Member Official Contacts’ Guide
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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.

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 Membership Care 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 Standards Development team provides advice and assistance to the Reference Bodies (TBs, ISGs etc...) Other ETSI guides are available from the Portal (see Resources/User Guides) e.g. the Delegate’s and the Chairman’s guides.

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\(^1\) 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 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 their username and/or password
- change their password:

3 https://portal.etsi.org/CreateAccount#/home
4 https://portal.etsi.org/Reset-Password
5 https://portal.etsi.org/Change-Password

Last update in July 2020
update their contact details as follows:

- Enter any modifications
- and if they have changed their email address, click on Yes under “Update your new email in all our exploder lists”:

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*https://portal.etsi.org/webapp/TelDir/PersonalInfo.asp*
• change the organization they represent 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 Care Team and are not automatic.

7 https://www.etsi.org/membership/my-etsi
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:

You will have to log in with your EOL account and will see:
View and modify member organization’s general information⁸ (name, address, category, phone number, etc..): you can then view and request changes for the name of the official, voting or financial contacts⁹

Request to remove delegates¹⁰ representing the member organization

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⁸ http://www.etsi.org/membership/manage-my-membership?tab=1
⁹ http://webapp.etsi.org/teldir/OrgaInfo.asp
¹⁰ https://portal.etsi.org/webapp/teldir/ListPers.asp
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<th>Name</th>
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<th>EOL Account Owner</th>
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<td>Mr. E</td>
<td>+1 134 567 890</td>
<td><a href="mailto:Mr.E@company.com">Mr.E@company.com</a></td>
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<td>Mr. C</td>
<td>+33 1 34 12 10 15</td>
<td><a href="mailto:Mr.C@company.com">Mr.C@company.com</a></td>
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<td>Mr. J</td>
<td>+33 1 23 45 67 89</td>
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<tr>
<td>Mr. C</td>
<td>+1 123 456 789</td>
<td><a href="mailto:Mr.C@company.com">Mr.C@company.com</a></td>
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Tick these boxes

If you wish to remove persons from the above list, you will need to submit a special request by clicking on the button below. Your request will be forwarded to the appropriate person for confirmation.

Special Request to Remove People
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: All change requests made via the web interface are notified to the Membership Care 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).

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

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 then 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 request new EOL accounts and re-register to the required mailing lists.

\(^{11}\) http://portal.etsi.org/webapp/teldir/OrgaInfo.asp
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.

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 financial 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 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:

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

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

**ETSI membership information** is available on the [Portal home page](http://portal.etsi.org/):

![ETSI Membership Information](image)

**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](http://webapp.etsi.org/3gppmembership/QueryForm.asp)

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

**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](http://www.onem2m.org/membership/join-onem2m)

**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](https://portal.etsi.org/webapp/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).

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

15 [https://portal.etsi.org/webapp/EApproval/](https://portal.etsi.org/webapp/EApproval/)
Mailing Lists

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

1. Select the corresponding group in the dropdown list under Technical Bodies.
2. Click on View Lists.
3. Select the list(s) you would like to subscribe to.
4. Check your email address then click on Add me.

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. 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.

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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”.

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

Last update in July 2020
## ETSI Information Policy

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### Legend

- **Access authorized**
- **Access denied unless explicitly and exceptionally authorized by the Director-General**
- **Payable access**
- **Access denied unless explicitly authorized by the Director-General on a case by case basis for groups/topics specified**
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Last update in July 2020