



# ETSI Delegate's Guide



## Outline

The present document endeavours to provide step-by-step guidance on the essential elements, most common practices and responsibilities of an ETSI Delegate.

It has been formatted to be used as a quick reference guide together with the ETSI Directives (<https://portal.etsi.org/Resources/ETSI-Directives>). If in any doubt regarding the application of the correct procedures, the ETSI Secretariat can always provide guidance.

The scope of this guide covers all ETSI Industry Specification Groups (ISGs) and Technical Bodies (TBs), but does not cover ETSI Partnership Projects (EPP) (e.g. 3GPP and oneM2M).

## Contents

<b>1. Rights, Obligations and Responsibilities of a delegate</b>	<b>1</b>	<b>2. ETSI Working Tools</b>	<b>3</b>
1.1 IPR and Antitrust Compliance policies	1	2.1 ETSI On-Line account	3
1.2 Technical Organisation	1	2.2 Applications on the ETSI Portal	4
Introduction	1	<b>3. ETSI Secretariat Contacts</b>	<b>4</b>
Participation in technical activities	1	<b>4. STF/TTF</b>	<b>5</b>
Contributing to the technical activity	1	<b>5. How to get to ETSI</b>	<b>5</b>
Best practice	2	<b>6. To find out more: useful links</b>	<b>5</b>
TB membership list	2	<b>Annex 1 - ETSI Information Policy</b>	<b>6</b>
1.3 Industry Specification Groups (ISGs)	2	<b>Annex 2 - Abbreviations</b>	<b>7</b>

# 1. Rights, Obligations and Responsibilities of a delegate

## 1.1 IPR and Antitrust Compliance policies

Delegates participating in the technical work of ETSI shall be aware of ETSI IPR and Antitrust Compliance policies.

*References:* RoP, Articles 1.2.2, 1.2.3, 1.2.4, 1.3 and 1.5. RoP, Annex 6 – ETSI IPR Policy. Guidelines for Antitrust Compliance.

## 1.2 Technical Organisation

### Introduction

The Technical Organisation of ETSI comprises the three (3) types of Technical Bodies, designated either as an ETSI Project (EP), a Technical Committee (TC) or an ETSI Partnership Project (EPP). They provide the forum for technical discussion and prepare the work programmes and ETSI deliverables. A TB is the primary decision-making centre for all matters that fall within its Terms of Reference (ToR) and may establish Working Groups (WGs), if required.

Industry Specification Groups (ISGs) exist alongside the current Technical Organisation supplementing the existing standards development process. An ISG, supported by Working Groups where appropriate, is an activity organized around a set of ETSI Work Items addressing a specific technology area.

### Participation in technical activities

The participation of delegates is governed by the ETSI Technical Working Procedures (TWPs) which are part of the ETSI Directives.

- Delegates from ETSI Full or Associate members have the right to participate in any ETSI Technical Bodies (TBs) meetings.
- Associations which are Full or Associate members shall be represented by their employees and elected officials. Technical experts of an Association attending ETSI meetings shall only represent that Association's views. A maximum of one (1) nominated technical expert per meeting shall be allowed to attend and participate in meetings.

- An applicant for Full or Associate membership (Applicant member), who has formally submitted their application to the ETSI Secretariat may attend ETSI TB meetings subject to the agreement of the ETSI Director-General.
- Representative of an ETSI partner organisation where ETSI has a signed partnership agreement (according to the rules of the relevant agreement) may attend ETSI TB meetings.
- Guests may attend ETSI TB meetings as a non-member or ETSI Observer, following authorisation by the TB Chair for three TB/WG meetings or six months (whichever is the shorter) and be in receipt of the meeting information from the Secretariat.
- A delegate may only represent one (1) organisation during a TB meeting and shall not change their registration from one (1) organisation to another during the meeting.

### Contributing to the technical activity

- All ETSI members can access all TB documents.
- Delegates from ETSI Full or Associate members have the right to contribute to any ETSI Technical Bodies (TBs), ETSI Projects (EPs) or meetings.
- Delegates shall be aware of TBs/EPs rules on submission of contributions. Special attention shall be given to the purpose of the contribution: Decision, Discussion, Information.
- Contributions related to drafting of deliverables shall comply with [ETSI Drafting Rules](#).
- All documents and information provided in or for TB/ISG meetings shall be considered non-confidential unless the information (in written form AND is identified AND accepted by the Chair) has been labelled as confidential.
- ETSI Observers and ETSI non-members may present a document for information, answer questions related to the information provided in their document, ask questions during the meeting and give information or a point of view, if invited by the Chair.
  - ▲ ETSI Observers and non-members are not permitted to:
    - submit written contributions for discussion or decision
    - contribute in any way to the work on the deliverables, Change Requests and/or Work Item of the respective TB
    - vote or have the possibility to take part in any decision-making process.

## Best practice

At ETSI the respect of other delegates and the Secretariat is foremost.

- Discussions should take place in a moderate, professional and friendly manner, without prejudice.
- Delegates are to uphold the key principles of ETSI's standardisation work: consensus, transparency, openness, impartiality, effectiveness, relevance and coherence.
- Delegates are invited to actively participate in the work of ETSI, providing timely contributions uploaded to the ETSI portal.
- Speakers should not be interrupted; delegates may speak once recognised by the convenor of the call or meeting.
- Delegates are to inform the Chair or the Secretariat of any issues requiring escalation in order for a solution to be reached in a timely manner.

## TB membership list

- Only delegates subscribed to the TB membership list with their EOL account email address will be considered members of the TB (important for voting).
  - ▲ Upon registration to a TB meeting, each delegate (ETSI Full or Associate member or Counsellor) will be automatically subscribed to the TB membership list if not already subscribed.
- ETSI Observers and non-members are not permitted to:
  - ▲ subscribe to a TB mailing list or receive any working document, either during the meeting itself or between meetings.

*References:* ETSI TWPs clause 1.4 (Participation in the work of a TB), ETSI TWPs clause 1.5.4 (Registration for a TB meeting), ETSI TWPs clause 1.5.5 (Maintaining a TB membership list).

## 1.3 Industry Specification Groups (ISGs)

The main differences with the Technical Organisation:

- Participation is governed by an Industry Specification Group Agreement(s) which sets out the operation rules, budget mechanism, voting rules etc.
  - ▲ Organisations wishing to participate in the technical work of an ISG shall first sign the relative ISG Member or Participant Agreement.
  - ▲ Non-members of ETSI can become Participants subject to the signature of the relevant ISG Participant agreement; this enables attendance to meetings and the possibility to submit technical contributions.

- ▲ The Participant Agreement imposes the ETSI IPR Policy.
- ▲ Meeting fees are stipulated in each ISG Participant Agreement.
- ▲ The right to vote is reserved only for ISG Members and can be different in comparison with Technical Organisation rules, e.g., some ISGs use 1 member = 1 vote. The voting rules for each ISG are defined in the ISG agreement.
- ▲ ISG Participants, Counsellors and non-members shall not vote or hold an ISG leadership position.
- ▲ ETSI Observers may attend meetings of an ISG and participate in the work without the right to vote subject to having signed the relevant ISG Participant Agreement.
- ▲ For a Guest to attend an ISG meeting on an exceptional and temporary basis, the rules according to ETSI TWPs clause 3.4, Annex 2 and Board Decision (D-B108/8) shall be adhered to.
- ▲ ISG Participants can ONLY access the ISG documents of the ISG(s) for which the agreement(s) has been signed.
- ▲ ISG Guests may not be subscribed to the ISG membership list.

*References:* ETSI TWPs clause 3.4 (Participation in the work of an ISG).

## 2. ETSI Working Tools

### 2.1 ETSI On-Line account

Most of ETSI's work is carried out by electronic means - by email exploder lists and via the [ETSI portal](#).

An [ETSI On-Line \(EOL\)](#) account is required to access most areas such as the ETSI portal.

[Apply for an ETSI online account](#) (username & password)

[Reset my password](#) or [Change my password](#)

[Update my personal contact details](#) in the ETSI database

Log-on at the top right-hand side of the screen:

Please log-in with your EOL account.

Username:

Password:

Keep me signed in ([more info](#))

[Login](#)

[Sign Up](#)

[Forgot your password ?](#)

ETSII The Standards People

Welcome

[Logout](#)

[Change Password](#)

Home | Resources | People | Services | IPR | Manage | Search | Events | editors | Help | WEBstore

BOARD	FC	GA	IPR	OCG	3GPP	oneM2M	ATTM	BRAN	BROADCAST	CABLE
CYBER	DECT	EE	eHEALTH	EMTEL	ERM	ESI	HF	INT	ITS	LI
MSG	MTS	NTECH	RRS	RT	SAFETY	SAGE	SCP	SES	SmartBAN	SmartM2M
STQ	TCCE	USER	ARF	CDM	CIM	ENI	ETI	F5G	IPE	MEC
mWT	NFV	NIN	OEU	PDL	QKD	RIS	SAI	ZSM	OSM	NSO
STF	WORKSHOP									

All of these  NEV NEV.EVE NEV.IFA NEV.NOC NEV.REL NEV.SEC NEV.SOL NEV.TSG NEV.TSI

Home Meetings Contributions Work Programme Drafts Remote Consensus Actions

General information

Network Functions Virtualisation

- NFV Terms of Reference
- NFV Agreements
- [NFV Activity Report](#)
- [NFV membership List](#)
- [NFV Published Deliverables](#)
- [NFV Open Area GS-GR Skeletons](#)
- [NFV Leaders](#)
- [NFV Mission Statement](#)
- [Issue Tracker \(direct, via wiki\)](#)
- [NFV Wikies \(Private, Public\)](#)
- [Proofs of Concept](#)
- [NFV Liaison Matrix](#)
- [Releases documentation](#)
- [NFV Research Agenda](#)
- [NFV White Papers](#)
- [ETSI NFV web pages](#)
- [NFV FAQ](#)
- [Contact NFV Support](#)

ETSI News

- [Listen to ETSI webinar: "IPv6 Enhanced Innovation: the IPv6-only Future in the 5G, IoT & Cloud Era"](#)
- [ETSI releases specifications boosting trustful end-to-end network and service automation](#)

Officials - NFV

Email archives - NFV

Select a TB/ISG to:

- View the contact details of the Chair and other officials.
- View the list of current work items from the tab Work Programme and download the latest drafts via the Drafts tab. View the documents presented to the most recent meeting from the Contributions tab, etc.
- [Subscribe](#) to a Technical Body's e-mail/membership list.
- View [contact details for ETSI Technical Body support staff](#).

View all ETSI meetings in the [Meeting Calendar database](#).

**References:** ETSI TWP's clause 1.5.4 (Registration for a TB meeting).

## 2.2 Applications on the ETSI Portal

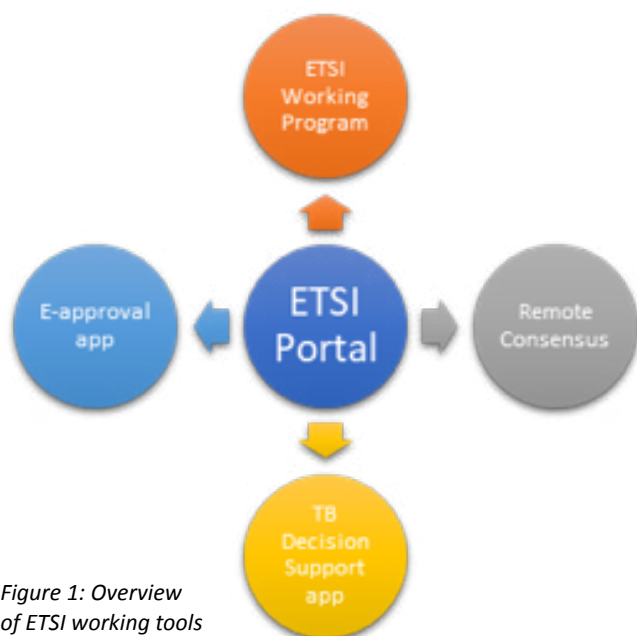


Figure 1: Overview of ETSI working tools

The [ETSI Work Programme](#) (EWP) contains all the technical activities and work items of ETSI committees and ISGs and enables the download of ETSI publications via a search engine.

[Remote Consensus](#) is the ETSI online tool to collect comments and measure consensus for contributions during a given period as opposed to during a face-to-face meeting.

The [TB Decision Support](#) application is designed to help the Technical Bodies/ISGs in their decision-making processes. Several types of formal Voting procedures (as opposed to consensus gathering) are predefined, including the vote for the approval of a draft, selecting a technology and electing officials.

The [e-Approval](#) application is the means for voting on draft ETSI Standards, ETSI Guides, ETSI European Standards and ETSI Harmonized European Standards, and also enables consultation of comments and/or results of votes on such documents.

## 3. ETSI Secretariat Contacts

The ETSI Secretariat provides:

- guidance to ETSI members and delegates on ETSI rules, best practices and on writing high quality standards.
- administrative support to ETSI TBs and ISGs.
- assists in the promotion of TB and ISG activities outside of ETSI.

The table below provides an overview of Secretariat teams available for delegates.

Secretariat team	Role	Web page
Standards Development Centre (SDC)	Secretariat support to TBs/ISGs.	<a href="https://portal.etsi.org/People/Committee-Support-Staff">https://portal.etsi.org/People/Committee-Support-Staff</a>
Centre for Testing and Interoperability (CTI)	Support to TBs/ISGs for the specification and validation of base standards and the development of test specifications.	<a href="https://portal.etsi.org/Services/Centre-for-Testing-Interoperability/Contacts">https://portal.etsi.org/Services/Centre-for-Testing-Interoperability/Contacts</a>
editHelp!	Support and guidance for the drafting and finalisation of ETSI deliverables.	<a href="https://portal.etsi.org/Services/editHelp">https://portal.etsi.org/Services/editHelp</a>
IT Helpdesk	Assistance for technical issues on ETSI Portal, EOL accounts, etc.	<a href="mailto:helpdesk@etsi.org">helpdesk@etsi.org</a>
Membership	Advise on membership categories, application process, fees. Liaises with the Official member contact.	<a href="https://www.etsi.org/membership">https://www.etsi.org/membership</a>
Communications	Manage the ETSI website, social media, press releases, webinars, blogposts, brochures, leaflets and the Enjoy! magazine. Manage the finalisation and publication of White Papers, not under the control of ETSI.	<a href="https://www.etsi.org/newsroom">https://www.etsi.org/newsroom</a>
Events	Manage endorsements of events and negotiate special conference rates (speaking slots and stands). Organise and promote ETSI workshops.	<a href="https://www.etsi.org/events">https://www.etsi.org/events</a> See forthcoming and past seminars, plugtests, webinar details

## 4. STF/TTF

A Special Task Force or Testing Task Force (STF/TTF) is a team of highly skilled experts working together over a pre-defined period to draft an ETSI standard or report under the technical guidance of an ETSI TB or ISG and with the support of the ETSI Secretariat.

The task of the STFs/TTFs is to accelerate the standardization process in areas of strategic importance and in response to urgent market needs.

A delegate may submit a new STF/TTF proposal, including the related Work Items, supported by at least four (4) ETSI members for an approval by the Reference Body, irrespective of the funding source (EC/EFTA funding or ETSI budget).

A Steering Committee may be created by the Reference Body to provide timely guidance to the STF/TTF, (unless the size of the Reference Body itself or of the relevant Working Group allows direct control of the STF).

All delegates from ETSI members and ISG Participants who are prepared to actively contribute to the management of the STF/TTF shall be entitled to participate in the Steering Committee.

Applications from ETSI members active in the TB/ISG are encouraged. The STF/TTF Manager and the TB/ISG Chair assess the applications and draw up a short list of candidates.

For further information:

- contact the STF team at [stflink@etsi.org](mailto:stflink@etsi.org),
- See ETSI TWPs: clauses 1.10, 1.11 and Annex H.
- See ETSI Chair's Guide section 8.

## 5. How to get to ETSI

ETSI is situated in Valbonne - Sophia Antipolis between Nice and Cannes on French Riviera. The nearest airport is [Nice Côte d'Azur](#) (NCE) and the nearest train station is in [Antibes](#).

See our webpage on how to reach us and find a hotel room close by: <https://www.etsi.org/about/find-us>

## 6. To find out more: useful links

ETSI Strategy: <https://www.etsi.org/about/our-strategy>

ETSI in Europe: <https://www.etsi.org/about/etsi-in-europe>

ETSI Worldwide: <https://www.etsi.org/about/etsi-worldwide>

ETSI Directives: <https://portal.etsi.org/Resources/ETSI-Directives>

ETSI Drafting Rules : [https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/43\\_ETSI\\_directives\\_20\\_may\\_2021\\_part2%20%28EDR%29.pdf](https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/43_ETSI_directives_20_may_2021_part2%20%28EDR%29.pdf)

ETSI Brands and Trademarks: <https://www.etsi.org/media-library/brand-and-trademarks>

Subscribe to the ETSI magazine ENJOY!:

<https://www.etsi.org/newsroom/magazine>

Read the ETSI news and press releases:

<https://www.etsi.org/newsroom/newspressrelease>

See ETSI [technology pages](#) and [our committees](#) for an overview of the current areas of work in ETSI.

Read the [ETSI Work Programme](#) brochure and annual reports

Find an ETSI published standard:

<https://www.etsi.org/standards#Pre-defined%20Collections>

Download published ETSI standards via the [ETSI Standards Search](#)

[FAQ for ETSI Portal](#)

The [ETSI Labs](#) platform where ETSI members can collaborate and experiment with code around ETSI standardized technologies, developing demos, prototypes and proofs of concept: <https://labs.etsi.org/>

The [ETSI Forge](#) is for users of ETSI standards to download software produced collaboratively by ETSI delegates: <https://forge.etsi.org/>

Other ETSI guides:

- [Chair's guide](#)
- [Rapporteur's guide](#)
- [STF/TTF Expert's guide](#)
- [Member Official Contacts' Guide](#)

# Annex 1 - ETSI Information Policy

ETSI Information Policy	ETSI Full member	ETSI Associate member	ETSI Observer	ETSI Counsellor	NSO (non ETSI member)	Partner	ISG Participant	STF/TFE expert (non ETSI member)
General Assembly documents	✓	✓	✓	✓	✓	①	✗	✓
Board documents (incl. OCG)	✓	✓	✗	✓	✗	①	✗	✓
Special Committee (SC) documents	Subject to the terms of the SC ToR							
Technical Committee (TC) working documents	✓	✓	③	✓	③	①	③	✓
ETSI Project (EP) working documents	✓	✓	③	✓	③	①	③	✓
ETSI Partnership Project (EPP) working documents	Subject to the terms of the EPP Agreement							
> 3GPP working documents	✓	✓	✓	✓	✓	✓	✓	✓
> oneM2M working documents	✓	✓	✓	✓	✓	✓	✓	✓
Industry Specification Group (ISG) working documents	✓	✓	②	✓	②	①	✓	②
Coordination Group (CG) working documents	Subject to the terms of the CG ToR							
ETSI published deliverables								
> .pdf format	✓	✓	✓	✓	✓	✓	✓	✓
> .doc format	✓	✓	✗	✗	✓	✗	✗	✓
ETSI Directives								
> Current version (.pdf)	✓	✓	✓	✓	✓	✓	✓	✓
> Current version (.doc)	✓	✓	✓	✗	✗	✗	✗	✗
> Previous versions	✓	✓	✗	✓	✗	✗	✗	✓
ETSI published white papers	✓	✓	✓	✓	✓	✓	✓	✓
ETSI institutional presentations	✓	✓	✓	✓	✓	✓	✓	✓
ETSI workshops/seminars and invitations	✓	✓	✓	✓	✓	✓	✓	✓
ETSI membership list	✓	✓	✓	✓	✓	✓	✓	✓
ETSI members voting weight	✓	✓	✓	✓	✗	✗	✗	✓
ETSI members official contacts information	✓	✓	✓	✓	✗	✗	✗	✓
ETSI members representative contacts information	✓	✓	✓	✓	✗	✗	✓	✓
ETSI Work Programme information	✓	✓	✓	✓	✓	✓	✓	✓

## Legend

- ✓ Access authorized
- ✗ Access denied unless explicitly and exceptionally authorized by the Director-General
- ① Access denied unless explicitly authorized by the Director-General, after Board consultation, on a case by case basis for groups/topics specified in the MoU or Co-operation Agreement
- ② Access denied unless signature of the relevant ISG Agreement
- ③ Access denied except documents made public from the relevant open area on Docbox.



## Annex 2 - Abbreviations

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

EC European Commission  
EDR ETSI Drafting Rules  
EFTA European Free Trade Association  
EN European Standard  
EOL ETSI On-Line  
EP ETSI Project  
EPP ETSI Partnership Project  
ETSI European Telecommunications Standards Institute  
EWP ETSI Work Programme  
GA General Assembly  
IPR Intellectual Property Right  
ISG Industry Specification Group  
OCG Operational Co-ordination Group  
RoP ETSI Rules of Procedure  
SC Special Committee  
STF Special Task Force  
TB Technical Body  
TC Technical Committee  
TTF Testing Task Force  
TWPs Technical Working Procedures  
WG Working Group

ETSI  
650, Route des Lucioles  
06921 Sophia Antipolis CEDEX, France  
Tel +33 4 92 94 42 00  
info@etsi.org  
www.etsi.org

