Member Official Contacts' Guide

Table of contents

Introduction 4
I am a Member Official Contact 4
What does ETSI expect from me? 4
What support can I expect from the ETSI Secretariat? 4
ETSI Online (EOL) accounts 5
Maintenance of an organization's membership data 8
Membership contributions or fees 10
Changes in Members Units of Contribution 10
Resignation from ETSI membership 11
Useful URLs for membership, participation in technical work and related topics 12
ETSI Information Policy 15

Introduction

This document provides the essential information for **a Member Official Contact**.

The information provided is an extract of the Statutes, Rules of Procedures and the Technical Working Procedures contained in the ETSI Directives[1] which are the legal documents establishing the rights and obligations that ETSI and a Member organization have towards each other.

This ETSI Member Official Contacts' guide[2] is also available on the ETSI Portal.

I am a Member Official Contact

You became Official Contact of the organization that you represent when the signatory of the application form designated you for this role. Or you took over this role later replacing the previous contact.

As Official Contact you are the main contact person and the representative of your organization vis à vis ETSI. Official Contacts are frequently the Voting Contacts for ETSI Member votes also.

If no specific Financial Contact has been notified, the Official Contact also takes this role.

What does ETSI expect from me?

We request that all data related to your organization is both accurate and regularly maintained.

Only Official Contacts can modify membership information via the ETSI Web interface (see "Maintenance of an organization's membership data" p.8).

As Official Contact you can declare additional Voting Contacts for your organization to membership@etsi.org

What support can I expect from the ETSI Secretariat?

All membership related information is sent to the Official Contact (e.g. Collective Letters). We invite you to distribute the information you receive within your organization.

The ETSI Membership team (membership@etsi.org) is the primary contact for any membership related questions.

They can also assist you in modifying your membership information if needed.

The Operations department (OPS) provides advice and assistance to the Reference Bodies (Technical Bodies (TBs), Industry Specification Groups (ISGs) etc…) Other ETSI guides are available from the Portal (see Resources/User Guides) e.g. the Delegate's and the Chair's guides.

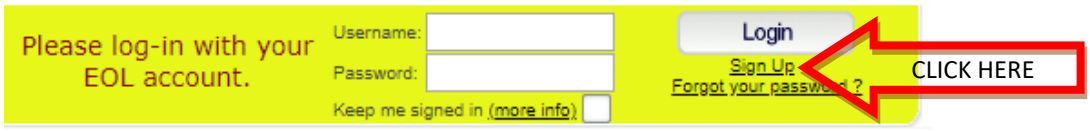
[1] https://portal.etsi.org/Resources/ETSIDirectives.aspx

[2] https://portal.etsi.org/guides/MemberOfficialContacts.pdf

ETSI Online (EOL) accounts

As Official Contact, you have been granted an EOL account that enables you to access the password-protected areas. With this password you can start your activities within ETSI and participate in the technical work.

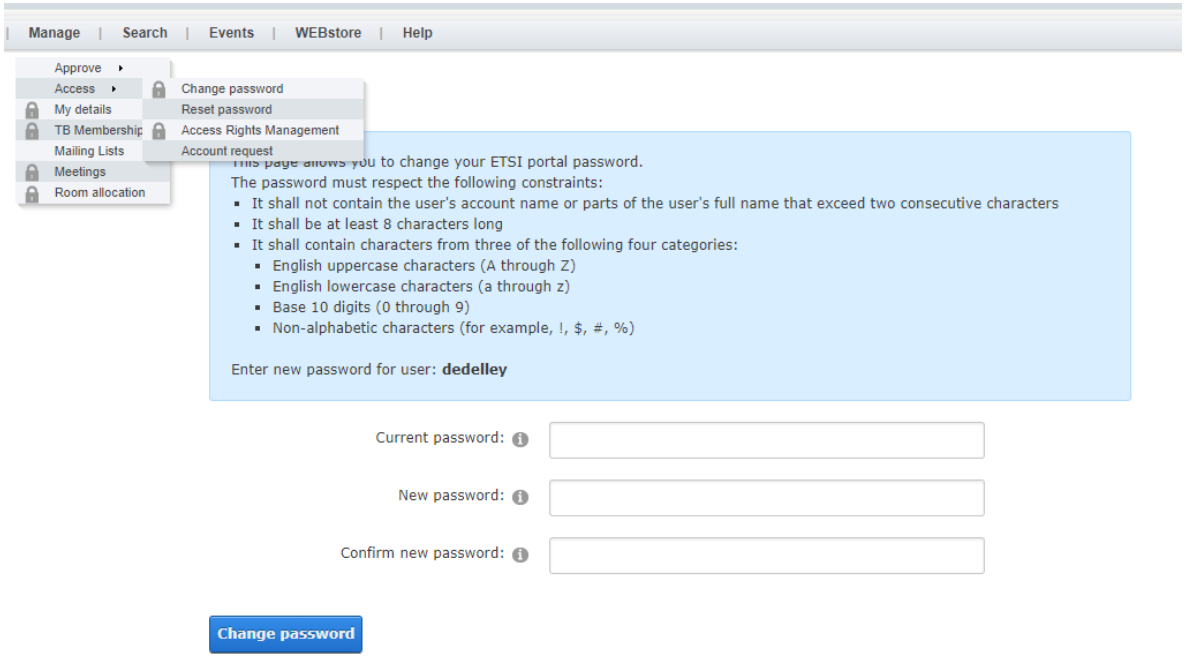
Any delegates representing an ETSI member organization can also apply[3] for an EOL account via portal.etsi.org:



Important: You, as the Official Contact of a member organization will receive notifications of all EOL accounts created in the name of your organization. These EOL accounts remain active unless deletion is requested by you exclusively. We invite you to review the list of people representing your organization on a regular basis.

An EOL account holder logged in to the Portal can:

- reset[4] the username and/or password
- change[5] the password:

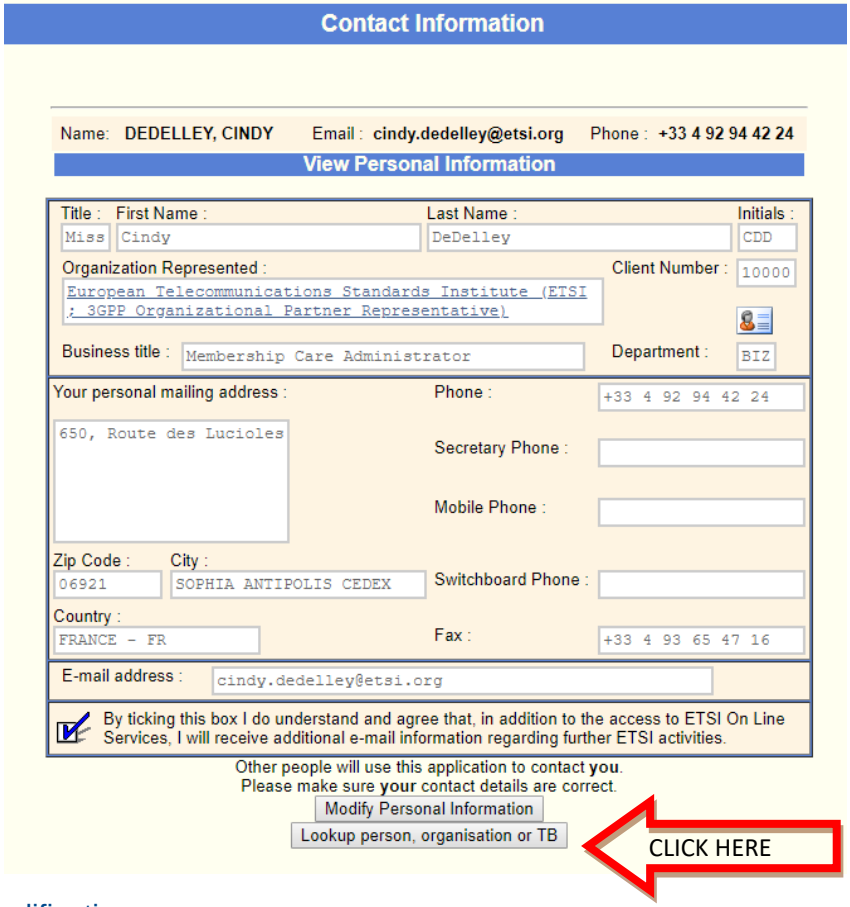


[3] https://portal.etsi.org/CreateAccount#/home

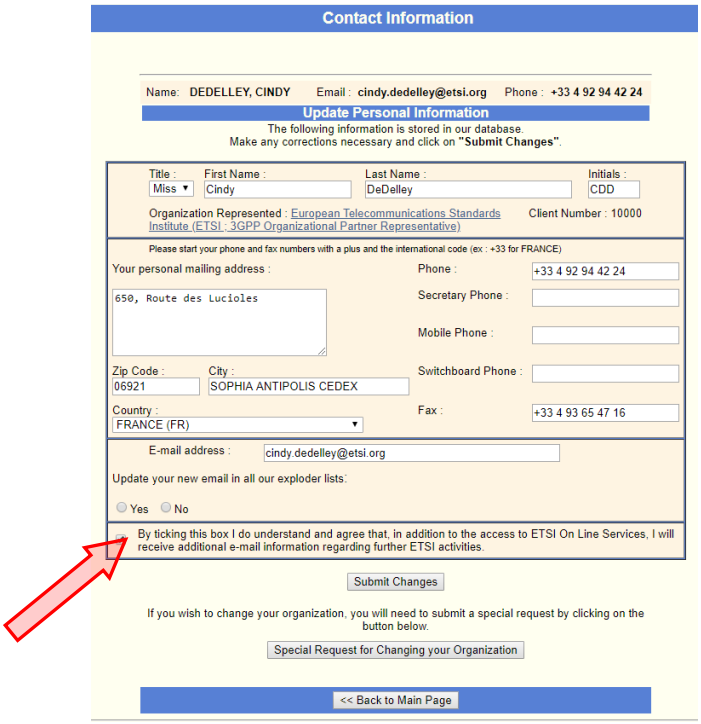
[4] https://portal.etsi.org/Reset-Password

[5] https://portal.etsi.org/Change-Password

- update[6] the contact details as follows:



- enter any modifications
- and if the email address was updated, click on Yes under “Update your new email in all our exploder lists”:

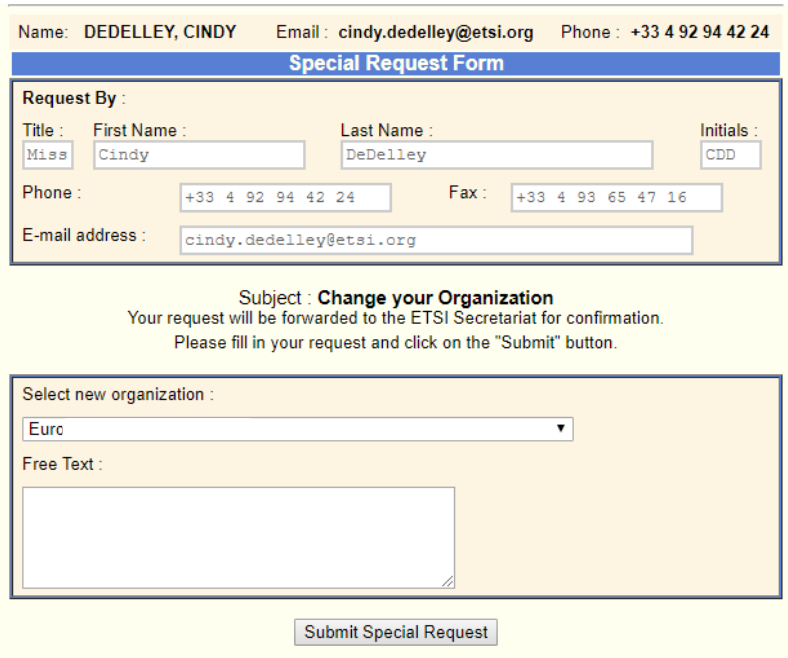


[6] https://portal.etsi.org/webapp/TelDir/PersonalInfo.asp

- change[7] the organization represented as follows

Special Request for Changing your Organization

- Select the appropriate organization and click on Submit Special Request



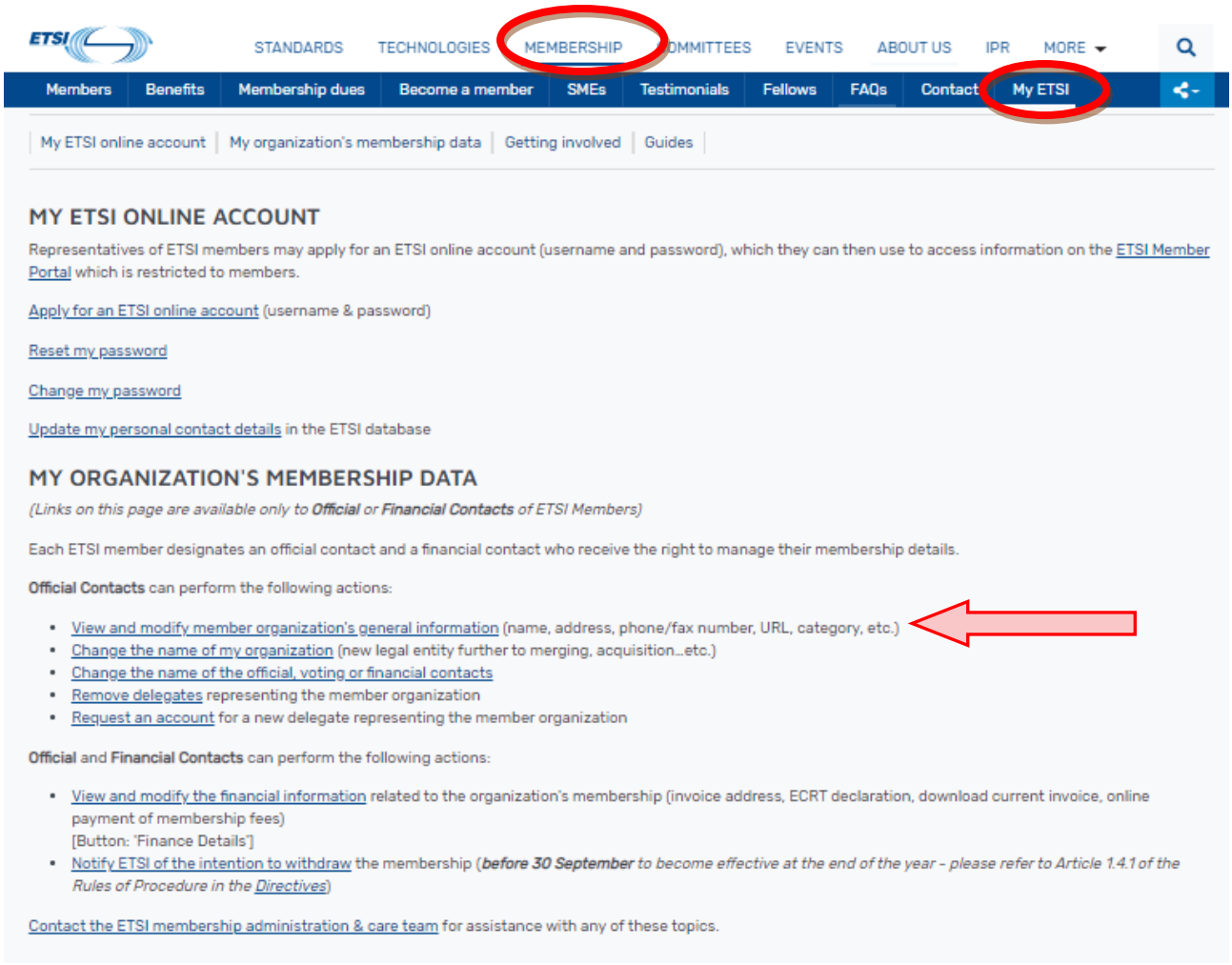
Please note that these changes are checked and confirmed by the Membership team and are not automatic.

[7] https://portal.etsi.org/webapp/teldir/PersUpdate.asp?Parent=

Maintenance of an organization's membership data

We rely on you as Official Contact to ensure that all data related to your organization are both accurate and up-to-date. **Only an Official Contact (and for financial details, the Financial Contact, if any) can request changes to the membership information.**

You can view your organization's data recorded in our database and you can request changes to be made via the following web interface



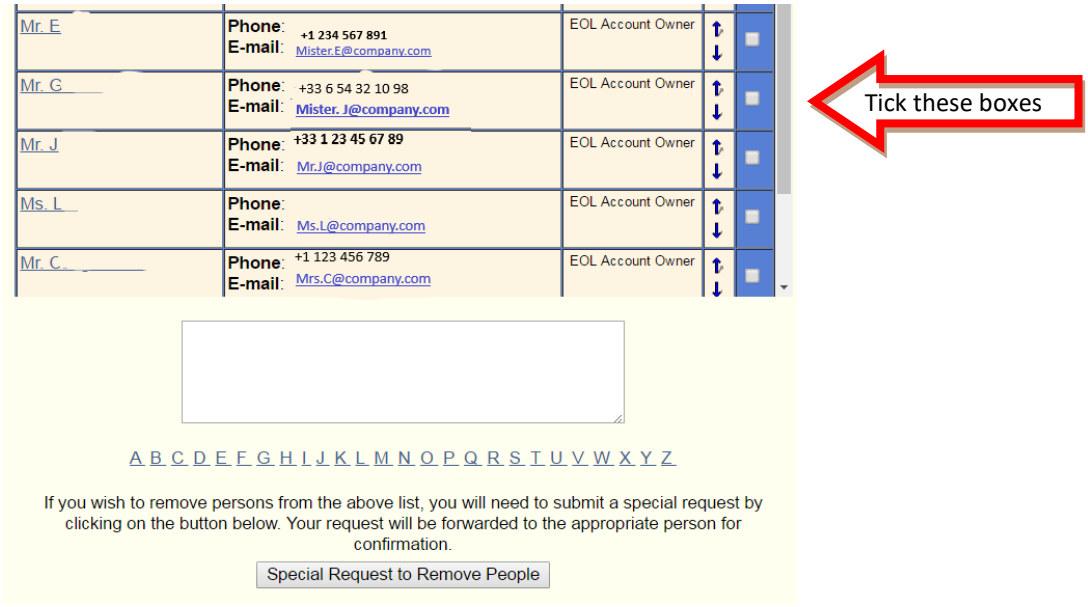
On this webpage you will see the following links (log in with your EOL account):

- View and modify member organization's general information[8] (name, address, category, phone number, etc..)
- Change the name of the official, voting or financial contacts[9]

[8] https://portal.etsi.org/webapp/teldir/OrgaInfo.asp

[9] http://webapp.etsi.org/teldir/OrgaInfo.asp

- Request to remove delegates[10] representing the member organization

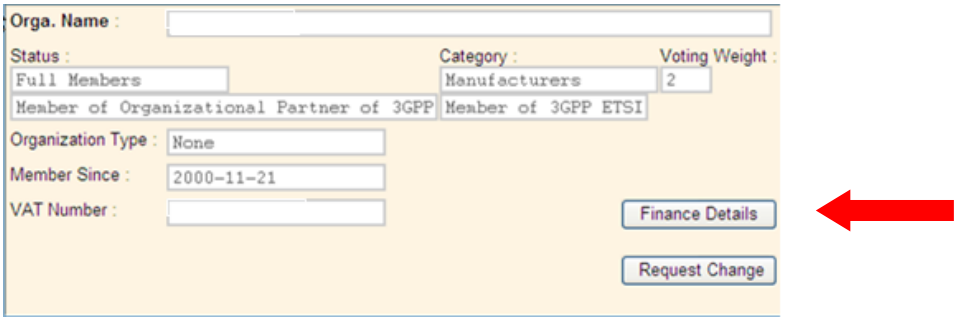


[10] https://portal.etsi.org/webapp/teldir/ListPers.asp

Membership contributions or fees

View and request changes to the financial information[11] related to the organization's membership (invoice address, ECRT or GDP declaration)

You can view the **Finance Details** registered for your organization (and request changes).



NOTE: This Finance Details application is currently disabled for review by ETSI.

NOTE: All change requests made via the web interface are notified to the Membership team and changes will be made in our database accordingly (upon clarification with you, if necessary).

Invoices for ETSI membership contributions or fees are sent via email to the Official Contact (and to the Financial Contact if different from the Official Contact) at the **end of each calendar year for the following calendar year**.

All member contributions and observer fees are due in full on the first day of January (see RoP, Art.10.3.1).

Members' contributions **paid after the 30th April are liable to a 5% late payment penalty.**

In case of non-payment, a **Final Demand** for payment is sent via a registered letter and without further action from your organization the **access rights to the ETSI On-Line services are suspended** from 1st June.

When payment occurs, the access rights are reinstated but you and your organization's delegates will have to re-register to the required mailing lists.

Important: failure to pay member contributions and observer fees within the deadlines is the basis for expulsion from ETSI and transfer of the debt to a recovery agency.

Note that it is not possible to re-apply for ETSI membership until any debt of your organization has been cleared.

Changes in Members Units of Contribution

In line with Article 2 of Annex 2 of the ETSI Rules of Procedure organizations are required to review their Electronics Communications Related Turnover (ECRT) (or the country GDP for the Administrations) and/or to confirm their type of membership before the autumn General Assembly and inform the Secretariat of any changes.

This information will be used to calculate each organizations' Units of Contribution with respect to their membership dues for the following year and to construct the ETSI annual budget. All member contributions for the following calendar year are based on the declared position of the member as at the **30th September of the previous year**.

[11] http://portal.etsi.org/webapp/teldir/OrgaInfo.asp

Resignation from ETSI Membership

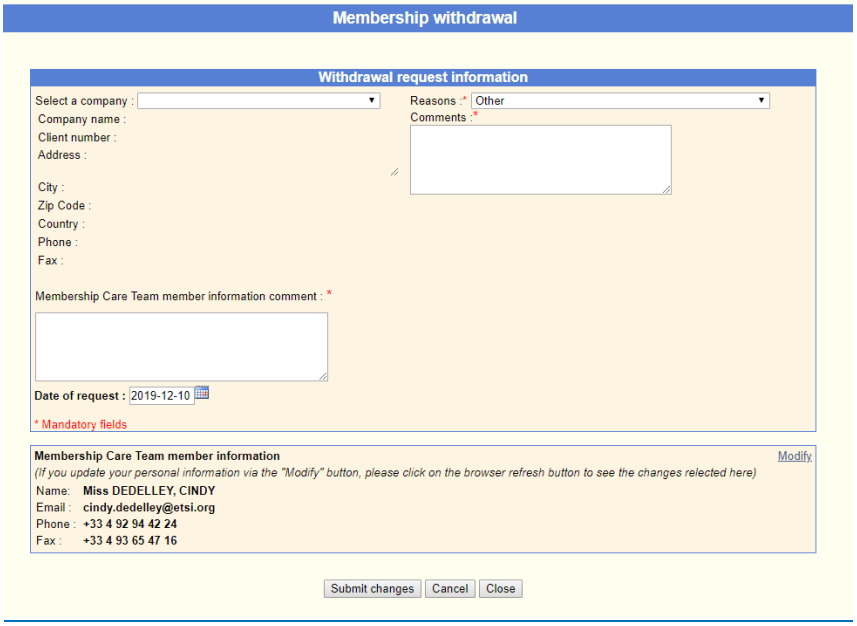
Membership of ETSI is tacitly renewed unless it is resigned by the member organization before the 30th September, to become effective by the end of the current calendar year.

In order to resign your organization's ETSI membership by the end of the current year, please make a request via the web interface[12] or to membership@etsi.org **before the 30th September**.

If notification is received after 30th September (of Yn), membership will be accepted **"resigned" at 31st December of the following year (Yn+1) and the contribution will remain due for Yn+1.**

How to Notify ETSI of the intention to resign:

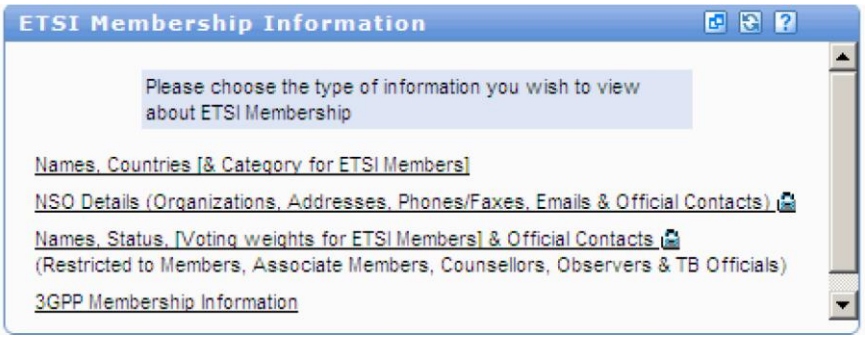
In order to help us understand the motivations for your resignation, please insert a precise reason in the Comments field.



[12] https://portal.etsi.org/webapp/membershipwithdrawal/PersUpdate.asp

Useful URLs for membership, participation in technical work and related topics

ETSI membership information is available on the Portal home page[13]**:**



3GPP membership

An ETSI member paying at least the required 3 Units of Contribution for participation to the technical activities of 3GPP is then eligible to become an Individual Member of 3GPP (reduced to 2 UoC for SMEs, Micro-Enterprises, not-for-profit user and trade associations, universities, and public research bodies).

To check the 3GPP membership status of your organization, see the 3GPP website[14]

To apply for 3GPP membership, see: https://www.3gpp.org/about-3gpp/membership

In addition to the ETSI membership contribution, all ETSI members that are members of 3GPP will be requested to indicate their expected Face to Face meeting attendance during the year in order to contribute to the funding of 3GPP meetings.

1 delegate participating in one 3GPP meeting counts for 1 attendance, e.g., 1 delegate participating in 1 TSG and 2 Working Groups counts for 3 attendances.

For more information on the various groups please refer to our website at https://www.etsi.org/membership/dues (under # **3GPP F2F meeting Attendance)**

oneM2M membership

Any ETSI member can also become a oneM2M member with no additional financial contribution. To apply for oneM2M membership, see: http://www.onem2m.org/membership/join-onem2m

[13] http://portal.etsi.org/

[14] http://webapp.etsi.org/3gppmembership/QueryForm.asp

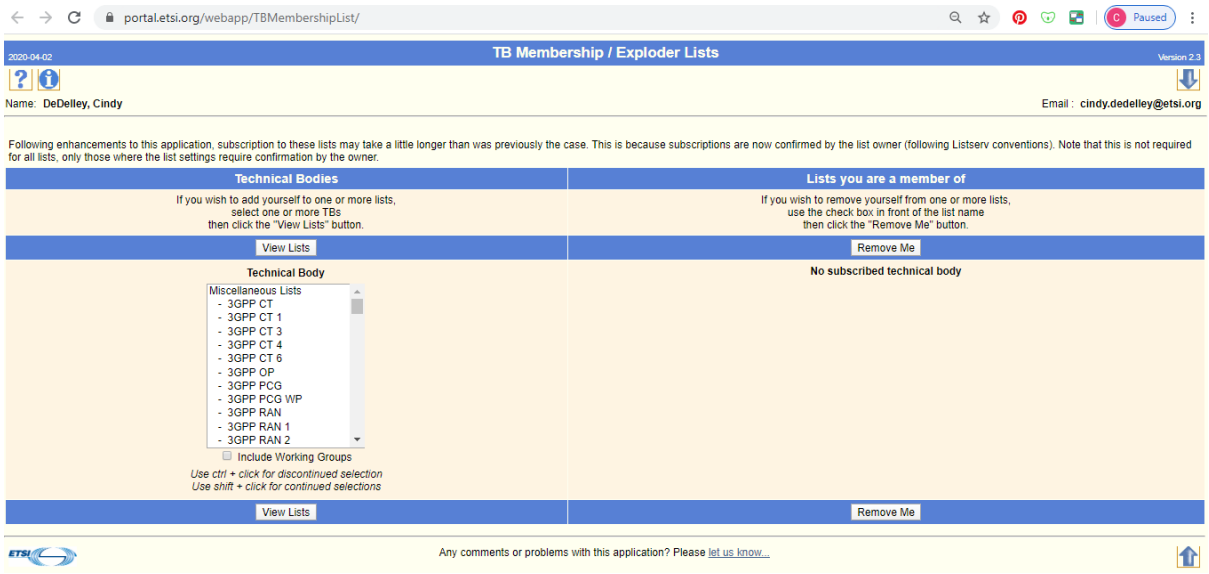
Approval Procedures

To vote or provide comments on European Norms (ENs), ETSI Standards (ESs) and ETSI Guides (EGs) which have been submitted to the formal Approval Procedure, there is an eApproval[15] application.

- Only Member Official Contacts or other declared Voting Contacts of member organizations can vote and/or submit comments for ESs and EGs.
- Only National Standards Organizations' (NSOs) Official Contacts or other declared Voting Contacts can submit comments or cast votes for European Standards (ENs).

Mailing Lists

Holding an EOL account allows you to subscribe to the various mailing lists via the TB Membership application[16]



- Select the corresponding group in the dropdown list under **Technical Bodies**
- Click on

  View Lists
- Select the list(s) you would like to subscribe to
- Check your email address then click on

  Add me

[15] https://portal.etsi.org/webapp/EApproval/

[16] https://portal.etsi.org/webapp/TBMembershipList/

More useful information

ETSI ENJOY! MAGAZINE[17]

The magazine is issued four times per year and is supplemented by periodic flash news sent by email. We are happy to consider contributions from ETSI members to facilitate the communication within the ETSI community

EVENTS list[18]

Useful to obtain information about events that ETSI is organizing, endorsing or participating in

The ETSI Logos[19]

You may use the official ETSI logo and the ETSI member logo. These allow ETSI members to easily and clearly identify that their organization belongs to the ETSI community as an ETSI member.

ETSI Meetings Calendar[20]

To view ETSI technical meetings taking place either inside or outside the Secretariat premises

ETSI Work Programme[21]

To view all ETSI work items.

Portal Help Files[22]

All the information needed to use the ETSI Portal.

ETSI Web Standards Search[23]

To find and download ETSI published standards or standards submitted to approval procedures.

Note that in your search results, next to the ETSI deliverable(s) of your choice under the blue button “More options” it is possible to select “Alert me for updates”.

[17] https://www.etsi.org/newsroom/magazine

[18] http://www.etsi.org/events

[19] https://www.etsi.org/media-library/brand-and-trademarks

[20] https://portal.etsi.org/Meetings.aspx#/

[21] https://portal.etsi.org/webapp/workprogram/simplesearch/queryform.asp

[22] http://help.etsi.org/index.php?title=FAQs

[23] http://www.etsi.org/standards-search#Pre-defined Collections

ETSI Information Policy

ETSI Information Policy	ETSI Full member	ETSI Associate member	ETSI Observer member	ETSI Counsellor	NSO/NSB (non ETSI member)	Partner	ISG Participant	STF/TTF expert (non ETSI member)	ETSI Secretariat	3GPP member (non ETSI member)	oneM2M member (non ETSI member)	Other EOL account holder	Public
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	☑	☑	③	③	③	③
ETSI Project (EP) working documents	☑	☑	③	☑	③	①	③	☑	☑	③	③	③	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	☑	②	②	②	③
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 communications and publicity materials	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
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	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Security algorithms	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳
Security codes	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳
Security for ICT (DVD)	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳	🏳
Technical History of GSM Standards (DVD)	🏳	🏳	🏳	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
GSM/SMG Archive (DVD)	🏳	🏳	🏳	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
SIMEG/SMG9 Archives (DVD)	🏳	🏳	🏳	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

Legend

☑ Access authorized

☒ Access denied unless explicitly and exceptionally authorized by the Director-General

🏳 Payable access

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 Participant Agreement

③ Access denied except documents made public from the relevant open area on Docbox.

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