



ETSI RAPPORTEURS' GUIDE

How to get started with your ETSI drafting





Editing your document, where to start?



The Rapporteur's guide has been developed to give an overview of what is useful to know when drafting an ETSI Deliverable.

What we would like to achieve with this tutorial is to give you a good idea of what you should start with and make sure you know who can help you with the "editing of your ETSI Deliverable" and what is the process development from start of work to publication.

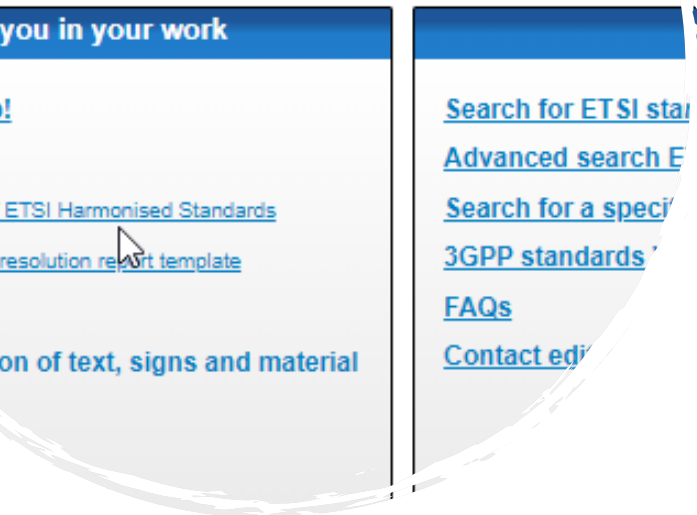
If you want to know more about ***editHelp!*** service, you are invited to watch the video tour of our website available at <https://portal.etsi.org/Services/editHelp/How-to-start/editHelp-introduction>.

Should you need information on how to use the Contribution tool on the ETSI Portal, this is where the information can be found http://help.etsi.org/index.php?title=Contributions_application#WI_Details_tab_-_Creation_of_a_New_Deliverable.

FAQ & contact us details



<https://portal.etsi.org/Services/editHelp>



If it is the first time you work on an ETSI Deliverable, we invite you to go through the entire presentation.

If not, and you would like to find an answer to a specific question, then we invite you to consult the FAQ first, by clicking on <https://portal.etsi.org/Services/editHelp/To-help-you-in-your-work/FAQs>.

If you have already done this but could not find the answer, we suggest you contact ***editHelp!*** directly (<https://portal.etsi.org/Services/editHelp/Contact-Us>). ***editHelp!*** will make sure to provide you the information you are looking for.

The ***editHelp!*** website is also a source of useful information. It was developed to give in a glance all the content you may be interested in.



Drafting your 1st deliverable



If it is your 1st ETSI Deliverable, we encourage you to read the booklet called Writing World Class Standards available at <https://www.etsi.org/e-brochure/WritingWorldClassStandards/mobile/#p=1>.

This booklet starts with the basics for Rapporteurs who are new to standardization or new to ETSI.

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.



Start drafting a revision



If it's not a 1st publication but a revision of an already published ETSI Deliverable that you have to produce, it is essential that you start working on the **latest published version**. In case you are not sure that the one you have is the latest version, it is necessary to search in the right place for the proper version.

You can use the advanced search tool to find it
<https://portal.etsi.org/webapp/WorkProgram/Expert/QueryForm.asp>

Work Programme Version 2.3.3

Simple Search | Advanced Search | Pre-Defined Reports | Help

Work Items with ETSI Document Number of '301 549' of Type 'EN'

View As Work Item Plan | View As Work Item Progress Report

Found 1 items...
Displaying items 1 to 1 ...

	IDENTIFICATION	TITLE (Formal & Working)	STATUS
1	Doc. Nb. EN 301 549 Ver. 3.2.1 Ref. REN/HF-00301549v321 Technical Body: HF Directives: 2016/2102/EU Details and Download	Accessibility requirements for ICT products and services Editorial update of EN 301 549 v3.1.1	Published Current Status: Delivery to the EC (2021-05-07) Next Status: Citation in the OJ (2021-07-30)

Found 1 items...
Displaying items 1 to 1 ...

A screenshot of the ETSI Personal Information form. The form is titled 'Contact Information' and 'View Personal Information'. It contains fields for Name (First Name, Last Name, Initials), Email, Phone, Organization Represented, Client Number, Business title, Department, Your personal mailing address, Phone, Secretary Phone, Mobile Phone, Zip Code, City, Switchboard Phone, Country, Fax, and E-mail address. There is a checkbox for 'By ticking this box I do understand and agree that, in addition to the access to ETSI Services, I will receive additional e-mail information regarding further ETSI Services.' and a 'Modify Personal Information' button.

Personal information



Talking about contact, are your contact details up-to-date?

The ETSI Secretariat shall keep you informed all along the process of the development of your ETSI Deliverable. So, it is essential that your recorded details are accurate.

If not, there is a risk that this could delay the production time of your ETSI Deliverable. Same for the Work Programme. The name of the Rapporteur is always mentioned. If this is not correctly updated, the ETSI Secretariat will contact the wrong person, and this will also affect the production time. Please access your personal details by clicking on <https://portal.etsi.org/webapp/teldir/PersonalInfo.asp> where you'll be able to update if needed. If you have difficulties updating your details, just inform the ETSI Secretariat that corrections are needed and the Technical Officer or the Standardization Support Professional or ***editHelp!*** can update the information for you.



ETSI skeletons



If you are developing a brand-new ETSI Deliverable, the best way to start is to download the right skeleton. These can be downloaded from this page:

<https://portal.etsi.org/Services/editHelp/Standards-development/Drafting/Skeletons>.



Principles for drafting ETSI deliverables
with the use of skeletons

ETSI skeletons and guide



At the same time and from the same location, we invite you to also download the guide named “Principles for drafting an ETSI deliverable with the use of skeletons”.

https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/Principles_for_drafting_ETSI_deliverables.pdf

This guide contains all the details you will need when drafting your ETSI Deliverable. It follows the complete structure of the draft from beginning to end, starting with the cover page and ending with the history box.

Services » editHelp » Standards development » Drafting » Skeletons

Skeletons

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 that can be used for any of the Microsoft Word® versions. All you need to do is supply the technical content.

It is important to choose the appropriate deliverable type (see below).

The step-by-step guide [Principles for drafting ETSI deliverables with the use of skeletons](#) will help you in drafting ETSI deliverables.

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](#).

European Standard (EN)

EN (European Standard) is the formal output for standardization at the European level and shall be chosen when the document is intended to meet needs specific to Europe and requires transposition into national standards or when the drafting of the document is required under an EC/EFTA mandate. In a standardization project encompassing drafting of several or many deliverables, only those parts of the project that fulfil the above justification shall become ENs; the other parts shall become TEs, TRs or EEs, as pertinent. For emerging technologies, the output shall be directed to TEs until the provisions have become “stable” even if the above justification is fulfilled.

EN (European Standard) skeleton document (128 KB) last updated on 2019-02-29

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Table of contents and List of figures and/or tables

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List of figures and/or tables

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Foreword

General information on Foreword

Foreword in ETSI multi-part deliverables

Additional text

Transposition table for ENs

Modal verbs terminology

Executive summary

Introduction

References

General information on References

Normative references

2.1 Normative references in normative ETSI deliverables (TS, EN (Harmonized Standard), ES and GS)

References in informative ETSI deliverables

ETSI skeletons and guide



For example, it gives guidance on references, terms, symbols, abbreviations and details on ETSI styles on how they are supposed to be used and much more following the skeletons' structure.

It also explains how to deal with figures, tables, equations, mathematical formulae, supplementary files, in short, everything you could possibly need for your deliverable.

All the information is summed up in this document to facilitate the drafting from an editing point of view.



ETSI videos



For a better understanding and a simplified use of the ETSI styles we invite you to watch the videos available at <https://portal.etsi.org/Services/editHelp/Standards-development/Drafting/Styles-toolbar>.

Styles listing

The listing of all the styles used in ETSI deliverables is available [in the table here](#).

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.

Styles 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:

- 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.

For Word for Windows® 2007 and higher use the following file:

- [Download ETSIW_2013.dotm \(17 kb\)](#)

For Word for Windows® 1997 to 2003 use the following file:

- [Download ETSIW_80.dot \(25 kb\)](#)

[Help to install the ETSI template!](#) in PDF format or [video guide](#)



Styles 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. We strongly recommend that you install this toolbar as correct use of styles speeds up the pre-processing procedure.

For Word for Windows® 2007 to 2016 use the following file:

- [Download ETSI_Styles.dotm toolbar \(52 kb\)](#)

For Word for Windows® 1997 to 2003 use the following file:

- [Download ETSI_Styles.dot toolbar \(47 kb\)](#)

NOTE: We cannot guarantee that it works under Windows® XP.

[Help to install the ETSI styles toolbar!](#) in PDF format or [video guide](#)



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ETSI Drafting Rules (EDRs)



A very practical set of rules for drafting an ETSI Deliverable is the ETSI Drafting Rules document – commonly named "EDRs", which is available at https://docbox.etsi.org/Board/ETSI_Directives. Every year, the ETSI Secretariat studies the necessity to review these rules.

This is why it is essential to make sure that you always have the latest updated version of the EDRs when writing your deliverable.

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Set of rules



These set of rules state what is permitted and what is not when drafting an ETSI Deliverable. Depending on its nature, normative or informative, the rules are different.

Whether you are dealing with normative references or informative references, normative provisions and informative recommendations the rules are not the same depending on the type of ETSI Deliverable you are working on

European Harmonised Standards have specific rules which are not the same as with Technical Reports.

You will also find all verbal forms for the expression of provisions which are explicitly specified in the EDRs (see clause 3). Depending on the nature of your ETSI Deliverable – some provisions are not permitted.

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Set of rules



Reproduction of third-party material is allowed only under very strict conditions in ETSI Deliverables, and this is the same with the use of tradenames and trademarks. Some communiqués have been produced to provide more guidance regarding these sensitive topics. All are available by clicking on <https://portal.etsi.org/Services/editHelp/How-to-start/ETSI-Drafting-News>

by the symbol ©.

4.3.2 Reproduction of third parties text

Providing a reference to a third party text **shall** be preferred to reproducing such a text. Taking into consideration that a copyright authorization may be withdrawn at any moment from the copyright holder, the reproduction of

ETSI deliverables requires the author's authorization.

4.3.3 Third parties software elements

Source code, the object code and the graphic interfaces may be protected by

ETSI deliverables **shall** be avoided and in case it cannot be avoided, the reproduction requires the author's authorization.

The potential contamination of ETSI deliverables **shall** be assessed before

introducing such elements into ETSI deliverables.

4.3.4 Photographs

If a photograph shows a person and if there are doubts about the respect of the rights of personality of that person, a written confirmation that those rights have not been invaded and have been fully respected **shall** be obtained from the author of the photograph. If the authorization cannot be obtained the face of that person **shall** be blurred.

4.2 Trade names and trademarks

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 (see example).

EXAMPLE: Instead of "ZigBee®" refer to IEEE 802.15.4.

If, in exceptional circumstances, the use of trademarks/tradenames cannot be avoided, their nature **shall** be indicated by the symbols TM for any trademark or [®] for a registered trademark.

The use of gender-inclusive language guide



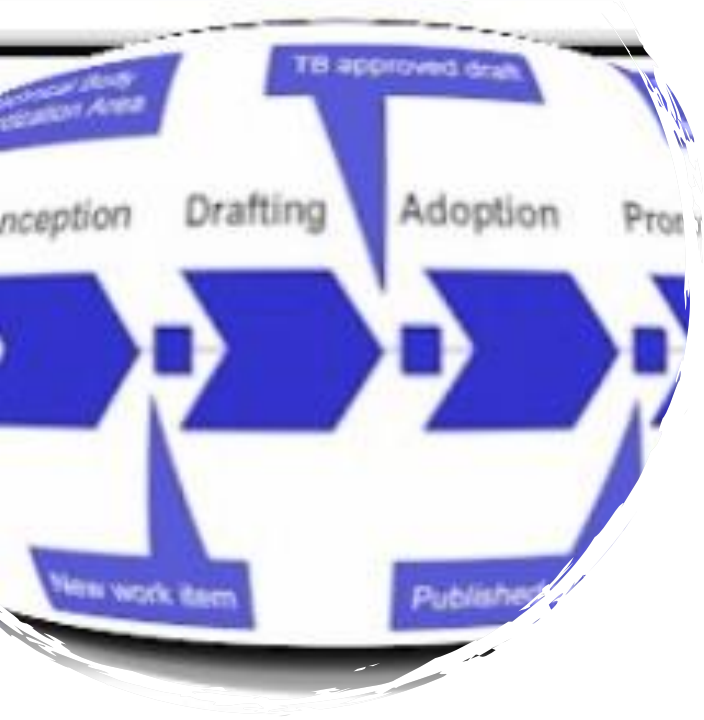
“Using gender-inclusive language means speaking and writing in a way that does not discriminate against a particular sex, social gender or gender identity, and does not perpetuate gender stereotypes. Given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality and eradicate gender bias.”

[statement from the [United Nations on gender-inclusive language](#)]



https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/Guides/Use_gender_inclusive_language.pdf

The use of gender-inclusive language
in ETSI deliverables



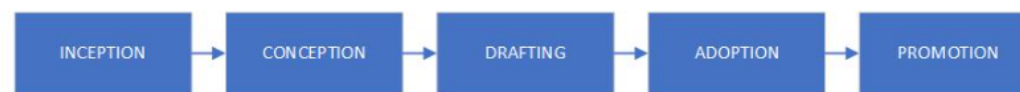
Standards' production time



You may wonder how long it will take to get your ETSI Deliverable published?

We will answer that it first depends on the type of ETSI Deliverable you are producing. For example, the process is different if it is a GS or an EN.

All the details are available by clicking on <https://portal.etsi.org/Resources/Standards-Making-Process/Process>.



The Standards Making Process (SMP) is the process applied for the Technical Organization's production of standards and deliverables and the Secretariat's involvement in and interaction with the Technical Organization, the ETSI members and the ETSI National Standards Organizations.

The general conditions for the SMP are defined by the ETSI Directives, in particular the Technical Working Procedures. The Secretariat's tasks and activities in SMP are primarily defined in the Quality Management System (QMS) documentation of ETSI Operations (OPS) Division.

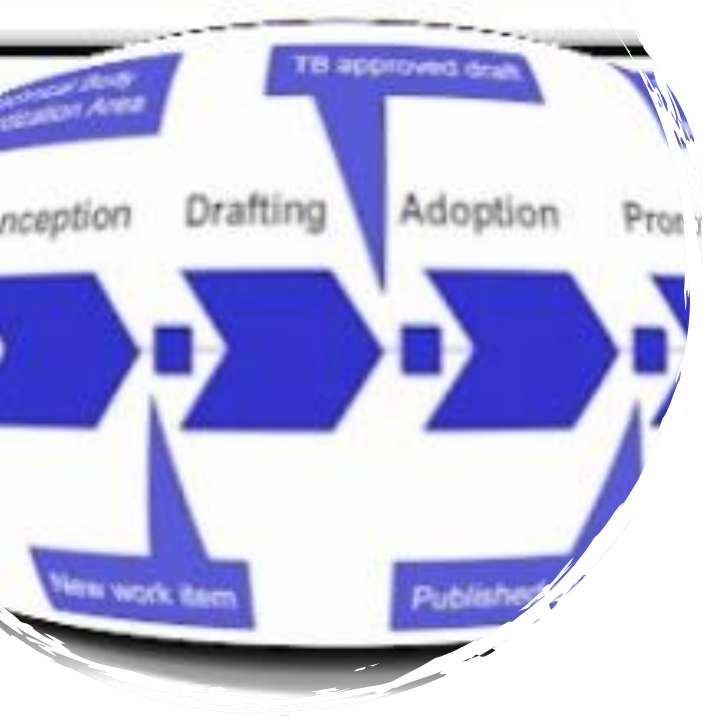
Process overview

[process - a structured, measured set of activities designed to produce a specified output]

The objective of the ETSI Standards Making Process (SMP) is to convert market needs for standardization in the ICT area into ETSI deliverables (specifications, standards, norms, guides, reports) used in the market place.

The input to the process is an existing (as yet known or unknown) market need for standardization. The output is the broad application of the produced deliverables in the market place.

The SMP consists of five main elements, sub-processes, with their own distinct objectives, inputs and outputs. Each sub-process is defined to the level of which operational tasks are performed, and where in the ETSI organization they are performed.



Diagrams simplified

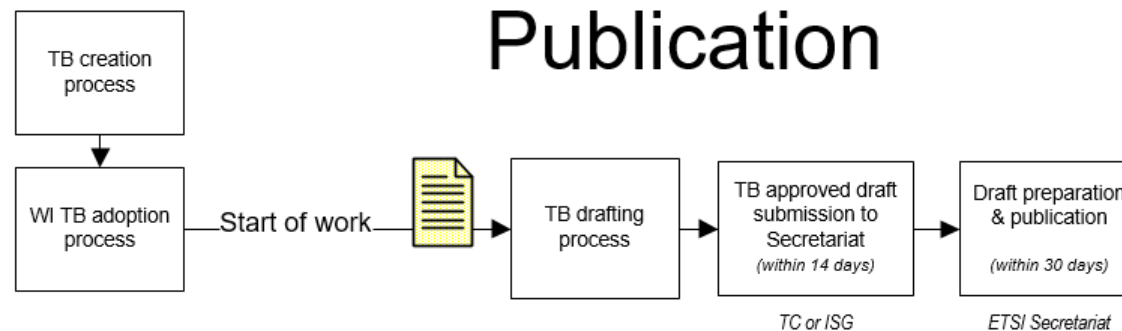
GR – GS – TR – TS – SR



The process from draft received by ETSI Secretariat to publication for GR, GS, TR, TS and SR, can be very quick.

What makes the difference is the **quality of the ETSI Deliverable received at the registration stage** and if all potential blocking issues have been identified and dealt with before TB approval.

If the ETSI Drafting Rules have been respected, the deliverable can be published within 30 days, sometimes even less.



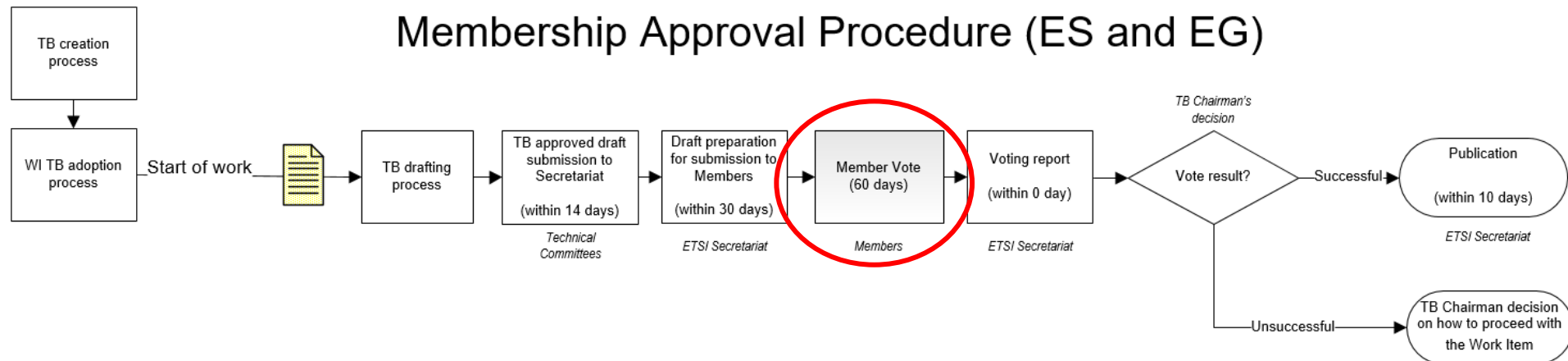


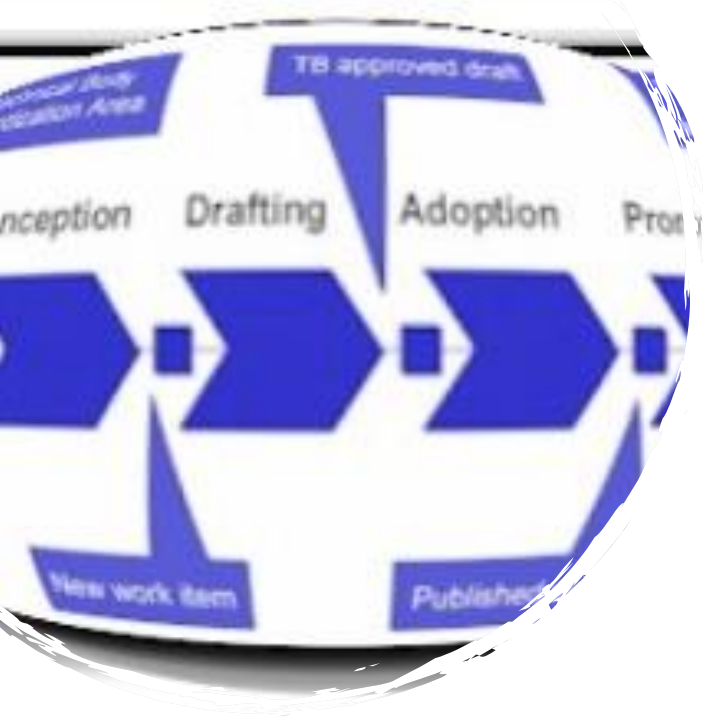
Diagrams simplified ES – EG



The process to approve ETSI Standards (ES) and ETSI Guides (EG) is a bit longer than for the GS, GR, TR, TS and SR.

The process implies an ETSI member vote which takes up to 60 days.





Diagrams simplified

EN



The ENAP (EN Approval Process) used to approve the European Standard (EN) is quite complex.

Depending on the nature of the comments submitted during the approval procedure, the EN may have to be sent on a Weighted National Vote.

This will increase the number of days to publish the EN by at least 100 days minimum.

Therefore, it is important to prepare as best as possible the ETSI Deliverable for the first approval procedure.

Details are given in the ETSI Technical Working Procedures contained in the ETSI Directives in clause 2.2.1.1.1.



Clean-up service



It is impossible to publish an ETSI Deliverable which is not compliant with the ETSI Drafting Rules.

To avoid such a situation, **editHelp!** proposes a service called "clean-up".

This service is dedicated to prevent any misunderstanding and thus helps raise all blocking issues and offers practical solutions before the approval of the draft.

All the details are available on the communiqué available at https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/New_s_from_editHelp/ETSI_clean-up_service.pdf

ETSI clean-up service

What is a clean-up?

It is a light editing carried out on a **draft being prepared for TB approval**. If you would like to double check that the draft complies with ETSI Drafting Rules (EDRs) or if editing help is needed, then it is time to register your draft for a clean-up and inform **editHelp!**, the ETSI Technical Officer and or the ETSI Standardisation Support Professional.

Clean-up

- The draft can be sent during the drafting stage (e.g. to get a clean version for a meeting for example). A **quick** editing (ETSI styles, figure/table numbering, etc.) is done by ETSI Editors within a short delay and potential problems are highlighted.
- Due to the impact the clean-up may have on the Editor's work schedule it is **important to state when the clean-up needs to be returned by** when it is sent to **editHelp!**.



Please avoid working on the draft while **editHelp!** is doing the clean-up.

What is the purpose of a clean-up?

The clean-up service has been put in place in ETSI to **accelerate the approval of the draft and its publication**. When the draft is submitted to ETSI for a clean-up, the ETSI Editors will alert you on issues that may delay or even block the publication of the draft. This means the draft could be amended before being sent for TB approval and if any major comments were noted during the clean-up process they can be **discussed during the TB meeting and hopefully solved before the draft approval**.

How long does it take?

The clean-up **can be done quickly**. The duration depends on the amount of work required but be assured that the ETSI Editors are doing their best to complete this task within 3 working days.

to check quality of an ETSI Deliverable
... are required to comply with the ETSI Drafting Rules v 1.1
... is checklist is to promptly check the quality of your deliverable
... the clauses that are common to all types of deliverables

Editing checklist Particulars the clause & elements	
The title and version number shall be the same in the Work Programme (EWP) .	
NOTE: <i>If there is a need to make a change in the ETSI ETSI Committee Support Staff.</i>	
The Work Item reference shall correspond with Work Programme (EWP) .	
The keywords shall be selected from the information contained in the ETSI Deliverable	

Editing checklist



An editing checklist is available at
https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/ETSI_editing_checklist.pdf.

It is recommended to compare the items presented on the list with the content of your ETSI Deliverable to make sure that it is compliant with the EDRs. If you have any doubts, we encourage you to contact the ETSI Secretariat (either the Technical Officer, the Support Standardization Professional or ***editHelp!***) for support and to help you solve these issues.



Some blocking issues



We have edited a document which lists the most frequent issues we encounter that will for sure block the publication of your ETSI Deliverable if not properly addressed beforehand.

You can access this document by clicking on https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/News_from_editHelp/editHelp_10_most_asked_editing_questions.pdf.

The questions you may be asked

How this document may help you



This document lists the most likely questions asked to rapporteurs during the editing of ETSI deliverables.

By highlighting these questions, the goal is to help rapporteurs during the early drafting stages by allowing the Technical Body or Industry Specification 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
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All the links provided in this presentation are listed below



<i>editHelp!</i> website	https://portal.etsi.org/Services/editHelp
How to use contribution tool on the ETSI Portal	http://help.etsi.org/index.php?title=Contributions_application
Frequently Asked Questions (FAQ)	https://portal.etsi.org/Services/editHelp/To-help-you-in-your-work/FAQs
How to get in touch with <i>editHelp!</i>	https://portal.etsi.org/Services/editHelp/Contact-Us
ETSI booklet on how to draft ETSI Deliverables	https://www.etsi.org/e-brochure/WritingWorldClassStandards/mobile
Advanced search for ETSI Deliverables	https://portal.etsi.org/webapp/WorkProgram/Expert/QueryForm.asp
<i>editHelp!</i> email address	mailto:editHelp@etsi.org
Application to update your personal details	https://portal.etsi.org/webapp/teldir/PersonalInfo.asp
Find all ETSI skeletons (pre-built deliverables)	https://portal.etsi.org/Services/editHelp/Standards-development/Drafting/Skeletons
Step by step guide to help you drafting	https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/Principles_for_drafting_ETSI_deliverables.pdf
Short cut to ETSI styles	https://portal.etsi.org/Services/editHelp/Standards-development/Drafting/Styles-toolbar
ETSI Drafting Rules	https://portal.etsi.org/Services/editHelp/How-to-start/ETSI-Drafting-Rules
ETSI Directives	https://docbox.etsi.org/Board/ETSI_Directives/
News from <i>editHelp!</i>	https://portal.etsi.org/Services/editHelp/How-to-start/ETSI-Drafting-News
Information on the ETSI Standards Making Process	https://portal.etsi.org/Resources/Standards-Making-Process/Process
Clean-up service (information)	https://portal.etsi.org/Services/editHelp/To-help-you-in-your-work/Services/Clean-ups
Editing checklist	https://portal.etsi.org/Services/editHelp/Standards-development/Drafting/Editing-checklist
Question you may ask yourselves when drafting	https://portal.etsi.org/Services/editHelp/Standards-development/Drafting/10-editing-questions-you-may-be-asked



Please share your opinion with us on this presentation