

NSO's Guide

editHelp!



The Standards People

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Terms

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

EN Approval Process (ENAP): The process consisting of a combined Public Enquiry (PE) and, at least, one Weighted National Voting (WNV) procedure performed by the NSOs in a single process used to adopt a European Standard (EN) Harmonised or non-Harmonised Standard (HS).

ETSI Deliverable: A document of type SR, GR, GS, TR, TS, EG, ES or EN; or, in previous nomenclature, ETS, I-ETS, ETR, TBR, TCR-TR or TC-TR) produced by ETSI as the result of an ETSI Work Item (WI).

Special Report (SR): an ETSI Deliverable, containing only informative elements made publicly available for reference purposes.

An SR may be produced and approved respectively by:

- an ETSI Technical Body (TB),
- an ad-hoc group of the General Assembly (GA), Board or Operational Coordination Group (OCG),
- the Director-General (D-G) on behalf of the GA , Board or OCG.

Group Report (GR): an ETSI Deliverable, containing only informative elements, produced and approved for publication by an ISG.

Group Specification (GS): an ETSI Deliverable, containing normative provisions, produced and approved for publication by an ISG.

Technical Report (TR): an ETSI Deliverable, containing only informative elements, produced and approved for publication by a TB.

Technical Specification (TS): an ETSI Deliverable, containing normative provisions, produced and approved for publication by a TB.

ETSI Standard (ES): an ETSI Deliverable, containing normative provisions, approved for publication by the ETSI members via the ETSI Membership Approval Process (MAP).

ETSI Guide (EG): an ETSI Deliverable, containing only informative elements, produced approved for publication by the ETSI members via the MAP.

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

Harmonised Standard (HS): an EN adopted on the basis of a Standardization Request made by the EC for the application of Union harmonisation legislation, approved for publication by the NSOs by application of the ENAP.

NOTE: For ETSI Deliverables in previous nomenclatures, consult Annex A.4 of the ETSI Technical Working Procedures (TWP).

ETSI Partnership Project (EPP): an activity established when there is a need to co-operate with external bodies and where such co-operation cannot be accommodated within an ETSI Project or Technical Committee.

ETSI Project (EP): 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 members only may participate to the activity of a TC.

Industry Specification Group (ISG): an activity organized within a specific time frame, around a set of ETSI WIs addressing a specific technology area and supplementing the existing standards development process. ETSI members and non-ETSI members may participate to the activity of an ISG.

Membership Approval Process (MAP): approval process consisting of Weighted Individual Voting by Full and Associate members, used for the approval of an ES or an EG (see Articles 11.2.2, 11.3 and 14 of the Rules of Procedure).

National Standards Organization (NSO): a standards organization 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.

Public Enquiry (PE): The national consultation undertaken by a National Standards Organization to evaluate the likely acceptance or withdrawal of an EN or an HS.

Reference Body: a Technical Committee (TC), an ETSI Project (EP), an ETSI Partnership Project (EPP), a Special Committee (SC) or an Industry Specification Group (ISG).

Standardization Request: A request (mandate) from the European Commission to the European Standards Organizations (ESOs) to draw up and adopt European standards or European standardization deliverables in support of European policies and legislation.

Technical Committee (TC): an activity organized around a set of ETSI WIs addressing a specific technology area that may contribute to more than one TB and which provides continuity. ETSI members only may participate to the activity of a TC.

Technical Body (TB): an TC, EP or EPP.

Technical Comment: A comment which proposes a technical change in an ETSI Deliverable.

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): The vote cast to express the national position of a country (following a national consultation) for the adoption or withdrawal of an EN (HS or non-HS).

Work Item (WI): description of a standardization task adopted by a TB or an ISG.

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

Abbreviations

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

AP	Approval Procedure
NOTE:	This procedure combined a Public Enquiry and a Weighted National Voting procedure.
CEPT	Conference of European Posts and Telegraphs
D-G	ETSI Director-General
EC	European Commission
EG	ETSI Guide
EN	European Standard
ENAP	EN Approval Process
EOL	ETSI One Line
ESO	European Standards Organization
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
IPR	Intellectual Property Rights
ISG	Industry Specification Group
MAP	Membership Approval Process
MoU	Memorandum of Understanding
MV	Member Vote
MW	Member Withdrawal
NSO	National Standards Organization
OCG	Operational Coordination Group
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	Rules of Procedure
SC	Special Committee
SMP	Standard Making Process
SR	Special Report
TB	Technical Body
TC	Technical Committee
TG	Technical Group
TR	Technical Report

TS	Technical Specification
TWP	Technical Working Procedures
WG	Working Group
WI	Work Item
WNV	Weighted National Voting
WV	Withdrawal Vote

Introduction

The present document describes the essential elements of your role at ETSI and the support that you can expect from the ETSI Secretariat.

It is structured as a step-by-step guide from the approval of an EN to its publication by ETSI.


It also gives some hints on how to use the electronic tools that are essential for carrying out your tasks.

The information is based on the ETSI RoP and the ETSI TWP contained in the [ETSI Directives](#), and also on the [NSO-ETSI Agreement](#).

1 Who does what?

1.1 NSO Official Contact

The NSO Official Contact is responsible for:

- ensuring that all the NSO contact details are correctly registered in the ETSI directory which links directly to the ETSI [Contact Information](#)  page.
- ensuring that no national standardization activity or publication of any new or revised standard, that could prejudice the preparation of an EN, is undertaken during the [Standstill](#) period of such EN;
- carrying out the [PE](#) in the relevant country and submitting the collected comments for ETSI ENs sent on [ENAP](#) via the [e-Approval application](#);
- establishing the national position for the WNV;
- ensuring the [transposition](#) of ETSI ENs into national standards;
- ensuring 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 HS to be listed in the Official Journal of the European Union (OJEU).

The NSO Official Contact may hold the role of NSO Voting Contact but it is recommended that another person from the same NSO is designated by the NSO Official Contact as Voting Contact to support the Official Contact when needed.

There is one single NSO Official Contact per NSO.

1.2 NSO Voting Contact

The NSO Voting Contact has the same responsibilities and access rights as the NSO Official Contact except that any changes related to the NSO organization have to be submitted by the NSO Official Contact to the ETSI Secretariat for consideration.

It is possible to have several NSO Voting Contacts within the same NSO.

If the NSO has several Voting Contacts, the last vote cast before the deadline is the vote taken into account. It is the responsibility of the NSO to manage the voting process where more than one voting contact exists. The ETSI Secretariat has no responsibility in this area.

1.3 Head of National Delegation

According to Article 3.2 of the RoP, each National Delegation shall appoint an HoND.

The [HoND](#) is responsible for:

- casting the vote of a National Delegation during an ETSI GA meeting, whenever a formal WNV is performed, after having consulted and considered the views of the National Delegation;
- casting the vote of a National Delegation in the exceptional case of adoption of an EN during an ETSI GA meeting after consultation with the NSO representative. In practice, nearly all EN votes are performed by correspondence via the NSO rather than in real-time during a GA meeting;
- agreeing the weight to be allocated to a new CEPT country;
- ensuring that the National Delegation correctly performs its obligations with respect to PE, WNV, standstill and transposition; although in practice this is usually handled by the NSO;
- organizing a national preparatory meeting prior to each ETSI GA meeting to collect the views of the ETSI national members and represent the views of the members who are not able to attend the ETSI GA meeting;
- participating in the HoND meeting with the ETSI GA Chairman prior to the ETSI GA meeting to review the agenda.

1.4 Liaison Officer

The [Liaison Officers](#) are your primary contacts with ETSI Secretariat.

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 during the following phases: PE, 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;
- organize an NSO meeting on a yearly basis as an opportunity to exchange all view points.

2 What are the key steps you need to know?

2.1 Standstill

Standstill is the obligation accepted by the NSOs and the ETSI members not to undertake any national standardization activity which could prejudice the preparation of an EN (HS or non-HS) and, for the NSOs, not to publish a new or revised standard which is not completely in line with an existing EN (HS or non-HS).

Standstill applies to an individual WI leading to an EN or HS and accepted by the ETSI GA, with a precise scope and target date. It does not apply to areas or programmes of work as such. General provisions are given in article 13.3.2 of the RoP.

2.2 Imposition and release of standstill

Following the adoption by the responsible TC or EP of a new ETSI WI intended to result in an EN or HS and prior to the drafting of this standard, ETSI shall notify the NSO as soon as a decision regarding imposition or release of standstill has been made.

Standstill shall start sixty (60) days after the adoption of the WI, or at the start of the work on the WI, whichever date comes later.

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

2.3 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 standardization;
- b) the publication by an NSO, within three months of the start of standstill, of a national standard which that 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 (European Standard) already in existence.

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

2.4 EN Approval Process

2.4.1 Approval Procedure

An ETSI EN (HS or non-HS) shall be adopted by application of the ENAP which comprises a PE and, at least, one WNV performed in a single process by the NSOs over a period of ninety (90) days.

2.4.2 Public Enquiry

A PE is a national consultation undertaken by each NSO in its country to evaluate the likely acceptance of an EN (HS or non-HS).

The PE period (90 days) may be extended by ETSI on receipt of a justified request from an NSO.

ETSI undertakes to notify all NSOs the start and end of the PE and to provide access to the relevant EN.

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

It is important that comments are submitted using the ETSI dedicated [template for ENAP Comments and Resolution Reports](#).

2.4.3 Weighted National Voting

A WNV is the expression of an opinion resulting from of a national consultation undertaken by each NSO to collect all views expressed in its country on the adoption of an EN.

When organized in parallel with a PE, a WNV shall be carried out over a period of ninety (90) days, otherwise it shall be carried out over a period of sixty (60) days.

The WNV period may be extended by ETSI on receipt of a justified request from an NSO.

ETSI undertakes to notify all NSOs the start and end of the WNV and to provide access to the relevant EN.

Before casting your vote, it is important to understand the consequences your vote may have.

For example, casting a vote "IN FAVOR" without being completely sure the technical content of the standard is accurate and implementable, could be damaging for its implementation in your country.

If the national experts have insufficient technical competence or no interest in the given field and for this reason cannot express a position or have not studied the content of the standard, it is preferable to vote "ABSTAIN". In other words, if there is no positive feedback or if the NSOs have no definite idea if the content of the standard is correct or not, it is then preferable to vote "ABSTAIN".

NOTE: When a country is represented by more than one NSO, any of the NSOs have the right to vote but only one vote per country shall be counted as vote cast. Votes may be changed by any of the NSOs of the same country prior to the closing of the vote. Only the last vote casted before the closing of the WNV will be considered.

2.5 Withdrawal of conflicting national standards

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 D-G 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 TWP). The date of withdrawal is mentioned in the national transposition dates table (transposition table) outlined in the foreword of the newly published EN.

2.6 Transposition

Each NSO shall take measures to ensure the visibility of ENs on a national level:

- by publication of an identical text, or
- by publication of an endorsement (i.e. publication of an endorsement sheet or official announcement) within a short time after its publication by ETSI.

“Publication of an identical text” means identical in technical content and presentation (except translation) and with no restrictions for application.

“Endorsement” means that 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.

ENs thus published or endorsed by each NSO, in addition to being ENs, shall be given the status of national standards.

It is the responsibility of each NSO to update the ETSI [Transposition and Withdrawal](#) database.

2.7 Translation of ETSI ENs

Once an EN has been approved in English as an official standard, it may be translated into French and/or German and published equally as an official version of the standard.

In case of conflicting interpretations, the English version of the standard shall prevail.

When an NSO translates an ETSI EN into French and/or German with the given certificate of accuracy communicated to the D-G, then the EN will also be available as an official EN in those languages.

Notwithstanding the provision above, each NSO is entitled to translate ENs into the language(s) of its own country, in accordance with Article 17 of the ETSI RoP. ETSI shall recognize standards as official translations if their accuracy has been certified to the ETSI D-G 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.

2.8 Title translation of ETSI EN HS for the OJEU

It is the exclusive responsibility of each NSO whose official language is listed below to provide ETSI with the translation into its own language of each HS title to be listed in the OJEU via the e-Approval application.

List of official languages (25): 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.

Consult the "How to provide a title translation" section of the present document to learn how to proceed.

2.9 Publication and sales of ETSI Deliverables

ETSI undertakes to give the right of publication to the NSO 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.

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

The list of the Distributors of ETSI Standards is also available via the ETSI website.

3 Relationships

3.1 NSO-ETSI meetings

The ETSI D-G will have periodic meetings with the NSOs to manage the co-operation established in the [ETSI/NSO Agreement](#).

The NSOs which are not ETSI Full members are entitled to attend the ETSI GA meetings and to access relevant documents without the right to vote.

3.2 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 delegation.

3.3 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 to support agreements the 3 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 defining its position on the matter.

4 Agreements

4.1 ETSI/NSO agreement

All recognised NSOs notified to the D-G under Article 13.2 of the RoP shall be entitled to be a signatory of the NSO Agreement.

The purpose of the ETSI/NSO Agreement 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 Agreement signed by ETSI and each NSO.

If an NSO wants to foreclose the Agreement it shall notify the D-G one hundred and eighty (180) days in advance.

4.2 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.

4.3 Licence Agreements on the translation of ETSI Deliverables

The Licence Agreement is a special amendment which may be signed between 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 between the original version and its translation, the original English version of the ETSI Deliverable shall prevail.

For further information, please contact [Mr. Xavier Piednoir](#) - ETSI Head of External Relations.

5 All the tools you need

5.1 ETSI Standstill

The [ETSI Standstill application](#) allows anyone to view the ETSI WIs under the perspective of the available Standstill information.

5.2 ETSI Work Programme

The [ETSI Work Programme application](#) is an application which contains all the information you may need with regard to the documents' version number, title, keywords, status and much more.

It provides an easy way to search for ETSI standards by running dynamic database queries.

If you want to find a specific document, enter the document number (see the [ETSI document numbering scheme](#)), 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 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-contact@etsi.org.

5.3 ETSI e-Approval

5.3.1 e-Approval application

The [ETSI e-Approval application](#) provides an easy way to submit or consult comments and/or results of votes on ETSI ENs (HSs and non-HSs).

This tool will allow to download the ETSI ENs (HSs and non-HSs) as soon as the AP 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 responsible ETSI Technical Officer.

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

To get access to the ETSI servers [apply for an ETSI EOL account](#).

The ETSI Board_Process group elaborated use cases and guidance relating to the ENAP, which are considered useful to all including TB Chairmen. Some advices for the resolution meeting on dealing with comments collected during the PE are given in clauses 6.12.1 and 6.12.2 of the [ETSI Chairmans Guide](#).

5.3.2 How to submit comments and/or votes on ETSI ENs?

The NSO undertakes to carry out the AP (PE + WNV) of an EN in its country and to send ETSI the consolidated comments received in the PE by the set deadline using the [ETSI Template for ENAP Comments and Resolution Reports](#) made available on the [e-Approval application home page](#).

e-Approval 2019-01-28

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 [ENAP comments and resolution report template on the MoU](#) between ETSI and the NSOs which are also available for download for your convenience

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 WNV.

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**; or the detailed view to select the appropriate procedure and provide **any comments and/or vote**.

e-Approval 2019-01-28

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.

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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.

e-Approval 2019-01-28

[ENAP] OPEN Public Enquiry / Weighted National Voting procedure **SUMMARIZED VIEW**

VOTE CAST on behalf of Virtual NSO

If you intend to cast your vote(s) in one go without submitting any comments select "IN FAVOUR" or "ABSTAIN" for each EN and click "CAST MULTIPLE VOTES" at the bottom of the present page, otherwise click (next to each EN) either "CAST" for submitting an individual vote or "REVISE" for modifying an existing vote.

5 documents currently submitted to AP (Public Enquiry / Weighted National Voting procedure) (1 to 4)

AP 20190219	1 EN	[zip package]
OPENED on 2018-11-21 at 08:00 GMT CLOSING on 2019-02-19 at 17:30 GMT		
1 ETSI EN 303 213-3 V1.2.0 (2018-11)	<input type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN	CAST
Translated title:	<input type="text"/>	
AP 20190307 <th>1 EN</th> <th>[zip package]</th>	1 EN	[zip package]
OPENED on 2018-12-07 at 08:00 GMT CLOSING on 2019-03-07 at 17:30 GMT		
2 ETSI EN 300 338-1 V1.4.3 (2018-12)	<input type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN	CAST
Translated title:	<input type="text"/>	
AP 20190319 <th>1 EN</th> <th>[zip package]</th>	1 EN	[zip package]
OPENED on 2018-12-19 at 08:00 GMT CLOSING on 2019-03-19 at 17:30 GMT		
3 ETSI EN 301 908-1 V1.1.7 (2018-12)	<input type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN	CAST
Harmonised Standard		
Translated title:	<input type="text"/>	
AP 20190409 <th>2 ENs</th> <th>[zip package]</th>	2 ENs	[zip package]
OPENED on 2019-01-09 at 08:00 GMT CLOSING on 2019-04-09 at 17:30 GMT		
4 ETSI EN 300 132-2 V2.5.9 (2019-01)	<input type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN	CAST
ETSI EN 319 532-3 V1.1.3 (2019-01)	<input type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN	CAST

CAST MULTIPLE VOTES RESET

e-Approval 2019-01-28

[ENAP] OPEN Public Enquiry / Weighted National Voting procedure **DETAILED VIEW**

VOTE CAST on behalf of Virtual NSO

Filter by Action Number: All, AP 20190219, AP 20190307, AP 20190319, AP 20190409

AP 20190409

OPENED on 2019-01-09 at 08:00 GMT

2 ENs [zip package]

CLOSING on 2019-04-09 at 17:30 GMT

ENAP

1/2	ETSI Document number:	ETSI EN 300 132-2 V2.5.9 (2019-01)	CAST
	Work Item Reference:	REN/EE-0270	
	Technical Body:	EE Power Supply	
	Title:	Environmental Engineering (EE); Power supply interface at the input of Information and Communication Technology (ICT) equipment; Part 2: -48 V Direct Current (DC)	
2/2	ETSI Document number:	ETSI EN 319 532-3 V1.1.3 (2019-01)	CAST
	Work Item Reference:	REN/ESI-0019532-3v121	
	Technical Body:	Electronic Signatures and Infrastructures	
	Title:	Electronic Signatures and Infrastructures (ESI); Registered Electronic Mail (REM) Services; Part 3: Formats	

5 documents in all ENAP

To submit comments and/or cast the vote, click on "CAST" (see the following picture).

The screenshot shows the ETSI e-Approval interface. On the left is a sidebar with navigation options: EN Approval, Open, Technical Body, Deliverable n°, Deliverable type, and Version n°. The main content area is titled "[ENAP] OPEN Public Enquiry / Weighted National Voting procedure" and "VOTE CAST on behalf of Virtual NSO". It displays document details for AP 20190307, including the ETSI Document number (ETSI EN 300 338-1 V1.4.3 (2018-12)), Work Item Reference (REN/ERM-TG26-606), and Technical Body (ERM Maritime and radio amateur activities). A callout box with a red border points to a "CAST" button, containing the text: "Click to submit comments and or cast your vote".

You will then have the possibility to upload a file with your comments or type your comment.

It is mandatory to cast a vote to validate your comments (In favour, not in favour or abstain).

You are then requested to indicate if any of your comments are technical.

The screenshot shows the ETSI e-Approval interface at the "VOTE CAST" stage. It includes the same sidebar as the previous screenshot. The main content area shows the document details and a "Vote" section with three radio button options: "IN FAVOUR", "NOT IN FAVOUR", and "ABSTAIN". Below these is a question: "Are you submitting any Technical Comment⁽¹⁾?" with "Yes" and "No" radio buttons. A callout box with a red border points to this question, containing the text: "It is mandatory to mention if any of your comment(s) is technical or not." At the bottom, there are "BACK", "RESET", and "CAST" buttons.

You can clearly identify if the EN is an HS or not, it is mentioned below the title (see picture).



5.3.3 How to find the TB resolution report of an EN once the PE has been closed?

When an AP is closed; the TB Chairman shall 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".



5.3.4 How to provide a title translation for an ETSI HS to be published in the OJEU?

When submitting your comments or casting your vote and if your language is listed below, a box called "Translated title" is displayed. This concerns the following "official languages" only: 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.

In order to have an EN HS listed in the OJEU it is mandatory to have its title translated in all the official languages.

For your information, the Secretariat shall assess conformity of the EN HS with the relevant standardization request and with the corresponding Union harmonisation legislation.

The Secretariat shall also ensure via the responsible TB Chairman that all the comments collected have been treated.

5.4 ETSI transposition and withdrawal

The [ETSI transposition and withdrawal](#) application makes the information concerning transposition and withdrawal of national standards visible to anyone interested.

This tool is dedicated to NSOs who are entitled to update the ETSI database. Only NSO 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 in the [User Manual](#).

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 at 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.

5.5 ENs compared versions

You will find a list of the most recent [ENs sent on AP compared](#) with the previous published version of the same EN (if any).

Such an information is published to facilitate the comprehension of the changes made between the two versions.

In the same spirit, a list of the latest versions of published [HSs compared](#) with the previous versions is made available.

5.6 ETSI mailing lists and notifications

MAILING LISTS

DELIVERABLE-NOTIFICATIONS

This email distribution list is used by ETSI to send notifications to all the NSO Official and Voting Contacts.

[Additional subscription may be done here.](#)

ETSI NSO_INFO

This email distribution list is used by ETSI to spread information to all the NSO Official and Voting Contacts and may also be used by the NSOs to communicate amongst themselves.

ETSI NSO_TRANSLATORS

This mailing list is used by ETSI to inform the NSO Voting Contacts responsible for providing title translations of ETSI EN HS and European Community specifications published under the "European sky regulation" about the opening of a new AP or Vote.

Should you need to be subscribed to this list please contact: webvote-contact@etsi.org.

NOTIFICATIONS

ETSI Deliverables <date>

Notification sent to the list subscribers to inform about the ETSI Deliverables which have been published or sent on procedure (AP, Vote, WV, MV and MW) during the past week.

Draft EN just received in ETSI Secretariat

Notification sent to the list subscribers when an ETSI EN is registered by the Secretariat for submission to AP in the coming weeks .

ETSI new notification <procedure> <action number>

Notification sent to the NSO Official and Voting Contacts when an ETSI EN is submitted to AP, Vote or WV.

ETSI closure notification <procedure> <action number>

Notification sent to the NSO Official and Voting Contact subscribed to the list to inform them one week before the closure of a procedure (AP, Vote, WV).

Should you need to be subscribed to this list please contact: webvote-contact@etsi.org.

ETSI closed <procedure> <action number>

Notification sent to the NSO Official and Voting Contact to inform them about the closure of a procedure (AP, Vote, WV).

[ENAP] Closure of comments categorization assessment for <procedure> <action number>

Notification sent to the NSO Official and Voting Contacts when the categorization assessment has been validated by the ETSI Technical Officer.

TB resolution meeting report notification

Notification sent to the NSO Official and Voting Contacts when a TB resolution report has been uploaded by the responsible TB.

ETSI Standstill imposition

Notification sent to the NSO Official and Voting Contacts on the first day of each month to inform them about the WIs 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

Notification sent to the NSO Official and Voting Contacts on the first day of each month to inform them about the ENs which were published the month before. As a consequence, the NSOs shall transpose them in their own country within the time frame mentioned in the notification.