**.

Role	Access in the CP workspace
Reader	Read the workspace content
Author	Add content and modify their own content
Editor	Add content and modify all content, including other members'

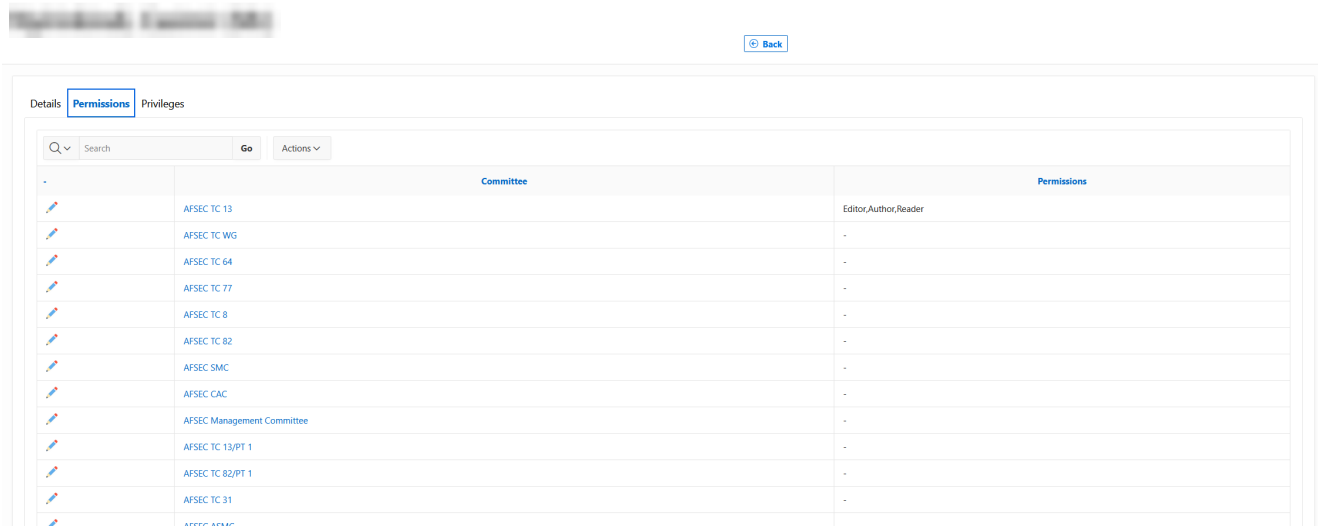


Figure 5. Permissions tab

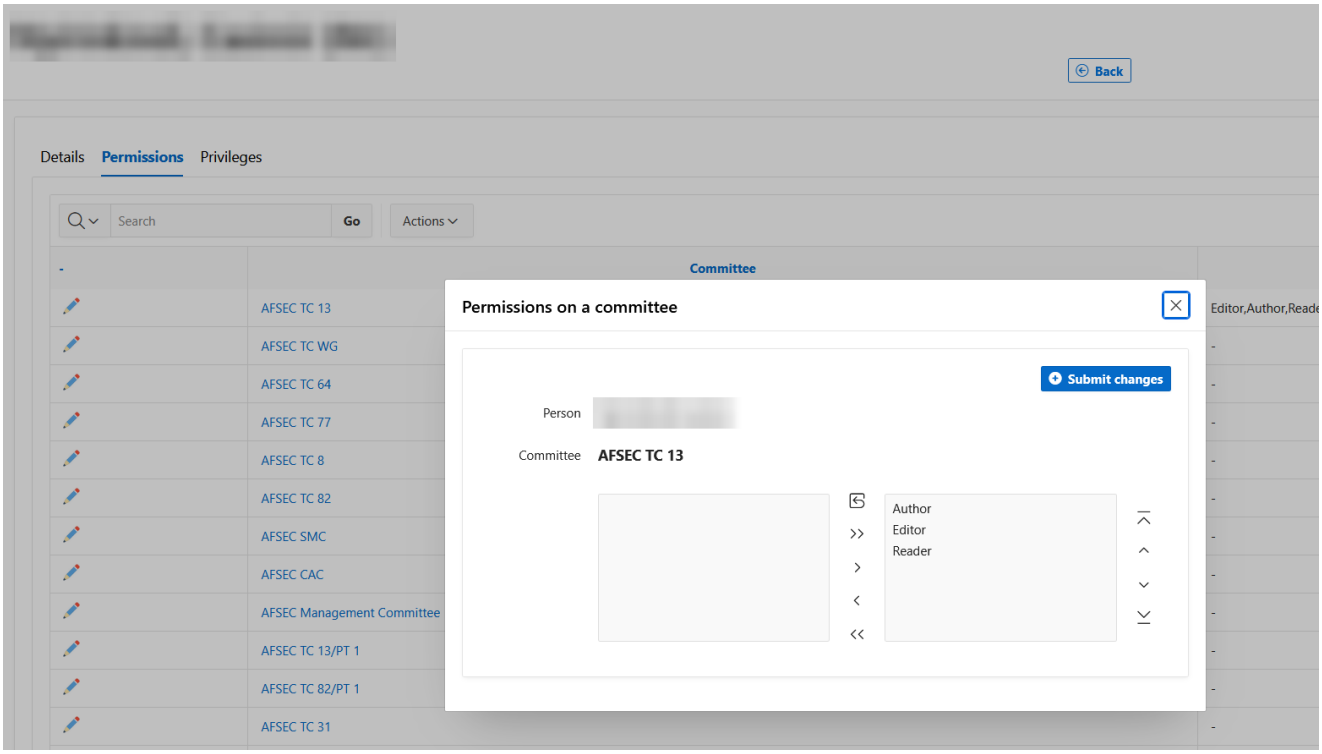


Figure 6. Permissions on a committee dialog

In CP, the committee then appears under **My Workspaces**, grouped by regional entity. The workspace header shows the person's role, for example *AFSEC TC 13 · Editor*.

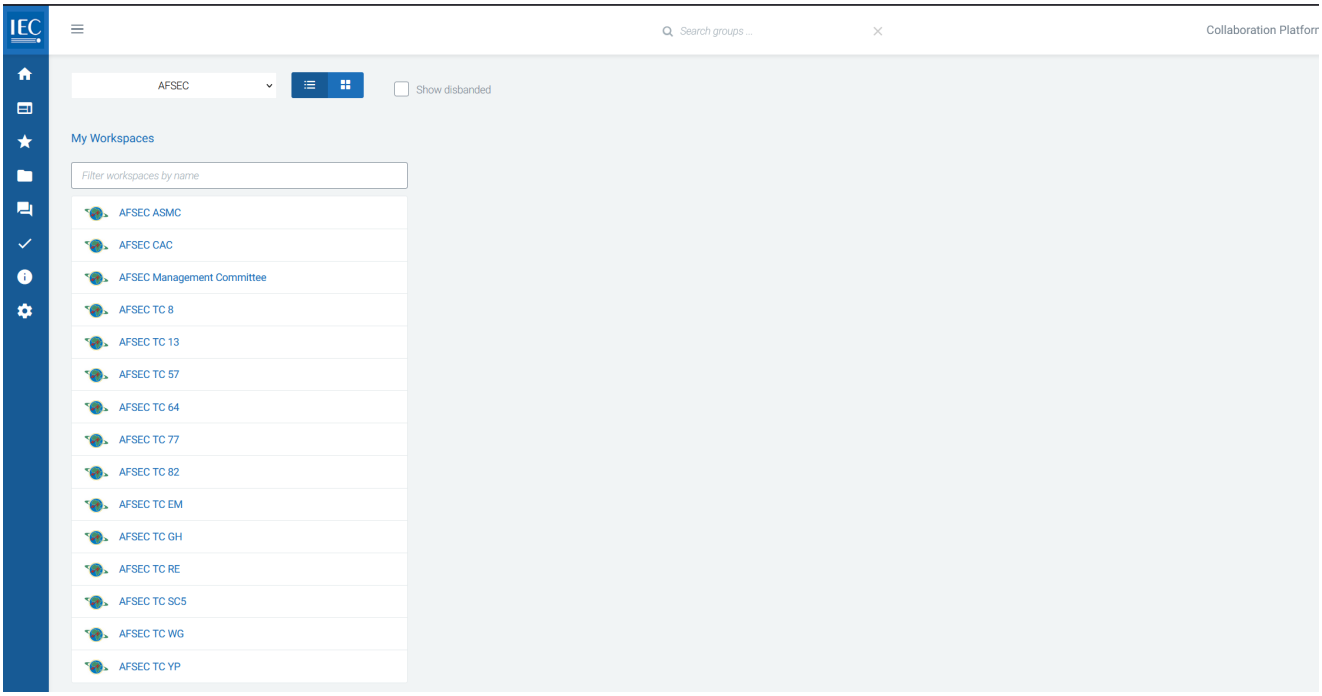


Figure 7. CP: My Workspaces for AFSEC

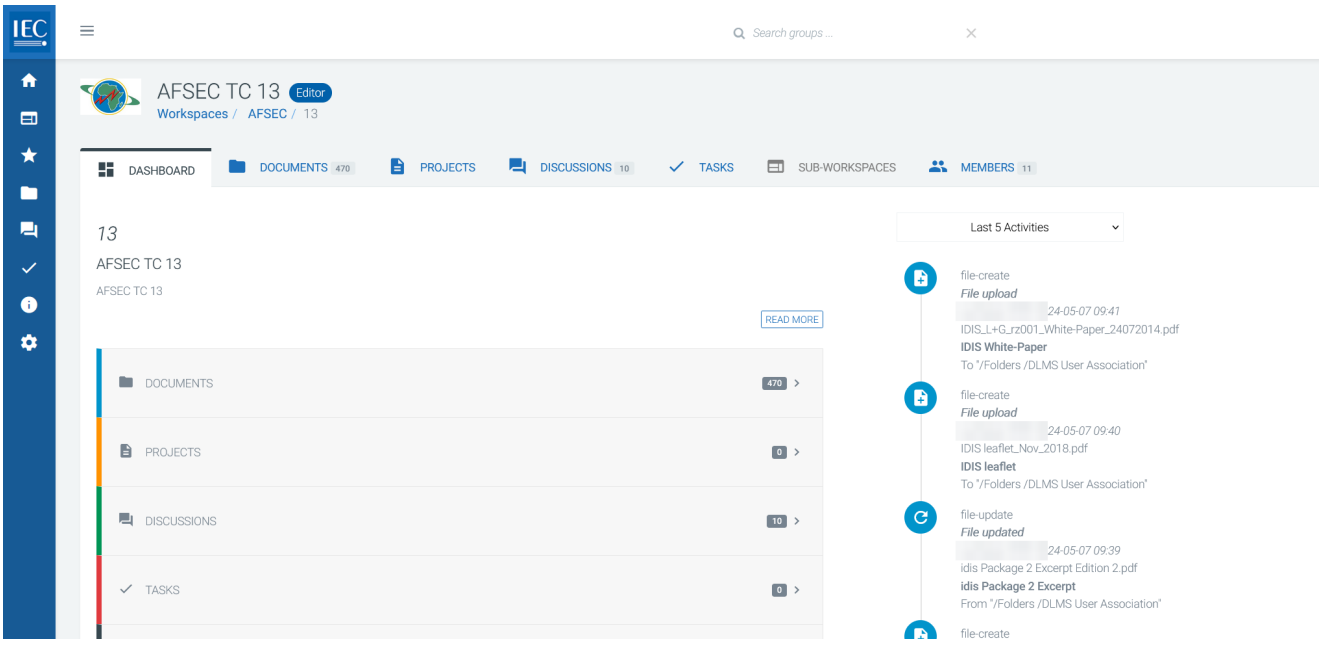


Figure 8. CP: workspace with the role shown in the header

Privileges

This tab grants administrator rights for both CP and Regional Entities, for example **AFSEC Regional Entity Admin**.

1 Move the privilege to the right list.

2 Click **Submit changes**.

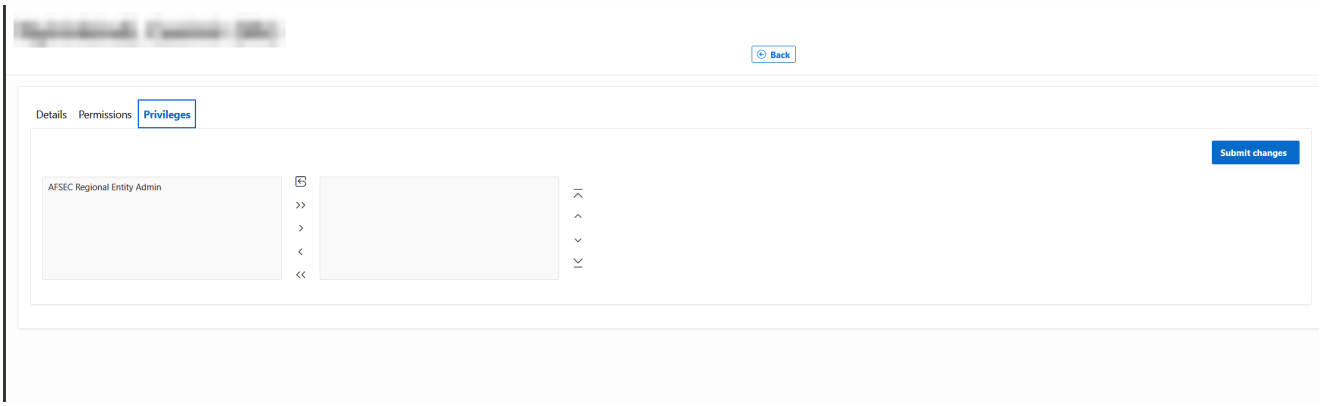


Figure 9. Privileges tab

Committees

Committees created here appear automatically as workspaces in CP, where you can then grant access rights.

The list shows each committee's Title, Committee type, Name, Status (Active or Disbanded) and Created date. Click a **Title** to open the committee, or the **pencil icon** to edit it.

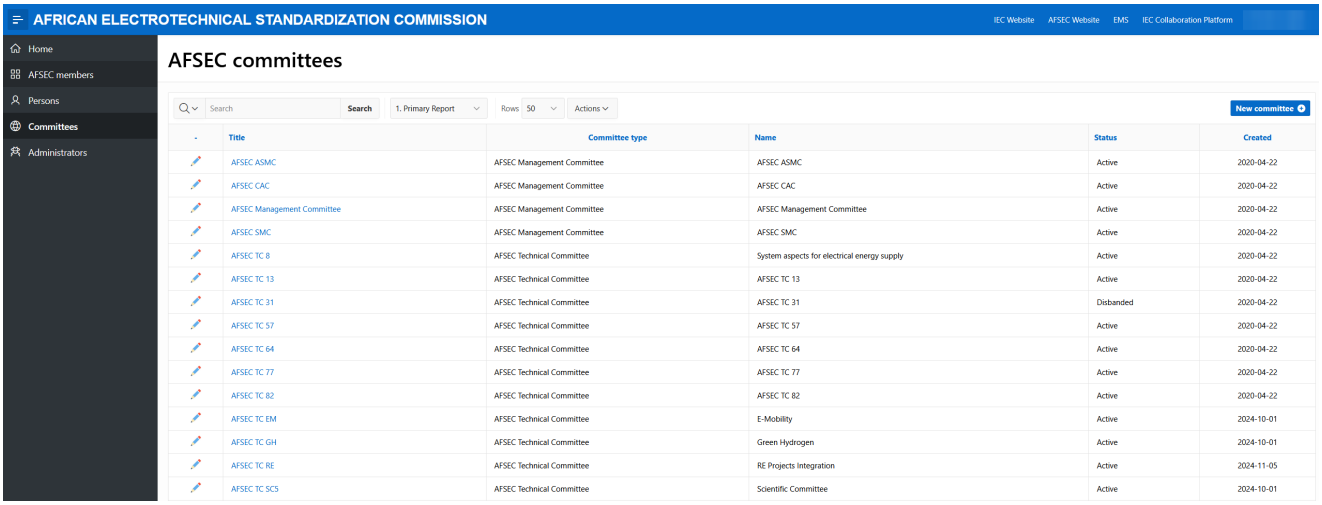


Figure 10. Committees list

Create a committee

1 Click **New committee**.

2 Fill in the required fields: **Type**, **Creation date**, **Code**, **Parent**, **English title** and **Scope en**.

3 Optionally, add a French title, Scope fr and a Remark.

4 Save. The status is set to ACTIVE automatically.

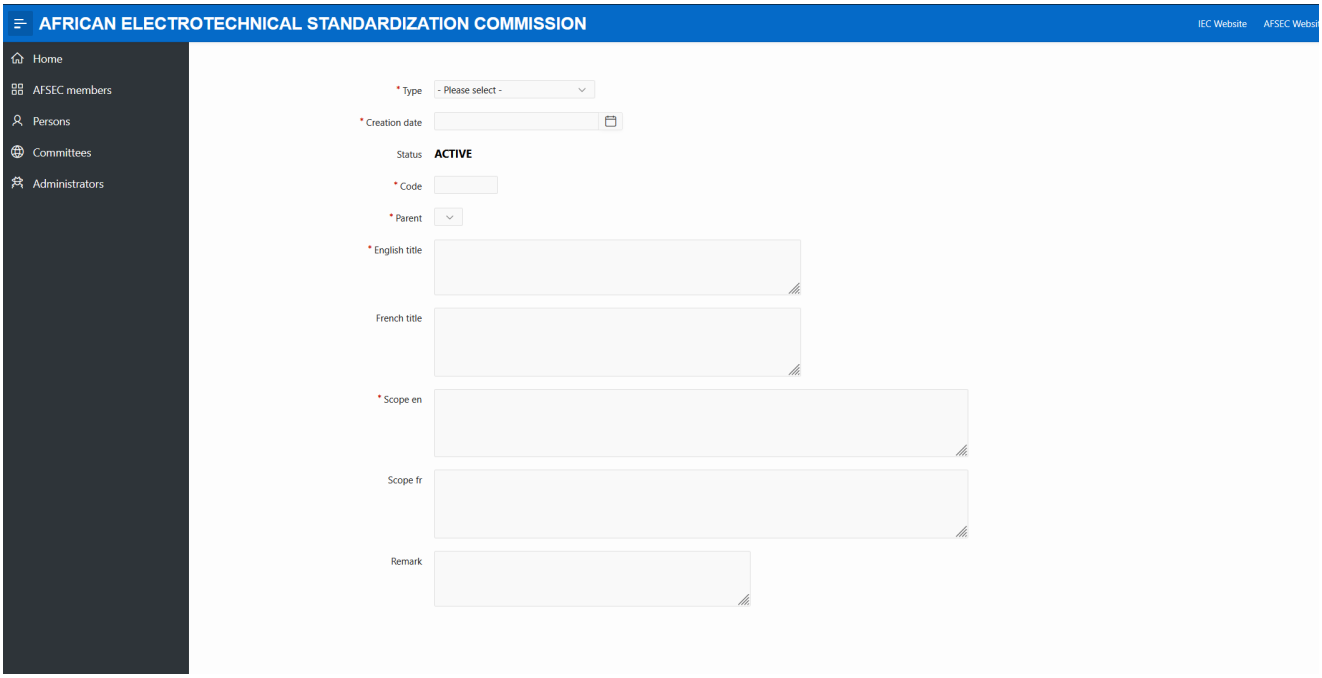


Figure 11. New committee form

Committee page

- **General**: the committee's details, plus who created and last modified it. Click **Edit** to change them, or **Close** to go back.

- **All members list**: everyone with permissions on the committee. The **pencil icon** is a shortcut to change that person's permissions without going through Persons.

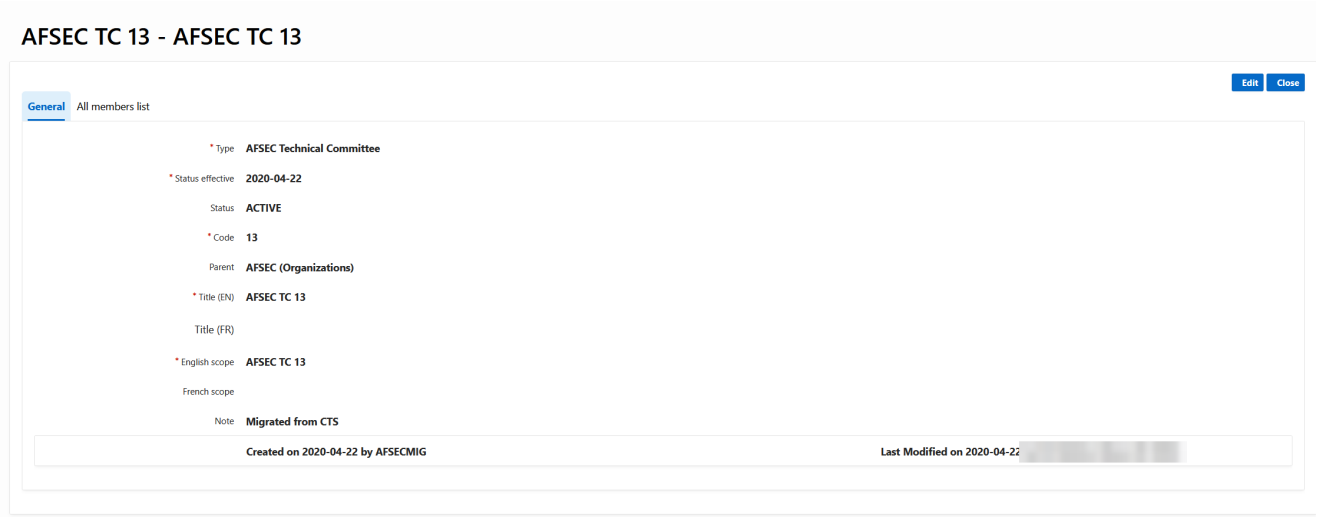


Figure 12. Committee page: General tab

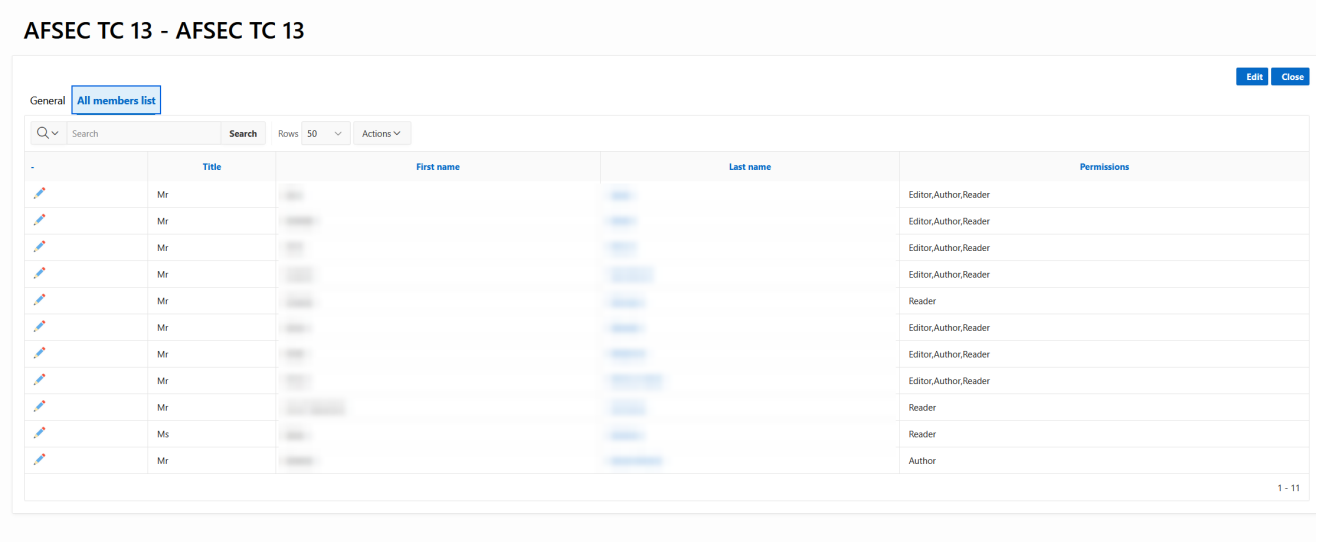


Figure 13. Committee page: All members list (names blurred)

Administrators

Administrators lists the users who hold the entity's Regional Entity Admin privilege, with their Title, First name, Last name, Email and Login.

To add or remove an administrator, open the person's page and change their **Privileges** tab. Clicking a last name in this list takes you there.

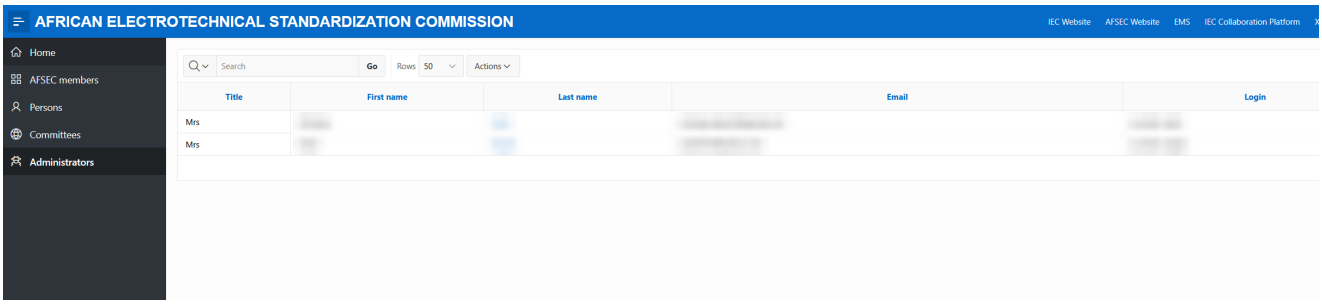


Figure 14. Administrators list (personal data blurred)

Quick reference

I want to…	Go to
Add or remove a member country	Members, then Submit changes
Give someone access to a committee workspace	Persons, then the person, then Permissions, then the pencil icon
Change the rights of someone already on a committee	Committees, then the committee, then All members list, then the pencil icon
Make someone an administrator	Persons, then the person, then Privileges
Create a new committee	Committees, then New committee
See who administers the entity	Administrators

Why can't I open a person's page? They don't belong to one of your entity's member countries. Add the country under Members first, if appropriate.

Why can't I edit a person's name or email? Personal data is maintained by IEC. Contact IEC to have it corrected.

My change didn't save. Check that you clicked **Submit changes**.

I granted a permission, but the person can't see it in CP yet. Access rights are updated in CP once a day, at 3:00 AM (Geneva time). Changes made today appear in CP the next morning.

I created a committee, but its workspace isn't in CP yet. New committees are also added to CP during the daily update at 3:00 AM (Geneva time). The workspace appears the next morning.