

<b>How to use the new “Comment Form”</b>
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Every 15 minutes, the IEC Voting application runs a check on all the files which have been uploaded into the system. This checking-system was put in place to avoid receiving comments files with miscellaneous column headings and content, as sometimes we did in the previous system.

As a Voter or a Commentator, you may download the new “Comment Form” and fill it in. Only a Voter can upload it back into the system. Once the system has checked the comment file, it will send one single e-mail notification to the Voter who uploaded the file, informing them whether their file has been accepted or rejected.

**Attention:**

**Only those comment files which have been accepted by the closing date will be taken into consideration by the IEC** (i.e. the Voter has received an e-mail notification, approximately 15 minutes after the file was uploaded, confirming that the file has been accepted by the system).

A comment file is accepted by the system on the below conditions:

- 1) The Voter has used the **new “Comment Form” template**. It is available for download on the IEC Vote Page [[http://www.iec.ch/members\\_experts/tools/vote/](http://www.iec.ch/members_experts/tools/vote/)] as well as on the "Comment" tabs of each of the documents open for vote.
- 2) Two separate tables exist in this template:
  - 2.1) Table no. 1: located on the top right containing 3 columns called “Date”, “Document”, and “Project Nr.” It is not an obligation to fill in this table.
  - 2.2) Table no. 2: located in the center containing 8 columns called “National Committee”, “Line number”, “Clause/ Subclause”, “Paragraph Figure/ Table”, “Type of comment”, “Comments”, “Proposed change” and “Observations of the Secretariat”.
- This template must be used as it is, without changing its table headings, columns or structure. Otherwise, the system will reject your file.**
- 3) You may attach the following embedded objects inside the file: Equations as well as images from Word Pictures, Visio, Paintbrush (bmp, jpeg, gif). Embedded objects such as PDF or video are not accepted.
- 4) Only files with a ".doc" or ".docx" extension are accepted
- 5) You have the possibility of adding extra information or what is qualified as “annexes” (i.e. text, tables, images) right below Table no. 2. In this case, both the content of Table no. 2 as well as the annexes provided will be taken into account and compiled in the final report of comments.
- 6) Unless you are adding “annexes”, at least the first row of Table no. 2 should be filled in. The fields “Type” and “Comment” are mandatory.