

To: ETSI MEMBERS AND COUNSELLORS

Subject: Participating to ISGs without having to sign an ISG Member Agreement

Dear Madam,
Dear Sir,

Further to the decision taken during the Specially Convened Meeting (SCM) of the ETSI General Assembly (GA#80 / 29-30 Nov. 2022), to allow any ETSI Full or Associate member to participate in the activities of an ETSI Industry Specification Group (ISG) without having to sign an ISG Member Agreement, I am very pleased to invite you to go through the following interim process should your organization or your Corporate Group wishes to immediately join an ISGⁱ:

The Official Contact of the ETSI member organization or Corporate Group wishing to join one or several ISGs, shall send an email to isg_agreements@etsi.org with

- i. **First name, last name of the Official Contact** as recorded in the ETSI database;
- ii. **Acronym of the ISG** of interest,
- iii. **Legal name(s) of the organization(s)** to be added as member(s) of the ISG of interest.

Note: In case of interest for several ISGs, please repeat steps ii. and iii. in the same email.

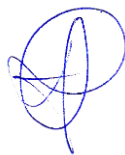
Upon reception of the request, the ETSI Secretariat will add the listed organization(s) to the relevant ISG membership and will notify both the Official Contact and the Technical Officer supporting the relevant ISG(s).

Once the above steps have been completed, any delegate of the said organization(s), already owning a personal EOL account, will be immediately entitled to subscribe to the relevant ISG email exploder list and/or to register to any upcoming meeting of the ISG.

Those delegates who do not own a personal EOL account yet, will be immediately entitled to request one via the [SIGN UP](#) feature available from the [ETSI Portal](#).

NOTE: the above interim process, which currently aims at immediately replacing the administrative burden of signing a Member Agreement to join an ISG, will disappear as soon as the ETSI Portal and the related applications will be adapted by the ETSI IT Department to make the participation of ETSI Full and Associate members to ISGs as transparent and easy as for Technical Bodies.

Yours faithfully,



Luis Jorge Romero Saro
ETSI Director-General

ⁱ No need to go through steps i to iii for the ISG(s) you are already member of.

ETSI Industry Specification Group relating to Multi-access Edge Computing (ISG MEC)

between

The European Telecommunications Standards Institute (hereinafter referred to as "ETSI"), a French non-profit making association organized under the law of July 1, 1901, located at 650 Route des Lucioles, 06560 Valbonne Sophia Antipolis, France, represented by its Director-General, (hereinafter referred to as the "Director-General")

and

The ISG Member specifically identified in [Annex 1](#) hereof (hereinafter referred to as the "Signatory" or the "ISG Member(s)").

Whereas:

- A. ETSI is a standard-setting organization in the field of telecommunications, officially recognized by the European Union as a European Standards Organisation;
- B. The Signatory is, either (i) an ETSI Full or Associate member wishing to participate in the work of the ISG identified in [Annex 2](#) hereof (hereinafter, the "ISG"), or (ii) has applied for ETSI Full or Associate membership and has been authorized by the Director-General to participate in the work of the ISG;
- C. The Director-General has approved the creation of the ISG and its [Terms of Reference](#) as attached in [Annex 4](#) hereafter;
- D. The Signatory wishes to participate in the work of the ISG in accordance with Clause 3.4 of the ETSI Technical Working Procedures and has agreed to enter into and be bound by the terms of the present Agreement, which cancels and replaces the previous ISG MEC Member Agreement.

It is agreed as follows:**1. Incorporation by reference and definitions****1.1. Incorporation by reference**

Subject to Discretionary Decisions, the decision making processes set forth in [Article 8](#) of the present Agreement and any authorized deviations from the ETSI Technical Working Procedures provided under [Article 9](#) of the present Agreement, the parties hereby agree to be bound by and comply with the terms and rules relating to the creation, organization, operation and cessation applicable to Industry Specification Groups set forth in the [ETSI Directives](#), including the [ETSI Guidelines for Antitrust Compliance](#) and the ISG [Terms of Reference](#), which shall be incorporated by reference and form an integral part hereof.

1.2. Definitions

In the present Agreement, all capitalized terms and expressions not otherwise defined herein shall have the meaning ascribed to them in the [ETSI Directives](#), and, unless otherwise required by the context:

- (a) "Director-General" shall have the meaning ascribed to it in the presentation of the parties;
- (b) "Discretionary Decisions" shall have the meaning ascribed to it in [Article 8.1](#) of the present Agreement;
- (c) "ETSI Directives" shall mean the set of documents ruling ETSI available at <http://portal.etsi.org/directives/home.asp> and applicable on the date set forth in [Annex 2](#) hereof as well as their subsequent versions and evolutions adopted during the lifetime of the ISG. The ETSI Rules of Procedure are part of the ETSI Directives.
- (d) "ETSI IPR Policy" shall have the meaning ascribed to it in [Article 2](#) of the present Agreement;

- (e) "ETSI Technical Working Procedures" are part of the [ETSI Directives](#) and apply to the present Agreement.
- (f) "ISG Member" shall mean, when used in relation to the ISG, any legal entity participating in the work of the ISG other than an ETSI Observer or an ETSI Counsellor and who is an ETSI Full or Associate member or an applicant to ETSI Full or Associate membership authorized to participate in the work of the ISG by the Director-General;
- (g) "ISG Participant" shall mean, either an ETSI Counsellor, an ETSI Observer, or a legal entity which, even though it is not an ETSI Full or Associate member or an applicant to ETSI Full or Associate membership, wishes to participate in the work of the ISG and has agreed to enter into an ISG Participant Agreement.
- (h) "Terms of Reference" shall mean those [Terms of Reference](#) approved by the Director-General on the date set forth in [Annex 2](#) hereof as well as their subsequent versions and evolutions adopted during the lifetime of the ISG, setting out, inter alia, the scope of the ISG, the planned deliverables and delivery dates, and the planned collaboration with other bodies.
- (i) "Attendee" shall mean an individual
 - taking part physically or remotely in an ISG meeting; or
 - taking part in an electronic ISG meeting; or
 - participating in the work of the ISG by correspondence; or
 - participating in the work of the ISG by using (non-real-time) electronic working methods.
- (j) "Counsellor" shall mean the representatives of the European Commission (EC) as well as representatives of the Secretariat of the European Free Trade Association (EFTA).
- (k) "Observer" shall mean a legal person fulfilling the conditions for ETSI Full member or Associate member status but choosing not to have the right to participate fully in the proceedings of the Institute.
- (l) "Group Specification" (GS) shall mean an ETSI deliverable, containing normative provisions, approved for publication by an ISG.
- (m) "Group Report" (GR) shall mean an ETSI deliverable, containing only informative elements, approved for publication by an ISG.
- (n) "Business Day" shall mean a day not being a Saturday on which trading banks are generally open for business in the place where the notice is received.

2. Intellectual Property

The Signatory agrees to the terms of, and shall abide by, the ETSI IPR Policy set forth in Annex 6 of the [ETSI Rules of Procedure](#) and their subsequent versions and evolutions (hereinafter, the "ETSI IPR Policy"), and to treat any specifications produced by the ISG as TECHNICAL SPECIFICATION under the ETSI IPR Policy.

3. ISG membership

The ISG is comprised of ISG Members and ISG Participants.

3.1. ISG Members

Membership is restricted in accordance with Clause 3.4 of the ETSI Technical Working Procedures to ETSI Full and Associate members and applicants for ETSI Full or Associate membership, who have signed the present Agreement.

3.2. ISG Participants

ETSI Observers and non-members of ETSI may participate in the ISG according to the rules as described in the ISG Participant Agreement.

Participation of ETSI Observers and/or non-members of ETSI is subject to acceptance of the ISG Participant Agreement, and payment of a per-meeting fee as described in the ISG Participant Agreement.

3.3. Duties and rights

ISG Members and ISG Participants have the duty to constructively cooperate on the development of ISG Group Specifications and/or ISG Group Reports within the scope of the ISG.

ISG Members have the right to cast their vote on the approval of a Group Specification or a Group Report when necessary, and in other instances when decisions by the ISG Members are required.

Voting rights are dependent on regular participation in the ISG. ISG Members are required to have been present in at least one (1) of the three (3) meetings (face-to face or remote/conf call) preceding any vote in order to have the right to vote.

ISG Members and ISG Participants have the right to appeal directly to the Director-General to challenge an ISG Chair's decision and shall inform the ISG Chair beforehand.

3.4. Participation in the work of the ISG

For information, the ISG Participant Agreement will be terminated if the ISG Participant has not participated in at least one (1) meeting of the ISG in a twelve (12) month period.

The ISG Chair will periodically review the participation record of authorized ISG Participants. In

addition, access to meeting documents, mailing lists etc. will be removed from authorized ISG Participants if they fail to participate in, or register and pay participation fees for two (2) successive meetings.

Such access will be restored upon registration for a subsequent meeting of the ISG.

4. ISG Meeting Fees

For information, ISG Participants are required to pay a per-meeting fee as described in the ISG Participant Agreement.

This per-meeting fee may be modified by the Director-General.

5. ETSI Secretariat resources

Basic administrative support will be provided by the ETSI Secretariat at no additional cost to the ISG Members and ISG Participants 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 ETSI Work Program Management database;
- processing/publication of ISG Group Specifications and/or Group Reports provided 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 organization.

In addition the Secretariat may support the ISG in organizing workshops and possible interoperability events.

5.1. Additional administrative support

The ISG Chair may request that the ISG receive additional administrative support from the ETSI Secretariat, provided that ETSI agrees and:

- either all the ISG Members and ISG Participants agree to provide voluntary contributions to cover the costs of such additional support and the ETSI Secretariat shall only provide the requested additional administrative support after receipt by ETSI of all payments corresponding to such contributions;
- or resources corresponding to such additional support are approved by the ETSI Board upon petition by the ISG Chair.

5.2. Resources requirements

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.

6. Convening an ISG meeting

6.1. Invitation to an ISG meeting

The invitation to an ISG meeting and the necessary logistical information shall be disseminated by the hosting organization at least thirty (30) days before the meeting to all on the ISG membership list.

6.2. Agenda for an ISG meeting

The draft agenda shall be disseminated by the ISG Chair to all on the ISG membership list at least thirty (30) days before a meeting.

The draft agenda shall include details of draft ISG Group Specifications and/or Group Reports for approval and ISG officials for appointment.

Any other subject matters where voting may be required shall also be included and indicated in the draft agenda.

6.3. Documentation for an ISG meeting

Meeting documents shall follow a consistent numbering system as shown in the following example:
ETSI/ISG(nn)x_filename

This numbering system has the following logical elements:

ETSI:	to indicate that it is an ETSI document;
ISG:	the name of the ISG;
(nn):	to indicate the year, e.g. (16);
x:	a unique n° of the document, appended with a revision n° if applicable;
filename:	filename of the document.

6.4. Registration for an ISG meeting

Every Attendee shall register on arrival at each meeting.

Each Attendee who represents an ISG Member or ISG Participant organization shall declare the precise name of that organization.

An Attendee may only represent one ISG Member or one ISG Participant.

6.5. Maintaining an ISG membership list

The ISG shall maintain an ISG 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 organization that has signed the present Agreement or the ISG Participant Agreement.

Failure to reconfirm the intention to remain on the email exploder list at regular intervals will result in removal from this email exploder list and thus from the ISG membership list. Note that lists are normally reviewed every six (6) months.

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

7. Preparation of Group Specifications (GS) and Group Reports (GR)

Group Specifications and Group Reports are prepared within the ISG or ISG working groups. The 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 and ISG Participants using the decision making process detailed in the rules of operation of the ISG.

If a Group Specification or a Group Report is prepared in an ISG Working Group and fails to be approved by the ISG, it shall be referred back to the Working Group.

8. Decision Making

8.1. Discretionary Decisions

The ISG shall be operated pursuant to the rules set forth in the ETSI Technical Working Procedures, provided however that the ISG Members and ISG Participants may take decisions on issues concerning its organizational structure, the possible revision of the ISG [Terms of Reference](#), the approval of draft ETSI Group Specifications and Group Reports and more generally, any matter which is left at their discretion under the [ETSI Directives](#) (hereafter, the "Discretionary Decisions").

Such decisions will be binding upon the ISG Members and ISG Participants.

The Signatory undertakes to comply with all applicable laws and regulations, including EC and national competition laws and regulations, and to refrain from implementing any discriminatory or exclusionary decision making process in the context of the ISG.

8.2. General decision making process

In accordance with Clause 3.7 of the ETSI Technical Working Procedures, and subject to the provisions of [Article 1.1](#) of the present Agreement, the Signatory agrees that the Discretionary Decisions taken by the ISG Members and ISG Participants shall be binding upon the Signatory when taken according to the rules laid down in Clause 1.7 of the ETSI Technical Working Procedures, except for any variations provided for in [Annex 3](#) hereof.

The Signatory undertakes to comply with all applicable laws and regulations, including EC and national competition laws and regulations, and to refrain from implementing any discriminatory or exclusionary decision making process in the context of the ISG.

9. Authorized deviations from the ETSI Technical Working Procedures

The ISG shall operate pursuant to the rules set forth in the ETSI Technical Working Procedures, with the exceptions provided in [Annex 3](#) hereof.

10. No assignment

Except written Agreement by ETSI, the rights and obligations of the Signatory under the present Agreement are personal to the Signatory and shall not be assigned (whether absolutely or by way of security and whether in whole or in part), sub-contracted, delegated, transferred, pledged, declared in trust for a third party, or otherwise disposed of in any manner whatsoever (each of the above an "assignment") and any such purported assignment in contravention of this Article shall be ineffective.

11. Limitation of liability

ETSI, its officers, employees and agents shall have no liability to the Signatory in respect of any actual or expected loss of profits, loss of revenue, loss of goodwill, loss of opportunity, loss of business, or increased costs or expenses.

The ISG Member shall have no liability to the other signatories in respect of an indirect loss of profits, loss of revenue, loss of goodwill, loss of opportunity, loss of business, or increased costs or expenses.

12. Term and termination

12.1. Date of termination

The present Agreement shall enter into force as from the date of its execution by the parties and shall remain effective until the earlier of (i) the date of cessation of the ISG, (ii) the date of the Signatory's resignation from the ISG, (iii) the date of the Signatory's resignation or expulsion from ETSI, (iv) the date of receipt of a notice of termination sent by ETSI at its discretion in the event that the Signatory commits a material breach of any of its obligations under the present Agreement (including the [ETSI Directives](#) and the ISG [Terms of Reference](#) incorporated by reference pursuant to [Article 1.1](#) of the present Agreement) and fails to remedy the same within thirty (30) days after receiving notice to do so (hereinafter, the "Date of Termination"). For the purpose of determining the Date of Termination:

- (a) the date and conditions of cessation of the ISG shall be decided by the Director-General pursuant to Article 8.3.9 of the [ETSI Rules of Procedure](#) and Clause 3.2 of the ETSI Technical Working Procedures;
- (b) the Signatory may resign as Member of the ISG at any time by sending a notice of resignation to the ISG Chair and the Director-General, and the date of the Signatory's resignation from the ISG shall be deemed to be the date of receipt of the notice of resignation by the Director-General;
- (c) the date of the Signatory's resignation or expulsion from ETSI shall be determined pursuant to Article 1.4 of the [ETSI Rules of Procedure](#);
- (d) the notice of termination sent by ETSI in the event of a material breach of its obligations by the Signatory under the present Agreement shall be sent to the ISG Chair and the Signatory, and the date of receipt of the notice of termination shall be deemed to be the date of its receipt by the Signatory.

12.2. Effect of termination

Upon occurrence of the Date of Termination, the present Agreement shall automatically terminate and the Signatory shall cease to participate in the work of the ISG and shall no longer receive any benefit or information as Member of the ISG, it being provided however that termination of the present Agreement for any reason:

- (a) shall be without prejudice to any rights or obligations which shall have accrued or become due prior to the Date of Termination and the Signatory shall remain bound to duly perform and complete any and all obligations which shall have arisen out of or in connection with the present Agreement prior to the Date of Termination, including any transfer or license of intellectual property rights (or undertakings to transfer or license intellectual property rights) pursuant to the [ETSI IPR Policy](#) and [Article 2](#) of the present Agreement;
- (b) shall not affect any right or obligation of any party under the [ETSI Directives](#), which shall continue into force after the termination of the present Agreement (except in the event of the Signatory's resignation or expulsion from ETSI, in which case the provisions of Article 1.4 of the [ETSI Rules of Procedure](#) shall apply); and
- (c) shall not prejudice the rights or remedies which any party may have in respect of any breach of the terms of the present Agreement prior to the Date of Termination.

12.3. Cessation of the ISG

In the event of cessation of the ISG, the parties agree that the ISG shall, prior to the date of cessation of the ISG (as determined pursuant to [Article 12.1\(a\)](#) of the present Agreement), submit to the Director-General recommendations concerning the maintenance of Group Specification(s) and/or Group report(s) produced by the ISG.

13. Notice

Unless otherwise specified by the Director-General, a notice (including any approval, consent, request, or other communication) in connection with the present Agreement must be in writing, in the English language, and left at the address of the addressee or sent by pre-paid registered delivery with return receipt requested/express mail (air mail if posted from or to a place outside France) to the address of the addressee or sent by facsimile to the facsimile number of the addressee, and marked for the attention of the person so specified, or to such other address or facsimile number, and/or marked for the attention of such other person as the relevant party may from time to time specify by notice given in accordance with this Article, and, for the avoidance of doubt, must not be sent by e-mail.

The relevant details of the Signatory are set forth in [Annex 1](#) hereof and the relevant details of ETSI are as follows:

Addressee: ETSI, 650 route des Lucioles, 06921 Sophia Antipolis Cedex, France
Attention: Director-General
Facsimile: +33 (0)4 93 65 47 16

In the absence of evidence of earlier receipt, a notice shall take effect and be deemed received:

- (a) in the case of a notice left at the address of the addressee, upon delivery at that address;
- (b) in the case of a posted letter, the seventh day after posting; and
- (c) in the case of a facsimile, on production of a transmission report from the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the recipient.

A notice received or deemed to be received on a day which is not a Business Day or after 5pm on any Business Day according to local time in the place of receipt, shall be deemed to be received on the next following Business Day.

14. Severance/unenforceable provisions

If any provision or part of the present Agreement is deemed void or unenforceable due to applicable law, it shall be deemed to be deleted and the remaining provisions of the present Agreement shall continue in full force and effect.

15. Variation and waiver

15.1. Variation

Subject to the [ETSI Directives](#) and the ISG [Terms of Reference](#), this Agreement sets forth the entire Agreement of the parties with respect to the subject matter hereof. No variation (including any supplement, deletion or replacement, however effected) of the present Agreement shall be effective unless it is in writing (which for this purpose, does not include e-mail) signed by or on behalf of each of the parties to the present Agreement.

15.2. Waiver

The rights and remedies of the parties shall not be affected by any failure to exercise or delay in exercising any right or remedy or by the giving of any indulgence by any party or by anything whatsoever except a specific waiver or release in writing and any such waiver or release shall not prejudice or affect any other rights or remedies of the parties.

No single or partial exercise of any right or remedy prevents any further or other exercise thereof or the exercise of any other right or remedy.

16. Third party beneficiary (“stipulation pour autrui”)

The Signatory shall have sight of and shall accept the terms and conditions provided for the benefit of ISG Members and ISG Participants in any Agreement entered into between ETSI and i) any ETSI Observer, ii) person or legal entity who is not an ETSI Full or Associate member. As a result of such acceptance, all provisions of any Agreement provided for the benefit of the ISG Members and ISG Participants, acting individually or collectively, shall be binding upon the ISG Participant and may be enforced by the Signatory pursuant to Article 1205 of the French Civil Code.

17. Governing law, jurisdiction and service of process**17.1. Governing law**

This Agreement shall be governed by and interpreted in accordance with French law.

17.2. Jurisdiction

Each party irrevocably agrees for the benefit of ETSI that any claim, dispute or difference concerning the present Agreement and any matter arising therefrom shall be handled exclusively under the competent Tribunal in the jurisdiction of ETSI's registered head office in Grasse (France).

The submission to this specific jurisdiction shall not (and shall not be construed so as to) limit the right of ETSI to bring legal proceedings in any other court of competent jurisdiction including, without limitation, the courts having jurisdiction by reason of the Signatory's domicile.

Legal proceedings by ETSI in any one or more jurisdictions shall not preclude legal proceedings by it in any other jurisdiction, whether by way of substantive action on the merits, emergency or provisional relief, injunction, enforcement or otherwise.

17.3. Service of process

Each party agrees that without preventing any other mode of service, any document in an action (including, but not limited to, a claim form or any other document to be served pursuant to the provisions of the French Code of Civil Procedure) may be served on any party at its address for service of notices under the present Agreement and each party undertakes to notify the other party in advance of any change from time to time of the details of such address in accordance with the manner prescribed for service of notices in the present Agreement.

ANNEX 2**Identification of the ISG**

- Name of the ISG: **Multi-access Edge Computing (MEC)**
- Names of the ISG Founding Members:
 - **DOCOMO Communications Laboratories Europe GmbH**
 - **HUAWEI Technologies (UK)**
 - **IBM Europe**
 - **INTEL Corporation (UK) Ltd**
 - **NOKIA Networks**
 - **VODAFONE Group Plc**

Date of approval of the creation of the ISG and the initial Terms of Reference by the Director-General: **24 September 2014**

Date of approval of the extension of the period of activity of the ISG by the Director-General: **6 September 2022**

ISG RULES FOR INFORMATION

ANNEX 3**Authorized deviations from the ETSI Technical Working Procedures**

The following decision making process is applied to this ISG, instead of the process described in Clause 3.7 of the ETSI Technical Working Procedures:

1. Decision making**1.1. Principles of decision making**

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

Where voting is used, vote results shall be evaluated by the ISG Chair on the basis of weighted individual voting as described in Article 11 of the [ETSI Rules of Procedure](#).

ISG Participants do not have the right to vote.

For all other decisions, except for the appointment of ISG officials 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, a simple majority of the votes cast shall be used (see the procedure in [Clause 1.1.3](#)).

1.1.1. Voting during an ISG meeting

The following procedures apply for voting during an ISG meeting or an ISG Working Group meeting:

- before voting, a clear definition of the issues shall be provided by the ISG Chair;
- ISG voting Members shall only be entitled to one vote per ISG Member;
- if an ISG voting Member has more than one (1) representative present, only one (1) representative may vote;
- if manual voting procedures are used, each ISG 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 to vote (ISG voting Members) if they have participated in at least one (1) of the three (3) meetings preceding any vote (Working Group and ISG plenary meetings combined);
- ISG Founding Members as identified in the present Agreement shall be eligible to vote during and up to the end of the first three (3) meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other ISG Members;
- voting by proxy is not permitted;
- there are no quorum requirements;
- voting shall be on the basis of weighted individual voting;
- the result of the vote shall be recorded in the meeting report.

1.1.2. Voting by correspondence

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the ISG Chair and disseminated to all on the ISG membership list;
- the voting period shall be a minimum of fourteen (14) days, or a longer period defined by the ISG Chair. The voting period or closing date shall be communicated to all on the ISG membership list before the start of each vote;
- voting shall be on the basis of weighted individual voting;
- ISG Members are only eligible to vote (ISG voting Members) if they have participated in at least one (1) of the three (3) meetings preceding any vote (Working Group and ISG plenary meetings combined);
- ISG Founding Members as identified in the present Agreement shall be eligible to vote during and up to the end of the first three (3) meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other ISG Members;
- electronic voting only shall be used for voting by correspondence;
- votes may be changed prior to the closure of the vote;
- there are no quorum requirements;
- at the end of the voting period the ISG Chair shall count the votes as described in [Clause 1.1](#) above;
- The result of the vote should be disseminated to everybody on the ISG membership list within fifteen (15) days.

1.1.3. Voting for the election of an ISG official

For the purpose of electing any ISG official the procedures given in [Clauses 1.1](#), [1.1.1](#) and [1.1.2](#) shall apply.

In the case where there is more than one (1) 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 (2) 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 ISG Chair shall be responsible for the voting process and shall ensure that confidentiality is maintained. If the vote is conducted during an ISG 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.

1.2. Appealing against an ISG Chair's decision

Any ISG Member or ISG Participant who is against the ISG Chair's ruling on a vote may submit its case to the ETSI Director-General for decision. In such cases the ISG Member and/or ISG Participant shall also inform the ISG Chair.

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

2. Appointment of ISG Chair and ISG Vice-Chair

An ISG Chair shall be appointed by the ISG for a period of two (2) years. The appointment shall be confirmed by the Director-General. An ISG may appoint ISG Vice-Chairs for a period of two (2) years.

ANNEX 4**Terms of Reference (ToR) for
ETSI ISG Multi-access Edge Computing (ISG MEC)**

Approved by the Director-General on **6 September 2022**, following ETSI Board#139 consultation

Scope

The purpose of the ISG MEC is to produce deployable Group Specifications, Group Reports and other collateral (e.g., serialized API specifications, test scripts, API sandboxes, white papers) that enable the hosting of third-party applications in a multi-vendor and multi-operator Multi-access Edge Computing (MEC) environment.

The focus for the ISG MEC is to initiate work on Phase 4 as summarized below, while closing out the remaining aspects of Phase 3. This has significant work scope, reflecting a change of emphasis from broadening specifications to enabling industry adoption of our completed work. Specifically, Phase 4 is focused on the following:

- Completion (i.e., publication) of key specifications e.g., MEC Service APIs and Federation Enablement APIs, also through data modeling (“Stage 3”), where appropriate. Serialization of the APIs specified in these and development of test specifications for these APIs. This is of critical industry need to support deployment of ETSI MEC / 3GPP based systems.
- Consolidating the development of MEC Federation, as natural follow-up on Phase 3 work, given the emerging nature of MEC systems as heterogeneous clouds, possibly expanding traditional cloud and NFV LCM approaches. Examples include: MEC federation scenarios where resources can be managed by multiple operators, and where a diverse set of capabilities can be exposed and consumed by the various federating members; MEC systems where components such as platform and/or applications are in mobility and/or intermittently connected; MEC systems where some underlying cloud resources are consumer owned. Notably, such work has already been initiated during Phase 3 with a WI on “MEC Federation Enablement APIs” (GS MEC 040), as a normative work following the study on Inter-MEC system and MEC-Cloud system coordination (GR MEC 035).
- Addressing multi-domain and multi-tenancy slicing and MEC support for application slicing (in collaboration with 3GPP and OPG), as follow-up of the study on MEC Application Slices (MEC 044).
- Study and implement the needed architectural/service updates in MEC to support cloud native communication systems and edge native design for application developers (also with container support).
- Addressing the recommendations coming from the study on MEC security (MEC 041) by introducing proper normative work to improve security and privacy in MEC systems (also in the above-described heterogeneous scenarios, considering, for example, OPG requirements).
- Addressing the recommendations coming from the study on Abstracted Radio Network Information for Industries (MEC 043) by defining a developer-friendly API that hides the complexity and requires only little technical skills or knowledge of the underlying Radio Network.
- Development of API serialization and test specifications for key service APIs, such as V2X, IoT, MTS, Fixed and Wi-Fi network information service APIs.
- Promotion of MEC as an attractive development environment for the industry by creating “portals” that enable convergence of key industry ecosystem, e.g., application developers and operators
- Continuing engagement with other key initiatives (e.g., 3GPP SA6, 3GPP SA5, 3GPP SA2, GSMA OPG, 5GAA) within the industry to create aligned and synergized solutions for Edge Computing.
- Updating architectural entities, e.g., enhancements of MEO/MEPM functionalities, adding more MEC service APIs, etc.

In addition, the ISG MEC plans to maintain leadership in this space as follows:

- ETSI – through MEC – is now widely recognized as the leading SDO and Industry alignment group in Edge Computing
- MEC outreach efforts (Open SW / ETSI Forge, White Papers, PoCs, Hackathons, Conference Presentations, webinars, MEC Tech Series, workshops) enhance this positioning

The ISG has an active and productive on-going cooperation with ETSI ISG NFV and GSMA. The ISG also plans to continue monitoring industry developments related to the Edge Computing space, and align with the relevant activities such as:

- ETSI OSM, ETSI TC CYBER, ETSI NFV, ETSI SAI, ETSI ISG ZSM; TCG; ONAP; Akraino; CNCF (Cloud

Native Computing Foundation); 5G Edge Computing related work by 3GPP (e.g., 3GPP SA6 EDGEAPP architecture); GSMA OPG, TM Forum, etc.

- Verticals (e.g., industrial automation, V2X, uncrewed aerial systems, online gaming), where ISG MEC can promote re-use of the MEC specifications and work to evolve MEC specifications as needed. In particular, the ISG continues to build on its successful collaboration with 5GAA in the V2X space.

Based on identified need, ISG MEC may initiate new work to fill any gaps and to bridge with the key industry initiatives. The ISG will produce specifications that will support the additional requirements and use cases.

All work in ISG MEC, including what has been outlined above, will be further described in work item proposals that will be submitted for approval by the ISG MEC. As a general guideline, the ISG MEC will use and refer to existing specifications (both ETSI and external specifications) where appropriate. In addition, the ISG plans to continue to develop specifications on testing and test methodologies by leveraging the appropriate ETSI capabilities in this area.

The ISG will continue to coordinate experimentation and showcasing of MEC solutions (e.g., PoCs, MEC deployment trials), will produce case studies and documents/reports of PoC and trial results. A goal of ETSI MEC is to incorporate operational and delivery experience from the ETSI MEC PoCs and deployment trials and re-introduce concepts into existing and future MEC specifications.

The ETSI Secretariat will coordinate and support ETSI MEC Hackathons and PlugTests in collaboration with ISG MEC. The goal is to drive interoperability between different MEC architectural entities and resolve any identified interoperability deficiencies within the draft and published specifications.

It is worth noting that other organizations/fora are working on MEC-related aspects. The ISG will continue to work to strengthen the collaboration with such organizations, encouraging them to build on the ISG MEC work rather than reinvent. The ISG also plans to work constructively with open source communities.

The ISG MEC will continue its efforts to disseminate its results and accelerate the development of compliant solutions (including presentations and tutorials, e.g., the MEC Tech Series introduced in Phase 3).

Planned deliverables and delivery dates

The ISG MEC will maintain and revise its specifications and produce new specifications to support the capabilities required by the industry, this includes test methodologies, specification, and associated tooling. Working in cooperation with the ETSI NFV ISG, the MEC ISG may work on enhancements to its existing specifications required for the integration of MEC in NFV environment. Moreover, the ISG MEC envisages a continued engagement with 3GPP for integration between the 5G mobile system and MEC, e.g., with SA6 on EDGEAPP architecture alignment and with SA2 on 5G CN support.

Additionally, ETSI ISG MEC will align with the existing and emerging activities in Edge Computing such as:

- ETSI OSM, ETSI TC CYBER, ETSI NFV, ETSI SAI, ETSI ISG ZSM; ONAP; Akraino; CNCF; 5G Edge Computing related work by 3GPP (e.g., 3GPP SA6 EDGEAPP architecture); GSMA OPG, TMF, etc.
- New verticals (e.g., industrial automation, V2X, uncrewed aerial systems, online gaming), where ISG MEC can promote re-use of the MEC specifications and work to evolve MEC specifications as needed. In particular, the ISG continues to build on its successful collaboration with 5GAA in the V2X space.

All work in ISG MEC, including what has been outlined above, will be further described in their related work item proposals that will be submitted for approval by the ISG MEC.

The proposed target delivery dates (completion) of the ISG MEC deliverables will be agreed when the New Work Items (NWIs) are accepted.

It is expected that the specifications and associated collateral will be completed during 2023 and 2024.

Annex (informative): collaboration with other bodies**ETSI groups**

The ISG MEC intends to establish and/or maintain a liaison relationship with the following ETSI TB(s) and Partnership Project(s):

- TC NTECH
- TC ITS
- TC CYBER
- ISG SAI
- ISG ARF
- ISG NFV
- ISG ZSM
- OSG OSM
- EPP 3GPP

External groups

Depending on the way in which the work progresses, the ISG MEC may establish and/or maintain a liaison relationship with the following organizations:

- GSMA
- 5GAA
- LINUX Foundation, in particular LF Edge, CNCF, ONAP and Akraino
- IEEE
- Wi-Fi Alliance
- Small Cell Forum
- IIC (Industrial IoT Consortium)
- Open Edge Computing Initiative
- CORD (CORD as well as Open CORD)
- OpenStack
- Distributed Management Task Force (DMTF)
- OASIS (Advancing Open Standards for the Information Society)
- Open Networking Foundation (ONF)
- VR/AR Association
- VR-IF
- Broadband Forum
- 5G-ACIA
- CCSA
- GUTMA
- Open Grid Alliance
- TMF

If required, the ISG MEC may decide to establish additional liaison relationships.

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