



Terms of Reference of the National Standards Organizations Group

I. Title of the Group

National Standards Organizations Group (NSOG).

II. Scope

These Terms of Reference for the NSOG were drafted with the aim to put the NSOG members in the position to fulfil their role as per amended Regulation (EU) No 1025/2012, the ETSI-NSO Agreement and the related Articles in the ETSI Directives.

Amongst other activities in connection with an ETSI membership, the NSOG members are responsible for the following functions:

1. the Standstill (see Article 13.3 of the RoP);
2. the Public Enquiry (see Article 13.4 of the RoP);
3. the establishment of the national position for the vote for adoption or withdrawal of an EN, except those in response to an SReq (see Article 13.5 of the RoP);
4. the national transposition (see Article 13.7.1 of the RoP); and
5. the national withdrawal (see Article 13.7.2 of the RoP).

III. Set-up and membership

The NSOG is defined in the ETSI Rules of Procedure as the ETSI decision-making body composed of the National Standards Organizations, from CEPT countries, which have signed the ETSI-NSO Agreement.

IV. Participation in NSOG meetings

All the NSOs may participate in the NSOG meetings and may take part in the relevant decision-making.

The Counsellors may participate in the NSOG meetings with no right to take part in decision-making.

The NSOG Chair may invite Guests to give presentations at a particular NSOG meeting, and to participate in discussions related to such presentations, with no right to take part in decision-making.

ETSI Board members are welcome to participate in the NSOG meetings, with no right to take part in decision-making.

V. Appointment of the Chair and Vice-Chair of the NSOG

Nomination for the positions of Chair and Vice-Chair of the NSOG shall be submitted by the NSOG members in writing to the ETSI Director-General thirty (30) calendar days before the date of the NSOG meeting at which an election is to take place.

The NSOG members shall appoint the Chair and the Vice-Chair of the NSOG. The appointment of the Chair shall be confirmed by the General Assembly.

In case of a single candidate, the Chair and Vice-Chair shall be appointed by Consensus.

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

Where voting is used, vote results shall be evaluated by the Convenor (first appointment of a Chair) or the existing Chair using the "one NSO, 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 appointed.

- 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 appointed.

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

The Chair and Vice-Chair may be re-appointed 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 NSOG at the request of at least four (4) NSOG members.

A secret ballot shall be used.

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

VI. Meetings

In the absence of the Chair of the NSOG, the meeting may be chaired by the Vice-Chair of the NSOG.

The NSOG meeting shall be facilitated and supported by the ETSI Secretariat.

Meetings of the NSOG are held as hybrid meetings, i.e., meeting held in a particular location where physical and remote participation of attendees are allowed.

If necessary, such meetings may be held either physically or via electronic means, if so, decided by the Chair of the NSOG in consultation with the Secretariat.

Joint NSOG-NSBG meetings may be proposed by any of the two (2) groups.

VII. Reporting

The NSOG reports to the ETSI General Assembly on work progress upon request.

VIII. Responsibilities of the Chair of the NSOG

It shall be the responsibility of the Chair to:

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

IX. Revision of the Terms of Reference

Terms of Reference shall be subject to periodic review by the NSOG.

It is the responsibility of the General Assembly to approve its Terms of Reference.

X. Termination of the NSOG

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