Chairman's Guide

2019

ETSI

World Class Standards

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1   Introduction

Thank you for agreeing to be a Chairman of an ETSI Technical Committee (TC) or Industry Specification Group (ISG).

This document is structured as a step-by-step guide to describe the essential elements of the Chairman's role and the various tasks they are expected to carry out. It also outlines the support that may be expected from the ETSI Secretariat staff.
The Chairman's guide provides a number of simple tips and examples of best practices that should facilitate the role.

Note: This document applies only to Chairmen of an ETSI Technical Committee or Industry Specification Group and does not cover ETSI Partnership Projects such as oneM2M and 3GPP.

The information in this guide is based on the ETSI Rules of Procedure (RoP), ETSI Technical Working Procedures (TWPs) and the ETSI Drafting Rules (EDRs), that are all contained in the ETSI Directives.

2   Definitions

For the purposes of the present document, the following definitions apply:

ETSI deliverable: normative (EN, ES, TS, GS) or informative (EG, TR, GR, SR) document produced as the result of an ETSI Work Item (WI)).

ETSI Partnership Project (EPP): activity established when there is a need to co-operate with external bodies and where such cooperation cannot be accommodated within an ETSI Project or Technical Committee. [ETSI Directives, TWPs, article 1.1.3].

> NOTE: The technical organization of ETSI comprises the three types of Technical Bodies, designated either as an ETSI Project, a Technical Committee or an ETSI Partnership Project.

ETSI Project (EP): activity aiming to achieve a well-defined result within a specific time frame, with a set of well-defined resources and focused on a set of ETSI WIs. An ETSI Project is relatively self-contained and has its own project management. [ETSI Directives, TWPs, article 1.1.1].

ETSI standard: shall mean any standard adopted by ETSI including options therein or amended versions and shall include European Standards (ENs), ETSI Standards (ESs) and documents made under the previous nomenclature, including ETSs, I-ETSs and TBRs, the technical specifications of which are available to all members, but not including any standards, or parts thereof, not made by ETSI. [ETSI Directives, ROP, article 15].

European Standard (EN): an ETSI deliverable containing normative provisions, approved for publication in a process involving the National Standards Organizations and/or ETSI National Delegations with implications concerning Standstill and National Transposition.

> NOTE: An EN developed in response to a mandate issued by the European Commission (EC) is referred to as Harmonised Standard.

Harmonised Standard (HS): European standard adopted on the basis of a request made by the European Commission (EC) for the application of Union harmonisation legislation. Harmonised Standards provide technical detail necessary to achieve the "essential requirements" of an EU Directive.

Industry Specification Group (ISG): activity organised around a set of work items in a specific technology area. Each ISG adheres to the ETSI IPR Rules and has a specific ISG Member Agreement signed by ETSI members, and an ISG Participant Agreement signed by non-members.

National Standards Organization (NSO): standards organization whose function is to carry out at national level the activities related to standstill, public enquiry, establishment of the national position for the vote on draft European Standards as well as the transposition and withdrawal of national standards; and which is normally recognized by its Government as being authorized to make them available to the public at the national level.

Technical Body (TB): is the primary decision making centre for all matters that fall within its Terms of Reference (ToR). It may establish Working Groups (WG), if required. When this is the case, the TB shall decide on the rules for the WG, within the scope of the ETSI RoP and the ETSI TWPs. The TB shall retain responsibility.

> NOTE: The Technical Organization of ETSI comprises the three types of TBs, designated either as an ETSI Project, a Technical Committee or an ETSI Partnership Project

Technical Committee (TC): supported by Working Groups where appropriate, is an activity organized around a set of ETSI WIs addressing a specific technology area that may contribute to more than one Technical Body and which provides continuity. [ETSI Directives, TWPs, article 1.1.2].

Working Group (WG): established by TB/ISG as required. The TB/ISG shall retain overall responsibility for the work of the WG.

Work Item (WI): description of a standardization task approved by a TB/ISG and adopted by ETSI members. [ETSI Directives, TWPs, article 1.6.3].

3 Abbreviations

For the purposes of the present document, the following abbreviations apply:

EC	European Commission
EDRs	ETSI Drafting Rules
EG	ETSI Guide
EN	European Standard
ENAP	EN Approval Procedure
EP	ETSI Project
EPP	ETSI Partnership Project
ES	ETSI Standard
EWP	ETSI Work Programme
GR	Group Report
GS	Group Specification
HS	Harmonised Standard
IPR	Intellectual Property Right
ISG	Industry Specification Group
MAP	Membership Approval Procedure
NSO	National Standards Organization
NWI	New Work Item
OCG	Operational Co-ordination Group
PAS	Publicly Available Specification
RoP	ETSI Rules of Procedure
SR	Special Report
STF	Special Task Force
TB	Technical Body
TC	Technical Committee
ToR	Terms of Reference
TR	Technical Report
TS	Technical Specification
TWPs	Technical Working Procedures
WG	Working Group
WI	Work Item

4 What does ETSI expect of TB/ISG Chairmen

4.1 General Duties of a Chairman

A Chairman has responsibilities with regards to ETSI members, the TB/ISG members, the ETSI Secretariat, STFs, the ETSI OCG, the ETSI Board, and the ETSI General Assembly.

A Chairman is responsible for reporting to the Board and the General Assembly on the activities of the TB/ISG upon request [ETSI Directives, TWPs, article 1.3.3].
This includes regular reporting to the OCG.

Overall responsibility of ensuring that the activities of the TB/ ISG strictly follow the ETSI Directives lies with the Chairman.

A Chairman is expected to maintain strict impartiality at all times and act in the interest of ETSI and its members [ETSI Directives, TWPs, article 1.3.3].

A Chairman is responsible for the overall management of the TB/ISG's work programme and the effective working of that TB/ISG and its Working Groups.

Further guidance on the ETSI standardization principles relating to openness, consensus and transparency may be found here http://www.etsi.org/about/how-we-work/etsi-standardization-principles

The responsibilities of a TB/ISG Chairman include:

- ensure the smooth running of your TB/ISG and its WGs in accordance with the ETSI Directives;
- provide TB/ISG management reports and participate in each OCG meeting. The OCG expects regular input on your groups' activities;
- provide updates to the TB/ISG's ToR, at least every 2/3 years, to the OCG for information and to the Board for approval;
- produce TB/ISG progress reports/presentations to ETSI OCG meetings as requested;
- produce TB/ISG progress reports/presentations to ETSI Board meetings (once every 2/3 years);
- provide feedback on the progress of the ongoing work in the TB/ISG to the Secretariat for inclusion in various internal and external ETSI reports (e.g. ETSI annual report, EU operating grant);
- promote the work of the TB/ISG and ETSI's interests (at conferences and seminars, etc.).
- provide input to the TB/ISG Annual report at the end of each year.

4.2   Technical Body and Industry Specification Group meetings

4.2.1   Who can attend ETSI TB/WG meetings?

- Representatives of ETSI Full and Associate members and Counsellors.
- Representatives of applicants for Full or Associate membership who have formally submitted their application to the ETSI Secretariat (Applicant members), subject to the agreement of the ETSI Director-General.
- Representatives of ETSI partner organizations where ETSI has a signed partnership agreement.

Attendance of non-ETSI Members to TB meetings (guests)

TB Chairman may invite ETSI Observers and non-ETSI members to attend TB meetings on a case by case basis. A personalized invitation email should be sent to the potential guest with general meeting information and, most importantly, a clear explanation of their rights as a guest at an ETSI meeting.
Their presence at the meeting should be justified by a legitimate interest in the current work of the TB. The ETSI Secretariat must be kept informed of such invitations.

This authorization is limited to three TB/WG meetings or six months (whichever is the shorter). After this the organization shall be asked to become an ETSI member.

During the meeting, the Chairman shall announce the identity of any ETSI Observers or non-members invited to attend under this rule. This information shall be included in the meeting report. For further information see [ETSI Directives, TWPs, article 1.4].

What ETSI Observers and ETSI non-members can do:

- present a document for information,
- answer questions related to the information provided in their document, and
- ask questions during the meeting, and give information or a point of view, if invited by the Chairman.

What ETSI Observers and non-members cannot do:

- submit written contributions for discussion or decision,
- contribute in any way to the work on the deliverables, Change Requests and/or Work Item sheets of the respective TB,
- vote or have the possibility to take part in any decision making process,
- be part of a TB mailing list or receive any working document, either during the meeting itself or between meetings, or
- hold any leadership position.

4.2.2   Who can attend ETSI ISG meetings?

- Representatives of ETSI Full and Associate members who have provided a signed ISG Member Agreement.
- Representatives of applicants for Full or Associate membership who have formally submitted their application to the ETSI Secretariat (Applicant members), subject to the agreement of the ETSI Director-General, and who have provided a signed ISG Member Agreement.
- ETSI Counsellors, although they do not have the right to vote.
- Non-ETSI members who have provided a signed ISG Participant Agreement. [ETSI Directives, TWPs, article 3.4], although they do not have the right to vote.

Attendance of guests to ISG meetings

In exceptional cases, ETSI Observers and non-ISG members who have not signed any ISG Agreement may attend ISG meetings. They must have written authorization, justification, a request by the ISG Chairman and notification to the ETSI Director-General.

They may participate only for the duration of a presentation or a dedicated topic, not for the entire meeting.

What ISG Participants and non-members can do:

- be nominated as Rapporteur of a Work Item, and
- attend face-to-face ISG or ISG WG meetings, providing the meeting attendance fee is paid in advance.

What ISG Participants and non-members cannot do:

- vote, or
- hold an ISG leadership position.

4.2.3   The Chairman's responsibilities before the meeting:

TB/ISG meetings may be face to face, electronic or both depending on the timing and topics to be discussed.

In the case of a face to face meeting, the Chairman should evaluate whether convening at ETSI premises would best suit the needs of the TB/ISG, or request that an organization to offer to host the meeting; (the ETSI Host guide is available to assist with this planning http://portal.etsi.org/guides/Host/).

ETSI committees are responsible for finding and selecting their own meeting hosts and locations. When deciding on a meeting host/location, the Chairman is encouraged to take into account the preferences of meeting delegates and their ability or willingness to travel to meeting venues, as well as the cost of such travel.

ETSI's concern is that its meetings are accessible to delegates. If a suitable meeting host is not available, ETSI has a selection of meeting rooms available in its buildings. Since ETSI meeting rooms are in demand, Chairmen are encouraged to book well in advance in order to secure a meeting room.

ETSI encourages the use of teleconference facilities for remote participation at meetings. ETSI makes GoToMeeting™ and GoToWebinar™ tools available for all ETSI committees and all ETSI meeting rooms are equipped for remote participation. Meeting hosts are encouraged to provide similar remote participation facilities, although this is not a requirement.

For an electronic meeting, the Chairman is encouraged to request ETSI to provide the online meeting tool (GoToMeeting™).

For both electronic and face-to-face meetings:

- request the ETSI Secretariat to register the meeting in the meetings calendar;

- ensure the invitation and draft agenda are made available at least thirty (30) days before the meeting
  NOTE: Deviations to this 30 day rule may be documented in the ISG Agreements;

- invite the meeting participants to submit contributions using the ETSI Portal (portal.etsi.org) by the appropriate deadline; and

- clearly indicate a deadline for contributions, establish and communicate the TB/ISG policy on the handling of late documents.

4.2.4   Responsibilities during the meeting

4.2.4.1   Responsibilities at the opening of the meeting

- Open the meeting and welcome the attendees.

- Remind the meeting participants of their obligations to submit IPR disclosures, and indicate that the IPR call has been made. The meeting report should clearly state that an IPR call has been made as well as any responses; [clause 2.3.2 of ETSI guide on IPRs].

- Remind the meeting participants that the [ETSI Directives, ETSI Guidelines for antitrust compliance] are to be strictly observed at all times.

- Introduce newcomers and encourage participants to identify themselves (name/affiliation) the first time that they speak, but do not impose a "tour de table" at every meeting.
  It is important that each participant registers for the meeting using the ETSI portal, and identifies exactly which organization they represent.

- Appoint a secretary for the meeting (if a permanent one has not been appointed).

- Present and review the agenda and the timetable, and check that all contributions have been allocated a relevant agenda slot (this should be prepared before the meeting).

- Explain the logistical organization of the meeting.

- Inform the meeting participants of:

  o   TB/ISG related activities since the last meeting, and

  o   decisions taken at meetings of the OCG, GA, Board etc.

- Receive the reports from Rapporteurs and Liaison Officers on their activities since the last meeting.

- Receive progress reports from WGs [ETSI Directives, TWPs, articles 1.5.2 and 1.3.2].

4.2.4.2 Management of the Work Programme

- Review all active WIs to ensure that they are progressing according to the planned schedule. Inform the ETSI Secretariat of any changes to the foreseen plan (especially changes of scope, title, Rapporteur, deliverable type, schedule). WIs which have not seen any progress over one (1) year will automatically be stopped.

- Record all decisions taken on approved deliverables clearly identifying the approved document, version number and WI reference.

- Record all decisions taken on the adoption of new WIs.

NOTE: Deliverable quality: stable drafts of ETSI deliverables are reviewed by the Secretariat to ensure compliance with ETSI quality requirements and the ETSI Directives. For mandated deliverables, ETSI staff may need to ask for a pre-assessment from the Commission to identify any issues of compliance with EC standardisation requests. Sufficient time for these quality checks should be allowed for in your work plan.

4.2.4.3 Administrative matters

- Record all decisions, such as (but not limited to):

  o creation / termination of WGs;

  o approval of ToRs;

  o appointment of TB/ISG Chairman, Vice-Chairmen, Working Group Chairmen;

  o Liaison Statements to be sent to external organizations;

  o nominations of Liaison Officers;

  o dates and locations of future meetings (both face to face and electronic); and

  o Actions and Decision list which should be reviewed regularly.

- Ensure the presence of all meeting participants is accurately recorded (in the meeting report / on the Portal).

- And finally, thank the host during the meeting and in the meeting report. Also thank those that are resigning from office or from activities within the TB/ISG.

4.2.5 Responsibilities after a meeting

- Check the meeting report or review the report prepared by the meeting Secretary and ensure it is uploaded to the ETSI Portal within thirty (30) days of the meeting.

- Ensure that approved deliverables are made available to the ETSI Secretariat, clearly identifying the approved document, version number and Work Item reference within thirty (30) days of the meeting.

- Discuss with TB/ISG Support any necessary updates to the committee's web area, including any news articles about the TB/ISG achievements or technical activities.

- Start preparing the next meeting [ETSI Directives, TWPs, articles 1.6 and 1.9].

5 What support may Chairmen expect from the ETSI Secretariat?

5.1 The Committee Support Team

The Committee Support Team (consisting of the Committee Support Centre (CSC) and the Spectrum and Equipment Regulation (SPR) departments) is a Chairman's primary contact point within the ETSI Secretariat. The Committee Support Team's global mission is to understand the TB/ISGs goals and objectives, ensure the ETSI Directives are being respected at all times, guide the TB/ISGs in standards making best practice, and also ensure that the ETSI Secretariat provides appropriate services in the most effective way.

The Committee Support Centre:

- acts as your point of reference for all Secretariat activities in the area covered by the TB/ISG and provides guidance, assistance and information as required;

- supports the TB/ISG by ensuring that the technical specifications produced by the group are of high quality, appropriate, and in line with the ETSI Drafting Rules and ETSI Directives;

- ensures that the TB/ISG decisions, actions, approval of new Work Items (WIs) and deliverables are properly recorded in the meeting reports and ETSI databases;

- manages updates to the ETSI Portal and web space: including the creation of meetings, mailing lists, and the details of TB/ISG officials;

- provides administrative support for the organization of the TB/ISG meetings such as invitations, room reservation (at ETSI premises only), guidance for hosts, management of incoming and outgoing Liaison Statements, etc;

- manages the TB/ISG Work Programme such as:

  - scheduling of updates,

  - approval of deliverables,

  - submission of these to the *editHelp!* Team,

  - the public approval and final publication processes.

- coordinates with other Secretariat colleagues to follow-up all required actions including:

  o provide support in promoting TB/ISG activities in coordination with the ETSI Communications team;

  o monitor activities of other groups, including bodies inside ETSI and outside ETSI (e.g. European Commission, Trade Associations, Fora and Consortia,) which are relevant to the work of the TB/ISG. Offer advice to the group of potential topics of interest / concern. Manage these relationships in coordination with the ETSI Partnership and EC Relations team;

  o help with the effective management of any Specialist Task Forces (STFs) under the responsibility of the TB/ISG in coordination with the ETSI STF support team;

  o ensure the correct processing and publication of deliverables under the responsibility of the TB/ISG and in coordination with *editHelp!*

In addition, the Spectrum and Equipment Regulation Department:

- forms the bridge between European spectrum, Regulation and market access activities for equipment and the ETSI Membership and Technical Organization. In particular this aims to ensure that the ETSI deliverables produced in response to a formal standardisation request, fully meet the terms of that request.

- coordinates ETSI opinions in order to provide input to European spectrum, equipment regulation and market access activities.

- maintains the most up to date and authoritative information concerning the work of those European bodies involved in spectrum, equipment regulation and market access matters that impact ETSI's standardization activities and advise ETSI Members and the Technical Organization on the latest developments.

- Co-ordinates technical liaison with CEN and CENELEC

In order to achieve the above, the following non-exhaustive list of European activities is closely followed:

- RSPG (Radio Spectrum Policy Group);

- RSCOM (Radio Spectrum Committee);

- TCAM (Telecommunications Conformity Assessment and Market Surveillance Committee);

- EMC WP (EMC Working Party);

- LVD WP (Low Voltage Directive Working Party);

- CEPT.

The ETSI Secretariat can provide further services such as guidance on new Directives, e.g. the Radio Directive (RED), via workshops, webinars or in dedicated events. For further information on RED please contact the SPR Director (michael.sharpe@etsi.org).

Feel free to contact the Committee Support Team at https://portal.etsi.org/People/CommiteeSupportStaff.aspx.

5.2   The *editHelp!* Team:

- provides support to the ETSI TB/ISGs and their WGs and is responsible for the processing of deliverables. The team manages the different approval procedures used under the ETSI rules;

- ensures good communication with Rapporteurs in order to provide them with the essential tools required to draft ETSI deliverables;

- gives presentations in the ETSI premises to introduce the *editHelp!* service to the ETSI Committees and ISGs and offers advice on available tools, services and on other editing matters;

- ensures the Chairman and the Rapporteur are kept informed of the progress of their deliverables in the publication process;

- liaises with National Standards Organizations (NSOs) regarding ENs, to gather National comments and co-ordinate the transposition of ENs and withdrawal of conflicting National Standards;

- publishes and distributes the ETSI deliverables.

For further information visit the ***editHelp!*** webpage at https://portal.etsi.org/Services/editHelp!.aspx or contact the team via editHelp@etsi.org.

5.3   The STF Support Team:

The STF support team consists of Funded Project Operations (FPO) and the Funded Project Support (FPS) team.

5.3.1   STF introduction/overview

- Funded resources can be made available to set-up STFs to accelerate the development of urgently needed standards. This is done when the necessary technical competence is not available with the normal voluntary contribution of the delegates.

- Funding for STFs may be provided from the ETSI budget, from the EC/EFTA or via voluntary contributions.

- STF proposals under the ETSI budget, can be submitted in the two allocation steps, in October/November and in May/June time periods.

- STF proposals to benefit from EC/EFTA funding can be submitted in response to EC public policies mainly as outlined in the Rolling Plan for ICT Standardisation (ICT RP), the Annual Union Work Programme or other specific EC policy documents. In particular, STFs may also be used to perform actions requested by EC Standardisation Requests (aka mandates).

- Voluntary funding can be collected from ETSI members either in financial form or as provision of STF experts free of charge. Voluntary resources may be proposed for co-funding from the ETSI budget.

- STFs under the ETSI budget can be set-up quite quickly but the amount of resources and duration of the project are normally limited.

- STFs funded by the EC/EFTA are generally for a larger amount of resource and cover a longer duration, however the process to achieve the necessary action grant can be lengthier as they are evaluated by the EC and the proposals must be aligned with EC/EFTA policy priorities.

5.3.2   STF proposals

- The reference TB/ISG will prepare the Terms of Reference (ToR) for the STFs under the ETSI budget. STFs to be funded by the EC/ EFTA must be related to a public policy (e.g. a standardisation request or actions requested by the ICT RP or another EC programme). The ToR for all ETSI-funded STFs must be approved by the ETSI Board. The ToRs must include the reference to the WIs to be produced by the STF. The OCG and Board are consulted on all technical proposals for STFs to be funded by the EC/EFTA before they are submitted.

5.3.3   STF Expert recruitment

- Following approval of the STF (ETSI FWP or following signature of an action grant with the EC/EFTA), the ETSI Secretariat will send a Call for Expertise by Collective Letter to all ETSI members, Observers and Counsellors. Candidatures must be proposed by the ETSI members. An ETSI member may propose STF experts who are not directly employed by them, if they possess the right competence. In this case, the contract would be made with the non-member company. After the deadline a short list of candidates is drawn up by the ETSI Secretariat. The Chairman and the shortlisted providers are invited to a Preparatory Meeting for the final selection and subsequent set-up the STF.

5.3.4   STF deliverables

- The STF will progress the work under the control of the reference TB/ISG and in order to ensure a close monitoring of the STF activity, it is recommended to set-up a Steering Group with the TB/ISG delegates who are most directly concerned with the development of the Work Items contracted to the STF.

- The STF Leader will manage the day-to-day activities of the team. They will provide draft deliverables and Progress Reports to ISG/TB plenary and/or WG meetings, according to the plan agreed during the preparatory meeting. This allows the delegates to be regularly informed of the STF progress and take timely corrective actions if necessary. The approval of the progress reports by the ISG/TB/WG represents the achievement of the contractual milestones and the authorization of payment for the experts. The proactive contribution of the delegates to review and assess the intermediate deliverables during the course of the STF activity is essential to ensure that the use of funded resources corresponds to the expected level of development and to ensure that the final drafts are in compliance with the requirements set in the ToR.

- The last milestone of the STF project is to provide the final draft deliverables for approval by the TB/ISG plenary.

- After the STF is finished, the ownership of the approved standard remains with the TB/ISG, which is responsible for their maintenance.

For further STF information please contact STFLink@etsi.org or visit http://portal.etsi.org/stfs/process/home.asp.

5.4   The Membership Team

The ETSI Membership Team:

- provides advice on the various membership categories, the application process and membership fees, and

- liaises as necessary with the Official Contact of each ETSI member.

Chairman are encouraged to work with the Membership Team to promote participation of members and potential members in your groups.

For any queries on membership and how to encourage organisations to join your activities please contact claire.desclercs@etsi.org and take a look at www.etsi.org/membership.

5.5   The Meeting Support Team:

- manages all requests for meeting rooms, ensures proper room allocation, does the meeting check-in and provides badges for meetings hosted by ETSI in Sophia Antipolis;

- maintains preferred hotel list with reduced rates for the ETSI visitors; and

- liaises with the Committee Support Team for all logistical issues such as meeting invitations, visa letters, etc.

    For administrative enquiries relating to ETSI meetings please contact: Meetings@etsi.org or visit the ETSI web http://www.etsi.org/about/getting-to-etsi

5.6   The Communications Team

The Communications Team is responsible for promoting ETSI and the work done in ETSI committees. It manages ETSI's website (http://www.etsi.org), social media channels and other channels such as newsletters, video streaming, webinars, brochures and leaflets etc. It handles all press relations and generates content for the various channels being used.

The Communications Team can help with the promotion of a committee or group through the following:

- **ETSI web site** technology pages and cluster pages (note that these pages promote technologies, not committees).

- **Press releases**: There is always a demand for a good story. To construct a press release the Communications team need to know what has happened, when, what impact it has, and who will be impacted. Contact claire.boyer@etsi.org for any press related requests.

- **Newsletter:** All ETSI news stories are distributed to an extensive newsletter list by e-mail. Monthly E-Update newsletter e-mails are distributed, along with twice-yearly PDF/paper editions of The Standard which contains background articles as well as news and announcements. See www.etsi.org/newsletter for more information and to subscribe. Contact Claire.boyer@etsi.org to have an article placed in the newsletter.

- **Social media:** All ETSI news items are circulated on the ETSI social media channels (LinkedIn, Twitter, Facebook, Google+). The Communications Team are always looking for other opportunities to talk about ETSI's work on these channels. Contact info@etsi.org to request social media exposure. Please refer to ETSI on Twitter as @ETSI_Standards, never #ETSI.

- **Media interviews and article placement:** The Communications Team can organise interviews with journalists and submit articles written by Chairmen and other officials to selected technology media outlets.

- **Blogs:** Blog sections can be created on a technology page, Chairmen are encouraged to consider blogging about ETSI work on sites such as LinkedIn. These can be cross-posted onto other relevant pages.

- **Webinars:** ETSI has developed a large following for its webinars. These are easy to prepare and present – the Chairman can develop the content and ETSI will bring the audience (50-500). All webinars are recorded and can be linked to and distributed afterwards. Typically between 60 - 80% of the total audience watches the recorded content only.

- **White Papers:** White Papers are a useful means to present supporting content which is of an overview or explanatory nature. ETSI White Papers are usually published with permission granted to reproduce in whole which is not the case with any other ETSI deliverable. Therefore they can be distributed freely.

The best promotors of ETSI's work are of course the Chairmen and delegates who drive the work forward. ETSI's Communications Team expects the Chairman to take a leading role in promoting a committee's work. The Chairman should be willing to prepare and deliver presentations, to be interviewed and to be quoted in the context of the committee's activities. Other committee members can also be delegated these roles. ETSI fully respects the limited availability of some Chairmen and acknowledge that they may not have authorization from their employers to speak in public or be quoted. Nevertheless Chairmen should understand it is difficult for the ETSI Communications Team to promote work that ETSI's members are unwilling to promote.

5.7   The Branding and Events Team

5.7.1   Branding & External Events Participation

- Advises on ETSI branding questions.
- Is in charge of event endorsements and can help with speaker placements at external conferences (Chairmen are requested to liaise with the Branding & Events Team when receiving an input to represent ETSI at a conference).
- Negotiates an ETSI presence at conferences with speaking slots and/or booths and can take care of specific booth design (depending on set focus areas and budget availability).

5.7.2   ETSI Workshops

- Help with the promotion of the committee or group through the organization of ETSI workshops
- Such workshops are designed to bring together stakeholders in specific domains of a TB or ISG.
- Further information may be obtained from events@etsi.org;

5.8   The Centre for Testing and Interoperability (CTI)

CTI provides information, guidance, hands-on assistance and support in order to improve the quality and interoperability of standards. The CTI team can provide assistance in all phases of standards development such as protocol specification, validation and testing.

CTI support includes:

- the application of best practices for standards writing;
- advice and assistance on standards validation;
- the application of best practices in interoperability and testing;
- defining and planning testing strategies and frameworks;
- development of conformance and interoperability test specifications;
- provision of specification and testing expertise to STFs (including leadership);
- the use of specialized tools and techniques where applicable;
- provision of the Protocol Naming and Numbering Service;
- organization of interoperability events (Plugtests™) which includes:
  - o technical organization and management of the events;
  - o facilitation of test infrastructure, test plans, reporting tools etc.;
  - o provision of testing and interoperability expertise; and
  - o channelling the feedback of event results into standards.

Please do not hesitate to contact the CTI team via CTI@etsi.org.

5.9   The External Relations Team (ER)

The ER team provides support for External Relations and Partnership Agreements.

The Head of External Relations is in charge of ETSI's' partnership portfolio. He is to be contacted by a TB/ISG whenever there is a need to establish a formal partnership (Letter of Intent, Memorandum of Understanding, Co-operation Agreement and the related PAS Supplement, Working Supplement or Materials Supplement as needed).

The Head of External Relations follows the partnership establishment process (http://portal.etsi.org/pep/home.asp) and is the main contact point between ETSI and the Partnership organization during the partnership establishment process and its lifespan after signature. He will also serve as the main bridge between the partner and the technical areas of ETSI concerned.

If further details are required, please contact the ETSI Head of External Relations: partnerships@etsi.org.

5.10 The EC relations Team

5.10.1 Relationships with the EC

- The formal standardization activity in Europe is performed by the three (3) formally recognized European standardization organisations (ESOs): CEN, CENELEC and ETSI. This standardization activity includes standards used in support of the public policies of the European Commission (EC) and EFTA. The ETSI Secretariat will provide support for the coordination of technical activities to be developed in collaboration with CEN, CENELEC and the management of the interface with EC and EFTA on public policies standardization requirements.

- The Secretariat is able to attend the CEN/CENELEC Technical Boards where ETSI has an observer seat and can be triggered by any TB to intervene whenever overlapping cases are identified. The ETSI Secretariat (generally Technical Officers) are also involved in a number of specific coordination groups related to work where two or all three (3) ESOs are involved and can provide formal support to positions taken by ETSI TBs who may be unable to take part.

5.10.2 Annual Union Work Programme (UWP), Standardisation Requests and the EC's Rolling Plan for ICT Standardization (ICT RP)

- Requests for standardization actions in support of EU legislation/regulation and public policies are generally reflected in EC Standardization Requests to the ESOs, and as such standard(s) development may be eligible for financial support in the form of action grants from the EC/EFTA. The EC's Rolling Plan for ICT Standardization (ICT RP) is produced annually (but may also be updated during the year as it is a living document) and this sets out public policy issues with requests for action in the ICT domain that may attract funded support from the EC/EFTA. Proposals for EC/EFTA financial support that do not have links to specific Standardisation Requests or the EC's ICT Rolling Plan not be successful.

- The ETSI FPO is in charge of the management of the mandates and the negotiation of action grants with the EC/EFTA within ETSI. He coordinates ETSI's formal input to draft Standardisation Requests (aka mandates) from the EC and he should be contacted by any TB wishing to comment on or be involved in this activity. He is also the contact point for setting up a proposal for an STF funded by an EC/ EFTA action grant. He will support the TB/ISG on the contractual aspects of the action grant and with the reporting to EC/EFTA.

  NOTE: ISGs are not currently permitted to provide work in direct response to an EU mandate.

For further information:

- on EU affairs please contact margot.dor@etsi.org.

- on Annual Union Work Programme (UWP), Standardisation Requests and the EC's Rolling Plan for ICT Standardization (ICT RP) please contact gavin.craik@etsi.org.

5.11 The ETSI Legal and Governance Team

The ETSI Legal & Governance Team is responsible for all legal affairs and governance matters within the Secretariat. It has a specific role to play regarding the content, interpretation and any amendment to the Directives and also to the IPR Policy.

The ETSI Legal & Governance Team:

- acts as the point of reference for all legal matters related to the TB/ISG and provides legal guidance, assistance and information as required;

- has a general duty to assist the Chairmen in IPR matters, notably when Standard Essential Patents and/or Copyrights are concerned but also with respect to the governance and the conduct of TB/ISGs;

- provides legal advice and guidance to ensure the Antitrust Compliance; and

- provides legal training on specific topics when needed.

6 Tips & tricks for a Chairman

6.1 How does a TB/ISG create a New Work Item?

There must be a separate Work Item for each deliverable or part of a deliverable required (although each WI does not have to result in a formal deliverable). The TB/ISG may approve the New Work Item (NWI) if at least four ETSI members volunteer to support the work and a Rapporteur is identified [ETSI Directives, TWPs, article 1.6].

Only one TB/ISG may be responsible for a WI although other TB/ISGs may be involved in the drafting and approval. The TB/ISG shall only initiate work which is covered by the approved ToRs of the TB/ISG.

NOTE: Following the approval of a NWI in a WG, it shall be submitted to the parent TB/ISG for approval.

The existence of new WIs is made known via a "NEW" flag in the Standards Monitoring tool on the ETSI Portal and is considered adopted unless a substantial objection is received from an ETSI Member within a thirty day period.

The creation of a NWI requires four supporting ETSI members TWP [clause 1.6.3]. The four supporting ETSI members and the Rapporteur should be subscribed to the TB/ISG Membership list responsible for the WI.

Once a WI is adopted, it becomes the responsibility of the TB/ISG itself. Even if the initial supporting members merge or leave, the WI continues to remain in force as long as the TB/ISG continues to work on the WI, unless it is subsequently decided to stop it [ETSI Directives, TWPs, article 1.6.5].

A change of Rapporteur for an active WI shall be reported to the ETSI Secretariat to ensure the Work Programme Management (WPM) database can be updated.

6.2 How are the active Work Items managed?

The work on each particular subject should be arranged to meet the initial schedules agreed at the creation of the WI including making arrangements for the handling of comments from approval procedures.

Deliverables are approved by the TB/ISG; however a WG may be authorized by the TB/ISG to progress and agree deliverables on behalf of the TB/ISG.

The ETSI Work Programme (EWP) shall be regularly reviewed and any agreed changes to the schedule dates shall be reported to the ETSI Secretariat to ensure the WPM database can be updated. This allows the TB/ISG work to be carried out in an open and transparent manner.

6.3 How can a Work Item be changed/stopped?

If a Work Item needs to be revised (i.e. change of schedule, scope, Rapporteur), a contribution should be submitted to the TB/ISG and the decision shall be recorded in the meeting report.

If the TB/ISG decides to stop a WI, (due to lack of support or inability to progress), then the ETSI Secretariat shall be informed. The decision shall be recorded in the meeting report, and the WI will be flagged as "STOPPED" for thirty days. It will be considered stopped unless any substantial objection is received during that period.

NOTE: An ETSI WI shall be automatically stopped if no progress has been achieved in a period of one year except when the work item has been made publicly available [ETSI Directives, TWPs, article 1.6] 1.6.5].

6.4 Which deliverable type?

A TB/WG is free to choose which deliverable type to develop with the exception Group Specifications (GS) and Group Reports (GR) [ETSI Directives[1], TWPs, Annex E];

An ISG may only produce Group Specifications (GS) and Group Reports (GR) [ETSI Directives, TWPs, article 3.1].

Informative documents will typically be of general interest and either not directly intended for the purpose of standardization or currently too immature for that purpose.

Normative documents are intended for standardization purposes and will contain provisions, requirements and specifications that could be used directly for the design of a product or service.

6.5 How is a Working Group (WG) created?

WGs may be created within a TB/ISG to cover specific topics. The scope of the work of a WG shall be clearly documented and approved at TB/ISG level. Decisions that are taken in the WG shall follow the same rules as the parent TB/ISG and be aligned with the ETSI Directives.

A WG may be identified using a number of abbreviations or "short" names. It is up to the TB/ISG to find the most practical solution. When creating a new WG it is important that the name or number chosen is not one which has previously been used by any other group in ETSI.

6.6 Should the change control mechanism be used?

Once a document has been approved and published, it is possible to control future changes to the content by using the change-control mechanism as defined in the [ETSI Directives, TWPs, article 1.6.4.2].

6.7 How do I manage formal decisions?

A TB/ISG shall endeavour to reach consensus on all issues, including the approval of draft ETSI deliverables and the selection of TB/ISG Chairman, Vice-Chairmen and WG Chairmen.

If it is impossible to achieve consensus within the TB/ISG, the Chairman may decide to hold a vote. [ETSI Directives, TWPs, article 1.7].

NOTE: Applicant members who have been authorized to participate in the TB/ISG do not have any voting rights. Once their application has been formally approved by the General Assembly they gain the right to vote.

6.8 How is voting conducted?

Voting during a TB meeting

- Voting at a meeting shall only take place for items already placed on the meeting agenda.

- Voting members shall only be entitled to one vote per member.

Before the vote:

- A clear definition of the issues must be provided.

- The intended method of evaluation for the vote results must be clearly indicated.

- The portal registration for the meeting, completed by each participant is used to determine the precise name of the Full or Associate Member represented and becomes the basis for the voting list.

- In order to vote, the representative of the ETSI Full or Associate member has to be subscribed to the related TB mailing list.

- If an ETSI Full or Associate member has more than one representative present at the meeting only one may vote.

- Each ETSI Full or Associate member may only vote once.

- Voting by proxy is not permitted.

- The opinions of Counsellors shall be noted. The result of the vote shall be recorded in the meeting report.

When may voting be required?

- When electing a TB/ISG Chairman, Vice-Chairmen or WG Chairmen.

- On technical issues during the various stages of the preparation of ETSI deliverables.

- When establishing the maturity of draft ETSI deliverables.

- When establishing the technical position that ETSI representatives are encouraged to support in outside bodies.

- When preparing proposals for the ETSI Work Programme (EWP), including the establishment of Specialist Task Forces (STFs).

Secret ballot

A secret ballot shall be used for the election of Chairmen, Vice Chairmen and WG Chairmen if there is more than one candidate. To interpret the result, the procedures in Article 11.4 of the ETSI Rules of Procedure apply.

If a decision can still not be reached, the following options are open:

- debate further within the TB/ISG; and/or

- submit the issue to the Board for decision.

Voting within a WG

Informal methods of consensus building are also preferred in the WGs. A Chairman may authorize the WG Chairmen to carry out voting as described above, either on a case by case basis or on a permanent basis (i.e. not requiring authorization each time a vote is necessary).

Voting within an ISG

The above information on voting procedures for TBs also applies to ISGs, taking into account the following:

- Only ISG Members (ETSI Members that have signed the ETSI ISG Member Agreement) may vote.

- Specific variations to the voting rules may be documented in the ISG ToR.

Appeal

Any ISG or ETSI member may appeal against a Chairman's decision. Such appeals will be heard by the ETSI Board [ETSI Directives, TWP 1.7.2].

Voting by correspondence

In order to speed up the technical work and not delay a decision to a future TB/ISG meeting a vote by correspondence may be held:

- a clear definition of the issues must be provided,

- the start of the voting period (minimum 30 days) must be identified,

- the necessary documentation for the vote must be disseminated, both on the server and via the TB/ISG exploder list,

- the votes should be counted using individual weighting at the end of the voting period,

- In the case of ISGs the rule is 'one member one vote', the result should be disseminated to everybody on the TB/ISG exploder list within 15 days.

Counsellors may make comments but may not vote. If the vote concerns an ETSI draft deliverable then any comments made are kept for future reference for a revision of the draft or progression to a higher level (ES, EG, or EN). For ENs Associate Members have no vote but their comments may be taken into account and kept for future reference.

TBs may also use the "Decision Support" tool (See clause 7), although this is not applicable for ISGs.

6.9   How are STF managed?

The active contribution of the TB/ISG Chairman is required in the following phases:

Drafting the Terms of Reference
A convincing business case for the STF should be presented and accurate estimate of resources, time scale and deliverables provided. If the STF is requested under EC/EFTA funding, the link with the scope of the Mandate or the Public Interest requirements must also be stated (refer to the TWP Annex F for guidance.)

Recruitment of the experts
Applications from ETSI Members active in the TB/ISG should be fostered and, in co-ordination with the ETSI Secretariat (STF Manager & Technical Officer) the applications should be assessed. A short list of candidates should be chosen.

Preparatory Meeting (experts' interview)
The WG/ISG Chairman should chair the preparatory meeting to select the experts, appoint the STF Leader, and decide on the preliminary Work Plan and allocation of resources. This should be done in co-ordination with the ETSI STF Manager & Technical Officer.

Monitoring STF progress
The Chairman is expected to provide technical guidance. It is recommended that a Steering Group (SG) is set up and a calendar of joint meetings between the STF and the SG should be agreed. It is essential to ensure the timely approval of the STF deliverables by the TB/ISG.

STF Reporting
The Chairman approves the STF Progress Reports which confirm the achievement of the intermediate milestones against which the experts' companies will be paid.

Closing the STF
Upon completion of the STF work, the ETSI Secretariat will organize a debriefing meeting, with the TB/ISG Chairman, the STF

Leader, the ETSI STF Manager and the Technical Officer. They will assess the outcome of the STF and identify areas for improvement for the future STF work. The TB/ISG Chairman will then report to the Board.

6.10 Cooperating with external organizations

6.10.1 Partnership Overview

ETSI currently has over 100 Partnership Agreements with external organizations. The full list of agreements can be found here https://portal.etsi.org/webapp/AgreementView/AgreementSearch.asp.

Each agreement has an ETSI Secretariat contact, who is required to report to the Head of External Relations once a year on the achievements and foreseen activities within the framework of the partnerships for which they are responsible. This is to ensure a proper follow up on the objectives as well as to track the activity level for each partnership.

6.10.2 What Partnership Agreements does ETSI have with external bodies?

ETSI has:

- Basic agreements with international and European bodies which are fundamental to ETSI's status as a standardization body - for example, our agreements with the EC and EFTA, CEPT and ITU;
- Agreements with other standardization bodies – e.g. CEN, CENELEC and ISO/IEC - which enable the discussion of common problems and provide the means to avoid duplication of effort in overlapping areas;
- Agreements with organizations which have special requirements for Telecommunications/ICT standardization;
- Agreements setting out relationships with national and regional standards-making bodies worldwide;
- Agreements with Fora and Consortia, research bodies and specification providers.
- Co-operation Agreements and Memoranda of Understanding (MoUs) are endorsed by the OCG and Board, then approved by the General Assembly, and subsequently signed by the ETSI Director-General.

Each Partnership Agreement has its own specific commitments within the identified work areas and is restricted to the identified TBs/ISGs for the partnership concerned. A Partnership Agreement may include a PAS Supplement, a Working Supplement or a Materials Supplement for the following purposes:

- PAS Supplement: to enable an external organization to submit its technical specifications to ETSI for adoption.
- Working Supplement: to allow for the creation of a common work item to produce a joint deliverable
- Materials Supplement: to allow for incorporation of text and graphics in ETSI deliverables
- Please contact the ETSI Head of External Relations for further information: partnerships@etsi.org.

6.10.3 The PAS (Publicly Available Specification) Process

The ETSI PAS process enables an ETSI partner who has signed a cooperation agreement to submit one or more of its Publicly Available Specifications for adoption by ETSI as an ETSI Technical Specification (TS) or ETSI Technical Report (TR). The ETSI Technical Body review and approve the PAS as a TR or TS following the normal ETSI approval procedure. A PAS is adopted as a whole and as diligently as possible. The attention of Technical Body Chairman is drawn to the need to create the corresponding Work item in the relevant TC immediately after the Board decision to allocate the PAS to this TC and before starting any work.

For further information may be found via the ETSI web http://www.etsi.org/about/what-we-do/publicly-available-specifications-pas.

There is also a pdf PAS Process Guide which may be downloaded describing the PAS process and its benefits.

The ETSI Head of External Relations should be contacted if further information is needed.

6.10.4 Who can participate in ETSI TB/ISGs from bodies with which ETSI has a Partnership Agreement?

Most of the Partnership Agreements allow for cooperative interworking between relevant ETSI bodies and the TBs of the other party. This is usually limited to one partnership representative per ETSI TB/ISG depending on work topic. The work topic will be identified in the summary of the agreement and also in an annex where the working areas are described. This attendance rule also applies to ETSI's participation in the partner's technical bodies.

It shall also be noted that participation by a Partner's nominated observer in an ISG is subject to the signature of the ISG Participant's Agreement, in accordance with ETSI directives, clause 3.4.

6.10.5 How to propose a new Partnership Agreement?

The ETSI Technical Officer for the TB/ISG concerned or the Head of External Relations should be contacted.

An ETSI TB/ISG with an interest in establishing a liaison with external bodies should check the current position with the ETSI Secretariat, especially if it is believed that a partnership is necessary on new topics. If this turns out to be the case, ETSI will negotiate a partnership type in consultation with the TB/ISG concerned.

6.10.6   Can liaisons be exchanged when there is no Partnership Agreement?

Yes, simple informative liaisons between ETSI TBs/ISGs and external bodies are to be encouraged as an initial step. If such liaisons reach the point where the two bodies concerned are going to exchange technical documents or are regular observers at each other's meetings, then the need for a formal Partnership Agreement should be investigated.

6.10.7   Can a member of ETSI attend other standards bodies?

No - only a "nominated" Observer is authorized to do so under the relevant Partnership Agreement. In such a case you will be representing the ETSI TB/ISG, not your member company.

6.10.8   Is there a list of Partnership Agreements?

If there are Partnership Agreements involving a particular ETSI TB/ISG, this will be documented as part of the mapping of activities for the relevant Partnerships. The Partnership portfolio also enables to list the agreements that relate to a specific TB/ISG.

The list of active Partnership Agreements may be consulted via the ETSI web:
https://portal.etsi.org/webapp/AgreementView/AgreementSearch.asp.

6.10.9   Can I hold a meeting with an organisation that has no Partnership Agreement with ETSI?

It is possible for an ETSI TB/ISG to exchange information and even hold a joint meeting with an organisation that has no Partnership Agreement with ETSI. This typically occurs during the phase where ETSI and the other organisation are getting to know each other and before the need for a formal Partnership is identified. Exchange of information at that stage is described in clause 6.10.5 of the present document.

If a meeting between the two organisations needs to take place, a set of basic rules and principles have to be followed in order to comply with ETSI's working procedures and to remain in a safe zone from the legal standpoint:

Meeting type: the meeting cannot be a formal meeting of the TB/ISG or of the other organisation as we cannot expect to impose ETSI rules on the other organisation nor rules of the other organisation to be imposed on ETSI. The meeting should therefore be organised with the type "Workshop" under the umbrella of an identified TB/ISG.

Participants: the TB/ISG workshop shall be created in the ETSI Meeting Management System and set up to allow "registration of external users" to provide an opportunity for participants from the other organisation to register. It will be the duty of the TB/ISG Chairman or Technical Officer in ETSI and of officials in the other organisation to confirm that the registered participants are indeed eligible participants of the two organisations (and to cancel registration if required).

Contributions: contributions for decision are not allowed. Only contributions for information or for discussion should be handled. Contributors have and keep ownership of the copyright for their contributions.

If any new content is created during the TB/ISG workshop, the copyright for that content is jointly owned by ETSI and the non-partner organisation.

While the TB/ISG workshop may help building the necessary understanding and related inputs for decision, such decisions may only be taken in a formal meeting of the TB/ISG, following the regular ETSI decision making process. If practical, a formal meeting of the TB/ISG may be set up after, and adjacent to, the meeting held with the non-partner organisation.

As there can be no guarantee nor enforcement that the dissemination of contributions for such TB/ISG workshop is limited to the meeting participants, contributions for the TB/ISG workshop shall be assumed to gain full visibility to the public. Therefore the TB/ISG workshop contributions will be stored in the TB/ISG open area in Docbox. The creation of such open area may be requested by the TB/ISG as needed.

Publicity: the TB/ISG workshop shall appear on the ETSI portal, as part of the list of meetings related to the TB/ISG. While there is no formal requirement to do so, it is strongly recommended to issue an early (30 days) notice to the TB/ISG membership list when practically feasible.

Outputs/report: as the TB/ISG workshop will be held under the umbrella of a TB/ISG, the outcome of the TB/ISG workshop shall be reported to the TB/ISG, with the agenda, list of participants and any output document being provided to the TB/ISG at a minimum.

The principle of ISG meeting participation fee shall not be applied to workshops organized between an ISG and a non-partner organization.

6.11   What are the essential contents of a meeting report?

The Chairman is responsible for providing a report of each meeting [ETSI Directives, TWPs, articles 1.9.3 and 3.9.3]

The report shall consist of two parts:

Part A containing an executive summary of the main decisions and matters arising. The executive summary does not require the approval of the TB/ISG. It shall be made available on the ETSI server (Docbox) within 15 days of the meeting;

Part B containing the proceedings of the meeting, including summaries of essential discussions and the decisions made. It requires the approval of the TB/ISG and it shall be made available on the ETSI server (Docbox) within 30 days of the meeting.

The meeting report shall clearly identify:

- status of all document treated in the meeting
- changes to TB/ISG structure and ToRs,
- changes to TB/ISG Officials (e.g. elections / end of mandate / call for candidates),
- results of any votes
- all new, modified or stopped Work Items
- all approved Liaison Statements
- status of all Change Requests,
- deliverables approved or withdrawn,
- review of current work plan for TB/ISG
- future meeting dates, and locations,
- all agreed actions and decisions
- any ETSI Observers or non-members who attend the meeting

6.12   Guidance for Chairmen on ENAP

The Chairman has specific responsibilities during the EN Approval Process (ENAP) [ETSI Directives, TWPs, article 2.2]

The ETSI Board_Process group elaborated Use Cases and Guidance relating to the ENAP, which are considered useful to all including TB Chairmen.

The ETSI Board Meeting #119 approved document ETSI/BOARD(18)119_021r1 and requested the guidance to be added to the ETSI Chairman's Guide and the NSO Guide.

6.12.1   Advice for the Resolution Meeting on dealing with comments collected during the Public Enquiry

USE CASE	GUIDANCE
The NSO comment is addressing an issue which has been part of several previous versions of an EN without causing any trouble.	The comment shall be considered*, no matter if the issue already existed in a previous version of the EN.
The NSO comment is addressing an issue outside of the changes proposed in the present revision of an EN.	The comment shall be considered*, no matter if it addresses an issue outside of the proposed changes.
The NSO comment is addressing an issue outside the scope of the current Work Item.	The comment shall be considered* no matter if it addresses an issue outside the scope of the current WI
The NSO comment is addressing an issue without providing any clear recommendation for fixing it.	The comment shall be considered*, no matter whether a clear recommendation has been formulated or not.
The NSO comment is addressing an issue which has not been raised by the EC Desk Officer or Consultant.	The comment shall be considered*, no matter if the EC Desk Officer or Consultant has not raised an issue.
An error is discovered by the TC during the resolution meeting that has not been addressed by any NSO comment.	The error shall be fixed and mentioned in the resolution meeting report, no matter if the issue has not been raised by an NSO comment.

* In the above context, « *considered* » means « *think carefully about the comment before making any decision.*"

6.12.2   General questions concerning ENAP

QUESTION	ANSWER
What are the criteria for deciding that a draft EN is « mature » enough for being sent to the EC for commenting?	An EN is considered as « mature » when no technical changes are foreseen before the approval phase of the EN by the Technical Committee.
What are the criteria for deciding that changes to an EN, suggested by comments, are « substantial »?	It is up to the TC to decide whether the comments are « substantial » or not.
What is the recommended process for running the « Comments Categorization Assessment »?	The « Comments Categorization Assessment » shall be organized, immediately after the closure of the PE/NWV, by the Technical Officer supporting the Technical Committee in coordination with the commenting NSOs. The categorization of each comment shall be reviewed by the TO and the responsible commenting NSO and the changes, if any, shall be recorded in the corresponding e-approval feature with the full consent of the commenting NSO. When no modifications of the initial categorization are required, each comment category shall be confirmed in the relevant e-approval feature by the TO
What is the max time lapse between the end of the PE/NWV and the start of the « Comments Categorization Assessment »?	The « Comments Categorization Assessment » should be performed immediately after the closure of the PE/NWV.
What is the max duration of the « Comments Categorization Assessment »?	The Comment Categorization Assessment should take place within one (1) week following the closure of the PE/NWV.
How should the Secretariat ensure that all the EC comments and « formal criteria » have been considered?	The Secretariat shall assess conformity of HS with the relevant Standardisation Request and with the corresponding Union harmonisation legislation. The Secretariat shall also ensure via the responsible TC Chairman that all the comments collected have been treated.
What are the « formal criteria »?	The « formal criteria » are assessment criteria given by the Commission to the Harmonised Standards (HAS) Consultants on the basis of requirements established in its Standardisation Request and in relevant Union legislation.
What does it happen if the EC submits comments after the 1st resolution meeting and before the 2nd vote?	If the EC submits comments after the 1st resolution meeting and before the 2nd vote, the responsible TC may decide to ignore the comments, proceed with a revision of the draft and submit it to the vote, proceed with a revision of the draft and submit it to a new ENAP or withdraw the Work Item.

7 The ETSI Portal

7.1 Working Tools

Most of ETSI's work is carried out by electronic means, using exploder lists and the applications available on the ETSI portal to assist the Chairman and the TB/ISG in their technical activities. Some of the most frequently used tools are outlined below and TBs/ISGs are encouraged to use these collaborative web tools to progress their work.

- **Remote Consensus** is an online tool used to collect comments and measure consensus for contributions during a given period as opposed to during a face-to-face meeting. For further detailed information, please visit the Wiki page at http://help.etsi.org/index.php?title=Remote_Consensus

- The **Actions List** allows the creation and maintenance of action items and action. Features include creating, updating, listing and filtering of action items, the ability to add or edit notes to existing action items and RSS subscription to action lists or individual action items. It is also possible to generate HTML reports and use the CSV export feature to download all information related to actions. http://help.etsi.org/index.php?title=Action_List

- The **ETSI Work Programme (EWP)** is the main application containing all the information needed with regards to WIs and documents. It has an inbuilt search engine which enables the search and download of the ETSI publications (See Annex 3).

- The **TB Decision Support** application is designed to help the TBs with their decision making processes. Several types of formal voting procedures (as opposed to consensus gathering) are predefined, including the vote for the approval of a draft and carrying out the elections of Chairmen and Vice Chairmen.

- The **e-Approval** application is used to vote on draft ETSI Standards, ETSI Guides, ETSI European Standards and ETSI Harmonized European Standards. It also enables Members to consult comments and view the results of votes.

- Facilities are also available for all technical committees to hold virtual meetings using a web conferencing interface.

Effective use of email exploder lists

The Chairman is encouraged to continue the work of the TB/ISG outside of physical meetings. One method is via email exchanges using the official TB/ISG email exploder list. It is advisable to have a focussed thread per subject, with a clear objective of what is to be achieved, and also a named responsible person to steer and summarize the outcome of the email discussion. The final decision however shall only be made at a physical meeting or via Remote Consensus with uploaded contributions for Decision.

7.2 TB Specific Areas

The ETSI portal is the principal platform that enables users to follow and to participate in the work of the TBs and the ISGs.

The portal for each TB/ISG has a General Section providing hyperlinks to key agreements and templates with the Contributions portal and Meeting Calendar accessible directly below. Several portlets offer contact details for the TB/ISG Officials the ability to search the email archives and a search engine for recent publications.

7.2.1 Contributions

From the Contributions portal you may upload or download, and search for a set of documents. There is also a search facility that enables you to set up queries or find a specific set of contributions according to certain criteria.

See http://help.etsi.org for further information.

To create a contribution:

- go to the "Contribution" slider of the relevant TB/ISG,

- click on "New contribution" link on the far left,

- select the relevant template from the drop down list,

- complete the required fields, and

- click on "Save changes" followed by "Upload/Make Available".

 Do not forget to indicate if the contribution is for Information, Discussion or Decision!

Video demonstrations of this application are available from the ETSI eLearning web page: Contributions_e_learning

To download a document, click either on the document ID number (i.e. STQ(17)055_005) or the 🔬 icon.

Additional ways to access TB/WG documents are via one of the ETSI recommended FTP clients: see http://portal.etsi.org/Helpdesk/downloads.htm or the ETSI docbox area: http://docbox.etsi.org/

7.2.2   Meetings Calendar

From the Meetings Calendar you may register for a meeting, contribute a meeting document by clicking on the 🅲 icon and view meeting documents by clicking on the 🔍 icon.

7.2.3   Latest Drafts

With the Latest Drafts portal you may upload a new draft or download the most recent version (e.g. 0.0.9).

- click on the 🔬 for details of the WI,
- click on the 🆄 to upload a new draft version or manage target dates,
- click on the ➕ to display previous uploaded versions,
- click on the 🅲 to contribute the uploaded version to a meeting.

The 📄 indicates that the draft version is currently under a Remote Consensus.

Annex A: Deliverable types

ETSI Guide (EG): ETSI deliverable, containing only informative elements, approved for publication by application of the MAP.

European Standard (EN): ETSI deliverable containing normative provisions, approved for publication in a process involving the NSOs and/or ETSI National Delegations with implications concerning Standstill and National transposition.

ETSI Standard (ES): ETSI deliverable, containing normative provisions, approved for publication by application of the MAP.

ETSI Group Report (GR): ETSI deliverable, containing only information elements, produced by an ISG.

ETSI Group Specification (GS): ETSI deliverable, containing normative provisions, produced by an ISG.

ETSI Technical Specification (TS): ETSI deliverable, containing normative provisions, approved for publication by a TB.

ETSI Technical Report (TR): ETSI deliverable, containing only informative elements, approved for publication by a TB.

Harmonised Standard (HS): European standard adopted on the basis of a request made by the Commission for the application of Union harmonisation legislation.

Special Report (SR): ETSI deliverable, containing only informative elements made publicly available for reference purposes.

Annex B: New Work Item Checklist

This table may be used as a final check when generating a New WI proposal on the ETSI portal.

New Work Item information	
Is the work appropriate for ETSI to perform?	Yes/No
Is this subject ready for standardization?	Yes/No
Is there sufficient support to perform this work (quantitative and qualitative)?	Yes/No
Is this the correct ETSI body to perform the work?	Yes/No
Is the Rapporteur clearly identified with sufficient commitment and resources?	Yes/No
Has the deliverable type been identified?	Yes/No
Is the title of the work item appropriate?	Yes/No
Is the scope clear and sufficient?	Yes/No
Are the target dates realistic?	Yes/No
Will the work be done voluntarily?	Yes/No
Is the Design for All Assessment completed?	Yes/No
Are aspects and keywords addressed/included?	Yes/No