



The Standards People

# Guidance on how to submit comments and cast votes





# Guidance Overview

- **TB decision tool**
  - How to access the adoptions in progress
  - Where to access the Draft
  - How to submit comments and cast votes
  - See the results
  
- **Access Notifications with NSO's Toolkit**
  
- **Contact**

# TB decision tool

1. First of all, log on to the ETSI Portal

<https://portal.etsi.org/home.aspx>

2. Click on “Manage”

3. Select “Approve”

4. And “TB/GA/BOARD Voting tool”

The screenshot shows the ETSI Portal interface. At the top, the ETSI logo and the text "The Standards People" are visible. Below this, a navigation bar contains links for Home, Resources, People, Services, IPR, Manage, Search, Events, editors, Help, and WEBstore. The "Manage" link is highlighted with a green box. A dropdown menu is open under "Manage", with the "Approve" option highlighted in green. Within the "Approve" dropdown, the "TB/GA/BOARD Voting tool" option is highlighted in green. Below the navigation bar, there is a grid of categories including BOARD, E3MAG, FC, GA, and NSBG. The "NSBG" category is expanded, showing a list of sub-categories like CABLE, CYBER, DECT, EE, etc. At the bottom of the page, there is a "General information" section with various links and documents related to the National Standardisation Bodies Group.

# TB decision tool

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Click on "IN PROGRESS".



The screenshot shows a navigation bar with the following items: HOME, IN PROGRESS, and RESULTS. The "IN PROGRESS" link is circled in red. Below the navigation bar, there is a text block that reads: "To be able to vote, you must be correctly registered to the appropriate [Technical Body Membership Lists](#) and represent an organization with [voting rights](#)". Below this text, there is another line of text: "For a vote during a meeting you must be registered and present in the meeting." At the bottom of the page, there is a vertical "MENU" button on the left, a "RESULTS" link in the center, and a vertical "HOME" button on the right. The "IN PROGRESS" link is also circled in red at the bottom of the page. Two red arrows originate from the text "Click on 'IN PROGRESS'." One arrow points to the "IN PROGRESS" link in the navigation bar, and the other points to the "IN PROGRESS" link at the bottom of the page.

| HOME | **IN PROGRESS** | RESULTS |

To be able to vote, you must be correctly registered to the appropriate [Technical Body Membership Lists](#) and represent an organization with [voting rights](#)

For a vote during a meeting you must be registered and present in the meeting.

M  
E  
N  
U

▶ [RESULTS](#)

**IN PROGRESS**

H  
O  
M  
E

# TB decision tool

Click on "Vote".

If there are several adoptions (WISR, EN, etc.), select the one you need to submit comments or cast votes on.

[HOME](#) | [IN PROGRESS](#) | [RESULTS](#) | [CREATE](#) | [MODIFY](#) | [DELETE](#) | [CLOSE](#) |

To be able to vote, you must be correctly registered to the appropriate [Technical Body Membership Lists](#) and represent an organization with [voting rights](#)

For a vote during a meeting you must be registered and present in the meeting.

SELECTION

Technical Bodies	Identification	Start on	End on	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Find"/>

Voted	TB	Reference	Title	Start Date	End Date	Voters	Actions
(N)	NSBG	2023-10-25/3	WISR Adoption REN/DECT-00411(EN 301 406-1)	2023-10-25 00:00	2023-11-05 00:00	1	<div style="border: 2px solid green; padding: 2px;"> <a href="#">Vote</a> <a href="#">Preview</a> </div>
(N)	NSBG	2023-10-25/1	WISR Stopping REN/ERM-TG30-316 (EN 302 510)	2023-10-25 00:00	2023-11-04 00:00	0	<a href="#">Vote</a> <a href="#">Preview</a>
(N)	NSBG	2023-10-25/2	WISR Stopping REN ERM-TG30-322 (EN 302 536)	2023-10-25 00:00	2023-11-04 00:00	0	<a href="#">Vote</a> <a href="#">Preview</a>
(Y)	NSBG	2023-10-24/1	WISR Adoption DEN/MSG-TFES-1505	2023-10-24 00:00	2023-11-03 00:00	4	<a href="#">Vote</a> <a href="#">Preview</a>
(Y)	NSBG	2023-10-19/1	Adoption of the EN 302 208 V 3.4.1	2023-10-19 08:00	2023-12-18 17:30	3	<a href="#">Vote</a> <a href="#">Preview</a>

Legend :  Vote  Consensus

# TB decision tool

The draft is available by clicking on the link provided in the section "Document location".

It is possible to type your comment or upload a file containing the comments.

<b>Subject Title</b>	Adoption of the EN 302 208 V 3.4.1
<b>Subject Details</b>	Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W; Harmonised Standard for access to radio spectrum.
<b>Category</b>	Approval Vote
<b>Document Location</b>	<a href="https://www.etsi.org/deliver/etsi_en/302200_302299/302208/03.04.01_30/en_302208v030401va.pdf">https://www.etsi.org/deliver/etsi_en/302200_302299/302208/03.04.01_30/en_302208v030401va.pdf</a>
<b>Answer Proposed</b>	<input type="radio"/> Yes ▶ <input type="radio"/> No ▶ You <u>must</u> submit the reasons why you vote No. <input type="radio"/> Abstain ▶
<b>Comments</b>	▶ <b>Fill in this text box:</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> ▶ <b>OR Upload a file of your choice</b> To do this use the 'Browse...' button to specify which file: <input type="button" value="Choose File"/> No file chosen <small>Note: if a button labeled "Browse..." does not appear, then your browser does not support File Upload. If this is the case, you may send your file to <a href="mailto:ESPsupport@etsi.org">ESPsupport@etsi.org</a>.</small>

# TB decision tool

Clicking on "Preview" will display the following information.

SELECTION						
Technical Bodies	Identification	Start on	End on			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>		

  

Voted	TB	Reference	Title	Start Date	End Date	Voters	Actions
(N)	NSBG	2023-10-25/3	WISR Adoption REN/DECT-00411(FN 301 406-1)	2023-10-25 00:00	2023-11-05 00:00	1	Vote <a href="#">Preview</a>

<b>Openn</b>	Reference	<b>2023-10-19/1</b>
Start Date : <b>Thu 19 Oct 2023 08:00</b>	Technical Body :	<b>NSBG</b>
End Date : <b>Mon 18 Dec 2023 17:30</b>	Title :	<b>Adoption of the EN 302 208 V 3.4.1</b>
	Details :	Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W; Harmonised Standard for access to radio spectrum.
	Category :	Approval Vote

Details				
Date	Organization	Country	Comments File	Comments
2023-10-24 08:43:08	Vot. Weight: 10		(none)	(none)
2023-10-23 09:55:39	Vot. Weight: 4		(none)	(none)
2023-10-20 06:58:20	Vot. Weight: 4		(none)	(none)

# Notification - details

## NSOs' toolkit

If you have any questions or would like further information, please feel free to contact us ([webvote-contact@etsi.org](mailto:webvote-contact@etsi.org)), we will always be pleased to assist.

The ETSI Deliverables notifications are available via the NSOs' toolkit.

<https://portal.etsi.org/TB-SiteMap/NSO/NSOs-toolkit>



**List of deliverables**

- New Work items SReq (WISR)
- New Work Items (WI)
- ENs/ESs/EGs drafting in progress
- ENs under EN Approval Process
- ESs/EGs under Membership Approval Process
- Deliverables (SReq) drafting in progress
- Published last week
- Future or achieved
- Withdrawal
- List of withdrawn TSs
- More pre-defined searches

**Deliverables notifications**  
*(over the last 6 months)*

- Work item adoption (SRdAP)
- Work item change (SRdAP)
- Work item stopping (SRdAP)
- Enquiry + Vote (SRdAP)
- Approval Vote (SRdAP)
- Withdrawal Vote (SRdAP)

- Approval Procedure (ENAP)
- Vote (ENAP)
- Withdrawal Vote (ENAP)
- Member Vote (MAP)
- Member Withdrawal (MAP)
- Publication (all deliverable types)

**Mailing lists**

- DELIVERABLES NOTIFICATION
- Subscribe/Unsubscribe
- Archive
- NSO\_INFO
- Subscribe/Unsubscribe
- Archive
- NSO-CONTACTS
- Archive
- NSB-CONTACTS
- Archive



# Notification - details

It is not necessary to log on to access information via the ETSI Deliverables application. Clicking on the "link", will display the notification.

<https://webapp.etsi.org/deliverables/>

## ENs & European Standardisation deliverables linked to a Standardisation Request

sent on Approval Vote since 2023-04

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**Deliverables**  
(available last six months)

**ENAP (EN)**  
[Approval](#)  
[Vote](#)  
[Withdrawal](#)

**MAP (ES/EG)**  
[Approval](#)  
[Withdrawal](#)

**SRdAP (EN/ES/EG/TR/TS/SR)**  
[WISR Adoption](#)  
[WISR Change](#)  
[WISR Stopping Enquiry + Vote](#)  
[Approval Vote](#)  
[Withdrawal](#)

[Published \(all types\)](#)

**RSS ?**

Procedure No	End date (CCYY-MM-DD)
<a href="#">20231218</a>	2023-12-18

ETSI deliverables

VA 20231218 from 2023-10-19 to 2023-12-18	<a href="#">va20231218_01.zip</a> (1193 kb)
Document number / Work item / Technical Body (WG)	Title
<a href="#">ETSI EN 302 208 V3.4.1 (2023-10)</a> - (1289 kb) - 71 pages <a href="#">REN/ERM-TG34-270</a> <a href="#">ERM TG34</a>	Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W; Harmonised Standard for access to radio spectrum
1 deliverable in total Query executed on Wed, 18 Oct 2023 15:00:00 GMT	
Use <a href="#">ETSI TB decision tool</a> to cast your vote and submit comments	

# Notification - details

It is not necessary to log on to access information via the ETSI Deliverables application. Clicking on the “link”, will display the notification.

<https://webapp.etsi.org/deliverables/>

## ENs & European Standardisation deliverables linked to a Standardisation Request

sent on WISR Adoption since 2023-04

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**Deliverables**  
(available last six months)

**ENAP (EN)**  
[Approval](#)  
[Vote](#)  
[Withdrawal](#)

**MAP (ES/EG)**  
[Approval](#)  
[Withdrawal](#)

**SRdAP (EN/ES/EG/TR/TS/SR)**  
[WISR Adoption](#)  
[WISR Change](#)  
[WISR Stopping Enquiry + Vote](#)  
[Approval Vote](#)  
[Withdrawal](#)

[Published \(all types\)](#)

**RSS ?**

Procedure No	End date (CCYY-MM-DD)
<a href="#">20231105</a>	2023-11-05
<a href="#">20231103</a>	2023-11-03

### ETSI deliverables

<b>WA 20231103 from 2023-10-24 to 2023-11-03</b>	<a href="#">wa20231103_01.zip</a> (353 bytes)
WISR / Technical Group	Title
<a href="#">DEN/MSG-TFES-1505</a> Proposed NWI to develop an Harmonised Standard for Aerial UE <a href="#">MSG TFES</a>	IMT cellular networks; Harmonized Standard for access to radio spectrum; Part 26: Aerial User Equipment (UE)

1 WISR in total  
Query executed on Wed, 24 Oct 2023 00:00:00 GMT

Use [ETSI TB decision tool](#) to cast your vote and submit comments

# Information

European standardisation deliverables and European Standards sent on approval phases are also displayed on the Portal home page.

Home | Resources | People | Services | IPR | Manage | Search | Events | editors | Help | WEBStore

BOARD	ESMAG	FC	GA	IPR	OCG	3GPP	oneM2M	ATTM	BRAN	BROADCAST
CABLE	CYBER	DECT	EE	eHEALTH	EMTEL	ERM	ESI	HF	INT	ITS
LI	MSG	MTS	RRS	RT	SAFETY	SAGE	SAL_TC	SES	SET	SmartBAN
SmartM2M	STQ	TCCE	TSA	USER	ARF	CDM	CIM	EM	ETI	F5G
ISC	MEC	miWT	NFV	MIN	OEU	PDL	GKD	RIS	SAI	Thz
ZSM	OSL	OSM	TFS	C_Letter	NSBG	NSO	STF	WORKSHOP		

Show/Hide groups

### Meeting Calendar

New meeting | Export list

Top 5 upcoming meetings for which I am registered ([Show all](#))

NSO-meeting#07-2023	2023-10-30 / 10-30
BOARDPROCESS#120 <b>New</b>	2023-11-06 / 11-06
NSO-meeting#08-2023	2023-11-13 / 11-13
NSO#84	2023-11-27 / 11-27
WORKSHOP-ETSI Staff Meeti...	2023-12-05 / 12-05

### ETSI News

- [ETSI's Security Conference Navigates Next Generation Technologies](#)
- [ETSI's Securing AI group becomes a Technical Committee to help ETSI to answer the EU AI Act](#)
- [ETSI mission-critical Plugtests event tests direct-mode communication](#)
- [ETSI's Zero-touch network Service Management group renewed for two years](#)
- [New White Paper Explores ETSI TeraFlowSDN Alignment with TIP OOPT MUST Requirements](#)
- [ETSI faced a cyberattack](#)
- [ETSI releases standard for IT solution providers to comply with EU regulation on electronic signatures in email messages](#)
- [Linux Foundation and ETSI Further Collaborate to Drive Harmonization Across Open Source and Open Standards](#)
- [ETSI releases World-First Report to Mitigate AI-Generated Deepfakes](#)
- [ETSI interop event for future rail communication reports a success rate of 86%](#)
- [ETSI Reaches F5G Release 2 Milestone, Boosting Fixed Networks](#)
- [ETSI Open Source MANO announces Release FOURTEEN providing a new scalable architecture for service assurance](#)
- [ETSI launches First Software Development Group](#)
- [ETSI and TCCA Statement to TETRA Security Algorithms Research Findings Publication on 24 July 2023](#)

### IPR

#### ETSI IPR database

Select one of the following links to access to ETSI IPR Database:

- Get an overview on declared standards and IPR: [Dynamic Reporting](#)
- Find specific IPR declarations: [Search IPR Declarations](#)
- Submit new IPR declarations: [Create 'Information Statement and Licensing Declaration' \(ISLD\)](#)
- Submit new IPR declarations: [Create 'General Declaration' \(GD\)](#)
- Access the ETSI Special Report (SR) 000 314: [ETSI SR 000 314](#)

### ETSI Membership Information

Please choose the type of information you wish to view about ETSI Membership

- [Names, Countries \(& Category\) for ETSI Members](#)
- [NSO Details \(Organizations, Addresses, Phones/Faxes, Emails & Official Contacts\)](#)
- [Names, Status, \(Voting weights\) for ETSI Members & Official Contacts](#)
- [\(Restricted to Members, Associate Members, Counsellors, Observers & TB Officials\)](#)
- [3GPP Membership Information](#)

### Publications

Select date: 16-22 Oct 2023

- 66 document(s) published
- 1 document(s) sent on AP
- 1 document(s) sent on Approval Vote

### Publications

Select date: 16-22 Oct 2023

- 66 document(s) published
- 1 document(s) sent on AP
- 1 document(s) sent on Approval Vote

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# Thank you for your valuable collaboration



If you need further details, please contact us at  
[webvote-contact@etsi.org](mailto:webvote-contact@etsi.org)