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| **New Work Item Form** | | | Form to be used when proposing new Work Items for adoption onto the ETSI Work Programme. | | | | | |
| **ATTENTION:** Before starting to work on a revision of a published ETSI document, contact **edithelp@etsi.org** to obtain the latest Word version ***In case of multi-part deliverable, please use ONE work item form for EACH part***  **Work Item details** | | | | | | | | |
| **Which Technical Body is responsible?**  **<TB Name>** | | | | **Sub Group:** < Working/task Group> **Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **WI reference number (if known):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(number will be allocated by Secretariat if not shown)* | | | | **Will an STF be requested?** [Yes / No]  STF number (if known): \_\_\_\_\_  **EC mandate number (if relevant):** BC-\_\_\_\_\_\_\_ | | | | |
| **Formal title  of deliverable:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ;**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ;**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .** | | | | | | |
| **Working title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Scope of work to be undertaken:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Rapporteur (named individual person):**  name: <Forename> <Family Name>  organisation: \_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_ | | | | **Supporting ETSI Member organisations:**  **(name at least four)** | | | | |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Deliverable document details:** | | | | | | | | |
| **What type of document will be produced?**  **EN[ \_ ] EG[ \_ ] ES[ \_ ] TS[ \_ ] TR[ \_ ] SR[ \_ ] GS [ \_ ]**  For EN deliverables only:   * Is the draft EN to be approved by One-step Approval or Two-step Approval Procedure? **[OAP / TAP]** * Candidate harmonized standard? **[Yes / No]** * Directive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Is it a new document or a revision of an existing one?**  **[new / revision]**  **If a revision, state the deliverable (e.g. TS 102 987 v1.1.1) *being revised*:** \_\_\_\_\_\_\_\_\_\_\_ edition / version  \_\_\_\_\_\_\_ | | | | |
| **Hierarchy:** if this Work Item fits in a hierarchical tree (see [TWP](http://portal.etsi.org/directives/) clause 1.6.1), its position shall then be indicated here by giving the reference of its **parent node** (WI reference / deliverable number / topic name).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Work schedule:** | | | | | | | | |
|  | | | | | | | | |
|  | **Milestone name** | | | **Target date** | | |  | |
|  | * TB adoption of WI | | | yyyy/mm/dd | | |  | |
|  | * Early Draft | | | yyyy/mm/dd | | |  | |
|  | * Stable Draft | | | yyyy/mm/dd | | |  | |
|  | * Draft for approval | | | yyyy/mm/dd | | |  | |
|  | * WG approval (delete if no WG) | | | yyyy/mm/dd | | |  | |
|  | * TB approval | | | yyyy/mm/dd | | |  | |
|  | To be published as version: | | | **V\_\_ . \_\_ . \_\_** | | |  | |
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| Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | | | | | | | | |
| ***Environmental Aspects*** | | | **[Yes / No]** | | ***User /Consumer Aspects*** | | | **[Yes / No]** |
| ***Key aspects (in an overall perspective):***   * *Power consumption and saving mechanisms* * *Operational conditions* * *Other matters* | | | [Yes / No]  [Yes / No]  [Yes / No] | | ***Key requirements:***   * *accessibility & Usability* * *user security* * *privacy* * *safety* | | | [Yes / No]  [Yes / No]  [Yes / No]  [Yes / No] |
| ***Comment:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | ***Comment:*** \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
| ***Security Aspects***  *Comments:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **[Yes / No]** | | **Keywords** (at least 2 from those available at <http://webapp.etsi.org/ContextHelp/WorkProgram_help.asp?type=CODES_KEYWORDS>)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |