Terms of Reference Template

Specialist Task Force (STF)

**INSTRUCTIONS for completing the document:**

The template is for STF use and it consists in four parts:

Part I – STF technical proposal: Provides the OCG/Board with the essential elements to understand the needs, assess the priority for creating an STF and requesting funding.

**No STF can be created without having this part approved by the OCG/Board according to the process in force and described in article 1.10.1.2 of the TWP.**

**After approval this section cannot be changed unless revisions are duly submitted and approved by the Board.**

**The parts hereinafter are composed of the STF details that may be updated prior to the final set-up of the project team.**

Part II – Details of the STF Technical Proposal: Organisation of the work and links with other stakeholders.

Part III - Execution of the work: detailed description of the work to be done, deliverables to be produced, tasks structure, milestones estimate of the maximum budget to be allocated. The information provided in this is part must be precise enough to be used to select contractors in the Call for Expertise.

Part IV - Performance Indicators: these must provide the elements for the Reference Body report to the OCG/Board, on the performance of the STF.

**PLEASE REMOVE ALL GUIDELINE TEXT IN THE FINAL VERSION OF THE ToRs  
(hint: search for style “Guideline” and delete the paragraphs)**

**For any questions e-mail to** [**STFManager@etsi.org**](mailto:STFManager@etsi.org)

|  |
| --- |
| ToR STF XXX (Ref. Body XXX) |
| Version: 0.0 |
| Author: Firstname Lastname – Date: 20YY-mm-dd |
| Last updated by: Firstname Lastname – Date: 20YY-mm-dd |
| page 1 of 4 |

Terms of Reference –Specialist Task Force Proposal

STF XXX (Ref. Body XXX)

Subject

Summary information

|  |  |  |  |
| --- | --- | --- | --- |
| Approval status | Approved by Ref. Body XX (doc ref: XXXX) | | **YES/NO** |
| Approved by Board#XXX (date) | | **YES/NO** |
| Reference Body | Ref. Body XXX | | |
| ETSI Funding | **Maximum budget : XXX XXX EUR** | | |
| Minimum of 4 ETSI Members Support | **YES/NO** | | |
| Time scale | **From** | 20YY-mm-dd | |
| **To** | 20YY-mm-dd | |
| Work Items | *List and date of the WI creation* | | |
| Board priority | [ETSI STF funding criteria](https://portal.etsi.org/STF/STFs/Funding/ETSIbudget.aspx)   |  |  | | --- | --- | | **Priority Criteria** | **X** | | Maintenance of standards in mature domains |  | | Innovation in mature domains |  | | Emerging domains for ETSI |  | | Horizontal activities (quality, security, etc.) |  | | Societal good / environmental |  | | | |

Part I – STF Technical Proposal

# Rationale & Objectives

This section must present in clear and concise terms the business case to support the request for funding.

This section must allow non-experts understand the background and the objective of the STF, the relation with the ETSI strategy, the interest for ETSI Members for the standards to be produced and the reason why an STF is required to achieve these objectives.

## Rationale

Present an overview of the proposed activity

## Objectives of the work to be executed

Identify the work to be performed and the results to be achieved, the time scale. Details will be provided in Part II.

## 

## Previous funded activities in the same domain

If the Reference Body has benefited of STF support in this domain during the last 5 years, provide a summary of resources used and results achieved.

## Market impact

Provide background information on the expected market impact on the standard(s) to be developed. Concrete figures of market volume and/or examples of market opportunities should be provided.

## Consequences if not agreed

This section must provide factual elements on the consequences if the STF is not accepted, e.g. whether it would be impossible to do the work or it would only be delayed, which other Standard Organizations may take the lead, how ETSI Members may be damaged by a fragmented market or miss the opportunity to enter a new domain. If possible, identify time to market deadlines.

# Relation with ETSI strategy and priorities

Identify the relation between the objectives of the proposed activity and the Priority Criteria and provide a rationale [BOARD(19)123\_014]:

|  |  |
| --- | --- |
| **Priority Criteria** | **Rationale** |
| Maintenance of standards in mature domains |  |
| Innovation in mature domains |  |
| Emerging domains for ETSI |  |
| Horizontal activities (quality, security, etc.) |  |
| Societal good / environmental |  |

# ETSI Members Support

Provide the list of ETSI Members supporting the request for this STF (minimum 4), the name of the supporting delegate.

Note: This support is not the same as for the Work Item. ETSI Members listed here are supporting that ETSI invests financial resources for an STF to produce the Work Item(s).

|  |  |  |
| --- | --- | --- |
| **#** | **ETSI Member** | **Supporting delegate** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# Deliverables

## Base documents

|  |  |  |
| --- | --- | --- |
| **Document** | **Title** | **Status** |
| ETSI XXX XXX-X |  |  |
|  |  |  |
|  |  |  |

## New deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliv.** | **Work Item code**  **Standard number** | **Working title**  **Scope** | **Expected date for publication** |
| D1 | D/XXX-XXXXX-XX  XXX XXX-X | Working title:  Scope: |  |
| D2 | D/XXX-XXXXX-XX  XXX XXX-X | Working title:.  Scope:. |  |
| D3 |  |  |  |

# Maximum budget

## Task summary/Manpower Budget

Provide the budget per task that should be allocated for this STF considering the provision of the expertise for the qualification required

The estimate of the manpower must include the cost for travels which are necessary to attend the working session.

|  |  |
| --- | --- |
| **Task short description** | Budget (EUR) |
|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

## Travel budget

Provide an estimate of the maximum budget to reimburse the real cost for travels where Service Provider attendance is requested by ETSI.

## Other budget line

Indicate here if the STF budget requires other cost than manpower and travel.

If not applicable, you can remove this section.

Part II – Details on STF Technical Proposal

# Tasks, Technical Bodies and other stakeholders

## Organization of the work

Describe how the work will be organized.

Indicate whether a Steering Group (SG) will be created, its role, the frequency of the meetings, participants to this SG

Identify how the relation with other Reference Bodies and stakeholders will be managed, the interfaces and the critical timing.

## Tasks for which the STF support is necessary

Identify the specific tasks that must be performed by the STF and the reason why this work cannot be done by the delegates within the Reference Body.

## Other interested ETSI Technical Bodies

List the other ETSI Reference Bodies that must be involved in this activity.

This is more than a “bullet points” list. For each Reference Body you must identify their role (e.g. consultation, dissemination, joint review/approval of deliverables, etc.). The interactions with these Reference Bodies must be specified in the Work Plan.

## Other stakeholders

Provide the same information concerning stakeholder inside and outside ETSI (e.g. other Standard Organizations, governmental institutions, industry partners, research projects, Universities etc.).

Part III: Execution of Work

# Work plan, time scale and resources

## Task description

This section must provide detailed information on the tasks to be performed by the STF.

The suggested structure “Objectives/Input/Output/Interactions/Resources” may be consolidated in the table below, if this can provide the equivalent information. However, task descriptions cannot be limited to text such as “producing the stable draft”: these are milestones.

Fill-in as many tables as tasks needed

|  |  |
| --- | --- |
| **Task #** | **Title** |
| **Objectives** | Indicate here the objective of the task in general terms. |
| **Input** | Identify the base documents/information/decisions that are required to perform the task and, if these are not yet available, at which point in time they are needed and who is responsible to provide. |
| **Output** | Give a precise description the outcome of the task in qualitative and, if possible, quantitative terms. |
| **Interactions** | Identify the interactions with the Reference Body and other stakeholders that are required to complete the task (e.g. guidance, consultation, approval). |
| **Resources required** | Identify the type of resources and expertise required.  The estimated effort may be summarized in the task table below. |

## Milestones

Milestone A – Title

Objectives to be achieved (e.g. maturity and content of the deliverables)

Date at which the documents must be available (e.g. with respect to the Reference Body meeting calendar).

Level of approval required

Reproduce as much milestones as needed

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **A** | General Description | 20YY-MM-DD |
| Reference Body Deliverable | Early/Stable Draft approved by Reference Body |
| ETSI Deliverable | Progress/Interim/Final Report approved by Reference Body |

Examples:

Tasks 1 and 2 completed. Early draft XX/X-XXX available for review. Progress Report approved by Ref. Body#XX (date). Documents must be uploaded on the Ref. Body docbox at least two weeks before the start of the Ref. Body plenary.

Final draft XX/X-XXXX approved by Ref. Body #XX (date) and accepted by the ETSI Secretariat for publication. STF Final Report approved by Ref. Body.

## Task summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Task / Milestone** | Target Date | | Estimated Cost (EUR) |
| From | To |
|  | Start of work |  |  |  |
| T1 |  |  |  |  |
| T2 |  |  |  |  |
| Milestone A |  |  |  |  |
| T3 |  |  |  |  |
| T4 |  |  |  |  |
| Milestone  *Z* | Deliverables published, STF closed |  |  |  |
|  | | | | **0** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/ Mil.** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |  | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| T1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Expertise required

## Team structure

Define precisely the type of competence required. These items will be used in the Call for Expertise to assess whether the applicants are qualified to be short-listed for the final selection.

(Up to) X participants to ensure the following mix of competences:

|  |  |
| --- | --- |
| **Priority** | **Qualifications and competences** |
| High/Low |  |
| High/Low |  |
| High/Low |  |
| High/Low |  |
| High/Low |  |

Part IV: STF performance evaluation criteria

# Performance Indicators

In this section you must identify indicators to assess the quality of the result and the interest of ETSI Members and other stakeholders.

In the course of the activity, the STF Leader will collect the relevant information, as necessary to measure the performance indicators. The result must be presented in the Final Report.

After the conclusion of the STF, the Reference Body Chair will report to the OCG/Board on the actual achievement of the performance indicators set in these ToRs. This information will be used to assess further requests from the Reference Body.

The performance indicators must include qualitative and quantitative assessment of the following elements, as applicable:

|  |  |
| --- | --- |
| **Select relevant Performance indicators applicable for these ToR (X)** | |
| Contribution from ETSI Members to STF work | |
| Direct financial contribution (co-funding) |  |
| Support to the STF work (e.g., provision of test–beds, organization of workshops, events) |  |
| Steering Group meetings (number of meetings / participants / duration) |  |
| Number of delegates directly involved in the review of the deliverables |  |
| Contributions/comments received from the reference Reference Bodies |  |
| Contributions/comments received from other Reference Bodies |  |
|  |  |
| **Contribution from the STF to ETSI work** | |
| Contributions to Reference Body meetings (number of documents / meetings / participants) |  |
| Contributions to other Reference Bodies |  |
| Presentations in workshops, conferences, stakeholder meetings |  |
|  |  |
| **Liaison with other stakeholders** | |
| Stakeholder participation in the project (category, business area) |  |
| Cooperation with other standardization bodies |  |
| Potential interest of new members to join ETSI |  |
| Liaison to identify requirements and raise awareness on ETSI deliverables |  |
| Comments received on drafts (e.g. on WEB site, mailing lists, etc.) |  |
|  |  |
| **Quality of deliverables** | |
| Approval of deliverables according to schedule |  |
| Respect of time scale, with reference to start/end dates in the approved ToR |  |
| Comments from Quality review by Reference Body |  |
| Comments from Quality review by ETSI Secretariat |  |
|  |  |

Time recording

For reporting purposes, the STF experts shall fill in the time sheet provided by ETSI with the days spent for the performance of the services

During the activity, the STF Leader shall collect the relevant information, as necessary to measure the performance indicators. The result will be presented in the Final Report.

# Document history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Author** | **Status** | **Comments** |
| 0.0 | 20YY-mm-dd |  |  |  |