



**From:** Founding members of an ISG on Operational energy Efficiency for Users (OEU)

**To:** ETSI Director General

**Subject:** Terms of Reference Operational energy Efficiency for Users (OEU)

## 1 Decision/action requested

*The Director-General is requested to approve the creation, Terms of Reference, and Membership Agreement for an ISG Operational energy Efficiency for Users (OEU); and to appoint Eric Stern (Orange & CRIP/CTO ALLIANCE member) as Convenor for the first meeting.*

## 2 References

TWP clause 3	Operation of Industry Specification Groups
TWP clause 3.2	Creation and Termination of an Industry Specification Group
TWP Annex D 3	Requirements for an Industry Specification Group

## 3 Rationale

The goal is to create Global Efficiency Indicators for environmentally efficient ICT, e.g. infrastructure, equipment and software within data centres and networks taking into account at least power consumption and green house gas emission.

Energy efficiency of system installations (data centre buildings, transmission node building, computer rooms, networks and IT systems) is of high importance for the ICT Customers who are users of ICT System Installations as Car manufacturers, Banks, Insurance Companies, Network Operators, Airplane Companies, Governmental Ministries... (hereinafter the "Users").

Independently from the ICT systems integrators, service providers, producers and manufacturers of ICT system installations, the *Users*, in the perspective of EU Digital Agenda mechanism and law enforcements (e.g. "carbon taxes") are proposing commonly agreed and proofed Key Performance Indicators (KPIs) and framework of implementation. For the *Users*, existing non-users specific indicators (Like PUE from The Green Grid association ) are not comprehensive enough and not taking into account all *Users'* installation efforts and detailed operational constraints (external physical environment, climate and geography, redundancy, free cooling...) as well as all innovative energy efficiency techniques (e.g. increase of maximum operational temperature). With the support of ETSI ATTM members agreed in ATTM#9 Plenary meeting and the European Commission, the ETSI Members among the *Users* already grouped together in a non-for-profit Association (CRIP/CTO ALLIANCE) are proposing the creation of an ETSI Industry Specification Group (ISG) on "**Operational energy Efficiency for Users**" (OEU). This creation is done in close collaboration with other major *Users* like Banks, Insurance Companies..., who belong to CRIP/CTO ALLIANCE (Club des Responsables d'Infrastructures et de Production) but are not ETSI-Members

CRIP/CTO ALLIANCE is an association of ICT professionals seeking to dramatically raise the environmental efficiency of ICT areas through a series of short-term and long-term proposals. CRIP/CTO ALLIANCE proposes the use of efficiency metrics which enable ICT actors to estimate energy efficiency of their activities driving energy efficiency improvements. In collaboration with ETSI this concept is strengthened. For example, the current indicators described in ETSI TS 105 174-2-2 Clause 5.3.1 need to take into account more factors to allow useful and meaningful Key Performance Indicators (KPIs) calculation, measurement and comparisons.

Such more reliable energy efficiency KPIs will help *Users* of Operational Architecture to easily identify, compare and scale the effective energy efficiency of their ICT installations internally and with the other *Users*. *Users* need a better common standard KPI and way of implementation.

This ISG OEU will elaborate ETSI Group Specifications (GSs) for Energy Efficiency of Operational Architecture and framework of implementation designed, implemented and validated by *Users*. These *Users*' requirements will be provided to ETSI TCs (e.g. ATTU, EE) in order to develop ETSI standards (e.g. Global KPI definitions) for their inclusion in EU ICT Digital Agenda and proposed to all ICT communities..

## 4 Terms of Reference for ETSI ISG OEU [TWP D.3, Part Aa]

In the following, deviations from the applicable ETSI TWP (Technical Working Procedures) as agreed by the members of ISG OEU, including deviations to the ETSI TWP made in the ISG Membership Agreement, are stipulated.

### 4.1 Scope

The ETSI ISG 'Operational energy Efficiency for Users' ("ISG OEU") will develop ETSI Group Specifications for environmentally efficient ICT, e.g. infrastructure, equipment and software within data centres and networks taking into account at least power consumption and green house gas emission. The activities carried out within the ISG OEU aim to issue two types of Group Specifications:

- Position Papers to define *Users*' requirements to be provided to ETSI TCs for development of needed standards. *Users*' requirements will define *Users*' needs in order to develop sustainable standards.
- Referential specifications to define sustainable levels of ICT elements (e.g. sites, parts of network).

These deliverables will enable meaningful global comparison of operational efficiency.

### 4.2 Membership

Membership in ISG OEU is restricted in accordance with Clause 3.4 of the ETSI Technical Working Procedures to ETSI members and applicants for membership, who have signed the ISG agreement.

Observers and non-members of ETSI may not become members of the ISG but may participate in the ISG according to the rules as described in the ISG OEU Participant Agreement. Participation of non-members of ETSI is subject to acceptance of the ISG OEU Participant Agreement, and payment of a per-meeting participation fee as described in the ISG OEU Participant Agreement.

### 4.3 Dues

Dues for membership and operation are fixed on an annual basis by the members, based on the costs the members anticipate to incur.

For the initial year of operation of the ISG, no costs are anticipated therefore there are no membership fees for the initial year.

Observers and non-members of ETSI are required to pay a per-meeting participation fee as described in the ISG OEU Participant Agreement. This per-meeting fee is set initially at €100 (excluding taxes) per person per meeting day. These fees may be modified by a decision of the members of the OEU ISG

### 4.4 Duties and Rights of Members

Members have the duty to constructively cooperate on the development of ISG Group Specifications.

Members have the right to cast their vote on the approval of a specification when necessary, and in other instances when decisions by the members are required. Members have the right to appeal directly to the ETSI Board to challenge a Chairman's decision.

Voting is on a one-member one-vote basis, and voting rights are dependent on regular participation in the OEU ISG: members are required to have participated in at least one of the three meetings preceding any vote in order to have the right to vote.

#### **4.5 Term of office of chairman, vice-chairmen and working group chairmen**

The chairman, vice-chairmen and working group chairmen of ISG OEU are appointed for a period of 2 years. After each period they may be re-appointed.

#### **4.6 Preparation of Group Specifications**

Group specifications are prepared within the ISG or within specific working groups. Working groups are chaired by working group chairs, who are appointed according to the rules of operation of the ISG. All draft specifications must be approved by the ISG members using the decision making process detailed in the rules of operation of the ISG. If a specification is prepared in a working group and fails to be approved by the members, it is referred back to the working group.

#### **4.7 Detailed deviations from the ETSI Technical Working Procedures (TWP)**

In the following, deviations from the applicable ETSI TWP as agreed by the members of the ISG OEU, including deviations to the ETSI TWP made in the OEU ISG Membership Agreement, are stipulated.

Section 4.7 is included in these Terms of Reference only for information as the prevailing document in respect of changes to the TWP is the OEU ISG Membership Agreement.

##### **4.7.1 Participation in the work of the Industry Specification Group (clarification of TWP 3.4)**

Observers or non-members of ETSI must agree to the OEU ISG Participant Agreement in order to be authorized to participate. The Participant Agreement will be terminated if the participant has not participated in at least *one* meeting of the ISG in a *12 Month* period. A revocation notice under article 9.1 (c) of the ISG Participant Agreement is sent to the participant in this case. The ISG Chairman will periodically review the participation record of authorized Participants.

In addition, access to meeting documents, mailing lists etc. will be removed from authorized Participants if they fail to participate in, or register and pay participation fees for any OEU ISG meeting for 6 months, or for two successive meetings of the ISG if they are separated by more than 6 months. Such access will be restored upon registration for a subsequent meeting of the ISG.

##### **4.7.2 Convening an ISG meeting (TWP 3.5)**

###### **4.7.2.1 Invitation to an Industry Specification Group meeting (TWP 1.5.1)**

*The invitation to an Industry Specification Group meeting and the necessary logistical information shall be disseminated by the hosting organization at least 30 days before the meeting to all on the Industry Specification Group membership list (see clause 1.5.5).*

*The first meeting of a new Industry Specification Group will be announced in a Collective Letter, with at least 30 days notice, by the ETSI Secretariat.*

###### **4.7.2.2 Agenda for an Industry Specification Group meeting (TWP 1.5.2)**

*The draft agenda shall be disseminated by the responsible Chairman to all on the Industry Specification Group membership list at least 30 days before a meeting. The draft agenda shall include details of draft ETSI deliverables for approval and officials for appointment. Any other subject matters where voting may be required shall also be included and indicated in the draft agenda.*

*The draft agenda for the first meeting of a new Industry Specification Group will be announced in a Collective Letter, with at least 30 days notice, by the ETSI Secretariat.*

**4.7.2.3 Documentation for an Industry Specification Group meeting (TWP 1.5.3)**

Documents shall be numbered as shown in the following example:

**ETSI/TB(nn)x (e.g. ETSI/OEU 001(11)01)**

This numbering system has four logical elements:

- 1) **ETSI:** to indicate that it is an ETSI document;
- 2) **/TB:** the name of the Technical Body or Working Group;
- 3) **(nn):** to indicate the year, e.g. (98);
- 4) **x:** to indicate any additional information concerning the unique number of the document or its status, etc.

The fourth item (x) can be used in any way that an individual Industry Specification Group sees fit.

**4.7.2.4 Registration for an Industry Specification Group meeting (TWP 1.5.4)**

Every Attendee shall register on arrival at each meeting. Each Attendee who represents an ETSI full or associate member shall declare the precise name of that member. An Attendee may only represent one ETSI full member or one ETSI associate member.

**4.7.2.5 Maintaining an Industry Specification Group membership list (TWP 1.5.5)**

The ISG OEU shall maintain a membership list within an email exploder list established specifically for that purpose. Any individual may join this email exploder list if he/she is a representative of an ETSI member that has signed the "OEU Industry Specification Group agreement" and has an ETSI server user account, and those who join this email exploder list will be considered as being on the ISG OEU membership list. Failure to reconfirm the intention to remain on the email exploder list at regular intervals (lists are normally reviewed every six months) will result in removal from this email exploder list and thus from the ISG OEU membership list.

The ISG OEU membership list shall be used for the dissemination of information and for decision making within the ISG OEU.

**4.7.3 Decision making (TWP 1.7 and TWP 3.7)****4.7.3.1 Principles of decision making (TWP 1.7.1)**

An Industry Specification Group shall endeavour to reach Consensus on all issues, including the approval of draft ETSI deliverables and the adoption of Group Specifications. If Consensus cannot be achieved, the Chairman can decide to take a vote which may be performed by a secret ballot. A vote may be conducted during an Industry Specification Group meeting or by correspondence.

Where voting is used, vote results shall be evaluated by the Chairman on the basis of one ISG member, one vote. ISG participants do not have the right to vote.

Decisions concerning (i) the ISG Budget under Article 3.1(b) of the OEU ISG Agreement, (ii) Additional Costs under Article 3.1(c) of the OEU ISG Agreement, and (iii) the allocation of costs among members of the ISG under Article 3.2 of the OEU ISG Agreement, require unanimous support. Otherwise, a proposal shall be deemed to be approved if 71 % of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast. For all other decisions, except for the appointment of officials of the ISG for which clause 3.3 of ETSI Technical Working Procedures applies, a proposal shall be deemed to be approved if 71 % of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

For interpreting the result of an election for an ISG official the procedure in clause 4.7.3.1.3 below shall apply.

**4.7.3.1.1 Voting during a Technical Body meeting (TWP 1.7.1.1)**

*The following procedures apply for voting during an Industry Specification Group meeting:*

- before voting, a clear definition of the issues shall be provided by the chairman;
- voting members shall only be entitled to one vote per member;
- if a voting member has more than one representative present, only one representative may vote;
- if manual voting procedures are used, each voting member may only cast the vote once; if electronic voting procedures are used, votes may be changed prior to the closure of the vote;
- ISG members are only eligible for voting (voting members), if they have been present during at least one out of the previous 3 meetings;
- Founding members of the ISG as identified in the ISG Agreement shall be eligible to vote during and up to the end of the first three meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other members;
- voting by proxy is not permitted;
- there are no quorum requirements;
- the voting weight shall be 1 per voting member;
- the result of the vote shall be recorded in the meeting report.

**4.7.3.1.2 Voting by correspondence (TWP 1.7.1.2)**

*The following procedures apply for voting by correspondence:*

- before voting, a clear definition of the issues shall be provided by the Chairman and disseminated to all on the ISG membership list;
- the voting period shall be defined by the ISG Chairman and communicated to all on the Industry Specification Group membership list;
- voting members shall only be entitled to one vote per member;
- ISG members are only eligible for voting (voting members), if they have been present during at least one out of the three meetings preceding any vote (working group and ISG plenary meetings combined);
- Founding members of the ISG as identified in the ISG Agreement shall be eligible to vote during and up to the end of the first three meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other members;
- electronic voting only shall be used for voting by correspondence;
- votes may be changed prior to the closure of the vote;
- the voting weight shall be 1 per voting member;
- there are no quorum requirements;
- at the end of the voting period the Chairman shall count the votes as described in clause 1.7.1;
- the result of the vote should be disseminated to everybody on the ISG membership list within 15 days.

**4.7.3.1.3 Voting for the election of a Technical Body official (TWP 1.7.1.3)**

*For the purpose of electing any Industry Specification Group official the procedures given in clauses 4.7.3.1, 4.7.3.1.1 and 4.7.3.1.2 shall apply.*

*In the case where there is more than one candidate, a secret ballot shall be used. When, in the first ballot, no candidate has obtained more than 50% of the votes cast, a second ballot shall be held. The second ballot shall be held among the two candidates who have obtained the highest number of votes in the first ballot. The candidate obtaining the higher number of votes in the second ballot is then elected.*

*The Industry Specification Group Chairman shall be responsible for the voting process and shall ensure that confidentiality is maintained.*

*If the vote is conducted during an Industry Specification Group meeting only the final result shall be recorded in the meeting report.*

*If the vote is conducted by correspondence only the final result of the vote shall be disseminated.*

#### **4.7.3.2 Appealing against a Chairman's decision (TWP 1.7.2)**

*Any member of the ISG who is against the Chairman's ruling on a vote may submit its case to the Board for decision. In such cases the member shall also inform the ISG OEU Chairman.*

*When the ISG OEU Chairman has made a ruling, his decision shall be taken as the basis for future operations, unless overturned by the Board.*

## **5 ETSI field of interest [TWP D.3, Part Ab]**

The ETSI Members of the ISG OEU already collaborate with ETSI TCs (e.g. ATTM, EE). In the association CRIP/CTO ALLIANCE, the community of corporate users made of ETSI Members and non-ETSI Members wanted to work together on common energy efficiency rules for operational ICT installation. Instead of creating an external forum, the possibility to work in an ETSI ISG in collaboration with TCs appeared to be the right solution for development of Group Specifications (GS) (Technical Reports and Technical Specifications) in a pre-standardisation group (using ETSI "Industry Specification Group" (ISG) tool) on Operational energy Efficiency for Users (OEU)

## **6 Why any overlapping or complementary elements (with reference to existing work or Terms of Reference of any existing Technical Committee or Project) is regarded as desirable [TWP D.3, Part Ac]**

There is no known overlapping with any ongoing work in ETSI.

## **7 Time plan [TWP D.3, Part Ad]**

*Initial duration of ISG, and other timing issues if any*

*ETSI ISG OEU Group Specifications on the Framework of Implementation (guidance) of the global KPIs for operational infrastructures and the definitions (calculation) of the KPIs are planned for 2012 for data centres and fixed access networks and for 2013 for Mobile access networks and Core Networks.*

## **8 Chairmanship [TWP D.3, Part Ae]**

Eric Stern (Orange & CRIP/CTO ALLIANCE member) has accepted to stand as convenor for the first meetings. The Collective Letter announcing the first meeting will include a call for candidates for the Chairmanship. If it is not possible to appoint a permanent Chairman at the first meeting then the meeting shall appoint a convenor for the second meeting.

## **9 Resource requirements [TWP D.3, Part Af]**

*No resource requirements, beyond the "basic administrative support" provided by the ETSI Secretariat to ISGs, have been identified. Further resource requirements may be identified from time to time by the ISG members, who will decide on the funding arrangements as required.*

## **10 ETSI Secretariat resources [TWP D.3, Part Ag]**

"Basic administrative support" will be provided by the ETSI Secretariat, e.g. :

- info/meeting/document handling area on the ETSI Portal.
- document storage area on the ETSI DOCBOX server.

- e-mail lists provision
- entry of the Work Items into the Work Program Management (WPM) database (provided by ETSI Standardization Projects (ESP) Department of the ETSI Secretariat)).
- processing/publication of ETSI Deliverables (providing they have respected the ETSI Drafting Rules).
- a support officer will be allocated to provide guidance and assistance to the ISG.

Support for meetings will be provided when the meeting is held at the ETSI Headquarters, e.g.:

- meeting rooms in ETSI premises.
- meeting support for invitations, badges, etc in ETSI premises.
- tea/coffee in ETSI premises.

Meetings held outside of the ETSI Headquarters shall be supported by the hosting member organization.

## **11 ISG OEU membership agreement [TWP D.3, Part Ah]**

See the Annex of this document.

## **12 ETSI full and/or associate members having declared their willingness to provide resources [TWP D.3, Part Ba]**

The following members have indicated that they are willing to support the ISG (at least four required):

- [Airbus \(EADS\)](#)
- CNES
- ORANGE SA
- PSA Peugeot Citroen
- RENAULT SAS
- THALES

## **13 Planned deliverables and their delivery dates shall be identified [TWP D.3, Part Bb]**

At the point of writing this proposal no specific deliverables have been planned.

## **14 Internal organization [TWP D.3, Part Bc]**

No internal organization or Working Groups have yet been identified. This will depend on the results of the initial work of the ISG.

## **15 Any committee/project-external ETSI resources required (i.e. outside those provided by the Industry Specification Group participants) shall be specified [TWP D.3, Part Bd]**

No additional resources such as experts or Special Task Forces have yet been identified.

## **16 Maintenance arrangements for deliverables shall be specified [TWP D.3, Part Be]**

The maintenance of any deliverables will be assured by the ISG. At the end of the work the ISG shall define the follow-on responsibility for any required maintenance.

## **17 The relationship with ETSI Technical Organisation shall be specified (i.e. list the interfaces between the ISG and ETSI TBs) [TWP D.3, Part Bf]**

The ISG OEU intends to establish liaison relationships with ETSI TC ATTM, ETSI TC EE and with CRIP/CTO ALLIANCE, Q2C, The Green Grid association.