

**AGE Verification Pre-Standardization**

**Verify Age - 101162874**

**Description of the action (Part B)**

(SMP STAND Standard)

**Version 4.0**

**15 January 2024**

**PROJECT FACT SHEET**

**STF 681 / [2023-19**]

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| Reference Body | TC HF |
| EC/EFTA Funding | Manpower: 66 000 €  Travels (estimated): 6 100 €  **Total Budget (estimated):                                      72 100 €** |
| Project Duration | **12 months** |
| |  |  |  |  | | --- | --- | --- | --- | | **WP1: Project Management, , coordination with ETSI TC HF** | T0 | Project Management | 5 000€ | | **WP2: Stakeholder requirements assessment** | T1 | Assessment of the requirements of stakeholders | 15 000€ | | T2 | Assessment of existing technical and nationally deployed solutions | 18 000€ | | **WP3: Solution proposals** | T3 | Develop the outline of a technical solution to be standardized in a follow-up project based in the envisaged SR for the Data Act | 28 000€ | | |

# TECHNICAL DESCRIPTION (PART B)

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| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 |  | * Initiated by MS |
| 1.1 | 2023-09-25 | * ETSI Secretariat comments before Board review |
| 2.0 | 2023-09-26 | * Comments addressed by TC HF – Board submission |
| 3.0 | 2023-10-15 | * Final revision to adapt to changed call requirements; minor text modifications |
| 4.0 | 2024-01-15 | * Comments addressed following ESR:   + Relevance:     - Update Parts 1.2 and 1.3   + Quality – Project Design and implementation     - Update of Budget table with overall daily rate per WP     - KPI: update Part 2.1   + Quality – Project Team and Cooperation arrangements     - Update Part 2.3   + Impact:     - Update Part 3.2 |

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#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

## PROJECT SUMMARY

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| Regulation (EU) 2022/2065 on a Single Market for Digital Services explicitly asks for the development of standards for targeted measures to protect minors online (Article 44 (j)). These targeted measures include age verification and parental control tools (Article 35 (j).  The question of how to verify age information of minors and how to integrate parental control tools with age verification systems has been explored in depth by the euConsent project. The solutions explored and proposed by EUConsent are, however, mainly related to agency-supported age verification. The question of how to make verified age information available to service and information providers and usable by parents and minors, has not yet been addressed in detail.  The project proposed here will explore predominantly the need for standards to make age information about minors available to service providers and useful to both minors and their parents.   * It will assess the landscape of existing standard documents related to age verification and usage of validated age information, * It will assess the requirements of all stakeholders which have an interest to make us of age-verified information about minors in their business and everyday life. * It will assess both age verification solutions proposed by EuConsent and solutions implemented in various member states to identify potential candidates for later standardization. * It will propose standards to be developed based on the analysis of requirements and existing pilot solutions. These proposed solutions should be the basis for the standardization acts as proposed in the Digital Services Act.   Based on the results of this project the ESOs will become enabled to rapidly react on the standardization request related to the Digital Services Act expected in 2024. |

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## 1. RELEVANCE

### 1.1 Background and general objectives

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| The protection of minors when accessing the internet has been a focus of attention in the European Union for a long time. In the Digital Services Act both standards for age verification and parental control as well as standardized interfaces for service providers to access and make use of verified age information are requested from the ESOs.  For the explicit task of verifying and validating the age of non-adult internet users the project EU Consent has already proposed several possible solutions and analysed existing solutions in the European Union and globally.  While it would be desirable to have European standards for both areas in focus (age verification and usage of validated age information by service providers) it is not clear if a European solution for the first task will be achievable. Age verification solutions must be compatible with national electronic passport or identity card systems, and as long as these systems are implemented following national standards and solutions it might only be possible to standardize certain (cyber) security, privacy and user/usage requirements for age verification processes. In addition, it should be possible to standardize a set of options of how to store validated age verification (and potentially other information related to age information) in the end user devices (smartphones, tablets, PCs) based on existing solutions like wallet apps in smartphones or attached to user login information in tablet or PCs. These standards should also ensure that the age and rights information stored cannot be tampered with or modified by either the minor users or external third parties.  The interfaces to access validated and verified age and rights information must, however, be standardized at least on a European level, but possibly globally, as service providers will be offering their services from countries world-wide. Again, these standards defining the interface between user device and service providers must both specify technical solutions and user and system requirements as well as be compatible with legal requirements related to data and cyber security, as well ensure privacy of the information communicated.  The proposed project will prepare the groundwork for the definitions of the standards described above. |

### 1.2 Needs analysis and specific objectives

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| The purpose of the proposed project is to lay the groundwork for the development of European standards in the area of age verification and the protection of minors when accessing the internet. The need for these standards has been explicitly spelled out in the Digital Services Act.  To achieve this target the following activities are planned:   1. Analysis of the landscape of existing standards (provided mostly by ITU/IEC) and national solutions implemented both in Europe and globally. In particular, the UK have deployed many solutions for the protection of minors and seem to be quite advanced in this field. 2. Analysis of the requirements of all stakeholder groups involved in the process of age verification and with an interest to make use of the available age information of internet users. 3. Identification of possible solutions ready for standardization in response to the forth coming standardization request of the Digital Service Act.   Among the stakeholders which need to be approached, we can initially identify the following groups:   1. Underage users of internet services and recipients of information 2. Parents of underage users who have an interest to make sure that the age information attributed to their children is correct and who want to define the rights granted to their children for internet access (e.g. the right to make in-app purchases or to access computer games which need to be purchased). 3. Providers of age verification services and national authorities providing age verification solutions 4. Service providers which need age information to ensure that minors receive only adequate information and services as defined/required by parents or by legal restrictions.   The requirements to be identified cover a wide range of system and usage properties, as e.g.,   1. Privacy requirements: information about minors and their rights must be protected and may only be used by service providers on a need-to-know basis. 2. (Cyber) security requirements: age information may not be tampered with or modified during communication and internet access 3. Usability requirements: when accessing the internet, age verification should not delay the communication or require continuous interaction by minors with the service and/or their end user device. 4. Requirements for monitoring service provider adherence: it must be possible to check if individual service providers fulfil their obligation defined in the regulation (as the Digital Services Act.   The results of the proposed project can equally be applied to age verification of adults, with the exception of those technical standards which deal with the execution of parental control rights. |

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### 1.3 Complementarity with other actions and innovation

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| Several national standards organizations as well as ITU/IEC have already worked on standards related to age verification. In addition, the EU Consent project has published in-depth analysis documents and pilot systems, which are mainly focused on potential solutions to verify and validate age information. Moreover, these solutions are predominantly built on verification solutions by age verification service providers and it is unclear, if these solutions would be applicable European wide or if they would be compatible with solutions provided by individual member states.  Any technical standard covering aspects of age verification of minors must be aligned with the policy documents for the protection of minors published by the European Union. The (current) policy objectives in this area are summarized in the Better Internet for Kids strategy (BIK+) documents, while in the future it will be regulated through the Digital Services Act. Both EU Consent and BIK+ have until now not developed any proposed technical standards but have concentrated of pilot solutions and the setting of policy objectives which will be taken into account as the basis for the work of the project.  For the second set of interfaces to be standardized, the interfaces for service providers to securely access age information of potential service users and to deliver age-adequate services and information, several national applications have been developed and deployed, e.g. the services provided by JUSPROG.  ITU/IEC has already published a number of standards documents related to age verification and protection of minors which need to be analysed in depth in the first task of the proposed pre-standardization activity.  It is expected that the technical standards that will be proposed by the project will have a global impact as service providers located outside the EU offer their services in the EU and European service providers may offer their services globally. It is therefore advisable to watch similar developments as the response to the Digital Services Act globally. As one example of potentially relevant global development, in September 2023 the US administration (Department of Commerce) has published a call for comments related to an “Initiative to Protect Youth Mental Health, Safety & Privacy Online “. The answers related to several of the questions raised in the call for comments might potentially be relevant for the standardization request related to the Digital Services Act. Therefore, during the proposed project the results of this call for comments should be monitored and evaluated by the project team. |

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## 2. QUALITY

### 2.1 Concept and methodology

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| The project is set up in 3 work packages dealing with the following topics:   1. Project management, coordination with TC HF and other relevant ETSI-internal stakeholders (TC Cyber, others) 2. Analysis of the existing landscape of standards, requirements of stakeholders, and analysis of currently deployed solutions in different member states and globally. For this work package it will be necessary to communicate both with representatives of various stakeholders and with the research community (e.g. the EU Consent group). 3. Assessment of required standards based on solution proposals for age verification and usage of age information for internet access of minors.   All activities will be performed in close cooperation with other ETSI Technical Committees (TC Cyber, SC USER, others) and external stakeholders, both on the user and the service provider side. Communication with external standardization organizations (ITU, IEC, BSI) will be of major relevance.  Key performance indicators for the performance of the project team will be:   1. Number of SSOs contacted and number of standards documents assessed;   (As a minimum the SSOs in four major countries should be contacted (e.g., Germany, France, Spain, UK))   1. Number of contacts with R&D organizations active in the area of age verification,   (At least one R&D organization in four major countries)   1. Number of existing national solutions for age verification analysed   (Minimum: 5 national solutions in relevant countries, if available!)   1. Timeliness of final standard specification related to the standardization request.   (Final result of the project to be available on time according to project proposal) |

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### 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 |
| Léa Belloulou  Head of Funded Activities | ETSI | Head of ETSI funded Projects planning and control  ❖ Management of the project costs and funding  ❖ Responsible for the Reporting to ETSI Management and EC/EFTA.  ❖ Management of audit processes on Funded projects  ❖ Management of contractual aspects  ❖ Monitoring of the administrative and financial tasks of the projects  ❖ Validation of milestones, payments |
| 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 Pourcin  Technical Officer | ETSI | Technical Officer for ETSI Technical Committee Human Factors (TC HF)   * Act as prime ETSI Secretariat contact for the standardization activity. * Supervise the operation of the standardization activity under the relevant Directives, monitor progress of work programme. * Advise the group on the application of the relevant directives, drafting rules, and common best practice. * Ensure that deliverables are fit for purpose, and in line with the relevant directives, drafting rules and quality recommendations, and accompany them through the drafting and publication phases. * Act as secretary where appropriate, provide official reports of the group's meetings, highlighting actions and decisions. * Ensure that decisions, actions, approval of new work items and deliverables are properly recorded and communicated within the Secretariat. * Monitor activities of other relevant groups, both inside and outside of ETSI and advise of relevant activities as required. |

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| **Outside resources (subcontracting, seconded staff, etc)** |
| The project will be performed by a group of maximum two Companies/Organisations (Service Providers), providing up to 4 specialists/experts, that will collectively ensure the following mix of skills:   * Expert knowledge in age validation and verification technologies * Expert knowledge in secure communication and privacy-ensuring technologies. * Experts in standards development) * Expert knowledge in Human Factors standardisation   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 Providers, 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.  The STF project manager will be responsible for the internal coordination of the project members (service providers) and for the alignment with and reporting to ETSI administration. A stakeholder representation group open to representatives of National Standardization Organizations shall ensure the strategic alignment of the project with ETSI objectives.  \*CfE process: |

### 2.4 Consortium management and decision-making

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| Not applicable for ETSI. |

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### 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.  A combination of frequent on-line progress meetings, face-to-face meetings and internal progress reports will create a clear view of the progress. Over and above the management of individual WPs, a lean, yet rigorous management framework linking the project components will be implemented. |

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### 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 103 days of work spread out over a period of 12 months overall, to reflect the timing requirements in the call for proposals.  Considering the needed expertise, the daily rate is assumed to be 680 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 for coordination with EUConsent.  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 payments are subject to the validation of the project milestones. TC HF and ETSI jointly validate all milestones. |

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### 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: low  Impact: medium | 1 | Proactive identification of potential candidates by ETSI and TC HF |
| 2 | Different implementations in Europe cannot be harmonized to allow for European Standardization  Likelihood: low  Impact: high | 3 | Development of a landscape document summarizing different member state solutions in an early phase of the project |
| 3 | Project delays due to external reasons (e.g. COVID)  Likelihood**Error! Bookmark not defined.**: Low  Impact2: Medium | **All** | Such events are monitored by all Project members and reported to the WP1 leader which will manage the specific situation. WP1 leader will take required action toward members of the group, the ETSI TC HF or ETSI responsible and commonly resolve the issue.  In almost all cases these issues can be resolved with additional effort. ETSI TC HF members will contribute on a voluntary basis in order to minimise the delay.  As for COVID, the experts will work mainly remotely and only a few physical meetings are expected to take place. ETSI has already demonstrated its ability to perform in these conditions in 2020-2021, when all events and meetings took place online |

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## 3. IMPACT

### 3.1 Impact and ambition

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| The results of this pre-standardization project will be used as the primary input for the development of standards following the publication of the planned standardization request for the Data Services Act.  The standards envisaged will cover (i) the age validation and verification process itself, (ii) parental control, and (iii) the interfaces to be used by service and information providers to make use of age information in a way which ensures data privacy and security.  For the first two targets it may be possible to rely on existing available solutions provided in the member states and either allow for different solutions in different states. For the third target it is mandatory to create European Standards applicable in the entire European Union and available to service providers / data providers globally. |

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### 3.2 Communication, dissemination and visibility

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| Communication of the project results will be continuous to TC HF in which many of the interested service providers 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 requirements for the topic areas described below. This communication will be in the form of ETSI Collective letters, and be directed to NSOs represented in ETSI. * Intensive cooperation with and presentations to TC Cyber and other ETSI groups involved in data privacy topics. * At least one News Release on the work, detailing the achievement of important results * At least one article in Enjoy!, the ETSI official magazine;   Access to stakeholders like minors and their parents shall be achieved through relevant national stakeholder representation groups, as e.g. the “Deutsche Kinderschutzbund e.V.” or “Defence for Children International”. Details of which organizations will be approached must be defined in work package 2.  In all dissemination activities, we will make evident the funding coming from the EC to the project.  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. |

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### 3.3 Sustainability and continuation

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| The result of this project will be direct input to standardization activities at the ESOs in response to the standardization request related to the Digital Services Act. |

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

### 4.1 Work plan

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| The project AGE Verification Pre-Standardization will be executed in 3 work packages:  WP 1 Project management (coordination with ETSI TC HF, communication with stakeholders, reporting to TC HF and EISMEA)  Task 1.1 Project Setup  Task 1.2 Project Management  WP 2 Analysis and solution proposal  Task 2.1: Collection and definition of stakeholder requirements (children, parents, service providers, society)  Task 2.2: Review of existing solutions for age verification (technological solutions; national/regional implementations, existing global standards, and regulations)  WP 3: Outline of proposed solution (incl. top-level implementation requirements) and identification of relevant features of future standards  Task 3.1: Develop the outline of a technical solution to be standardized in a follow-up project based in the envisaged SR for the Data Act |

### 4.2 Work packages, activities, resources and timing

#### Work Package 1

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| **Work Package 1: Project management (coordination with ETSI TC HF, communication with stakeholders, reporting to TC HF and EISMEA)** | | | | | | | | | | | | | | | |
| **Duration:** | | | M1 – M12 | | **Lead Beneficiary:** | | | | ETSI | | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
| * Ensure that the objectives of the project are met; Manage the work of the experts; Invite the relevant stakeholders to make contributions and become involved in the solution-definition 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 | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 | Project Setup | | | | | ETSI Staff will arrange a call for experts.  ETSI TC HF chair will interview the potential candidates and select those to best meet the work plan, including the assignment of the Project Leader  ETSI Staff will make arrangements for project members (service contracts, etc.).  The ETSI TC HF chair (with the help of the assigned Project Leader) checks that the objectives of all WPs are clearly recognised by the participants. | | | | | ETSI Staff  ETSI TC HF chair  Project Leader | | COO | | YES (In-kind) |
| T1.2 | 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. * Creating a detailed project plan (including responsibilities and exact timing) for WP 2. * 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: in particular, the Final Report (to be submitted to EISMEA at the end of the project). | | | | | ETSI | | OTHER | | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1 | | Expert Selection done | | 1 | | | ETSI | List of service providers and nominated experts available | | | | 2 | | - Check list | |
| MS2 | | Project plan completed | | 1 | | | ETSI | Complete detailed project plan available | | | | 4 | | - Document available for consultation | |
| MS3 | | Final Report (Phase 1 project) to EISMEA | | 1 | | | ETSI | R – Document Report | | | | 12 | | - 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 | | Work Plan | | 1 | | | ETSI | R-Document Report | | SEN - Sensitive | | 4 | | Document in English language | |
| D1.2 | | Progress Report to TC HF  (regular for each TC HF meeting) | | 1 | | | ETSI | R – Document Report | | SEN – Sensitive | | 6 | | - Status of the work according to the time plan  - Eventual identified issues and implemented mitigation actions | |
| D1.3 | | Final Report to TC HF and EISMEA | | 1 | | | ETSI | R – Document Report | | SEN – Sensitive | | 12 | | - Status of the work according to the time plan  - Eventual identified issues and implemented mitigation actions | |

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| **Estimated budget — Resources** |
| See detailed budget table/calculator (annex 1 to Part B). |

#### Work Package 2

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| **Work Package 2: Analysis of requirements, existing standards and deployed solutions.** | | | | | | | | | | | | | | | |
| **Duration:** | | | M3 – M9 | | **Lead Beneficiary: ETSI** | | | | ETSI | | | | | | |
| **Objectives**  *List the specific objectives to which this work package is linked.* | | | | | | | | | | | | | | | |
| * To collect and define stakeholder requirements * To review existing (national and European) solutions. * To monitor related activities in the US and evaluate available US input. | | | | | | | | | | | | | | | |
| **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 | Collection and definition of stakeholder requirements (children, parents, service providers, society) | | | | | Collection and definition of the requirements (desktop research, interviews) of relevant stakeholders, forming a solid basis for the subsequent tasks. | | | | | ETSI | | OTHER | | Yes (subcontracting) |
| T2.2 | Review of existing solutions for age verification (technological solutions; national/regional implementations and regulations) and existing standardization (IEC, others) | | | | | A heterogeneous landscape of age-verification solutions exists from “Click here to confirm that you are 18 years old or older” to sophisticated technical solutions involving the verification of official documents (machine-readable ID cards). The range of technical solutions and existing implementations (national and regional) will be reviewed from a perspective of the stakeholder requirements identified in Task 2.1. | | | | | ETSI | | OTHER | | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS4 | | Stakeholder Requirements Document | | 2 | | | ETSI | Summary document of stakeholder requirements finalized | | | | 7 | | Presentation to TC HF | |
| MS5 | | Solutions and standards landscape document | | 2 | | | ETSI | Summary document of potential solutions finalized | | | | 9 | | Presentation to TC HF | |
| 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 | | Stakeholder Requirements Document, Technical Report | | 2 | | | ETSI | R *—* Document,report | | PU *—* Public | | 6 | | Standard document in english language | |
| D2.2 | | Solutions and standards landscape document, Technical Report | | 2 | | | ETSI | R *—* Document,report | | PU *—* Public | | 9 | | Standard document in english language | |

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| **Estimated budget — Resources** |
| See detailed budget table/calculator (annex 1 to Part B). |

#### Work Package 3

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 3: Development of solution proposal.** | | | | | | | | | | | | | | | |
| **Duration:** | | | M7 – M12 | | **Lead Beneficiary: ETSI** | | | | ETSI | | | | | | |
| **Objectives**  *List the specific objectives to which this work package is linked.* | | | | | | | | | | | | | | | |
| * To develop the proposed solution (ready for standardization under the proposed SR) based on the analysis of stakeholder requirements and existing solutions. | | | | | | | | | | | | | | | |
| **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 | Specification for the proposed age verification technology for later standardization | | | | | A solution that satisfies the stakeholder requirements (Task 2.1) and is informed by the analysis of existing solutions (Task 2.2) will be developed to the level of top-level implementation requirements ready to be specified further for subsequent standardization and implementation. | | | | | ETSI | | OTHER | | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS6 | | Solution proposal(s) for later standardization ready | | 3 | | | ETSI | Final draft of the deliverable | | | | M11 | | Presented and approved by TC HF | |
| 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 | | Solution proposal(s) for later standardization Technical Report | | 3 | | | ETSI | R *—* Document,report | | PU *—* Public | | 12 | | Standard document in english language | |

|  |
| --- |
| **Estimated budget — Resources** |
| See detailed budget table/calculator (annex 1 to Part B). |

#### 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 | T1.2 to T3.1 | | 72.100,00 | Expertise and resources not available in ETSI Secretariat. | 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). Travel cost included |
| Other issues:  *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | | | | Each subcontractor/expert is allocated to specific tasks with an expected level of contribution. The financial resources allocated to the subcontractor are calculated on this principle.  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.  ETSI Secretariat has no expert as staff thus all tasks are subcontracted. Besides the technical project management (WP1) will be handled by the selected subcontractor as Project Leader to ensure the technical tasks execution and quality by the other subcontractors. | | | |

#### Timetable

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **Months** | | | | | | | | | | | |
| **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Task 1.1 -** Project Setup |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 -** Project Management |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.1** - Collection and definition of stakeholder requirements (children, parents, service providers, society) |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.2 -** Review of existing solutions for age verification (technological solutions; national/regional implementations and regulations) |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.1 -** Specification for the proposed age verification technology for later standardization |  |  |  |  |  |  |  |  |  |  |  |  |

#§WRK-PLA-WP§#

#@ETH-ICS-EI@#

## 5. OTHER

### 5.1 Ethics

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

#§ETH-ICS-EI§# #@SEC-URI-SU@#

### 5.2 Security

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

#§SEC-URI-SU§# #@DEC-LAR-DL@#

## 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. EU Regional Funds, EU Agricultural Funds, 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. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details. | YES |

|  |
| --- |
| **Financial support to third parties (if applicable)** |
| NA |

#§DEC-LAR-DL§#

Annex I Response to the Request for Proposals  
CfE – STF 681 (REFERENCE BODY HF) Deadline: 02 April 2024

**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? | | o  Indicate 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

**1.1 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 | 5000 | . | . |
| 01 | Assessment of the requirements of stakeholders | 15000 | . | . |
| 02 | Assessment of existing technical and nationally deployed solutions | 18000 | . | . |
| 03 | Develop the outline of a technical solution to be standardized in a follow-up project based in the envisaged SR for the Data Act | 28000 | . | . |
|  |  | **66000** |  |  |

**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.

Annex II Terms and Conditions  
CfE – STF 681 (REFERENCE BODY HF) Deadline: 02 April 2024

**2.1 Submission of Proposals**

All proposals in response to this CfE shall be submitted before the deadline indicated in thisCollective Letter, using exclusively the WEB application on the ETSI Portal at the following address: <https://portal.etsi.org/cfe>.

Proposals shall be composed of Curriculum Vitae of the proposed service providers’ personnel and the Annex I of this CfE duly filled-out.

Proposals that will be partial or incomplete at the deadline will not be accepted.

The Terms and Conditions in this Annex will apply.

**2.2 Modification and Withdrawal of Proposals**

Applicants may, without prejudice to themselves, modify or withdraw their proposal by written request, provided that the request is received by ETSI prior to the due date and time, at the address to which their proposal was submitted. The applicant may submit a new proposal provided that such new proposal is received prior to the deadline for responding which is specified in this Collective Letter.

**2.3 Assessment of Proposals**

The ETSI Director-General, in consultation with the Reference Body Chairman, is responsible for the selection of the service providers that will be contracted to perform this Project work. The ETSI Director-General and the Reference Body Chairman may be assisted by a Selection Panel to assess the applications received and make the final decision.

As per article 1.10.4 of the ETSI Directives, the Director-General may discard proposals that could be identified as creating potential conflict of interest.

The ETSI Secretariat will only communicate to the applicants the result of the selection (accepted or not accepted). Should applicants need more information on the rationale for the selection, they must address a formal request to the ETSI Director-General.

The following evaluation criteria will be applied to all proposals, in order of priority:

* Evidence that the applicant has the necessary structure and expertise to ensure delivery
* Reference to current or previous activities in the specific technical domain of this project
* Critical review of the most efficient way to achieve the objectives in this Project ToR
* Effective proposed approach/methodology for the execution of the tasks
* Implementation schedule
* Clear pricing policy

Compliance with the first two (2) criteria is mandatory.

Proposals that are not considered compliant with these criteria will be discarded.

Priority will be given to technical quality of the proposals. Pricing considerations will be taken into account to ensure that the best value for money is achieved. Compatibility with the maximum budget allocated to this Project will be verified before placing a Service Contract.

Following the assessment process, ETSI reserves the right to grant contracts to other than the cheapest proposals, to accept or reject any offer completely or in part, or to reject all proposals, without providing the reasons. If no offer is accepted, ETSI may decide to abandon the work or proceed in any other manner ETSI may select.

**2.4 IPR and confidentiality Agreements**

The information provided in this CfE, as well as the fact that the applicant has received the CfE, is considered confidential and protected under copyright laws. The applicant may not discuss, share, or use the information in this CfE for any purpose other than the response to this CfE.

ETSI will not disclose the content of any proposals to other applicants or any other party, with the exception of the persons involved in the assessment process described in §2.3 above.

However, ETSI reserves the right to make use of the information provided in this proposal to improve this project definition for the purpose of this CfE or any other manner in which ETSI may decide to proceed to select the service providers.

If successful, the applicant will be required to sign a Service Contract, which includes IPR and Confidentiality clauses aligned with the relevant policies in the ETSI Directives.

**2.5 Preparation cost**

ETSI will not be responsible for any costs or expenses that the applicant may incur in preparing and/or submitting the proposal.

**2.6 Service Contract**

A Service Contract will be proposed to the applicants that will be selected to perform the work.

Details on the Terms and Conditions of this contract can be found on the ETSI Portal, at the following address: <https://portal.etsi.org/STF/STFs/Contracts.aspx>