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ETSI GR <LLL-LLL DDD> V<m.t.e> (<yyyy-mm>)

**Group REPORT**

<Title;

[Part <n>: Part element of title;

[Sub-part <m>: Sub-part element of title]]>

[Release #]

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Reference

<Workitem>

Keywords

<keywords>

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To update the Table of Contents: F9.  
To lock it: select the Table of Contents and then click simultaneously: Ctrl + F11.*

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# Intellectual Property Rights *(style H1)*

IPRs essential or potentially essential to the present document may have been declared to ETSI. The information pertaining to these essential IPRs, if any, is publicly available for **ETSI members and non-members**, and can be found in ETSI SR 000 314: *"Intellectual Property Rights (IPRs); Essential, or potentially Essential, IPRs notified to ETSI in respect of ETSI standards"*, which is available from the ETSI Secretariat. Latest updates are available on the ETSI Web server (<https://ipr.etsi.org>).

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# Foreword *(style H1)*

This unnumbered clause **is mandatory** and **shall appear just after the IPR clause**.

Replace all <parameters> with the appropriate text.

This Group Report (GR) has been produced by ETSI Industry Specification Group <long ISGname> (<short ISGname>).

## Multi-part documents

The following block is required in the case of multi-part deliverables.

* the <common element of the title> is the same for all parts;
* the <part element of the title> differs from part to part; and if appropriate;
* the <sub-part element of the title> differs from sub-part to sub-part.

For more details see clause 2.5 of the ETSI Drafting Rules ([*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx)).

The best solution for maintaining the structure of series is to have a detailed list of all parts and subparts mentioned in one of the parts (usually it is part 1).

If you choose this solution, the following text has to be mentioned in all of the other parts and sub-parts:

The present document is part <d> of a multi-part deliverable. Full details of the entire series can be found in part [d] [Bookmark reference].

# Modal verbs terminology *(style H1)*

This unnumbered clause is a **mandatory informative element** and **shall appear just after the "Foreword"**.

In the present document "**should**", "**should not**", "**may**", "**need not**", "**will**", "**will not**", "**can**" and "**cannot**" are to be interpreted as described in clause 3.2 of the [ETSI Drafting Rules](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx) (Verbal forms for the expression of provisions).

"**must**" and "**must not**" are **NOT** allowed in ETSI deliverables except when used in direct citation.

# Executive summary *(style H1)*

This unnumbered clause, if present, appears after the "Modal verbs terminology" and before the "Introduction". It is **an optional** informative element and **shall not contain requirements**.

The "Executive summary" is used, if required, to summarize the ETSI deliverable. It contains enough information for the readers to become acquainted with the full document without reading it. It is usually one page or shorter.

<Text>

# Introduction *(style H1)*

This unnumbered clause, if present, appears just **before** the "Scope". It is **an optional** informative element and **shall not contain requirements**.

<Text>

Clause numbering starts hereafter.

Automatic numbering may be used in ETSI deliverables but it is highly recommended to use sequence numbering.

Check [*https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx) clauses 2.12.1.1 and 6.9.2 for help.

<PAGE BREAK>

# 1 Scope *(style H1)*

*This clause* ***numbered 1* shall start on a new page**. More details can be found in clause 2.9 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx).

The Scope ***shall not*** *contain requirements.* Forms of expression such as the following should be used:

The present document …

# 2 References *(style H1)*

## 2.1 Normative references *(style H2)*

This clause numbered 2 appears just after the "Scope". It is a required element.

The following text block applies.

## As informative publications shall not contain normative references this clause shall remain empty.

## 2.2 Informative references *(style H2)*

Clause 2.2 **shall only contain informative references**, which are **cited in the document itself**.

References are either specific (identified by date of publication and/or edition number or version number) or non‑specific. For specific references, only the cited version applies. For non-specific references, the latest version of the referenced document (including any amendments) applies.

NOTE: While any hyperlinks included in this clause were valid at the time of publication, ETSI cannot guarantee their long term validity.

The following referenced documents are not necessary for the application of the present document but they assist the user with regard to a particular subject area.

* Use the **EX** style, add the letter "i" (for informative) before the number (which shall be in square brackets) and separate this from the title with a tab (you may use sequence fields for automatically numbering references, see clause A.6.9.2: "Sequence numbering") (see example).

EXAMPLE:

[i.1][tab] <Standard Organization acronym> <document number> <version number or date of publication>: "<Title>".

[i.2][tab] <Standard Organization acronym> <document number> <version number or date of publication>: "<Title>".

# 3 Definitions, symbols and abbreviations *(style H1)*

Delete from the above heading the word(s) which is/are not applicable, (see clause 2.11 of [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx)).

*Definitions and abbreviations extracted from ETSI deliverables can be useful when drafting documents and can be consulted via the* ***Terms and Definitions Interactive Database (TEDDI)*** *(*[*http://webapp.etsi.org/Teddi/*](http://webapp.etsi.org/Teddi/)*).*

## 3.1 Definitions *(style H2)*

Clause numbering depends on applicability.

* A definition shall not take the form of, or contain, a requirement.
* The form of a definition shall be such that it can replace the term in context. Additional information shall be given only in the form of examples or notes (see below).
* The terms and definitions shall be presented in alphabetical order.

The following text block applies. More details can be found in clause 2.11.1 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx).

For the purposes of the present document, the [following] terms and definitions [given in ... and the following] apply:

Definition format

* Use the **Normal** style.
* The term shall be in **bold**, and shall start with a lower case letter (unless it is always rendered with a leading capital) followed by a colon, one space, and the definition starting with a lower case letter and no ending full‑stop.

**<defined term>:** <definition>

**EXAMPLE:** text used to clarify abstract rules by applying them literally

NOTE: This may contain additional information.

## 3.2 Symbols *(style H2)*

Symbols should be ordered alphabetically. Clause numbering depends on applicability.

The following text block applies. More details can be found in clause 2.11.2 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx).

For the purposes of the present document, the [following] symbols [given in ... and the following] apply:

Symbol format

* Use the **EW** style and separate this from the definition with a tab. Use the **EX** style for the last term.

<1st symbol> [tab]<1st Explanation> *(style EW)*

<2nd symbol> [tab]<2nd Explanation> *(style EW)*

<3rd symbol> [tab]<3rd Explanation> *(style EX)*

## 3.3 Abbreviations *(style H2)*

Abbreviations should be ordered alphabetically. Clause numbering depends on applicability.

The following text block applies. More details can be found in clause 2.11.2 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx).

For the purposes of the present document, the [following] abbreviations [given in ... and the following] apply:

Abbreviation format

* Use the **EW** style and separate this from the definition with a tab. Use the **EX** style for the last term.

<1st ACRONYM> [tab]<Explanation> *(style EW)*

<2nd ACRONYM> [tab]<Explanation> *(style EW)*

<3rd ACRONYM> [tab]<Explanation> *(style EX)*

# 4 User defined clause(s) from here onwards *(style H1)*

From clause 4, the technical content of the deliverable shall be inserted. Each clause **shall have a title** which shall be placed after its number separated by a tab.

A clause can have numbered subdivisions, e.g. 5.1, 5.2, 5.1.1, 5.1.2, etc. This process of subdivisions may be continued as far as the sixth heading level (e.g. 6.5.4.3.2.1).

For numbering issues, see clause 2.12.1 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx).

* Use the **Heading** style appropriate to its level (see clause 6.1, table 8 of the [EDRs](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx)).
* Separate the number of the heading and the text of the heading with a tab.
* Treat clause titles as normal text (i.e. **no additional capitalization**), **but** no full stop.

## 4.1 User defined subdivisions of clause(s) from here onwards *(style H2)*

<Text>.

If your document contains **figures**, **tables** and/or **mathematical formulae**, this is the way they shall be prepared:

- Figures shall be prepared in accordance to clauses 7.5.2 and/or 7.1 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx). The **figure number and title shall be below the figure**. An explicit figure title is optional. See clause 5.1.5 if you need to include notes to figures.

* Use TF style for the figure number and title.
* Use **FL** style on the paragraph which contains the figure itself.
* If applicable, the figure number is followed by a colon, a space and the table title.
* Maximum width for figures is 17 cm and maximum height is 22 cm.
* Should you wish to number figures automatically, "**Sequence numbering and bookmarking**" (see clause 6.9.2 of the [EDRs](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx)) is **highly recommended**.

- Tables shall be prepared in accordance to clause 5.2 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx). *If you have tables in your document, the* ***table number and title shall be above the table itself****. An explicit table title is optional.*

* Use **TH** style for the table number and title.
* If applicable, the table number is followed by a colon, a space and the table title.
* Should you wish to number tables automatically, "**Sequence numbering and bookmarking**" (see clause 6.9.2 of the [EDRs](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx)) is **highly recommended**.

- Mathematical formulae shall be prepared in accordance to clause 5.3 of the [*EDRs*](https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx)*.*

*Numbers given to the clauses, tables, figures and mathematical formulae of an annex* ***shall be preceded by the letter designating that annex*** *followed by a full-stop (e.g. figure B.1, table C.4). The numbering shall start afresh with each annex. A single annex shall be designated "Annex A".*

NOTE: For an easy application of the ETSI styles download "the ETSI styles toolbar" from [[**editHelp!**](http://portal.etsi.org/Help/editHelp!/Standardsdevelopment/Drafting/Stylestoolbar.aspx)](http://portal.etsi.org/edithelp/home.asp) website.

<PAGE BREAK>

Annex A:  
Title of annex *(style H9)*

<Text>.

<PAGE BREAK>

Annex B:  
Title of annex *(style H9)*

# B.1 First clause of the annex

## B.1.1 First subdivided clause of the annex

<Text>.

<PAGE BREAK>

Annex <X>:  
Authors & contributors *(style H9)*

The following people have contributed to the present document:

**Rapporteur**:  
Title, Firstname, Lastname, company

**Other contributors**:Title, Firstname, Lastname, company

<PAGE BREAK>

Annex <Y>:  
Bibliography *(style H9)*

<Publication>: "<Title>".

OR

* <Publication>: "<Title>".

<PAGE BREAK>

Annex <Z>:  
Change History *(style H9)*

| Date | Version | Information about changes |
| --- | --- | --- |
| October 2011 | 1.1.1 | First publication after approval (30 September - 2 October 2011; Prague) |
| February 2012 | 1.2.1 | Implemented Change Requests:  Error message information clarifications  update of figure 3 clause 9.2  These CRs were approved by <ISG shortname> (3 - 5 February 2012; Sophia)  Version 1.2.1 prepared by the Rapporteur |

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# History *(style H1)*

|  |  |  |
| --- | --- | --- |
| **Document history** | | |
| <Version> | <Date> | <Milestone> |
|  |  |  |
|  |  |  |
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*Latest changes made on 2016-05-20*