

# ETSI Group on Standardisation Requests (GoSR)

## Terms of Reference (ToR) v1.4

Approved by GA#85a (4 September 2025)

### 1. Mission and Objectives

The ETSI Group on Standardisation Requests (GoSR) is established by the ETSI General Assembly, under the leadership of the ETSI Director-General, to ensure efficient, transparent, and coordinated handling of all Standardisation Requests (SReq) and related matters addressed to ETSI by the European Commission (EC) and the European Free Trade Association (EFTA).

The GoSR serves as a central forum where relevant Interested Parties are informed, consulted, and guided during all phases of the SReq process; nonetheless, the responsibility for the development of the deliverables rests entirely with the relevant Technical Group(s). Its coordination role is carried out in close association with the relevant ETSI decision-making bodies.

While the GoSR facilitates discussion and contributes to the follow-up of SReqs, it does not act as a decision-making body, and discussions on SReqs are not confined to the GoSR alone.

### 2. Structure of the GoSR

#### 2.1. GoSR Secretariat

A dedicated GoSR Secretariat is provided by the ETSI Secretariat.

This GoSR Secretariat is responsible for the operational, administrative, and coordination tasks required for managing SReqs, including the gathering of inputs on draft SReqs, and facilitating Interested Parties' interactions in conjunction with relevant Technical Groups (TG) and the ETSI Secretariat.

#### 2.2. GoSR Members

The GoSR is composed of Permanent Members and Ad Hoc Members:

- **Permanent Members:** These include the following bodies which are already involved in the handling and oversight of SReqs as per the ETSI Directives:
  - ETSI Board
  - ETSI Operational Coordination Group (OCG)
  - ETSI National Standardisation Bodies Group (NSBG)
  - ETSI National Standards Organisations Group (NSOG)
  - Annex III Organisations
  - ETSI Counsellors
- **Ad Hoc Members:** These are representatives of entities not listed above, who may join or be invited to join the GoSR and/or one or more GoSR Channels on a case-by-case basis, depending on the specific SReq under discussion or their relevant interest or expertise:
  - ETSI Full members<sup>1</sup>
  - ETSI Associate members<sup>1</sup>
  - Relevant ETSI Technical Group(s) (TG)<sup>2</sup>

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<sup>1</sup> Delegates from ETSI Full and Associate members may join the GoSR at any time.

<sup>2</sup> The ETSI TG(s) will be identified by the Secretariat, in coordination with the OCG, based on the subject matter of the SReq.

- CEN<sup>3</sup>
- CENELEC<sup>3</sup>
- Other experts as deemed necessary<sup>4</sup>

For the purposes of these Terms of Reference, the term *Interested Parties* refers collectively to both Permanent and Ad Hoc Members of the GoSR.

## 2.3. GoSR Channels

While the GoSR serves as the ETSI central coordination point for all SReq-related matters, providing an ETSI Portal tab, a document repository and a main email reflector list ([gosr@list.etsi.org](mailto:gosr@list.etsi.org)) open to all Interested Parties, each SReq will be managed through a dedicated Channel with its own ETSI Portal sub-tab, document repository and email reflector list ([gosr\\_<SReq\\_acronym>@list.etsi.org](mailto:gosr_<SReq_acronym>@list.etsi.org)) also open to all Interested Parties, ensuring focused and efficient handling.

## 3. Responsibilities

### 3.1. Responsibilities of the GoSR Secretariat

The GoSR Secretariat shall:

#### A. General Coordination

- Serve as an ETSI single point of contact and coordination for all SReq-related matters.
- Maintain the GoSR Tracking System, the GoSR Portal pages, and the GoSR document repository.
- Ensure up-to-date records of all SReqs, including milestones, decisions, and supporting documentation in coordination with the TO supporting the relevant TG.
- Develop and maintain guidelines, templates, and communication material.
- Strive to ensure alignment with CEN/CENELEC processes and manage joint activities when required, in coordination with the relevant TO.

#### B. SReq Pre-Consultation Phase (*See the flowchart in Annex 1 for information (non-normative).*)

- Monitor sources such as the EC Annual Union Work Programme, ICT Rolling Plan, expert groups, and direct contacts between the ETSI Secretariat and the EC/EFTA to anticipate potential SReqs. Input received from the EC/EFTA, the NSBG and any other Interested Parties plays a vital role in this monitoring process, enabling the GoSR to anticipate and address new requests effectively.
- Identify the lead ETSI TG, TO and EC/EFTA contact points early in the process, and the other implicated TG(s), including CEN and/or CENELEC TC(s).
- Create dedicated GoSR Channel on the ETSI Portal with the relevant tools such as calendar of meetings, email reflector list, document repository.
- Notify the Interested Parties of possible future work.
- Invite to comment on the potential SReq-related matter.
- Consolidate and share the feedback with the Interested Parties, including EC/EFTA.
- Ensure documentation is available from the GoSR Portal pages.

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<sup>3</sup> CEN and CENELEC, as per the Basic Cooperation Agreement with ETSI, may be invited to participate in the GoSR when the SReq involves joint activities requiring coordination between ETSI and the other ESOs.

<sup>4</sup> Other individuals may be invited to participate in the GoSR at the request of ETSI, when the SReq involves activities requiring a specific expertise.

- Record all steps in the GoSR Tracking System.

**C. Draft SReq Phase** *(See the flowchart in Annex 2 for information (non-normative).)*

- Acknowledge receipt of a draft SReq.
- Identify or confirm the lead ETSI TG, TO, and EC/EFTA contact points, and other implicated TG(s), including CEN and/or CENELEC TC(s).
- Notify the Interested Parties of the reception of a draft SReq.
- Create or update the dedicated GoSR Channel on the ETSI Portal.
- Schedule and chair consultation calls/meetings with Interested Parties, in coordination with the lead TG Chair, to complete the “Checklist for SReq”.
- Facilitate consensus-building among Interested Parties by supporting transparent discussions, mediating differing views, and ensuring that all relevant perspectives are considered.
- Share the completed “Checklist for SReq” with the Interested Parties, including EC/EFTA.
- Manage further exchange on the topic with the European Commission.
- Ensure documentation is available from the GoSR Portal pages.
- Record all steps in the GoSR Tracking System.

**D. Final SReq Phase** *(See the flowchart in Annex 3 for information (non-normative).)*

- Acknowledge receipt of a final SReq.
- Identify or confirm the lead ETSI TG, TO, and EC/EFTA contact points, and other implicated TG(s), including CEN and/or CENELEC TC(s).
- Notify the Interested Parties of the reception of a final SReq.
- Create or update the dedicated GoSR Channel on the ETSI Portal.
- Create and launch a 25 calendar-day Weighted National Vote during which members of the NSBG are invited to cast their vote.
- Coordinate a parallel examination call and/or meeting with the Interested Parties.
- Assist the NSBG Chair in chairing this call.
- Facilitate consensus-building among Interested Parties by supporting transparent discussions, mediating differing views, and ensuring that all relevant perspectives are considered.
- Draft a summary of the conclusions examination call that shall accurately reflect the tenor of the discussions, including any diverging views or opinions in areas where consensus has not been reached.
- After the vote:
  - Communicate the vote results to the Interested Parties and Director-General.
  - Coordinate the drafting of a letter for the Director-General to inform the EC/EFTA of ETSI’s decision to accept or reject the SReq. It is the sole responsibility of the Director-General to send this letter to the EC/EFTA on behalf of ETSI.
  - Coordinate the drafting of a Collective Letter for the Director-General to inform all ETSI members about the ETSI’s decision to accept or reject the SReq.
- Ensure documentation is available from the GoSR Portal pages.
- Record all steps in the GoSR Tracking System.

**E. Ongoing Monitoring and Reporting**

- Verify and coordinate ETSI’s compliance with any specific conditions in each SReq accepted by ETSI.
- Track the delivery to the EC/EFTA of all deliverables requested in each SReq accepted by ETSI.
- Coordinate the development and delivery to the EC/EFTA of any periodic and final reports required for each SReq accepted by ETSI.

- If requested, provide periodic and/or ad-hoc reports to the Board, General Assembly, relevant Technical Group(s), and to the GoSR.

## **F. Case-specific responsibilities**

- Help ensure effective dissemination of deliverables and activities related to accepted SReqs (e.g., communication events or any other initiatives in support of an SReq).
- Propose adjustments to processes for the management of SReqs submitted by the EC/EFTA under a different setup, as appropriate. Any such proposals shall be submitted to the relevant ETSI decision-making bodies (e.g. the Board or the General Assembly) when changes in the ETSI Directives may be required.
- Perform any other tasks in support of the GoSR mission.

## **3.2. Responsibilities of Interested Parties in the GoSR**

All Interested Parties are expected to:

- Participate actively in examination calls and discussions organised by the GoSR Secretariat.
- Provide timely inputs to support the completion of the “Checklist for SReq”.
- Review and comment on draft and final SReqs when invited.
- Respect the timelines and deadlines set by EC/EFTA and ETSI for responses and decisions.
- Contribute constructively to consensus building.

## **4. Sub-groups**

- Sub-groups may be established in the GoSR or in any GOSR Channel, in coordination between the relevant TG Chair(s) and the GoSR Secretariat to manage multiple or complex SReqs in parallel.
- These sub-groups shall be led and/or coordinated by the GoSR Secretariat and may include relevant Interested Parties as needed.
- The activities of these sub-groups shall not overlap with, nor substitute, the responsibilities of the TG(s) in charge of the execution of the SReq.
- Sub-groups shall be disbanded once the deliverables developed in response to SReqs have been completed.

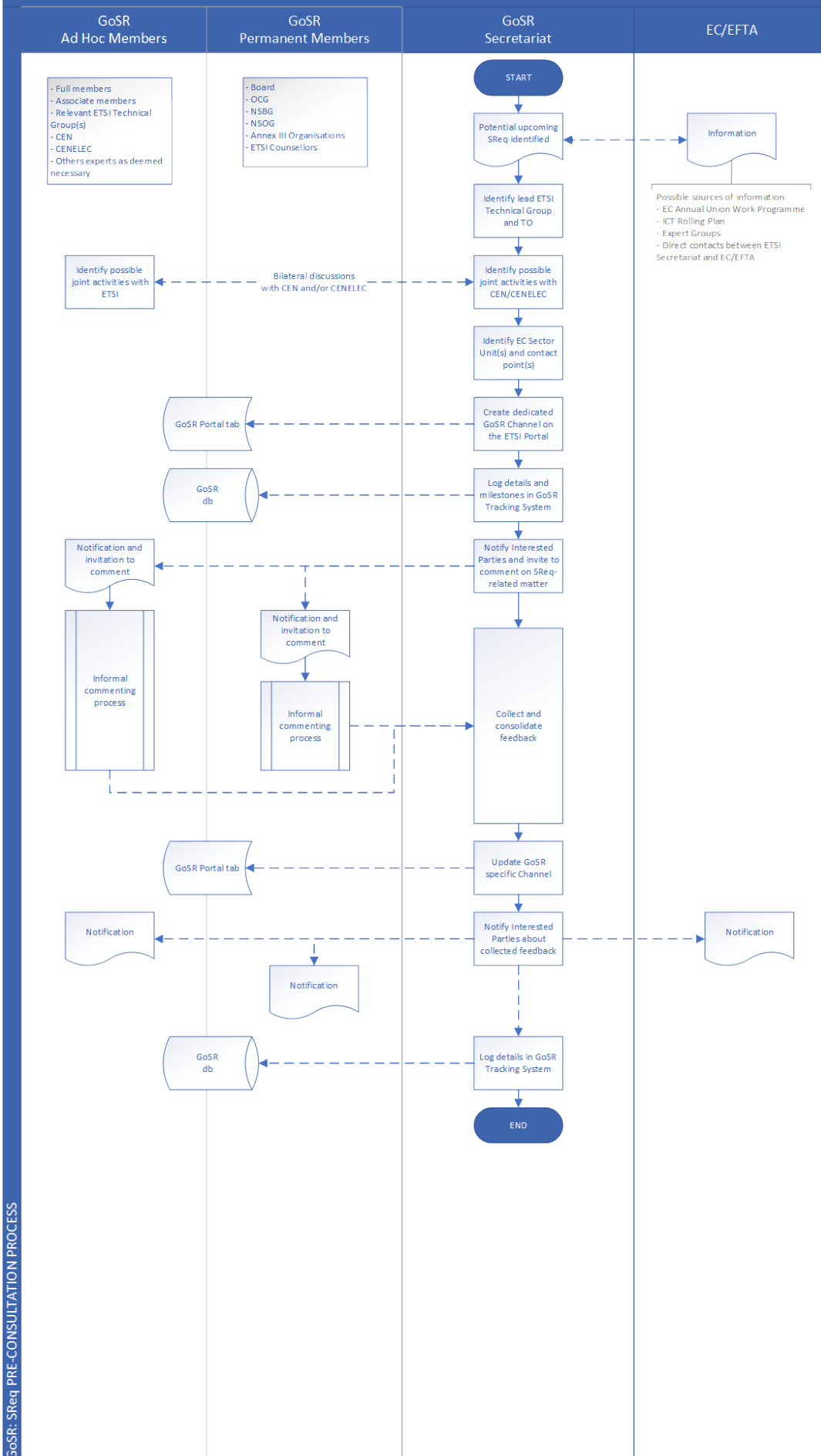
## **5. Communication and Transparency**

- During the SReq pre-consultation phase (in coordination with the relevant ETSI Secretariat Dept.) conduct external outreach to inform industry stakeholders that ETSI may be the appropriate venue for developing harmonised standards to support legislative compliance.
- Communication shall ensure that all Interested Parties receive timely updates, invitations, and results.
- If required, specific communication means may be identified and documented for identified Standardisation Requests.

## **6. Alignment and Continuous Improvement**

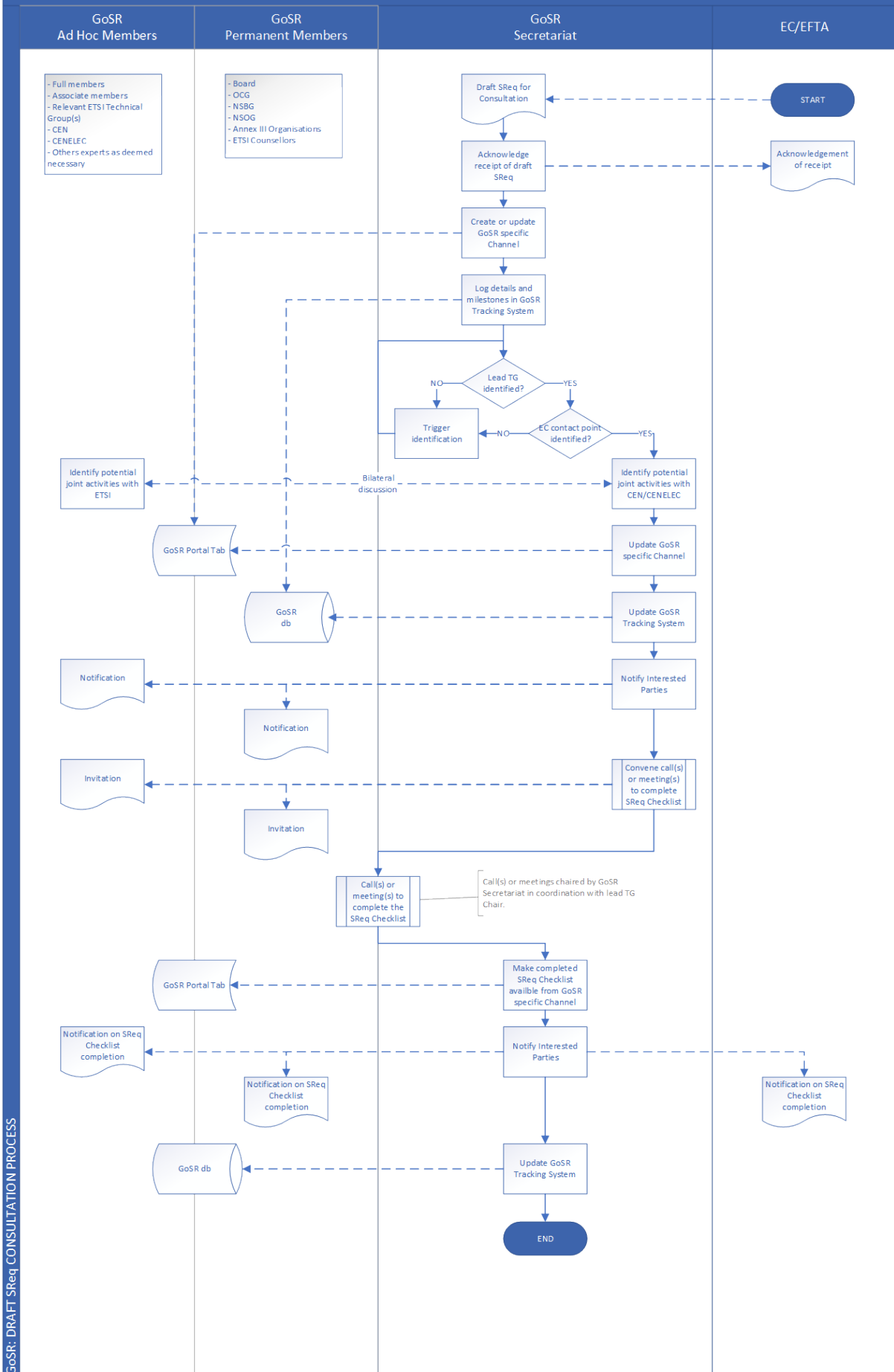
- The Secretariat should strive to ensure consistency in terminology and approach with CEN/CENELEC, especially in joint activities.
- The ToR and related processes will be reviewed as needed by the ETSI Secretariat and enhanced based on experience and Interested Parties' feedback.
- The approval of the ToR falls under the responsibility of the General Assembly.

ANNEX 1: SReq PRE-CONSULTATION PROCESS - 20250619



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## ANNEX 2: DRAFT SReq CONSULTATION PROCESS - 20250619



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## ANNEX 3: FINAL SReq ACCEPTANCE PROCESS - 20250619

