

The questions you may be asked

How this document may help you



This document lists the most likely questions asked to Rapporteurs during the drafting of ETSI Deliverables.

By highlighting these questions, the goal is to help Rapporteurs during the early drafting stages by allowing the Technical Group to discuss these issues before approval and avoid possible "roadblocks" that could lead to a delay in the publication of ETSI deliverables.

Reproduction of third materials.....	1
Requirements and expression of provisions.....	2
Trade names	2
Normative reference not publicly available	2
Added/unused references	3
Added/unused abbreviations	3
Subdivision of clauses ("hanging paragraphs")	4
Clause/figure/table numbering	4
Terms	5
Values and units	5
Notes to tables and notes to figures	5

Reproduction third-party materials

The use and [reproduction of third-parties text](#), signs and material legally protected should be avoided in ETSI Deliverables.

If, in exceptional circumstances, the use and reproduction of third-parties rights cannot be avoided, the IPRs owner's authorization to use and reproduce their rights in ETSI deliverables **shall** be obtained.

Reference to the source and the owner shall always be provided in ETSI deliverables.



ETSI DRAFTING RULES, clause 4.3.2:

Providing a reference to third party material legally protected (text, figure, table, etc.) is preferred rather than reproducing the original source material. Taking into consideration that a copyright authorization may be withdrawn at any moment from the copyright holder, the reproduction of third party materials should be avoided.

If the reproduction of third parties' intellectual property rights in an ETSI deliverable cannot be avoided, the Secretariat should be informed at the earliest possible stage of drafting, so that the IPRs owner's authorization shall be obtained. Reference to the source and the owner shall always be provided in the ETSI deliverable. Full details are available under "[Use and reproduction of text, signs and material legally](#)

Requirements and expression of provisions

A clear distinction **shall** be made between requirements, statements and recommendations. Consult clause 3.2 of the [ETSI Drafting Rules \(EDR\)](#) and the [ETSI Writing World Class Standard](#) - or scan the QR code for a direct access to the ETSI booklet.



Writing well-structured requirements that are consistent, complete and precise will go a long way to removing ambiguities and potential misunderstandings.

Trade names



ETSI DRAFTING RULES, clause 4.2:

The use of trade names and/or trademarks that are asserted and/or registered by their owners for designating particular products or services should be avoided in ETSI deliverables. Instead a corresponding standard should be used or a correct designation or a generic description should be given.

If, in exceptional circumstances, the use of trademarks/trade names cannot be avoided, the recommendations given on [editHelp!](#) website in the "[Use and reproduction of text, signs and material legally protected](#)" section should be followed.

The use of ® is trickier than ™ since it can only be used when a trademark is registered. If badly used it can be considered (legally) as an offence.

If you have remaining doubts you may also want to refer to one of the following databases (to check for example if legal protection is still valid):

- [TM view](#),
- [German Patent and Trade Mark Office](#),
- [JUSTIA trademarks](#),
- [European Union Intellectual Property Office \(EUIPO\)](#),
- [Madrid - WIPO IP PORTAL](#),
- [Global Brand Database - WIPO IP PORTAL](#).

Normative reference not publicly available

When a normative reference is not yet publicly available, the deliverable is being/will be (if the document has not reached the Technical Body approval milestone) put in "waiting status" until the reference becomes publicly available.



The "waiting" status can be seen in the ETSI Work Programme along with the rationale.



ETSI DRAFTING RULES, clause 2.10.1.1:

If normative references cited in a deliverable are not publicly available during the drafting stage, the deliverable shall not be submitted to an approval procedure nor published until the reference is publicly available. Or the text shall be made available.

Added/unused references

ETSI decided a long time ago, to divide the references clause into **three categories**. One of them to list the references that are essential for the implementation of the standard, the **normative reference clause**. The second to list the documents that add to the understanding of the implementation, the **informative reference clause**. And finally, a subcategory of informative references which are not to be mentioned in the document itself but will be useful for the user for further reading: these will be listed in the **Bibliography annex**.

In an informative deliverable, a distinction only between essential informative references will need to be made -the essential ones to be listed in clause 2.2 and the nonessential and/or non referenced ones in the document to be added to the bibliography.

The list of references is given for the convenience of the user, who can then consult the place where they are cited in the document to understand and assess how they apply.

- For *first publication*, the remaining reference(s)'s bookmark(s) need to be renumbered.
- For *revisions*, the removed reference(s)'s bookmark(s) are kept in the list as "Void" to avoid a renumbering of all the references.



ETSI DRAFTING RULES, clause 2.14:

The Bibliography identifies additional reading material not essential but useful for the user. Those publications might or might not be publicly available (no check is made by the ETSI Secretariat).

ETSI DRAFTING RULES, clause 2.10.0:

The "References" clause lists the documents referred to in the body of the ETSI deliverable. It consists of clause 2.1 "Normative references" and clause 2.2 "Informative references".

Added/unused abbreviations

Abbreviations used in the document shall be listed in clause 3.3 and abbreviations not used in the document need to be removed from the list.

The ETSI TErms and Definitions Database Interactive (TEDDI) (<http://webapp.etsi.org/Teddi/>) can be used to complete the abbreviations clause.



ETSI DRAFTING RULES, clause 2.11.2:

"Symbols" and "Abbreviations" clauses give a list of the symbols and abbreviations which are used within the ETSI deliverable and are necessary for the understanding of the ETSI deliverable.

Subdivision of clauses ("hanging paragraphs")

To be able to precisely reference every clause, clauses shall have either numbered or unnumbered subdivisions (a paragraph is an unnumbered subdivision of a clause).

This means that, when a clause or subclause has text below the title, there can be no subclauses below.

When a hanging paragraph is identified, ETSI Editors invite Rapporteurs to revise the clause(s), using revision marks, and the corresponding cross-references (if any) with one or more of the provided options.



ETSI DRAFTING RULES, clause 2.12.2:

A paragraph is an unnumbered subdivision of a clause.

To be able to precisely reference every paragraph, clauses shall have either numbered or unnumbered subdivisions.

For **drafts**, either:

- move the text to clauses that already exist;
- renumber the clauses; or
- add a supplementary clause using "0" (plus title) or appropriate alphanumeric designation.



For **revisions** and **multipart series**, either:

- move the text to clauses that already exist; or
- add a supplementary clause using "0" (plus title) or appropriate alphanumeric designation (for example "4.1.0 Introduction")

Clause/figure/table numbering

For a 1st publication, if the clause/figure/table numbering is inconsistent or disrupted, ETSI encourages the renumbering of the subsequent clauses.

For revisions it is best to add a "void" clause/figure/table in order to minimize the disruption caused by renumbering all subsequent clauses.



Cross-references to the clauses/figures/tables should be carefully checked before approval of the deliverable.

The numbering of annexes and its elements is different than the body of the document.



ETSI DRAFTING RULES, clause 2.12.1.0:

Every attempt shall be made to use continuous numbering. However, if continuous numbering cannot be maintained, an existing element may be deleted and replaced with the term "Void" to minimize disruption to the numbering scheme. This applies to all elements (e.g. clause, annex, figure, table, note, list).

ETSI DRAFTING RULES, clause 2.13.0:

Numbers given to the clauses, tables, figures and mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full stop (e.g. figure B.1, table C.4). The numbering shall start afresh with each annex.

Terms

Terms should be checked against the ETSI Drafting Rules. Below is an example of a reworked definition.

EXAMPLE:

Transmitter: Device that sends an RF signal and/or RF power to a receiver device. The transmitter is made up of a combination of an individual antenna or antenna array, communication device and/or connection to an AC power supply. The configuration is application specific

EXAMPLE - rephrased:

Transmitter: device that sends an RF signal and/or RF power to a receiver device

NOTE: The transmitter is made up of a combination of an individual antenna or antenna array, communication device and/or connection to an AC power supply. The configuration is application specific.



ETSI DRAFTING RULES, clause 2.11.1:

The form of a definition should be such that it can replace the term in context. Any additional information shall be given only in the form of examples or notes. If there are several notes or examples for the same definition, the notes shall be numbered. Otherwise, it is not necessary.

Values and units

Editors identify values and units that do not meet the EDRs and suggest to change accordingly.



ETSI DRAFTING RULES, clause 6.6:

The decimal sign shall be a comma. The thousand separator shall be a space. Use non-breaking spaces ("Ctrl" + "Shift" + space) for the thousand separator, before and after binary operators and preceding units.

Notes to tables and notes to figures

Notes in the text, that are related to a table should be moved to the end of the table. Notes in the text that are related to a figure should be located between the figure and its title. If there is more than one note, they shall be numbered.



The style "TAN" from the ETSI toolbar can be used to format the table notes.



ETSI DRAFTING RULES, clause 5.2.2:

Notes to tables **shall** be treated independently from notes integrated in the text (see clause 5.5.1) and for this reason may contain requirements. They **shall** be located within the frame of the relevant table. A single note in a table **shall** be preceded by "NOTE:". When several notes occur in the same table, they **shall** be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc. (see also clause 2.12.1). A separate numbering sequence **shall** be used for each table).



ETSI DRAFTING RULES, clause 5.1.5:

Notes to figures **shall** be treated independently from notes integrated in the text (see clause 5.5.1) and for this reason may contain requirements. They **shall** be located above the title of the relevant figure. A single note to a figure **shall** be preceded by "NOTE:". When there are several notes to the same figure, they **shall** be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc. (see also clause 2.12.1). A separate numbering sequence **shall** be used for each figure. Notes to a figure **shall not** be embedded in a figure itself.