



Call for Expertise Portal - User Guide

<https://portal.etsi.org/cfe/#/>

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1 Foreword

This applies for all types of projects you would like to be involved in (STF, TTF, EC / EFTA projects). If you need help with this application, or have any comments, please do not hesitate to contact us at: STFLink@etsi.org


2 Apply to a Project with an EOL account

If you have an ETSI EOL account, click on **Login**. You will be redirected to the ETSI portal for authentication then back to the Call for Expertise portal.

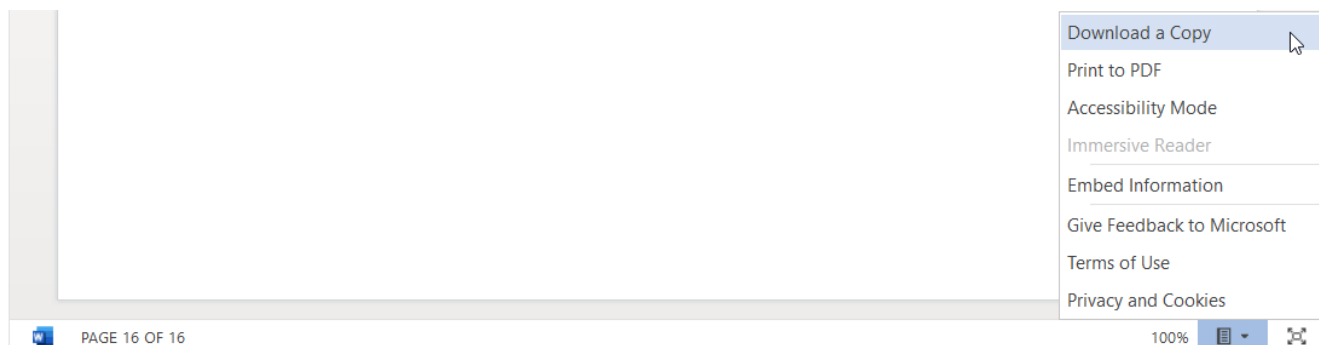
Once logged in, you will see the following page:

Open Call for Expertise	Open	Project	Description	Submission date	Status	Action
> 647						
> SPLU178						
> 653						
> 644						
> 645						
> 646						
My information		You have no applications to open CFEs.				
List of my applications		You have no history of applications to closed CFEs.				

Click on the Project you are interested in and click on **Terms for Reference**.

After reading, at the bottom of the page, click on the little icon  and select **Download a copy**.

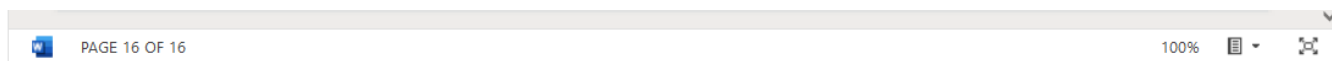
This will allow you to read the ToR on your computer, and extract the annex I "Response to the Request for Proposals CfE – xTF xxx". This filled out annex will be part of the requested documents (see section 2.3.2).



* I agree and accept that my personal data contained in the present form are collected and stored in compliance with the [ETSI Privacy policy](#) to obtain access to secured information stored on ETSI servers and to allow me to use ETSI online services.

Apply

To apply, tick in agreement of the ETSI privacy policy and the button **Apply**.



* I agree and accept that my personal data contained in the present form are collected and stored in compliance with the [ETSI Privacy policy](#) to obtain access to secured information stored on ETSI servers and to allow me to use ETSI online services.

Apply

!/\ Depending of your browser, the button “Apply” may be out of sight. In this case, either use another browser (this frequently happens using Safari), or reduce/minimize the page window.

2.1 Qualifications and technical competencies

Choose the level of competencies with the ratio buttons.



Open Call for Expertise

Complete your application

Qualifications > [Finance](#) > [Documents](#) > [Submission](#)

647

Terms of Reference

Complete your application

SPLU178

653

644

645

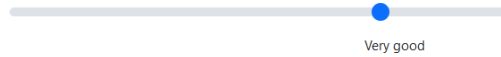
646

My information

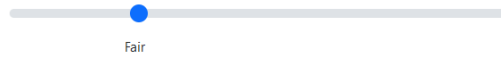
List of my applications

Qualifications and Technical competence

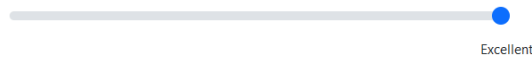
Experience in the drafting of ETSI standards



Experience in ETSI procedures and STF operations for the overall management of the STF



Knowledge of rail communication technologies



Knowledge of rail system operation



2.2 Financial proposal

Complete the finance table. Enter the **percentages**. The amounts and total are automatically calculated.

Complete your application

[Qualifications](#) > Finance > [Documents](#) > [Submission](#)

Financial Proposal

Task ID	Task description	Budget	% proposed	# days estimated	Amount
00	Project Management	5200.00 €	<input type="text"/> %	<input type="text"/>	<input type="text"/>
01	Specify interworking scenarios	30800.00 €	<input type="text" value="40"/> %	<input type="text" value="0"/>	<input type="text" value="12 320 €"/>
02	Specify mapping rules	30800.00 €	<input type="text" value="50"/> %	<input type="text" value="0"/>	<input type="text" value="15 400 €"/>
03	Specify reference points of the IWF	30800.00 €	<input type="text" value="80"/> %	<input type="text"/>	<input type="text"/>

Total amount proposed: **27 720,00 €**

!! A specific attention for Voluntary Contracts, when there is a value entered in the column [% proposed] you should be able to input a low value like 0,01 EUR (with at least one non-zeroed value) as the Total amount proposed can't be as 0€.

In any case, we will consider the Annex I which you need to upload via the system with the appropriate value (meaning 0)



Open Call for Expertise

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Terms of Reference

Complete your application

My information

List of my applications

Complete your application

[Qualifications](#) > [Finance](#) > [Documents](#) > [Submission](#)

Financial Proposal

Task ID	Task description	Budget	% # days		Amount
			proposed	estimated	
00	Project Management	39000.00 €	0 %	0	0 €
01	Restructuring	15600.00 €	0 %	0	0 €
02	W3C revisions	27000.00 €	50 %	0	0,001€
03	Service-specific accessibility requirements	30000.00 €	100 %	0	0 €

Total amount proposed: 0,001€

2.3 CV and other attachments

2.3.1 Upload CV

Attach the CV of the expert(s) that will be involved in the project.

The CV is mandatory. Attach one CV per expert.

A support letter is mandatory for non ETSI members for the STFs (Specialist Task Forces). This does not apply to TTFs (Testing Task Forces) nor Plugtests events.

Click on **Browse** and upload the documents.



Complete your application

[Qualifications](#) > [Finance](#) > Documents > [Submission](#)

CV & Other documents



Upload your files

No files selected.

- Max. # documents: 5
- Document size limit: 5 Mb
- Overall size limit: 25 Mb
- Document Format accepted: pdf, doc, docx, rtf, odt

[← Previous step](#) [Save as draft](#) [Next step →](#)

2.3.2 Upload the Annex I

The Annex I “Response to the Request for Proposals CfE – xTF xxx” of the Collective Letter is mandatory.

The annex I can be submitted on Word format or PDF format.

2.4 Submit the application

A summary of the application displays if elements are missing or completed.

Complete your application

[Qualifications](#) > [Finance](#) > [Documents](#) > [Submission](#)

Submission Summary

Qualifications and Technical competence	☑ Completed
Financial Proposal	☑ Completed
CV & Other documents	☒ Not completed

When all completed, click on **Submit**.



[← Previous step](#) [Save as draft](#) [Submit](#) [Delete application](#)

You will receive a confirmation email for the application submitted.

Once submitted, it is possible to **withdraw** the application:

[← Previous step](#) [Withdraw](#)

The status of the application can be checked in the **List of my applications**:

Open

Project	Description	Submission date	Status	Action
647	Future Rail Mobile Communication System	2022-11-14	Submitted	View

2.5 Save the application as a draft

The application can be saved as a Draft and be completed at a later stage. Click on **Save as draft**.

To retrieve it, click on **List of my applications** on the left panel.

Open Call for Expertise

- ∨ 647
 - Terms of Reference
 - Complete your application
- > SPLU178
- > 653
- > 644
- > 645
- > 646

My information

[List of my applications](#)

Open

Project	Description	Submission date	Status	Action
647	Future Rail Mobile Communication System		Draft	Edit

History

Project	Description	Submission date	Status	Action
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You have no history of applications to closed CFEs.

Click on **Edit** to resume.

NOTE: It is possible to **navigate** in the application, i.e return to **Qualifications, Finance, Documents**.



3 Apply to a Project without an EOL account (ETSI online account)

If you do not have an ETSI online account yet, click on the link at the bottom of the website or click directly here: <https://portal.etsi.org/createaccount#/home>

Click on “Accept & Continue” to access the form.

Create Account

An EOL account is required for:

- representatives of ETSI Full or Associate member organizations to obtain access to ETSI portal information that is not publicly available and to register for ETSI meetings;
- representatives of 3GPP Member organizations (whether or not ETSI Members) to allow easy registration for 3GPP meetings, access to some information on the 3GPP portal (<https://portal.3gpp.org>), and to allocate meeting contribution (TDoc) numbers;
- representatives of ISG Member or ISG Participant organizations (if appropriate ISG Agreement is signed) to register for the relevant ISG meetings and to get access to ETSI portal information.

An EOL account is granted in the form of a [username](#) and a [password](#).

Please complete the following form carefully using your [corporate](#) email address so that we can correctly register you.

If your intention was:

- to apply for ETSI membership please see: [How to become a Member](#);
- to vote for an NSO, please contact webvote@etsi.org;
- to apply for a “Call for Expertise”, create the EOL account and go to [Open Calls For Expertise](#);
- to attend public events and workshops, please note that it is not necessary to have an EOL account.

If your organization has signed an ETSI Partnership Agreement, please contact partnerships@etsi.org.

Please feel free to contact the [ETSI HelpDesk](#) if:

- none of the above applies;
- you do not receive any confirmation of the EOL account creation within 48 hours;
- you need further information.

[Accept & Continue](#)

Fill out the form with the mandatory information. Important: Select

User Account Application Form

* Corporate email address [Next](#)

** mandatory field*



User Account Application Form

* Corporate email address personname@domainname.com [Next](#)

* mandatory field

* Organization	<input type="text"/>	<input type="checkbox"/> My organization is not listed.
* Title	<input type="text"/>	Address 1 <input type="text"/>
* Given Name	<input type="text"/>	Address 2 <input type="text"/>
* Family Name	<input type="text"/>	Zip & City Zip <input type="text"/> City <input type="text"/>
Telephone	<input type="text"/>	* Country <input type="text"/>

As an EOL account holder, you may receive ETSI information that we think may be of interest to you.

If you do not wish to receive such information, please tick this box.

You may modify this choice at anytime using the [Personal Info](#) page.

In requesting access to the ETSI Server, you agree to comply with the rules laid down for their use.

In particular, you acknowledge that the access given to you is granted to you [ad personam](#) and [ad functionem](#) and you acknowledge your responsibility for its use and agree to take all necessary and reasonable precautions to safeguard your access from use by a third party (for example by regularly changing your access password).

ETSI reserves the right to suppress your access without prior notice or justification.

Access rights will be verified via your organization's official ETSI contact on a periodic basis.

* I agree and accept that my personal data contained in the present form are collected and stored in compliance with the [ETSI Privacy policy](#) to obtain access to secured information stored on ETSI servers and to allow me to use ETSI and 3GPP online services.

If you have any question about your personal data or should you want to exercise your rights of access, rectification and/or erasure, please send an email to privacy@etsi.org.

[Send your request](#)



User Account Application Form

* Corporate email address

* mandatory field

* Organization <input type="text"/>	<input checked="" type="checkbox"/> My organization is not listed. <i>* Please select one justification for this account creation request</i> <input type="radio"/> I want to submit my application to participate in an xTF.
* Title <input type="text"/>	Address 1 <input type="text"/>
* Given Name <input type="text"/>	Address 2 <input type="text"/>
* Family Name <input type="text"/>	Zip & City <input type="text"/> Zip <input type="text"/> City <input type="text"/>
Telephone <input type="text"/>	* Country <input type="text"/>

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If you have any question about your personal data or should you want to exercise your rights of access, rectification and/or erasure, please send an email to privacy@etsi.org.

Important: Tick the box "My organization is not listed" and "I want to submit my application to participate in an xTF".



User Account Application Form

* Corporate email address

* mandatory field

Your organization details

* Organization <input type="text"/>	<input checked="" type="checkbox"/> My organization is not listed. <input type="radio"/> I want to submit my application to participate in an xTF.
* Commercial Name <input type="text"/>	* Address 1 <input type="text"/>
* Legal Name <input type="text"/>	Address 2 <input type="text"/>
Telephone <input type="text"/>	* Zip & City <input type="text" value="Zip"/> <input type="text" value="City"/>
URL <input type="text"/>	* Country <input type="text"/>

Your personal details

* Title <input type="text"/>	Address 1 <input type="text"/>
* Given Name <input type="text"/>	Address 2 <input type="text"/>
* Family Name <input type="text"/>	Zip & City <input type="text" value="Zip"/> <input type="text" value="City"/>
* Telephone <input type="text"/>	* Country <input type="text"/>

EOL Account request

Please review the submitted information and confirm.

SUBMITTED DATA

Name:	Inputted data
Organization:	
Address:	
Zip:	
City:	
Country:	
Email:	
Telephone:	

Your request has been recorded.
You will receive shortly an automatic email notification with a confirmation link.
If you do not receive the email, please contact the [ETSI Helpdesk](#).

Once completed, you will receive a copy of your request by email.

STF support team will contact you to ask which project(s) you are interested in applying to.



Please note that there might be a delay of 4 business days the request to be processed.

Once the account is created, you will receive an email with the credentials.

With this account, follow the steps from **section 2** of this guide.



If you have any questions, feel free to contact us at STFLink@etsi.org