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| ToR STF 592 (Ref. Body ERM) |
| Version: 0.9 |
| Author: Octavian Popescu – Date: 2020-06-05 |
| Last updated by: ETSI Secretariat – Date: 2021-01-12 |
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Terms of Reference – Specialist Task Force Proposal

STF 592 (Ref. Body ERM)

Study of ETSI activities for possible activations of

RED Articles

Summary information

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| Approval status | Approved by Ref. Body ERM (doc ref: [ERM(20)000026r1](https://docbox.etsi.org/ERM/ERM/05-CONTRIBUTIONS/2020/ERM(20)000026r1_Proposed_revision_of_ETSI_2020-07_TC_ERM__RED_Articles__Acti.zip)) | | **YES** |
| To be approved by Board#130  Note: Editorial edits were including during Board review | | **YES** |
| Reference Bodies | Ref. Bodies ERM / CYBER / RRS | | |
| ETSI Funding | **Maximum budget : 93 000 EUR** | | |
| Minimum of 4 ETSI Members Support | **Yes** | | |
| Time scale | **From** | 2021-03-15 | |
| **To** | 2022-04-30 | |
| Work Items | *TR on ETSI activities for possible activations of RED Articles*  *Described in* [ERM(20)071028r2](http://portal.etsi.org/ngppapp/ContributionCreation.aspx?primarykeys=199408&SpecificRCAction=view) | | |
| Board priority | [ETSI STF funding criteria](https://portal.etsi.org/STF/STFs/Funding/ETSIbudget.aspx)  **Priority Criteria**   * Maintenance of standards in mature domains * Innovation in mature domains * Emerging domains for ETSI * Horizontal activities (quality, security, etc.) | | |

Part I – STF Technical Proposal

# Rationale & Objectives

## Context

The Radio Equipment Directive (2014/53/EU) was adopted in 2014 and Member States had to transpose it into their national law before 13 June 2016. EC Services are in the process of assessing the need, possibilities and impact of delegated/implementing acts with regard to RED articles 3(3) (d/e/f/i) and 4(1)) aiming at the protection of personal data and privacy, the protection from fraud and ensuring compliance of reconfigurable radio systems. The EC Services started the process of consulting different stakeholders in 2017-2018 and they are approaching the point of deciding on the manner of proceeding, including the decision for which classes or categories of equipment the articles will be applicable. Information from the EC on activities related to articles 3(3)I and (f) and articles 3(3)(i) and 4 of the RED is provided at <https://ec.europa.eu/growth/sectors/electrical-engineering/red-directive_en>.

The RED presented ETSI with a number of challenges in terms of adapting existing Harmonised Standards (HSs) to the updated essential requirements. During the past several years, a significant amount of work was performed by ETSI membership, nevertheless not all the challenges have been completely dealt with in a manner that meets the clarity and quality needed to ensure a smooth citation in the OJEU. As a result, several important Harmonised Standards are still debated, and their references are not yet published in the OJEU, as of August 2020.

The further RED articles and the perspective of additional essential requirements may further complicate this situation.

These RED articles: 3(3) (d/e/f/i) and 4(1) contain high-level requirements, namely:

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| **RED article** | **Type of requirement** |
| 3(3)(d) | Protection of the network |
| 3(3)(e) | Protection of personal data and privacy |
| 3(3)(f) | Protection against fraud |
| 3(3)(i) | features in order to ensure that software can only be loaded into the radio equipment where the compliance of the combination of the radio equipment and software has been demonstrated |
| 4(1) | Information from manufacturers towards Member States and the Commission, proper identification of hardware and software and of their compliance status. |

These requirements are different in nature from other essential requirements in RED articles 3(1) and 3(2).

Mostly, these additional essential requirements relate to the security of the radio equipment and extend the set of essential requirements of the RED to be applied to radio equipment. The relationship of the RED to other EU legal acts that are outside the NLF, e.g. the GDPR (Regulation (EU) 2016/679), the ePrivacy Directive (2002/58/EC), and the Cybersecurity Act (Regulation (EU) 2019/881) need to be clarified. Furthermore, feedback received by the Commission on the new RED articles leads them to consider the possible introduction of a horizontal Cybersecurity regulation to address some aspects of these articles that might not properly fit within the RED context. As the scope of the new articles overlaps with other EU regulations such as the GDPR and the Cybersecurity Act, care needs to be taken to avoid introducing unnecessary redundancies and ensure complementarity with these other regulations.

While the expertise exists in the ETSI membership, it is unsure how the technical specifications should be drafted to satisfy the clarity and quality needed to ensure a smooth citation in the OJEU. ETSI will also need to identify a modus operandi for the coordination of the various ETSI groups that have responsibilities in these topics.

## Rationale

While it is unclear when there will be delegated/implementing acts with regard to any RED articles of article 3(3) and article 4(1), it is expected that the EC will act by Q1/Q2 2021 at which point ETSI will have to quickly react to Standardisation Requests sent by the EC. However, because of the ongoing preliminary exercise that the EC services have triggered, stakeholders are becoming aware of the need to produce the necessary standards in a timely and satisfactory manner.

ETSI membership and management should be prepared for a sustained increase in the effort of producing the required Harmonised Standards. For example, there is a strong possibility that ETSI might need to review all standards dealing with radio network connected equipment.

Considering the current context, this period of consultations leading to the EU legal acts related to the RED articles, should be used by ETSI membership and management to make themselves ready to respond appropriately. An appropriate response implies that ETSI membership and management are well informed regarding any possibly changed context and the expectations in term of clarity and quality of the deliverables. The challenges might not only technical but could also be procedural, i.e. change in ETSI Directives.

## Objectives of the work to be executed

The main objective of this STF is to produce a technical study. The result of the study will be contributed to the drafting of the Technical Report to be delivered under WI DTR/ERM-599 by the ETSI Technical Committee (TC) ERM.

This study will report on the following activities to be carried out by this STF:

* Examine procedural / technological consequences of different scenarios, including on the ETSI HS workflow;
* Formulate strategic options for responding to the changes of the different scenarios;
* Inform the ETSI membership and management regarding the progress of the work.

Different scenarios should be examined. The purpose of this exercise is to facilitate the execution of the possible changes to the ETSI HS workflow, brought about by the delegated/implementing acts with regard to RED articles.

These activities and accompanying reports of this STF have the purpose of providing a comprehensive informational background regarding any new delegated/implementing act with regard to RED articles 3(3) (d/e/f/i) and 4(1) resulting in possible Standardisation Requests. This should help ETSI membership and management to evaluate different strategic options for adapting to the changes generated by the possible delegated/implementing acts with regard to the RED articles, and for reorganizing the ETSI work for producing HS.

The STF work will not analyse the economic aspects. A cost-benefit analysis will not be part of the STF remit as well.

Instead, the STF shall look at any possible impact of changes on the procedures necessary for producing the HS and / or technology standards drafted in support of the EU legal framework. This examination will take into account the technical challenges related to both the implementation of security requirements under the RED and testing thereof under the conformity assessment framework of the RED, as well as the suitability to rely on other regulations to better address some requirements.

Informing the and exchanging with ETSI membership and management on its findings is an objective of this STF. This objective will be carried out by reporting and presenting the reports in webinars, online meetings and workshops.

To initiate investigations on possible ETSI modus operandi related to possible European Commission delegated/implementing acts with regard to Radio Equipment Directive articles in due time and to achieve a first basis for further consideration within ETSI a STF is necessary. The STF structure should enable the TR to deliver in a timely manner, relevant initial information, covering all aspects of ETSI activities necessary for ETSI membership and management to respond to the forthcoming delegated/implementing act(s) and Standardisation Request(s). Since such additional essential requirements (Article 3(3) (d/e/f/i)) and duties (Article 4(1)), if justified, may impact the activities of a diverse group of ETSI membership, a strong focus should be placed on informing the and exchanging with ETSI membership about the progress and outcome of the STF work.

## Previous funded activities in the same domain

No other funded activities supported this domain in the past 5 years.

## Market impact

Many ETSI standards are relevant for technology and equipment connected by radio into networks, and not only.

These standards may be impacted by the change necessary for responding to the changed context of the RED, possibly with new delegated/implementing acts with regard to RED articles and essential requirements; also new standards may be necessary to address the objectives of the new articles of the RED in a wider regulatory perspective.

Harmonised Standards are a key enabler of the single market in the EU, allowing a healthy competition with the participation of international players. At the same time, European SMEs can access the entire single EU market, and local regulators may fulfil their market surveillance duties using the appropriate HS translated in the local language.

Depending on the categories of radio equipment selected in the delegated/implementing act(s), all activities relating to equipment covered by the RED could be impacted.

A timely available common basis for a coordinated approach to the challenges presented by the possible delegated/implementing acts for essential requirements under the RED, may help ETSI membership and management as the technical and procedural challenges regarding the development of Harmonised Standards addressing RED articles 3(1)(b) and 3(2) have shown. Unavailability of Harmonised Standards that address RED articles 3(3) (d/e/f/i) will deprive radio equipment manufacturers of a means to demonstrate compliance under the RED.

Without a common basis for a coordinated approach, work on addressing RED articles and essential requirements will be unnecessarily prolonged, resulting in extensive delays (including additional manpower and financial investments) regarding publication of Harmonised Standards.

## Consequences if not agreed

An uncoordinated approach to the challenges presented by the possible additionally activated essential requirements under the RED, may result in ETSI management and members being confronted with time constrained decisions, without relevant and timely information, and/or without understanding the strategic consequences of their choices. Unavailability of Harmonised Standards that address RED articles 3(3) (d/e/f/i) will deprive radio equipment manufacturers of a means to demonstrate compliance under the RED.

# Relation with ETSI strategy and priorities

The relation between the objectives of the proposed activity and the Priority Criteria [BOARD(19)123\_014] is provided in the table below.

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| **Priority Criteria** | **Rationale** |
| Maintenance of standards in mature domains | More than 1/2 of the ENs under RED Art. 3.2. are in mature domains. Additionally, activated essential requirements generate maintenance of standards where relevant. At the very least, the status of these HS must be checked. |
| Innovation in mature domains | It is likely that the process of standard production will need a new approach.  ETSI needs to adapt and become more involved in various issues relating to the security of the radio equipment and of the network it operates in, including endpoint security, security of communications, data protection, privacy, fraud prevention technologies, and enforcement of compliance. |
| Horizontal activities (quality, security, etc.) | Different ETSI TCs may need to enhance collaboration in order to successfully produce a HS, or in order to enable a collaboration between ETSI and other entities on horizontal issues like security of radio communications. |
| Societal good / environmental | An approach needs to be found to technically answer the newly activated essential requirements of the RED in order to level-up the security of radio equipment in a manner sustainable to the industry and without impairing innovation nor consumer rights. |

# ETSI Members Support

The following ETSI members have expressed their support for the STF.

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| **#** | **ETSI Member** | **Supporting delegate** |
| 1 | EUCOMREG | Octavian Popescu |
| 2 | INTEL Deutschland GmbH | Markus Mueck |
| 3 | BMWi | Paul Bender |
| 4 | umlaut | François Ambrosini |
| 5 | ISAD e. V. | Olaf Schwab |

# Deliverables

## Base documents

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| --- | --- | --- |
| **Document, url** | **Title** | **Status** |
|  | ETSI Directives Version 41, 2.02.2020 | Published |
|  | SWD(2015) 205 final of 27.10.2015, Vademecum on European standardisation in support of Union legislation and policies - Part 2 Preparation and adoption of the Commission’s standardisation requests to the European standardisation organisations | Published |
|  | Directive 2014/53/EU of the European Parliament and of the Council of 16 April 2014 on the harmonisation of the laws of the Member States relating to the making available on the market of  radio equipment and repealing Directive 1999/5/EC (OJ L153, 22.5.2014, p62). | Published |
| ETSI EG 203 336 V1.2.1 | “ Guide for the selection of technical parameters for the production of Harmonised Standards covering article 3.1(b) and article 3.2 of Directive 2014/53/EU” | Published |
| https://eur-lex.europa.eu/legal-con-tent/EN/TXT/?uri=celex%3A32012R1025 | Regulation (EU) No 1025/2012 of the European Parliament and of the Council of 25 October 2012 on European standardisation | Published |
| https://ec.europa.eu/docsroom/documents/33162 | Guide to the Radio Equipment Directive 2014/53/EU | Published |
| http://ec.europa.eu/DocsRoom/documents/18027/ | The ‘Blue Guide’ on the implementation of EU products rules 2016 | Published |
| [CYBER(20)19e008r3](https://docbox.etsi.org/CYBER/CYBER/05-CONTRIBUTIONS/2020/CYBER(20)19e008r3_A_proposal_for_an_ETSI_approach_to_Harmonised_Standards_for_.docx) | A proposal for an ETSI approach to Harmonised Standards for cybersecurity under the RED | TC CYBER in-progress work |
| RRS |  |  |

## Deliverables

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| **Deliv.** | **Work Item code**  **Standard number** | **Working title**  **Scope** | **Expected date for publication** |
| D1 | [DTR/ERM-599](https://portal.etsi.org/webapp/WorkProgram/Report_WorkItem.asp?WKI_ID=59493&curItemNr=1&totalNrItems=1&optDisplay=10&titleType=all&qSORT=HIGHVERSION&qETSI_ALL=&SearchPage=TRUE&qWKI_REFERENCE=DTR%2FERM%2D599&qINCLUDE_SUB_TB=True&qINCLUDE_MOVED_ON=&qSTOP_FLG=N&qKEYWORD_BOOLEAN=OR&qCLUSTER_BOOLEAN=OR&qFREQUENCIES_BOOLEAN=OR&qSTOPPING_OUTDATED=&butExpertSearch=Search&includeNonActiveTB=FALSE&includeSubProjectCode=FALSE&qREPORT_TYPE=SUMMARY) | Working title:  Study on possible ETSI modus operandi related to possible European Commission delegated acts with regard to Radio Equipment Directive articles  Scope: to study the course of action to be taken by ETSI if and when there are EC delegated acts with regard to Radio Equipment Directive articles. Such articles are: 3(3)(d), (e), (f), (i) and Article 4.  to study the extent of the impact of the change on the procedures necessary for producing the technology norms for demonstrating compliance with the EU legal framework. For example, the WI will assess the ETSI Guide EG 203 336 in light of the proposed changed context, analyse scenarios (e.g. baseline scenario of existing workflow, scenario after an EC delegated act with regard to RED articles), in order to determine possible consequences (e.g. on the ETSI Harmonised Standard workflow).  The WI will not analyse the economic aspects, and a cost-benefit analysis is out of its scope. | 2022-04-30 |

## STF Schedule

The STF work will deliver a TR according to the schedule summarized as follows.

* First draft to be issued by 15 May 2021;
* Stable draft to be issued by 01 September 2021;
* First session of communication for gathering feedback for the stable draft: 30 September 2021;
* Draft incorporating feedback by 31 December 2021;
* Second session of communication for gathering feedback for the stable draft: 28 February 2022;
* Final draft to be issued by 28 February 2022;
* TR publication by 30 April 2022

# Maximum budget

## Task summary/Manpower Budget

The estimate does not include the cost for travels and logistics in general. This is based on the fact that currently the travel is not possible and attendance to web-meetings is currently the only way to attend committee or team working sessions.

If travel becomes necessary contingency plans and/or supplemental budget might also be needed.

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| **Task short description** | Budget (EUR),  manpower |
| Project management task is T0.  Coordinate STF activities and adapt schedule of deliverables according to the change in context. Report writing and communicate on behalf of the STF, regarding the work and deliverables. | 10 000 |
| Task T1 is to establish at least two scenarios for RED articles activation: baseline scenario and activation scenario, with the possible ramification of scenarios for each RED article activation for a better analysis. | 20 000 |
| Task T2 is to examine procedural / technological consequences of different scenarios, including on the ETSI workflow. | 20 000 |
| Task T3 is to formulate options for responding to the changes of the different scenarios. | 20 000 |
| Task T4 is to inform the membership and management regarding options and strategic choices: organizing 4 web-meetings and 2 workshops. | 5 000 |
| Task T5 is to analyze response and input from membership and 3rd parties: regulators, testing houses and associated industry, institutions and industry normally associated with network security issues. | 15 000 |
| **TOTAL** | Max. 90 000 |

## Travel budget

Considering the current global health crisis, it is unknown when will it be possible to resume the normal travel scheduling for business.

It is however advisable to replace travel budget with an online meeting budget, suitable for extensive online meetings, that might also necessitate ETSI staff support. A biweekly meeting should enable project management tasks and synchronization of work items among STF members. On occasion, this meeting might be supplemented with additional meetings. Appropriate budget for facilitating 24 to 30 online meetings should be allocated for the duration of the STF.

In addition, two trips toward the end of the project for communication and presenting the study to the ETSI ERM Meeting should be covered from this budget item.

A tentative budget of **3 000** euros is proposed for logistics needs.

Part II – Details on STF Technical Proposal

# Tasks, Technical Bodies and other stakeholders

Currently the RED Art. 3.2 HS standards are produced by ETSI members contributions, supported by ETSI staff, following the Standards Making Process (SMP). The SMP is defined and governed by the ETSI Directives, in particular Article 13: Elaboration of European Standards (EN or HS).

ETSI members attending Technical Bodies under TC ERM, TC RRS, TC BRAN are among those interested in the evolution of the standards covering the RED essential requirements. ETSI members participating TC CYBER and other TBs will provide contributions in order to inform the ETSI membership about the cybersecurity aspects, and other aspects relevant to the activation of additional RED articles.

Important stakeholders for this context are ENISA and BEREC.

## Organization of the work

The STF should consist of up to 3 experts with experience in areas described in 8.1. These experts shall create the scenarios that should enable the organization of the work in a logical manner, with a workflow narrative that enables finding stress points, and reveals areas for improvement and change. The information regarding the workflow should be organized in a manner that is easily accessible for an engineering audience, in order to communicate the findings in a relevant way.

The STF should have a Steering Group (SG) with the role of indicating the direction of the work performed and deciding whether certain areas of exploration should be expanded or abandoned. Also, the SG should have the possibility of verifying the fact that the work performed is within the scope of the STF Work Item, and of relevance for ETSI and ETSI members. The steering group should comprise members of the TC-ERM, OCG RED-EMCD , and if possible, members with knowledge of cybersecurity work performed in TC CYBER and TC RRS for Article 3.3i and Article 4. The SG should meet on a monthly basis.

The STF work is performed under an ERM WI. This work, however, concerns every member with an interest in radio communications and security and privacy, such as TC BRAN, RRS, CYBER.

## Tasks for which the STF support is necessary

The following tasks are within the remit of the STF:

* Project management
* Establish at least two scenarios for ETSI activities related to delegated/implementing acts with regard to RED articles.
* Examine procedural / technological consequences of different scenarios, including on the ETSI workflow.
* Formulate strategic options for responding to the changes of the different scenarios.
* Liaise with the EC services in case of doubts or unclarity of some legal aspects.
* Inform the ETSI membership and management regarding strategic options.

## Other interested ETSI Technical Bodies

While no single ETSI Technical Committee holds the entire responsibility for dealing with the RED-related Standardisation Requests, the group responsible for co-ordination of ETSI positions on an adequate level of electromagnetic compatibility and an effective and efficient use of radio spectrum is ETSI TC ERM.

As defined in its ToR, ETSI TC ERM is the formal interface in respect of radio spectrum and electromagnetic compatibility between the ETSI technical organization and EC/EFTA, and ETSI TC ERM deliverables may include Harmonised Standards intended to be used for regulatory purposes, such as HS covering RED Art. 3.2.

Therefore TC ERM should steer the STF with involvement of OCG RED-EMCD, TC CYBER and TC RRS.

Online STF steering meetings shall be held on a bi-monthly basis or as needed.

ETSI members participating other TBs will provide contributions in order to inform the ETSI membership and management about the aspects relevant to new delegated/implementing acts with regard to RED articles.

TC ERM, TC RRS, TC BRAN, TC CYBER, TC SCP are among those interested in the evolution of the standards covering the RED essential requirements from articles 3(3) (d/e/f/i) and requirements of Article 4(1). They will be regularly consulted in quarterly meetings.

Equally important stakeholders for this context are ENISA and BEREC.

General information webinars shall be organized by the STF, as described in the milestones section of this document. The representatives of all interested actors should be invited to these communications.

## Other stakeholders

For the Technical Report to be relevant and timely, the work should consider the decisions and activities of the following actors / stakeholders: EC Services: DG GROW and DG CNECT, TCAM, ENISA, ADCO, CEN / CENELEC.

Part III: Execution of Work

# Work plan, time scale and resources

## Task description

As this is a work plan drafted in advance of events that might alter its decisional trajectory, it can only respond to what appears probable at current time. However, if an anticipated event might not take place or if it significantly changes the context, it is then necessary to re-examine the work plan and adapt it accordingly. Such re-examination will be provided under the STF leadership / project management task, and in collaboration with the SG, in weekly meetings or as often as necessary.

This is part of the Project Management task: T0.

## T0: Project Management

Report writing is part of this task, also the communication on behalf of the STF, including with the SG, regarding the work and deliverables.

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| **Task 0** | **Project Management/STF Leadership** |
| **Objectives** | Coordinate STF activities and adapt schedule of deliverables according to the change in context – see clause 7.1, responsibility for liaisons, and project progress reporting to TC ERM. |
| **Input** | The STF Leader will be responsible for initiating the adjustment of the schedules and proposals of adapting deliverables in order to adapt to the evolving context. The inputs should be EC decisions and other stakeholders’ responses. |
| **Output** | The meeting reports, EC progress reporting, IR-EC, FR-EC reports will be drafted by the STF Leader. |
| **Interactions** | The STF Leader is responsible for the STF meetings and the interactions with the Steering Group as often as needed as well as consultation of the relevant TCs, see clause 8.1. |
| **Resources required** | Project Management should be performed by a person familiar with the EC standardisation policies, in particular around the ESOs, and with the objectives of the STF. An advanced knowledge of the work process in ETSI and experience in different TBs will also be useful. |

## T1: Establish workflow scenarios

## T1a: Baseline scenario for ETSI Harmonised Standard workflow

In this task, a baseline scenario for existing workflow in ETSI for producing HSs under a request from the EC will be created.

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| **Task 1a** | **Baseline scenario for ETSI Harmonized Standard workflow** |
| **Objectives** | Create a baseline for the existing workflow in ETSI for producing Harmonised Standards under a Standardisation Request from the EC, including the production of the EC input prior to the Standardisation Request, and the necessary interactions for the future publication of a Harmonised Standard in the OJEU (note: the intention is to study is the entire trajectory of producing a standard. This means starting from the point where the idea that a standard is necessary for (demonstrating compliance with) a particular essential requirement is put into a Standardisation Request (Mandate to ESOs).).  Perform an initial stakeholder mapping and categorization, |
| **Input** | The base documents are ETSI Directives Version 41, 2.02.2020, Annex T and TWP clause 2.2.1.1.1 and “SWD(2015) 205 final of 27.10.2015, Vademecum on European standardisation in support of Union legislation and policies - Part 2 Preparation and adoption of the Commission’s standardisation requests to the European standardisation organisations”  An example of an EC Standardisation Request is Mandate 536 (Commission Implementing Decision of the 4th August 2015 on a Standardisation Request to the European Committee for Electrotechnical Standardisation and to the European Telecommunications Standards Institute as regards radio equipment in support of Directive 2014/53/EU of the European Parliament and of the Council).  For the creation of the baseline workflow, all relevant actors / stakeholders will be considered. |
| **Output** | The output of this task is a document presenting a detailed flowchart of the ETSI workflow, which can be compared to the flowchart in Annex T of the ETSI TWP and TWP clause 2.2.1.1.1 and the Vademecum Part 2, to show the stakeholders with their respective points of engagement in the workflow, mention the rules and procedures that are used for different stages of the process, and identify the places presenting possible risks and opportunities for further investigation within ETSI, helping to deliver HSs required on time (note: the baseline may be commented with respect to risks and opportunities in order to help the discussion for the proposed flowchart(s). Also, this is a work of exploring possibilities and trying to understand the limits of what could be ETSI contribution under changing circumstances. At this point in time it is unclear how / if / which RED Article(s) might be activated, so the quality of the possible standard is out of the scope of the work here.).  An initial stakeholder mapping and categorization |
| **Interactions** | The Steering Group will be consulted. Interviews of stakeholders will be useful; these should be conducted with ETSI TC ERM members. A history of the evolution of the ETSI Directives and what determined such changes might be useful: interviews with ETSI members and staff might be helpful. |
| **Resources required** | An understanding of EC standardisation policy, and experience with decision making process will be necessary to determine the different stakeholders and their role in the HS process. A person with good knowledge of standardisation process in ETSI and, to a lesser extent, CEN / CENELEC. |

## T1b: RED articles activation scenario for ETSI HS workflow

In this task, the RED articles activation scenario should describe the changes in the ETSI workflow for producing HS under the changed essential requirements. Using the baseline scenario for existing workflow as produced in T1a and taking into account the latest evolutions of the EU standardization context, the most probable RED articles activation scenario for the ETSI workflow will be created.

It is possible that multiple scenarios or variations on the same main scenario might be necessary to be created in order to reflect the existing situation in a relevant manner for the examination of the changes and their consequences.

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| **Task 1b** | **scenario on delegated/implementing acts with regard to the RED articles for ETSI Harmonised Standard workflow** |
| **Objectives** | Create a scenario for the workflow in ETSI for producing Harmonised Standards under a new Standardisation Request from the EC, following an delegated/implementing act with regard to one or more RED articles amongst articles 3(3) (d/e/f/i) and 4(1).  Stakeholder mapping and categorisation should be done under this task. |
| **Input** | The input is the existing workflow in ETSI for producing Harmonised Standards under a request from the EC, as created in Task T1a.  This task will also use the documents regarding the decisions presented by the EC on the DG GROW website. Obviously, the activation decision or any other policy papers from the EC Services will be relevant for describing the changes in context. |
| **Output** | The output of this task is a document presenting a detailed flowchart of the ETSI workflow, showing the stakeholders with their respective points of engagement in the workflow, mentioning the rules and procedures that are used for different stages of the process, and identifying the places presenting possible risks and opportunities for further investigation within ETSI related to the implementation of the identified workflow (note: such risks may include potential roadblocks in the existing ETSI rules and procedures, etc.), helping to deliver HSs meeting quality requirements, including finalization on time, quality of the content, etc...  The output includes test scenarios describing possible workflows for the production of Harmonised Standards, identifying possible strengths and weaknesses and proposing mitigation techniques to overcome the latter.  This should be presented in the Final Report of the STF as succinctly as possible but with appropriate explanations. This document may be incorporated into the TR as a chapter or annex. |
| **Interactions** | The Steering Group will be consulted as well as any other TCs potentially impacted by the articles 3(3) (d/e/f/i) and 4(1). Interviews of stakeholders will be useful; these should be conducted with ETSI TC ERM members. Interviews with ETSI members and staff might be helpful. |
| **Resources required** | An understanding of EU standardisation policy and of ETSI Directives, and experience with decision making processes, also a very active involvement with the evolution of the new Standardisation Requests and delegated/implementing acts with regard to RED articles are necessary. |

## T2: Examine consequences of delegated/implementing acts with regard to the RED articles on ETSI HS workflow

Under this task, the STF will examine procedural / technological consequences of different scenarios, including on the ETSI workflow.

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| **Task 2** | **Examine consequences of delegated/implementing acts with regard to the RED articles on ETSI Harmonised Standard workflow** |
| **Objectives** | The main objective of this task is to examine the consequences of the changes brought about in the workflow of different scenarios, relative to the baseline ETSI workflow. |
| **Input** | The inputs are the scenarios created in T1.  This task will also use the documents regarding the decisions presented by the EC on the DG GROW website. Any related decision or any other policy papers from the EC Services affecting the RED articles 3(3) (d/e/f/i) and 4(1) will be relevant for describing the changes in context. |
| **Output** | The output of this task is the part of the report presenting a list of points where critical decisions might be taken as well as a documentation of the consequences of the changes. |
| **Interactions** | The Steering Group will be consulted, as well as relevant TCs. Interviews of stakeholders might be useful; these should be conducted with ETSI TC ERM members. |
| **Resources required** | An understanding of EU standardisation policy and of ETSI Directives, also experience with radio equipment development and product compliance, equally an understanding of cyber security decision making process will be necessary. |

## T3: Formulate options for responding to the changes of the different scenarios

Depending on the evolution of the EU standardization context, the development of the options as part of the scenario under examination might influence the development of the scenario. This will result in T2 and T3 merging and creating a feedback for establishing the most probable scenario.

| **Task 3** | **Formulate options for responding to the changes of the different scenarios** |
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| **Objectives** | The objective here is to offer a list of strategic options and possibilities of action as they might result from the examination of most relevant scenario for the workflow in ETSI for producing Harmonised Standards under a new Standardisation Request from the EC, following an delegated/implementing act with regard to one or more RED articles among 3(3) (d/e/f/i) and 4(1). |
| **Input** | The input is the scenarios created in T2.  This task will also use the documents regarding the decisions presented by the EC on the DG GROW website. Any related decision or any other policy papers from the EC Services affecting the RED articles 3(3) (d/e/f/i) and Article 4(1) will be relevant for describing the changes in context. |
| **Output** | The output of this task is a document presenting a set of strategic options relevant for the ETSI workflow, showing the stakeholders with their respective points of engagement in the workflow, mentioning the possibilities of adapting ETSI rules and procedures that are used for different stages of the process, and identifying the places presenting risks and opportunities for ETSI, for delivering the Harmonised Standards (HSs) meeting quality requirements, including finalization on time, quality of the content, etc.. |
| **Interactions** | The Steering Group will be consulted as well as relevant TCs. Interviews of stakeholders will be useful; these should be conducted with ETSI members, and other stakeholders, as they are available. |
| **Resources required** | An understanding of EU standardisation policy, in particular for radio equipment and cyber security, and experience with decision making processes of different stakeholders is necessary. Also, very good understanding of the possibilities and limitations of the standardisation for cybersecurity as applied to radio equipment is needed here. |

## T4: Inform ETSI membership and management regarding delegated/implementing acts with regard to the RED articles

|  |  |
| --- | --- |
| **Task 4** | **Inform ETSI membership and management regarding delegated/implementing acts with regard to the RED articles** |
| **Objectives** | Communicate with the ETSI membership and management in order to inform them of the strategic options to be made. Drafting the study / report is part of the objectives. |
| **Input** | The input is the STF Study / TR as evolved through the work of the tasks mentioned above. |
| **Output** | Multiple outputs will emerge from this task. One output of this task is a document of the TR conclusions with an executive summary to be presented to the ETSI membership and management. Another output is the organization of appropriate online meetings for informing other interested stakeholders of the STF findings. |
| **Interactions** | The Steering Group will be consulted as well as relevant TCs for helping with the decisions relating to most effective ways to disseminate and communicate with ETSI members and interested stakeholders.  The STF will create an email list for contacting the stakeholders under this task, and it will inform members as necessary. In addition to TC ERM, CYBER, RRS, BRAN, SCP all relevant stakeholders will be contacted under this task, with the interactions documented for analysis and response. |
| **Resources required** | Good communication skills and very good knowledge of the material produced by the STF are needed for informing the stakeholders. An understanding of EU standardisation policy and of ETSI Directives, also experience with industry development of product and compliance testing for a good grasp of differing perspectives for different stakeholders. Recent participation and activity in all relevant ETSI TCs: ERM, CYBER, RRS, BRAN, SCP in order to contact stakeholders and understand best ways of communication. |

## T5: Analyze response and input from ETSI membership and 3rd parties

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| --- | --- |
| **Task 5** | **Analyze response and input from membership and 3rd parties** |
| **Objectives** | Document relevant feedback and responses from participating stakeholders and report the findings for the purpose of evolving the STF work and study. |
| **Input** | The input is the response to the TR as it evolves through the work of the tasks mentioned above.  The documented interactions with stakeholders, produced under Task 4. |
| **Output** | The output of this task is a document presenting the membership feedback, conclusions and executive summary. The analysis of the members’ feedback is performed and documented under this task. |
| **Interactions** | The Steering Group will be consulted as well as relevant TCs. In addition to TC ERM, CYBER, RRS, BRAN, SCP and all relevant stakeholders were contacted under Task 4, with the interactions documented for analysis under this task. |
| **Resources required** | An understanding of EU standardisation policy and of ETSI Directives, and experience with standards making process are useful for analysing the implications of the different stakeholders and their role in the standardisation process. |

## Milestones

Milestone A – Early TR Draft

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| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **A** | **First Draft of the TR including completion of workflow scenarios (Task 1)** **and Progress Report#1 to be made available to TC ERM, CYBER and RRS one month before the cut-off date**  **Progress Report #1 to be approved by TC ERM** |  |
| ERM First TR Draft | Early TR Draft made available one month before Cut-off date and Progress report to be approved by TC ERM by the 15 June 2021. | 2021-06-15 |

Milestone B – Stable TR Draft

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| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **B** | **Stable Draft of the TR and Progress Report#2 to be made available to TC ERM, CYBER and RRS one month before the cut-off date**  **Progress Report #2 to be approved by TC ERM** |  |
| ERM Stable TR Draft | Stable TR Draft will be presented to the ERM by the end of September 2021.  Progress report to be approved by TC ERM by 30 September 2021 | 2021-09-30 |

Milestone C – First session of communication

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| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **C** | **First session of communication** |  |
| ERM, RRS, CYBER & ETSI Membership webinar | First session of communication for gathering feedback for the stable draft. This will be organised as 2 days Web-meeting for ETSI members’ information and discussion. | 2021-09-30 |

Milestone D – Intermediate TR draft

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| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **D** | **“Second” stable Draft of the TR and Progress Report#3 to be made available to TC ERM, CYBER and RRS one month before the cut-off date**  **Progress Report #3 to be approved by TC ERM** |  |
| ERM Intermediate draft | Stable Draft incorporating feedback from the session of communication by 31 January 2022. | 2022-01-31 |

Milestone E – Second session of communication

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| **Milestone** | **Description** | **Cut-Off Date** |
| **E** | **Second session of communication** |  |
| ERM, RRS, CYBER, & ETSI Membership webinar | Second session of communication / online meetings for gathering feedback for the final draft. This will be organised as 2 days Web-meeting for ETSI members’ information and discussion. | 2022-02-28 |

Milestone F – TR Final draft

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| **Milestone** | **Description** | **Cut-Off Date** |
| **F** | **TR Final draft and Final Report to be made available to TC ERM, CYBER and RRS one month before the cut-off date**  **Final Report and TR to be approved by TC ERM** |  |
| ERM approval and accepted by ETSI secretariat | Finalized TR ready for publication after TR approval.  Draft incorporating feedback from the session of communication, this is the final draft.  Final report to be circulated first to relevant TCs for comments before submission to TC ERM for approval  Final report to be approved by TC ERM | 2022-03-31 |

Milestone G – Deliverable published

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| **Milestone** | **Description** | **Cut-Off Date** |
| **G** | **Deliverable published, STF closed** | 2022-04-30 |

## Task summary

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| --- | --- | --- | --- | --- |
| **Code** | **Task / Milestone** | Target Date | | Estimated Cost (EUR) |
| From | To |
| T0 | Project Management/STF Leadership | 2021-03-15 | 2022-04-30 | 10 000 |
| T1a | Baseline scenario for ETSI Harmonised Standard workflow | 2021-03-15 | 2021-04-15 | 2 500 |
| T1b | RED articles activation scenario for ETSI Harmonised Standard workflow | 2021-03-25 | 2022-01-15 | 17 500 |
| Milestone A | First Draft of the TR including completion of workflow scenarios (Task 1) and Progress Report#1 to be made available to TC ERM, CYBER and RRS one month before the cut-off date  Progress Report #1 to be approved by TC ERM | 2021-06-15 |  |  |
| T2 | Examine consequences of RED articles activation on ETSI Harmonised Standard workflow | 2021-05-15 | 2022-01-15 | 20 000 |
| T3 | Formulate options for responding to the changes of the different scenarios | 2021-06-15 | 2022-01-15 | 20 000 |
| Milestone B | Stable Draft of the TR and Progress Report#2 to be made available to TC ERM, CYBER and RRS one month before the cut-off date  Progress Report #2 to be approved by TC ERM | 2021-09-30 |  |  |
| T4 | Inform ETSI membership and management regarding the RED articles activation | 2021-09-01 | 2022-02-28 | 5 000 |
| Milestone C | First session of communication for gathering feedback for the stable draft. Organisation of 2 days Web-meeting for ETSI members | 2021-09-30 |  |  |
| T5 | Analyze response and input from membership and 3rd parties | 2021-09-01 | 2022-02-28 | 15 000 |
| Milestone D | “Second” stable Draft of the TR and Progress Report#3 to be made available to TC ERM, CYBER and RRS one month before the cut-off date  Progress Report #3 to be approved by TC ERM | 2022-01-31 |  |  |
| Milestone E | Second session of communication for gathering feedback for the stable draft. Organisation of 2 days Web-meeting for ETSI members | 2022-02-28 |  |  |
| Milestone F | TR Final draft and Final Report to be made available to TC ERM, CYBER and RRS one month before the cut-off date  Final Report and TR to be approved by TC ERM | 2022-03-31 |  |  |
| Milestone  G | Deliverables published, STF closed | 2022-04-30 |  |  |
|  | | | | **90 000** |

## Gantt chart

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/ Mil.** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |  | **J** | **F** | **M** | **A** |
| T0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MF |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Expertise required

## Team structure

(Up to) 3 participants to ensure the following mix of competences:

|  |  |
| --- | --- |
| **Priority** | **Qualifications and competences** |
| High | Very good understanding of EU industrial policies, in particular as related to standardization for radio equipment |
| High | Hands-on experience with product design and development processes in the industry and testing for compliance |
| Low | Experience with European regulatory agencies at the national level, and international bodies ECC/CEPT |
| High | Very good understanding of Harmonized Standards elaboration |
| High | Very good understanding of radio matters and cybersecurity topics |
| High | Report writing and good communication skills |

Part IV: STF performance evaluation criteria

# Performance Indicators

|  |  |
| --- | --- |
| **Performance indicators applicable for these ToR (X)** | |
| Contribution from ETSI Members to STF work | |
| Direct financial contribution (co-funding) | X |
| Support to the STF work (e.g., provision of test–beds, organization of workshops, events) |  |
| Steering Group meetings (number of meetings / participants / duration) | X |
| Number of delegates directly involved in the review of the deliverables | X |
| Contributions/comments received from the Reference Bodies | X |
| Contributions/comments received from other Reference Bodies | X |
| **Contribution from the STF to ETSI work** | |
| Contributions to Reference Body meetings (number of documents / meetings / participants) | X |
| Contributions to other Reference Bodies | X |
| Presentations in workshops, conferences, stakeholder meetings | X |
| **Liaison with other stakeholders** | |
| Stakeholder participation in the project (category, business area) | X |
| Cooperation with other standardization bodies |  |
| Potential interest of new members to join ETSI |  |
| Liaison to identify requirements and raise awareness on ETSI deliverables | X |
| Comments received on drafts (e.g. on WEB site, mailing lists, etc.) | X |
| **Quality of deliverables** | |
| Approval of deliverables according to schedule | X |
| Respect of time scale, with reference to start/end dates in the approved ToR | X |
| Comments from Quality review by Reference Body | X |
| Comments from Quality review by ETSI Secretariat | X |

# Document history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Author** | **Status** | **Comments** |
| 0.9 | 2021-01-12 | ETSI Secretariat | GA approved | Updates before CL publication |
| 0.8 | 2020-12-10 | Markus Dominik Mueck | Draft proposal | Revision before Board submission |
| 0.7 | 2020-12-09 | OP | Draft proposal | Final draft for Board submission |
| 0.62 | 2020-12-08 | Marcello Pagnozzi | Draft proposal | Revision before Board submission |
| 0.61 | 2020-12-08 | Sonia Compans | Draft proposal | Revision before Board submission |
| 0.6 | 2020-12-05 | Youssouf Sakho | Draft proposal | Revision before Board submission |
| 0.5 | 2020-06-04 | OP | Draft proposal |  |
| 0.4 | 2020-06-01 | OP | draft proposal | Draft proposal for submission to discussion via email or at ERM online meeting |
| 0.2 | 2020-05-15 | Octavian Popescu | draft proposal | Draft proposal for submission to discussion at ERM-CYBER Activities online meeting |