



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.

What could make this target impossible to meet, is the **workload and priorities** of the ETSI Editors when the draft is registered (Harmonised Standards to be produced, mandated work, etc.). In this case you will be informed by [editHelp!](#) at the registration stage.

Please indicate your deadline when registering the draft. In the case **it is urgent, the reason why** will be asked by [editHelp!](#).



It is not rare that drafts are registered as "urgent" when this is not really the case. **If we want this service to work it is important that everyone is** setting the urgency in a proper and accurate manner.

At the end of the editing, the ETSI Editor will return the draft to you with comments and possible revision marks for you to accept or not.

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

editHelp@etsi.org - phone number +33 4 9294 4343 - <http://portal.etsi.org/edithelp/>