

**ACEMCOM - 101112961**

**Technical Description (Part B)**

(SMP STAND Standard)

**Version 1.0**

**28 February 2023**

# PROJECT FACT SHEET

**STF 642**

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| Reference Body | TC EMTEL |
| EC/EFTA Funding | Manpower: 109 500€  Travels (estimated): 10 000€  Other costs: 0€  **Total Budget: 119 500€** |
| Project Duration | **12 months** |
| |  |  |  |  | | --- | --- | --- | --- | | **WP1: Project management and coordination** | T0 | Project Management | 34 500€ | | **WP2: Technical Specification and HS** | T1 | Standards assessment | 9 000€ | | T2 | Requirements assessment | 12 000€ | | T3 | Gap analysis | 6 000€ | | T4 | TS First Draft | 21 000€ | | T5 | Review | 3 000€ | | T6 | TS Stable Draft | 6 000€ | | T7 | Review | 3 000€ | | T8 | TS Final Draft and HS mature draft | 12 000€ | | **WP3: Dissemination** | T9 | Dissemination and publication | 3 000€ | | |

# TECHNICAL DESCRIPTION (PART B)

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| **HISTORY OF CHANGES** | |
| PUBLICATION DATE | CHANGE |
| 28.02.2023 | Part B for EISMEA Portal and Grant Agreement preparation  WP 1: Description added for deliverable D1.1 and D1.2  WP 2: Duration changed from M3-M11 to M3-M12  "T2.4 Stable Draft" change to "T2.5 Stable Draft"  Deliverable D2.2 TS Early Draft removed, thus updated indexes in the Deliverables.  Descriptions added for all the WP2 Deliverables.  WP3: Means of Verification added for Milestone MS1 and MS2  Updated indexes for WP3 Deliverables.  Descriptions added for all the WP3 Deliverables.  Timetable  Renamed Task 2.6 from “TS Final Document and HS mature draft” to “TS published Final Document and HS mature draft”  Following Evaluation Summary Report:   * Additional risks have been added and mitigation measures have been elaborated * More description for the subcontracting process has been added. |

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## PROJECT SUMMARY

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| Emergency communication is an important element of public safety and security policy. Timely and effective access to emergency services throughout the EU is a fundamental expectation of European citizens, linked to the right to free movement and the European area of security. Effective emergency communication with the Public Service Answering Point (PSAP) with the aim of requesting emergency assistance from emergency services must be maintained throughout Europe. The transition from circuit-switched telephone network to IP-based communication has led to a continuous personalisation of communication services based on contextual data, including location information. Such services are used on a daily basis and increase citizens' expectation to receive a high-quality public service when they request emergency assistance.  This Project request is linked to the European Accessibility Act (EAA) that is a combination of the Directive (EU) 2019/882 on the accessibility requirements for products and services and the Directive (EU) 2016/2012 on the accessibility of the websites and mobile applications of public sector bodies. The EAA requires electronic communications services to be accessible for persons with disabilities from June 28, 2025.  A standardisation request to the European standardisation organisations as regards the accessibility requirements of products and services in support of Directive (EU)2019/882 of the European Parliament and of the Council has been sent to the three ESOs, i.e. Mandate 587. Pre-work involving ETSI TC HF and ETSI TC EMTEL has already been done and communication regularly done with EC as well.  In the context of this SR, TC EMTEL plans to deliver at the end a Harmonized Standard (HS) for the accessibility and interoperability of emergency communications and for the answering of emergency communications by the PSAPs (public safety answering point) (including to the single European Emergency number 112).  The work of TC EMTEL will be organized in two phases. This proposal is for the first phase (phase 1) with the objective of delivering a Technical Specification (TS) which will be the basis for the Harmonized Standard (HS). This TS will correspond to the HS mature draft, which is an “informal milestone between stable and final draft”, as described in the ETSI Directives/Rules of Procedure – Article 13. This way, the TS could be delivered and published by ETSI at the end of phase 1.  The expected resources for this EMTEL project request (phase 1) is 109 000 Euros in total, over 12 months, 3 months for setting up the project team, 9 months of work for the drafting and approval of the document by TC EMTEL and the dissemination of the publication of the document at the end of the project.  After these 12 months, TC EMTEL plans to ask for a second phase (phase 2), in order to deliver the final HS draft, taking into account comments received by the relevant stakeholders (such as EC, EC representatives (e.g HASTAC), Annex III organizations, NSOs), and also taking into account the implementation of the tests. |

## 1. RELEVANCE

### 1.1 Background and general objectives

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| Member States have to ensure that access for end-users with disabilities to emergency services is available through emergency communications and is equivalent to that received by other end-users, in accordance with Union law harmonising accessibility requirements for products and services. Compliance for Public Safety Answering Points (PASPs) should be ensured with the European Accessibility Act with regards to the availability of real time text (RTT) or total conversation for emergency communications by 2027. At European level, there is an increasing activity to enable accessibility to any kind of services. In the case of emergency communications, it is essential to take an end-to-end approach. In order to meet the requirements as in [DIRECTIVE (EU) 2019/882](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2019.151.01.0070.01.ENG), it is important to include all stakeholders for a holistic view. It is not enough to focus on individual technologies such as real-time text (RTT), total conversation or in general human factors, if there is no suitable technical communication infrastructure to ensure interoperability within the EU. In this specific case, interoperability means not only technical interoperability, but also taking into account different emergency communications originating networks, as well as the necessary mechanisms to route emergency communications to the appropriate PSAP, given the different models of organisation in the Member States. For this activity, an interdisciplinary team will be set up to cover the necessary scope of work in the areas mentioned above.  The objective of this proposal is to support the development and revision of standards to support the European Accessibility Act (Directive 2019/882) by means of executing the related forthcoming Standardisation Request as described in “Topic 13 -2022-STA Standards to support the European Accessibility Act and related accessibility legislation therein” in the SMP-STAND-2022-ESOS-02-IBA document.  Concretely the project will address the objective of creating the Technical Specification and the mature Harmonized standard (HS) concerning the accessibility and interoperability of emergency communications and for the answering of emergency communications by the public safety answering point (PSAPs) (including to the single European Emergency number 112).  Policy relevance:  European standards are not only crucial for the competitiveness of businesses but also a crucial tool to support the European Union legislation and policy in the field of information and communication technology (in particular for accessible and inclusive emergency communications), thus making a positive contribution to society as a whole. In order to maximize their contribution, the pace and timeliness of standards development need to be improved and more efforts made to better involve all relevant stakeholders (in particular smartphone manufacturers, mobile operators and PSAPs).  References:  -Directive (EU) 2019/882 of the European Parliament and of the Council of 17 April 2019 on the accessibility requirements for products and services. -Standardisation Request to the European Standardisation Organisations as regards the accessibility requirements of products and services in support of Directive (EU)2019/882 of the European Parliament and of the Council (Mandate 587). -Annex to the Commission Notice The 2022 Annual Union work programme for European standardisation, and more specifically “Topic 13 -2022-STA Standards to support the European Accessibility Act and related accessibility legislation therein” |

### 1.2 Needs analysis and specific objectives

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| In the context of the Accessiblity SR (Mandate 587) mentioned above, TC EMTEL plans to deliver a Technical Specification and a HS mature draft for the accessibility and interoperability of emergency communications and for the answering of emergency communications by the public safety answering point (PSAPs) (including to the single European Emergency number 112).  For this, an assessment of already existing standards needs to be performed. This includes existing standards such as ETSI TS 103 479, ETSI TS 103 698, ETSI TS 101 470, ETSI TR 103 201, 3GPP TS 23 167 (ETSI TS 123 167) as well as RFCs (RFC4103, RFC9071, RFC8865). This requires the involvement of originating devices and PSAPs which are the sources and sinks of multimedia communication and must support the corresponding codecs. In between, networks and services are needed to connect signalling and media streams to the right PSAP. In the TS and the HS mature draft, all necessary requirements concerning PSAPs (signalling and media support) will be listed and, if necessary, the content of referenced standards will be supplemented. |

### 1.3 Complementarity with other actions and innovation

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| Equivalence access to emergency services will have a trans-national and innovative dimension throughout the EU. Today people with disabilities face challenges to contact emergency services when they are in distress due to the lack of harmonised technologies and roaming capacities. This work will give an answer to these needs.  It will be linked to activities performed in the past by TC EMTEL as ETSI TS 101 470 and ETSI TS 103 479, and to the activities that will be conducted by ETSI TC HF and CEN/CENELEC in the context of the Accessibility SR (Mandate 587).  Therefore, the collaboration is planned between TC EMTEL and CEN/CENELEC according to the ETSI-CEN/CENELEC Cooperation agreement Mode 4. |

## 2. QUALITY

### 2.1 Concept and methodology

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| Any standard is a collection of requirements which, if implemented correctly, achieve certain objectives in a product or in a service. These requirements need to be unambiguous, precise and consistent.  Standards should follow established principles of standards writing, as follows:   * a well-defined and precise terminology should be used consistently in the standard; * requirements should be clearly identified as mandatory or optional; * different configurations and their associated parameters should be well-defined; * the means of conforming to the standard should be clearly identified; * definitions and requirements should not conflict with each other.   The STF will follow ETSI Drafting Rules (EDRs). TC EMTEL will validate the TS and the HS mature draft to ensure that the requirements expressed in these standards do, in fact, meet the objectives. The STF will deliver to TC EMTEL draft versions of the TS and the HS mature draft, and the members will have the opportunity to review them and improve the overall quality of the document. Such improvements make the standards easier to understand and to implement in a product or a service, thus reducing the number of potential interoperability problems that might occur.  Examples include:   * Requirements that are incomplete or omitted from the standards; * Requirements that are implied rather than expressly specified; * Requirements that conflict with other requirements in the same or a referenced standard; * Incorrect semantics used in a specification language; * Requirements that cannot be achieved practically. |

### 2.2 Consortium set-up

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| Not Applicable for ETSI |

### 2.3 Project teams, staff and experts

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| Name and function | Organisation | Role/tasks/professional profile and expertise |
| Youssouf Sakho  Funded Activities Director | ETSI | Director of ETSI funded Projects planning and control and Director of ETSI Corporate travels |
| Léa Belloulou  Head of Funded Activities | ETSI | Head of ETSI funded Projects planning and control |
| Chantal Bonardi  Technical Officer | ETSI | ETSI Technical officer for the Technical Committee EMTEL |
| Cristina Lumbreras  TC EMTEL | ETSI | Chair of the Technical Committee EMTEL |
| Peter Sanders  TC EMTEL | ETSI | Vice Chair of the Technical Committee EMTEL |

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| **Outside resources (subcontracting, seconded staff, etc)** |
| **Expertise:**  The project will be performed by a group of maximum 4 subcontracting Companies/Organisations (Service Providers selected through an Open Call for Expertise and subcontracted), accounting to an average of 3 full time equivalent specialists and 1 project manager, that will collectively ensure the following mix of skills:  At least 8 years of technical expertise in telecom networks and services related to emergency communications, in particular issues related to routing of emergency communications, caller location information and alternative means of access to emergency services will be required. References to activities of the standardisation work of European standardisation bodies and expert understanding of international and European standards will be asked. Knowledge of handset operating systems available on the EU market would be appreciated.  A project manager may be appointed from one of the technical experts or it could be a separated role. This person will be responsible for co-ordinating the execution of the tasks and the communication of the published documents, according to the project requirements and following the technical direction given by ETSI TC EMTEL.  The project manager will be requested to have management experience, report-writing skills, experience of consensus building, presentation skills, experience of working in an international environment, and in liaising with other international organisations. Additionally, previous experience in the creation of HS would be appreciated. |

### 2.4 Consortium management and decision-making

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| Not applicable for ETSI |

### 2.5 Project management, quality assurance and monitoring and evaluation strategy

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| ETSI will perform this work by the creation of an ETSI Specialist Task Force (STF), reporting the milestones to the ETSI Technical Committee EMTEL (TC EMTEL), according to the planned TC meetings and additional dates agreed by the TC officials. TC EMTEL will lead an active role in technical guidance and contributing to this work.  According to ETSI Technical Working Procedure on the selection of the service providers, ETSI will issue a call for expertise to get the necessary skills and resources for this STF.   * An STF Steering Committee (STF-SC) will be set up by TC EMTEL in order to perform the steering of the STF, verifying the progresses in periodic meetings and guiding the STF.   + TC EMTEL Chair and Vice-Chair,   + ETSI Secretariat,   + STF Leader (when selected),   + Other interested EMTEL members * The STF will report regularly to the STF-SC and at TC EMTEL meetings to consult on the latest advances. * The STF leader will organise periodic internal meetings of the STF to share and review the latest content produced. * The technical content of the provided deliverable will be evaluated by ETSI TC EMTEL at regular and ad-hoc meetings and reported a minimum of 2 times in the ETSI TC EMTEL mailing list/meeting collecting comments and suggestions, possibly using the remote consensus ETSI Portal tool. The approval will take place preferably at the meetings of TC EMTEL (Remote or F2F). * The STF will organise reviews of its draft documents in addition to the TC EMTEL members. |

### 2.6 Cost effectiveness and financial management

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| Each subcontractor/expert is allocated to specific tasks with an expected level of contribution. The financial resources allocated to the subcontractor are calculated on this principle.  At the start of the project, ETSI develops a baseline cost plan. It is calculated with the cost of the tasks and the scheduled progress of task at each milestone cut-off date. This baseline cost plan provides the costs at each milestone cut-off date.  The milestone payment schedule for each subcontractor is then calculated by taking into account the baseline cost plan and the expected level of contribution. The milestone payment schedule is contractual  The subcontractors payment are submitted to the validation of the project milestones. TC EMTEL and ETSI proceed to the validation of the milestone.  As a consequence, the expertise budget is in full control.  The costs falling into the travel budget line are governed by the ETSI travel policy, seeking, inter alia, for cost efficiency and effectiveness. |

### 2.7 Risk management

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| Risk No | Description | Impact | Likelihood | Work package No | Proposed risk-mitigation measures |
| **1** | The funding granted by EISMEA is not fully sufficient to perform all the needed tasks to answer to the Accessibility SR. | Medium | Low | All | To execute the postponed activities, it is foreseen to look at additionally opportunities of funding. |
| **2** | Non approval of the final TS delivery by ETSI TC EMTEL in due time | Medium | Low | 2 | The STF will share with TC EMTEL versions of the document and ask for early comments and feedbacks. |
| **3** | Difficulties in the selection process | Medium | Low | All | A list of relevant skills, competences and knowledge will be created as a reference to determine the selection of the candidates. The list will support the selection panel in the process and will offer transparency of the decision taken. |
| **4** | Unacceptable performance level of the experts | High | Medium | All | TC chair and secretariat will support the team to fulfil all the tasks. An expert can be dismissed and replaced if necessary. In addition, the PT and STF will comprise several experts from different providers so remaining experts could take on the work left by the dismissed expert. |

## 3. IMPACT

### 3.1 Impact and ambition

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| Member States have to ensure that access for end-users with disabilities to emergency services is available through emergency communications and is equivalent to that received by other end-users harmonising accessibility requirements for products and services. If it is not ensured that there is a harmonized standard for the areas (mobile device, access/call originating network, PSAP networks), then proprietary solutions (such as OTT applications) could be implemented in the individual states in the medium term. In the long term, these technical silos will cause considerable effort to solve issues such as mobility and roaming.  To provide equivalent access to emergency services, equipment is currently being deployed to create IP-based networks. National and international trials are being performed with the progression towards fully operational deployment in mind. Thorough a Harmonized Standard (HS) and comprehensive conformance testing will increase the level of confidence that equipment from various suppliers will interoperate (end-to-end). This in turn will reduce implementation and rollout times and costs. Not providing such a Harmonized Standard, would ultimately delay the deployment of accessibility enabling services. As indicated above in this proposal, a Technical Specification (TS) corresponding to the HS mature draft will be delivered at the end of the phase 1 (corresponding to this proposal). Then, further budget is planned to be requested to be able to finalise and deliver the HS.  Finally, it should be mentioned that the accessibility of emergency services is a positive contribution to society as a whole. |

### 3.2 Communication, dissemination and visibility

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| The relevant stakeholders will be informed through the TC EMTEL group and the TC EMTEL mailing list, and the STF status of work will be published in the open area of TC EMTEL on ETSI docbox, which is publicly available. The STF will be in communication with other standardisation groups working on the same Accessibility SR (e.g. ETSI TC HF, CEN/CENELEC relevant groups) to ensure the compatibility of the different standards. Work collaboration is planned to be done with CEN/CENELEC according to the ETSI-CEN/CENELEC Cooperation agreement Mode 4.  Once the TS has been published, the results will be introduced to the community (e.g. EENA/NENA annual conference). |

### 3.3 Sustainability and continuation

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| The Technical Specification (TS) will be the basis document to create the final Harmonized Standard (HS). Having first a TS delivered and published at the end of Phase 1 is crucial to ensure the on-time implementation of equivalent accessible emergency communications as it will publicly available for all stakeholders. This will ensure that early implementation starts. |

## 4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 4.1 Work plan

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| The proposed work is planned for a duration of 12 months and is structured as follows:   * **Set-up of the project**: ETSI will launch a call for experts and select them. * **Standards assessment**: Identify all relevant IETF, 3GPP and ETSI standards; interoperability and conformance test specifications * **Requirements assessment**: Identify all relevant requirements in terms of real-time communication and call routing considering end-to-end emergency communication aspects * **Gap analysis**: Identify gaps in standardisation taking into account national and international communication scenarios (e.g. roaming). * **TS fFirst/Early Draft**: Create a first draft and distribute it to TC EMTEL for review * **Review of the TS first/early Draft**: Present the first/early TS draft to TC EMTEL and receive the feedback from the members * **TS Stable draft**: creation of the TS stable draft taking into consideration the comments received to the TS first/early draft * **Review**: Distribution and presentations to TC EMTEL of the TS stable draft. Approval of the stable draft * **Final version of the TS**: final editorial updates and approval of ETSI EMTEL * **Create a HS mature draft derived from the TS final draft approved by EMTEL and make it available to EC and Annex III organisations for comments**. * **Publication of the TS** * **Dissemination of the publication of the TS** |

### 4.2 Work packages, activities, resources and timing

#### Work Package 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Work Package 1: Project management and coordination** | | | | | | | | | | | | | | | |
| **Duration:** | | | M1 – M12 | | | **Lead Beneficiary:** | | | **ETSI** | | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
| To set up the project  To ensure the overall planning, implementation and efficient management of the project  To set up a governance structure of the project and coordinate their activities  To provide a smooth interface and effective information flow between work packages  To execute the overall administrative and financial management | | | | | | | | | | | | | | | |
| **Activities and division of work (WP description)** | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | Description | | | | | | | Participants - NA | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 | **Project Setup** | | | ETSI Secretariat and ETSI TC EMTEL chair will interview the potential candidates and select those to best meet the work plan.  ETSI will make arrangements for project members (service contracts, etc.).  The coordinator (with the help of the project leader) will check that the objectives of all WPs are clearly recognised by the participants. The corresponding milestone is therefore set at Month 3 (MS1). | | | | | | | ETSI | | COO | | Yes (in-kind) |
| T1.2 | **Project Management** | | | The overall management of the project will be under the responsibility of the project Leader. He will ensure an effective coordination among the different tasks, working in collaboration with TC EMTEL representatives.  The overall management of the project consists in:  • Planning the work of the project members, ensuring that the timescales of the project deliverables are met.  • Organising meetings to discuss the drafts, recording any major issues and resolutions of issues. At least one face to face meeting will be organised.  • Reporting to TC EMTEL on the progress of work during TC EMTEL plenary meetings.  • providing the project Reports to the ETSI Secretariat: the 3 Progress Reports (including the Final Report). | | | | | | | ETSI | | OTHER | | Yes (subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | | Work Package No | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1.1 | | All technical activities started | | | 1 | | ETSI | The coordinator (with the help of the project leader) checks that the objectives of all WPs are clearly recognised by the participants and that the technical activities have started | | | | M3 | | Project meeting | |
| MS1.2 | | Intermediate results have been delivered | | | 1 | | ETSI | In this milestone the coordinator (with the help of project leader) checks that the first draft of the TS is delivered and the work of the TS has progressed in a timely manner | | | | M7 | | Progress Report approved by TC EMTEL and Coordinator | |
| MS1.4 | | Final results have been delivered | | | 1 | | ETSI | In this milestone the coordinator (with the help of project leader) checks that the deliverables have been submitted and have progressed in a timely manner, that the TS has been published; and the mature HS issued and delivered to EC and Annex III organisations. | | | | M12 | | Final Report approved by TC EMTEL, Coordinator, and EISMEA | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | | Work Package No | | Lead Beneficiary | Type | | Dissemination Level | | Due Date  (month number) | | Description  (including format and language) | |
| D1.1 | | Progress report 1 | | | 1 | | ETSI | *R* | | *PU* | | M3 | | Status of the work according to the time planEventual identified issues and implemented mitigation actions.  English language and as a Microsoft Word and a PDF document | |
| D1.2 | | Progress Report 2 | | | 1 | | ETSI | *R* | | *PU* | | M7 | | Status of the work according to the time plan  Eventual identified issues and implemented mitigation actions  English language and as a Microsoft Word and a PDF document | |

## TOTAL PROJECT COSTS

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| Provide detailed project costs according to the project breakdown structure and the resources estimated |
| |  |  |  | | --- | --- | --- | | **W1** | **Effort** | **Costs** | | **Total effort (person days)** | **57.5** |  | | cost person day |  | 600 € | | **Costs experts** |  | **34 000 €** | |  |  |  | | **Travel costs (estimated)** |  | **10 000€** | | **Total** |  | **44 000€** | |

**Estimated travel costs**

Team of 4 experts meet one time in person, the other meetings will be done online.

The team leader will attend two EMTEL plenary meetings to present the work done. The team of experts can participate on line.

For the dissemination of the published document, the participation in one F2F event (TBD) is foreseen.

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| Travel | Estimated Cost of travels per expert | Number of experts |  |
| 1 f2f meeting of the experts | 1500 | 4 | 6000 |
| 2 f2f EMTEL meeting | 1250 | 1 | 2500 |
| Dissemination of the publication | 1500 | 1 | 1500 |
| Total |  |  | 10 000 |

#### Work Package 2

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 2: Technical Specification and HS** | | | | | | | | | | | | | | | |
| **Duration:** | | | M3 – M12 | | **Lead Beneficiary:** | | | | **ETSI** | | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
| Creation of the TS draft and HS mature draft of the “Harmonised standard for the accessibility and interoperability of emergency communications and for the answering of emergency communications by the public safety answering point (PSAPs) (including to the single European Emergency number 112)” | | | | | | | | | | | | | | | |
| **Activities and division of work (WP description)** | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | | | Description | | | | | Participants – NA | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T2.1 | **Requirements assessment** | | | | | Identify all relevant requirements in terms of real-time communication and call routing considering end-to-end emergency communication aspects (e.g. organisation of workshops with the user group or relevant European organisations representing the user group). | | | | | ETSI | | OTHER | | Yes (Subcontracting) |
| T2.2 | **Standards assessment** | | | | | Identify all relevant IETF, 3GPP and ETSI standards; interoperability and conformance test specifications | | | | | ETSI | | OTHER | | Yes (Subcontracting) |
| T2.3 | **Gap analysis** | | | | | Identify gaps in standardisation taking into account national and international communication scenarios (e.g. roaming). | | | | | ETSI | | OTHER | | Yes (Subcontracting) |
| T2.4 | **TS First/Early Draft** | | | | | Create a TS first draft and distribute it to the TC ETSI EMTEL for review. | | | | | ETSI | | OTHER | | Yes (Subcontracting) |
| T2.5 | **TS Stable Draft** | | | | | Create a TS stable draft from the first draft taking into account the feedbacks of TC EMTEL. | | | | | ETSI | | OTHER | | Yes (Subcontracting) |
| T2.6 | **TS Final document** | | | | | Finalise the TS for publication taking into account the comments given by TC EMTEL A HS mature draft will be issued from the TS Final draft approved by EMTEL and sent to EC and Annex III organisations for comments. | | | | | ETSI | | OTHER | | Yes (Subcontracting) |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary  NA | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS2.1 | | TS First draft | | 2 | | |  | A TS first draft is available and sent for comments to TC EMTEL | | | | M7 | | The document is delivered for comments to TC EMTEL | |
| MS2.2 | | TS Stable draft | | 2 | | |  | A TS stable draft is available and sent for comments to TC EMTEL | | | | M9 | | The document is delivered for comments to TC EMTEL | |
| MS2.3 | | Final draft TS and HS mature draft | | 2 | | |  | A final draft TS is available and approved by TC EMTEL  A HS mature draft is derived from this final draft TS and sent to EC and Annex III organisations for comments. | | | | M11 | | The document is delivered for publication | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | Work Package No | | | Lead Beneficiary | Type | | Dissemination Level | | Due Date  (month number) | | Description  (including format and language) | |
| D2.1 | | TS Stable draft | | 2 | | | ETSI | R | | PU | | M9 | | Deliverable in English language and as a PDF document | |
| D2.2 | | TS published version | | 2 | | | ETSI | R | | PU | | M12 | | English language and as a Microsoft Word and PDF document. | |
| D2.3 | | HS mature draft | | 2 | | | ETSI | R | | PU | | M12 | | English language and as a Microsoft Word and PDF document. | |

## TOTAL PROJECT COSTS

|  |
| --- |
| Provide detailed project costs according to the project breakdown structure and the resources estimated |
| |  |  |  | | --- | --- | --- | | **W2** | **Effort** | **Costs** | | Standards assessment | 15 |  | | Requirements assessment | 20 |  | | Gap análisis | 10 |  | | TS First Draft | 35 |  | | Review | 5 |  | | TS Stable draft | 10 |  | | Review | 5 |  | | TS Final draft and HS mature draft | 20 |  | | **Total effort (person days)** | **120** |  | | cost person day |  | 600 € | | **Costs experts** |  | **72.000 €** | |

#### Work Package 3

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 3: Dissemination** | | | | | | | | | | | | | | | |
| **Duration:** | | | M3 – M12 | | **Lead Beneficiary: ETSI** | | | | 1-Short name – **ETSI** | | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
| * Disseminate the status of the project * Disseminate the publication of the final deliverable | | | | | | | | | | | | | | | |
| **Activities and division of work (WP description)** | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | | | Description | | | | | Participants - NA | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 | Dissemination plan | | | | | Create a plan on how the dissemination will be performed | | | | | ETSI | |  | | Yes |
| T1.2 | Dissemination of the publication of the final deliverable | | | | | Communicate on the publication of the deliverable to the stakeholders | | | | | ETSI | |  | | Yes |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary  NA | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1 | | Set-up of the project | | 3 | | |  | The start of the project will be communicated | | | | M3 | | Project meeting with TC EMTEL | |
| MS2 | | Publication of the deliverable | | 3 | | |  | Dissemination to the stakeholders of the publication of the final deliverable | | | | M12 | | Deliverables available on ETSI portal for download | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | Work Package No | | | Lead Beneficiary | Type | | Dissemination Level | | Due Date  (month number) | | Description  (including format and language) | |
| D3.1 | | Dissemination plan | | 3 | | |  | R | | PU | | M4 | | Dissemination plan for activities reporting, English language as a PDF document | |
| D3.2 | | Dissemination report | | 3 | | |  | R | | PU | | M12 | | Final Dissemination reporting on activities, English language as a PDF document. | |

## TOTAL PROJECT COSTS

|  |
| --- |
| Provide detailed project costs according to the project breakdown structure and the resources estimated |
| |  |  |  | | --- | --- | --- | | **W3** | **Effort** | **Costs** | | Dissemination and Publication | 5 |  | | Cost person day |  | 600 € | | **Costs experts** |  | **3.000 €** | |

#### Subcontracting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package No | Subcontract No  (continuous numbering linked to WP) | Subcontract Name  (subcontracted action tasks) | Description  (including task number and BEN to which it is linked) | | Estimated Costs  (EUR) | Justification  (why is subcontracting necessary?) | Best-Value-for-Money  (how do you intend to ensure it?) |
| 1-3 | N/A | N/A |  | | 109 500 | Expertise not available in ETSI Secretariat | Subcontractors are selected on a case-by-case basis in the context of an open call through a clearly defined process (typically one or more of the following, publication of the call through ETSI Collective letters to the membership, Technical Body mailing lists or explicit calls for tender). |
| Other issues:  *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | | | | ETSI Secretariat (Funded Activities, Technical officers…) will ensure the project planning and controlling with the Technical Committee without charging the related costs to the project whereas subcontractors will perform the development and technical execution of the project. | | | |

#### Timetable

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable** | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** |
| **Task 1.1 – Project Setup** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 – Project Management** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.1 - Standards assessment** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.2 . – Requirements assessment** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.3 – Gap analysis** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.4 – TS First Draft** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.5 – TS Stable Draft** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2.6 – TS Final Document and HS mature draft** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.1 – Dissemination plan** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3.2 – Dissemination publication** |  |  |  |  |  |  |  |  |  |  |  |  |

## 5. OTHER

### 5.1 Ethics

|  |
| --- |
| Not applicable. |

### 5.2 Security

|  |
| --- |
| Not applicable. |

## 6. DECLARATIONS

|  |  |
| --- | --- |
| **Double funding** | |
| **Information concerning other EU grants for this project** | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. | YES |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. | YES |

|  |
| --- |
| **Financial support to third parties (if applicable)** |
|  |

Annex I Response to the Request for Proposals  
CfE – STF 642 (REFERENCE BODY EMTEL) Deadline: 04-07-2023

**If you are an ETSI Member \***

**ETSI membership status (Indicate your status):**

 Full

 Associate

 Observer

**If you are not an ETSI Member \***

Please indicate:

**Full name of the ETSI member supporting the application (list of ETSI members on etsi.org):**

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Official contact name of the ETSI member supporting the application:**

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: A formal confirmation of the support from the Official contact is required (e.g. by e-mail sent to STFLINK@etsi.org) and an “ETSI Member Support Letter” will be required if you are selected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor information \*** | | | | |
|  | | | | |
| **Contractor name \*:**  *Indicate the Company/Organization Name* | |  | | |
|  | | | | |
| **Contact person for the technical aspects** | | **Contact person for Decision on ETSI financial offer to this project (if any)** | | |
| Title |  | Title |  | |
| First name |  | First name |  | |
| Last name |  | Last name |  | |
| Role |  | Role |  | |
| e-mail |  | e-mail |  | |
| Phone |  | Phone |  | |
|  | | | | |
|  | | **Yes** | | **No** |
| Do you or any employee of your Company/Organization hold an elected or appointed position in the Reference Body requesting the STF 642 creation? | | o  Indicate in which position:  ----------------------------------- | | o |
| **If you are self-employed candidate:**  Do you currently have other contracts in progress with ETSI? | | o | | o |

All fields marked with an asterix (\*) are mandatory

**1.1 Introduction**

A short presentation of the technical structure responsible for this activity, e.g.:

* Business area, number of employees, link to WEB site,
* Department(s)/team(s)/experts in charge of the technical activities related to this Project,
* Reference to products/services of your Company/Organization or supporting Member to which the standards developed by this Project will apply,
* Motivation for your Company/Organization or supporting Member to participate in this Project.

**1.2 Proposed approach**

**Proposed contribution to tasks & related cost**

Identify the tasks to which your Company/Organization is proposing to contribute by filling-in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks\_No** | | **Tasks\_Description** | **Max\_Budget\_Allocated\_in\_Euro** | **Amount\_in\_Euro\_(mandatory)** | **%\_of\_whole\_Task\_(mandatory)** |
| 00 | Project Management | | 34500 | . | . |
| 01 | Standards assessment | | 9000 | . | . |
| 02 | Requirements assessment | | 12000 | . | . |
| 03 | Gap analysis | | 6000 | . | . |
| 04 | TS First Draft | | 21000 | . | . |
| 05 | Review | | 3000 | . | . |
| 06 | TS Stable Draft | | 6000 | . | . |
| 07 | Review | | 3000 | . | . |
| 08 | TS Final Draft and HS mature draft | | 12000 | . | . |
| 09 | Dissemination and publication | | 3000 | . | . |
|  | **TOTAL** | | **109500** |  |  |

**Amount in Euro (mandatory)**: Indicate the price offered for your contribution to the task(s)

**% of whole task (mandatory)**: Indicate to which percentage of the execution of the whole task your offer corresponds

Provide a description of the proposed approach, competences, reference to related activities:

* Explain which part of the task is corresponding to the requested percentage that your Company/Organization will handle,
* Explain the scope that your Company/Organization will cover,
* Explain your approach to the management of the quality and,
* Explain your approach to the management of the risks and their mitigation,
* Describe and justify the proposed costs to achieve this project objectives.

Annex II Terms and Conditions  
CfE – STF 642 (REFERENCE BODY EMTEL) Deadline: 04-07-2023

**2.1 Submission of Proposals**

All proposals in response to this CfE shall be submitted before the deadline indicated in this Collective Letter, using exclusively the WEB application on the ETSI Portal at the following address: <https://portal.etsi.org/cfe>.

Proposals shall be composed of Curriculum Vitae of the proposed service providers’ personnel and the Annex I of this CfE duly filled out.

Proposals that will be partial or incomplete at the deadline will not be accepted.

The Terms and Conditions in this Annex will apply.

**2.2 Modification and Withdrawal of Proposals**

Applicants may, without prejudice to themselves, modify or withdraw their proposal by written request, provided that the request is received by ETSI prior to the due date and time, at the address to which their proposal was submitted. The applicant may submit a new proposal provided that such new proposal is received prior to the deadline for responding which is specified in this Collective Letter.

**2.3 Assessment of Proposals**

The ETSI Director-General, in consultation with the Reference Body Chairman, is responsible for the selection of the service providers that will be contracted to perform this Project work. The ETSI Director-General and the Reference Body Chairman may be assisted by a Selection Panel to assess the applications received and make the final decision.

As per article 1.10.4 of the ETSI Directives, the Director-General may discard proposals that could be identified as creating potential conflict of interest.

The ETSI Secretariat will only communicate to the applicants the result of the selection (accepted or not accepted). Should applicants need more information on the rationale for the selection, they must address a formal request to the ETSI Director-General.

The following evaluation criteria will be applied to all proposals, in order of priority:

* Evidence that the applicant has the necessary structure and expertise to ensure delivery
* Reference to current or previous activities in the specific technical domain of this project
* Critical review of the most efficient way to achieve the objectives in this Project ToR
* Effective proposed approach/methodology for the execution of the tasks
* Implementation schedule
* Clear pricing policy

Compliance with the first two (2) criteria is mandatory.

Proposals that are not considered compliant with these criteria will be discarded.

Priority will be given to technical quality of the proposals. Pricing considerations will be taken into account to ensure that the best value for money is achieved. Compatibility with the maximum budget allocated to this Project will be verified before placing a Service Contract.

Following the assessment process, ETSI reserves the right to grant contracts to other than the cheapest proposals, to accept or reject any offer completely or in part, or to reject all proposals, without providing the reasons. If no offer is accepted, ETSI may decide to abandon the work or proceed in any other manner ETSI may select.

**2.4 IPR and confidentiality Agreements**

The information provided in this CfE, as well as the fact that the applicant has received the CfE, is considered confidential and protected under copyright laws. The applicant may not discuss, share, or use the information in this CfE for any purpose other than the response to this CfE.

ETSI will not disclose the content of any proposals to other applicants or any other party, with the exception of the persons involved in the assessment process described in §2.3 above.

However, ETSI reserves the right to make use of the information provided in this proposal to improve this project definition for the purpose of this CfE or any other manner in which ETSI may decide to proceed to select the service providers.

If successful, the applicant will be required to sign a Service Contract, which includes IPR and Confidentiality clauses aligned with the relevant policies in the ETSI Directives.

**2.5 Preparation cost**

ETSI will not be responsible for any costs or expenses that the applicant may incur in preparing and/or submitting the proposal.

**2.6 Service Contract**

A Service Contract will be proposed to the applicants that will be selected to perform the work.

Details on the Terms and Conditions of this contract can be found on the ETSI Portal, at the following address: <https://portal.etsi.org/STF/STFs/Contracts.aspx>