

**EN-Rev - 101112960**

**Technical Description (Part B)**

(SMP STAND Standard)

**Version 1.0**

**06 March 2023**

**PROJECT FACT SHEET**

**STF 614**

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| Reference Body  | TC HF  |
| EC/EFTA Funding  | Manpower: 171 600€ Travels (estimated): 18 000€ Other costs:                                          18 000€ **Total Budget (estimated):                                      205 600€**  |
| Project Duration  | **24 months**  |
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| **WP1: Phase 1 Project Management, coordination with JTB eAcc eAcc, coordination with ETSI TC HF**  | T0  | Project Management  | 39 000€  |
| **WP2: Restructuring of EN**  | T1   | Restructuring of EN 301 549  | 15 600€  |
| **WP3: Collection and alignment of the accessibility requirements of EN 301 459 with the requirements documented in the EAA**  | T2  | W3C revisions WCAG 2.2 (Cf. tasks 3.1 / 3.2 / 3.3) | 27 000€  |
| T3  | Service-specific accessibility requirements (Cf. tasks 3.4 / 3.5 / 3.6) | 30 000€  |
| T4  | Device-specific accessibility requirements (Cf. tasks 3.7 / 3.8 / 3.9) | 30 000€  |
| T5  | Real Time Text and Total Conversation (devices and services) accessibility requirements (Cf. tasks 3.10 / 3.11 / 3.12 / 3.13 / 3.14 / 3.15) | 30 000€  |

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# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

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| **HISTORY OF CHANGES** |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 06.03.2023 | Part B for EISMEA Portal and Grant Agreement preparationRisks: link to WP updatedWP2: Deliverables and Milestones indexes updated.D1.3 updated to be on M13 (to cover M1 to M12)Following Evaluation Summary Report:* Clarification on the cooperation with W3C
* KPI’s added
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## PROJECT SUMMARY

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| The European Accessibility Act requests Harmonized Standards to provide for a presumption of conformity for products and services which are in conformity with these standards. EN 301 549 is the most important of these standards which needs to be revised to comply with the requirements laid out in Annex I and II of the EAA. The project proposed here will ensure management and coordination of the entire revision process and provide the necessary input for the requested revision of EN 301 549.Based on the timeline of M/587, the revision and publication of EN 301 549 is a 33 months overall project. To meet the budgetary numbers of EISMEA call for proposals, the project has been divided in two phases: * EN 301 549 Rev - Phase 1 covers the initial two years; It is the object of the current funding request.
* EN 301 549 Rev - Phase 2 covers the last 9 months and will be the object of a subsequent funding request, which will be submitted in due course once the initial work on the 1st project phase has been established successfully.

The present proposal covers Phase 1 of the EN 301 549 revision and publication project and lasts 24 months.It will result in the final EN 301 549 being ready for approval by CEN-CENELEC-ETSI Joint Technical Body on eAccessibility and for ENAP procedure.A subsequent proposal should be submitted by ETSI to EISMEA to cover Phase 2 of the EN 301 549 revision and publication, including the ENAP procedure and final publication of the EN 301 549 v4.1.1. |

## 1. RELEVANCE

### 1.1 Background and general objectives

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| On 14 September 2022, the European Commission has issued an Implementing Decision on a standardisation request to the European Standardisation Organisations as regard the accessibility requirements of products and services in support of Directive (EU) 2019/882. This Mandate **M/587** includes the revision of EN 301 549 in the List of existing of European standards to be revised, with the deadline for its adoption by the ESOs set on 15 September 2025.At the end of 2005 the European Commission issued Mandate M/376 on “European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain”. This resulted in a two-phase approach and in the second phase, which commenced in 2011, the standard EN 301 549 v.1.1.2 on “Accessibility requirements suitable for public procurement of ICT products and services in Europe” was developed and published in 2015. Because of the breadth of its scope, this initial version of EN 301 549 contained a comprehensive set of accessibility requirements that were applicable to a wide range of hardware and software products and a limited range of services.In 2017 the Commission issued Mandate **M/554** related to the Directive “on the accessibility of the websites and mobile applications of public sector bodies”. In response, work began in late 2017 to update EN 301 549 and transform it into a Harmonised Standard that could be used to demonstrate presumed conformance this Directive. The Harmonised Standard was published in 2021 as EN 301 549 v.3.2.1 on “Accessibility requirements for ICT products and services”. This standard has been adopted, and is being considered to be adopted, in several countries outside the EU.The currently published version of EN 301 549 is the only realistic basis from which the standard to be used for presumption of conformity to the EAA can be developed. The majority of its requirements will still be fully applicable in this revised context and the main task to be undertaken will be to expand these requirements and clearly link them to the requirements documented in the EAA. EAA Annex I section I lists the requirements related to devices covered by the EAA which need to be reflected in the revision of EN 301 549. The subsequent section III lists the requirements related to services covered by the EAA which will results in additional sections of EN 301 549 for generic service-related accessibility requirements as well as for accessibility requirements related to specific services as listed in Annex I, Section IV of the EAA. In Article 2 of the EAA the products and services for which the EAA shall apply are listed. A direct consequence of this list is the need to modify the EN 301 549 to cover these products and services.The existing harmonised standard EN 301 549: v3.2.1 2021 must be updated to cover relevant products and services and to fulfil the requirements listed in the Annexes of the EAA and the resulting document may need to include relevant existing or revised provisions of ETSI Technical Reports or other relevant guidelines and documents. Accessibility is one of the most prominent horizontal standardization areas in the 2022 ICT Rolling Plan, section 3.1.8 of the plan addresses the Accessibility of ICT products and services. The task of the STF is to develop the necessary input and to coordinate and manage the revision process of EN 301 549, including the coordination with Technical Committees in ETSI and with the CEN/CENELEC/ETSI Joint Technical Body on eAccessibility, and the invitation of relevant stakeholders to make contributions and become involved in the revision process.The main deliverable of the STF will be the revised version 4.1.1 of EN 301 549. Interim versions may be made available if technically possible. |

### 1.2 Needs analysis and specific objectives

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| The activity proposed here is the direct consequence of the EAA published in 2019. So far, the European Commission has not finally published the related Standardisation Request(s).The EAA requires, however, in Article 31 that “1. Member States shall adopt and publish, by 28 June 2022, the laws, regulations and administrative provisions necessary to comply with this Directive. They shall immediately communicate the text of those measures to the Commission.2. They shall apply those measures from 28 June 2025.”Given this timeline by the EAA, revision work on EN 301 549 can no longer be postponed and needs to start immediately. The work on the EN revision is estimated to take at least 33 months overall:* Project setup is expected to take a minimum of 3 months;
* Development of the new input to the EN is expected to take 15 months;
* Coordination and comment resolution with the CEN-CLC-ETSI Joint Technical Body eAccessibility (JTB eAcc) will take about 6 months;
* ENAP and publication of the harmonized EN 301 549 4.1.1 will take roughly 9 months.

As stated in the PROJECT SUMMARY, the present proposal covers Phase 1 of the EN 301 549 revision and publication project and lasts 24 months. It will result in the final EN 301 549 being ready for approval by CEN-CENELEC-ETSI Joint Technical Body on eAccessibility and for ENAP procedure.A subsequent proposal should be submitted by ETSI to EISMEA to cover Phase 2, including the ENAP procedure and final publication of the EN 301 549 v4.1.1. |

### 1.3 Complementarity with other actions and innovation

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| This activity is part of a number of other activities (as needed to show compliance with EAA requirements) and needs to be tightly coordinated with these complementary standardization activities. Input to various sections of the EN 301 549 will be developed by other projects both at CEN/Cenelec and ETSI  |

## 2. QUALITY

### 2.1 Concept and methodology

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| The revision of EN 301 549 will be managed following an enhanced version of the approach of earlier revision projects for the same standard document. Input to the revision process will be sought form external sources and interested stakeholders with a kernel team of up to 6 experts coordinating the revision process for the various parts of the document and the work packages.The entire editing process will be coordinated on the basis of IT tools like GitLab. STF 600 has set up and tested the environment to ensure suitability for the entire revision process. This revised approach will allow a wider group of people with specialist knowledge and expertise to directly contribute around requirement that relate to their specialty. This revised approach will allow the work to progress with a smaller kernel team than has been the case for earlier EN 301 549 development projects. Experience from previous revision projects has shown that experts from industry and user organisations have been very willing to contribute as the organisations that they represent have a self-interest in ensuring that the published version of EN 301 549 is as effective and practical to use as possible. This revised approach will allow these interested parties to actively contribute on a continuous basis rather than being constrained to only making their contributions via infrequent comment resolution processes organised by the JTB eAcc.This set up has proven to be extremely effective in earlier revision projects (e.g., STF 600). The communication to and cooperation with the JTB eAcc eAcc will also be set up following the experience of these earlier projects.The following Key Performance Indicators used to ensure the quality of the deliverables: KPI 1 – Scope of deliverableObjective: To check that all relevant product and service categories listed in the “Scope” of the EAA are covered by the revised EN 301 549 v4.1.1Method: (1) Inspection of the draft version by ETSI TC HF experts, (2) submission for review to the CEN CENELEC and ETSI Joint Technical Body on eAccessibility, involving the stakeholders’ community.KPI 2 – Compliance with EC MandateObjective: To check that the document fulfils the requirements listed in the Standardisation Request for the revised EN 301 549.Method: (1) Inspection of the draft version by TC HF experts, (2) submission for formal approval to the CEN CENELEC and ETSI Joint Technical Body on eAccessibility, involving the stakeholders’ community, (3) ENAP procedure (in Phase 2 of the project).KPI 3 – Eligibility for citation in EU OJObjective: To check that the final document of the revised EN 301 549 v4.1.1 fulfils the requirements of a harmonized standardMethod: (1) Inspection of the document against the criteria set in the Vademecum on European standardisation published by the EC and in the checklists developed by the EC-ESO Task Force on the timely citation of harmonised standards, (2) successful ENAP (in Phase 2 of the project). |

### 2.2 Consortium set-up

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| Not Applicable for ETSI |

### 2.3 Project teams, staff and experts

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| Name and function | Organisation | Role/tasks/professional profile and expertise  |
| Youssouf SakhoFunded Activities Director | ETSI | Director of ETSI funded Projects planning and control and Director of ETSI Corporate travels |
| Léa BelloulouHead of Funded Activities | ETSI | Head of ETSI funded Projects planning and control |
| Matthias Schneider  | ETSI | Chair of ETSI Technical Committee Human Factors (TC HF) |
| Nikolaos Floratos | ETSI | Vice-Chair of ETSI Technical Committee Human Factors (TC HF) |
| Mike Pluke | ETSI | Vice-Chair of ETSI Technical Committee Human Factors (TC HF) |
| Laure PourcinTechnical Officer | ETSI  | Technical Officer for ETSI Technical Committee Human Factors (TC HF) |

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| **Outside resources (subcontracting, seconded staff, etc)**  |
| The project will be performed by a group of maximum six Companies/Organisations (Service Providers), providing up to 6 specialits (accounting to an average of 2 full time equivalent specialists), that will collectively ensure the following mix of skills: * Expert knowledge in accessibility and user interface design.
* Expert knowledge in the preparation of ETSI standards;
* Experts in standards development (rapporteurs) for the various document sections.
* Expert knowledge in Human Factors standardisation
* Knowledge of WCAG work (either through direct participatoin of W3C experts in the project or via the partnership agreement between W3C and ETSI)

A project manager will be appointed from one of the Service Providers and will be responsible for co-ordinating the execution of the tasks assigned to the individual Service ProvidersT, according to the project requirements and following the technical direction given by ETSI TC HF. The project manager will possess project management experience, report-writing skills, experience of consensus building, presentation skills, experience of working in an international environment, and in liaising with other international organisations. |

### 2.4 Consortium management and decision-making

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| Not applicable for ETSI.  |

### 2.5 Project management, quality assurance and monitoring and evaluation strategy

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| According to ETSI Technical working procedure on the selection of the service providers, ETSI will issue a call for expertise to get the necessary skills and resources as described below.The project tasks will be allocated to the selected service providers, whereby a subset of service providers may be allocated to one task and each service provider may be working on various project tasks. For each task an individual will be appointed as the task responsible person (rapporteur). The rapporteurs will report directly to the project manager. Following the task allocation agreed in the ETSI/CEN/Cenelec Joint Technical Body on eAccessibility, the JTB has to approve all revisions of EN 301 549. This will ensure a continuous high quality of the revision proposals which will only be submitted to NSO approval after endorsement by the JTB eAcc. At the same time, this process guarantees that all relevant stakeholders are involved in the quality assurance process as members of the JTB eAcc. |

### 2.6 Cost effectiveness and financial management

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| The efforts required to complete the work packages have been calculated under the assumption that much of the required input will be delivered by interested third parties and stakeholders on an unfunded basis. The estimated effort for all work packages amounts to approximately 324 days of work spread out over a period of 33 months overall, to reflect the timing requirements of M/587 (based on a project start on January 1, 2023) for the revision and publication of EN 301 549 v4.1.1The present proposal covering the first 24 months (Phase 1) of the project corresponds to 264 days of work. A subsequent funding proposal to be submitted by ETSI to cover the last 9 months (Phase 2) of this project should correspond to 60 days of work. Considering the needed expertise, the daily rate is assumed to be 650 EUR and is based on the average market price.Travels are strongly reduced as teleconferences will be the most common tool for organising technical meetings. Travels are accounted to allow for face to face participation in the ETSI Technical Committee Human Factors and JTB eAcc meetings. Each subcontractor is allocated to specific tasks with an expected level of contribution. The financial resources allocated to the subcontractor are calculated on this principle.At the start of the project, ETSI develops a baseline cost plan. It is calculated with the cost of the tasks and the scheduled progress of task at each milestone cut-off date. This baseline cost plan provides the costs at each milestone cut-off date.The milestone payment schedule for each subcontractor is then calculated by taking into account the baseline cost plan and the expected level of contribution. The milestone payment schedule is contractually fixed.The subcontractor’s payment are subject to the validation of the project milestones. TC HF and ETSI jointly validate all milestones! |

### 2.7 Risk management

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| Risk No | Description | Work package No | Proposed risk-mitigation measures |
| 1 | Not enough service providers can be identified or apply for the project Likelihood: lowImpact: medium | 2 | Proactive identification of potential candidates by ETSI and TC HF |
| 2 | Input from external sources delayed or incomplete.Likelihood: lowImpact: medium  | 3 | Tight control of cooperating partners, installation of an early warning system. |
| 3 | W3C revision of WCAG delayedLikelihood: lowImpact: low | 3 | Use of latest published version of WCAG 2.2 at the time of ENAP. |
| 4 | Results for new sections of the EN 301 549 delayed or incompleteLikelihood: lowImpact: severe | 3 | Submit a restricted version of these new section to a first ENAP prior to the EAA-required date; submit a complete version to a subsequent revision of the EN.Request support from external sources as soon as the risk is identified! |
| 5 | Insufficient or delayed funding for the work of the project (in particular for phase 2) Likelihood: mediumImpact: medium | 3 | Delay of the final delivery (HEN 301549) by the time for which adequate funding is not available. To mitigate this risk, ETSI will submit its proposal for Phase 2 of the project to EISMEA in due time. |

## 3. IMPACT

### 3.1 Impact and ambition

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| Given its already established role as the EU standard for use both in public procurement and in the assessment of websites and mobile applications under the Web Accessibility Directive, EN 301 549 is expected to be the central document for showing compliance with the EAA, both for device manufacturers and service providers. For this purpose, the document needs to be continuously kept up to date to add new requirements for existing devices and services and to add requirements for new types of ICT devices or new services.The document is relevant for all designers and manufacturers as well as service providers in the ICT field. Absent a version of the document, which is always state of the art, the users of the standard would have to develop their own means to show compliance with the EAA, a task which seems extremely difficult to achieve by any player in the field.The publication of the revised EN 301 549 will provide legal certainty and a level playing field for ICT products and services providers of all size and will enable an optimal and timely deployment of accessible devices, software services and solutions across the internal EU market.  |

### 3.2 Communication, dissemination and visibility

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| Communication of the project results will be continuous to the JTB eAccessibility in which most of the interested stakeholders are participating.In addition to this communication the following activities are foreseen:* Initial communication to the broader public to invite interested parties to participate in the process to collect accessibility requirements for the topic areas described below. This communication will be in the form of ETSI Collective letters, and direct communication to both the JTB eAcc members and the NSOs participating in CEN/Cenelec and ETSI
* At least 2 presentations to ETSI groups that are involved in parallel activities: TC EMTEL, SC USER, etc.
* At least one News Release on the work, detailing the achievement of important results
* At least one article in Enjoy!, the ETSI official magazine;

In all dissemination activities, we will make evident the funding coming from the EC to the project, and a reference to all projects related to the EAA and funded by the EC will be included.More specifically, the EC and EFTA flag logos and the grant number will be highlighted in all official presentations and press releases.All communication supporting material and project deliverables will be provided in accessible formats.  |

### 3.3 Sustainability and continuation

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| The revision of EN 301 549 to version 4.1.1 is only one of a continuous chain of revisions of the document. Work on revising EN 301549 will continue in the foreseeable future. ETSI and TC HF will be responsible for all future revisions and the maintenance of this standard document.It is expected that the EN 301 549 version 4.1.1 will be a candidate for submission to ISO as a global standard, subject to the decision of the JTB eAcc. |

## 4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 4.1 Work plan

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| The project (EN 301 549 Rev 4 Phase 1) will be executed in 3 work packages:1. Phase 1 Project management, coordination with JTB eAcc eAcc, coordination with ETSI TC HF, public communication, reporting to TC HF and EISMEA
2. Restructuring of EN 301 549 to enhance the usability of the document.
3. Collection and alignment of the accessibility requirements of EN 301 549 with the requirements documented in the EAA related to the following 5 topic areas:
	1. Alignment of EN 301 549 with W3C WCAG 2.2.
	2. Generic service-specific accessibility requirements in line with the EAA (Annex I, Section III) and accessibility requirements for specific services as listed in EAA, Annex I, Section IV, including requirements related to video broadcast services.
	3. Device-specific accessibility requirements in line with the EAA, Article 2, including requirements related to video broadcast receivers.
	4. Accessibility requirements for Total Conversation (TC) and Real Time Text (RTT) – device specific.
	5. Accessibility requirements for Total Conversation and RTT (Real Time Text – service and infrastructure specific.)

These work packages are described in more detail below. For the five topic areas the task in work package 3 are identical, with the different topic areas to be addressed. The tasks are all summarized as follows:Task 3.x: Collection and integration of revision proposals in area X, Task 3.x+1: Integration and/or revision of respective testing proceduresTask 3.x+2: Revision and comments resolution with the JTB eAcc eAcc and finalization of the respective document section for the final draftThe subsequent project (EN 301 549 Rev 4 Phase 2, out of the scope of the present proposal and to be submitted to EISMEA at a later stage) should have two additional Work Packages, as follows: 1. Phase 2 – Project Management
2. Resolution of potential comments/input through the ENAP phase for the respective document section of EN 301549 version 4.1.1.
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### 4.2 Work packages, activities, resources and timing

#### Work Package 1

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| **Work Package 1: Phase 1 Project management, coordination with JTB eAcc eAcc, coordination with ETSI TC HF, reporting to TC HF and EISMEA** |
| **Duration:** | M1 – M24  | **Lead Beneficiary: ETSI** | 1-Short name – ETSI by default |
| **Objectives***List the specific objectives to which this work package is linked.* |
| * Ensure that the objectives of the project are met; Manage the work of the experts; Plan and coordinate the entire editing process; Invite the relevant stakeholders to make contributions and become involved in the revision process; Ensure the quality, budget and timing of the project’s deliverables.
 |
| **Activities and division of work (WP description)** |
| Task No(continuous numbering linked to WP) | Task Name | Description | Participants – NA | In-kind Contributions and Subcontracting(Yes/No and which) |
| Name | Role(COO, BEN, AE, AP, OTHER) |
| T1.1 | Project Management | The overall management of the project will be under the responsibility of the project Leader, who will ensure an effective coordination among the different Tasks, working in close collaboration with the different Work Package Leaders and supervising them if needed, but also with ETSI TC HF representatives.The overall management of the project consists in:* Planning the work of the project members, ensuring that the timescales of the project deliverables are met
* Organising meetings to discuss the drafts, recording any major issues and resolutions of issues
* Reporting to TC HF on the progress of work
* Representing, or arranging for other project members to represent the project results at other external meetings as appropriate
* Providing the project Reports to the ETSI Secretariat: the Progress Reports (to be submitted to EISMEA after 12 months) and the Final Report (to be submitted to EISMEA at the end of the project).
 | ETSI | OTHER | Yes (subcontracting) |
| T1.2 | Coordination with the JTB eAcc | Preparation and management of the revision review at the JTB eAcc | ETSI | OTHER | Yes (subcontracting) |
| T1.3 | Detailed project plan for each of the remaining 2 work packages | Create a detailed project plan, including responsibilities and exact timing | ETSI | OTHER | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)**  |
| Milestone No(continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead BeneficiaryNA | Description | Due Date(month number) | Means of Verification |
| MS1 | Expert Selection done | 1 |  | List of service providers and nominated experts available | 3 | - Check list |
| MS2 | Project plan completed | 1 |  | Complete detailed project plan available | 6 | - Document available for consultation |
| MS3 | Progress Report 1 to EISMEA | 1 |  | R – Document Report | SEN – Sensitive | 12 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| MS4 | Final Report (Phase 1 project) to EISMEA | 1 |  | R – Document Report | SEN – Sensitive | 24 | - Summary of project results and activities |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D1.1 | Progress Report to TC HF(regular for each TC HF meeting) | 1 |  | R – Document Report | SEN – Sensitive | 4 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| D1.2 | Work Plan | 1 |  | R-Document Report | SEN - Sensitive | 6 | Document in English language |
| D1.3 | Process Report to TC HF | 1 |  | R – Document Report | SEN – Sensitive | 13 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| D1.4 | Progress Report to TC HF | 1 |  | R – Document Report | SEN – Sensitive | 16 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| D1.5 | Progress Report to TC HF |  |  | R – Document Report | SEN – Sensitive | 20 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |

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| **Estimated budget — Resources**  |
| Estimated budget for this work package is as follows: 39.000,00 for Phase 1  |

#### Work Package 2

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| **Work Package 2: Restructuring of EN 301 549 to enhance the usability of the document.** |
| **Duration:** | M7 – M12  | **Lead Beneficiary: ETSI** | 1-Short name – ETSI by default |
| **Objectives***List the specific objectives to which this work package is linked.* |
| * The SR in its current form is a complex document and it is necessary to consider different structures of the document to make it more usable for the future users of the document (service providers, device and service designers) and to cover the essential requirements of the EAA.
 |
| **Activities and division of work (WP description)** |
| Task No(continuous numbering linked to WP) | Task Name | Description | Participants – NA | In-kind Contributions and Subcontracting(Yes/No and which) |
| Name | Role(COO, BEN, AE, AP, OTHER) |
| T2.1 | Develop alternatives to the current structure of the EN | Explore various options (new structure, multi-part document, more detailed introductory explanation, etc. | ETSI | OTHER | Yes (subcontracting) |
| T2.2 |  Restructuring of EN 301 549  | Evaluate proposals and implement the options discussed with and selected by the eAcc JWG | ETSI | OTHER | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** |
| Milestone No(continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead BeneficiaryNA | Description | Due Date(month number) | Means of Verification |
| MS5 | New structure | 2 |  | EN 301549 in the new structure as draft available | 9 | Presentation to JTB eAccessibility |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D2.1 | Draft EN 301 549 with new structure | 2 |  | *[*R *—* Document,report*]* | *[*PU *—* Public] *]*  | 12 | Standard document in english language |

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| **Estimated budget — Resources**  |
| Estimated budget for this work package is as follows: 15.600,00 € for the entire project (included in project Phase 1) |

#### Work Package 3

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| **Work Package 3: Collection and alignment of the accessibility requirements of EN 301 549 with the requirements documented in the EAA . (**related to 5 main topic areas) |
| **Duration:** | M4 – M24  | **Lead Beneficiary: ETSI** | 1-Short name – ETSI by default |
| **Objectives***List the specific objectives to which this work package is linked.* |
| Work package 3 contains the bulk of the work dealing with the collection and revision of accessibility requirements related to five separate topic areas. For each of these areas accepted requirements and related testing procedures must be integrated into the EN 301549 draft document(s). At the end of the first project phase EN 301 549 will be available in a final form ready for commenting, comment resolution and approval by the JTB eAcc and subsequent ENAP in project phase 2.The five topics areas are:1. Alignment of EN 301 549 with W3C WCAG 2.2; This will be achieved through either the direct participation of W3C experts in the project or the partnership agreement between W3C and ETSI – in a similar way as it was done for previous versions of the EN.
2. Revision and addition of generic service-specific accessibility requirements;
3. Revision of device-specific accessibility requirements in line with the EAA, Article 2, including requirements related to video broadcast receivers;
4. Collection and integration of device specific accessibility requirements for Total Conversation and RTT;
5. Collection and integration of service and infrastructure specific accessibility requirements for Total Conversation and RTT (Real Time Text)

Work in these areas will be performed by sub teams of 2 persons for each area. These experts are responsible for the collection of relevant stand input from 3rd party sources (JTB eAcc experts, TC HF members, NSOs, etc.), for the evaluation of this input and its integration into the EN document if considered relevant.During the first project phase the communication with the JTB eAcc will be continuous and the members of the JTB eAcc will have the possibility to submit their comments into the ongoing revision process. Comments from the JTB will be sought on interim versions of the EN 301549 which will be published regularly. It is therefore to be expected that the final approval process with the JTB can be reduced to 3 months. |
| **Activities and division of work (WP description)** |
| Task No(continuous numbering linked to WP) | Task Name | Description | Participants – NA | In-kind Contributions and Subcontracting(Yes/No and which) |
| Name | Role(COO, BEN, AE, AP, OTHER) |
| T3.1 | Collection and integration of revision proposals related to W3C revisions | Collect input from external and internal sources, develop consensus proposals, update current EN version  | ETSI | OTHER | Yes (subcontracting) |
| T3.2 | Integration and/or revision of respective testing procedures related to W3C revisions | Ensure that all requirements are testable! | ETSI | OTHER | Yes (subcontracting) |
| T3.3 | Revision and comments resolution related to W3C revisions with the JTB eAcc. | Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft | ETSI | OTHER | Yes (subcontracting) |
| T3.4 | Collection and integration of proposals related for generic service-specific accessibility requirements | Collect input from external and internal sources, develop consensus proposals, update current EN version  | ETSI | OTHER | Yes (subcontracting) |
| T3.5 | Integration and/or revision of testing procedures for generic service-specific accessibility requirements | Ensure that all requirements are testable! | ETSI | OTHER | Yes (subcontracting) |
| T3.6 | Revision and comments resolution with the JTB eAcc related to generic service-specific accessibility requirements. | Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft | ETSI | OTHER | Yes (subcontracting) |
| T3.7 | Collection and integration of proposals for modification or addition of device specific accessibility requirements | Collect input from external and internal sources, develop consensus proposals, update current EN version  | ETSI | OTHER | Yes (subcontracting) |
| T3.8 | Integration and/or revision of respective testing procedures related to device specific accessibility requirements | Ensure that all requirements are testable! | ETSI | OTHER | Yes (subcontracting) |
| T3.9 | Revision and comments resolution with the JTB eAcc related to device specific accessibility requirements. | Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft | ETSI | OTHER | Yes (subcontracting) |
| T3.10 | Collection and integration of proposals for modification or addition of device specific RTT and TC requirements | Collect input from external and internal sources, develop consensus proposals, update current EN version  | ETSI | OTHER | Yes (subcontracting) |
| T3.11 | Integration and/or revision of respective testing procedures related to device specific RTT and TC requirements | Ensure that all requirements are testable! | ETSI | OTHER | Yes (subcontracting) |
| T3.12 | Revision and comments resolution related to device specific RTT and TC requirements with the JTB eAcc. | Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft | ETSI | OTHER | Yes (subcontracting) |
| T3.13 | Collection and integration of proposals for modification or addition of service and infrastructure specific RTT and TC requirements | Collect input from external and internal sources, develop consensus proposals, update current EN version  | ETSI | OTHER | Yes (subcontracting) |
| T3.14 | Integration and/or revision of respective testing procedures related to service and infrastructure specific RTT and TC requirements | Ensure that all requirements are testable! | ETSI | OTHER | Yes (subcontracting) |
| T3.15 | Revision and comments resolution related to service and infrastructure specific RTT and TC requirements with the JTB eAcc . | Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft | ETSI | OTHER | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** |
| Milestone No(continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead BeneficiaryNA | Description | Due Date(month number) | Means of Verification |
| MS6 | Initial draft available | 3 |  | All relevant requirements and tests are integrated in the EN draft | 21 | Document available and approved by the TC |
| MS7 | Final draft for JTB approval and ENAP | 3 |  | Final draft for JTB approval to start ENAP procedure | 24 | Document ready for approval by the JTB  |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D3.1 | Initial draft | 3 |  | *[*R *—* Document,report*]*  | *[*PU *—* Public]  | 21 | Standard document in english language |
| D3.2 | Final draft for JTB approval and ENAP | 3 |  | *[*R *—* Document,report*]* | *[*PU *—* Public]  | 24 | Standard document in english language |

|  |
| --- |
| **Estimated budget — Resources**  |
| Estimated budget for this work package is as follows: 117,00,00 for the project’s Phase 1  |

**The following 2 additional work packages are out of the scope of the present proposal. They are provided for reference only about the anticipated work in EN 301 549 Rev Phase 2 Project.**

#### Work Package 4

|  |
| --- |
| **Work Package 4: Phase 2 Project management of ENAP phase and coordination with JTB eAcc, coordination with ETSI TC HF, reporting to TC HF and EISMEA** |
| **Duration:** | M25-M33  | **Lead Beneficiary: ETSI** | 1-Short name – ETSI by default |
| **Objectives***List the specific objectives to which this work package is linked.* |
| * Ensure that the objectives of the project are met; Manage the work of the experts; Enable the involvement of the relevant stakeholders; Ensure the quality, budget and timing of the project’s deliverables.
 |
| **Activities and division of work (WP description)** |
| Task No(continuous numbering linked to WP) | Task Name | Description | Participants – NA | In-kind Contributions and Subcontracting(Yes/No and which) |
| Name | Role(COO, BEN, AE, AP, OTHER) |
| T4.1 | Project Management | The overall management of the project will be under the responsibility of the project Leader, who will ensure an effective coordination among the different Tasks, working in close collaboration with the different Work Package Leaders and supervising them if needed, but also with ETSI TC HF representatives.The overall management of the project consists in:* Planning the work of the project members, ensuring that the timescales of the project deliverables are met
* Organising meetings to discuss the drafts, recording any major issues and resolutions of issues
* Reporting to TC HF on the progress of work
* Representing, or arranging for other project members to represent the project results at other external meetings as appropriate
* providing the project Reports to the ETSI Secretariat: the Progress Reports (to be submitted to EISMEA after 12 months) and the Final Report (to be submitted to EISMEA at the end of the project).
 | ETSI | OTHER | Yes (subcontracting) |
| T4.2 | Coordination with the JTB eAcc | Review of ENAP comments/input and proposed resolutions/changes with the JTB eAcc | ETSI | OTHER | Yes (subcontracting) |
| T4.3 | Coordination of the ENAP process | Coordination of the collection and resolution of comments/input during the ENAP process  | ETSI | OTHER | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** |
| Milestone No(continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead BeneficiaryNA | Description | Due Date(month number) | Means of Verification |
| MS9 | Final Report Phase 2 to EISMEA | 4 |  | R – Document Report | SEN – Sensitive | M33 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D4.1 | Progress Report to TC HF(regular for each TC HF meeting) | 4 |  | R – Document Report | SEN – Sensitive | 28 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| D4.2 | Process Report to TC HF | 4 |  | R – Document Report | SEN – Sensitive | 32 | - Status of the work according to the time plan- Eventual identified issues and implemented mitigation actions |
| D4.3 | Final Report to EISMEA | 4 |  | R – Document Report | SEN – Sensitive | 33 | -Summary of project results and activities |

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| **Estimated budget — Resources**  |
| Estimated budget for this work package is as follows: 19 500 € for Phase 2.  |

#### Work Package 5

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| **Work Package5: Resolution of potential ENAP comments/input and publication of EN 301 549 v4.1.1** |
| **Duration:** | M25-M33  | **Lead Beneficiary: ETSI** | 1-Short name – ETSI by default |
| **Objectives***List the specific objectives to which this work package is linked.* |
| * Support the ENAP procedure until final publication of the EN 301 549 v.4.1.1
 |
| **Activities and division of work (WP description)** |
| Task No(continuous numbering linked to WP) | Task Name | Description | Participants – NA | In-kind Contributions and Subcontracting(Yes/No and which) |
| Name | Role(COO, BEN, AE, AP, OTHER) |
| T5.1 | ENAP comments resolutions related to W3C WCAG 2.2 revisions | ENAP comments resolutions related to W3C WCAG 2.2 revisions | ETSI | OTHER | Yes (subcontracting) |
| T5.2 | ENAP comments resolutions related to generic service-specific accessibility requirements | ENAP comments resolutions related to generic service-specific accessibility requirements | ETSI | OTHER | Yes (subcontracting) |
| T5.3 | ENAP comments resolutions related to device-specific accessibility requirements  | ENAP comments resolutions related to device-specific accessibility requirements  | ETSI | OTHER | Yes (subcontracting) |
| T5.4 | ENAP comments resolutions related to device-specific Real Time Text (RTT) and Total Conversation (TC) accessibility requirements | ENAP comments resolutions related to device-specific Real Time Text (RTT) and Total Conversation (TC) accessibility requirements | ETSI | OTHER | Yes (subcontracting) |
| T5.5 | ENAP comments resolutions related to service and infrastructure specific RTT and TC requirements | ENAP comments resolutions related to service and infrastructure specific RTT and TC requirements | ETSI | OTHER | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** |
| Milestone No(continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead BeneficiaryNA | Description | Due Date(month number) | Means of Verification |
| MS10 | EN 301 549 v4.1.1 published | 5 |  | Harmonized Standard publication | M33 | Publication available |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D5.1 | EN 301 549 v4.1.1 | 5 |  | Harmonized Standard | PU - Public | 33 | Standard document in English language.  |

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| **Estimated budget — Resources**  |
| Estimated budget for this work package is as follows: 19 500 € (included in Phase 2)  |

## Total Project costs

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The current plan for budget costs (revision subject to the detailed project planning in the initial phase of the project) is as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| **WP Number** | **Estimated Cost Phase 1** | **Estimated Cost Phase 2** | **Estimated Cost Total** |
| 1 | 39.000,00 € | 19.500,00 € | 58.500,00 € |
|  |  |  |  |
| 2 | 15.600,00 € |  | 15.600,00 €  |
| 3 | 117.000,00 € | 19.500,00 € | 136.500,00 € |
| Travel | 18.000,00 € | 16.000,00 € | 34.000,00 € |
|  |  |  |  |
| **Total** | **189.600,00 €** | **55.000,00 €** | **244.600,00 €** |

Notes: 1. This funding request only covers the firsts 24 months of the project proposal (phase 1).

The cost attributed to WP 4 is split evenly to the 5 topic areas identified above. For each of the five areas this results in an average of 1,5 person-days per month over the 24-months period of project phase 11. The expected travel cost is further detailed in annex 1 to Part B. The value includes travel cost for coordination meetings with the JTB eAcc and regular attendance at TC HF meetings as listed above.
2. 24.000,00 € (16.000,00 € for Phase 1 and 8.000,00 € for Phase 2) should be added to the project cost to allow for the requested service/accommodation of participants with accessibility needs. Support for such service/accommodation will be subject to requests by selected participants and availability of respective funds. Note that this cost will only materialize if meeting participants request the respective accessibility services. This budget will facilitate the involvement of experts and stakeholders from disabled associations in the project.

**This results in an overall funding request of** **205.600,00 for the project’s Phase 1.** **For information, the estimated costs of the project’s Phase 2 are 63.000,00 €.** |

#### Subcontracting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work Package No | Subcontract No(continuous numbering linked to WP) | Subcontract Name(subcontracted action tasks) | Description (including task number and BEN to which it is linked) | Estimated Costs(EUR) | Justification(why is subcontracting necessary?) | Best-Value-for-Money(how do you intend to ensure it?) |
| 1-3 | N/A | N/A |  | 171 600.00 | Expertise not available in ETSI TC HF | Subcontractors are selected on a case-by-case basis in the context of an open call through a clearly defined process (typically one or more of the following, publication of the call through ETSI Collective letters to the membership, Technical Body mailing lists or explicit calls for tender). |
| 1-3 | N/A | N/A |  | 16 000.00 | For the requested accommodation of participants with accessibility needs | Support for such service/accommodation will be subject to requests by selected participants and availability of respective funds. Note that this cost will only materialize if meeting participants request the respective accessibility services. |
| Other issues:*If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | ETSI Secretariat (Funded Activities, Technical officers…) will ensure the project planning and controlling with the Technical Committee without charging the related costs to the project whereas subcontractors will perform the development and technical execution of the project. |

#### Timetable

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **YEAR 1** | **YEAR 2** | **YEAR 3 – PHASE 2** |
| **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** |  **Q 3** |  **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** |
| **Task 1.1 –** Phase 1 Project Management |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 -** Coordination with the JTB**.…** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.3 -** Detailed project plan for each of the remaining 2 work packages |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.1 -** Develop alternatives to the current structure of the EN |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.2 -** Restructure EN 301 549  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.1 -** Collection and integration of revision proposals related to W3C revisions |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.2 -** Integration and/or revision of respective testing procedures related to W3C revisions |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.3 -** Revision and comments resolution with the JTB eAcc related to W3C revisions |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.4 -** Collection and integration of proposals related for generic service-specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.5 -** Integration and/or revision of respective testing procedures related to service-specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.6 -** Revision and comments resolution with the JTB eAcc related to service-specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.7 -** Collection and integration of proposals for modification or addition of device specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.8 -** Integration and/or revision of respective testing procedures related to device-specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.9 -** Revision and comments resolution with the JTB eAcc related to device-specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.10-** Collection and integration of proposals for modification or addition of device specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.11 -** Integration and/or revision of respective testing procedures related to device specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.12 -** Revision and comments resolution with the JTB eAcc related to device specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.13 -** Collection and integration of proposals for modification or addition of service and infrastructure specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.14 -** Integration and/or revision of respective testing procedures related to service and infrastructure specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.15 -** Revision and comments resolution with the JTB eAcc related to service and infrastructure specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 4.1 –** Phase 2 Project Management |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 4.2** – Phase 2 Coordination with the JTB eAcc |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 4.3 –** Coordination of the ENAP process |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 5.1** – ENAP comments resolution related to W3C WCAG 2.2 revisions |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 5.2** – ENAP comments resolution related to generic service-specific accessibility requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 5.3** – ENAP comments resolution related to device-specific accessibility requiremnets |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 5.4** – ENAP comments resolution related to device-specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| **PHASE 2 Task 5.5** – ENAP comments resolution related to service and infrastructure specific RTT and TC requirements |  |  |  |  |  |  |  |  |  |  |  |  |

## 5. OTHER

### 5.1 Ethics

|  |
| --- |
| Not applicable. |

### 5.2 Security

|  |
| --- |
| Not applicable. |

## 6. DECLARATIONS

|  |
| --- |
| **Double funding** |
| **Information concerning other EU grants for this project**  | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. | YES |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. | YES |

|  |
| --- |
| **Financial support to third parties (if applicable)** |
| EFTA Financing is equal to 10 280 EUR (5% of total budget) |

Annex I Response to the Request for Proposals
CfE – STF 614 (REFERENCE BODY HF) Deadline: 24/04/2023

**If you are an ETSI Member \***

**ETSI membership status (Indicate your status):**

 Full

 Associate

 Observer

**If you are not an ETSI Member \***

Please indicate:

**Full name of the ETSI member supporting the application (list of ETSI members on etsi.org):**

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Official contact name of the ETSI member supporting the application:**

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: A formal confirmation of the support from the Official contact is required (e.g. by e-mail sent to STFLINK@etsi.org) and an “ETSI Member Support Letter” will be required if you are selected.*

|  |
| --- |
| **Contractor information \*** |
|  |
| **Contractor name \*:***Indicate the Company/Organization Name* |  |
|  |
| **Contact person for the technical aspects** | **Contact person for Decision on ETSI financial offer to this project (if any)** |
| Title |  | Title |  |
| First name |  | First name |  |
| Last name  |  | Last name  |  |
| Role |  | Role |  |
| e-mail |  | e-mail |  |
| Phone |  | Phone |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Do you or any employee of your Company/Organization hold an elected or appointed position in the Reference Body requesting the STF 614 creation? | oIndicate in which position:----------------------------------- | o |
| **If you are self-employed candidate:**Do you currently have other contracts in progress with ETSI? | o | o  |

All fields marked with an asterix (\*) are mandatory

* 1. **Introduction**

A short presentation of the technical structure responsible for this activity, e.g.:

* Business area, number of employees, link to WEB site,
* Department(s)/team(s)/experts in charge of the technical activities related to this Project,
* Reference to products/services of your Company/Organization or supporting Member to which the standards developed by this Project will apply,
* Motivation for your Company/Organization or supporting Member to participate in this Project.

**1.2 Proposed approach**

**Proposed contribution to tasks & related cost**

Identify the tasks to which your Company/Organization is proposing to contribute by filling-in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks No** | **Tasks Description** | **Max Budget****Allocated in****Euro** | **Amount in** **Euro****(mandatory)** | **% of whole****Task****(mandatory)** |
| 00 | Project Management | 39000 | . | . |
| 01 | Restructuring of EN 301 549 | 15600 | . | . |
| 02 | W3C revisions | 27000 | . | . |
| 03 | Service-specific accessibility requirements | 30000 | . | . |
| 04 | Device-specific accessibility requirements | 30000 | . | . |
| 05 | Real Time Text and Total Conversation (devices and services) | 30000 | . | . |
|  | **TOTAL** | **171600** |  |  |

**Amount in Euro (mandatory)**: Indicate the price offered for your contribution to the task(s)

**% of whole task (mandatory)**: Indicate to which percentage of the execution of the whole task your offer corresponds

Provide a description of the proposed approach, competences, reference to related activities:

* Explain which part of the task is corresponding to the requested percentage that your Company/Organization will handle,
* Explain the scope that your Company/Organization will cover,
* Explain your approach to the management of the quality and,
* Explain your approach to the management of the risks and their mitigation,
* Describe and justify the proposed costs to achieve this project objectives.