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| --- |
| ToR STF 600 (TC HF) |
| Version: 1.3 |
| Author: Mike Pluke – Date: 2020-08-21 |
| Last updated by ETSI Secretariat – Date: 2020-10-12 |
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Terms of Reference –Specialist Task Force Proposal

STF 600 (TC HF)

**Accessibility requirements for ICT products and services Revision of version 3.1.1 to align with EAA and WCAG 2.2**

Summary information

|  |  |  |
| --- | --- | --- |
| Approval status | Approved by Ref. Body HF (doc ref [HF(20)000011r2](https://docbox.etsi.org/HF/HF/05-CONTRIBUTIONS/2020/HF%2820%29000011r1_STF_proposal_for_EN_301_549_revisions.docx))  | **YES** |
| Approved by Board#129 (2020-09-22) | **YES** |
| Reference Body | TC HF |
| ETSI Funding | **Maximum budget: 39 000 EUR** |
| Minimum of 4 ETSI Members Support | **YES** |
| Time scale | **From** | 2021-01-15 |
| **To** | 2022-01-31 |
| Work Items  | DMI/HF-00301556TB Adoption 2020-07-13 |
| Board priority | [ETSI STF funding criteria](https://portal.etsi.org/STF/STFs/Funding/ETSIbudget.aspx)

|  |  |
| --- | --- |
| **Priority Criteria** |  |
| Maintenance of standards in mature domains |  |
| Innovation in mature domains |  |
| Emerging domains for ETSI |  |
| Horizontal activities (quality, security, etc.) | X |
| Societal good / environmental | X |

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Part I – STF Technical Proposal

# Rationale & Objectives

## Rationale

EN 301 549 “Accessibility requirements for ICT products and services“ was initially developed to support Mandate/376 as a means to assess the accessibility of predominately publicly procured ICT products and services. It received very wide acceptance and has been adopted by several non-European countries. EN 301 549 was initially developed as a one-off standard primarily applicable to European public procurement, and its development by the quite small TC HF was only achievable by means of a large European Commission funded STF, together with a lot of voluntary industry participation. It’s expansion of scope to turn it into a Harmonised Standard related to “the accessibility of the websites and mobile applications of public sector bodies” was only feasible because of another Commission funded STF under Mandate/554. It is now widely recognised as the definitive standard in the area.

There are now further moves under consideration to internationalise EN 301 549 under ISO and also to revise the standard to re-align it with the W3C Web Content Accessibility Guidelines (WCAG) to reference any additions that will be made in an anticipated update to WCAG (WCAG 2.2). Finally, the European Commission is expected to issue a Standardisation Mandate related to a new Accessibility Act that will significantly broaden the scope of accessibility requirements to apply to all ICT products and services including consumer products and services as well as those related to public bodies.

EN 301 549 has evolved into a large, comprehensive and complex standard that will inevitably contain errors and that is becoming increasingly difficult to maintain. As the lead body in the development of this CEN/CENELEC/ETSI standard, ETSI HF has responsibility for the maintenance of a standard that has a high profile across a wide range of industry and end user bodies. Periodically members of the CEN/CENELEC/ETSI Joint Working Group (JWG) identify and notify the CEN/CENELEC/ETSI eAccessibility Joint Working Group (JWG) about the potential errors in the standard.

Significantly increased interest and participation of ETSI Members occurs when Commission mandated development work on EN 301 549 is taking place but, in the period between such mandated work, ETSI HF does not have the levels of participation in the TB necessary to actively maintain and correct the existing published version and to involve the CEN/CENELEC/ETSI Joint Working Group (JWG) in the agreement with proposed changes and updates. There is definitely no possibility to, for example, consider the changes that would be required to internationalise or realign the standard with WCAG.

ETSI needs to have in place permanent processes and tools that will allow the collection, evaluation and discussion, of all potential edits and changes and facilitate agreement with the JWG on an ongoing basis. This will ensure that when it is decided that a new version of EN 301 549 is required, either because of the wishes of ETSI Members (many of whom, for example, recognise the merits of internationalisation) or because of a European Commission Mandate, ETSI will be well prepared and able to act swiftly to create and approve an updated standard without having to undertake a lot of work at the start of any new move forward in correcting previous errors and investigating the impact of likely changes without having had the opportunity to give these changes some prior consideration.

## Objectives of the work to be executed

The proposed action is to investigate and setup processes and tools that will enable the collection of modification proposals for EN revision to be managed in way that supports discussion and agreement of ways in which the comments can be resolved and that allows the proposed changes to be agreed without the need to immediately create a new version of the standard to incorporate those changes.

The process and tools should directly support the storage of proposed changes and the communication of those proposed changes to those that proposed them and, where necessary, to inform the JWG of the proposed changes. Having the process and tools in place will allow the work of studying and resolving changes to take place independently of any decisions being taken to begin work on preparing an update to the published standard.

Having tools and a process for handling change proposals will also be highly valuable when future more significant updates to the standard occur, even where those more major changes require the setting up of additional future STFs to address the more significant changes of scope or applicability of EN 301 549. Potential changes of scope that are already anticipated relate to readying a minor editorial update for potential internationalisation of the EN, updating those EN clauses that relate to the W3C Web Content Accessibility Guidelines (WCAG) to reference any additions that have been made in an anticipated update to WCAG (WCAG 2.2), and preparing a major update to allow the EN to be used for the forthcoming European Accessibility Act.

The work required for this last potential update is greater than would be appropriate for the proposed change management STF and would require a new STF to be set up in response to a European Mandate requesting that the standard be updated. Nevertheless, the ongoing process of identifying and resolving errors in the current draft would mean that focused work to update the EN for the European Accessibility Act would not need to be delayed by diverting effort into resolving previously proposed changes to the current published standard.

The first activity would be to choose suitable tools and to develop appropriate change management and communication processes. The remainder of the work would be to utilise these tools and processes to deal with already notified proposals for changes to the current version of EN 301 549 (v3.1.1) and then to identify what changes would be required to deal with other identified potential updates. Although the processes could be continuous for some time, the proposed work has a duration of 15 months and could begin as early as October 2020.

##

## Previous funded activities in the same domain

During 11/09/2017 to 31/12/2019 the EC/EFTA funded STF536 produced three versions of EN 301 549 (2.1.1, 2.1.2 and 3.1.1). The total action cost was 300 483,50€.

## Market impact

Making an impact assessment of the ongoing maintenance and preparation of future potential updates is something that is very hard to isolate from the relatively high market impact of EN 301 549 within the ICT industry and users.

The significant involvement, on a voluntary basis, of European and US based representatives of ETSI Member Companies in the creation and revision of EN 301 549 would indicate that it is of significant interest to ETSI Member Companies. The high degree of compatibility of EN 301 549 and the US Access Board’s Section 508 ICT accessibility rules means that EN 301 549 allows companies to offer global products and services that will meet both European and US accessibility requirements.

## Consequences if not agreed

The substantial effort to develop iterations of EN 301 549 has previously only been possible once the European Commission has initiated a Standardization Mandate. Setting up tools and a process to enable change proposals to be effectively managed on an ongoing basis will ensure that EN 301 549 can be rapidly updated to ensure that identified errors can be processed when no Mandated Work is underway. It will provide the flexibility to efficiently make changes to the EN that would be advantageous to many ETSI Member companies (e.g. preparing a minor update to the EN that would ensure that it was suitable for internationalisation, or create a minor update to ensure that it is realigned with the very latest Web Content Accessibility Guidelines from W3C).

The European Commission has already announced that they intend to publish a new Mandate related to the EAA in the summer of 2021. After accepting Mandates M/376 and M/554 refusing to accept this new Mandate will not be an option for ETSI. As the timeline for work on that Mandate is already quite tight, it is of prime importance that all known and expected change proposals which are unrelated to that new Mandate have been taken care of prior to starting the work on that Mandate.

# Relation with ETSI strategy and priorities

|  |  |
| --- | --- |
| **Priority Criteria** | **Rationale** |
| Maintenance of standards in mature domains |  |
| Innovation in mature domains |  |
| Emerging domains for ETSI |  |
| Horizontal activities (quality, security, etc.) | Accessibility is a horizontal activity that is applicable across the widest range of ICT products and services. |
| Societal good / environmental | European Commission funds should be available for the adaptation of EN 301 549 according to any new standardisation mandate. However, revising the EN in order to remove errors and to align with updates to W3C’s Web Content Accessibility Guidelines (WCAG) will primarily benefit industry by removing inconsistencies that can create uncertainties in testing and in ensuring that the requirements evolve to address the latest technologies in use in ETSI Member companies. Making such improvements may not be a priority for the European Commission and timely technical updating does not fit well with their strategic policy driven needs. |

# ETSI Members Support

|  |  |  |
| --- | --- | --- |
| **#** | **ETSI Member** | **Supporting delegate** |
| 1 | BMWi | Martin Böcker |
| 2 | IBM Europe | Tony Holland |
| 3 | Hillebrand GmbH | Mike Pluke |
| 4 | Audi | Matthias Schneider |

# Deliverables

## Base documents

|  |  |  |
| --- | --- | --- |
| **Document** | **Title** | **Status** |
| ETSI EN 301 549 v3.1.1 | Accessibility requirements for ICT products and services | Published |

## New deliverables

The primary objective of the proposed work is to establish and run processes and tools to enable error reports and change proposals related to EN 301 549 to be considered, discussed, and for resolutions of the proposals to be determined. The decision on when a new version of EN 301 549 will be required will not be the responsibility of those running the maintenance and development program but will rest with ETSI HF and also with the CEN/CENELEC/ETSI Joint Working Group (JWG).

It is possible, even quite likely, that a decision to create a new version of EN 301 549 will be taken during the lifetime of the proposed work. If the changes required are purely editorial or of very limited scope it is possible that a new draft could be achieved without the need for further funded work (either Commission funded or ETSI funded). If the change is substantial and is as a result of an expected future Standardisation Mandate related to the new European Accessibility Act then it is very certain that new EC/EFTA funded activity will be required to support the effort and extended team necessary to carry out such a major change.

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| --- | --- | --- | --- |
| **Deliv.** | **Work Item code****Standard number** | **Working title****Scope** | **Expected date for publication** |
| D1 | DMI/HF-00301556 | Working title: Setup of processes and tools required to collect, handle, and resolve EN 301 549 modification proposalsScope: Yet to be determined. What is known at the time of applications includes * Harmonization of EN 301 549 with WCAG 2.2
* Error correction for approx.. 50 (mostly editorial) errors already identified
* Handling of all modification proposals received during the internationalization of EN 301 549, if ETSI/CEN/CENELEC decide to submit the document to ISO.
 | Yet to be decided. It is conceivable that more than one iteration of EN 301 549 might emerge during the proposed timescale |

# Maximum budget

## Task summary/Manpower Budget

|  |  |  |
| --- | --- | --- |
| **Task#** | **Task short description** | Budget (EUR) |
| 1 | 6.1: STF management and reporting. | 3 600 |
| 2 | 6.2.1: Setting up a suitable comment repository tool. | 1 200 |
| 3 | 6.2.2: Setting up a mechanism to automatically add commenter proposals as new issues within the repository. | 600 |
| 4 | 6.2.3: Setup of a mechanism for small-scale initial review and resolution of comments. | 1 200 |
| 5 | 6.2.4: Establish mechanism to feed resolved comments back to the JWG. | 600 |
| 6 | 6.2.5: Run the processes and tools. | 28 800 |
|  | **TOTAL** | 36 000 |

## Travel budget

On the basis of three JWG meetings not directly linked to future mandated work during the 15 month proposed duration, a travel budget of **3 000€** should be included.

The STF Leader will be responsible for reporting proposed resolutions of submitted comments to the CEN/CENELEC/ETSI Joint Working Group (JWG) meetings. These are usually scheduled around planned major activity relating to the development of EN 301 549. Where new EC/EFTA Mandated work has been initiated, the cost of the STF Leader reporting to JWG meetings would be included in the budget for any STF set up to respond to the Mandate.

**Note:** The current travel budget will be reduced in case the current travel restrictions due to the Corona pandemic will remain in place during the project lifetime.

Part II – Details on STF Technical Proposal

# Tasks, Technical Bodies and other stakeholders

## Organization of the work

The CEN/CENELEC/ETSI Joint Working Group (JWG) will retain its role as the technical body approving all proposed changes on behalf of all three ESOs. The role of the JWG should not be affected by the internal ETSI work undertaken as part of the proposed activity.

Although the bulk of the work in setting up the tools and systems for use in the proposed action will be undertaken by the STF experts, ETSI HF will have oversight of the progress of the handling of comments and will undertake a first stage technical agreement of the proposed resolution of comments prior to their submission to the CEN/CENELEC/ETSI Joint Working Group (JWG).

## Tasks for which the STF support is necessary

### Setting up a suitable comment repository tool

This task will identify a suitable tool that will allow a reliable and flexible repository of submitted comments and change proposals to be set up for use by the STF experts. GitHub will be looked at as a candidate for such a repository, but experience of its use in W3C suggests that it will not be well received by those unfamiliar with its use. This would strictly limit its use to STF experts with experience with GitHub or who are able to devote a little time to familiarise themselves with its usage. A brief search for other suitably powerful issue tracking tools will be made to see whether the range of active participants in using the tool could be extended to practically allow all HF members (and during the (possible) internationalization process members of external technical bodies) to contribute to the resolution of comments. The ability to clearly assign proposed changes to one of a number of possible updates to the EN will be highly valuable and will facilitate the task of focussing only on those changes that are directly relevant to any new agreed scope for an updated EN.

### Setting up a mechanism to automatically add commenter proposals as new issues within the repository

The use of a special email address or other mechanism that will allow those identifying the need for changes to EN 301 549 to directly input these into the STF’s system will be investigated. Ideally, all proposal submitters will send their emailed comments to both the JWG secretariat and the designated new email address for including comments. Even when not used by potential submitters, such a mechanism would be very efficient in allowing the STF experts to quickly add new issues to the repository.

### Setup a mechanism for small-scale initial review and resolution of comments

Ideally, it would be possible for any ETSI HF member to participate in the process of reviewing, discussing and resolving submitted change proposals. In practice the need to become familiar with whatever tools are chosen in 6.2.1, and to register for an account (such as a GitHub account) will deter a lot of voluntary activity from TB members. Much of the activity will often not be highly technically challenging and will simply be agreeing that an identified error is a simple editorial mistake. In such cases, the way of resolving the error is self-evident and there is little practical value in having many people all look at the same issue and all coming to the same inevitable conclusion. Having an STF Leader and two other experts look at all issues should be more than enough people to handle the majority of issues. More complex issues, if they occur outside other funded activity related to a specific major EN update, would need to be escalated to ETSI HF and also to the JWG for resolution, using email and document distribution as has already been done within editorial work coordinated by the JWG. Ultimately, proposals for change will all be made available to the JWG to ensure that no significant decisions are made without the opportunity for JWG members to have a say in the final agreed resolutions.

### Establish mechanism to feed resolved comments back to the JWG

Currently it is anticipated that ETSI TC HF agreed feedback from the comment processing system used in the proposed work will be fed back to the JWG in the way that is currently in use. This is by means of comment resolution documents emailed to the JWG secretariat who then present them to the JWG for agreement. However, other possible more efficient options will be considered in this task.

### Run the processes and tools

The bulk of the proposed work will be undertaken by the STF experts using the chosen tools and processes to handle all incoming issues and change requests before presenting the resolution of each change to ETSI HF for approval and for transmitting to the JWG in the way that it has previously been communicated.

## Other interested ETSI Technical Bodies

No other ETSI Technical Bodies.

## Other stakeholders

As EN 301 549 is a triple-logo standard between CEN, CENELEC and ETSI, all changes that are to appear in the next published version of the standard will need to be agreed by the CEN/CENELEC/ETSI eAccessibility Joint Working Group (JWG). It is anticipated that the process for agreeing such changes will remain the same as has applied in previous updates to EN 301 549.

Part III: Execution of Work

# Work plan, time scale and resources

## Task description

Detailed descriptions of the tasks can be found in section 6 above!

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| --- | --- |
| **Task #1** | **6.1: STF management and reporting** |
| **Objectives** | Continuous interaction with TC HF, the JWG (and possibly ISO JTC/1) |
| **Input** | STF ToR |
| **Output** | Regular reports to TC HF and ETSI, reporting to the JWG |
| **Interactions** | Continuous communication with TC HF and the JWG |
| **Resources required** | see table in 5.1 |

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| **Task #2** | **6.2.1: Setting up a suitable comment repository tool** |
| **Objectives** | Decide on tool support for managing EN modification requests |
| **Input** | Current work environment (as defined and used by STF 536); new criteria as described in chapter 6 above |
| **Output** | Selection and implementation of the work environment for the STF work. |
| **Interactions** | with ETSI IT department |
| **Resources required** | see table in 5.1 |

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| **Task #3** | **6.2.2: Setting up a mechanism to automatically add commenter proposals as new issues within the repository.** |
| **Objectives** | Establish mechanism to have submitted comments automatically added to the repository |
| **Input** | Current work environment (as defined and used by STF 536) |
| **Output** | Partly automated communication process for adding submitted comments to the repository |
| **Interactions** | with comment submitters and with the JWG secretariat |
| **Resources required** | see table in 5.1 |

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| --- | --- |
| **Task #4** | **6.2.3: Setup of a mechanism for small-scale initial review and resolution of comments.** |
| **Objectives** | Establish mechanism for the STF to resolve proposals for editorial changes for later bulk approval by the JWG approval and for submitting technical change proposals for wider JWG review |
| **Input** | Current work environment (as defined and used by STF 536) |
| **Output** | Building a repository of internally resolved editorial comments for periodic JWG approval |
| **Interactions** | Submission of consolidated lists of proposed editorial changes to TC HF and the JWG |
| **Resources required** | see table in 5.1 |

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| **Task #5** | **6.2.4: Establish mechanism to feed resolved comments back to the JWG.** |
| **Objectives** | Prepare decision proposals for the JWG decisions |
| **Input** | Current work environment (as defined and used by STF 536) |
| **Output** | An automated communication process of resolution proposals to the JWG secretariat if that is acceptable to the JWG Secretariat |
| **Interactions** | Submission of the output list to TC HF and the JWG; coordination of the resolution decision in the JWG |
| **Resources required** | see table in 5.1 |

|  |  |
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| **Task #6** | **6.2.5:** **Run the processes and tools**  |
| **Objectives** | Run the processes and tools |
| **Input** | Change proposals and error reports related to the current version of EN 301 549. |
| **Output** | List of all proposed enhancements with comments describing the proposed resolution of these proposals |
| **Interactions** | Submission of the output list to TC HF and the JWG; coordination of the resolution decision in the JWG |
| **Resources required** | see table in 5.1 |

## Milestones

Milestone A – Establishment of STF technical tool environment

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **A** | Choice and initial testing of the technical environment (e.g. the issues/solutions repository) to be used by the STF experts | 2021-03-15 |
| Reference Body Deliverable | Report and demonstration to TC HF |
| ETSI Deliverable | Progress Report approved by TC HF |

Milestone B – Changes required to align with W3C WCAG 2.2 update

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **B** | A list of changes required to align with W3C WCAG 2.2 update | 2021-04-30 |
| Reference Body Deliverable | A report that describes the changes required to align EN 301 549 with the updates of W3C WCAG from version 2.1 to version 2.2. |
| ETSI Deliverable | Progress report with a list of changes needed to align EN 301 549 with WCAG 2.2 approved by TC HF and the JWG |

Milestone C – Progress Report

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| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **C** | Progress report  | 2021-06-30 |
| Reference Body Deliverable | A Progress report that describes the progress made in documenting the changes needed to EN 301 549 to address change requests and to prepare for identified change drivers. |
| ETSI Deliverable | Progress report with a list of changes potential updates to EN 301 549 approved by TC HF and the JWG |

Milestone D – Final Report

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| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **D** | Final report and STF closure | 2021-12-31 |
| Reference Body Deliverable | A final report that describes the progress made in documenting the changes needed to EN 301 549 to address change requests and to prepare for identified change drivers. |
| ETSI Deliverable | Final report approved by TC HF and the JWG |

## Task summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Task / Milestone**  | Target Date | Estimated Cost (EUR) |
| From | To |
|  | Start of work | 2021-01-15 | 2022-01-31 |  |
| T1 | STF management and reporting | 2021-01-15 | 2021-12-31 | 3 600 |
| T2 | Setting up a suitable comment repository | 2021-01-15 | 2021-02-28 | 1 200 |
| T3 | Setting up a mechanism to automatically add commenter proposals as new issues within the repository | 2021-01-15 | 2021-03-15 | 600 |
| T4 | Setup of a mechanism for small-scale initial review and resolution of comments | 2021-01-15 | 2021-02-28 | 1 200 |
| T5 | Establish mechanism to feed resolved comments back to the JWG | 2021-01-15 | 2021-03-31 | 600 |
| T6 | Run the processes and tools | 2021-02-01 | 2021-12-31 | 28 800 |
| Milestone A | Choice and initial testing of the technical environment (e.g. the issues/solutions repository) to be used by the STF expertsProgress Report#1 to be approved by TC HF | 2021-03-15 |   |  |
| Milestone B | A list of changes required to align with W3C WCAG 2.2 updateProgress report#2 with a list of changes needed to align EN 301 549 with WCAG 2.2 approved by TC HF and the JWG | 2021-04-30 |  |  |
| Milestone C | Progress report with a list of changes potential updates to EN 301 549 approved by TC HF and the JWG | 2021-06-30 |  |  |
| MilestoneD | Final report to be approved by TC HF and the JWG STF closure | 2022-01-31 |  |  |
|  | **36 000** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/ Mil.** | **O** | **N** | **D** |  | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |  | **J** |
| T1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Expertise required

## Team structure

(Up to) 3 participants to ensure the following mix of competences:

|  |  |
| --- | --- |
| **Priority** | **Qualifications and competences** |
| High | Expertise in the area of accessibility and human factors  |
| High | Project management expertise |
| High | International standardization expertise |
| Low | Expertise in previous EN 301549 work  |

Part IV: STF performance evaluation criteria

# Performance Indicators

The success of the STF can best be measured by comparing

* The number of change resolutions approved by the JWG,
* the number of change proposals resolved during the STF, and
* the number of change proposals received before or during the STF term.

Other performance indicators include:

|  |
| --- |
| **Select relevant Performance indicators applicable for these ToR (X)** |
| Contribution from ETSI Members to STF work |
| Direct financial contribution (co-funding) |  |
| Support to the STF work (e.g., provision of testbeds, organization of workshops, events) |  |
| Steering Group meetings (number of meetings / participants / duration) |  |
| Number of delegates (TC HF and JWG directly involved in the review of the deliverables | X |
| Contributions/comments received from the reference Reference Bodies | X |
| Contributions/comments received from other Reference Bodies | X |
|  |  |
| **Contribution from the STF to ETSI work** |
| Contributions to Reference Body meetings (number of documents / meetings / participants) |  |
| Contributions to other Reference Bodies | X |
| Presentations in workshops, conferences, stakeholder meetings |  |
|  |  |
| **Liaison with other stakeholders** |
| Stakeholder participation in the project (category, business area) |  |
| Cooperation with other standardization bodies | X |
| Potential interest of new members to join ETSI | X |
| Liaison to identify requirements and raise awareness on ETSI deliverables  |  |
| Comments received on drafts (e.g. on WEB site, mailing lists, etc.) | X |
|  |  |
| **Quality of deliverables** |
| Approval of deliverables according to schedule | X |
| Respect of time scale, with reference to start/end dates in the approved ToR |  |
| Comments from Quality review by Reference Body | X |
| Comments from Quality review by ETSI Secretariat |  |
|  |  |

Time recording

For reporting purposes, the STF experts shall fill in the time sheet provided by ETSI with the days spent for the performance of the services.

During the activity, the STF Leader shall collect the relevant information, as necessary to measure the performance indicators. The result will be presented in the Final Report.

# Document history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Author** | **Status** | **Comments** |
| 1.0 | 2020-08-21 |  |  |  |
| 1.1 | 2020-08-25 | Youssouf Sakho |  | Update before Board submission |
| 1.2 | 2020-08-25 | Matthias Schneider |  | Integrated modification proposals and addressed comments. |
| 1.3 | 2020-10-12 | ETSI Secretariat | Board approved | Update before CL publication |