



ETSI Chair's Guide



Outline

The present document endeavours to provide step-by-step guidance on the essential elements, most common practices and responsibilities of a TB/ISG Chair.

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). It is to be used in conjunction with the [ETSI Delegate's guide](#) and the [ETSI Rapporteur's guide](#).

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1. Obligations and Responsibilities of the Chair

The primary duties of a Chair:

- Ensure an efficient working of the TB/ISG and its Working Groups (in conjunction with the Vice-Chair(s), Working Group (WG) Chair(s) and Vice-Chair(s))
- Ensure the TB/ISGs' activities adhere to ETSI Directives and its rules, policies and procedures
- Ensure that the Work Programme is kept up to date
- Maintain strict impartiality and act in the interest of ETSI and its members

- Ensure that the ETSI Guidelines for Antitrust Compliance are strictly observed
- Remind the members of the TB/ISG of their statutory obligations to submit IPR disclosures
- Endeavour to reach consensus on all issues, including the approval of draft ETSI deliverables
- Report to the OCG, Board and the General Assembly on the activities of the TB/ISG upon request.

References: ETSI TWPs Clauses 1.3.3 and 1.7.1

2. Who is authorised to participate in TB/ISG activities?

2.1 TB/WG meetings

To attend a TB or WG meeting the delegate shall fulfil one of the following criteria:

- Represent an ETSI Full or Associate member or Counsellor.
- Represent an Applicant for Full or Associate membership who has formally submitted their application to the ETSI Secretariat (Applicant member), subject to the agreement of the ETSI Director-General.
- Represent an ETSI partner organization where ETSI has a signed partnership agreement (according to the rules of the relevant agreement).
- Attend as a guest (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.

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.

- subscribe to a TB mailing list or receive any working document, either during the meeting itself or between meetings or hold any leadership position.

References: ETSI RoP Articles 1.2.2, 1.2.3, 1.2.4, 1.3 and 1.5 and ETSI TWPs Clause 1.4

2.2 TB membership list

Each TB has an email exploder list to be used for discussion, dissemination and/or collection of information and decision-making outside of TB meetings. Only delegates subscribed to the TB membership list with their EOL account email address are considered members of the TB.

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.

Email exploder lists are also maintained for Working Groups (WG), Task Groups (TG) and Special Committees (SC). TB Guests and Observers may not be subscribed to the TB membership list.

A representative of an ETSI partner organization where ETSI has a signed partnership agreement may be subscribed according to the rules of the relevant agreement.

References: ETSI TWPs Clause 1.5.5

2.3 ISG meetings

In accordance with ETSI TWPs clause 3.4, representatives of an ETSI Full member, Associate member, Applicant member, Counsellor, Partner and non-member (known as ISG Participant) may attend ISG meetings providing ETSI is in receipt of the signed relevant ISG Agreement.

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. Meeting fees are stipulated in the relevant ISG Participant Agreement.

For a guest to attend an ISG meeting on an exceptional and temporary basis, the rules according to TWPs Clause 3.4, Annex 2 and [Board Decision \(D-B108/8\)](#) shall be adhered to.

ISG Participants, Counsellors and non-members shall not vote or hold an ISG leadership position.

2.4 ISG membership list

Each ISG has an email exploder list to be used for discussion, dissemination and/or collection of information and decision making outside of ISG meetings. Delegates are subscribed to the ISG membership list following receipt by the ETSI Secretariat of the signed relevant ISG Member or ISG Participant agreement.

Email exploder lists are also maintained for ISG Working Groups (WG).

ISG Guests may not be subscribed to the ISG membership list.

3. Meeting responsibilities: preparation, participation, reporting

3.1 Before a Plenary meeting

The Chair shall ensure that the meeting invitation with all necessary logistical information and the draft meeting agenda will be available on the ETSI portal and that the TB/ISG membership is notified at least thirty (30) days before a plenary meeting.

NOTE: The draft agenda for the first meeting of a new TB or an ISG kick-off meeting is announced in a Collective Letter by the Secretariat, with at least thirty (30) days' notice. It is the responsibility of the host (ETSI or external organisation) to disseminate the meeting invitation. The host may always ask for support from the ETSI Secretariat.

Items for decision shall be included in the agenda such as:

- New Work Item (NWI) proposals and draft deliverables for approval
- Any topics in which voting will be required
- The received Chair/Vice-Chair/WG Chair candidatures and the call for candidate's contribution

The following items should also be considered for addition to the agenda, if relevant:

- Contribution deadline
- Meeting contributions uploaded (in agenda revisions)
- Liaisons statements
- Logistical information
- Future meeting schedule

References: ETSI TWPs Clauses 1.5, 1.7.1, and 1.9.3

3.2 During a Plenary meeting

During a plenary meeting, a Chair has the following responsibilities:

- Open the meeting, welcome the delegates, announce any guests
- Make a call for IPR and a reminder of applicable anti-trust and competition laws
- Ensure that minutes will be taken during the meeting for the meeting report
- Present the agenda and seek its approval
- Report on the TB/ISG Work Programme status
- Endeavour to reach consensus on all issues
- Launch, run, and evaluate the results of planned vote(s) (if any).
- Ensure that all decisions and actions are recorded in the meeting report
- If relevant, invite Rapporteurs and Liaison Officers to present their activities since the last meeting
- If relevant, invite WG Chair(s) to present their Progress reports.

References: ETSI TWPs 1.7, ETSI RoP Article 11 and ETSI IPR Guide, Clauses 2.3.2, 2.3.3 and 2.3.4

3.3 After a Plenary meeting

The meeting report shall include:

- decisions, including the election of officials, approved or withdrawn deliverables, change request decisions
- actions
- key discussion points
- organisational changes to the TB/ISG structure
- call for IPR disclosures are to be included in the report and
- the dates and venues of the forthcoming meetings.

If the meeting report is not available within 15 days after the end of the meeting, the Chair is obliged to provide Executive summary detailing the key decisions and topics within this period.

The Chair is also invited - for purposes of transparency – to update the status of Contributions on the portal.

In any case, the full meeting report should be provided within 30 days and requires the approval of the TB/ISG.

References: ETSI IPR Guide Clauses 2.3.2, 2.3.3, 2.3.4, 2.3.5, ETSI TWPs 1.9.3

3.4 Before a non-Plenary meeting

- For Working Group, Rapporteur, Ad-hoc or other types of meetings, it is recommended that an agenda be uploaded to the ETSI portal before the meeting and the TB/ISG notified via the relevant mailing list.

3.5 During a non-Plenary meeting

During a non-plenary meeting, a Chair (or the nominated replacement) has the following responsibilities:

- Open the meeting, welcome the delegates, announce any guests or observers
- Make a call for IPR and a reminder of applicable anti-trust and competition laws (see clause 4 of the present guide for further details)
- Ensure a meeting secretary has been appointed
- Present the agenda and seek its approval
- Endeavour to reach consensus on all issues
- Ensure the presence of each attendee is correctly recorded in the portal

3.6 After a non-Plenary meeting

The Chair shall:

- Upload the meeting report to the portal and inform the TB/ISG via the relevant mailing list
- Update the status of the Contributions on the portal.

The main difference between a TB/ISG plenary meeting and other types of meetings (e.g., Working Group, Rapporteur etc.) is that TB/ISG plenary can take decisions using all means described in ETSI Directives, TWPs Clause 1.7 (e.g., decision based on consensus or vote), whereas the result of a non-plenary meeting is a snapshot of opinion(s) of ETSI members on a given item/subject/topic. This result may equally have the form of consensus or absence of it. In any case the result shall be reported to the plenary – the place where TB/ISG decisions are taken.

A TB has the freedom to organise its work according to the needs of the members providing it complies with the ETSI Directives, namely:

- number of WGs
- frequency of meetings
- organisation of rapporteur's meetings
- deadlines for submitting agenda and other documents for the meeting
- the way WGs and Rapporteur groups report to the plenary, etc.

3.7 ENAP (EN Approval Procedure) Resolution meetings

This clause only applies for EN (European Standard).

The Chair shall:

- Schedule a Resolution meeting when the final draft EN has been submitted to the combined Public Enquiry/Weighted National Voting procedure; it should take place within thirty (30) days after its closure.
- Send the invitation to the TB membership list at least thirty (30) days before the meeting.
- Cancel the Resolution meeting should no comments be received during the Public Enquiry.

References: ETSI TWPs, Clause 2.2.1.1.1

4. ETSI Chair's Responsibilities on Anti-trust Compliance, IPR and Confidentiality

4.1 General

One of the primary duties of the Chair is to take care that the ETSI Guidelines for Antitrust Compliance are strictly observed. The Chair has a duty to remind the TB/ISG members of their obligations to submit IPR disclosures

4.2 Chair's Responsibilities on IPR

Throughout the standardization process the Chair shall take the actions as laid down in the sections of the Guide on IPRs, to facilitate the identification of Essential IPRs. This includes disallowing e.g., discussions on commercial issues in the TB/ISGs and/or discussions on details of specific licensing terms and conditions.

Make call for IPRs in TB or ISG meetings

Every TB or ISG meeting starts with a "Call for IPRs" performed by the Chair. e.g., this may consist of the following sentences“:

“The attention of the members of this Technical Body is drawn to the fact that ETSI members shall use reasonable endeavours under Clause 4.1 of the ETSI IPR Policy, Annex 6 of the Rules of Procedure, to inform ETSI of Essential IPRs in a timely fashion. This section covers the obligation to notify its own IPRs but also other companies' IPRs.

The members take note that they are hereby invited:

- to investigate in their company whether their company does own IPRs which are, or are likely to become Essential in respect of the work of the Technical Body,*
- to notify to the ETSI Director-General all potential IPRs that their company may own, by means of the IPR Information Statement and the Licensing Declaration forms through the ETSI IPR online database application at <https://ipr.etsi.org/>. Only under exceptional circumstances and if instructed by the ETSI Secretariat, paper declarations may be allowed using the forms provided by the ETSI Secretariat similar to the on-line forms*

Members are encouraged to make general IPR undertakings/declarations that they will make licenses available for all their IPRs under FRAND terms and conditions related to a specific standardization area and then, as soon as feasible, provide (or refine) detailed disclosures”.

This Call for IPRs is a notice to the TB/ISG member's obligations regarding the disclosure of Essential IPRs in a timely fashion.

The meeting report shall clearly state that an IPR call has been made as well as any responses.

In addition, during the meeting a short reminder call for IPR disclosures should be made on:

- the formal submission of a technical solution
- the completion of the first stable draft of the standard
- Working Group approval of a draft standard
- TB/ISG approval of a draft standard.

Recording and reporting information on IPR

The Chair shall be careful to record in the Meeting report that an IPR reminder was issued and include details of responses. If no responses were given, then also this should be recorded.

If the Chair becomes aware of the existence of an Essential or potentially Essential IPR, the ETSI Legal Director shall be informed by the Chair.

The Chair should encourage the TB/ISG members to make general IPR undertakings/licensing declarations that they will make licenses available for all their IPRs under FRAND terms and conditions related to a specific standardization area and then, as soon as feasible, provide (or refine) detailed disclosures.

4.3 Copyrights in ETSI Deliverables

The Chair shall ensure that all technical proposals adopted by their TB/ISG are recorded in the Meeting report.

If restrictions exist on the use of any technical proposals, the Chair shall ensure that these are also recorded in the Meeting Report and that the ETSI Secretariat is informed.

If, in exceptional circumstances, the use of copyrighted material cannot be avoided, reproduction of a third-party text/figure in ETSI deliverables will require the author's authorization and the copyrighted material shall be indicated by the symbol ©.

The Chair should instruct the Rapporteur to obtain the author's authorization using the template available from the [editHelp web page](#).

4.4 Chair’s Responsibilities on Antitrust Compliance

As stated in Clause 1.5 of the Technical Working Procedures, when preparing each meeting the Chair and/or the Secretary, should give attention to the agenda and ensure it is distributed and/or made available to all participants prior to the meeting.

The meeting shall follow the prepared agenda and only matters included on the agenda can be discussed. Revisions to the agenda can be made during the meeting, by following the principles of decision making as outlined in the ETSI TWPs Clause 1.7.1.

The Chair should take care that the ETSI Guidelines for Antitrust Compliance are strictly observed by reminding orally or by writing the following:

“The attention of the members of this Technical Body/ISG is drawn to the fact that ETSI activities are subject to all applicable antitrust and competition laws and that compliance with said laws is therefore required of any participant of this meeting including the Chair and Vice Chair.

The leadership shall conduct the present meeting with impartiality.

In case of questions, it is recommended that you contact your legal counsel”.

Managing discussions

Discussions, communications or any other exchange of information in or on the edge of all ETSI meetings (e.g.: informal discussions, social gatherings, corridor talks etc.) as well as during any activity in ETSI may never have as their subject matter topics that are prohibited by competition law.

If a delegate or the Chair becomes aware of a discussion, communication or exchange of information that appears to lead to restriction of competition of any kind, the delegate should raise the issue, seek to end or separate from this discussion, communication or exchange of information.

References: Clause C.4.1 of the Guidelines for Antitrust Compliance.

4.5 Chair’s Responsibilities on Confidentiality

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.

Confidential information that has been incorporated in a Standard or Technical Specification is automatically regarded as non-confidential from the moment of publication.

If the Chair becomes aware that confidential information has been disclosed in breach of a confidential disclosure agreement to which ETSI is a party, the Chair shall immediately inform the Secretariat.

Identification and disclosure of essential IPR	Guide on Intellectual Property Rights (IPRs), Clause 2.3 Technical Body Chair Duties
Call or IPR disclosures	Guide on Intellectual Property Rights (IPRs), Clause 2.3.2 Make call for IPRs in TB meetings Guide on Intellectual Property Rights (IPRs), Clause 2.3.3 When and How?
Notification of essential IPR and licensing declarations	Annex 6 of the ETSI Rules of Procedure.
Record and report information on IPRs	Guide on Intellectual Property Rights (IPRs), Clause 2.3.4 Report and Record Information on IPRs
Copyrights in ETSI Deliverables	https://portal.etsi.org/Services/editHelp/To-help-you-in-your-work/Use-and-reproduction-of-text-signs-and-material-legally-protected/Copyrights
Managing discussions	Guidelines for Antitrust Compliance - Clauses C.4.1 & C.4.3
Chair’s Responsibilities on Confidentiality	ETSI IPR Policy – Annex 6; Clause 10

5. Decision Making and Voting

5.1 General

A TB/ISG shall endeavour to reach Consensus on all issues.

If Consensus cannot be achieved, the TB/ISG Chair can decide to take a vote which may be performed by a secret ballot.

Before the vote, the TB/ISG Chair shall provide a clear definition of the issues (e.g., TB/ISG approval of a draft before publication).

A description of the tools available can be found in section 10.

5.2 Vote for the election of a Chair/Vice-Chair and WG Chair

5.2.1 General

In case where there is more than one candidate for the election of a Chair/Vice-Chair and WG Chair, a secret ballot shall be used.

References: ETSI TWPs, Clauses 1.7.1.3 and 3.7

5.2.2 TB

The procedures for the election of a TB Chair/Vice-Chair and WG Chair described in TWPs, Clauses 1.7.1, 1.7.1.1 and 1.7.1.2 shall apply.

5.2.3 ISG

The procedures for the election of a ISG Chair/Vice-Chair and WG Chair described in TWPs, Clauses 3.3.1 and 3.3.2 shall apply.

5.3 TB/ISG vote during a meeting

Before a vote, a clear definition of the issues shall be provided by the Chair.

- Electronic voting is recommended.
- Only members who have registered to the meeting and are present (physically or remotely connected) may vote.
- Only delegates subscribed to the TB membership list with their EOL account email address will be considered members of the TB.
- In the case of an ISG, only ISG Members can vote and it may be based on presence to previous ISG meetings, as specified in the ISG Member agreement.
- ISGs may have their own vote calculation rules, as specified in the ISG Member agreement (e.g., non-weighted vote, simple majority voting may be used).
- Voting by proxy is not permitted.

- The result of the vote shall be recorded in the meeting report.

References: ETSI TWPs, Clauses 1.7.1, 1.7.1.1, 3.3 (and its sub-clauses) and 3.7

5.4 TB/ISG vote by correspondence

5.4.1 General

Before a vote, a clear definition of the issues shall be provided by the Chair and disseminated to the TB/ISG membership list.

- Electronic voting shall be used.
- Only delegates subscribed to the TB membership list with their EOL account email address will be considered members of the TB.
- The voting period shall be thirty (30) days for a TB.
- The voting period for an ISG shall be 30 days unless otherwise specified in the ISG Member Agreement.
- In the case of an ISG, only ISG Members can vote and it may be based on presence to previous ISG meetings, as specified in the ISG Member agreement.
- ISGs may have their own vote calculation rules, as specified in the ISG Member agreement (e.g., non-weighted vote, simple majority voting may be used).
- The result of the vote shall be disseminated by the Chair to the membership list within 15 days.

References: ETSI TWPs, Clauses 1.5.5, 1.7.1, 1.7.1.2 and 3.7

5.4.2 Use case

The following use case is just an example and other scenarios may occur.

An ISG cannot reach consensus on the approval of a draft for publication (same could apply to a TB).

The ISG Chair provides a clear definition of the vote to the ISG mailing list:

« During the last plenary meeting, the ISG could not reach a consensus on the ISG approval for publication of the latest draft (V X.Y.Z) of GR/GS XXX.

Therefore, a vote by correspondence is set up... (+ details of the vote/dates/links etc) »

- The ETSI Secretariat sets up the voting tool – on behalf of the Chair - with a 30 day-voting period.
- At the end of the voting period, the voting tool reveals the results of the vote.
- If the vote is positive (according to RoP, Article 11.4), the draft is ISG approved and ready to be published by ETSI.
- If not, more discussions within the ISG are needed.

6. External cooperation with ETSI Partners

6.1 Overview of partnership agreements

When there is a need for the establishment of a partnership agreement, ETSI TBs and ISGs are required to refer to the ETSI partnership policy framework and the Partnership Engagement Process (PEP) as described in the TWPs Clause 1.8.1. The TB Chair will be accompanied by the ETSI Secretariat and the Partnership team.

The TB or ISG Chair should ensure that they are aware of all the relevant partnership engagements with other organizations and that they abide by the partnership engagements for the work of the TBs and ISGs they are responsible for.

There are three different types of partnership agreements depending on partnership engagement:

Letter of Intent (LoI), Memorandum of Understanding (MoU) and Co-operation Agreement (CA).

Engagement	Main Focus	ETSI TWPs Clauses	Examples, comments
Type 1 Letter of Intent (LoI)	Initial contact, get to know each other.	1.8.1.1.1	
Type 2 Memorandum of Understanding (MoU) [Partner shall be a legal entity]	- Political - Marketing - Technical	1.8.1.1.2	
(LoI)	Initial contact, get to know each other.	1.8.1.1.1	
Type 3	- Political - Marketing - Technical	1.8.1.1.3	ETSI TWPs include the text of Basic cooperation agreement between CEN, CENELEC and ETSI and description of 5 modes of cooperation between
Co-operation Agreement (CA) [Partner shall be a legal entity and an IPR Policy Check performed to determine the compatibility of the Partner's IPR Policy with ETSI's]	Supplements	1.8.1.2	ESOs. A synthetic view of each mode is in TWPs, P Annex 3. (https://portal.etsi.org/Resources/ETSI-Directives) • PAS Process Guide • PAS brochure • ETSI web page about PAS – see clause 6.2.2.
	Materials Supplement • Incorporation of published text and graphics from the other party into a document.	1.8.1.2.1	
	Working Supplement • Joint production of documents.	1.8.1.2.2	
	PAS Supplement • Adoption of identified Partner's PASs into ETSI TR(s) or TS(s).	1.8.1.2.3	

- Detailed information on types of partnership agreements can be found in TWPs, Clause 1.8.1 .
- Full overview of the ETSI Partnership Engagements can be found in TWPs, Annex R.
- The full list of agreements can be found at ETSI Partnership portfolio page on ETSI portal: see clause 6.2.2.
- The description of the Partnership Engagement Process is described at:
<https://portal.etsi.org/Search/Partnership-agreements/Partnership-Establishment>

6.2 ETSI Cooperation Agreements and Supplements

6.2.1 General Information

Whenever there is a Cooperation Agreement signed with a supplement, TB and ISG Chairs are encouraged to use the maximum of the agreement and its supplements.

A Cooperation Agreement may include a PAS Supplement, a Working Supplement or a Materials Supplement for the following purposes:

- PAS Supplement enables an external organization to submit its technical specifications to ETSI for adoption.
- Working Supplement allows for the creation of a common work item to produce a joint deliverable
- Materials Supplement allows for incorporation of text and graphics in ETSI deliverables.

6.2.2 PAS (Publicly Available Specification) Process

The ETSI PAS Process enables an ETSI Partner who has signed a cooperation agreement and a PAS Supplement to submit one or more of its Publicly Available Specifications for adoption by ETSI as an ETSI Technical Specification (TS) or as an ETSI Technical Report (TR). The ETSI TB identified by the ETSI Board will be the host of the PAS review and will approve the PAS as a TR or TS following the normal ETSI approval procedure.

The attention of the TB Chair is drawn to the need to create the corresponding Work Item in the relevant TB immediately after the Board decision to allocate the PAS to this TB and before starting any work.

A PAS Process Guide is available for download describing the process and its benefits at: https://www.etsi.org/images/files/ETSI_PAS_Process_Guide.pdf

Further information is available on the ETSI website: <https://www.etsi.org/about/our-partnerships>

6.2.3 Participation of an ETSI Partner representative in ETSI meetings

Most of the Partnership Agreements allow for cooperative interworking between relevant ETSI TBs/ISGs and the groups of the other party. This is usually limited to one partnership representative per ETSI TB/ISG depending on the work topic. The work topic will be identified in the summary of the agreement as well as in an annex describing the working areas.

NOTE: See Partnership webpage for details: <https://portal.etsi.org/webapp/AgreementView/AgreementSearch.asp>.

This attendance rule also applies to ETSI's participation in the partner's technical bodies.

It shall also be noted that participation by a Partner's nominated observer in an ISG is subject to the signature of the ISG Participant's Agreement, in accordance with ETSI TWPs, Clause 3.4.

6.3 Cooperation with non-Partners

6.3.1 Participation of Observers and non-members in ETSI meetings

The conditions for participation of Observers and non-members in ETSI meetings are described in clauses 2.1 and 2.2 of the present Guide.

6.3.2 Liaison Statements when there is no Partnership Agreement

Simple liaisons statements between ETSI TBs/ISGs and external bodies are to be encouraged as a first step. If such liaisons reach the point where the two bodies concerned are going to exchange technical documents, then the need for a formal Partnership Agreement should be investigated.

6.3.3 Joint meeting with an organisation that has no Partnership Agreement with ETSI

It is possible for an ETSI TB/ISG to exchange information and even hold a joint meeting with an organisation that has no Partnership Agreement with ETSI. This typically occurs during the phase where ETSI and the other organisation are getting to know each other and before the need for a formal Partnership is identified.

If a meeting between the two organisations needs to take place, a set of basic rules and principles must be followed to comply with the ETSI TWPs and to remain in a safe zone from the legal standpoint. e.g., no TB/ISG working document can be discussed in such meeting unless it is publicly available.

Meeting type:

- ▲ The meeting cannot be a formal meeting of the TB/ISG or of the other organisation. ETSI cannot impose its rules on another organisation and likewise, another organisation cannot impose its rules on ETSI. Therefore, the meeting should be organised as a "Workshop" under the umbrella of the identified TB/ISG.
- ▲ If any new content is created during the TB/ISG workshop, the copyright for that content is jointly owned by ETSI and the non-partner organisation.
- ▲ The principle of the ISG meeting participation fee shall not be applied to workshops organized between an ISG and a non-partner organization

6.4 Cooperation between ETSI TBs and ISGs

The attention of the TB and ISG Chairs is drawn to the details of cooperation in between ETSI TBs, TBs and ISGs, and in between ISGs. Typically, interactions between different TBs and ISGs are based on Liaison Statements (LS) exchange, Liaison Officers reporting and joint meetings.

The table below considers different scenarios of collaboration. Cooperation between TBs and ISGs	Type of cooperation
In between TBs	Liaison officer
	Liaison statement
	Joint meeting(s)
TBs with ISGs In between ISGs	Liaison officer from one ISG or TB can attend another ISG meeting only if his/her organisation signed the ISG agreement
	Liaison statements
	Joint meeting – see clause 6.3.3 above (meetings with non-Partners)

7. ETSI Chair's Responsibilities – Operational Coordination Group (OCG)

7.1 General

The OCG acts as a focal point and a forum for co-ordination of and between the Technical Committees, ETSI Projects, ISGs, Special Committees (SC) Coordination Groups (CGs) and the ETSI Secretariat.

The OCG provides an opportunity for Chairs and ETSI representatives to CGs initiated by external bodies to exchange information and experiences; and to discuss any issues prior to formal resolution of substantial objections in the Board and respond to Board requests for information.

The OCG also makes recommendations to the Board on the allocation of resources for STFs and on the proposed technical testing roadmap and priorities for TTFs. The OCG is also involved in the endorsement of MoU's, Cooperation Agreements, and the processing of PAS Supplements.

It shall resolve, as far as possible, any duplication of effort or conflict of technical views between the TBs/ISGs to reinforce co-operation between the Technical Organization, the ISGs and the CGs.

A TB/ISG Chair will be periodically requested to report to the OCG on the progress, issues and topics for decision.

7.2 The Chair's role in the OCG

OCG meetings are open to TB and ISG Chairs, and meetings are called as required to fulfil the duties as mentioned above.

Periodically (typically every two years), each TB and ISG Chair is required to present progress reports to the Board meeting.

8. *STF/TTF Management and Chair's responsibilities*

8.1 General

An active contribution of the TB/ISG Chair is required in the phases listed below.

8.2 Drafting the Terms of Reference

The Chair makes sure that a new Special Task Force or Testing Task Force (STF/TTF) proposal, including the related Work Items, is supported by at least four (4) ETSI members and approved by the Reference Body, irrespective of the funding source.

8.3 STF/TTF Work plan

The work plan included in the STF/TTF Terms of Reference (ToR) is established by the Reference Body Chair, in consultation with the ETSI Secretariat, and contains the following elements:

- latest schedule for the availability of the base documents
- milestones and reporting schedule
- deliverables schedule
- tasks and resources assigned to the service providers
- provisional travel plan for the participation of service providers' personnel to meetings and events.

8.4 Submission of STF/TTF proposal

8.4.1 Submission of STF proposal

To be able to benefit from EC/EFTA funding, an STF proposal can be submitted in response to the Rolling Plan for ICT Standardisation (ICT RP), the Annual Union Work Programme or other specific EC policy documents. STF proposals under the ETSI budget, can be submitted in the two allocation steps, in October/November and in May/June time periods.

8.4.2 Submission of TTF proposal

- The TB/ISG Chair is to liaise with the responsible Director at each step of TTF proposal submission.
- The initial TTF ToR should be sent to the responsible Director before the date indicated in the TTF Process Calendar, so it can be incorporated into the following year's Technical Roadmap.
- The TB/ISG Chair is to present and defend the work behind the TTF proposal at the September Board/OCG meeting.

8.5 Recruitment of the experts

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

To avoid a conflict of interest in the selection of service providers, the Reference Body Chair/Vice-Chair(s) and the Chair of the Working Group directly concerned by the STF/TTF activity and who belong to an organization that has an interest in applying for selection as a service provider to a funded STF/TTF, shall declare this to the Board and subsequently be excluded from all discussions and decisions related to the selection of the service providers.

8.6 Preparatory Meeting (Experts' interview)

The TB/ISG Chair should attend the preparatory meeting to select the experts, appoint the STF/TTF Leader, and decide on the draft Work Plan and allocation of resources. This should be done in coordination with the ETSI STF/TTF Manager & Technical Officer and, in case of a TTF, the responsible Director.

8.7 Monitoring STF/TTF progress

The Chair is expected to provide technical guidance. The STF/TTF leader is appointed by the Director-General in consultation with the relevant TB/ISG Chair. The STF/TTF leader acts as the interface with the Director-General for management of the STF/TTF, with the service provider(s) for coordination of the project and with the TB/ISG Chair for technical control. It is recommended that a Steering Group (SG) is set up. It is essential to ensure the timely approval of the STF/TTF deliverables by the TB/ISG.

8.8 STF/TTF Reporting

The Chair approves the STF/TTF Progress Reports which confirm the achievement of the intermediate milestones against which the experts' companies will be paid by ETSI Director-General.

Whenever possible, the reports should be reviewed and endorsed by members of relevant TB/ISG, before the approval by the TB/ISG Chair.

8.9 Closing the STF/TTF

Upon completion of the STF/TTF work, the TB/ISG Chair shall ensure that feedback is provided to the Director-General on the STF/TTF work.

9. EC cooperation

The ETSI Director-General (or a nominated substitute) represents ETSI within the relevant committees of the EC and EFTA concerning advisory or regulatory standardization issues.

The TB/ISG Chair should be aware of all the relevant liaisons between ETSI and the EC.

The TB/ISG Chair should also consider/verify relevant contributions of the TB/ISG to EC/EFTA Annual Union Work Programme (AUWP), the Rolling Plan for ICT Standardisation and any other EU policy.

The main goal of contribution to AUWP is to indicate what needs to be mandated by the EC for ESOs (AUWP targets ESOs only). AUWP is adopted after having conducted EC consultation with relevant stakeholders: ESOs, Member States and Annex III organisations (see [Regulation 1025/2012](#)). In many cases, a pre-condition for

a Standardisation Request is an item in the AUWP. On the other hand, AUWP is not binding for the EC.

Standardisation actions identified in Rolling plan for ICT Standardisation are complementary to other instruments, in particular the Annual Union Work Programme (AUWP).

Normally, it is for the ETSI Secretariat to coordinate the response to the AUWP, the Rolling Plan for ICT Standardisation and any other EU policy. Information is shared among the ETSI members through the ETSI OCG and relevant ETSI BOARD meetings.

References:

- AUWP - https://ec.europa.eu/growth/single-market/european-standards/notification-system_en
- Rolling plan for ICT standardisation - <https://joinup.ec.europa.eu/collection/rolling-plan-ict-standardisation/>

10. ETSI working tools

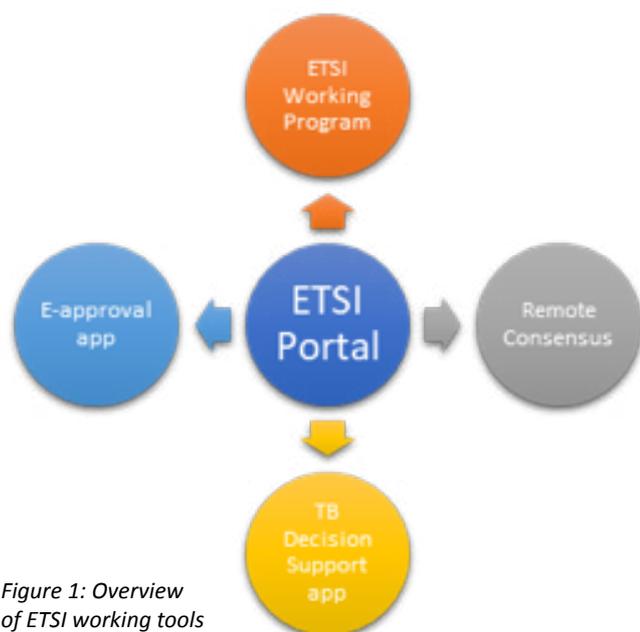


Figure 1: Overview of ETSI working tools

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.

[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. The consultation of comments and/or results of votes on such documents is also possible.

11. ETSI Secretariat Contacts

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.	https://portal.etsi.org/People/Committee-Support-Staff
Centre for Testing and Interoperability (CTI)	Support to TBs/ISGs for the specification and validation of base standards and the development of test specifications.	https://portal.etsi.org/Services/Centre-for-Testing-Interoperability/Contacts
editHelp!	Support and guidance for the drafting and finalisation of ETSI deliverables.	https://portal.etsi.org/Services/editHelp
IT Helpdesk	Assistance for technical issues on ETSI Portal, EOL accounts, etc.	helpdesk@etsi.org
Membership	Advise on membership categories, application process, fees. Liaises with the Official member contact.	https://www.etsi.org/membership
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.	https://www.etsi.org/newsroom
Events	Manage endorsements of events and negotiate special conference rates (speaking slots and stands). Organise and promote ETSI workshops.	https://www.etsi.org/events See forthcoming and past seminars, plugtests, webinar details

Annex 1 - Abbreviations

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

AUWP Annual Union Work Programme	LOI Letter of Intent
CA Co-operation Agreement	LS Liaison Statement
CG Coordination Group	MOU Memorandum of Understanding
EC European Commission	NSO National Standards Organization
EDRs ETSI Drafting Rules	NWI New Work Item
EG ETSI Guide	OCG Operational Co-ordination Group
EFTA European Free Trade Association	PAS Publicly Available Specification
EN European Standard	PEP Partnership Engagement Process
ENAP EN Approval Procedure	RoP ETSI Rules of Procedure
EOL ETSI on-line	SC Special Committee
EP ETSI Project	SR Special Report
EPP ETSI Partnership Project	STF Special Task Force
ES ETSI Standard	TB Technical Body
ETSI European Telecommunications Standards Institute	TG Task Group
EWP ETSI Work Programme	TC Technical Committee
FRAND Fair Reasonable and Non-Discriminatory	ToR Terms of Reference
GA General Assembly	TR Technical Report
GR Group Report	TS Technical Specification
GS Group Specification	TTF Testing Task Force
HS Harmonised Standard	TWPs Technical Working Procedures
ICT RP ICT Standardisation Rolling Plan	WG Working Group
IPR Intellectual Property Right	
ISG Industry Specification Group	

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