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| **Actions** | **Check (Y/N)** |  |
| Terms of Reference are approved by the RB |  |  |
| Have a minimum of 4 supporting ETSI members within the RB |  |  |
| Linked to the ETSI Funding criteria |  |  |
| Mention objective and previous funded activities in the same domain with the amount of already granted budget. |  |  |
| Analyse market impact of the STF |  |  |
| Identify and list if other stakeholders are involved (RBs, EC DGs, SDOs, etc.) |  |  |
| Clear project breakdown structure (Work package/Tasks/Milestone, Performance Indicators) |  |  |
| Deliverables clearly identified |  |  |
| Work Items created for new deliverables |  |  |
| Detailed expected budget (resources + travels + others) |  |  |
| Gantt Chart provided |  |  |
| PowerPoint Presentation completed + assign a representative to present and clarify the STF proposal during the BOARD |  |  |