

Terms of Reference of the National Standardisation Bodies Group

I. Title of the Group

National Standardisation Bodies Group (NSBG).

II. Scope

The NSBG was established pursuant to Regulation (EU) No 2022/2480, which amends Regulation (EU) No 1025/2012. The NSBG, as described in this document, is the ETSI decision-making body composed of the NSBs located in the European Economic Area (EEA). The NSBG is a subset of the NSOG (NSO Group). NSOs and NSBs referred to in this document are defined in the ETSI Rules of Procedures.

Within the NSBG, each NSB has the exclusive responsibility to take decisions on:

- the acceptance and refusal of Standardisation Requests (SReq),
- the adoption, changing and stopping of Work Items that are needed for the fulfilment of the Standardisation Request, and
- the adoption, revision and withdrawal of European standards or European standardisation deliverables where these are covered by a standardisation request.

In addition, NSBG members are also responsible for:

- the enforcement of the Standstill at national level (see Article 21.3 of the RoP),
- the national transposition of those ENs referred to above (see Article 21.7.1 of the RoP), and
- the translation of the titles of ENs expected to be cited as Harmonised Standards in the OJEU.

The NSBG members shall carry out these responsibilities in close coordination with the Group on Standardisation Requests (GoSR). The NSBG participates in the GoSR as a Permanent Member and uses the outputs of GoSR activities (including the SReq examination and related checklists and calls) as input to its decision-making on the acceptance or rejection of SReqs and associated Work Items.

The NSBG may also discuss European Union standardisation policy and regulatory strategy matters where relevant to ETSI activities.

Sharing of information on the best practices used by the individual NSBs should be encouraged and fostered. Also, information on the processes and procedures used by CEN and CENELEC may also be shared with a view to improving the efficiency of the European standardisation processes within ETSI.

III. Membership and participation

Members of the group are the National Standardisation Bodies.

ETSI Counsellors, other NSOs and ETSI Board members are invited to participate in the discussions of the NSBG but without the right to vote.

The NSBG Chair may also invite Guests to give presentations at a particular NSBG meeting, and to participate in discussions related to such presentations, but without the right to vote.

IV. Appointment of the Chair and Vice-Chair of the NSBG

Nominations for the positions of Chair and Vice-Chair of the NSBG shall be submitted by the NSBs in writing to the ETSI Director-General thirty (30) calendar days before the date of the NSBG meeting at which an election is to take place. The positions of Chair and Vice-chair are restricted to NSBs.

The NSBs elect the Chair and the Vice-Chair of the NSBG.

In case of a single candidate, the Chair and Vice-Chair are elected by consensus. If there is more than one (1) candidate, a secret vote shall be used. Where voting is used for the appointment of the Chair and Vice-Chair, vote results shall be evaluated by the Chair, or Convenor designated by consensus by the NSBG (in the absence of a Chair/Vice-Chair), using the “one NSB, one vote, weight 1” rule, where each NSB has exactly one (1) vote, regardless of the number of delegates representing that NSB at the NSBG meeting; in case of multiple NSBs from the same country their vote counts as one (1).

- When, in the first ballot, no candidate has obtained seventy one percent (71%) of the votes cast, a second ballot shall be held.
- In the second ballot, in cases where there are only two (2) candidates, the candidate obtaining the higher number of votes is elected.
- In cases where there are more than two (2) candidates, if none of them has obtained seventy one percent (71%) of the votes, a third and final ballot shall be held among the two (2) candidates who have obtained the highest number of votes in the second ballot. The candidate obtaining the higher number of votes in the third ballot is then elected.

The Chair and the Vice-Chair shall be elected for a term of two (2) years.

The Chair and Vice-Chair may be re-elected for one (1) further consecutive term of office. The Chair may apply for more than two (2) consecutive terms of office provided that no other candidate has been declared for the position at least fourteen (14) calendar days prior to the NSBG meeting at which the election is to take place.

It is the responsibility of the Secretariat to inform the NSBGs fourteen (14) calendar days prior to the NSBG meeting about the status of the nominations received and inform the current Chair and Vice-Chair as they may want to run for re-election.

If the NSBG agrees that the Chair or Vice-Chair are unable to fulfil their role, they may be relieved of their position. In that case, a secret ballot using the “one NSB, one vote, weight 1” rule (each NSB having only one vote with equal weight), shall be initiated by the NSBG at the request of at least four (4) NSBs.

In the case where the Chair resigns during the mandate period, the Vice-Chair will stand-in until the next NSBG meeting.

V. Meetings

When the NSBs wish to convene an NSBG meeting the meeting shall be facilitated by ETSI and chaired by the Chair of the NSBG.

If the Chair of the NSBG cannot attend the meeting, the meeting shall be chaired by the Vice-Chair of the NSBG.

The secretary of the NSBG meeting is provided by the ETSI Secretariat.

The NSBG meetings may be hybrid (combination of physical meeting and remote participation via electronic means) or fully online (fully held online meetings via electronic means).

The decision whether to offer a meeting as a fully online or a hybrid meeting is made by the NSBG Chair / Vice-Chair in consultation with the ETSI Secretariat and the NSBG.

VI. Reporting

The NSBG informs the ETSI General Assembly about its activities, if necessary.

VII. Working rules

A. Responsibility of the NSBG Chair

It shall be the responsibility of this person to:

- announce a meeting at least thirty (30) calendar days in advance. In case it is deemed necessary by the Chair, meetings may be announced as late as seven (7) calendar days prior to the meeting;
- remind NSBG members of the ETSI Code of Conduct and ETSI Values at each meeting;
- provide an initial draft agenda at least fifteen (15) calendar days before the meeting, if the meeting is not called on short notice (see above);
- manage the work of the NSBG;
- endeavour to reach consensus on all issues;
- ensure that minutes are documented for each meeting (including circulation of draft minutes within fourteen (14) calendar days of the meeting); ensure that a list of action points is made for each meeting;
- ensure that a list of decisions is made for each meeting;
- ensure that contributions are made available to the ETSI Secretariat within fourteen (14) calendar days of the meeting.

B. Responsibility of the ETSI Secretariat

It shall be the responsibility of the Secretariat to provide meeting facilities, the necessary electronic tools, including voting, taking minutes, and the support to the NSBG meetings.

C. Decision-making

All NSOs may be invited to participate in the discussions within the NSBG, but only the NSBs may take decisions on Standardisation Requests and related deliverables, from the European Commission.

Decisions can be made during NSBG meetings or in between meetings by correspondence or any other way as decided by the Chair.

Voting on standardisation deliverables are taken by electronic means only.

VIII Revision of the Terms of Reference

These Terms of Reference shall be subject to periodic review by the NSBG, and any changes shall be submitted to the ETSI General Assembly for decision.

IX Termination of the NSBG

The NSBG may only be terminated upon decision by the ETSI General Assembly.

Version / date	Changes
V2.0 August 2023	Following the decision of the General Assembly to create the National Standardisation Bodies Group (NSBG) to comply with the amended Regulation (EU) No 1025/2012, the NBSG defined and approved its Terms of Reference on 31 March 2023. The ETSI General Assembly was hence invited to approve these Terms of Reference (see GA(23)81c 007 Terms of Reference of the NSBG.docx).
V3.0 May 2026	This revision implements the comments received during the GA#87 meeting. The NSBG ToR were ratified by remote consensus GA(26)DEC038 .