

## Informal Working Groups under WP.29

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### *Changes to the distribution of documents*

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#### **IWG Chairs and/or secretaries are invited to upload their informal documents**

Since 15 July 2012 all informal documents related to the meetings of IWGs established by the UNECE World Forum for Harmonization of Vehicle Regulations (WP.29) will have to be uploaded to the UNECE web-site by the Chairs or the secretaries of the relevant IWG.

#### **Creation of a specific working environment on the UNECE web-site**

In order to accommodate this change and facilitate this task, the UNECE is providing a working environment for this purpose, developed on the **Confluence** platform (**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 and visible by any external user.

IWG Chairs and secretaries will have the right to edit existing pages, create pages concerning new meetings (and remove pages created by mistake), upload relevant documents and include a description for each document uploaded.

A link to this environment is available here (view of external users):

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

#### **Username and password**

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

#### ***How to obtain a login to edit the web-site?***

IWG Chairs and secretaries need to contact the secretary of the Working Party under which the group has been established (chairs and secretaries of informal working groups reporting directly to WP.29 should contact the secretary of the Working party on Pollution and Energy - GRPE).

They will be assigned a username (their surname, by default) and a password (which can then be changed by editing their profile, after the first log in). Both will be communicated by email from the UNECE secretariat.

#### ***How long will the username and password last?***

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?**

A quick guide for the use of the working environment developed on the **Confluence** platform has been developed by the UNECE secretariat.

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)

# Confluence Quick Guide

## All users

### How to navigate

- ➔ Start here: <http://www2.unece.org/wiki/display/trans/Home+Vehicle+Regulations>
- ➔ Using the tree on the left, select the Working Party (GR) and the Informal Group (IG) you are interested in (GRPE and EVE, 1<sup>st</sup> session, in the example below)

Dashboard > Transport - Vehicle Regulations > ... > EVE 1st session

World Forum for Harmonization of Vehicle Regulations (WP29)  
Working Party on Noise (GRB)  
Working Party on Lighting and Light-Signalling (GRE)  
Working Party on Pollution and Energy (GRPE)  
Environmentally Friendly Vehicles (EFV)  
Electric Vehicles and the Environment (EVE)  
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 Procedure (MACTP)  
Non-Road Mobile Machinery (NRMM)  
Off-Cycle Emissions (OCE)  
Particle Measurement Programme (PMP)  
Retrofit Emission Control devices (REC)  
Worldwide harmonized Heavy Duty Certification program

**EVE 1st session**  
3 Added by [dagan](#), last edited by [dagan](#) on Jun 15, 2012

**Geneva, 8 June 2012**

**Informal Documents**

Name	Size	Creator	Creation Date	Labels	Comment
<a href="#">EVE-01-01e.pdf</a>	64 kB	<a href="#">dagan</a>	about 5 hours ago	None	Agenda of the 1st meeting of the EVE informal working group
<a href="#">EVE-01-02e.ppt</a>	346 kB	<a href="#">dagan</a>	about 5 hours ago	None	Presentation of the informal working group on Electric Vehicles and the Environment (EVE)
<a href="#">EVE-01-03e.doc</a>	34 kB	<a href="#">dagan</a>	about 5 hours ago	None	Draft agenda of the 2nd meeting of the EVE informal working group

#### Structure of the menu:

- Working Party
  - Informal Group
    - Sessions

#### Page content:

- Session documents available for download (they can be sorted by name, creation date, etc).
- Comments (title, explanation of the contents)

# Confluence Quick Guide

## Editors

Editors include Chairs & secretaries of the Informal Working Groups (IWGs)

### How to add new documents in existing session pages





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*

When you upload a **new version of an existing document**, add "RevN" to the file name, before the language letter, with N corresponding to the revision number

*Example: EVE-01-01-Rev1e.pdf*

- ➔ **Log in** by clicking "Log In" on the top-right of the page: 
- ➔ Using the tree on the left, select the Working Party (GR) and the Informal Group (IG) you are interested in (GRPE and EVE, 1<sup>st</sup> 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




 Don't forget to add information about the document uploaded (author, title): see [How to change/enter information about the documents](#)

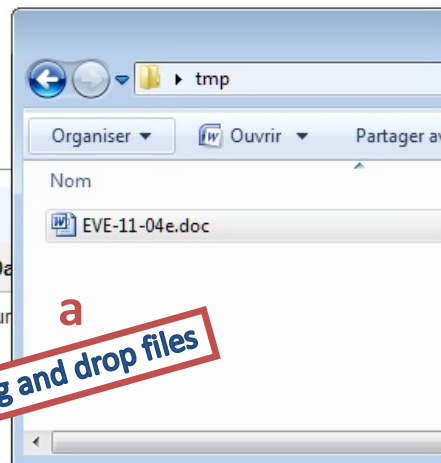
### EVE 1st session

4 Added by [dagan](#), last edited by [dagan](#) on Jun 15, 2012

#### Geneva, 8 June 2012

##### Informal Documents

Name	Size	Creator	Creation Date	Version	Status
 <a href="#">EVE-01-01e.pdf</a>	64 kB	<a href="#">dagan</a>	about 5 hours ago		
 <a href="#">EVE-01-02e.ppt</a>	346 kB	<a href="#">dagan</a>			
 <a href="#">EVE-01-03e.doc</a>	34 kB	<a href="#">dagan</a>	about 5 hours ago	None	Draft



**a**  
Drag and drop files

**b**  
or browse your folders

Browse...

Attach

## 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 document upload...



A screenshot of a document upload interface. It features a text input field on the left, a 'Browse...' button, a 'Comment' text box (highlighted with a red border), and an 'Attach' button on the right.








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

### EVE 1st session

 Edit  Share  Add  Tools ▾

3 Added by [dagan](#), last edited by [dagan](#) on Jun 15, 2012

### Geneva, 8 June 2012

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

Parcourir... Comment Attach

Properties  
Remove  
Edit in Office  
View

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

### Properties: EVE-01-02e.ppt

Added on Jun 15, 2012 10:20 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.

➔ To **check the edits in their final appearance**, click on the **view** icon in the resulting web page:


 View



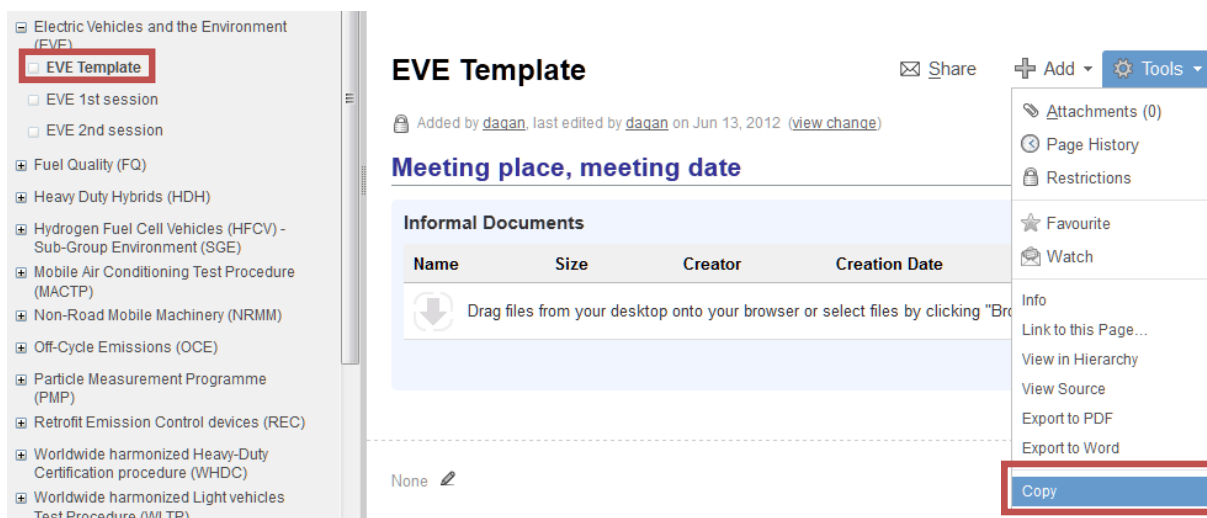
For coherence across all IGs and GRs, please use the following format (including the brackets) for the document properties: **(Author) Document title and/or content**  
Example: **(UNECE secretariat) Changes to the distribution of informal documents**

**Authors** and titles should be clear for all external users: avoid abbreviations

## How to create a new session page in 2 steps

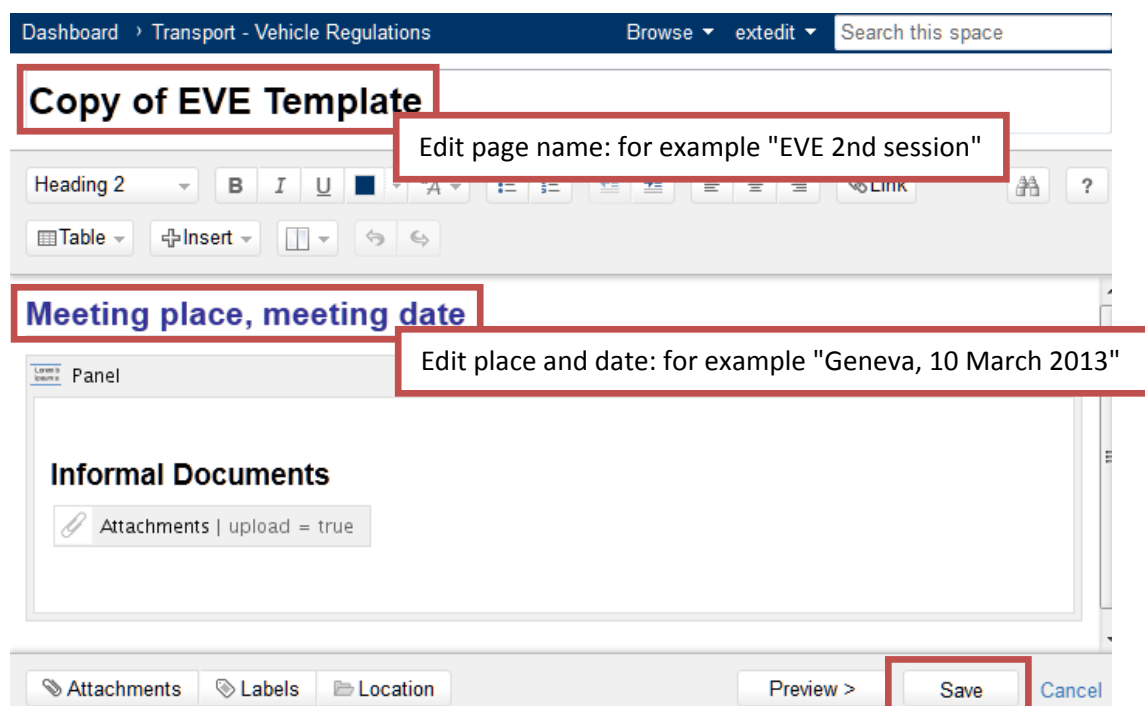
- ➔ Log in by clicking "Log In" on the top-right of the page: 
- ➔ Create a new page from the template present in the Informal Group menu:

### STEP 1 Copy the template page



The screenshot shows the Informal Documents interface. On the left, a sidebar lists various groups, with 'EVE Template' selected and highlighted by a red box. The main content area displays the 'EVE Template' page, which includes a title, a 'Meeting place, meeting date' section, and an 'Informal Documents' table. The table has columns for Name, Size, Creator, and Creation Date. A 'Tools' menu is open on the right, showing options like Attachments, Page History, and Restrictions. The 'Copy' option at the bottom of the menu is highlighted with a red box.

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



The screenshot shows the Informal Documents editor interface. The page title is 'Copy of EVE Template' and the meeting place and date are 'Meeting place, meeting date'. Red boxes highlight the title, the meeting place and date, and the 'Save' button. Text boxes provide instructions: 'Edit page name: for example "EVE 2nd session"' and 'Edit place and date: for example "Geneva, 10 March 2013"'. The 'Save' button is highlighted with a red box.



For coherence across IGs and GRs (and to avoid multiple pages with the same title, refused by the working environment), use the following format for page name:

**IWG ACRONYM + SESSION NUMBER (ordinal) + "session"**

*Example: EVE 4th session*



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