



CORESTA Standards & Website Task Forces

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❖ CORESTA Standards TF

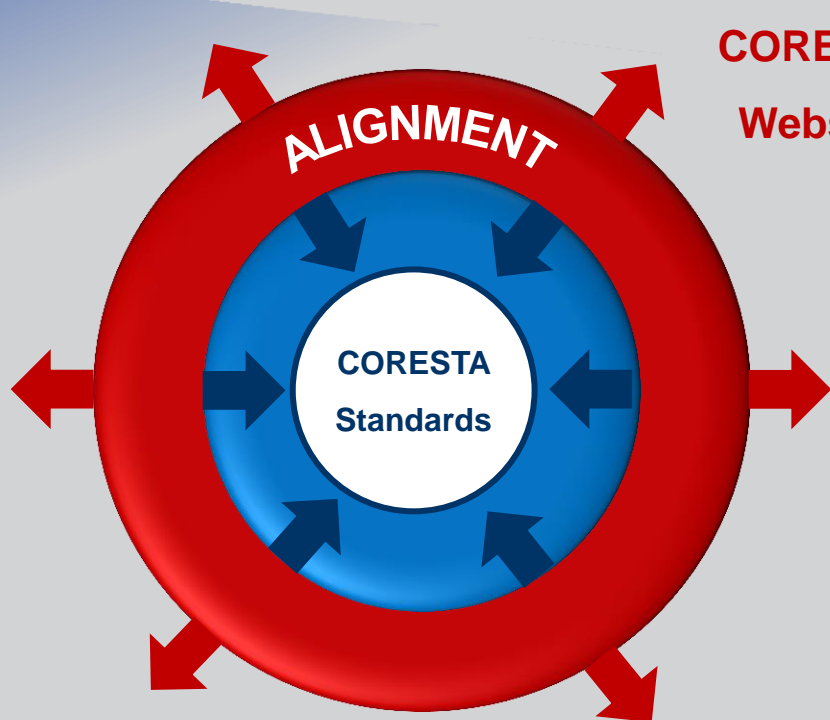
- Review existing procedures for the documentation of the scientific output of CORESTA
- Develop document management systems
- Develop and publish related guidelines and templates of the documentation management systems

❖ CORESTA Website TF

- Develop a new modern dynamic website for CORESTA



Two TF which need to be aligned



CORESTA
Website

Level 1

Public

Process of cooperation

Level 2

CORESTA Member

Forms, Guidelines...

Agenda? Minutes?

Level 3?

SG/TF Member

Documentation properly named

Require cooperation & alignment



CORESTA Standards TF History

- ❖ **Task Force set up in 2011 following a Board decision**
- ❖ **2 Meetings in 2014, 3 Meetings in 2015, 3 Meetings in 2016**
- ❖ **Posters presented at the Jeju and Izmir Joint Meetings**
- ❖ **Meeting 6 – March 2016 – Webex**
 - **NWIP; Document naming convention; Table of comments (SC)**
- ❖ **Meeting 7 – June 2016 – Webex**
 - **Guideline for writing a CRM; Guideline for maintenance of CORESTA document; Acronyms; alignment with the new website**
- ❖ **Meeting 8 – October 2016 – Berlin**
 - **Core section of Process of Cooperation; Definitions; Discussion on Agenda/ Minutes**



CORESTA Standards



New Work Item Proposal

STDS-002-CCA-C2_New Work Item Proposal-160520

To be completed by the Proposer

To be completed by the CORESTA Secretariat

Proposal date (all dates in YYYYMMDD format):

Proposer (Individual or Working Group)

Submitted by: (Name, Organization):

On behalf of (Organization, if different from above):

Date Received by Secretariat:

Reference number:

Date forwarded to the Scientific Commission

Deadline for answer by Scientific Commission

A proposal for a new work item within the scope of an existing Sub-Group, Task Force or Committee shall be submitted to the Secretariat for approval by the Scientific Commission.

Proposals not within the scope of an existing group shall be submitted to the Secretariat for approval and assignment (if necessary) by the Scientific Commission.

IMPORTANT NOTE:

Proposals without adequate justification risk rejection or referral to originator.

[This document provides general guidance and model for writing a CORESTA Recommended Method. Methods shall be based on Technical Report published previously. For description of chemical analysis methods, ISO 78-2 "Chemistry - Layouts for standards - part 2" provides additional useful guidance.]

CORESTA RECOMMENDED METHOD N° ZZ (Times new roman, 14, capital)

HOW TO WRITE A CORESTA RECOMMENDED METHOD (12; BOLD; CAPITAL)

(Month, year)(12, bold,italic)

0. INTRODUCTION



CORESTA Standards Task Force - Document Codification Rules

All the work items created in CORESTA groups, whether they are formal or not, through the CORESTA Secretariat in order to be archived. A New Work Item Proposal suggested by any CORESTA group or individual. It must be sent to the General Secretary using the NWIP form and has to be approved by the Scientific Commission. For publication, all the documents have to be approved by the Scientific Commission and some may have to be sent back and forth several times between the Secretariat authors, Scientific Commission or Board. This means different versions of the same document are in circulation, hence the need for codification of documents that allows a quick reference check the status of each version, by whom it is being edited and the date.

When a document is approved and published, the supporting data needs to be archived easily found as it is still important to CORESTA and may be needed for future reference possible regulatory compliance. In the future, website archives will be indexed and searched and therefore coding the document files will make them easily retrievable.

Example: STDS-002-BCA-Codification Rules-160105

1. Each document name must start by a **Group Acronym** presented in Table 1.

Table 1: Group Acronyms and Names

Group Acronym	Group Name
AA	SG Agrochemicals Analysis
ACAC	Agrochemical Advisory Committee
ADG	Technical Group for Diagnostic Cultivation

GUIDELINE FOR THE MAINTENANCE OF CORESTA DOCUMENTS

(April, 2016)

0. Scope:

The scope of this Guideline is to enable regular review and verification of published CORESTA documents specifically CORESTA Recommended Methods (CRMs) and Guides.

1. Introduction:

The CORESTA study groups generate a number of scientific documents that are published on the website as CORESTA Recommended Methods, Reports or Guides. They reflect state-of-the-art science and technology when published. To hold this status over the long term it is necessary to check the validity of the documents on regular basis (systematic review) and to propose modifications if needed to keep the documents updated (document maintainance). This document gives guidance on how to proceed in this regard.

❖ Website Development divided into three stages:

➤ Phase 1: Public section

- Redesigned version of former website
- Search engine
- PowerPoint / Poster presentations (with author permission)

➤ Phase 2: General Member section

- Additional information and a few extra features
- Accessible to CORESTA members only
- Password protected User account

➤ Phase 3: Working Groups section

- Section reserved for documents and work specific to SGTF projects
- Features to be added progressively according to needs



Phase 1: Public Section

❖ Test website available early February

❖ Website review divided into 4 stages:

- Website TF (February)
- Selected reviewers (March)
- Scientific Commission (early April)
- Board (April)

All comments and suggestions addressed as best as possible

❖ Content for public access uploaded and formatted

- Introductory text to document pages, lists, projects, meetings, etc.
- Abstracts until 2016 and CORESTA presentations from 2011-2015



Phase 1: Public Section

❖ New website officially launched on 28 April 2016

➤ Former website retired after 15 years of loyal and faithful service!



Vision

To be recognised by our members and relevant external bodies as an authoritative source of publically available, credible science and best practices related to tobacco and its derived products.

[→ More about CORESTA](#)



FORTHCOMING CONGRESS



Berlin, Germany / 9-13 October 2016
Online Abstract Submission open (deadline 15 May 2016)

- Latest News**
- RAC SG CTR "2015 Collaborative Study of CORESTA Ignition Propensity Monitor Test Piece CM IP 2" published (2015-04-12)
 - 2016 CORESTA Congress [online abstract submission](#) open (2016-04-04)
 - 2016 CORESTA Congress [official website](#) launched (2016-04-04)
 - [CORESTA Presentation](#) updated (2016-03-31)
 - [CORESTA Recommended Methods and ISO Correlation List](#) updated (2016-03-31)
 - [CRM No. 82 "Determination of Benzo\[a\]pyrene in Tobacco Products by GC-MS"](#) published (2016-03-31)
 - [STS SG CTR "2015 Collaborative Study on Benzo\[a\]pyrene in Tobacco Products"](#) published (2016-03-31)
 - [List of acronyms](#) updated (2016-03-31)
 - ["CORESTA - towards new challenges"](#) Tobacco Journal International Feb/March 2016 (CORESTA 2015 Joint Study Group Meetings) (2016-03-31)
 - [VT SG CTR "Ames Assay Proficiency Study"](#) published (2016-04-09)

- News**
- 2016 CORESTA Congress: programme and list of papers updated
22/09/2016
 - CRM 72 accepted for development as ISO Standard 21766
09/09/2016

- Latest Documents**
- Reports**
[Recommendation of Measurement Area for Air Permeability Determination of Super-Slim Cigarette Papers](#)
PTM Technical Report
26/09/2016
 - Recommended Methods**

- Upcoming Meetings**
- 7 October 2016**
SG RAC - Routine Analytical Chemistry
Berlin, Germany
 - 7 October 2016**
SG PTM - Physical Test Methods
Berlin, Germany

presentation of CORESTA

To be recognised by our members and relevant external bodies as an authoritative source of publically available, credible science and best practices related to tobacco and its derived products.

roduction

RESTA is an association founded in 1956, ruled by French law, the purpose being to promote national cooperation in scientific research relative to tobacco.

RESTA Full Members are organisations (companies, institutes, laboratories, associations) doing R&D activities related to tobacco or tobacco products (including e-cigarettes), whether in plant field (agronomy, breeding, phytopathology) or in the fields of manufacturing, chemistry, rology, or materials (cigarette paper and filters).

RESTA membership was 24 upon foundation, 117 in 1976, and at the end of the 57th annual Year on 31 March 2013 there were 176 organisations listed as Full Members. At the



Join CORESTA | Member Access

Cooperation Centre for Scientific Research Relative to Tobacco

Centre de Coopération pour les Recherches Scientifiques Relatives au Tabac

Search

- ABOUT US ▾
- STUDY GROUPS ▾
- DOCUMENTS ▾**
- ABSTRACTS
- MEETINGS ▾
- INFORMATION ▾
- MEMBER CONTENT ▾ 🔒

- > Recommended Methods
- > Reports
- > Guides
- > All Documents

Home

Documents

[Help](#)

1 2 3 4 5 6 7 8 9 ... →

Publication Year

- 2016 **15**
- 2015 **22**
- 2014 **18**
- 2013 **8**
- 2012 **7**

→ Show more

Type

- Recommended Methods **70**
- Reports **86**
- Guides **17**

Groups

REPORTS

Recommendation of Measurement Area for Air Permeability Determination of Super-Slim Cigarette Papers

PTM Technical Report

September 2016

RECOMMENDED METHODS

No. 6 - Determination of Ventilation - Definitions and Measurement Principles

Third edition (This CRM was dev. into ISO 9512:2002)

Sept. 2016

REPORTS

Report on the 10th Round Robin Test for Multi-Capillary Pressure Drop Calibration Standards (2014)

PTM Technical Report

August 2016



Phase 1: Public Section

- ❖ **New website officially launched 28 April 2016**
- ❖ **Communication**
 - **General mailing sent to all CORESTA contacts**
 - **Article published in CORESTA Newsletter**
- ❖ **Post launch**
 - **No bugs or problems reported**
 - **A few general queries / documentation requests received via website Contacts page**



Phase 2: General Member Section

- ❖ **Development started in April 2016**
 - **User access, extra features, graphic design**
- ❖ **Online test version available end of July**
- ❖ **Website review divided into 3 stages:**
 - Website TF (August)
 - Scientific Commission (August / September)
 - Board (September)
- ❖ **Content for Member section uploaded and formatted**

All comments and suggestions addressed as best as possible



Phase 2: General Member Section

- ❖ **Member reserved section officially launched 16 September 2016**
- ❖ **Communication**
 - **General mailing sent to all persons from CORESTA Member Organisation listed in CORESTA contact list**
 - **Account activation email sent to same persons**
- ❖ **Post launch**
 - **A few minor bugs reported / login queries received**
 - **A fair number of detail update requests**



❖ Access

- Persons from CORESTA Member Organisations in CORESTA Contacts database received access information
- Others will have to apply for access via website form

Member Access

Jane DOE | Log out

Cooperation Centre for Scientific Research Relative to Tobacco
Centre de Coopération pour les Recherches Scientifiques Relatives au Tabac

ABOUT US ▾ STUDY GROUPS ▾ DOCUMENTS ▾ ABSTRACTS MEETINGS ▾ INFORMATION ▾ MEMBER CONTENT ▾

Home → My profile

Profile

- View >
- Edit profile >
- Edit password >
- My Bookmarks >

View

Jane DOE [→ Edit](#)

Email jane.doe@abccorp.com

Position Scientific Director

Company ABC Corp.

Country GREENLAND

URL LinkedIn <https://www.linkedin.com/in/jane-doe-12df89067>

Bio Expertise: molecular biologist
PhD Molecular Biology, University of Lapland
Technical Advisor, DEF Inc., Antarctica (2012-2014)
Scientific Director, ABC Corp., Greenland (2014-present)

password to activate your CORESTA Extranet account. This may take a few days.

e 5 + 8 T

Generate a new captcha
Enter the characters shown in the image. *

→ Submit



Phase 2: General Member Section (Additional Features)

The screenshot shows the CORESTA website interface. At the top, there is a navigation bar with the CORESTA logo, the text "Cooperation Centre for Scientific Research Relative to Tobacco", and a search bar. Below the navigation bar, there are several menu items: ABOUT US, STUDY GROUPS, DOCUMENTS, ABSTRACTS, MEETINGS, INFORMATION, and MEMBER CONTENT. The main content area displays a document titled "Scout based application and integration of nematode resistant cultivars: an IPM strategy for reducing pesticide use in tobacco production in Malawi". A red box highlights the "Add to my bookmarks" button. Another red box highlights the "Documents" section, which includes links for "Presentation" and "Full manuscript". Below the document title, there is a list of authors: MSANGOSOKO K.R., MAINJENI C.E.D., GOMONDA R.W.J., and CHAMANGO A.M.Z. The authors' names are highlighted with blue boxes. Below the authors, there is a section for "Organisations" with a link for "ARET". Below the organisations, there is a section for "Organisation countries" with a link for "Malawi". Below the countries, there is a section for "Sources".

- Access to additional CORESTA presentations (2007-2010)
- Access to CORESTA full manuscripts (2007-2015)
- Bookmark feature for abstracts and other documents
- Export of abstracts into PDF and/or Excel
- Access to general Member information
- Access to commonly used CORESTA admin forms
- Access to Image Gallery



Phase 2: General Member Section (Member Content)

Jane DOE | Log out
 Search

ABOUT US | STUDY GROUPS | DOCUMENTS | ABSTRACTS | MEETINGS | INFORMATION | **MEMBER CONTENT**

- > Member Information
- > Admin Forms
- > Image Gallery

Home → Groups → CORESTA Members

Member Information

CORESTA Website - Private Member Section

Welcome to the Private Member section of the CORESTA website.

Within this private section, you will find the following features and information:

- User Access:**
 - User Login / Forgotten password: tabs located under the "Member Access" link at the top right hand corner of the website.
 - Join CORESTA Extranet: online form to seek authorisation to access the Private Member section of the website. All applications are subject to validation by CORESTA before access is granted.
 - The Private Member section is only accessible to persons belonging to CORESTA Member Organisations.
 - Any information available to Members within this password protected area is not to be disclosed to non-Members. Any specific need to use such content in non-CORESTA activities must first be approved by the CORESTA Board, via the General Secretariat.
- User Account:**
 - The User details are as listed in the CORESTA files. Any modifications to details are to be made via the CORESTA Secretariat (see [Contact](#)).
 - At this stage, only User biography, User picture and social network links are modifiable by the User. Input of this information is optional and only visible to the User and website administrator. During Phase 3 of the website development, the information will be made available to fellow Users within Working Groups to which a User may belong.
- Access to private presentations + full texts:**
 - All CORESTA presentations and full texts going back to 2007 are currently uploaded.
- Bookmarks for abstracts and other documents:**
 - Users can bookmark documents of particular interest to them for quick retrieval from their accounts
- Abstract export in PDF or Excel format:**

Jane DOE | Log out
 Search

ABOUT US | STUDY GROUPS | DOCUMENTS | ABSTRACTS | MEETINGS | INFORMATION | **MEMBER CONTENT**

- > Member Information
- > Admin Forms
- > Image Gallery

Home → Groups → CORESTA Members

Admin Forms

Forms

New Work Item Proposal (NWIP)

More forms and guidelines will be made available as and when they are completed by the Standards Task Force.

The Process of CORESTA Cooperation

The vision of CORESTA is "to be recognised by our members and relevant external bodies as an authoritative source of publically available, credible science and best practices related to tobacco and its derived products". The purpose of the Association is to promote international cooperation and research regarding non-competitive scientific research.

CORESTA develops tests, collaborative good practice and CORESTA documents. Since the early days of the tobacco industry, under the leadership of CORESTA, this work and the cooperation process has been a success. A flow diagram has been developed to illustrate the process. It also...

Home → Image Gallery

Categories

- All pictures
- Agronomy
- Phytopathology
- Product Technology
- Smoke Science

All pictures

T-10006_Paper testing	A-100001_General	A-100002_General
A-10001_Seedbeds	A-10002_Seedbeds	A-10003_Seedbeds



Phase 3: Working Group Section

- ❖ **Dedicated shared working space for each working group**
- ❖ **Early stages of development**
 - **Discussion with developers**
 - **Ascertain needs of groups**
 - **Determine feasibility**
- ❖ **Will require rules regarding documentation codification**



- ❖ **Phase 1: Public section**
 - Online and operational

- ❖ **Phase 2: General Member section**
 - Online and operational
 - Improvements ongoing
 - Work to continue on import of CORESTA presentations & full texts prior to 2007

- ❖ **Phase 3: Working Groups section**
 - Requirements being considered
 - Long term development
 - CORESTA Standards to be widely implemented



❖ Website

- Transparency
- Follow-up and updates
- Ease of reference
- Archiving
- Standardised layout of documents
- Standardised drafting of Reports, Guides, Recommended Methods
- Harmonisation of terms
- Assist works of Sub-Groups and Task Forces



From the Standards to the Website

- ❖ Forms, Templates, Guidelines will be progressively made available via the CORESTA members portal.
- ❖ Access to other information such as meeting agendas is under discussion
- ❖ Incorporation of codification rules being prepared

The screenshot displays the website interface for the Cooperation Centre for Scientific Research Relative to Tobacco (CORESTA). The header includes the CORESTA logo, the organization's name in English and French, a search bar, and a user profile for Stéphane COLARD with a 'Log out' link. A navigation menu lists 'ABOUT US', 'STUDY GROUPS', 'DOCUMENTS', 'ABSTRACTS', 'MEETINGS', 'INFORMATION', and 'MEMBER CONTENT'. The main content area shows a breadcrumb trail: 'Home → Groups → CORESTA Members'. Below this, the 'Admin Forms' section is highlighted, featuring a link for 'New Work Item Proposal (NWIP)'. A note states: 'More forms and guidelines will be made available as and when they are completed by the Standards Task Force.' The 'The Process of CORESTA Cooperation' section follows, describing the organization's vision and mission, and mentioning that documentation is available on the website at www.coresta.org.

- ❖ Mailings to CORESTA contacts
- ❖ Newsletter article
- ❖ Posters
 - Tobacco Science Research Conference (18-21 Sept)
 - CORESTA Congress (9-13 Oct)
- ❖ Email correspondence with individual members

The New CORESTA Website

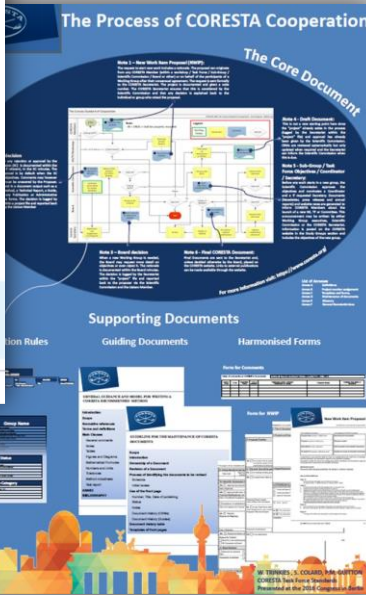
The new, fully redesigned, CORESTA website was launched in April 2018. The project is being led by the CORESTA Website Task Force and developed by the web design agency Marmasam. Three development phases have been defined: the public section, the general private section and the Sub-Group/Task Forces/Committees' private working section. The public and the general private sections are already available and the Working Group's section will be available in 2017. All the information previously available on the former website is still online, but there is much more to discover in the new website.

- 1 Emphasis on CORESTA activities**
The website homepage highlights CORESTA activities, with a section showing the latest news and published documents, forthcoming meetings, and quick access links to various parts of the website. Navigation has been reorganised using drop-down menus to focus on the main sections. With a simple modern design, using better colour based on the CORESTA logo, the new website aims to reflect CORESTA's scientific operations, rigour and excellence, its attention to detail and its vision for the future. The new template uses responsive design enabling the website to be easily accessed via smartphone, tablet and desktop computer.
- 2 Electronic scientific library**
The new website offers an authoritative source of scientific information related to tobacco. All technical documents published by CORESTA are available online along with some additional content formerly on the CORESTA CD-ROM (discontinued in 2015). Using the open source SOLR search engine, specific search features for abstract and document sections are available and complemented by a filter feature. With over 2000 abstracts and a significant amount of publicly available documents online, the CORESTA website is a major reference database in the tobacco and related products sector.
- 3 Member Access**
A password protected section is available on the website that offers CORESTA Members specific contents and features. All CORESTA Member staff currently in the Secretariat database were e-mailed a one-time login link to access this section and define their own personal password. The private sections grant authorised users:
 - access to additional presentations and posters, not available full abstracts of presentations and posters for which copyright has been obtained;
 - access to additional Member specific documentation and meeting information;
 - a bookmark feature to list abstracts and technical documents of interest to the user;
 - the possibility to view and download photos provided by CORESTA Members;
 - export search results in PDF or Excel format.
- 4 Online collaboration tools**
To assist Working Group members to work together and communicate with ease, online collaboration tools are being integrated into the website. This is called "work in progress" and being discussed by the Website Task Force.

CORESTA sincerely hopes that the new website will enhance users' browsing experience, enable easy accessibility to information, and support CORESTA's mission to stand for an authoritative source of publicly available credible science and best practices by providing a transparent sustainable cooperation process within an increasingly digitalised environment.

Cooperation Centre for Scientific Research Relative to Tobacco
Centre de Coopération pour les Recherches Scientifiques Relatives au Tabac

Visit the CORESTA Website → www.coresta.org





Task Force Members

❖ CORESTA Standards TF

- **Coordinator: Stéphane Colard**
- **Secretary: Michael Meger**
- **Members: Linda Crumpler, Pierre-Marie Guitton, Anne Jack, Peter Joza, Eeva Marignac, Derek Mariner, Jana Ticha, Wolfgang Trinkies, Nils Rose, Hiromoto Yamazaki**

❖ CORESTA Website TF

- **Coordinator: Natacha de Tervarent**
- **Members: Stéphane Colard, Pierre-Marie Guitton, Anne Jack, Eeva Marignac, Rob Stevens, Karl Wagner**
- **Board Liaison: Huub Vizée**

❖ Website Developers

- **Mamasam (Paris, France)**



Thank you for your attention!





CORESTA Standards Roadmap

SECTION	CONTENT
Core - Process of CORESTA cooperation	<ul style="list-style-type: none">• Executive summary• Flow chart/short description
Annexe A - Definitions	<ul style="list-style-type: none">• Technical report / Recommended method / Technical guide / CORESTA administration document / External publication• Proficiency test / Collaborative study
Annexe B - Project number assignment and documentation management	<ul style="list-style-type: none">• Codification/Naming rules
Annexe C - Templates and forms, compliant with the layout of documents	<ul style="list-style-type: none">• Table of comments (Excel/Word)• SG/TF report (Power Point slides)• NWIP• Guideline for writing a CRM• External presentation• Collaborative and Proficiency test study protocol and report (LC)• Meeting agenda and Minutes



CORESTA Standards Roadmap

SECTION	CONTENT
Annexe D – Systematic review and Maintenance of documents	<ul style="list-style-type: none">• First page of maintained document• Guideline for systematic review
Annexe E - Glossary	<ul style="list-style-type: none">• Acronyms of SG/TF (in codification rules)• General Acronyms
Annexe F - General Secretariat documentation	<ul style="list-style-type: none">• Table of projects...