



TERMS OF REFERENCE OF THE NSBG

Terms of Reference of the National Standardisation Bodies Group

I. Title of the Group

National Standardisation Bodies Group (NSBG).

II. Scope

These Terms of Reference for the NSBG were drafted with the aim to put the NSBs in the position to fulfil their role as per Regulation (EU) No 2022/2480 (the amendment of Regulation (EU) No 1025/2012).

NSOs and NSBs referred to in this document are defined in the ETSI Rules of Procedures.

The NSBG described in this document is the ETSI decision-making body composed of the NSBs which are the subset of the NSO Group located in the European Economic Area (EEA).

Other NSOs are invited to participate in the discussions without the right to vote.

The responsibilities of the group are to take

- decisions on the acceptance and refusal of Standardisation Requests,
- decisions on the adoption, change and stopping of Work Items that are needed for the fulfilment of the Standardisation Request, and
- decisions on the adoption, revision and withdrawal of European standards or European standardisation deliverables.

In addition, NSBs are also responsible for

- the Standstill (see Article 21.3 of the RoP),
- the national transposition of those ENs referred to above (see Article 21.7.1 of the RoP), and
- the translation of title of EN expected to be cited as Harmonised Standards in the OJEU.

III. Setting-up

The NSBG is set-up by the ETSI General Assembly, through the adoption of the amended ETSI Directives which aim to comply with the new European regulation on standardisation.

IV. Membership and participation

Members of the group are the NSBs and the Counsellors.

Other NSOs are invited to participate in the meetings and during online discussions.

The NSBG Chair may invite Guests to give presentations at a particular NSBG meeting, and to participate in discussions related to such presentations.

Guests may include representatives of other ESOs and Chairs as well as secretariats of those technical bodies affected by the relevant Standardisation Request.

ETSI Board members are welcome to participate in the NSBG meetings.

V. Nomination of the Chair and Vice-chair of the NSBG

Nomination for the positions of Chair and Vice-Chair of the NSBG shall be submitted by the NSBs in writing to the ETSI Director-General thirty (30) days before the date of the NSBG meeting at which an election is to take place. The positions of Chair and Vice-chair are restricted to NSBs.

The NSBs elect the Chair and the Vice-Chair of the NSBG.

In case of a single candidate, the Chair and Vice-Chair are elected by consensus.

If there are more than one (1) candidate, a secret vote shall be used.

Where voting is used, vote results shall be evaluated by the Convenor (first election of a Chair) or the existing Chair using the "one NSB, one vote, weight 1" rule.

- When, in the first ballot, no candidate has obtained seventy one percent (71%) of the votes cast, a second ballot shall be held.
- In the second ballot, in cases where there are only two (2) candidates, the candidate obtaining the higher number of votes is elected.
- In cases where there are more than two (2) candidates, if none of them has obtained seventy one percent (71%) of the votes, a third and final ballot shall be held among the two (2) candidates who have obtained the highest number of votes in the second ballot. The candidate obtaining the higher number of votes in the third ballot is then elected.

The Chair and the Vice-Chair shall be elected for a term of two (2) years.

The Chair and Vice-Chair may be re-elected for one (1) further consecutive term only.

If a problem arises which results in the inability of the Chair or Vice-Chair to perform their role they may be dismissed.

The dismissal process shall be initiated by the NSBG at the request of at least four (4) NSBs.

A secret ballot shall be used.

In the case where the Chair resigns during the mandate period, the Vice-Chair will stand-in until the next NSBG meeting.

VI. Meetings

When NSOs wish to convene an NSBG meeting to discuss issues related to a Standardisation Request, the meeting shall be facilitated by ETSI and chaired by the Chair of the NSBG.

If the chair of the NSBG cannot attend the meeting, the meeting may be chaired by the Vice-Chair of the NSBG.

The secretary of the NSBG meeting is provided by the ETSI Secretariat.

The NSBG meetings may be hybrid (combination of physical meeting and remote participation via electronic means) or fully online (fully held online meetings via electronic means).

The decision whether to offer a meeting as a fully online or a hybrid meeting is decided by the NSBG Chair in consultation with the ETSI Secretariat.

VII. Reporting

The NSBG informs the ETSI General Assembly about its activities, if necessary.

VIII. Working rules

A. Manage the work of NSBG Chair

It shall be the responsibility of this person to:

- announce a meeting at least thirty (30) days in advance. In case it is deemed necessary by the Chair, meetings could be announced as late as seven (7) days prior to the meeting;
- provide an initial draft agenda at least fifteen (15) days before the meeting, if the meeting is not called on short notice (see above);
- manage the work of the NSBG;
- endeavour to reach consensus on all issues;
- ensure that minutes are made for each meeting (including circulation of draft minutes within fourteen (14) days of the meeting);
- ensure that a list of action points is made for each meeting;
- ensure that a list of decisions is made for each meeting;
- ensure that contributions are made available to the ETSI Secretariat within fourteen (14) days of the meeting.

B. Responsibility of the ETSI Secretariat

It shall be the responsibility of the Secretariat to provide meeting facilities, the necessary electronic tools, including voting, and the support to the NSBG meetings.



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C. Decision-making

All NSOs are invited to participate in the discussions within the NSBG, but only the NSBs take decisions on Standardisation Requests and related deliverables, from the European Commission.

Decisions are taken by electronic means only.

IX. Revision of the Terms of Reference

Terms of Reference shall be subject to periodic review by the NSBG, and any changes shall be notified to the ETSI General Assembly.

X. Termination of the NSBG

The NSBG shall be terminated upon decision of the ETSI General Assembly.

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