NSO's Guide

2018

ETSI

The Standards People

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Definitions

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

ETSI deliverable: a specific document produced by ETSI (EG, EN, ES, GR, GS, SR, TR or TS) as a result of an ETSI Work Item.

ETSI Project (EP): is an 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 Work Items (WIs). An ETSI Project is relatively self-contained and has its own project management.

ETSI standards: any standard adopted by ETSI including options therein or amended versions and include European Standards (ENs), ETSI Specifications (TSs), ETSI Standards (ESs), Common Technical Regulations (CTRs) which are taken from ENs and include drafts of any of the foregoing, and documents made under the previous nomenclature, including ETSs, I-ETSs, parts of NETs and TBRs, the technical specifications of which are available to all MEMBERS, but not include any standards, or parts thereof, not made by ETSI.

ETSI Work Programme (EWP): a complete set of ETSI Work Items.

> NOTE: This application is available at
> https://portal.etsi.org/webapp/WorkProgram/SimpleSearch/QueryForm.asp.
>
> It was designed to facilitate ETSI's users searching for ETSI work items using a large variety of search criteria. It is primarily intended for expert users, i.e. those people with a detailed knowledge of ETSI.

European Standard (EN): an ETSI deliverable containing normative provisions, approved for publication by application of the EN Approval Process (ENAP).

> NOTE: An EN developed in response to a mandate issued by the European Commission (EC) is referred to as an Harmonised Standard.

Harmonised Standard (HS): a European Standard (EN) adopted on the basis of a Standardisation Request made by the European Commission for the application of Union harmonisation legislation.

National Standards Organisation (NSO): a standards organisation whose function is to carry out on a national level the activities related to standstill, Public Enquiry, establishment of the national position for the vote on draft European Standards (ENs) 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.

Standard: document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

> NOTE: This defintion of standard is taken from ISO/IEC Guide 2: 2018 and is not to be confused with the definition of STANDARD used in TWP.

Technical Body (TB): is the primary decision-making centre for all matters that fall within its Term of Reference (ToR).

> NOTE: It may establish Working Groups (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 TWPs. The TB shall retain responsibility.

Technical Comment (TC): comment which proposes a technical change. It is a change which, implicitly or explicitly, adds, removes or modifies provisions of the deliverable.

> NOTE: Technical changes can result in modified behaviour of equipment or systems designed to be conformant to that deliverable.

Technical Committee (TC): supported by Working Groups where appropriate, is an activity organized around a set of ETSI Work Items addressing a specific technology area that may contribute to more than one Technical Body and which provides continuity.

Working Group (WG): is established by the TB if required. The TB shall retain responsibility for it. It may support the TC where appropriate.

Work Item (WI): description of a standardization task approved by a Technical Body or/and Industry Specification Group according to the procedures in clause 1.6.3 of the Technical Working Procedures and adopted by the ETSI members.

Abbreviations

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

AP	Approval Procedure
EDRs	ETSI Drafting Rules
EG	ETSI Guide
EN	European Standard
ENAP	EN Approval Process
EP	ETSI Project
EPP	ETSI Partnership Project
ES	ETSI Standard
EWP	ETSI Work Programme
GA	General Assembly
GR	Group Report
GS	Group Specification
HS	Harmonised Standard
IPRs	Intellectual Property Rights
ISG	Industry Specification Group
MAP	Membership Approval Process
MoU	Memorandum of Understanding
MV	Member Vote
MW	Member Withdrawal
NSO	National Standards Organisation
OJEU	Official Journal of the European Union
PAS	Publicly Available Specification
PDF	Portable Document Format
PE	Public Enquiry
R&TTE	Radio equipment & Telecommunications Terminal Equipment
RED	Radio Equipment Directive
RoP	ETSI Rules of Procedure
SC	ETSI Special Committee
SMP	Standard Making Process
SR	Special Report
TB	Technical Body
TC	Technical Committee
TG	Technical Group
TR	Technical Report
TS	Technical Specification
TWPs	Technical Working Procedures
WG	Working Group
WI	Work Item
WNV	Weighted National Voting
WV	Withdrawal Vote

Introduction

Thank you for your participation in ETSI as an NSO!

ETSI is assisted by National Standards Organisations (NSOs) in the elaboration, approval and implementation of ETSI ENs.

ETSI agrees to provide access to its approved work programme and, on request, other relevant documents to the NSO. The NSO agrees to inform ETSI of all national standardisation activities in the field of interest of ETSI.

This document describes **the essential elements of your role,** what ETSI expects from you as a representative of an NSO, and the support that you can expect from the ETSI Secretariat. It is structured as a step-by-step guide from the approval to the publication of ETSI European Standards (ENs). It also shows you how to use the electronic tools that are essential for carrying out your tasks.

The information is based on the ETSI Rules of Procedure (RoP) and ETSI Technical Working Procedures (TWPs) contained in the ETSI Directives[1] and the Memorandum of Understanding between the National Standards Organisations and European Telecomunications Standards Institute (MoU) [2] (see annex 1).

I am an ETSI NSO contact

What does ETSI expect of me?

The NSO "official" contact is entitled to take all necessary decisions which may have to be taken. He/she is responsible for:

- not undertaking any national standardization activity nor publishing any new or revised standard which is not completely in line with an existing EN during the Standstill period which could prejudice the preparation of an EN;

- carrying out the Public Enquiry (PE) in their country and submitting collected comments for ETSI ENs sent on EN Approval Process (ENAP) via the e-Approval application;

- the establishment of the national position for the Weighted National Voting (WNV);

- the national transposition of ETSI ENs into national standards;

- the withdrawal of any conflicting national standards; and

- providing ETSI with the title translations into the mandatory official languages via the e-Approval application for European Harmonised Standards to be listed in the Official Journal of the European Union (OJEU).

The "official" contact is considered as "voting" contact by default. Another person from the same organisation/company will also have to be designated as "voting" contact to support and/or replace the "official" contact.
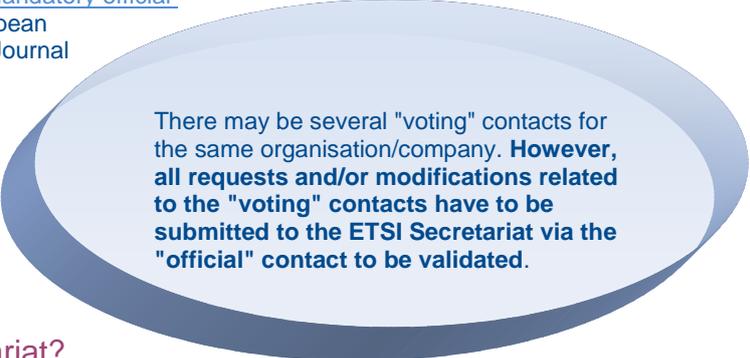
There may be several "voting" contacts for the same organisation/company. **However, all requests and/or modifications related to the "voting" contacts have to be submitted to the ETSI Secretariat via the "official" contact to be validated**.

What support can I expect from the Secretariat?

The Liaison Officers[3] are your primary contacts with ETSI.

They will:

- manage the running of the ENAP and provide you with all relevant and necessary information in the correct manner;

- provide advice and tools to help you complete your duties (Public Enquiry (PE), Weighted National Vote (WNV), standstill, transposition, withdrawal of conflicting standards, titles translation for the OJEU, etc.);

- gather all national comments uploaded via the ETSI online e-Approval application and/or emails and provide answers in the relevant TB resolution meeting report;

- help in any matter raised by you to try to improve the process linked to your relevant activity;

- assist you in carrying out your duties and ensure all questions are answered; and

- organise an NSO meeting each year as an opportunity to exchange all points of view.

The role of the NSO's contact in ETSI

What personal details are needed?

You should ensure that your details are correctly registered in the ETSI directory, which links directly to the ETSI Contact Information. You should also ensure that your name as well as your e-mail address appears correctly on the database entry. This allows you to be contacted easily whenever necessary.

The role of the Head of National Delegation in ETSI

According to Article 3.2 of the ETSI Rules of Procedure (RoP) each National Delegation shall appoint a Head of Delegation (HoD).

The role of the HoD is the following:

- To cast the vote on behalf of the Delegation during the ETSI GA meeting, whenever a formal WNV is performed (RoP Article 11.2.1). The HoD has to consult and consider the views of his/her delegation.

- During the ETSI GA meeting to cast the vote in the case of adoption of an EN (RoP Article 13.5.2) after consultation with the NSO representative and in accordance with the rules referred to in Article 13.2. In practice nearly all EN votes are performed by correspondence via the NSO rather than in real-time during a GA meeting.

- Agreeing the WNV to be allocated to a new FULL Member (CEPT) country under Annex 3 of the ETSI RoP.

- Ensuring the delegation correctly performs its obligations with respect to Public Enquiry, WNV, standstill and transposition; although in practice this is handled by the NSO.

- Organising a national preparatory meeting prior to each ETSI GA to collect the views of the national members and to be able to represent those views for the members who are not able to be present during the ETSI GA meeting.

- Participating in the HoD meeting with the ETSI GA Chairman the evening before the ETSI GA to advise her/him on how best to organise the agenda by taking into consideration the views which will be raised by the different delegations.

The list of Heads of National delegations is available in the contact information[6].

Mutual assistance and information

The NSO agrees to consider favourably any request for assistance from ETSI in the organisation of any events ETSI wishes to stage at the national level. ETSI agrees to do its best to help the NSO with any standardisation enquiries in ETSI's field of interest.

ETSI agrees to make available to the NSO staff places on any training courses it may organise on the functioning of ETSI or other similar matters.

Standstill

ETSI has the obligation to inform all NSOs as soon as the ETSI GA has decided on Standstill. From the date of a Standstill, your organisation commits itself not to undertake any national standardisation activity which could prejudice the preparation of an EN, nor to publish a new or revised standard which is not completely in line with an existing EN.

The decisions to impose or release standstill and associated dates shall rest with the ETSI GA. Standstill remains in force until Withdrawal of the EN, unless it is released by decision of the ETSI GA.

For all details concerning standstill, see annex 2.

Adoption of an EN

An EN shall be adopted by application of the ENAP (see Article 2.2.1.1 of the ETSI TWPs.

Further details are available in Articles 13.4 to 13.5.3 of the ETSI RoP.
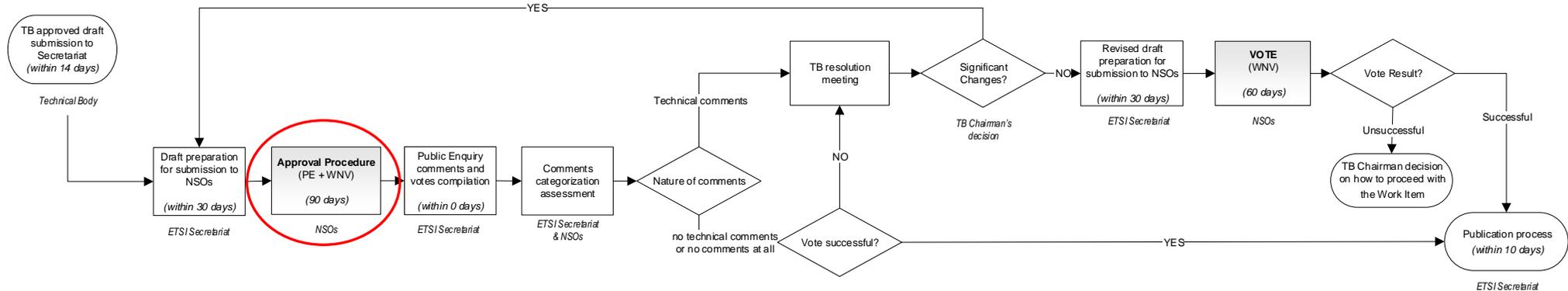
ENAP (EN Approval Process)

The EN Approval process comprises an Approval Procedure (combined Public Enquiry (PE) and Weighted National Voting (WNV)) and possibly a second WNV followed by a publication.
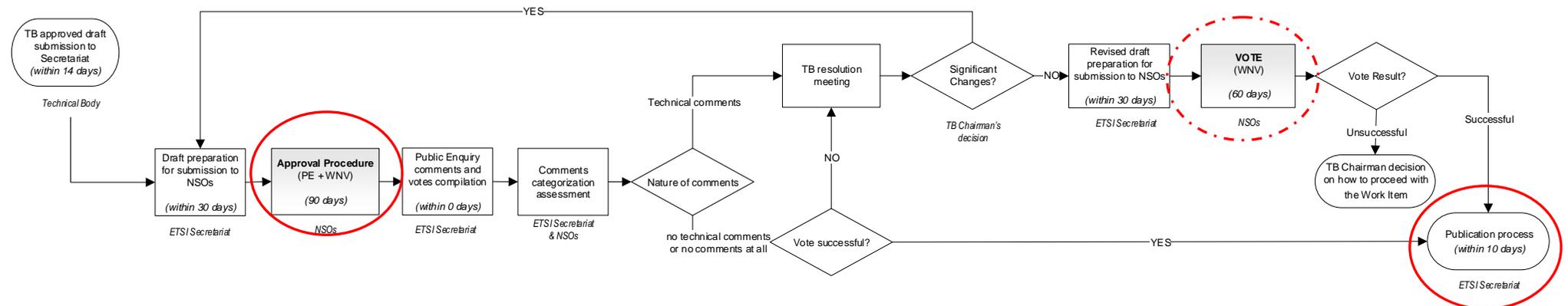
Further details are available in Articles 2.2.1.1.1 of the ETSI TWPs contained in the ETSI Directives[1].

Approval Procedure (AP)

An Approval Procedure comprises a Public Enquiry (PE) and a Weighted National Voting (WNV) performed in a single process over a period of 90 days.

ETSI undertakes to notify all NSOs the start of an Approval Procedure and to provide access to the relevant EN draft. For its part the NSO undertakes to send ETSI the consolidated comments received during the Public Enquiry and the national position (Weighted National Voting) by the set deadline.

Further details are available in Articles 2.2.1.1.1 of the ETSI TWPs contained in the ETSI Directives[(1)].

Public Enquiry (PE)

A Public Enquiry is the national consultation undertaken by your organisation in your own country to evaluate the likely acceptance of an EN (Harmonised Standard or not).

The ETSI Secretariat may extend the PE period on receipt of a justified request from an NSO.

ETSI and the NSO agree to apply the schedule for the EN Approval Process 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)].

The comments, if any, resulting from a PE may be of technical or non-technical nature.

Comments have to be submitted using the template for ENAP comments and resolution reports made available at **http://portal.etsi.org/eApproval/eApprovalDoc/Resolution_meeting.doc**

"Type of comments" requires you to verify the nature of your comment:

- A Technical Comment (TC) is a comment which proposes a technical change in an EN (Harmonised Standard or not).
  A technical change is one which, implicitly or explicitly, adds, removes or modifies provisions of the deliverable.

NOTE: Technical changes can result in modified behaviour of equipment or systems designed to be conformant to that deliverable.

Weighted National Voting (WNV)

You undertake to carry out the Weighted National Voting (WNV) on the adoption of an EN in your country as part of the ENAP over a period of 60 days.
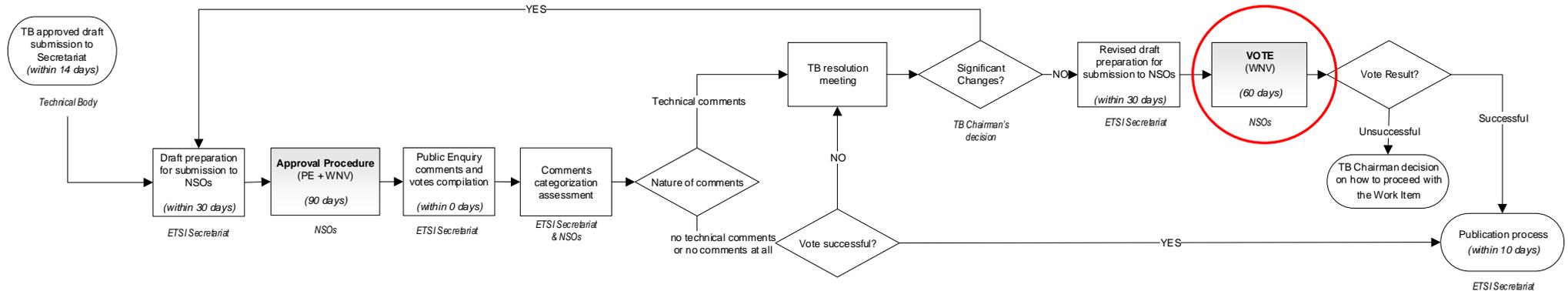
ETSI undertakes to notify all NSOs the start of a vote (WNV) and to provide access to the relevant EN draft.

NSOs must consider consider all views expressed in their own country before deciding how to cast the WNV.

The ETSI Secretariat may extend the WNV period on receipt of a justified request from a NSO.

If an organisation has several voting contacts, **the last vote cast before the deadline is the vote considered**. It is the responsibility of the organisation to manage the voting process where there is more than one voting contact.

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 TBs 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 (transposition table) outlined in the foreword of the newly published EN.

Transposition

Your organisation shall take measures to ensure the visibility of ENs on a 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 after their adoption.

In the case of endorsement, it shall be stated that the EN has been approved together with the number, title and date of the EN, **and location from where copies of the text may be obtained**. The ETSI transposition and withdrawal database[13] shall be updated accordingly by your organisation (see annex 5).
ENs thus published or endorsed, in addition to being ENs, shall be given the status of national standards.

Publication of an identical text means identical in technical content and presentation (except translation) and with no restrictions for application. Options in an EN are options for the user of the standard, but not options from which your organisation may make a selection.

Translation of ETSI deliverables

Once an EN has been approved in English as an official standard, it may be translated into French and German and published equally as an official version of the standard. When a translation is made of an EN into French or German and the NSO concerned gives a certificate of accuracy to the ETSI Director-General, then the EN will also be available to NSOs as an official EN in those languages. In case of conflict of interpretation reference shall be made to the English version of the standard.

Notwithstanding the provision above, each NSO has the right to translate ENs into the language(s) of its own country. ETSI shall recognise standards as official translations if their accuracy has been certified to the ETSI Director-General by an NSO using the relevant language. The costs of all translations of standards shall be covered by the parties interested.

An NSO can also translate other types of ETSI deliverables into the language of its own country and for this purpose, a licence agreement has been established (see annex 1).

Translation of European Harmonised Standard titles for the OJEU

The NSO whose official language is listed below has the exclusive responsibility for providing ETSI with the title translations into his/her own language via the e-Approval application[11] for Harmonised Standards to be listed in the Official Journal of the European Union (OJEU) (see annex 4).

The 25 mandatory official languages are the following:

Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Icelandic, Italian, Latvian, Lithuanian, Maltese, Norwegian, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

Publication and sales of ETSI standards

ETSI undertakes to give the NSO the right of publication and/or sales of ETSI deliverables and other of its publications according to a separate sales agreement. ETSI will maintain a dialogue with the NSO to create an efficient distribution system for ETSI deliverables in the national market covered by the NSO. The NSO agrees to actively market ETSI deliverables in the territory of its own country through advertising and other appropriate means.

The ETSI Work Programme application[9] provides an easy way to search the ETSI publications, by running dynamic database queries.

A link has been made available via the ETSI Work Programme application[9] which allows anyone to find out what is the NSO for her/his country.

The Distributors hyperlink[5] also available via the ETSI website leads you to the detailed list of NSOs.

NSO-ETSI meetings

The ETSI Director-General will have periodic meetings with the NSOs to manage the co-operation set down in the ETSI/NSO Memorandum of Understanding[2] (MoU) (see annex 1). In addition to the rights and obligations stipulated in this MoU and in accordance with Article 1.2.4 of the ETSI RoP contained in the ETSI Directives[1], the NSOs which are not Full Members of ETSI have the same rights as those of the Observers in ETSI on a free of charge basis. Consequently, the NSOs have the right to attend meetings of the ETSI GA (without the right to vote) and to receive ETSI deliverables (but not the Technical organization and ISG documents).

NSO co-operation with ETSI Members

The NSO undertakes to co-operate with the ETSI members in their country with a view to achieving coherence between a vote taken for the adoption of a standard by ballot and a vote taken for the adoption of a standard at an ETSI GA meeting. Noting that the latter case will usually arise only when the draft standard is controversial, every effort will be made to ensure that arrangements made between ETSI members and the NSO at the national level do not inhibit flexibility of national delegations to arrive at timely compromises at the meeting of the ETSI GA. In these cases, it would be useful if a representative from the NSO is included in the national ETSI delegation.

Co-ordination with CEN and CENELEC

ETSI undertakes to work closely with CEN and CENELEC to minimise overlaps and to maximise co-operation. The NSOs agree to facilitate the co-operation between ETSI, CEN and CENELEC and support agreements the three bodies enter into. Where any such new agreements will affect the interests of the NSOs, ETSI agrees to consult the NSOs and take their views into account in arriving at its position. Where a work item is transferred from ETSI to CEN or CENELEC or vice versa after the Approval Procedure or WNV on the adoption of a draft standard relating to that work item, the NSOs agree, in principle, to treat the Public Enquiry or adoption as valid for the body receiving the work item.

Annex 1:   ETSI/NSO MoU - Agreements and licences

ETSI/NSO Memorandum of Understanding (MoU)

All recognised NSOs notified to the ETSI Director-General under Article 13.2 of the ETSI Rules of Procedure shall be entitled to be a signatory of the MoU.

The purpose of the ETSI/ NSO MoU is to create a formalised framework of co-operation between ETSI and the NSO.

The respective responsibilities of ETSI and NSOs shall be laid down in this MoU signed by ETSI and each NSO.

If an NSO wants to foreclose the MoU it shall notify the ETSI Director-General 180 days in advance.

For more details consult the online ETSI/ NSO Memorandum of Understanding (MoU)[2].

Sales Agreement

The Sales Agreement is a complete and exclusive statement of the Agreement concerning the distribution of ETSI publications with respect to the sale and/or lease of publications in paper and electronic media formats.

ETSI grants to the NSO against payment of royalties the rights for the distribution of publications, compilations and complete sets including their duplication and packaging.

The NSO shall notify ETSI of its intention to develop compilations in electronic format. ETSI and the NSO shall assess the impact of such compilations on the commercial development of complete sets. When these compilations consist of a significant portion of ETSI publications ETSI and the NSO, where appropriate, will agree on royalties on the publications from ETSI contained in such compilations.

For further information, please contact:
webvote-contact@etsi.org.

Licence Agreements on the translation of ETSI Deliverables

The licence agreement is a special amendment which may be signed within ETSI and any country which wishes to make available translations of certain ETSI deliverables in their national language free of charge to the public via their website.

There shall be no payment of royalties/ license fees under this agreement. Each party will bear its own costs.

⚠️   In case of discrepancies, the English version of the ETSI deliverable shall prevail.

For further information, please contact Mr. Xavier Piednoir - ETSI Head of External Relations.

Annex 2:   ETSI Standstill

Standstill imposition

Standstill for an ETSI work item intended to result in an EN shall start 60 days after its adoption, or at the start of the work on the ETSI work item, whichever date comes later.

Standstill release

Standstill remains in force until Withdrawal of the EN, unless it is released by decision of the ETSI GA.

Infringement of Standstill

Standstill is not infringed by:

a)   the issue by an NSO of a draft standard for Public Enquiry intended and designated as a contribution to ISO/IEC and/or CEN/CENELEC/ETSI standardisation;

b)   the publication by an NSO, within three months of the start of Standstill, of a national standard that an NSO has already approved;

c)   the publication by an NSO, after notifying the ETSI Director-General, of a national standard adopting without change a published ITU-T or ITU-R Recommendation or a standard in the field of ETSI's interest prepared by the ISO/IEC, where there is no EN already in existence.

In cases b) and c) the NSO commits itself to aligning the national standard with the eventual EN, when issued.

Review of Standstill

The NSO shall be entitled at any time to request a review of a Standstill on a particular work item.

The ETSI Standstill application**(7)** has been made available to view all ETSI work items based on standstill information.

A query form allows you to find out information either on imposed standstill or released standstill for any ETSI work item.

Annex 3:   ETSI Work Programme (EWP)

The ETSI Work Programme application**(9)** provides an easy way to search ETSI standards by running dynamic database queries.

If you want to find a specific document, please enter the document number[10], then click "Search" (after ticking the box "All versions" if you want to have all the existing versions displayed).

A list of all the documents relating to your selection will then 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" box in your result window.

If you want to download the document, just click on the corresponding download standard icon (on the top right-hand side). Depending on your access rights, you have the option of downloading either the Word$^®$ or the PDF version.

⚠   This application allows you to download individual copies of ETSI publications **free of charge**.

If you need further help, please contact us at webvote@etsi.org.

Annex 4:   ETSI e-Approval

The ETSI e-Approval application[11] provides an easy way to submit comments and/or vote on ETSI ENs, by running dynamic database queries.

This tool will allow you to download the ETSI European Standards as soon as the approval procedure is launched and view comments if any. The results of the vote will be displayed at the closure of the procedure if no comments have been submitted. In case one or several comments have been submitted, the results will only be displayed after the categorization of comments assessment has been validated by the ETSI Technical Officer.

Any EOL account holder can view/download results/comments for closed approval procedures and votes via the e-Approval application.

To get access to the ETSI server apply for an EOL account[12].

How to submit comments and/or vote on ETSI ENs?

The NSO undertakes to carry out the Approval Procedure (PE and WNV) of an EN in its country and to send ETSI the consolidated comments received in the Public Enquiry by the set deadline using the template made available on the e-Approval application home page[11].

The NSO undertakes to carry out the voting on the adoption of an EN in its country. The NSO shall undertake to consider all views expressed in its country before deciding how to cast the national vote.

For this purpose, select the appropriate approval procedure and status which you want displayed. Use the summarized view to vote for several items simultaneously, providing you do not have any comments.

e-Approval 2018-08-14

HOME PRINT HELP HELPDESK

GUIDELINES

The e-Approval application aims at casting votes and/or submitting comments on European Standards (**EN**), ETSI Standards (**ES**) and ETSI Guides (**EG**). This application also enables the downloading of the relevant deliverables, comments if any and vote results.

ENAP (EN Approval Process)

See Article 13 of the ETSI Rules of Procedure (RoP), Clause 2.2.1 and Annex A Clause A.5 of the ETSI Technical Working Procedures (TWP) available from the ETSI Directives

An **EN** (Harmonised Standard or not) shall be adopted by application of the ENAP which consists of a combined Public Enquiry and, at least, one Weighted National Voting procedure (see RoP Annex 4) performed by the NSOs in a single process called [**EN Approval**] in the sidebar menu.

A Public Enquiry is the national consultation undertaken by an NSO to evaluate the likely acceptance or withdrawal of an EN (Harmonised Standard or not). The comments, if any, resulting from a Public Enquiry may be of technical or non-technical nature.
A Technical Comment is a comment which proposes a technical change in an EN (Harmonised Standard or not). A technical change is one which, implicitly or explicitly, adds, removes or modifies provisions of the deliverable.
NOTE: Technical changes can result in modified behaviour of equipment or systems designed to be conformant to that deliverable.

When there is a need for a second Weighted National Vote for adopting an EN (Harmonised Standard or not), select the [**Votes**] option in the sidebar menu.
When there is a need for a second Weighted National Vote for withdrawing an EN (Harmonised Standard or not), select the [**Withdrawal Votes**] option in the sidebar menu.

MAP (Membership Approval Process)

See Clause 2.2.3 and Annex A Clause A.5 of the ETSI Technical Working Procedures (TWP) available from the ETSI Directives

An **ES** or **EG** shall be adopted by application of the **Membership Approval Process** (MAP) which consists of a Weighted Individual Voting procedure (see RoP Annex 3), called [**Member Votes**] in the sidebar menu, performed by ETSI Full and Associate members.
An **ES** or **EG** be withdrawn by application of a Weighted Individual Voting procedure, called [**Member Withdrawal**] in the sidebar menu, performed by ETSI Full and Associate members.

OAP (One-step Approval Process)

The [**One-step Approval**] option from the sidebar menu is available only for consultation of ENs (Harmonised Standards or not) adopted under this previous regime.

TAP (Two-step Approval Process)

The [**Public Enquiries**] option from the sidebar menu is available only for consultation of comments on ENs (Harmonised Standard or not) submitted to this previous regime.

MORE DETAILS...

A detailed description of drafting and approval processes for each type of ETSI deliverable is available from the ETSI Web site as well as copies of the TB resolution meeting report template or the MoU between ETSI and the NSOs which are also available for download for your convenience

CONTACT US

AP 20180823   12 ENs [.zip package]
OPENED on 2018-05-25 at 08.00 GMT   CLOSING on 2018-08-23 at 17.30 GMT

1	ETSI EN 319 521 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST
2	ETSI EN 319 522-1 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST
3	ETSI EN 319 522-2 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST
4	ETSI EN 319 522-3 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST
5	ETSI EN 319 522-4-1 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST
6	ETSI EN 319 522-4-2 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST
7	ETSI EN 319 522-4-3 V1.0.0 (2018-05)	○ IN FAVOUR ○ ABSTAIN	CAST

The detailed view allows you to select the appropriate procedure and provide any comments and/or vote.

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e-Approval 2018-08-14

HOME PRINT HELP HELPDESK

9/12	ETSI Document number:	ETSI EN 319 532-1 V1.0.0 (2018-05)	CAST
	Work Item Reference:	DEN/ESI-0019532-1	
	Technical Body:	Electronic Signatures and Infrastructures	
	Title:	Electronic Signatures and Infrastructures (ESI); Registered Electronic Mail (REM) Services; Part 1: Framework and architecture	

10/12	ETSI Document number:	ETSI EN 319 532-2 V1.0.0 (2018-05)	CAST
	Work Item Reference:	DEN/ESI-0019532-2	
	Technical Body:	Electronic Signatures and Infrastructures	
	Title:	Electronic Signatures and Infrastructures (ESI); Registered Electronic Mail (REM) Services; Part 2: Semantic contents	

11/12	ETSI Document number:	ETSI EN 319 532-3 V1.0.0 (2018-05)	CAST
	Work Item Reference:	DEN/ESI-0019532-3	
	Technical Body:	Electronic Signatures and Infrastructures	

More details can be found at https://portal.etsi.org/webapp/eApproval/Help/Help.htm.

How to find a TB resolution report of an EN once the public enquiry has been closed?

When an AP is closed; the TB officials complete the TB resolution meeting report to identify the decision taken in the TB for each submitted comment. Then the report is uploaded on the e-Approval application.

To download the report, the closed procedure and the correct document have to be selected. Then click on: "Download Resolution meeting report".

How to provide a title translation for an ETSI European Harmonised Standard to be published in the Official Journal of the European Union?

To upload a title translation for an ETSI EN Harmonised Standard to be published in the OJEU, select the "approval procedure" in "open" status and click on "detailed view".

Select in the filtering box the relevant action number. Once the appropriate procedure is displayed click on "Submit Comments". Then copy your title translation in the "Translated title" box.

For further information, please contact:
webvote-contact@etsi.org.

Annex 5: ETSI transposition and withdrawal

When an EN has been approved on a specific matter then on an agreed date set by the ETSI 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.

The NSO shall take measures to ensure the visibility of ENs on a 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 following their adoption.

The ETSI transposition and withdrawal[(13)] application has been developed and enhanced to make the information concerning transposition and withdrawal of national standards visible to anyone interested.

This tool is dedicated to NSOs who are entitled to update this ETSI database. Only official and voting contacts are allowed to update the transposition data of the country they represent.

The "Transpose" facility has been designed to search for the data not yet transposed and allow the transposition one by one or several in one go but no more than 10 records at a time.

The "Transpose via File" feature gives the possibility to upload a text file containing Transposition data for one or more documents.

A query is available to view all transposition data. You can select for which documents and countries the Transposition data should be displayed. The search will allow you to get the results in the form of a .csv file.

The report performance generates a dynamic report containing the number of documents transposed by each NSO country.

The report comments facility allows you to quickly scan through all the comments given regarding the transposition of a document.

All details can be found at https://portal.etsi.org/webapp/Transposition/manual.aspx?topic=Overview.

The metadata information contained in the file made available at https://docbox.etsi.org/Metad/data is listed below:

- WI number
- Type and document number
- Version number
- Procedures/Actions (all)
- Title
- Technical Body
- Schedule/milestones
- Mandates if any
- HS or not
- Scope
- Keywords
- Stage codes

*The metadata related to ETSI **weekly publications** are available* https://docbox.etsi.org/Metad/Weekly_Pub/.

Only people with an ETSI EOL account are allowed to access the data. If you encounter any difficulties to access the file, please contact us at webvote-contact@etsi.org.

Annex 6:   ETSI mailing lists

All NSO official and voting contacts are automatically registered under the "DELIVERABLE-NOTIFICATIONS" mailing list. All subscriptions may be done at the following address:
http://webapp.etsi.org/deliverables/Subscribe.asp

Open mailing list

ETSI Deliverables <date>
(sent once a week)
The "ETSI Deliverables" notification is sent to anyone who wishes to be informed about deliverables which have been published or sent on procedure (AP, Vote, WV, MV and MW) during the week.

Mailing lists dedicated to the NSOs

ETSI new notification <procedure> (e.g. AP) <action number>
(sent when an ETSI deliverable is sent on the procedure)
The ETSI new notification informs all official and voting contacts about deliverables whose procedure (AP, Vote and WV) has been opened.

ETSI closure notification <procedure> (e.g. AP) <action number>(*)
(sent one week before the end of the procedure)
The ETSI advanced notification of closure informs all official and voting contacts who have subscribed to this list about deliverables whose procedure (AP, Vote and WV) will be closed on the following week.

ETSI closed <procedure> (e.g. AP) <action number>
(sent the day after the closure of the procedure)
The ETSI notification of closed procedure informs all official and voting contacts about deliverables whose procedure (AP, Vote and WV) has been closed.

TB resolution meeting report notification
(sent when a TB resolution report is uploaded by the TB)
The ETSI TB resolution meeting report uploaded notification is automatically sent when a TB resolution meeting report has been uploaded on the e-Approval application.

ETSI Standstill imposition
(sent on the first day of each month)
The ETSI notification of Standstill imposition is sent to all official and voting contacts to inform them about the Work Items created which will lead to ENs and for which Standstill is imposed from the 1st to the last day of the following month.

ETSI transposed deliverables
(sent on the first day of each month)
The ETSI Transposition notification is sent to all official and voting contacts to inform them about the ENs which were published the month before. NSOs have to transpose them in their own country within the time frame mentioned in the notification.

ETSI NSO_INFO list
All official and voting contacts are automatically registered under this mailing list. The NSO_INFO list may be used by ETSI to spread information to the NSOs but may also be used by the NSOs to communicate amongst themselves.

ETSI NSO_TRANSLATORS list(*)
This mailing list is sent for each new AP and Vote to all NSO voting contacts responsible for providing title translations of ETSI EN Harmonised Standards and European Community specifications published under the "European sky regulation".

Should you need to register for any of the lists marked with an Asterix (*), please contact:
webvote-contact@etsi.org.

Annex 7: ETSI tools, programs and functions

Several tools, programs and functions have been created to help you in your work.

ETSI Standstill application[7]: This tool allows the public to view ETSI work items based on Standstill information.

ETSI Work Programme application[9]: EWP 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.

ETSI e-Approval application[11]: This application provides an easy way to consult comments and/or results on ETSI Standards, ETSI Guides, ETSI European Standards and ETSI EN Harmonised Standards, by running dynamic database queries.

The ETSI transposition and withdrawal[13]: This application has been developed and enhanced to make the information concerning transposition and withdrawal of national standards visible to anyone interested.

(1) https://portal.etsi.org/Resources/ETSIDirectives.aspx
(2) https://portal.etsi.org/TBSiteMap/NSO/ETSINSOMoU.aspx
(3) https://portal.etsi.org/TBSiteMap/NSO/Secretariatcontacts.aspx
(5) http://www.etsi.org/standards/distributor-list/523-distributor-list
(6) https://portal.etsi.org/webapp/Teldir/HoDelegation.asp?Submit1=Head+of+National+Delegations
(7) https://webapp.etsi.org/standstill/standstillForm.asp
(8) https://portal.etsi.org/Resources/StandardsMakingProcess.aspx
(9) https://portal.etsi.org/webapp/WorkProgram/Expert/QueryForm.asp
(10) https://portal.etsi.org/Services/editHelp!/Howtostart/Documentproceduresandtypes/ETSInumberingsystem.aspx
(11) https://portal.etsi.org/webapp/EApproval/
(12) http://webapp.etsi.org/CreateAccount/
(13) https://portal.etsi.org/webapp/Transposition/home.aspx