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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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 |
| **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\_\_ . \_\_ . \_\_** |  |
|  |  |
| 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>)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |