



Specialist Task Force Experts' Guide

Producing Standards

editHelp!



World Class Standards

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1 Introduction

Thank you for agreeing to be an Expert for an ETSI deliverable!

This document describes **the essential elements of your role**, what ETSI expects from its Experts 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 Expert 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 (TWP), the Terms of Reference (ToR) and the ETSI Drafting Rules (EDRs), contained in the [ETSI Directives](#)⁽¹⁾ and also the [STF management rules](#)⁽²⁾.

2 Definitions

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

ETSI deliverable: document (GS, TS, TR, SR, ES, EG or EN, etc. 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. [TWP 1.1.3].

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. [TWP 1.1.1].

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 ETs, I-ETs and TBRs, the technical specifications of which are available to all MEMBERS, but not including any standards, or parts thereof, not made by ETSI. [RoP 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.

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

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).

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): 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 TWP. 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. [TWP 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. [TWP, annex A].

3 Abbreviations

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

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
GS	Group Specification
HS	Harmonized Standard
IPR	Intellectual Property Right
ISG	Industry Specification Group
LoE	Letter of Engagement
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	Specialist Task Force
TAM	Time Allocation Management
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 an STF Expert...

4.1 What does ETSI expect of me?

A Specialist Task Force (STF) is a team of Experts from different ETSI member organizations (see note below) working together under the technical guidance of an ETSI Technical Body to achieve the standardization objectives requested by ETSI and defined in the STF Terms of Reference.

You have the shared responsibility for achieving the objectives defined in the STF Terms of Reference. The STF Leader is responsible for co-ordinating the work and for allocating the tasks to the Experts, according to the requirements in the ToRs and following the technical direction given by the referenced Technical Body.

You shall apply your specific knowledge and skills to the best of your ability in co-operation with the other members of the STFs to ensure the production of high quality deliverables.

NOTE: Experts from non-ETSI members organizations may be exceptionally proposed by ETSI members.

4.2 What support can I expect from the ETSI Secretariat?

The ETSI Director-General, assisted by the ETSI Secretariat and represented by the STF Senior Technical Officer, is responsible for the supervision of the STF work with regard to the execution of the experts' contracts (LoEs), the application of the ETSI working procedures and the timely availability of the STF deliverables according to the interests of the ETSI members.

The STF Support Team will assist you in the day-to-day work and the administration of the contract. A reference person will be appointed for each STF but, in order to ensure continuity of the support, you should always address your requests to the common mailbox STFLink@etsi.org.

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

- help you ensure coherence with other work in the [ETSI Work Programme](#)⁽⁵⁾,
- 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!](#)⁽⁴⁾ for editing, subsequent public approval processes and final publication.

[editHelp!](#)⁽⁴⁾ will:

- edit draft ETSI deliverables to ensure that they are in line with the [ETSI Drafting Rules](#) (EDRs)⁽¹¹⁾,
- 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](#)⁽³⁾.

5 The role of the Expert in ETSI

5.1 What personal details are needed?

You should ensure that your e-mail address and other details are correct via the [ETSI Contact Information](#)⁽⁶⁾. This allows you to be contacted easily whenever this is necessary (e.g. to discuss issues relating to a deliverable).

5.2 Starting work

If working on a new deliverable, you are **strongly advised** to download the relevant ETSI skeleton 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.

5.3 Progressing the work

Progressing the work is not the sole responsibility of the expert: 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](#)⁽³⁾ will help you.

You should use the Work Item data from the [ETSI Work Programme](#)⁽⁵⁾ (see [annex A](#)) as a management tool for monitoring and controlling progress of the WI. 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 Work Item 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](#)⁽³⁾, who will ensure that the work programme is updated accordingly.

Expert contracts (LoEs) also include intermediate milestones against which payments are made. These are normally represented by Progress Reports to be approved by the reference TB and requiring a certain level of development of the deliverables. The STF Leader will ensure that the reports and draft deliverables are presented to the TB meetings.

5.4 IT environment

When working in ETSI, you will have access to a desktop computer, configured with the [ETSI IT environment](#)⁽⁷⁾.

This includes:

- Windows[®] XP[®] or Windows[®] 2007
- Internet Explorer[®]
- Microsoft[®] Office Outlook[®]
- Microsoft[®] Word[®]
- Microsoft[®] Excel[®]
- Microsoft[®] PowerPoint[®]
- Adobe Acrobat Reader[®]
- WinZip[®]
- Ws-FTP Pro[®]
- McAfee VirusScan

If any special software is required, you must request it from the ETSI Secretariat. Edithelp and the IT services can advise whether the use of this software is compatible with the ETSI IT policy and with the ETSI editing requirements.

When you are working from your home office, your organization must make available an IT configuration equivalent to the standard ETSI environment, in order to be able to exchange information with the other experts and the ETSI Secretariat.

A document repository area is provided on the ETSI docbox, which is accessible from both inside and outside ETSI. This contains a "Public" area, accessible in read-only mode to all Etsi-On-Line users and an "STFworkarea" to which access is restricted to the STF experts and can be used to store preliminary drafts and other confidential documents. Before leaving ETSI, you have to move the documents you need to the "docbox" area.

Open WEB pages can also be created on the ETSI Portal to present the activity of the STF to stakeholders outside ETSI.

When working in ETSI, documents can be temporarily stored on the local network but will not be accessible from outside ETSI.

5.5 Stopping work

Stopping the work on a Work Item requires a decision from the TB. Should it be necessary to stop work, please inform the [ETSI Technical Officer](#)⁽³⁾. He will inform the TB of any necessary further actions [TWP 1.6.5].

5.6 How will my document be approved?

Once the STF Leader considers that the draft is mature enough to be approved, he/she 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 [TWP 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](#)⁽⁵⁾ as an input, so here again, it is important that you inform the [ETSI Technical Officer](#)⁽³⁾ and **STF Leader** of any potential delay as soon as you can.

5.7 After TB approval

Once the draft has been TB approved [TWP 2.2], the [ETSI Technical Officer](#)⁽³⁾ will register the draft with [editHelp!](#)⁽⁴⁾ who will co-ordinate further procedures, depending on the deliverable type (see [annex I](#)).

5.8 Editing

[editHelp!](#)⁽⁴⁾ will first ensure that the draft is in line with the [ETSI Drafting Rules](#) (EDRs)⁽¹¹⁾, update the Foreword, and then submit the draft to its next phase. [editHelp!](#)⁽⁴⁾ 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!](#)⁽⁴⁾ in order to avoid unnecessary delays in the processing. The editing checklist (see [annex J](#)) has been designed to minimise the need for you to be contacted.

NOTE: You are encouraged to send your final draft to [editHelp!](#)⁽⁴⁾ **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⁽⁴⁾ 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 insure that your future ETSI deliverable is published without delay.

5.9 Comments received at the end of Public Enquiry

National Standards Organizations (NSOs) have the opportunity to comment on draft ENs during a period of 120 days (Public Enquiry). If any **technical** comments are received, the draft is returned to the Rapporteur/Expert. You will be asked to take the comments of the NSOs into account, and submit a **revised draft** and a **resolution report** to the TB for approval for the next step (National Vote).

5.10 Approval procedures

All details relevant to the ETSI approval procedures are given in [annex C](#).

5.11 Publication

Once all the approval processes have been completed, [editHelp!](#)⁽⁴⁾ will publish the deliverable on the ETSI website, and it will also be available from the [ETSI Documentation Service \(EDS\)](#)⁽²¹⁾. If it is an EN, [editHelp!](#)⁽⁴⁾ 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 Harmonized Standard, [editHelp!](#)⁽⁴⁾ 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).

5.12 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.

5.13 Revision of ETSI deliverables

If there is a need to revise an ETSI deliverable, a New Work Item 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](#).

6 I am an STF Leader ...

6.1 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 the progress of work 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.

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.

You are responsible to provide progress, interim and final reports, according to the milestones schedule agreed in the preparatory meeting (see minutes). Payment for the experts' contracts are linked to the approval of these reports.

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 EDRs 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.

See also: ETSI Portal: [STF Leader role and responsibilities](#)^(7a).

7 The administrative requirements

7.1 Working sessions and time sheets

You can start work after the contract is signed by both parties.

You can come to ETSI only after you have got your social security certificate (e.g. E101, URSSAF).

The initial work plan is agreed during the preparatory meeting: STF Support will book office space for the working sessions in ETSI premises as required.

If you change the working session plan, in agreement with the STF Leader, you must make your request using the [Time Allocation Management \(TAM\)](#)^(7b) WEB application and get confirmation from STF Support that office space is available.

After the end of each month (before the 7th of the following month), you must confirm the work done, using [TAM](#)^(7b). If you have worked according to plan, you can confirm your time sheet with a simple click. If you have worked differently than originally planned, you must submit the changes to STF support for confirmation, before you can confirm the time spent.

The STF Leader must review and validate the time sheet declaration of each expert, before the 14th of the following month.

STF Support will do the final acceptance of the time sheets that have been validated by the STF Leader, starting from the 15th.

If everybody respects the agreed times and dates, all the work performed will be accounted in a timely manner.

7.2 Travels

The travel cost to attend the STF working sessions is included in the contractual remuneration. A mission travel may be requested to present the results of the STF and/or to attend related events.

The STF Leader must prepare a plan for the mission travels, using the [Travel Management](#)^(7c) WEB application.

You must prepare a travel order with the specific details of the travel organization, to be approved by ETSI. The motivations for exceptions to the [ETSI travel rules](#)^(7d) must be clearly indicated in the travel order.

Reimbursement shall be requested, according to the approved travel order with an invoice from the company with copies of the detailed justification receipts. In the case that unexpected extra-costs have been incurred, they should also be clearly indicated in the reimbursement request.

7.3 Payments

STF Support will confirm to you the achievement of the milestones. You can then inform the accountants in your company that they may issue an invoice for the number of days declared by you and accepted by ETSI, until the date the milestone was due.

The intermediate milestones that must be achieved have been defined in the preparatory meeting (see the meeting minutes) and are part of your contract. Payments will be made upon the achievement of these milestones.

Requests (for payment) during the duration of the STF can be sent to STFLink@etsi.org.

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

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

<http://webapp.etsi.org/workprogram/SimpleSearch/QueryForm.asp>

When you want to find a specific document, please enter the [document number](#)⁽⁶⁾ 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.

The screenshot shows the 'Work Programme' interface with search results for 'Work Items with ETSI Document Number of '303 213-1' of Type 'EN''. It lists three items, each with identification details, a title, and a status. The status for all three is 'Published'. The first two items are for 'Advanced Surface Movement Guidance and Control System (A-SMGCS); Part 1: Community Specification for application under the Single European Sky Interoperability Regulation EC 552/2004 for A-SMGCS Level 1 including external interfaces'. The third item is for 'Advanced Surface Movement Guidance and Control System (A-SMGCS); Part 1: Community Specification for application under the Single European Sky Interoperability Regulation EC 552/2004 for A-SMGCS Level 1 including external interfaces' and also includes 'Advanced Surface Movement Guidance and Control System, A-SMGCS'. Each item has a 'Details and Download' link and a 'Citation in the OJ' link. The page also includes a 'New Query' link and a footer with the ETSI logo and a contact link.

IDENTIFICATION	TITLE	STATUS
1 Doc. Nb. EN 303 213-1 Ver. 1.3.1 Ref. REN/AERO-00011 Technical Body: AERO Directives: Details and Download	Advanced Surface Movement Guidance and Control System (A-SMGCS); Part 1: Community Specification for application under the Single European Sky Interoperability Regulation EC 552/2004 for A-SMGCS Level 1 including external interfaces	Published Current Status: Citation in the OJ (2013-05-18)
2 Doc. Nb. EN 303 213-1 Ver. 1.2.1 Ref. REN/AERO-00005 Technical Body: AERO Details and Download	Advanced Surface Movement Guidance and Control System (A-SMGCS); Part 1: Community Specification for application under the Single European Sky Interoperability Regulation EC 552/2004 for A-SMGCS Level 1 including external interfaces	Published Current Status: Citation in the OJ (2010-12-08)
3 Doc. Nb. EN 303 213-1 Ver. 1.1.1 Ref. DEN/ERM-TG25-033-1 Technical Body: ERM TG25 Details and Download	Advanced Surface Movement Guidance and Control System (A-SMGCS); Part 1: Community Specification for application under the Single European Sky Interoperability Regulation EC 552/2004 for A-SMGCS Level 1 including external interfaces Advanced Surface Movement Guidance and Control System, A-SMGCS	Published Current Status: Delivery to the EC (2009-09-25) Next Status: Citation in the OJ (2009-12-18)

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

Depending on your access rights, you have the option of downloading either the Word[®] or the PDF version (icons on the top right hand side).

The screenshot shows the 'Download area' interface for the publication 'ETSI EN 303 213-1 V1.3.1 (2012-04) - (Publication)'. It offers two download options: a PDF file (223760 bytes) and a Word document (210804 bytes). The page also includes a 'Users Rights and Legal Text' link and a footer with the ETSI logo and a contact link.

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.

The screenshot shows the ETSI e-Approval application interface. The main content area is titled "e-Approval application" and contains a table of guidelines for undertaking NSO and/or ETSI Member's responsibilities. A red circle highlights the link "Download the Resolution meeting report template" under the "Resolution meeting report" section. The left sidebar contains a navigation menu with options like "Approval Procedure", "Status", and "Technical Body".

Guidelines for undertaking NSO and/or ETSI Member's responsibilities	Description
EN Approval Procedure (ENAP)	The process is comprised of a Public Enquiry (see Article 13.4 of the Rules of Procedure) and a weighted national Vote (see Article 13.5 of the Rules of Procedure) performed in a single process . The NSO undertakes to carry out the public enquiry of an EN in its country. For its part ETSI undertakes to notify to the NSO the start of an Approval Procedure (AP) and provide access to the relevant draft EN text in the working language as soon as possible after the notice. For its part the NSO undertakes to send to ETSI the consolidated comments received in the public enquiry by the deadline set.
Two-step Approval Procedure (TAP)	The process is comprised of a Public Enquiry (see Article 13.4 of the Rules of Procedure) followed by a weighted national vote (see Article 13.5 of the Rules of Procedure).
Schedule for Public Enquiry	ETSI and the NSO agree to apply the schedule for the public enquiry given in Article 13.4 of ETSI Rules of Procedure and in Article 2.2.1 of the ETSI Technical Working Procedures.
Resolution meeting report	Download the Resolution meeting report template
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 or the Two-step Approval Procedure, as the case may be. For its part ETSI undertakes to notify to the NSO the start of a vote and to provide access to the relevant final draft EN text in the working language as soon as possible after the advance notice. The NSO shall undertake to take into account all views expressed in its country in deciding how to cast the national vote.
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 the NSO shall ensure that all conflicting national standards on that specific matter are withdrawn. The ETSI Director-General shall notify the NSO accordingly.
Publication or endorsement as national standards	The NSO shall take measures to ensure the visibility of ENs at national level, either by publication of an identical text or by endorsement (by publication of an endorsement sheet or by official announcement) within a short time of their adoption. For further information read article 11 or the Memorandum of Understanding

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/STF Leader, 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 TWP](#)s⁽¹⁾, is submitted to the ETSI Secretariat within 30 days following the approval. Providing that the draft complies with the [ETSI Drafting Rules](#) (EDRs)⁽¹¹⁾, 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 TWP](#)s⁽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)⁽¹¹⁾, 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):

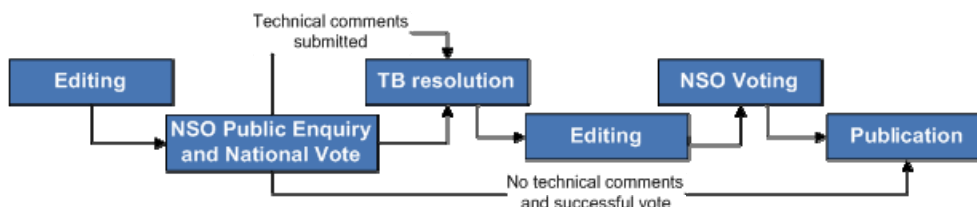
The draft approved by the Technical Body (TB) shall be submitted to the ETSI Secretariat within 30 days of the TB approval for the ETSI deliverable to be despatched for the ENAP (combined Public Enquiry (PE) and vote) or TAP. For more details see article 2.2.1.1 of the [ETSI TWP](#)s⁽¹⁾.

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](#)⁽⁴⁾ 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)⁽¹¹⁾, 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 120 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)⁽¹¹⁾, it is published within 15 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.

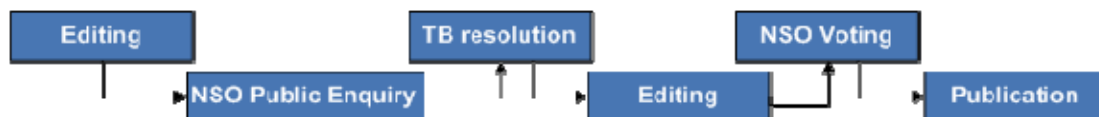
For more details see Article 2.2.1.1.1 of the [ETSI TWPs](#)⁽¹⁾.

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)⁽¹¹⁾, 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 15 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.

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](#)⁽¹⁷⁾.

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.

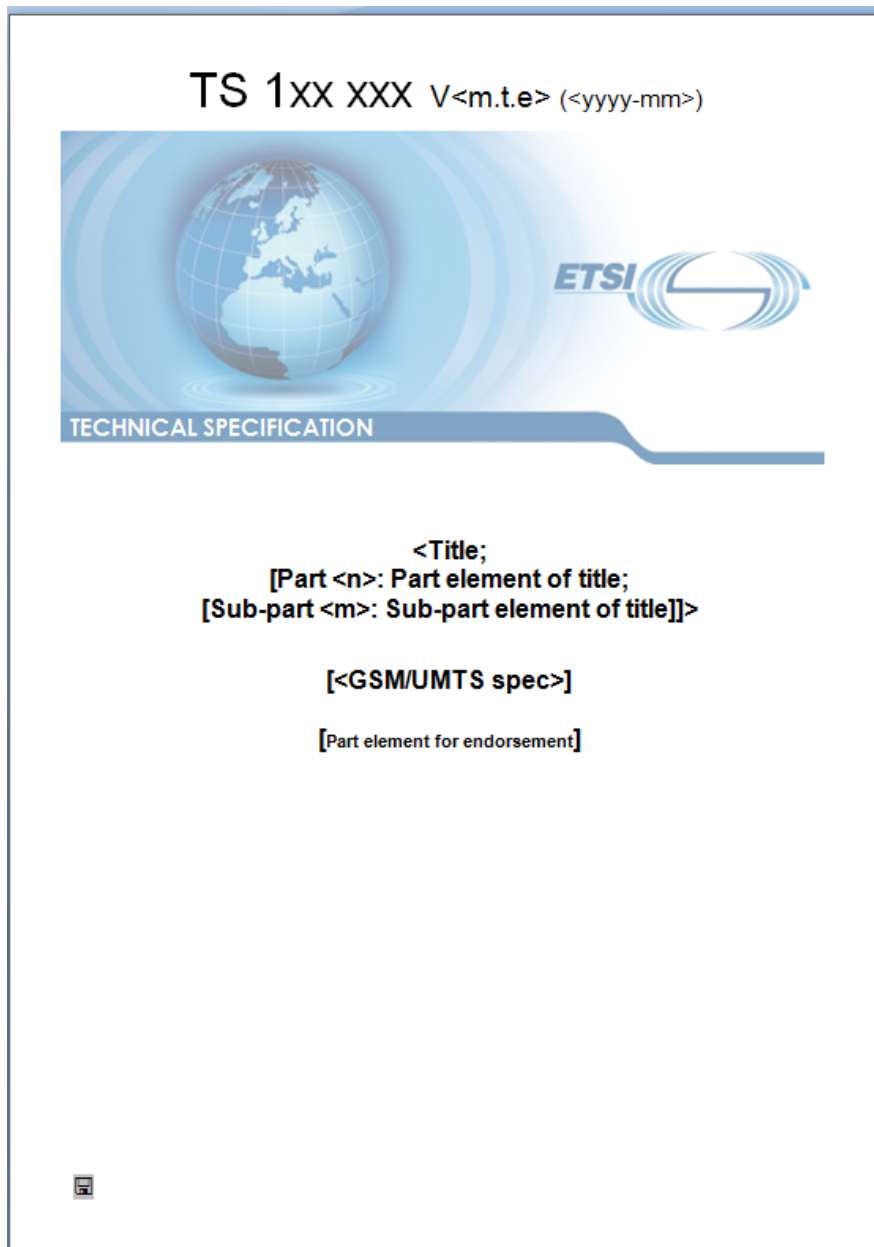
NOTE: In practice the ETSI Technical Bodies and the NSOs may advise the ETSI Secretariat of any reasons to deviate from the default dates of Withdrawal (see Article 2.4 of the [ETSI TWPs^{\(1\)}](#)). The date of Withdrawal is mentioned in the national Transposition dates table outlined in the foreword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

Annex D: The ETSI skeletons

When drafting a new document, start from [a skeleton document](#)⁽¹²⁾.

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.



Annex E: The ETSI styles

ETSI template

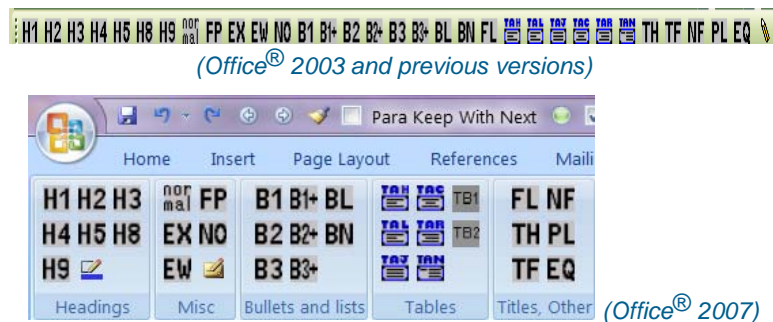
The ETSI Secretariat provides a Microsoft® Word® template which contains a set of pre-defined styles simplifying the formatting of documents according to the [ETSI Drafting Rules](#) (EDRs)⁽¹¹⁾:

- 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](#)⁽¹³⁾ 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](#)⁽¹⁴⁾.



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
<p>→ 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.</p>	

Annex F: editHelp! services

[editHelp!](#)⁽⁴⁾ 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](#)⁽³⁾ will receive the draft from the Rapporteur/Expert and register it with [editHelp!](#)⁽⁴⁾.

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](#)⁽⁵⁾. 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!](#)⁽⁴⁾ to let them know you are starting a new version of the deliverable.
- Start to revise your document **using revision marks**.
- Once [editHelp!](#)⁽⁴⁾ 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](#)⁽¹⁹⁾.

Annex G: Tools, programs and functions

To carry out your work you will need to use several tools, programs and functions.

EWP⁽⁵⁾: 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⁽¹²⁾: Specific ETSI documents which contain the text blocks and styles used for each type of ETSI standards (EG, EN, TR, TS, etc.).

ETSI template⁽¹³⁾: A file that contains the ETSI structure and tools for shaping such elements as the style and page layout of finished files.

ETSI toolbar⁽¹⁴⁾: All the ETSI styles pre-defined and applicable in one click, available under Word®.

ReadMe file: Document produced by the editing team (**editHelp**⁽⁴⁾) 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⁽²⁰⁾: 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® 2007 and Word® XP®.
- Word® for Windows® 2003.
- Word® for Windows® 2000.

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® Visio® 2003 and 2007.

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.

- Microsoft® Office® products.



The information in this clause was valid at publication of the present document. Please consult the ***editHelp!*** website for subsequent updates: <http://portal.etsi.org/edithelp/HowToStart/home.htm?page=SupportedFiles>.

Annex I: Deliverable types

ETSI Group Specification (GS): An ETSI deliverable, containing either specifications and/or information elements, produced by an ISG.

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

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

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

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

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.

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): An ETSI deliverable, containing only informative elements made publicly available for reference purposes.

Annex J: Editing checklist

All ETSI deliverables are required to comply with the ETSI Drafting Rules which are published within the ETSI Directives <http://portal.etsi.org/directives>, and are edited before being submitted to public approval procedures or published.

The purpose of the present 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](#)⁽¹²⁾ document.
- 2) When drafting a **revision**, start from the **latest published version** available from the [ETSI Work Programme](#)⁽⁵⁾.
- 3) Attach the [ETSI template](#)⁽¹³⁾ to the chosen skeleton.
- 4) Install the [ETSI styles toolbar](#)⁽¹⁴⁾ (to make the application of ETSI styles much easier); and finally
- 5) Check that your draft complies with the editing checklist below before submitting it to the TB for approval or handing it over to your [ETSI TO](#)⁽³⁾ or to [editHelp](#)⁽⁴⁾.


This table only lists the clauses that are common to all type of deliverables. The exhaustive listing of the clauses and their contents can be found in the [skeleton](#)⁽¹²⁾ 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 name	Particularities of the clause
Title and version #	The title and version number shall be the same in the document and the ETSI database (ETSI Work Programme Management ⁽⁶⁾ (EWP)). NOTE: <i>If there is a need to change the ETSI Work Programme, please inform the ETSI TO⁽³⁾.</i>
2nd page	The WI reference shall correspond with the WI reference in the ETSI Work Programme. The keywords shall be selected from the ETSI keywords list ⁽¹⁵⁾ and shall correspond with the information contained in the ETSI Work Programme. NOTE: <i>If there is a need to change the ETSI Work Programme, please inform the ETSI TO⁽³⁾.</i>
Copyright notification	The copyright notification is on the second page of every ETSI deliverable. For documents with a logo, add a line corresponding to the TB copyright. EXAMPLE: <div style="text-align: center;">Copyright Notification ----- No part may be reproduced except as authorized by written permission. The copyright and the foregoing restriction extend to reproduction in all media. © European Telecommunications Standards Institute yyyy © European Broadcasting Union 2008. All rights reserved.</div>
Table of contents	The table of contents shall be generated automatically and shall not be set manually. The title shall be "Contents". <ul style="list-style-type: none">• Use the TT style for the title.• Use the field { TOC \o \w "1-9" } for the table itself. A table of contents for figures and/or tables is also allowed. If present, they shall appear as the last elements (or just before the index if any), before the "History" clause. The title shall be "List of figures" and/or "List of tables". <ul style="list-style-type: none">• Use the TT style for the title.• Use the field {TOC \t "TF" \c} for the list of figures and the field {TOC \t "TH" \c} for the list of tables. NOTE: <i>To unlock the table of contents, click simultaneously: Ctrl + Shift + F11. To lock it, click simultaneously: Ctrl + F11.</i> For further details see the ETSI Drafting Rules ⁽¹¹⁾ .

Clause name	Particularities of the clause
Automatic numbering	Automatic numbering may now be used in ETSI deliverables. It is highly recommended to use sequence numbering (see clause A.4) 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.
Intellectual Property Rights (IPRs)	This clause is mandatory. This clause is always the first and is not numbered. This clause should remain untouched. NOTE: <i>Ensure that all contributors are familiar with their obligations under the ETSI IPR Policy⁽¹⁶⁾.</i>
Foreword	This clause is mandatory. This clause is always the second and is not numbered. This clause is on the same page as the IPRs. NOTE: <i>This clause will be updated by the ETSI Secretariat in line with its internal procedures.</i>
Introduction	This clause is optional. This clause is not numbered when it exists unless there is a need to create numbered subdivisions. In this case it shall be numbered 0 and its subclauses 0.1, 0.2, etc. NOTE: <i>This clause shall not contain requirements.</i>
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: <i>This clause shall not contain requirements.</i>
References	This clause is required. This clause is always numbered 2. NOTE: <i>The text block is specified in the skeleton document⁽¹²⁾.</i>
Version Number/ Reference type, Specific/Non-specific references	According to the document type ("regular" ETSI deliverable, Harmonized Standard, TR, etc.) the references quoted in clause 2 should obey various and rather complex rules in order to be deemed acceptable in an ETSI deliverable. For all rules and information on references in ETSI deliverables, See the ETSI Drafting Rules ⁽¹¹⁾ . NOTE: <i>For Harmonized ENs the normative references shall be version and date specific.</i>
Normative references	This clause is always numbered 2.1. This clause contains normative references only which must be publicly available and in English . For each normative reference it is important to check that the title is correct. If a reference is difficult to find, provide the editing team with a valid link for the reference. NOTE 1: <i>The text block is specified in the skeleton document⁽¹²⁾. See the ETSI Drafting Rules⁽¹¹⁾ for more details.</i> NOTE 2: <i>If there are no normative references, clause 2.1 shall have "Not applicable" written beneath the clause title.</i> NOTE 3: <i>Documents from organizations other than ETSI may be normatively referenced, but note the guidance in the ETSI Drafting Rules⁽¹¹⁾.</i> NOTE 4: <i>All references made to 3GPP documents made in draft deliverables will be changed by the ETSI Secretariat to a reference to the equivalent ETSI deliverable. See the ETSI Drafting Rules⁽¹¹⁾.</i>
Informative references	This clause is always numbered 2.2. This clause contains informative references only which are mentioned in the document itself. NOTE 1: <i>The text block is specified in the skeleton document⁽¹²⁾. See the ETSI Drafting Rules⁽¹¹⁾ for more details.</i> NOTE 2: <i>If there are no informative references, clause 2.2 shall have "Not applicable" written beneath the clause title.</i> NOTE 3: <i>Informative references which are not mentioned in the document itself shall be listed in an informative annex entitled Bibliography. See the ETSI Drafting Rules⁽¹¹⁾ for more details.</i> NOTE 4: <i>All references made to 3GPP documents made in draft deliverables will be changed by the ETSI Secretariat to a reference to the equivalent ETSI deliverable. See the ETSI Drafting Rules⁽¹¹⁾.</i>

Clause name	Particularities of the clause
Definitions, symbols and abbreviations	<p>This clause is optional but is usually included. 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).</p> <p>NOTE 1: <i>If no definitions, symbol and abbreviations are provided clause 3 shall be retitled as "Void" instead of being titled "Definitions, symbols and abbreviations".</i></p> <p>NOTE 2: <i>The title of this clause is Definitions and abbreviations when there is no symbols for example (Definitions being numbered 3.1 and Abbreviations 3.2, etc).</i></p> <p>NOTE 3: <i>This clause shall not contain requirements (shall and must).</i></p> <p>Suggestion: Have a look at the ETSI TErms and Definitions Database Interactive (TEDDI)⁽¹⁸⁾ to see if an existing definition can be re-used in your deliverable.</p>
Figures and tables numbering	<p>Figures and tables may be numbered sequentially throughout the document without regard to the clause numbering, e.g. first figure is figure 1 and the twentieth figure (clause 7) is figure 20. Figures and tables may also be numbered taking account of clause numbering.</p> <p>NOTE: <i>Once you have chosen one of either way to number, it is essential that you use it from beginning to end. Otherwise a huge amount of time will be required to align everything as it has to be consistent throughout the entire document.</i></p>
Notes and examples integrated into the text	<p>Notes and examples integrated in the text shall only be used for giving additional information intended to assist the understanding or use of the ETSI deliverable.</p> <p>They shall not contain any information considered indispensable for the use of the deliverable.</p> <p>A single note/example in a clause shall be preceded by "NOTE:"/"EXAMPLE:" placed at the beginning of the first line of the text of the note.</p> <p>When several notes occur within the same element (e.g. clause), they shall be designated "NOTE 1:"/"EXAMPLE 1:", "NOTE 2:"/"EXAMPLE 2:", "NOTE 3:"/"EXAMPLE 3:", etc.</p> <p>The words "NOTE"/"EXAMPLE" shall appear in upper case.</p> <p>NOTE: <i>Footnotes shall not be used in ETSI deliverables. If necessary, notes integrated in the text shall be used.</i></p>
Notes to figures and tables	<p>Notes to figures and tables shall be treated independently from notes integrated in the text.</p> <ul style="list-style-type: none"> • Notes to figures shall be located above the title of the relevant figure. • Notes to tables shall be located at the bottom within the frame of the relevant table. <p>A single note in a figure/table shall be preceded by "NOTE:".</p> <p>When several notes occur in the same figure/table, they shall be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc.</p> <p>A separate numbering sequence shall be used for each figure/table.</p> <p>Notes in tables or figures may contain requirements.</p>
General punctuation	<p>The decimal sign shall be a comma. The thousand separator shall be a space.</p> <p>Put a non-breaking space between a number and its unit - including the percent sign (%) - even if the unit is not abbreviated.</p> <p>EXAMPLE 1: 2°pages 4°seconds 15°%.</p> <p>Put a non-breaking space both before and after binary operators (+, -, x, etc.).</p> <p>EXAMPLE 2: a° + °b°=°c.</p> <p>Use non-breaking spaces ("Ctrl" + "Shift" + Space) for the thousand separators, before and after binary operators and preceding units.</p> <p>Use a non-breaking hyphen for the minus sign.</p> <p>For clarity, the symbol or a lower case x (rather than a point or any other symbol) shall be used to indicate multiplication of numbers and numerical values.</p> <p>EXAMPLE 3: Write 1,8°x°10 - 3 (not 1,8 * 10 - 3 or 1,8 • 10 - 3 or 1,8 . 10 - 3).</p> <p>NOTE: <i>The exceptions are vector values because it makes a difference (vector "x" whether multiplying with a "•" (scalar value) or with a value).</i></p>
Spell check	<p>Use the spell check function in Word[®] to automatically detect any spelling mistakes in your deliverable.</p> <p>Select "Spelling and Grammar" and tick the "Check grammar" box.</p> <p>The English language to be used is "UK".</p>

Clause name	Particularities of the clause
Annexes	<p>Annexes always start on a new page. As a result you should insert a page break between annexes A, B, etc.</p> <p>Annexes are lettered and not numbered.</p> <p>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).</p> <p>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.</p> <p>NOTE: <i>Informative annexes shall not contain requirements (shall and must).</i></p>
Bibliography	<p>This clause is an optional annex and contains references which are relevant to the deliverable but not mentioned within.</p>
History	<p>This clause is the last clause.</p> <p>This clause shows the major milestones in the life of a document.</p> <p>This clause is always un-numbered.</p> <p>NOTE: <i>This clause will be updated by the ETSI Secretariat in line with its internal procedures.</i></p>
<p>The Rapporteur or Expert starts defining clause names, numbers and content from clause 4 until the end of the document (annexes included).</p> <p>NOTE 1: <i>The following forms shall be used in the text:</i></p> <ul style="list-style-type: none"> - Recommendations: "Should, should not". - Permissions: "May, may not, need, need not". - Possibilities: "Can, cannot". - Requirements: "Shall, shall not, must, must not". <p>The ETSI Drafting Rules⁽¹¹⁾ specify that ETSI Technical Reports (TRs), ETSI Guides (EGs) and Special Reports (SRs) shall be entirely informative, this means that the verbal forms "shall" and "must" should be avoided as far as possible in an informative document.</p> <p>Where they have to be included for accuracy, the greatest care should be taken in order to avoid misunderstandings.</p> <p> Do not use "must" as an alternative for "shall". (This will avoid any confusion between the requirements of a document and external statutory obligations.)</p> <p>NOTE 2: <i>Trade names should be avoided. If it is necessary to refer to a trade name, please consult the ETSI TO⁽³⁾ and see the ETSI Drafting Rules⁽¹¹⁾ for more details.</i></p>	

- (1) <http://portal.etsi.org/directives>
- (2) <http://portal.etsi.org/sfs/process/home.asp>
- (3) http://portal.etsi.org/chaircor/ETSI_support.asp
- (4) <http://portal.etsi.org/edithelp/home.asp>
- (5) <http://webapp.etsi.org/workprogram>
- (6) <http://webapp.etsi.org/teldir/PersonalInfo.asp>
- (7) http://portal.etsi.org/sfs/process/item6_STFwork/item6_C1_ITservices.asp
- (7a) http://portal.etsi.org/sfs/process/item3_Recruitment/item3_F_STFleader.asp
- (7b) http://portal.etsi.org/sfs/process/item6_STFwork/item6_E_TimeSheets.asp
- (7c) <http://webapp.etsi.org/travel/home.asp>
- (7d) http://portal.etsi.org/sfs/process/item6_STFwork/item6_F3_Travel_Organization.asp
- (8) <http://portal.etsi.org/edithelp/HowToStart/home.htm?page=ETSInumbering>
- (9) http://portal.etsi.org/eApproval/eApprovalDoc/Resolution_meeting.doc
- (10) <http://portal.etsi.org/eapproval/>
- (11) <http://portal.etsi.org/edithelp/HowToStart/home.htm?page=DraftingRules>
- (12) <http://portal.etsi.org/edithelp/StandardsDevelopment/home.htm?page=skeletons>
- (13) <http://portal.etsi.org/edithelp/StandardsDevelopment/home.htm?page=StylesTemplate>
- (14) <http://portal.etsi.org/edithelp/StandardsDevelopment/home.htm?page=StylesToolbar>
- (15) http://webapp.etsi.org/ContextHelp/WorkProgram_help.asp?type=CODES_KEYWORDS
- (16) <http://www.etsi.org/about/571-how-to-declare-essential-ipsr-to-etsi?highlight=YT0xOntpOjA7czo1OiJsZWdhdhCj7fQ==>
- (17) <http://portal.etsi.org/chaircor/SMP.asp>
- (18) <http://webapp.etsi.org/Teddi/>
- (19) <http://sharepoint.etsi.org/C0/Forms/Procedures/Revision%20of%20ETSI%20deliverables.xml>
- (20) http://portal.etsi.org/edithelp/Files/zip/ETSI_editing_checklist.zip
- (21) <http://www.etsi.org/services/etsi-webstore>