Rapporteur's Guide

Producing Standards

editHelp!

ETSI

World Class Standards

Table of contents

1   Introduction

Thank you for agreeing to be a Rapporteur for an ETSI deliverable!

This document describes **the essential elements of your role,** what ETSI expects from its Rapporteurs and the support that you can expect from the ETSI Secretariat staff.

The present document is structured as a step-by-step guide to the drafting and approval of ETSI deliverables. It also shows you how to use the tools that are essential for your drafting tasks:

- If you are already familiar with drafting ETSI documents and just need to refresh your memory or to clarify a particular point, you may choose the link that best fits your needs.

- If you are a new Rapporteur please follow this training step-by-step while drafting your first document.

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), contained in the ETSI Directives[1].

2   Definitions

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

ETSI deliverable: document (EG, EN, ES, GR, GS, SR, TR or TS 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 co-operation cannot be accommodated within an EP or TC. [ETSI TWPs[1], article 1.1.3]. [see note].

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 TWPs[1], article 1.1.1]. [see note].

ETSI standards: 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 RoP[1], article 15].

European Standard (EN): an 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.

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

Harmonised Standard: European standard adopted on the basis of a request made by the Commission 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 Agreement signed by ETSI Members, (non-Members must sign the relative Participant Agreement). [see note].

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 ToR. It may establish WGs, 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.

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 TWPs[1], article 1.1.2].

Working Group (WG): established by TB if required. The TB shall retain responsibility for it. It may support TC where appropriate.

Work Item (WI): description of a standardization task approved by a Technical Body according to the procedures in clause 1.6.3 and adopted by the ETSI members. [ETSI TWPs[1], annex A].

> 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.

3   Abbreviations

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

AP	Approval Procedure
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
MV	Member Vote
MW	Member Withdrawal
NSO	National Standards Organization
OJEU	Official Journal of the European Union
PE	Public Enquiry
RoP	ETSI Rules of Procedure
SMP	Standards Making Process
SR	Special Report
STF	Special Task Force
TAP	Two-step Approval Procedure
TB	Technical Body
TC	Technical Committee
TG	Task Group
TO	Technical Officer
ToR	Terms of Reference
TR	Technical Report
TS	Technical Specification
TWPs	Technical Working Procedures
WG	Working Group
WI	Work Item
WV	Withdrawal Vote

4   I am a Rapporteur...

4.1   What does ETSI expect of me?

You are responsible for an ETSI Work Item (WI) and act as the prime contact point on technical matters and for information on progress throughout the drafting phase.

You are expected to keep the Technical Body (TB) or Industry Specification Group (ISG) and the ETSI Secretariat informed of the progress of the drafting and in particular of any changes to the planned schedule that was agreed at the approval of the work item.

As rapporteur you are expected to issue (to the TB or ISG) a draft deliverable corresponding to the scope of the approved WI, to trigger discussions and contributions from other participants and to reflect accepted changes in updated versions of the draft throughout its drafting lifecycle.

Once you consider the draft has reached a final state, you will submit it to the relevant TB or Working Group (WG) in time for approval. The draft needs to meet the ETSI Drafting Rules (EDRs)[2] and be in a file format that ETSI can use (see annex H). Once the draft has been approved by the TB, ETSI also asks that you remain available in order to answer eventual questions during the subsequent approval and publication phases.

4.2   What support can I expect from the ETSI Secretariat?

The **ETSI Technical Officer** is your primary contact with the TB/WG. He will:

- help you ensure coherence with other work in the ETSI Work Programme**(4)**,

- ensure that other ETSI members are informed of the progress of your work so that they can contribute if they wish,

- work with you to ensure that the draft is submitted for approval on time to the relevant TB and WG,

- once approved by the TB, he will ensure that the draft is submitted to *editHelp!***(3)** for editing, subsequent public approval processes and final publication.

*editHelp!***(3)** will:

- edit draft ETSI deliverables to ensure that they are in line with the ETSI Drafting Rules (EDRs)**(2)**,

- provide advice and tools to help you to produce draft deliverables in line with the EDRs,

- manage subsequent public approval procedures (if necessary),

- liaise with National Standards Organizations (NSOs) regarding ENs, for gathering National comments and co-ordinating the transposition of ENs and withdrawal of conflicting National standards,

- publish and distribute the ETSI deliverables.

The contact details for the Technical Officer and *editHelp!* can be found on the ETSI Portal**(5)**.

5   The role of the Rapporteur in ETSI

5.1   Initiating a Work Item (WI)

A WI is the description of a task defined in terms of its:

- title;

- intended deliverable type (see annex I);

- technical scope, including field of application;

- schedule of milestones for its production;

- identities of the supporting members (at least four);

- **identity of the rapporteur.**

A WI (one per deliverable) is proposed to a TB using a form (ETSI TWPs**(1)**, annex K) which can be downloaded from the ETSI Portal. It is adopted by a TB decision. The adoption is confirmed at the end of the following month unless a substantial objection is received [ETSI TWPs**(1)**, article 1.6.3].

5.2   What personal details are needed?

You should ensure that your details are correct for the WI in the ETSI Work Programme**(4)**, which links directly to the ETSI Contact Information**(6)**. You should also ensure that your name as well as your e-mail address appears correctly on the database entry. This allows you to be contacted easily whenever this is necessary (e.g. to discuss problems with a deliverable).

5.3   Starting work

The "Writting World Class Standards" guide explains how to write ETSI standards. It starts with the basics for readers who are new to standardization or new to ETSI – what is a standard? It then goes on with guidance on how to choose the right type of standard, how to structure a standard and draft it, how to express the technical requirements so that you achieve your goals and finally how to validate, test and maintain a standard.

This guide is intended for anyone involved in creating ETSI standards, especially ETSI Secretariat staff, committee officials, Rapporteurs, Editors and Specialist Task Forces.

There is something for everyone – even the most experienced among us can benefit from being reminded of the essentials of good standards writing.

By following the "Writting World Class Standards" guide, you will produce standards that are accurate and complete, easy to read, clear, unambiguous and consistent – in short, you too will write world class standards.

If working on a new deliverable, you are **strongly advised** to download the relevant ETSI skeleton[7] from the ETSI web site (see annex D). If you are working on a new version of an existing deliverable, you are **strongly advised** to download the latest published version in Word® format from the ETSI web site (see annex A).

Starting with the correct document avoids a lot of work (and delay) to re-edit the document later.

5.4   Progressing the work

Progressing the work is not the sole responsibility of the rapporteur: other members are expected to help you by providing technical content via contributions and discussions (face to face or electronically). TB meetings and mailing lists are the usual places where drafts are discussed and progressed. If these are not sufficient, you may convene special drafting meetings within the TB, focussing on your draft. If this is necessary, your ETSI Technical Officer[5] will help you.

You should use the Work Item data from the ETSI Work Programme[4] (see annex A) as a management tool for monitoring and controlling progress of the WI (see annex). Make sure that you are aware of the target dates at which you are aiming (remember that delays during the drafting phase will cause further delays later in the process).

Please remember that WI milestone dates (target and achieved) are used by the TB/WG Chairman, the ETSI membership and the Secretariat for the planning of the work programme. It is public information that needs to be kept up to date. If original milestone dates need to be altered, please inform the TB Chairman and the ETSI Technical Officer[5], who will ensure that the work programme is updated accordingly.

5.5   Stopping work

Stopping the work on a WI requires a decision from the TB. Should it be necessary to stop work, please inform the ETSI Technical Officer[5]. He will inform the TB of any necessary further actions [ETSI TWPs[1], article 1.6.5].

5.6   How will my document be approved?

Once you consider that your draft is mature enough to be approved, you will issue a final draft for approval at the next meeting (or by correspondence) and check that its approval is announced in the TB meeting agenda. The agenda has to be circulated 30 days in advance of the TB meeting [ETSI TWPs[1], article 1.5.2], your final draft should also be available 30 days in advance in order to ensure that delegates are given enough time to review it and prepare their comments.

When preparing the meeting agenda, the chairman will usually take data from the ETSI Work Programme[4] as an input, so here again, it is important that you inform the ETSI Technical Officer[5] of any potential delay as soon as you can.

5.7   After TB approval

Once the draft has been TB approved, the ETSI Technical Officer[5] will register the draft with *editHelp!*[3] and will co-ordinate further procedures, depending on the deliverable type [ETSI TWPs[1], article 2.2] (see annex I).

5.8 Editing

editHelp![3] will first ensure that the draft is in line with the ETSI Drafting Rules (EDRs)[2], update the Foreword, and then submit the draft to its next phase. *editHelp!*[3] will never perform any technical change (only make editorial changes), and will contact you in case of doubt. Please make yourself available to answer questions from *editHelp!*[3] in order to avoid unnecessary delays in the processing. The editing checklist (see annex K) has been designed to minimise the need for you to be contacted.

NOTE: You are encouraged to send your final draft to *editHelp!*[3] **before TB approval.** This will allow early editing and a quicker submission to the next phase (see annex F for more details).

The *editHelp!* website[3] has been created to facilitate access to ETSI tools as well as providing useful information and to make the production of standards a simple task.

Working closer together can ensure that your future ETSI deliverable is published without delay.

5.9 Approval procedures

All details relevant to the ETSI approval procedures are given in annex C.

5.10 Publication

Once all the approval processes have been completed, *editHelp!*[3] will publish the deliverable on the ETSI website, and it will also be available from the ETSI Documentation Service (EDS)[14]. If it is an EN, *editHelp!*[3] will co-ordinate with National Standards Organizations for its adoption in each country and the withdrawal of any conflicting National Standards. If it is a Harmonised Standard, *editHelp!*[3] will also co-ordinate with the European Commission and EFTA to ensure that it is published in the Official Journal of the European Union (OJEU).

5.11 After publication

Please keep your contact information up to date. TB officials and members of the ETSI Secretariat may contact you to ask questions about the deliverable from ETSI members.

5.12 Revision of ETSI deliverables

If there is a need to revise an ETSI deliverable, a new WI proposal shall be proposed to the TB and approved in the same way as was done for the original. For further process information see annex F.

Annex A:
How to find editable versions of ETSI deliverables?

The ETSI Work Program (EWP) application provides an easy way to search ETSI standards by running dynamic database queries:

https://portal.etsi.org/webapp/WorkProgram/SimpleSearch/QueryForm.asp

When you want to find a specific document, please enter the document number[8] and then click "Search" (after ticking the box "All versions" if you want to have all the existing versions displayed).

Then a list of all the documents relating to your selection will be displayed. You can access the information by clicking on the ETSI number. To know what the schedule of the document is, simply click on the link located in the "Current Status Draft" box in your result window.

Individual copies of ETSI Publications **free of charge** can be downloaded.

Depending on your access rights, you have the option of downloading either the PDF (in one click) or Word® version (icons on the top right hand side). If you choose the Word® version this is the window that will be displayed:

If you need further help, we remain at your disposal (edithelp@etsi.org).

Annex B:
e-Approval application

Only ENs, HSs, EGs and ESs are concerned by this application. As TB representative you are entitled to see the submitted comments and results even if the procedure is not yet closed.

If you are producing such a document, be aware that it will then have to be approved by ETSI members or National Standards Organizations (NSOs).

When a Public Enquiry (PE) is closed; the TB's officials have to download the TB resolution meeting report template[9] from the e-Approval application[10] (see picture). Then when the report is completed, it has to be uploaded via the same application. The closed procedure and the correct document have to be selected. Click on "upload TB resolution meeting report" in order to upload your report.

For further information, please contact: webvote-contact@etsi.org.
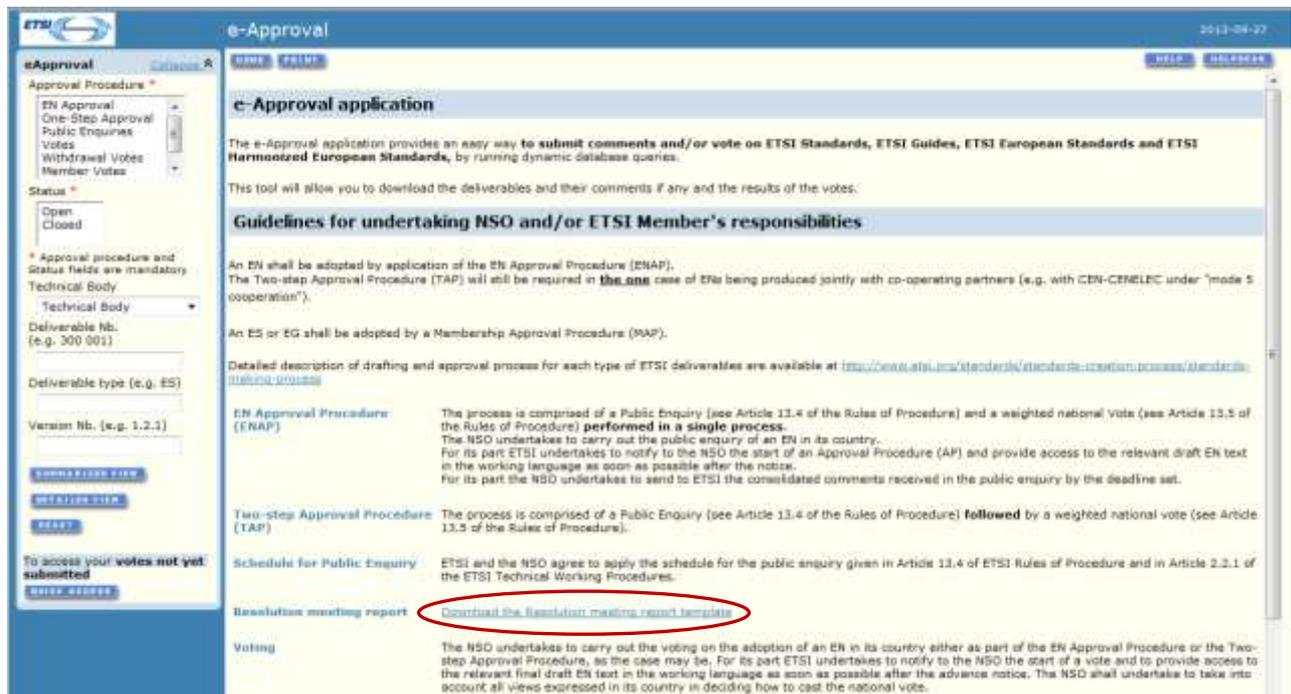
NOTE: Both the TB approval process and PE may lead to requirements for further modifications to the draft. You will be responsible for their inclusion in the document. Subsequently, in co-operation with the TB chairman, the final version needs to be sent to the ETSI Secretariat for processing through the appropriate approval stage.

Annex C:
Approval procedures

The direct Publication procedure applies to ETSI Technical Specifications (TSs), ETSI Technical Reports (TRs), ETSI Group Specifications (GSs) and ETSI Special Reports (SRs):

The draft, approved and adopted by the Technical Body (TB) according to the decision making procedures in clause 1.7 of the ETSI TWPs[1], is submitted to the ETSI Secretariat within 30 days following the approval. Providing that the draft complies with the ETSI Drafting Rules (EDRs)[2], the ETSI Secretariat shall publish the TS, TR, GS or SR within 30 days.

The Membership Approval Procedure (MAP) applies to ETSI Guides (EGs) and ETSI Standards (ESs):

The draft approved by the Technical Body (TB), shall be submitted to the ETSI Secretariat within 30 days of the TB approval for the ETSI deliverable to be despatched for Membership Approval Procedure (MAP), for more details see clause 2.2.3.1.1 of the ETSI TWPs[1]. If the Member Vote succeeds, the draft is then submitted to the ETSI Secretariat for publication and providing it complies with the ETSI Drafting Rules (EDRs)[2], it is published within 15 days following the MAP.

The EN Approval Procedure (ENAP) and the Two-step Approval Procedure (TAP) apply to European standards (ENs) and Harmonized Standards (HSs):

The draft approved by the Technical Body (TB) shall be submitted to the ETSI Secretariat within 30 days of the TB approval for the ETSI deliverable to be despatched for the ENAP (combined Public Enquiry (PE) and vote) or TAP. For more details see article 2.2.1.1 of the ETSI TWPs[1].

The approval procedure may in justified cases be interrupted by the responsible Technical Body or by the Board if another concerned Technical Body raises a substantial objection with the responsible Technical Body.

If it is a Harmonized Standard, *editHelp!*[3] will also co-ordinate with the European Union and EFTA to ensure that it is published in the OJEU.

EN Approval Procedure (ENAP) and the Two-step Approval Procedure (TAP) apply to European standards (ENs) and Harmonized Standards (HSs):

The draft approved by the Technical Body (TB) shall be submitted to the ETSI Secretariat within 30 days of the TB approval for the ETSI deliverable to be despatched for the ENAP (combined Public Enquiry (PE) and vote) or TAP. For more details see article 2.2.1.1 of the ETSI TWPs[1].

The approval procedure may in justified cases be interrupted by the responsible Technical Body or by the Board if another concerned Technical Body raises a substantial objection with the responsible Technical Body.

If it is a Harmonized Standard, *editHelp!*[3] will also co-ordinate with the European Union and EFTA to ensure that it is published in the OJEU.

EN Approval Procedure (ENAP)

The EN Approval procedure is comprised of a Public Enquiry (see Article 13.4 of the RoP) and a weighted national Vote (see Article 13.5 of the RoP) performed in a single process.
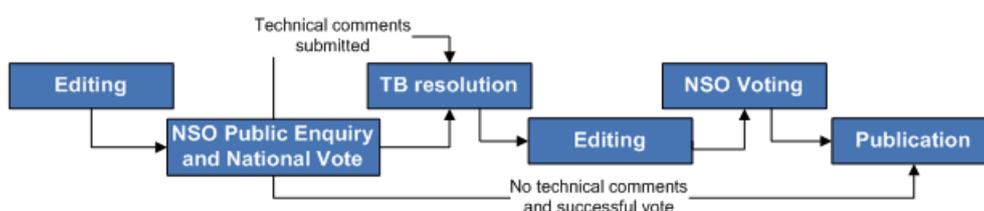
Providing that the draft complies with the ETSI Drafting Rules (EDRs)[2], the ETSI Secretariat shall prepare the draft for submission to the NSOs within 30 days.

The NSOs shall perform the Public Enquiry (PE) and undertake national consultations over a period of 90 days and submit the resulting national comments and the national position (Vote) to the ETSI Secretariat by the closing date.

Without any technical comment and after successful Vote, the draft is then submitted to the ETSI Secretariat and providing it complies with the ETSI Drafting Rules (EDRs)[2], it is published within 10 days following the Vote.

If technical comments are received during PE, the Technical Body Chairman shall, within a period of 60 days, organize the resolution of the comments received, the preparation of a revised draft, approval of the revised draft at TB level, and submission of the revised draft and resolution report to the ETSI Secretariat. If significant changes have been made, the TB Chairman may decide that the revised draft shall be submitted to another Public Enquiry of the ENAP otherwise it may be presented for direct use of the voting step (60 days) of the ENAP.

Providing that the revised draft complies with the EDRs and the resolution report has been uploaded to the ETSI Server, the ETSI Secretariat shall prepare the revised draft and resolution report for submission to the NSOs for a second Vote within 30 days.

The NSOs shall undertake national consultations over a period of 60 days and submit the resulting national position (Vote) to the ETSI Secretariat by the Vote closing date.

If the Vote succeeds, the draft is then submitted to the ETSI Secretariat for publication and providing it complies with the ETSI Drafting Rules (EDRs)[2], it is published within 10 days.

For more details see Article 2.2.1.1.1 of the ETSI TWPs[1].

Two-step Approval Procedure (TAP)

The Two-step Approval Procedure (TAP) is comprised of a Public Enquiry (see Article 13.4 of the RoP) followed by a weighted national Vote (see Article 13.5 of the RoP).

⚠️ **This process may only be used for ENs produced jointly with a co-operating partner (e.g. CEN or CENELEC).**
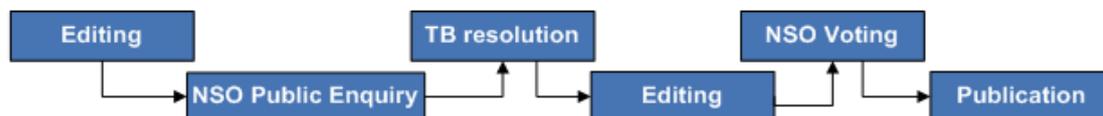
Providing that the draft complies with the ETSI Drafting Rules (EDRs)[2], the ETSI Secretariat shall prepare the draft for submission to the NSOs within 30 days.

The NSOs shall perform the Public Enquiry (PE) over a period of 120 days and submit the resulting national comments to the ETSI Secretariat by the PE closing date.

If no comments or only editorial comments have been received during PE, the ETSI Secretariat shall prepare a final draft for submission to the NSOs for Vote within 30 days.

If technical comments are received during PE, the Technical Body Chairman shall, within a period of 60 days, organize the resolution of the comments received, the preparation of a revised draft, approval of the revised draft at TB level, and submission of the revised draft and resolution report to the ETSI Secretariat. If significant changes have been made, the TB Chairman may decide that the revised draft shall be submitted to another Public Enquiry.

Providing that the draft complies with the EDRs and the resolution report has been uploaded to the ETSI Server, the ETSI Secretariat shall prepare the revised draft for submission to the NSOs for Vote within 30 days.

The NSOs shall undertake national consultations over a period of 60 days and submit the resulting national position (Vote) to the ETSI Secretariat by the Vote closing date.

If the Vote succeeds, the draft is then submitted to the ETSI Secretariat for publication and providing it complies with the ETSI Drafting Rules (EDRs)[2], it is published within 10 days.

For more details see Article 2.2.1.1.2 of the ETSI TWPs[1].

Further explanation is given in the ETSI Standards Making Process[11].

Public Enquiry

The NSO undertakes to carry out the Public Enquiry of an EN in its country either as part of the EN Approval Procedure (ENAP) or the Two-step Approval Procedure (TAP) which may be used only for the ENs produced jointly with a co-operating partner.

ETSI undertakes to notify the NSO of the start of the Public Enquiry and provide access to the relevant draft EN (European Standard) text in the working language. For its part the NSO undertakes to send to ETSI the consolidated comments received in the Public Enquiry (120 days) by the deadline set.

The ETSI Secretariat may extend the Public Enquiry period on receipt of a justified request from a National Standards Organization.

ETSI and the NSO agree to apply the schedule for the EN Approval Procedure and Public Enquiry given in Article 13.4 of ETSI Rules of Procedure and in Article 2.2.1 of the ETSI Technical Working Procedures (TWPs), contained in the ETSI Directives[1].

Voting

The NSO undertakes to carry out the voting on the adoption of an EN in its country either as part of the EN Approval Procedure (ENAP) or the Two-step Approval Procedure (TAP) which may be used only for the ENs produced jointly with a co-operating partner.

ETSI undertakes to notify the NSO of the start of a Vote and to provide access to the relevant draft EN (European Standard) text in the working language. For its part the NSO shall undertake to take into account all views expressed in its country in deciding how to cast the national Vote.

The ETSI Secretariat may extend the voting period on receipt of a justified request from a National Standards Organization.

Withdrawal of conflicting national standards

When an EN has been approved on a specific matter then on an agreed date set by the ETSI General Assembly (GA), the NSO shall ensure that all conflicting national standards on that specific matter are withdrawn. The ETSI Director-General shall notify the NSO accordingly.

NOTE: In practice the ETSI Technical Bodies and the NSOs may advise the ETSI Secretariat of any reasons to deviate from the default dates of Withdrawal (see Article 2.4 of the ETSI TWPs[1]). The date of Withdrawal is mentioned in the national Transposition dates table outlined in the foreword of the newly published EN.

Annex D:
The ETSI skeletons

When drafting a new document, start from a skeleton document[7].

A "Skeleton document" is a pre-built deliverable, already laid out as required and containing essential titles and text blocks. It is the basis for your working document. All you need to do is supply the technical content.

Example of a skeleton for a TS (Technical Specification) document:

ETSI TS 1DD DDD Vm.t.e (yyyy-mm)

TECHNICAL SPECIFICATION

Title;
Part #: Part element of title;
Sub-part #: Sub-part element of title
[Release #]
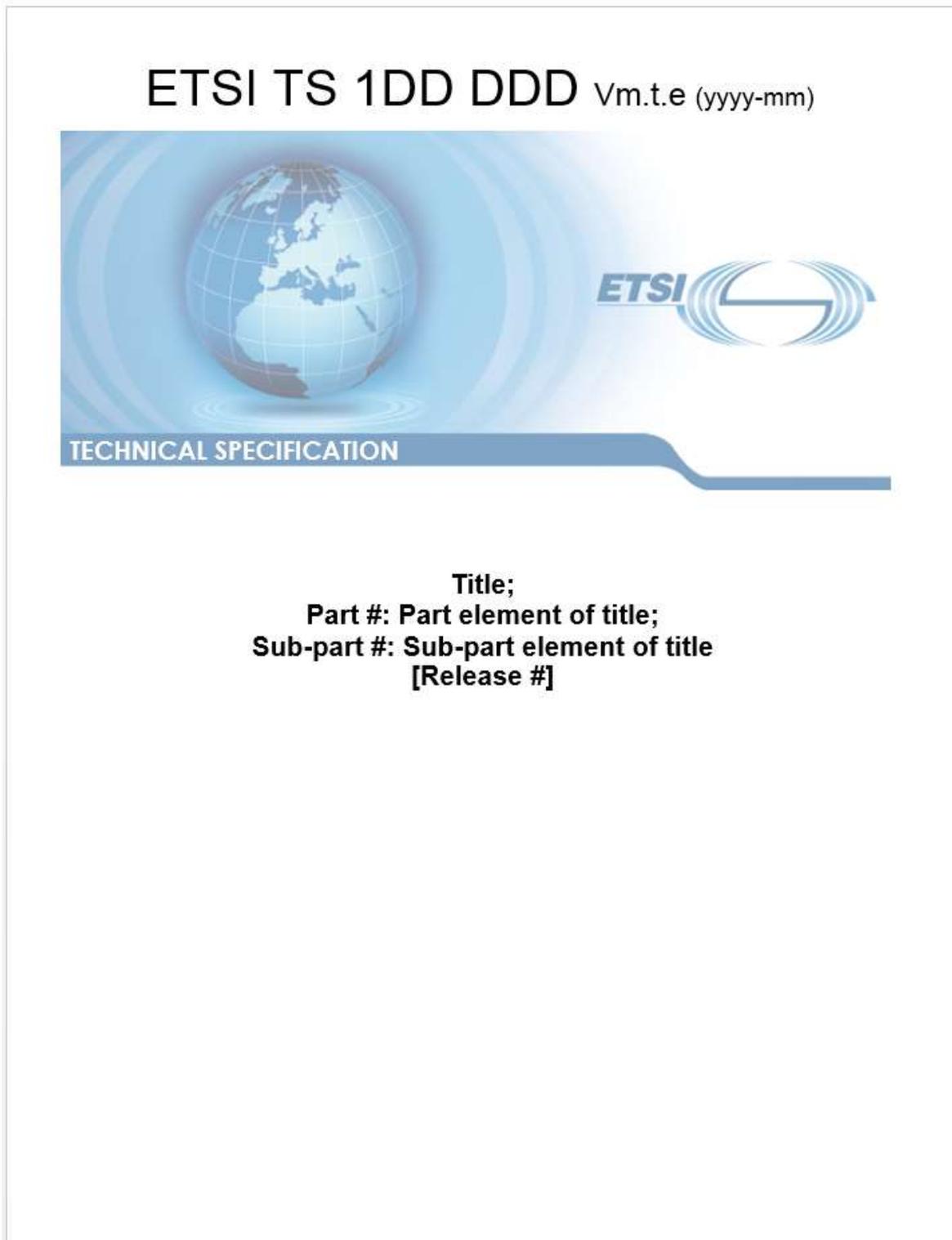
Annex E:
The ETSI styles

ETSI template

The ETSI Secretariat provides a Microsoft® Word® template which contains a set of pre-defined styles simplifying the formatting of documents according to the ETSI Drafting Rules (EDRs)[2]:

- applying the ETSI template from the very beginning of work avoids delay throughout the drafting stage;

- it can be applied to a new or existing ETSI deliverable;

- it is recommended to attach it to the Change Request (CR) template;

- it must only be used for the purpose of the standardization work within ETSI.

You have to attach the ETSI template[12] to the skeleton chosen.

ETSI toolbar

The ETSI styles toolbar allows for the easy application of ETSI styles when working with Microsoft® Word®. It can be installed on your computer and will appear on your working window so that all the tools you need for drafting are available in just one click. So for an easy application of ETSI styles, you have to install the ETSI toolbar[16].

(Office® 2003 and previous versions)

(Office® 2007)

ETSI styles

ETSI deliverables must use specific styles corresponding to the various clauses found in the document. It is preferable and more user-friendly to install the ETSI toolbar on your PC.

To apply a style, highlight the relevant part of your document, and click the button on the style required.

Use the table when determining which style to use for various elements of the deliverable. Do not alter existing styles or formats pre-set in the ETSI styles, do not add new styles to the ETSI template and do not delete ETSI styles (see style FP in table).

FP   Style to be used when you want to set a "special" format to your text. This style will be kept by the editing team as it is.

⚠   All other styles which may have been modified/used will automatically be updated when the editing team will process your document.

Use this style	For this type of element
Heading styles	**For different headings**
Heading 1	Clause
Heading 2 to 5	Subdivision level 2 to 5
Heading 8	Annex title
Heading 9	Annex title for TRs only
H6	Subdivision level 6 (not reflected in the table of contents)
Example styles	**For examples and abbreviations/symbols lists**
EX	Reference, Example →
EW	Symbol, Abbreviation, Example continuation in text →
Note style	
NO	Note integrated to the text →
Figure styles	**For formatting figures**
TF	Figure title
FL	Figure layout
NF	Figure note →
Table styles	**For formatting tables**
TH	Table title
TAH	Heading within table or column heading
TAC	Centred text within tables
TAL	Left aligned text within tables
TAR	Right aligned text within tables
TAJ	Justified text within tables
TAN	Note in table →
TB1	List in tables Level 1 (bullet)
TB2	List in tables Level 2 (dash indent)
List styles (indents)	
B1 to B5	Indent 1 to 5
B1+	Bulleted indent 1 (round bullets)
B2+	Bulleted indent 2 (dashes)
B3+	Bulleted indent 3 (square bullets)
BN	Bulleted (numbers) indent 1
BL	Bulleted (letters) indent 2
General styles	**For different items**
Normal	Standard paragraph, Definition
TT	Contents list title
PL	Programming language
EQ	Equation
Header	Header (portrait and landscape pages)
Style which can be user-defined	**For formatting defined by the user that will not be altered by the ETSI processing macros**
FP	Free Paragraph

→ Use "tab" between "item/number" and "text".
EXAMPLE: The "tab" is preceding this example text.
NOTE: Other styles exist in the template, but are for use by the Secretariat only.

Annex F:
editHelp! services

editHelp![3] provides an extensive service to the ETSI Technical Bodies who require prompt editing and document management support thus ensuring the production of high quality specifications.

Besides processing the deliverables the editing team can also answer any questions regarding the drafting process, the status of the deliverable, the handling of clean-ups, etc.

The ETSI Technical Officer[5] will receive the draft from the Rapporteur/Expert and register it with *editHelp!*[3].

It is important to know what the differences are between the mentioned categories. When the Technical Officer registers the draft, he must select the correct category:

Draft approved by TB

The draft has been approved by the Technical Body and will go through a complete editorial processing. It should be published/sent on procedure as soon as possible.

Draft before TB approval

The draft **has not yet been approved** by the Technical Body. The editing team prepares the draft to make sure that as soon as it is approved it can be published or sent on procedure. This process **can significantly improve** our production time if handled properly (sent for registration at least **3 weeks before approval** and **no changes made in parallel**).

Clean-up

This service is particularly useful after you have completed your first draft and before the document is circulated elsewhere. The draft could be sent during the drafting stage (e.g. to get a clean version for a meeting). A quick pre-processing (ETSI styles, figure/table numbering, etc.) is done by the editing team, potential problems which may have shown up are highlighted and the draft is returned to you within a short delay. Having a clean-up done at this stage can help reduce the processing time prior to publication.

Editorial changes to an existing publication

The editing team corrects the deliverable and publishes it straight away. This process can only be used when small editorial changes are involved and the deliverable has been recently published.

Revision before publication of previous version

When drafting a **revision**, start from the **latest published version** available from the ETSI Work Programme[4]. See annex A for further details.

If you need to start working on a revision before the publication of the previous version, then:

- Contact *editHelp!*[3] to let them know you are starting a new version of the deliverable.
- Start to revise your document **using revision marks**.
- Once *editHelp!*[3] provides you with the published document you will have to **insert the changes** you have made in your revised document; don't forget to update the version number.

Please be aware that it takes around 4 weeks to publish a deliverable but with your help in using this procedure we will be able to publish it sooner.

⚠️ Should you forget to use the revision marks you will then have to compare versions to highlight the changes.

For more details have a look at the procedure[15].

Annex G:
Tools, programs and functions

EWP[4]**:** ETSI Work Programme is an application which contains all the information you may need with regard to your document's version number, title, keywords, status and much more.

e-Approval[10]**:** This application provides an easy way to consult comments and/or results on ETSI Standards, ETSI Guides, ETSI European Standards and ETSI Harmonized European Standards, by running dynamic database queries.

Word functions: Microsoft® Word® contains many features which are useful (and sometimes mandatory) for document editing such as revision marks, headers and footers, etc.

ETSI skeletons[7]**:** Specific ETSI documents which contain the text blocks and styles used for each type of ETSI standards (EG, EN, TR, TS, etc.).

ETSI template[12]**:** A file that contains the ETSI structure and tools for shaping such elements as the style and page layout of finished files.

ETSI toolbar[16]**:** All the ETSI styles pre-defined and applicable in one click, available under Word®.

ReadMe file: Document produced by the editing team (*editHelp!*[3]) to highlight all the potential problems which may occur in the document. This file is sent to you (also copied to the ETSI Technical Officer (TO) and the TB/WG Chairman) to collect your answers which are then implemented.

Rapporteurs' pack: Contains sets of useful information and tools for drafting.

Editing checklist[17]**:** To finally check that your draft complies with the EDRs.

Annex H:
What file formats may I use?

The following document formats are currently accepted by the ETSI Secretariat:

- Word® for Windows® 2013

- Word® for Windows® 2010

- Word® for Windows® 2007

- Word® for Windows® 1997 to 2003

NOTE 1: Versions prior to this are strongly discouraged.

The following file formats for embedding into a document are currently accepted by the ETSI Secretariat:

- Microsoft® Drawing style (embedded application)

- Microsoft® Office® products
- Microsoft® Visio® 2007 and 2013

NOTE 2: Regarding the use of "stencils" or "templates", it is recommended to use those supplied with the standard version.

If additional ones are used, they should be provided to the Secretariat, together with the electronic version of the deliverable.

NOTE 3: Microsoft® Visio® shall **not** be used for SDL production.

⚠ The information in this clause was valid at publication of the present document. Please consult the *editHelp!*[3] website for subsequent updates:
https://portal.etsi.org/Services/editHelp!/Howtostart/Supportedfileformats.aspx.

Annex I:
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.

Harmonized 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 J:
Work Item (WI) milestones in WPM

Status code	Description	Status code	Description	Status code	Description	Status code	Description
0	Creation of WI by WG/TB	7A	Start of TB approval process	9 WE	Waiting - see "Remarks"	30	Withdrawal proposal verified
0 a	TB adoption of WI	7AA	Start of pre-processing	10 F	Start of Vote	35	Withdrawal proposal TB approved
1	Start of work	7AB	End of pre-processing	10 FM	Start of Membership Vote	40	Start of Membership Withdrawal Vote
2	Early draft	7B	End of TB approval process	10 G	End of AP	40	Start of Withdrawal Vote
4	Stable draft	8	TB approval	10 G	End of Vote	45	End of Membership Withdrawal Vote
5AA	Start of pre-processing	8 A	Draft receipt by ETSI Secretariat	10 GM	End of Membership Vote	45	End of Withdrawal Vote
5AB	End of pre-processing	8 WA	Waiting - see "Remarks"	10 H	Vote result determination (rejected)	50	Withdrawn
5 P	Suspended work	9 B	Start of AP / Start of Public Enquiry	10 J	TB Chairman informed		
5 Q	Resume work	9 C	End of AP / End of Public Enquiry	11	Vote result determination (adopted)		
5S	<to be defined>	9 D	Start of TB review of AP comments / Start of TB review of PE comments	11 WI	Waiting - see "Remarks"		
6	Final draft for approval	9 DaA	Start of TB approval process	12	Publication		
6 AA	Start of pre-processing	9 DaB	End of TB approval process	12 V	Delivery to the EC		
6 AB	End of pre-processing	9 Da	TB approval after review of AP comments / TB approval after review of PE comments	12 W	Citation in the OJ		
7	WG approval	9 E	Draft receipt by ETSI Secretariat	13	TB decision to make deliverable historical		

NOTE: Letter suffixes indicate "minor" steps through a single numeric status value.

Annex K:
Editing checklist

All ETSI deliverables **are required to comply with the ETSI Drafting Rules** which are published within the ETSI Directives https://portal.etsi.org/Resources/ETSIDirectives.aspx, and are edited before being submitted to public approval procedures or published.

The purpose of the editing checklist is to minimize the need for ETSI Secretariat to ask Rapporteurs and Experts for clarifications during the editing process.

The easiest way to draft a document is to proceed as follows:

1) When drafting a **new** document, start from a skeleton[7] document.

2) When drafting a **revision**, start from the **latest published version** available from the ETSI Work Programme[4].

3) Attach the ETSI template[12] to the chosen skeleton.

4) Install the ETSI styles toolbar[16] (to make the application of ETSI styles much easier); and finally

5) Check that your draft complies with the editing checklist available at https://portal.etsi.org/edithelp/Files/zip/ETSI_editing_checklist.zip before submitting it to the TB for approval or handing it over to your ETSI TO[5] or to *editHelp!*[3].

The editing checklist only lists the elements that are common to all type of deliverables. The exhaustive listing of the clauses, elements and their contents can be found in the skeleton[7] documents.

The EDRs contain additional requirements for Program Codes, safety requirements and requirements in Harmonized Standards produced in response to certain mandates of the European Union.

Clause & elements		Editing checklist Particularities of the clause & elements
Title and version #		The title and version number shall be the same in both the document and the ETSI database (**ETSI Work Programme** (EWP)). **NOTE:** *If there is a need to make a change in the ETSI Work Programme, please inform the **ETSI Technical Officer**.*
2nd page		The work item reference shall correspond with the work item reference in the ETSI Work Programme (EWP). The keywords shall be selected from the **ETSI keywords list** [18] and shall correspond with the information contained in the ETSI Work Programme. **NOTE:** *If there is a need to make a change in the ETSI Work Programme, please inform the **ETSI Technical Officer**.*
Intellectual Property Rights (IPRs)		This clause is mandatory. This clause is always un-numbered. This clause should remain untouched. **NOTE:** *Ensure that all contributors are familiar with their obligations under the **ETSI IPR Policy**.[19]*

Clause & elements		Editing checklist Particularities of the clause & elements
Foreword		This clause is mandatory. This clause is always un-numbered. *NOTE 1: This clause **shall not contain requirements**.* *NOTE 2: This clause will be updated by the ETSI Secretariat in line with its internal procedures.*
Modal verbs terminology		This clause is mandatory. This clause is always un-numbered. This clause should remain untouched.
Executive Summary		This clause is optional. This clause is un-numbered when it exists. *NOTE: This clause **shall not contain requirements**.*
Introduction		This clause is optional. This clause is un-numbered when it exists unless there is a need to create numbered subdivisions. In this case it shall be numbered 0 and its sub-clauses 0.1, 0.2, etc. *NOTE: This clause **shall not contain requirements**.*
Scope		This clause is mandatory. This clause is always numbered **1**. This clause always starts on a new page. This clause always starts with "The present document". The rest of the content being provided by the person in charge of the drafting. *NOTE: This clause **shall not contain requirements**.*
References		This clause is mandatory. This clause is always numbered **2**. *NOTE: The text block is specified in the skeleton.*
Normative references		This clause is mandatory. This clause is always numbered **2.1**. This clause contains normative references **only** which **must be publicly available and in English**. *NOTE 1: The text block is specified in the skeleton.* *NOTE 2: See clause 2.10 and 2.10.1 of the **ETSI Drafting Rules** for further details.* *NOTE 3: If there are no normative references, clause 2.1 shall have "Not applicable" written beneath the clause title.* *NOTE 4: Documents from organizations other than ETSI may be normatively referenced, but note the guidance in clause 2.10.1.1 of the **ETSI Drafting Rules**.* *NOTE 5: All references made to 3GPP documents in draft deliverables will be changed by the ETSI Secretariat to a reference to the equivalent ETSI deliverable. See clause 2.10.3 of the **ETSI Drafting Rules**.*

Clause & elements		Editing checklist Particularities of the clause & elements
Informative references		This clause is mandatory. This clause is always numbered **2.2**. This clause contains informative references **only** which are mentioned in the document itself. *NOTE 1:* *The text block is specified in the skeleton.* *NOTE 2:* *See clause 2.10 and 2.10.2 of the* **ETSI Drafting Rules** *for further details.* *NOTE 3:* *If there are no Informative references, clause 2.2 shall have "Not applicable" written beneath the clause title.* *NOTE 4:* *Informative references which are* ***not*** *mentioned in the document itself* ***shall*** *be listed in an informative annex entitled* ***Bibliography****. See clause 2.14 of the* ***ETSI Drafting Rules*** *for more details.* *NOTE 5:* *All references made to 3GPP documents in draft deliverables will be changed by the ETSI Secretariat to a reference to the equivalent ETSI deliverable. See clause 2.10.3 of the* ***ETSI Drafting Rules****.*
Definitions, symbols and abbreviations		This clause is optional but it exists 99 % of the time. This clause is always numbered **3** (Definitions being 3.1, symbols being 3.2 and abbreviations being 3.3, depending of course if all these items are needed). This clause should remain untouched (except for the provision of the definitions, symbols and abbreviations). *NOTE 1:* *If there are no definitions, symbols or abbreviations clause 3 shall be retitled as "Void" instead of being titled "Definitions, symbols and abbreviations".* *NOTE 2:* *The title of this clause is Definitions and abbreviations when there are no symbols for example (Definitions being numbered 3.1 and Abbreviations 3.2), etc.* *NOTE 3:* *This clause* ***shall not contain requirements****.* **Suggestion:** Have a look at the **ETSI Terms & Definitions Database** (TEDDI) **(13)** to see if an existing definition can be re-used in your deliverable.
Subdivision of clauses		To be able to precisely reference every paragraph, 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 further subdivisions. For full details and examples please see clause 2.12.2 of the ETSI Drafting Rules and/or click here. Automatic numbering may be used in ETSI deliverables. It is highly recommended to use sequence numbering to avoid problems when the deliverable will be converted to PDF format. If you are **familiar** with the use of automatic numbering you may use it, but please use the appropriate ETSI Styles, otherwise it may corrupt the document.

		The Rapporteur or Expert starts defining clause names, numbers and content from clause 4 until the end of the document (annexes included).
		
		NOTE 1: *The following forms shall be used in the text:*
		    - Requirements: "Shall, shall not ".
		    - Recommendations: "Should, should not"
		    - Permissions: "May, may not, need, need not".
		    - Possibilities: "Can, cannot".
		    *- "****must****" and "****must not****" are* ***NOT*** *allowed in ETSI deliverables except when used in direct citation, see clause 3.2 of the* ***ETSI Drafting Rules****.*
		
		NOTE 2: *Notes in the text are informative. As a result, requirements are not permitted.*
		    Notes in tables or figures may contain requirements.
		
		NOTE 3: *Footnotes* ***shall not*** *be used.*
		
		NOTE 4: *Trade names should be avoided. If it is necessary to refer to a trade name, please consult the Technical Officer and refer to clause 4 of the* ***ETSI Drafting Rules****.*
		
		NOTE 5: *To represent numbers, the decimal point* ***shall*** *be represented by a comma ",".*
		    The thousand separator ***shall*** *be a "space".*
		    The symbol "x" shall be used to indication multiplication.

Clause & elements		Editing checklist Particularities of the clause & elements
	Suggestion:	Check that requirements are unambiguous and independently verifiable. *Try checking with members from other countries that they interpret your text in the same way as you do.*
Annexes		Annexes always start on a new page. As a result you should insert a page break between annexes A, B, etc. Are lettered and not numbered. The letter of the annex should be followed by an indication of whether it is a normative or an informative annex (except for TR, SR and EG deliverables) *NOTE:* **Informative annexes shall not contain requirements**.
Bibliography		This clause is an optional annex and contains references which are relevant to the deliverable but **not** mentioned within.
History		This clause is the last clause. This clause shows the major milestones in the life of a document. This clause is always un-numbered. *NOTE:* *This clause will be updated by the ETSI Secretariat in line with its internal procedures.*

(1)   https://portal.etsi.org/Resources/ETSIDirectives.aspx
(2)   https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx
(3)   https://portal.etsi.org/Services/editHelp!.aspx
(4)   https://portal.etsi.org/webapp/WorkProgram/SimpleSearch/QueryForm.asp
(5)   https://portal.etsi.org/People/CommiteeSupportStaff.aspx
(6)   https://portal.etsi.org/webapp/teldir/PersonalInfo.asp
(7)   https://portal.etsi.org/Services/editHelp!/Standardsdevelopment/Drafting/Skeletons.aspx
(8)   https://portal.etsi.org/Services/editHelp!/Howtostart/Documentproceduresandtypes/ETSInumberingsystem.aspx
(9)   http://portal.etsi.org/eApproval/eApprovalDoc/Resolution_meeting.doc
(10)   https://portal.etsi.org/webapp/EApproval/
(11)   https://portal.etsi.org/Resources/StandardsMakingProcess.aspx
(12)   https://portal.etsi.org/Services/editHelp!/Standardsdevelopment/Drafting/Stylestemplate.aspx
(13)   http://webapp.etsi.org/Teddi/
(14)   http://www.etsi.org/standards/looking-for-an-etsi-standard/dvds-of-our-standards
(15)   http://sps-teams.etsihq.org/Quality_Team/Procedures/Editing_revision_of_ETSI_deliverables.xml
(16)   https://portal.etsi.org/Services/editHelp!/Standardsdevelopment/Drafting/Stylestoolbar.aspx
(17)   https://portal.etsi.org/edithelp/Files/zip/ETSI_editing_checklist.zip
(18)   https://portal.etsi.org/webapp/ContextHelp/WorkProgram_help.asp?type=CODES_KEYWORDS
(19)   http://www.etsi.org/about/how-we-work/intellectual-property-rights-iprs