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| **Actions** | **Check (Y/N)** |  |
| Provide Terms of Reference (at least part 1) approved by RB |  |  |
| Have a minimum of 4 supporting ETSI members within the RB |  |  |
| Mention objective and previous funded activities in the same domain. |  |  |
| Analyse market impact of the TTF |  |  |
| Identify and list if other stakeholders are involved (RBs, EC DGs, SDOs, etc.) |  |  |
| Clear project breakdown structure (Work package/Tasks/Milestone, Performance Indicators) at least for TTFs to be launched in Year 1 |  |  |
| Deliverables clearly identified |  |  |
| Work Items created for new deliverables if possible |  |  |
| Detailed expected budget (resources + travels + others) |  |  |
| Gantt Chart provided if possible |  |  |