



WELCOME TO THE WORLD OF STANDARDS

Delegate's guide

2011



World Class Standards



Delegate's guide

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Delegate's guide

Introduction

We would like to welcome you as a Delegate to ETSI!

ETSI is recognized as a European Standards Organization and produces technical standards for worldwide use in Mobile, Fixed, Radio, Broadcast and Converged technologies. The ETSI committee structure, known as the Technical Organization, holds meetings both in the area of Sophia Antipolis, France, and around the world.

This document describes the essential elements of your role as a Delegate and the support that you can expect from the ETSI Secretariat staff.

It is structured as a step-by-step guide to describe the various activities you are entitled to be involved in as a Delegate, and also outlines the possible interaction with other groups both inside and outside of ETSI.

The information in this guide is mainly based on the ETSI Technical Working Procedures (TWP) and the ETSI Drafting Rules (EDRs), contained in the ETSI Directives¹.

This Delegate's guide² is also available on the ETSI portal.

I am a Delegate

Who is a Delegate?

An ETSI Delegate is a person who may act on behalf of an organization that is a member of ETSI in the activities of one or more Technical Bodies (TB, i.e. our committees and projects) and Working Groups.

How do I become a Delegate?

If the organization that you represent is a full or associate member of ETSI you are able to participate in all of ETSI's Technical Organization activities.

If a formal submission has been made to the ETSI Secretariat for full or associate membership, you may attend as an applicant member.

For further details please contact membership@etsi.org.

If you are the Official Contact of an ETSI Member organization, please refer to the Member Official Contact guide that is available from the ETSI portal under the Guide/User Guides tab.

What does ETSI expect of me?

As a Delegate you are invited to participate in the technical activities of the Institute by following the ETSI procedures contained in the ETSI Directives.

What ETSI support can I expect?

From the ETSI Secretariat

The TB Support Team comprises Technical Officers (TO) and the Standardization Support Professionals (SSP): they are your primary contact points within the ETSI Secretariat. Their role is to offer you guidance, assistance and advice to facilitate the achievement of your objectives within ETSI. The TB Support team also develops and promotes the activities of TBs within ETSI (e.g. related areas, the Board) and outside of ETSI (e.g. European Commission, trade associations).

Do not hesitate to contact them directly during a meeting or via the contact details for ETSI TB Support at http://portal.etsi.org/chaircor/ETSI_support.asp.

¹ <http://portal.etsi.org/directives/>

² <http://portal.etsi.org/guides/delegates/>

From the ETSI Technical Organization

The Technical Organization of ETSI comprises Technical Bodies (Technical Committees, ETSI Projects, or ETSI Partnership Projects) that provide the forum for technical discussion and have as their main tasks the preparation of work programmes and ETSI deliverables.

A Technical Body (TB), supported by Working Groups (WG) where appropriate, is established on the basis of a specific technology area that is defined in its Terms of Reference (ToR). Its activity is organized around a set of Work Items (WIs) that may involve more than one TB.

The Chairman is your primary contact for the TB or WG that is of interest to you. He/she is responsible for the overall management of the work programme and the effective working of the group. The TB Chairman has the overall responsibility to ensure that the activities of the Technical Body follow the ETSI rules and procedures as contained in the ETSI Directives¹.

The Rapporteur, the person who takes responsibility for an approved WI, is expected to trigger discussions and contributions from other delegates and provide (to the WG/TB) a draft deliverable corresponding to the scope. He/she should also reflect accepted changes in updated versions of the draft throughout its drafting lifecycle. When it is considered that the draft has reached a final state, the Rapporteur should submit it to the relevant TB or WG in time for approval.

Contact details for the Technical Body officials (Chairman, Vice-Chairman, Secretary) are available on the ETSI portal² and via the ETSI TB organization chart³.

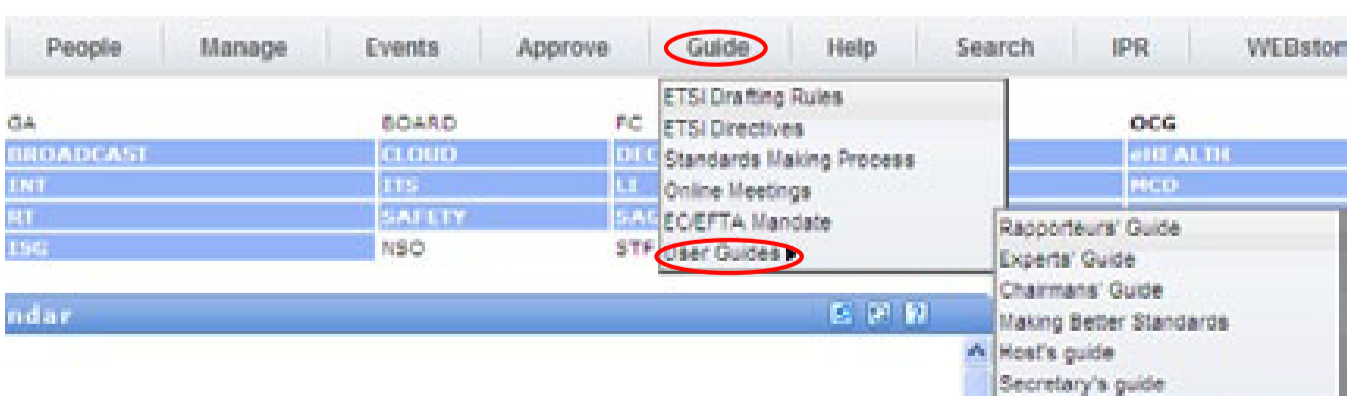
Full contact details of all ETSI members and ETSI staff are accessible from our Contact Information Directory⁴.

The role of the Delegate in ETSI

The main advantage of being an ETSI Delegate is to be actively involved in the work of ETSI and to influence the standardization process.

On behalf of the organization that you represent, you may participate and submit technical contributions to the ETSI technical meetings (physical or virtual), volunteer to be a Rapporteur for Work Items and apply for a TB Official position (Chairman, Vice-chairman, Liaison Officer, Secretary).

Please be informed that the Technical Body Chairman's guide, the Rapporteur's guide and the ETSI Host's guide are available on the ETSI portal (<http://portal.etsi.org>) under the Guide tab; please see below:



¹ <http://portal.etsi.org/directives/>

² <http://portal.etsi.org/portal/server.pt/community/home/312>

³ http://portal.etsi.org/Portal_common/TBChart.asp

⁴ <http://webapp.etsi.org/teldir/TelDirectory.asp>



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Standards making in ETSI

A good introduction to ETSI work is the annual Seminar; full details are available at [NewsandEvents](#)¹. Attending this free event is highly recommended.

How does a TB create a Work Item?

The work programme of a TB or WG consists of Work Items (WI). A Delegate may propose a WI and there must be a separate WI for each deliverable or part of a deliverable desired.

The Technical Body may adopt the Work Item if at least four ETSI Members volunteer to support the work and a Rapporteur is identified. The organization that you represent can support the WI and you can volunteer to be a Rapporteur.

Only one TB may be responsible for a WI although other TBs may be involved in the drafting and approval.

In order to submit a proposal for a new WI, please use the ETSI portal. By selecting the Contribution type “new WI Proposal” from the Contributions application, a template will be provided for your completion. (For more information see [ETSI portal help page](#)² and Annex 1.)

Should the proposal be at Working Group level, it must be approved first by the WG, and then adopted by the TB.

A new WI can be approved during a meeting, or afterwards using the Remote Consensus application (see ETSI working tools section on page 7).

The information contained in the completed Work Item is then accessible from the [ETSI Work Programme](#)³ (EWP and see Annex 2).

Main ETSI deliverable types

A Work Item can be a standard or a specification, a guide or a report. The different documents are:

- **The ETSI Technical Specification (TS)** is the preferred deliverable when the document contains normative provisions and requires a short time to “market”; once approved by the TB it is published.
- **The ETSI Standard (ES)** contains normative provisions and it is considered preferable or necessary that the document be submitted to the whole ETSI membership for its approval.
- **The European Standard (EN)** is intended either to meet needs specific to Europe and requires transposition into national standards or is required under an EC (European Commission) /EFTA (European Free Trade Association) mandate and qualifies as a Harmonized Standard (HS).
- **The ETSI Technical Report (TR)** is the default deliverable when the document contains only informative elements.
- **The ETSI Guide (EG):** contains only informative elements and is approved for publication by the whole ETSI membership.

¹ <http://www.etsi.org/WebSite/NewsandEvents/events.aspx>

² http://help.etsi.org/index.php?title=Contributions#Contribute_a_New_Work_Item_.28NWI.29_proposal

³ <http://webapp.etsi.org/workprogram/Home.asp>

The ETSI working language is English and all deliverables are approved and published in English. The titles of Harmonized Standards are translated into all the official languages prior to publication in the Official Journal of the EU.

ETSI working tools

Most of ETSI's work is carried out by electronic means – by TB email exploder lists and using the ETSI portal¹.

An ETSI on-line (EOL) account is required to access most of our web facilities, so please complete an application form².

Once you have received your EOL account details, you will be able to log onto the ETSI portal, please see below:



Then you may subscribe to any TB Membership Exploder lists³, select the TBs you wish to follow and register for meetings.

Under each TB you can monitor the ongoing work: view or download the latest drafts, consult their Meeting Calendar, read/download contributions and publications and refer to the TB Officials contact details (see Annex 1).

The technical activities of the TBs can be found in the ETSI Work Programme (EWP⁴); this is the main application containing all the information you need with regard to Work Items and documents. It also allows you to search and download the ETSI publications using a search engine. (See Annex 2)

Remote Consensus is the new ETSI online tool to collect comments and measure consensus for contributions during a given period as opposed to during a face-to-face meeting. For detailed and further information, please visit our Wiki page at <http://help.etsi.org>.

The TB Decision Support⁵ application is designed to help the Technical Bodies 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-Approval⁶ application is the means for voting on draft ETSI Standards, ETSI Guides, ETSI European Standards and ETSI Harmonized European Standards, and also enables you to consult comments and/or results of votes on such documents.

¹ <http://portal.etsi.org/portal/server.pt/community/home/312>

² <http://webapp.etsi.org/CreateAccount/form.asp>

³ <http://webapp.etsi.org/TBMembershipList/home.asp>

⁴ <http://webapp.etsi.org/workprogram/SimpleSearch/QueryForm.asp>

⁵ <http://webapp.etsi.org/tbdecision/Menu.asp>

⁶ <http://portal.etsi.org/EApproval/>



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Meetings

Preparing for a physical meeting

You will find information about the **venue** in the meeting invitation. This is sent to the TB's mailing list at least 30 days before the meeting and made available as a meeting document.

You are required to **pre-register** using the [Meeting Calendar](#)¹. Each meeting has a link to a "View Meeting Information" page. Registration should be done sufficiently in advance to allow for meeting preparation.

Should you require a **visa** to attend a meeting at ETSI premises please contact meetings.facilities@etsi.org. If the meeting is being hosted elsewhere by an ETSI member, please refer to the invitation or contact the host.

The meeting **agenda** is available at least 30 days in advance.

To submit a meeting document, select the 'Contribute' icon in the TB's Contribution portlet. Several templates will be proposed to you. (See Annex 1 or the [ETSI portal help page](#)²)

At all times, please respect the ETSI Intellectual Property Rights (IPR) policy, which can be found on the [ETSI IPR page](#)³.

Having submitted a meeting document it may be advisable to notify the TB via its mailing list. This will assist the Chairman with the planning of the agenda and give other delegates the opportunity to review and prepare comments or questions.

Physical registration: on the first day of the meeting, registration normally opens 30 minutes before the start of the meeting. Please arrive early to allow time to register.

For security reasons, it is requested that you **wear your badge for the full duration of the meeting**.

If you are unable to attend every day of the meeting and a colleague will take your place, they must register separately. It is not permitted for someone else to wear your badge.

Attending ETSI meetings is free of charge. When a meeting is not taking place at the ETSI premises, additional costs may be incurred. These are detailed in the invitation.

What happens during a meeting

The Chairman will generally start the meeting with a roll-call and it is best to introduce yourself, especially at your first meeting.

One of the first agenda items for every ETSI meeting is the IPR call as per the [ETSI IPR guide](#)⁴. If you have an IPR to declare, please refer to the [Guidelines IPR Declarations](#)⁵ web page for further information.

¹ http://webapp.etsi.org/MeetingCalendar/ViewMeetings.asp?qSTART_DATE=today

² http://help.etsi.org/index.php?title=Contributions#CREATE_A_CONTRIBUTION

³ <http://www.etsi.org/WebSite/AboutETSI/IPRsInETSI/IPRsInETSI.aspx>

⁴ http://www.etsi.org/WebSite/document/Legal/ETSI_IPR-Policy.pdf

⁵ http://www.etsi.org/WebSite/AboutETSI/IPRsInETSI/Guidelines_IPR_Declarations.asp

All items on the agenda should be discussed, although the order may be adjusted by the Chairman. At the end of the discussion for each contribution, the Chairman should confirm the status of the document (Accepted, Noted, and/or a revision required). Documents may also be postponed for further discussion.

After a meeting

The meeting report should be available within 30 days with a period for review and comments.

Decision making

How are decisions taken?

A TB will endeavour to reach consensus on all issues, including the approval of draft ETSI deliverables, the adoption of Technical Specifications and Technical Reports and the selection of TB officials.

The definition of Consensus: general agreement without sustained opposition to substantial issues. (See TWP Annex A).

If it is impossible to achieve consensus during a meeting the Chairman may decide to take a vote. For voting procedures please see the TWP [clause 1.7].

Voting during a TB meeting

The registration information provided by each participant will be used to determine the precise name of the ETSI member you represent and thus be the basis for the voting list.

Applicant members and those who have been authorized to participate in the TB do not have any voting rights. Applicant members must wait until their application has been formally approved by the General Assembly before they are entitled to vote.

A secret ballot may be used for the election of TB officials if there is more than one volunteer or for other votes if the Chairman so decides.

Voting by correspondence

In order to speed up the work and not delay a decision to a future technical meeting, a vote by correspondence may be set up via the TB Decision tool.

Online meetings

ETSI also provides the facilities for TB/WGs to hold virtual meetings using a web conferencing interface.

Their planning and organization follow that of physical meetings (registration, agenda, IPR call and meeting report). (See Meeting section).

The ETSI Remote Consensus tool can also assist members to reach consensus in between physical or virtual meetings (previously named Approval by Correspondence or AbC). (See section ETSI working tools).

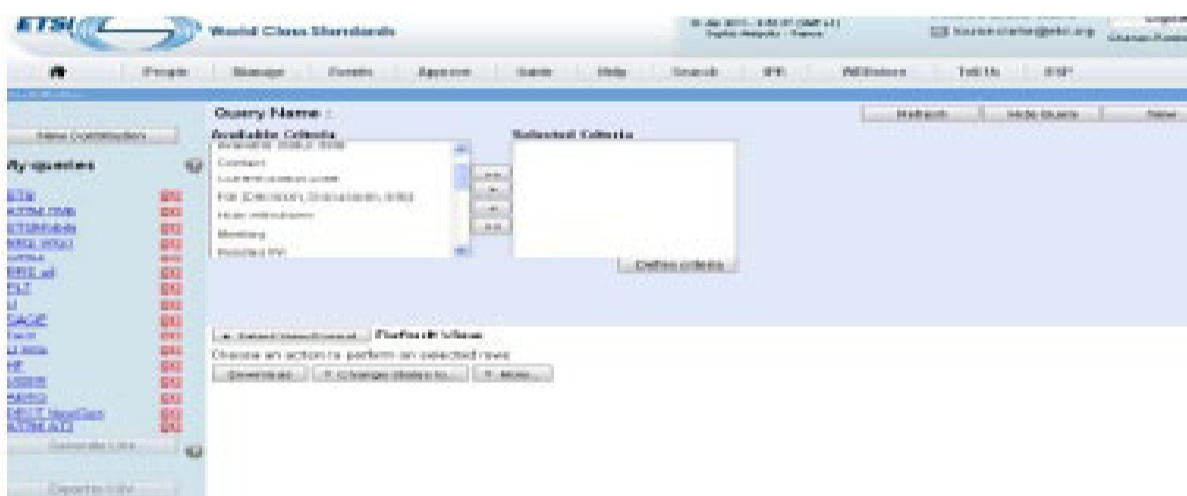
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Annex 1: The ETSI Portal

The ETSI portal platform (<http://portal.etsi.org>) provides Members with the means to follow and to participate in the work of the TBs.

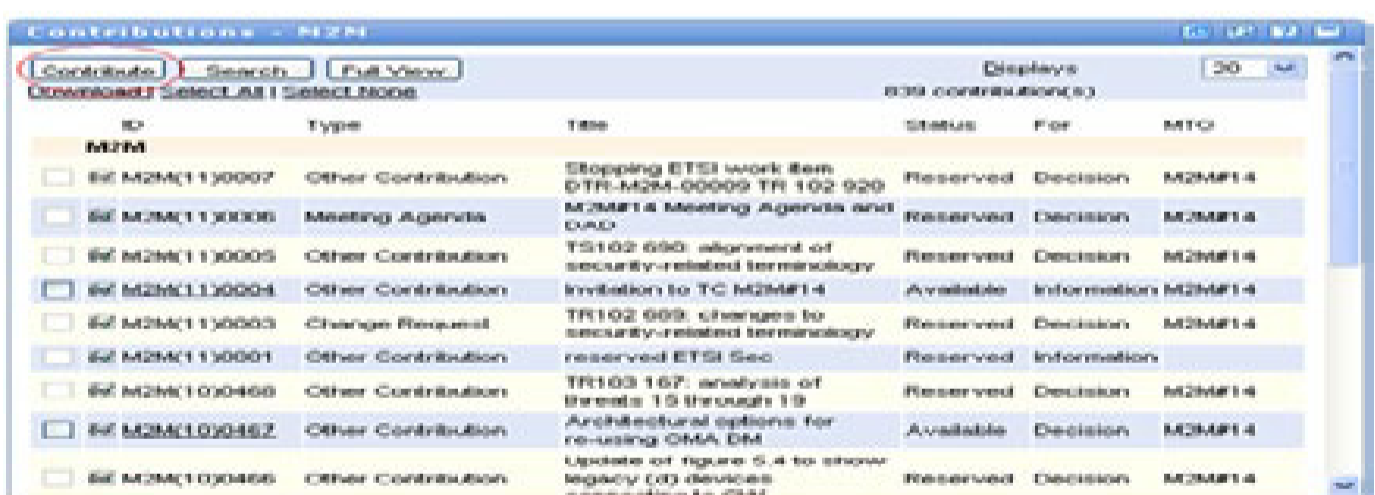
The portal for each TB has a General Section with the Contributions portlet and Meeting Calendar directly below. Several smaller portlets offer contact details for the TB Officials, the ability to search the email archives, and a search engine for recent publications.


From the Contributions portlet you may upload or download, and search for a set of documents. There is also a Search facility that enables you to set up queries or find a specific set of contributions according to certain criteria. See <http://help.etsi.org> for further information.



To access or submit documents to a TB

To submit a document click on the Contribute icon in the Contributions portlet and complete the relevant template.





To download a document click either on the document ID number or the  icon. Additional ways to access TB/WG documents are via one of the ETSI recommended FTP clients -

see <http://portal.etsi.org/Helpdesk/downloads.htm>

or via the ETSI docbox area: <http://docbox.etsi.org/>.

Meetings calendar

From the Meetings Calendar you may register for a meeting, contribute a meeting document by clicking on the , and view meeting documents by clicking on the .




Date	Meeting	Reg	Location
ATM			
13-15 Apr	ATM09	No	Sophia Antipolis FR
ATM AT2			
10-11 Feb	ATMAT2010	No	Paris FR
13-14 Apr	ATMAT2020	No	Sophia Antipolis FR
17 Jun	ATMAT2021	No	Geneva CH
ATM AT3			
19 Jan	ATMAT3-Req.Mts on TR 102 877	No	Conf. Call FR
26 Jan	ATMAT3-Req.Mts on TR 102 924	No	Conf. Call FR
03-04 Mar	ATMAT3_07	No	Atlanta US
13-14 Apr	ATMAT308	No	Sophia Antipolis FR
ATM TM4			
24-27 May	ATMTM405	No	Sophia Antipolis FR
ATM TM6			
10 Jan	ATMTM6-VCSL2 Descr plans	No	Conf. Call FR
24-27 Jan	ATMTM600	No	Antwerp BE
11-15 Apr	ATMTM601	No	Sophia Antipolis FR

30 active, non-published WIs found, displaying 1 to 30

Work Item Identification	Version	Status
ATMAT3		
E-UTRAN Cable Network EM Environment		
Doc. No. TR 102 877		Creation of WI by W079 (2011-03-04)
Ref. PNM_ATMAT3_20101204_1_v1		
E-UTRAN CaTV EM Environment		
Doc. No. TR 102 884		Creation of WI by W079 (2010-12-02)
Ref. PNM_ATMAT3_20101201_1_v2		
Doc. No. TR102 884	0.0.8	Stable draft (2010-12-02)
Ref. DTR/ATM-000001	0.0.9	Stable draft (2011-03-02)
Show more drafts...	0.0.10	Stable draft (2011-03-02)
	0.0.11	Stable draft (2011-03-04)
Doc. No. TR102 865		Start of work (2009-08-18)
Ref. DTR/ATM-000002		
Doc. No. TR102 866		Start of work (2009-08-18)
Ref. DTR/ATM-000003		
Doc. No. TR102 877	0.0.0	Stable draft (2011-02-02)
Ref. DTR/ATM-000005	0.0.0	Stable draft (2011-02-04)
Show more drafts...	0.0.2	WI approval ()

Latest Drafts

From the Latest Drafts portlet you may download the most recent version (e.g. 0.0.8). Click on the  for details of the WI.

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Annex 2: ETSI Work Programme (EWP) application

The EWP provides an easy way to search for ETSI standards by running dynamic database queries:

<http://webapp.etsi.org/workprogram/SimpleSearch/QueryForm.asp>

To find a specific document, please enter the document number and then click "Search" (after ticking the box "All versions" to have all the existing versions displayed as opposed to just the latest one).

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 see the schedule of the document, click on the link located in the "Current Status Draft" box in your result window.

Work Programme					
Details of 'REN/AERO-00005' Work Item					
	Work Item Reference	ETSI Doc. Number	STP	Technical Body in Charge	
	REN/AERO-00005	EN 303 213-1		ALMUT	
	Current Status (Click to View Full Schedule)	Latest Version	Cover Date	Standard	Creation Date
	Drafts in the OJ (2010-02-05)	1.2.1	2010-07-26	View Standard Information	2009-11-24
	Responsible	Technical Officer	Normalized Standard		View Normalization Data
	Michael Staniskis	Andra Lorell	Yes		
Title	Advanced Surface Movement Guidance and Control Systems (A-SMGCS): Part 1: Community Specification for application under the Single European Sky Interoperability Regulation EC 692/2004 for A-SMGCS Level 1 including external interfaces				
Scope and Field of Application	Scope of work to be undertaken: Update the European Standard for A-SMGCS System Level 1 considering the Amendment of EC 692/2004 by EC 1070/2009 and editorial changes.				
Supporting Organizations	DFS, Flughafen AG, Bmwi, EUROCONTROL.				
Keywords	Projects	Randates	Directives		
	ADDITIONAL Air Traffic Management INTEROPERABILITY		1070		
Official Journal	2010-8-26 2010-C00002				
Remarks					

To download the document, click on the Download standard icon (on the top right hand side). You will be provided with this window:

ETSI EN 303 213-1 V1.2.1 (2010-07) -	
ETSI Account	Users without an ETSI account
Click: Submit to login	Email <input type="text"/> Click here to register
<input type="submit" value="Submit"/>	

- If you already have an ETSI on-line (EOL) account, simply click on "Submit".
- If you do not have an EOL account, please enter your e mail address and click on "Submit".

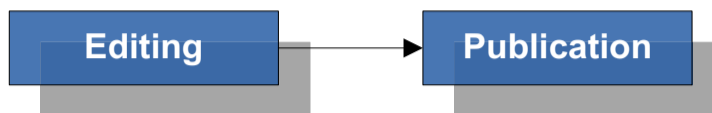
This will allow you to download individual copies of ETSI Publications free of charge.

Depending on your access rights, you have the option of downloading either the Word or the PDF version.

ETSI EN 303 213-1 V1.2.1 (2010-07) - (Publication)	
(253335 bytes)	(142632 bytes)
View Rights and Legal Text	

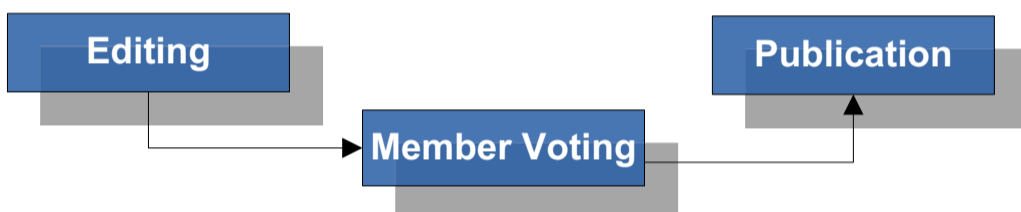
Annex 3: Approval procedures¹

The **direct Publication procedure** applies to ETSI Technical Specifications (TSs) and ETSI Technical Reports (TRs):



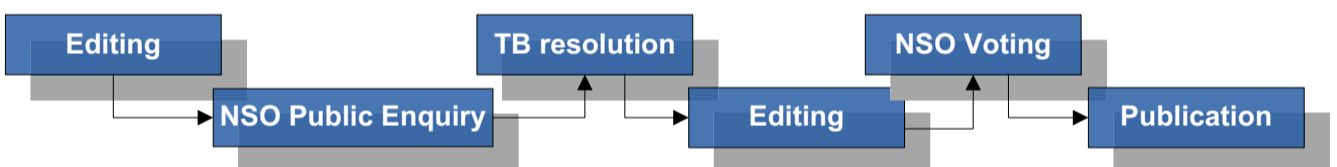
The draft, approved and adopted by the Technical Body (TB) according to the decision making procedures [see TWP clause 1.7]², is published by the ETSI Secretariat within 30 days of receipt from the TB.

The **Membership Approval Procedure (MAP)** applies to ETSI Guides (EGs) and ETSI Standards (ESs):



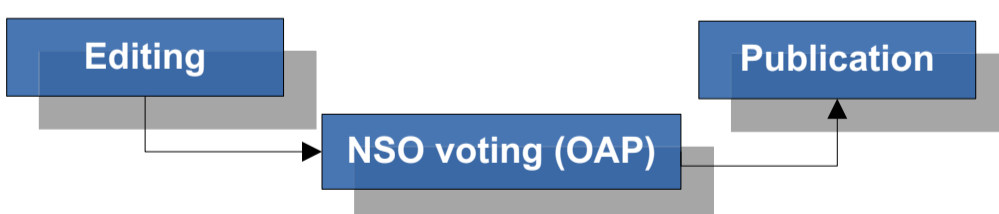
The ETSI Secretariat despatches the draft approved by the TB for the Membership Approval Procedure (MAP), [see TWP [clause 2.2.3.1.1]². If the Member Vote succeeds, the Secretariat publishes the document.

The **Two-step Approval Procedure (TAP)** applies to European standards (ENs):



The draft approved by the TB enters into Two-step Approval Procedure (TAP), [see TWP clause 2.2.1.1.1]². Once approved, the Secretariat publishes the document.

European Standards (ENs) may also be approved via the **One-step Approval Procedure (OAP)** [see TWP clause 2.2.1.1]:



The draft approved by the TB is despatched for One-step Approval Procedure (OAP) combining a Public Enquiry (PE) and a vote; [see TWP clause 2.2.1.1.2]². After a successful OAP, the document is published by the Secretariat.

The tool used for these procedures is the e-Approval application³.

¹ <http://portal.etsi.org/chaircor/SMP.asp>

² <http://portal.etsi.org/directives/>

³ <http://portal.etsi.org/EApproval/>

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Annex 4: Clusters

ETSI has introduced the cluster concept to provide a simplified, yet comprehensive, introduction to its activities in ICT standardization. This new approach is aimed at enabling the audience to easily grasp ETSI's endeavours in a variety of domains, all contributing to the overall vision of a connected world.

Clusters facilitate access to ETSI's diverse work enabling you to easily identify your area of interest based on business relevance or application domain rather than purely on specific technical work areas.

ETSI clusters help to extend the significance of ICT standardization work for commercially-focused individuals.



Annex 5: Specialist Task Force

An STF is a team of highly-skilled experts working together over a pre-defined period to draft an ETSI standard under the technical guidance of an ETSI Technical Body and with the support of the ETSI Secretariat.

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

How do I request an STF?

The allocation of resource for a Specialist Task Force is the responsibility of the General Assembly delegated to the Board.

Further information may be obtained by contacting the STF team at stflink@etsi.org or by reading the TWP, [clause 10.1] Annex F and Annex H.

Annex 6: Definitions

ETSI Deliverable: document (TS, TR, ES, EG or EN), produced as the result of an ETSI Work Item (WI).

ETSI Partnership Project (EPP): is an activity established when there is a need to co-operate with external bodies [TWP 1.1.3].

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 WIs. An ETSI Project is relatively self-contained and has its own project management [TWP 1.1.1].

Technical Body (TB): is the primary decision making centre for all matters that fall within its Terms of Reference (ToR). An ETSI TB may be designated as an ETSI Project, an ETSI Partnership Project, or a Technical Committee. It may establish 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 these ETSI TWPs. The TB shall retain responsibility.

Technical Committee (TC): supported by Working Groups where appropriate, is an activity organized around a set of ETSI WIs addressing a specific technology area that may contribute to more than one Technical Body and which provides continuity [TWP 1.1.2].

Working Group (WG): is established by the TB if required. The TB shall retain responsibility for it.

Work Item (WI): description of a standardization task approved by a Technical Body according to the procedures in TWP clause 1.6.3 and adopted by the ETSI members [TWP, Annex A].

National Standards Organization: is a standards organization whose function is to carry out at national level the activities related to standstill, public enquiry, establishment of the national position for the vote on draft European Standards in the telecommunication series 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.

Annex 7: Abbreviations

For the purpose of this guide, the following abbreviations apply:

EDRs	ETSI Drafting Rules
EFTA	European Free Trade Association
EG	ETSI Guide
EN	European Standard
EOL	ETSI on-line
EP	ETSI Project
EPP	ETSI Partnership Project
ES	ETSI Standard
EWP	ETSI Work Programme
IPR	Intellectual Property Rights
MAP	Membership Approval Procedure
NSO	National Standards Organization
OAP	One-step Approval Procedure
OJEU	Official Journal of the European Union
PDA	Publication Download Area
PE	Public Enquiry
SMP	Standards Making Process
SR	Special Report
SSP	Standardization Support Professional
STF	Specialist Task Force
TAP	Two-step Approval Procedure
TB	Technical Body
TC	Technical Committee
TO	Technical Officer
ToR	Terms of Reference
TR	Technical Report
TS	Technical Specification
TWP	Technical Working Procedures
WG	Working Group



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