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Introduction

This document provides the information that a Member Official Contact needs to know. The information provided is based on the Statutes, Rules of Procedures and the Technical Working Procedures contained in the ETSI Directives ¹

This ETSI Member Official Contacts’ guide ² is also available on the ETSI portal.

I am a Member Official Contact

How did I become an Official Contact?

When the organization that you represent applied for ETSI Membership, one person was named as the “Official Contact” on the membership application form. If you don’t perform this “role”, you should provide us with the contact details of the person who does.

Who is a Member Official Contact?

As Official Contact you are the person designated by your organization as the main contact between the ETSI Member organization and the ETSI Secretariat. Ordinarily, but not necessarily, you will be the person who represents the organization legally. Official Contacts are often also the Voting Contacts for ETSI Member issues.

If no specific Financial Contact has been indicated, the Official Contact has this function also.

What does ETSI expect of me?

We request that all data relating to your organization is both accurate and up-to-date. Only Official Contacts can modify membership information via the ETSI Web interface (see “Maintenance of an organization’s membership data” in this guide).

As Official Contact you can declare “additional” Voting Contacts for your organization.

What support can I expect from the ETSI Secretariat?

All membership related information is sent to the Official Contact registered for the Member organization (e.g. Collective Letters). We invite you to distribute the information received as appropriate within your organization.

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

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

The Committee Support team offers advice and assistance to the Technical Bodies (TBs) and Working Groups (WGs) in their technical activities. A range of ETSI guides are available from the portal (see Resources/User Guides) i.e. the Delegate’s and the Chairman’s guides.

¹ https://portal.etsi.org/Resources/ETSIDirectives.aspx
² https://portal.etsi.org/guides/MemberOfficialContacts.pdf
ETSI Rules

The ETSI Directives⁢³ are the legal documents establishing the rights and obligations ETSI and a Member organization have towards each other.

ETSI online (EOL) accounts

- A person representing an ETSI member organization can apply⁴ for an EOL account in order to participate in the technical work and to access password-protected areas,
- A person owning an EOL account with a Member profile can sponsor⁵ an account for a colleague of the same Member organization.

**Important:** You, as the Official Contact of a Member organization will receive notifications of EOL accounts created in the name of the member organization you represent. These EOL accounts remain open unless deletion is requested by you, the Member Official Contact. We do request that the list of people representing your organization is reviewed on a regular basis.

EOL account holders can:

- change⁶ their password,
- reset⁷ their username and/or password,
- update⁸ their contact details as follows:
  - Enter username and password then click on *Modify Personal Information*
  - Make any modifications and click on Yes under “Update your new email in all our exploder lists”: then click on *Submit Changes*
- change⁶ the organization they represent as follows
  - Enter username and password then click on *Modify Personal Information*
  - Select at the bottom of the page
  - Special Request for Changing your
  - Select the appropriate organization and click on *Submit Special Request*

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³ [https://portal.etsi.org/Resources/ETSIDirectives.aspx](https://portal.etsi.org/Resources/ETSIDirectives.aspx)
⁴ [http://webapp.etsi.org/createaccount](http://webapp.etsi.org/createaccount)
⁵ [https://portal.etsi.org/webapp/AccountSponsorship/home.asp](https://portal.etsi.org/webapp/AccountSponsorship/home.asp)
⁶ [https://portal.etsi.org/ChangePassword.aspx](https://portal.etsi.org/ChangePassword.aspx)
⁷ [https://portal.etsi.org/ResetPassword.aspx](https://portal.etsi.org/ResetPassword.aspx)
⁸ [https://portal.etsi.org/webapp/TelDir/PersonalInfo.asp](https://portal.etsi.org/webapp/TelDir/PersonalInfo.asp)
Maintenance of an organization’s membership data

We rely on you to ensure that all data relating to your organization is both accurate and up-to-date. Only an Official Contact (and for financial details, the Financial Contact) can request changes to be made to the membership information.

You can view your organization’s data registered in our database and you can request changes to be made via the web interface.

You can access the relevant information via the ETSI website ⁹ or via the ETSI Portal:

If you access via the website:

![Manage my membership](image)

you will have to log in and will be directed to your organization’s window:

View and request changes for member organization’s general information ¹⁰ (name, address, category, phone number, etc.)

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View and request changes for the name of the official, voting or financial contacts

If you access via the Portal, select “Manage”/“My Details” at the top of the Portal.

On the bottom of this window you will see a button called “View/modify information of your organization”:

When selecting this button you will have a grouped table via which you can access the various information stored for your organization in our database and you can request changes:

http://www.etsi.org/membership/manage-my-membership?tab=1

http://portal.etsi.org
If you wish to declare additional Voting Contacts for your organization - Please send the details to membership@etsi.org

Request to remove delegates 13 representing the member organization:

Request an account 14 for a new delegate representing your member organization
Enter the name of the person for whom you wish to sponsor an account (if the person is not yet registered in the ETSI database, send a request to membership@etsi.org or ask this person to apply 15 for an EOL account)

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14 http://portal.etsi.org/webapp/AccountSponsorship/home.asp

15 http://webapp.etsi.org/createaccount/
**Delete an account** for a delegate representing the member organization

**To delete an ETSI online account:**

- In the field under **Search For a Person From an Organization** in the left menu, enter your organization name and then click on:

  ![List Users](image1)

  ![Search Menu](image2)

- On the right side of the screen, select **View details** next to the name of the person of whom you want to remove the account

  ![User has an account](image3)

- Enter the reason for the deletion in the field under **Reason for Deletion**:

  ![User Account Deletion](image4)

**Note:** If you want to remove the person completely from your organization’s list, please add this in the field next to **Reason** or use instructions for “Request to remove delegates representing the member organization” as previously mentioned.

16 [https://portal.etsi.org/webapp/accountSponsorship/home.asp](https://portal.etsi.org/webapp/accountSponsorship/home.asp)
View and request changes for the financial information ¹⁷ related to the organization’s membership (invoice address, ECRT declaration)

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

You can make online payments via the Payline button and download current invoices.

NOTE: All the 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).

¹⁷ http://portal.etsi.org/webapp/teldir/OrgaInfo.asp
Membership fees

Invoices for ETSI membership fees are sent via email to the Official Contact (to the Financial Contact if different from the Official Contact) at the end of each calendar year for the following calendar year. Fees are due on the first day of January.

Members’ contributions received after the 30th April shall be liable to a 5% lateness penalty.

In case of non-payment, a Final Demand for payment will be sent via a registered letter and access rights to the ETSI online services will be suspended.

Important: The failure to pay membership fees is the basis for expulsion from ETSI.

Changes in Members’ Units of Contribution

Most of the non-Administration organizations are required to review their Electronics Communications Related Turnover (ECRT) before the autumn General Assembly and inform the Secretariat in case of changes. This information will be used to revise those organizations’ Units of Contribution in respect of their membership fee for the following year.

All Member contributions shall be based on the declared position of the Member as at the 30th September of the previous year.

Resignation from ETSI Membership

Membership of ETSI is tacitly renewed unless it is withdrawn by the member organization by the 30th September to become effective by the end of the current financial year.

In order to withdraw your organization’s ETSI membership by the end of the current year, please make a request to membership@etsi.org or via the web interface before the 30th September.

If notification is received after 30th September, membership will be withdrawn at the end of the following year and both years’ contributions will remain due.

Notify ETSI of the intention to withdraw

18 http://webapp.etsi.org/membershipwithdrawal/PersUpdate.asp
Useful URLs for membership, participation in technical work and related issues

ETSI Membership information:

is available on the Portal home page

3GPP Membership

An ETSI Member paying at least the 3 Unit of Contribution is then eligible to become an Individual Member of 3GPP (this is reduced to 2 for SME/ME, Universities and certain associations…)

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

To apply for 3GPP membership, please complete an online application or contact 3GPPmembership@etsi.org

Approval Procedures

To vote or provide comments on ETSI Standards (ESs) and ETSI Guides (EGs) which have been submitted to the Membership Approval Procedure, please use the eApproval 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).

19 http://portal.etsi.org/
20 http://webapp.etsi.org/3gppmembership/QueryForm.asp
21 http://www.3gpp.org/Application-for-Individual
22 http://portalets.org/webapp/eApproval/
Mailing Lists

TB Membership lists
With an EOL account you can subscribe to the various mailing lists via the TB Membership application.

- 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

Other useful information
NEWSLETTER (information platform, updates and space to communicate)
EVENTS list (information on events that ETSI is organizing, endorsing or participating in)
ETSI Meetings Calendar (To see ETSI technical meetings taking place either inside or outside the Secretariat premises)

ETSI Work Programme (See ETSI work items)
ETSI Web Standards Search (ETSI published standards or standards submitted to approval procedures can be downloaded here)

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

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23 https://portal.etsi.org/webapp/TBMembershipList/
24 http://www.etsi.org/newsletter
25 http://www.etsi.org/events
26 https://portal.etsi.org/webapp/meetingcalendar/
28 http://www.etsi.org/standards-search#Pre-defined Collections
## Members’ rights - Summary

<table>
<thead>
<tr>
<th></th>
<th>Full Member</th>
<th>Associate Member</th>
<th>Observer</th>
<th>Counsellor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Assembly attendance</strong></td>
<td>Yes</td>
<td>Yes (see Note 1)</td>
<td>Yes (without voting rights)</td>
<td>Yes (without voting rights)</td>
</tr>
<tr>
<td>GA documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collective Letters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note 1:</strong> No right to vote on matters related to elaboration of ENs or on matters concerning documents exclusively intended for regulatory use by the EU.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Board documents</strong></td>
<td>Yes</td>
<td>Yes (without voting rights)</td>
<td>Yes (see Note 2)</td>
<td>Yes (without voting rights)</td>
</tr>
<tr>
<td><strong>Board Meeting attendance</strong></td>
<td>May request to attend as observer</td>
<td>May request to attend as observer</td>
<td>May request to attend as observer</td>
<td>May attend as ex-officio</td>
</tr>
<tr>
<td><strong>Board meeting participation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attendance of technical body meetings including document access</strong></td>
<td>Yes</td>
<td>Yes (see Note 2)</td>
<td>Yes (without voting rights)</td>
<td>Yes (without voting rights)</td>
</tr>
<tr>
<td><strong>Note 2:</strong> No right to vote on matters related to elaboration of ENs or on matters concerning documents exclusively intended for regulatory use by the EU.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Finance Committee</strong></td>
<td>Participation limited to Committee members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SAGE</strong></td>
<td>Participation limited to Committee members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operational Coordination Group (OCG)</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Participation in work of Industry Specification Groups (ISGs)</strong></td>
<td>Yes (if ISG agreement for the group in question has been signed)</td>
<td>Yes (if ISG agreement for the group in question has been signed)</td>
<td>No (see Note 3)</td>
<td>Yes (without voting rights)</td>
</tr>
<tr>
<td><strong>Note 3:</strong> Only on an exceptional and temporary basis, without the right to vote - payment of “per meeting fee” specified in ISG participant agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approval of ETSI Standards (ESs) and ETSI Guides (EGs)</strong></td>
<td>Yes (official or voting contacts)</td>
<td>Yes (official or voting contacts)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Approval of European Standards (ENs)</strong></td>
<td>No (if not NSO status)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>ETSI Documentation Service</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>